



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 18 December 2019

Commencing at

3:45pm

at

Walcha Council Chambers

Members:

Mayor – Councillor Eric Noakes
Deputy Mayor – Councillor Clint Lyon
Councillor Peter Blomfield
Councillor Kevin Ferrier
Councillor William Heazlett
Councillor Jennifer Kealey
Councillor Scott Kermode
Councillor Rachael Wellings

Quorum – 5 Members to be Present

AGENDA

Submitted to Council: 18 December 2019

..... General Manager Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held at Walcha Council Chambers, 2W Hamilton Street, Walcha on **Wednesday, 18 December 2019** commencing at **3:45pm**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Anne Moddero'.

Anne Moddero
GENERAL MANAGER

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1.	Leave of Absences	
1.1		
2.	Confirmation of Previous Minutes	
2.1	Minutes of the Ordinary Meeting held on Wednesday, 27 November 2019 at Walcha Council Chambers, Hamilton Street, Walcha.	WO/2019/02966
3.	Business Arising	
4.	Declarations of Interest	
5.	Mayoral Minute	
6.	Senior Officers Reports	
6.1	Development Application 10.2019.66 161 Oxley Drive Walcha – Convert Shed to a Detached Dual Occupancy	WO/2019/03046
6.2	Walcha Development Control Plan Dual Occupancy Provisions	WO/2019/03052
6.1	Draft Fraud and Corruption Prevention Policy	WO/2019/02990
6.(Draft Walcha Community Participation Plan	WO/2019/02884
6.)	Draft Councillor Induction & Professional Development Policy	WO/2019/03085
6.*	Pathway to Abolish Wards within Walcha Local Government Area	WO/2019/03072
6.+	Adoption of Preschool Fees for 2020	WO/2019/03079
6.,	Namoi Unlimited 2018 – 2019 Reports	WO/2019/03083
7.	Reports to be Considered in Closed Council	
7A	Referral to Closed Council – Tender for the Supply and Delivery of Hardware REGPOR791920	WO/2019/03102

Submitted to Council: 18 December 2019

..... General Manager Mayor



- 7B Referral to Closed Council – Program to Transition to Solar Power for Council Premises WO/2019/03105
- 7C Referral to Closed Council – Proposed Truck Wash Facility Operating Model WO/2019/03106

Resolution to adjourn the Ordinary Meeting and to move into Closed Council and to exclude the Press and the Public from the entire proceedings of the Closed Council Meeting.

- 7.1 Tender for the Supply and Delivery of Hardware REGPRO791920 WINT/2019/06915
 - 7.2 Program to Transition to Solar Power for Council Premises WINT/2019/06493
 - 7.3 Proposed Truck Wash Facility Operating Model WINT/2019/06968
 - 7.4 Access Walcha Baths & Purchase of Equipment WO/2019/03086
- Resolution to move into Open Council.

Resolution to adopt Closed Council Report and Recommendations.

- 8. Notices of Motion
 - 8.1 Notice of Motion 13: Christmas Decoration Program WO/2019/03088

- 9. Matters of Urgency
(Resolution to admit matters of urgency before being further considered by Council).

- 10. Management Review Report WO/2019/03023

- 11. Committee Reports
 - 11.1 Minutes of the Preschool Advisory Committee Meeting held at the Walcha Preschool on Monday, 25 November 2019 WO/2019/03012
 - 11.2 Minutes of the Youth Advisory Committee Meeting held at the Walcha Central School Library on Tuesday, 3 December 2019. WO/2019/03033

- 12. Delegate Reports
 - 12.1 Delegates Report from Clr WJ Heazlett from the NSW Public Libraries Association 2019 Conference held at Penrith on Tuesday – Thursday, 19 – 21 November 2019. WO/2019/03092

Submitted to Council: 18 December 2019

..... General Manager Mayor



Present:

Apologies:

**Confirmation of the Ordinary Meeting Minutes held on Wednesday,
27 November 2019:**

**Matters arising from the Minutes of the Ordinary Meeting held on Wednesday,
27 November 2019:**

Submitted to Council: 18 December 2019

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 27 November 2019

at

2:20pm

at

Walcha Council Chambers

PRESENT: Clr EH Noakes (Chairman) Mayor together with Councillors PR Blomfield, KW Ferrier, WJ Heazlett, JM Kealey, SJ Kermode, CM Lyon and RL Wellings.

IN ATTENDANCE: Mrs AD Moddero – General Manager, Mr DJM Reeves – Director – Engineering Services, Mrs LJ Latham – Environmental Services Manager, Mrs RA Strobel – Chief Financial Officer and Mrs EL Hobbs – Executive Assistant.

1. APOLOGIES:

Nil.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 30 OCTOBER 2019:

74 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that the Minutes of the Ordinary Meeting held on Wednesday, 30 October 2019, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record with the amendment below:

Item 2 – Confirmation of Previous Minutes

3. BUSINESS ARISING

Clr Kealey – requested an update on Item: 7.2 and an update on 7.3 – 4.1.7 - Tier 3 & 4.

7.2 - Tender for Specialist Consulting Services

The General Manager advised that we are in the process of progressing with a review of our procurement options for this project. In parallel to this, Council have accelerated the delivery of the emergency water supply plan. Council confirms that we have received endorsement to expand the scope of this plan to include utilising bore water options.

7.3 – Replacement of a 14 FT Grader – Tier 3 & 4.

The Director – Engineering Services advised that the advice received by Council was for Council to re-tender to give all parties an opportunity to tender for the Tier 4 Grader. This process is planned to commence next week and Council will strive to complete this prior to the December 2019 Council Meeting.

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

75 **RESOLVED** on the Motion of Councillors Kealey and Wellings that the Senior Officers' Reports be **RECEIVED** for further consideration.

**6.1 Quarterly Review of Operational Plan & Budget as at 30 September 2019
WO/2019/02903**

76 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council adopt the September 2019 Quarterly Budget Review Statements **FURTHER THAT** Council approve the variations in Income and Expenditure votes as detailed **STILL FURTHER THAT** Council approve the transfer of additional FAG funding, \$118,052, to the General Fund for further determination.



6.2 Amendment to Environmental Services Fees & Charges 2019 – 2020

WO/2019/02535

77 **RESOLVED** on the Motion of Councillors Lyon and Kermode that the Draft Amended 2019-2020 Fees and Charges as attached in Table 1 be ADOPTED by Council and placed on public exhibition for a period of 28 days. **FURTHER THAT** delegation be given to the General Manager to adopt the Final Amended 2019-2020 Fees and Charges should no submission be received as a result of the public exhibition.

6.3 Arrangements for Christmas for Staff & Council 2019 WO/2019/02851

Motion:

It was **MOVED** Clr Kermode **Seconded** Clr Ferrier that Council allow the Combined Staff Christmas Party to be held during working hours on Thursday, 19 December 2019 at 1:00pm **FURTHER THAT** a donation of \$3,100 be made towards the cost of the Function.

Amendment:

An **Amendment** was **MOVED** Clr Lyon **Seconded** Clr Ferrier that Council allow the Combined Staff Christmas Party to be held during working hours on Thursday, 19 December 2019 at 1:00pm **FURTHER THAT** a donation of \$3,500 be made towards the cost of the Function.

The Original Motion was **WITHDRAWN** by Clr Kermode and Clr Ferrier.

78 The Amendment became the **Motion** and was put to the **VOTE** and **CARRIED**.

6.4 Draft Audio Recording of Meetings Policy WO/2019/02898

- 79 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council
1. Exhibit the Draft Audio Recordings of Meetings Policy for a period of 28 days; and
 2. **ADOPT** the Draft Audio Recordings of Meetings Policy as presented subject to no submissions received during the exhibition period.

6.5 Change of Meeting Time WO/2019/02855

80 **RESOLVED** on the Motion of Councillors Lyon and Wellings that the commencing time of the Ordinary Meeting of Council be changed from 2:00pm to 3:45pm **FURTHER THAT** this is to commence on 18 December 2019.

6.6 Walcha Pool Operation – Level 5 Water Restrictions WO/2019/02915

81 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council **AUTHORISE** the General Manager to continue to operate the Walcha Pool during Level Five Water Restrictions for the 2019-2020 Pool Season.



6.7 Draft Namoi Unlimited Policy Managing Contaminated or Potentially Contaminated Land 2019 **WO/2019/02893**

82 **RESOLVED** on the Motion of Councillors Wellings and Heazlett that Council:

1. Endorse the public exhibition of the Draft Managing Contaminated or Potentially Contaminated Land 2019 Policy for a period of 28 days;
2. Following the public exhibition period, if feedback is received, request a further report on the feedback and any amendments to the Draft Policy for consideration and adoption by Council; and
3. Following the public exhibition period, if no feedback is received, **ADOPT** the Draft Policy as presented.

6.8 Development Application 10.2019.60 – 188W Apsley Street, Walcha **WO/2019/02919**

Motion

It was **MOVED** Clr Kealey **Seconded** Clr Kermode that Council approve Development Application 10.2019.60 for a garage on 188W Apsley Street, Walcha, as per the development conditions listed within the Development Assessment Report:

PRESCRIBED CONDITIONS

(under the Environmental Planning and Assessment Regulation 2000)

Compliance with Building Code of Australia & insurance requirements under the Home Building Act 1989

Please Note: A reference to the Building Code of Australia is a reference to that Code as in force on the date the application is made for the relevant:

- a) development consent, in the case of a temporary structure that is an entertainment venue, or
- b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the *Building Code of Australia*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

Erection of signs

Please Note: This does not apply in relation to:

- a) Building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- b) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- c) A complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

3. A sign must be erected in a prominent position on any site on which building work, subdivision work



or demolition work is being carried out:

- a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - c) stating that unauthorised entry to the site is prohibited.
4. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Please Note: *Principal certifying authorities and principal contractors must also ensure that signs required by this clause are erected and maintained (see clause 227A which currently imposes a maximum penalty of \$1,100).*

Notification of Home Building Act 1989 requirements

Please Note: *This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State’s building laws.*

5. Residential building work within the meaning of the *Home Building Act 1989* must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
- a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

Please Note: *If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.*

Shoring and adequacy of adjoining property

Please Note: *This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.*

6. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person’s own expense:
- a) protect and support the adjoining premises from possible damage from the excavation, and
 - b) where necessary, underpin the adjoining premises to prevent any such damage.

GENERAL CONDITIONS

- 7. The development must take place in accordance with the approved plans (bearing the Walcha Council approval stamp) and documents submitted with the application.
- 8. The garage is not to be constructed within 1 metres of the sewer easement.
- 9. The garage is not to be used for any other purposes except for residential storage. It is not to be used as a dwelling.



CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

- 10. A Construction Certificate must be obtained, in accordance with cl.146 of the Environmental Planning and Assessment Regulation 2000, before work commences.
- 11. Council is to be given written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with cl 103 and 104 of the *Environmental Planning and Assessment Regulation 2000*. Such notice is given using the form enclosed with this consent.

Should Walcha Council be appointed the Principal Certifying Authority, the applicant must give at least 2 days' notice to enable inspections to be undertaken.
- 12. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
 - divert contaminated run-off away from disturbed areas,
 - erect silt fencing along the downhill side of the property boundary,

Please Note: Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act 1997.

- 13. A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenience. The erected hoarding is to be sufficient to prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.
- 14. The stormwater drainage method is to be submitted to and approved by Council prior to the issue of a construction certificate.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

- 15. Any building work must be carried out between 7.00am and 5.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
- 16. A garbage receptacle must be provided at the work site before works begin and must be maintained until works are completed. The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers.
- 17. Waste materials (including excavation, demolition and construction waste materials) must be managed on the site (and must not be burned on site) and then disposed of at a waste management facility, to protect the amenity of the area and avoid the potential of air pollution.
- 18. Effective dust control measures are to be maintained during construction to maintain public safety / amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
- 19. Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
- 20. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
- 21. Any earthworks (including any structural support or other related structure for the purposes of the development):



- a) must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
- b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
- c) that is fill brought to the site—must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the *Protection of the Environment Operations Act 1997*, and
- d) that is excavated soil to be removed from the site—must be disposed of in accordance with any requirements under the *Protection of the Environment Operations (Waste) Regulation 2005*.

Any excavation must be carried out in accordance with *Excavation Work: Code of Practice* (ISBN 978-0-642-785442), published in July 2012 by Safe Work Australia.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

- 22. An Occupation Certificate must be obtained before the approved use commences, in accordance with the Environmental Planning and Assessment Act 1979 and to ensure the health and safety of the building’s occupants.

Please Note: Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).

- 23. At the completion of the works, the work site must be left clear of waste and debris.

CONDITIONS RELATING TO ONGOING OPERATIONS

- 24. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display / erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under *State Environmental Planning Policy (Codes SEPP) 2008*).

COUNCIL ADVICE ONLY

- 25. Covenant/s: The applicant / owner has the responsibility of being aware of any covenant which may affect the proposal.
- 26. Dial Before You Dig: Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual’s responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.
- 27. Telecommunications Act 1997 (Commonwealth); Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra’s network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra’s infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra’s assets in any way, you are required to contact: Telstra’s Network Integrity Team on phone number 1800 810 443.



Amendment

An **Amendment** was **MOVED** Clr Lyon that Council carry out neighbour notification of the development for a period of 14 days, and subject to no objections being received by Council, Council approve Development Application 10.2019.60 for a garage on 188W Apsley Street, Walcha, as per the development conditions listed within the Development Assessment Report:

PRESCRIBED CONDITIONS
(under the Environmental Planning and Assessment Regulation 2000)

Compliance with Building Code of Australia & insurance requirements under the Home Building Act 1989

Please Note: *A reference to the Building Code of Australia is a reference to that Code as in force on the date the application is made for the relevant:*

- c) *development consent, in the case of a temporary structure that is an entertainment venue, or*
- d) *construction certificate, in every other case.*

1. The work must be carried out in accordance with the requirements of the *Building Code of Australia*.
2. In the case of residential building work for which the *Home Building Act 1989* requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

Erection of signs

Please Note: *This does not apply in relation to:*

- d) *Building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or*
- e) *Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*
- f) *A complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.*

3. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - c) stating that unauthorised entry to the site is prohibited.
4. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

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Notification of Home Building Act 1989 requirements

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- a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
- b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

Please Note: *If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.*

Shoring and adequacy of adjoining property

Please Note: *This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.*

- 6. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person’s own expense:
 - c) protect and support the adjoining premises from possible damage from the excavation, and
 - d) where necessary, underpin the adjoining premises to prevent any such damage.

GENERAL CONDITIONS

- 7. The development must take place in accordance with the approved plans (bearing the Walcha Council approval stamp) and documents submitted with the application.
- 8. The garage is not to be constructed within 1 metres of the sewer easement.
- 9. The garage is not to be used for any other purposes except for residential storage. It is not to be used as a dwelling.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

- 10. A Construction Certificate must be obtained, in accordance with cl.146 of the Environmental Planning and Assessment Regulation 2000, before work commences.
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Should Walcha Council be appointed the Principal Certifying Authority, the applicant must give at least 2 days’ notice to enable inspections to be undertaken.
- 12. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
 - divert contaminated run-off away from disturbed areas,
 - erect silt fencing along the downhill side of the property boundary,

Please Note: *Failure to take effective action may render the developer liable to prosecution under the NSW Protection of*



the Environment Operations Act 1997.

- 13. A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenience. The erected hoarding is to be sufficient to prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.
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- 16. A garbage receptacle must be provided at the work site before works begin and must be maintained until works are completed. The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers.
- 17. Waste materials (including excavation, demolition and construction waste materials) must be managed on the site (and must not be burned on site) and then disposed of at a waste management facility, to protect the amenity of the area and avoid the potential of air pollution.
- 18. Effective dust control measures are to be maintained during construction to maintain public safety / amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
- 19. Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
- 20. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
- 21. Any earthworks (including any structural support or other related structure for the purposes of the development):
 - e) must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
 - f) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
 - g) that is fill brought to the site—must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the *Protection of the Environment Operations Act 1997*, and
 - h) that is excavated soil to be removed from the site—must be disposed of in accordance with any requirements under the *Protection of the Environment Operations (Waste) Regulation 2005*.

Any excavation must be carried out in accordance with *Excavation Work: Code of Practice* (ISBN 978-0-642-785442), published in July 2012 by Safe Work Australia.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

- 22. An Occupation Certificate must be obtained before the approved use commences, in accordance with the Environmental Planning and Assessment Act 1979 and to ensure the health and safety of the building's occupants.

Please Note: Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as



detailed for places of public entertainment).

- 23. At the completion of the works, the work site must be left clear of waste and debris.

CONDITIONS RELATING TO ONGOING OPERATIONS

- 24. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display / erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under *State Environmental Planning Policy (Codes SEPP) 2008*).

COUNCIL ADVICE ONLY

- 25. Covenant/s: The applicant / owner has the responsibility of being aware of any covenant which may affect the proposal.
- 26. Dial Before You Dig: Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual’s responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.
- 27. Telecommunications Act 1997 (Commonwealth); Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra’s network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra’s infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra’s assets in any way, you are required to contact: Telstra’s Network Integrity Team on phone number 1800 810 443.

The **Amendment FAILED** to get a **Secunder** and lapsed.

83 The Original **Motion** was put to the **VOTE** and **CARRIED**.

Afternoon Tea:

Council adjourned for afternoon tea at 3:15pm and resumed at 3:55pm.

6.9 Renew Our Libraries Campaign – Phase Two WO/2019/02888

84 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier:

- 1. That Council make representation to the local State Member, Hon Kevin Anderson, Minister for Better Regulation and Innovation, in relation to the need for a sustainable state funding model for the ongoing provision of public library services.
- 2. That Council write to the Hon Don Harwin, Minister for the Arts and the Hon Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for Consumer Price Index (CPI) indexation of state funding for NSW



public libraries, as well as legislation of all elements of the 2019-20 to 2022-23 NSW state funding model.

3. That Council take a leading role in lobbying for sustainable state government funding for libraries.
4. That Council endorse the distribution of the NSW Public Libraries Association NSW library sustainable funding advocacy information in Council libraries, as well as involvement in any actions proposed by the Association.

8. NOTICES OF MOTION

Nil

9. MATTERS OF URGENCY

Nil.

10. MANAGEMENT REVIEW REPORTS

WO/2019/02856

85 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that items included in the Management Review Report, numbered 10.1 to 10.16 inclusive, be **NOTED** by Council.

11. COMMITTEE REPORTS

11.1 Minutes of the Walcha Council Risk, Audit & Improvement Committee Meeting held on Tuesday, 1 October 2019 at the Walcha Council Chambers, Hamilton Street Walcha.

WO/2019/02514

12. DELEGATE REPORTS

12.1 Minutes of the New England Tablelands (Noxious Plants) County Council Meeting held at the Armidale Office, Rusden Street, Armidale on Tuesday, 20 August 2019.

WI/2019/14924

Councillor Wellings gave a verbal report on the Library Conference held mid November 2019.

7. CLOSED COUNCIL

7.1 Referral to Closed Council – Rental of Walcha Squash Court Complex for Walcha Community Gym and Squash.

WO/2019/02923

86 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that, in accordance with the provisions of Section 10A (2)(c) of the Local Government Act, 1993, the matter of Rental of Walcha Squash Court Complex for Walcha Community Gym and Squash be referred to be discussed in Closed Council and close the meeting to the public for the reasons that the report relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.



87 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council resolve into Closed Council and that the press and public be excluded from the entire proceedings of the Meeting of the Closed Council for the reason that it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

88 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Ferrier.

The Mayor reported whilst in Closed Council the following matters were discussed.

PRESENT: Present and IN Attendance were the same as listed in the Minutes of the Ordinary Meeting with the exception of the press and the public.

7.1 Rental of Walcha Squash Court Complex for Walcha Community Gym and Squash WO/2019/02899

A **RECOMMENDATION** was **MOVED** on the Motion of Councillor Lyon that Council:

1. Set the rent of the Squash Courts Complex at \$125 per month for the Walcha Squash Club Inc. and \$200 per month for the Walcha Community Fitness Club Inc. with an annual CPI increase built in;
2. Amend the current Fees and Charges to the new set rate;
3. Prepare an updated annual agreement with the Walcha Community Fitness Club Inc.; and
4. Review the rental fee of the Complex upon an Occupation Certificate being issued to the new Community Gym Building.

ADOPTION OF CLOSED COUNCIL

89 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that the Report and Recommendations of the Meeting of the Walcha Council Closed Council held on Wednesday, 27 November 2019 be **ADOPTED** by Council.

The Chairman publicly declared the recommendations passed by the Committee whilst in Committee of the Whole.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:15PM.



Item 6:
Senior Officers'
Reports

Submitted to Council: 18 December 2019

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2019/02919
Title: Development Application 10.2019.66 – 161 Oxley Drive, Walcha
Author: Contract Town Planner
Previous Items: Not Applicable
Attachment: Development Assessment Report, Elevations and Site Plan

Community Strategic Plan Reference:

*Goal 6.1 – Walcha’s distinct and diverse natural and built environment will be protected and enhanced.
Goal 6.6 – The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land.*

Introduction:

Council has received a development application for 161 Oxley Drive, Walcha, to convert a shed to a detached dual occupancy. This is permissible development, but the dwelling density for the land area as per the *Walcha Development Control Plan 2019* (WDCP) has not been met.

Report:

This application is to convert a shed into a detached dual occupancy. Originally the shed was three, and was combined to one single shed without approval. A Building Certificate was issued for this illegal building work. The new owner now wishes to convert the shed to detached dual occupancy. A separate onsite sewerage system will be installed to cater for the proposed dual occupancy.

The land is zoned R5 Large Lot Residential and the area of the land is 2.634 ha.

A dual occupancy means 2 dwellings on one lot of land that are attached to each other, but does not include a secondary dwelling. A dual occupancy can be either attached or detached.

Clause 3.4 of the WDCP states that the following minimum site area per dwelling should apply for the R5 zone.

R5	Dwellings	1 dwelling / 2 ha
	Dual Occupancies (attached)	1 dwelling / 1 ha
	Dual Occupancies (detached)	1 dwelling / 2 ha

Based on this requirement, a detached dual occupancy would not be permissible on this land, but an attached dual occupancy would be.

Detached dual occupancy dwellings provide a degree of separation between dwellings to allow for privacy, but by using this control within the DCP, it places a barrier to the purpose of a dual occupancy, in allowing for 2 dwellings on the same lot.

Traditional reasons against the use of detached dual occupancies is that it raises expectations of future subdivision to separate the dwellings and impacts from additional road access driveways. Neither are correct in this case, as the Minimum Lot Size is 2 ha which will prevent subdivision and both dwellings will use the same driveway.

Submitted to Council: 18 December 2019

..... General Manager Mayor



Unlike and LEP, provisions/controls within a DCP are not legally binding on decision-makers. They are matters to be taken into consideration before a decision is made.

This is the first time this clause has been used since the adoption of the WDCP in July 2020. A separate report has been prepared to consider the changing of this control.

All relevant plans and a full assessment report is attached and is recommending approval subject to the appropriate use of conditioning.

Legal Issues:

Consideration under the provisions of *Environmental Planning and Assessment Act 1979*.

Social Implications:

This decision will set a precedent for the community, and it may become a community expectation.

RECOMMENDATION: That Council approve Development Application 10.2019.66 to convert a shed to a detached dual occupancy dwelling at 161 Oxley Drive, Walcha, as per the development conditions listed within the Development Assessment Report.

Submitted to Council: 18 December 2019

..... General Manager Mayor

Development Assessment Report

DA Number: 10.2019.66 **Council:** Walcha
Location: 161 Oxley Drive Walcha
Development Description: Convert a shed to a detached dual occupancy.
Title Details: Lot 6 DP 1149080

Proposal Overview

Originally the shed was three, and was combined to one single shed without approval. A Building Certificate was issued for this illegal building work. They now wish to convert the shed to detached dual occupancy.

Property Details/History

	Checked	Comments
File History	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Title Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Check Ownership	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Is there any other issue that requires notation? Yes No

Application Type

Is this application an Integrated Development Application? Yes No
 Is this application a Designated Development Application? Yes No
 Is this application for State Significant Development? Yes No
 Is this application submitted by/on behalf of a Public Authority? Yes No
 Is this application a staged Development? Yes No

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence referral? Yes No
 Does this application require courtesy comment? Yes No
 Is there any other issue that requires notation? Yes No
 Does this application require referral for decision by Council? Yes No

Comment: There is a variation to the DCP that will require consideration.

Local Environmental Plan

Section 4.15(1)(a)(i) – EP & A Act

This land is zoned: R5 Large Lot Residential
Development as per Standard Definitions: *Dual occupancy (detached) means 2 detached dwellings on one lot of land, but does not include a secondary dwelling.*

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Permissible Development
MLS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	2 ha

Is there a draft LEP or draft LEP amendment which may affect this proposal? Yes No

Is there any other issue that requires notation? Yes No

Do 'existing use' provisions (Sections 4.65-4.70 of the EP&A Act) apply to this development? Yes No

Development Control Plan

Is there a DCP which applies to this land/proposal? Yes No

List the relevant clause/clauses under the applicable DCP

Chapter	Clause	Compliance	Comment
3	3.11	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Complies with the provisions of this clause.
	3.14	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Minimum Density 1 dwelling/2 ha, the area of the land is 2.634 ha. As this is a 68% variation. It should go before Council for consideration. The variation is reasonable and as the DCP is relatively new, this application put it to the test. As an attached dual occupancy is permissible on 1 ha, it can be considered that having a density of 1 dwelling/2 ha is effectively preventing all detached dual occupancies within the R5 zone. Consideration should be given by Council to amending the DCP.
	3.5	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Setbacks
	3.6	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Building Height
	3.7	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Open Space

Is there a draft DCP which may affect this proposal? Yes No

Is there any other issue that requires notation? Yes No

Regional Environmental Plan

There is no REP applicable to this area.

State Environmental Planning Policy

Is this proposal affected by a SEPP? Yes No

List all relevant SEPPs

SEPP	Compliance	Comment
SEPP 19 — Bushland in Urban Areas	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to protect and preserve bushland within the urban areas because of its value to the community as part of the natural heritage, its aesthetic value, and its value as a recreational, educational and scientific resource.</i>
SEPP 21 – Caravan Parks	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP ensures that where caravan parks or camping grounds are permitted under an environmental planning instrument, movable dwellings, as defined in the Local Government Act 1993, are also permitted.</i>
SEPP 33 — Hazardous and Offensive Development	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides considerations for consent for hazardous & offensive development.</i>
SEPP 36 – Manufactured Homes Estates	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP helps establish well-designed and properly serviced manufactured home estates in suitable locations.</i>

SEPP 44 — Koala Habitat Protection	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land across NSW that is greater than one (1) hectare and is not a National Park or Forestry Reserve. The SEPP encourages the conservation and management of natural vegetation areas that provide habitat for koalas to ensure permanent free-living populations will be maintained over their present range.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	This policy applies to this Local Government Area as it is listed in Schedule 1 of this SEPP and the property is more than 1 ha in area. As the increase of the building footprint is minimal and an inspection of the site revealed that there is no koala habitat nor potential habitat that will be affected by this development. Therefore a Koala Plan of Management is not required.
SEPP 55 — Remediation of Land	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land across NSW and states that land must not be developed if it is unsuitable for a proposed use because of contamination.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	This land is not contaminated land, nor is there potential for contamination.
SEPP 64 — Advertising and Signage	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to ensure that outdoor advertising is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations and is of high-quality design and finish.</i>
SEPP 65 — Design Quality of Residential Flat Development	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP relates to residential flat development across the state through the application of a series of design principles. Provides for the establishment of Design Review Panels to provide independent expert advice to councils on the merit of residential flat development.</i>
SEPP 70 – Affordable Housing (Revised Schemes)	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies that there is a need for affordable housing across the whole of the State and describes the kinds of households for which affordable housing may be provided, and makes a requirement with respect to the imposition of conditions relating to the provision of affordable housing.</i>
Aboriginal Land 2019	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for development delivery plans for areas of land owned by Local Aboriginal Land Councils to be considered when development applications are considered, and declares specified development carried out on land owned by Local Aboriginal Land Councils to be regionally significant development.</i>
Affordable Rental Housing 2009	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for an increase in the supply and diversity of affordable rental and social housing in NSW.</i>
Building Sustainability Index: BASIX 2004	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>The SEPP provides for the implementation of BASIX throughout the State.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	A compliant Basix Certificate has been provided with the application.
Concurrences 2018	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP allows the Planning Secretary to act as a concurrence authority.</i>
Educational Establishments and Child Care Facilities 2017	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the effective delivery of educational establishments and early education and care facilities across the state.</i>

Exempt and Complying Development Codes 2008	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides exempt and complying development codes that have State-wide application, identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent; and, in the General Housing Code, types of complying development that may be carried out in accordance with a complying development certificate.</i>
Housing for Seniors or People with a Disability 2004	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to encourage provision of housing for seniors, including residential care facilities. The SEPP provides development standards.</i>
Infrastructure 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides a consistent approach for infrastructure and the provision of services across NSW, and to support greater efficiency in the location of infrastructure and service facilities.</i>
Mining, Petroleum Production & Extractive Industries 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to provide proper management of mineral, petroleum and extractive material resources and ESD.</i>
Miscellaneous Consent Provisions 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for the erection of temporary structures and the use of places of public entertainment while protecting public safety and local amenity.</i>
Primary Production and Rural Development 2019	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the orderly economic use and development of lands for primary production; reduce land use conflict and sterilisation of rural land.</i>
State and Regional Development 2011	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies development that is State significant development or State significant infrastructure and critical State significant infrastructure and to confer functions on joint regional planning panels to determine development applications.</i>
State Significant Precincts 2005	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the development, redevelopment or protection of important urban, coastal and regional sites of economic, environmental or social significance to the State so as to facilitate the orderly use, development or conservation of those State significant precincts for the benefit of the State, and facilitates service delivery outcomes for a range of public services and to provide for the development of major sites for a public purpose or redevelopment of major sites no longer appropriate or suitable for public purposes.</i>
Vegetation in Non-Rural Areas 2017	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>This SEPP protects the biodiversity values of trees and other vegetation in non-rural areas of the State, and to preserves the amenity of non-rural areas of the State through the preservation of trees and other vegetation.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	There will be no tree removal for this development.

List all relevant Draft SEPPs

SEPP	Compliance	Comment
SEPP 44 – Koala Habitat Protection	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>The key changes in the proposed amended SEPP relate to the definitions of koala habitat, list of tree species, list of councils, and development assessment process.</i>

Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>This policy applies to this Local Government Area as it is listed in Schedule 1 of this SEPP and the property is more than 1 ha in area.</p> <p>As the increase of the building footprint is minimal and an inspection of the sit revealed that there is no koala habitat nor potential habitat that will be affected by this development. Therefore a Koala Plan of Management is not required.</p>
SEPP 21 – Caravan Parks	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The proposed SEPP will provide a state-wide planning framework for the remediation of land; require consent authorities to consider the potential for land to be contaminated when determining development applications; clearly list the remediation works that require development consent; and introduce certification and operational requirements for remediation works that can be undertaken without development consent.</i>

Is there any other issue that requires notation? Yes No

Planning Agreement

Is there a Planning Agreement in force under section 93F of the EP&A Act? Yes No

Has a Planning Agreement been offered under this development? Yes No

Planning Strategies/Local Policy

Is there a Planning Strategy or Local Policy that requires notation? Yes No

Has the applicant submitted any supporting planning assessments? Yes No

Subdivision

Is this application for subdivision? Yes No

Environmental Impacts

Does this proposal have any potential impact on:

	Impact	Comment
Social	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Economical	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Siting & Configuration	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Setbacks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Privacy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Overshadowing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Solar Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Visual	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Significant Views	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Amenity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Air	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Noise	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Land Degradation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Tree Loss	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Flora	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Fauna	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Has a Threatened Species Impact Assessment been prepared? Yes No

Are there any species/communities listed under the TSC Act? Yes No

Does the proposed development require approval under the EPBC Act Yes No

Heritage	Impact	Comment
European	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Aboriginal	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	An Aboriginal Heritage Information Management System (AHIMS) search was carried for the land including a 50 metre buffer. No sites are recorded or places declared either on the land or within the 50 metre buffer. See Attachment.

Is this land classified as containing an item of environmental heritage? Yes No

Is there an impact on and adjoining or in close vicinity to an item of environmental heritage? Yes No

Is this proposal in a heritage conservation Zone? Yes No

Is this proposal in an adjoining or in close vicinity to a conservation zone? Yes No

Has a Heritage Impact Statement been prepared for this proposal? Yes No

Has an Archaeological Survey been prepared for this proposal? Yes No

Is there any other issue that requires notation? Yes No

Flooding

Is this property flood affected? Yes No

Bush Fire Prone Land

Is this property bush fire prone as per the Bush Fire Prone Map? Yes No

Contaminated Land

Has this land been identified as being contaminated land by Council? Yes No

Has a Contaminated Land Site Investigation been completed? Yes No

Is it a possibility this land may be contaminated? Yes No

Is this land in the close vicinity or adjoining a known contaminated site? Yes No

Infrastructure

Has an engineering assessment been completed? Yes No

Is an engineering assessment required? Yes No

Does this proposal have any potential impact on:

	Impact	Comment
Sewer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	A new AWMS system is to be installed.
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Potable water by the way of two unknown sized water tanks will be installed.
Drainage	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Drainage will be into the two potable water tanks.
Access	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Existing
Kerb & Gutter	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Upgrade Existing Road	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Road Network	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Existing Easements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Electricity	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Existing
Telecommunications	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Pedestrian Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Loading & Unloading	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Parking	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Energy Conservation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Does the development require any new easements? Yes No

Has an Erosion and Soil Control Plan been submitted? Yes No

Was there any outstanding issues requiring attention? Yes No

Construction Assessment

Is a construction assessment required? Yes No

Has a construction assessment been completed? Yes No

Was a construction certificate submitted with this application? Yes No

Is a Construction Certificate Required? Yes No

Section 68 Assessment

Is a section 68 assessment required? Yes No

Has a section 68 assessment been completed? Yes No

Was a section 68 application submitted with this application? Yes No

Does this system require connection to a Council maintained system? Yes No

Is there any other issue/feature/impact that requires notation from the assessment? Yes No

Comment: Will connect into new AWMS.

Developer Contributions

Does this proposal require any Developer Contribution? Yes No

Signage

Does this proposal require signage? Yes No

Notification

Is this application an advertised development application? Yes No

Was this application advertised as per the provisions of?
 EP& A Act Yes LEP Yes DCP Yes Public Interest

Was this application notified as per the provisions of Council's Development Control Plan? Not Required

Is there any other issue that requires notation? Yes No

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared? Yes No

Public Interest

Does this proposal have any construction or safety issues? Yes No

Is there any public health issues? Yes No

Are there any other public interest issues? Yes No

Assessing Officer General Comment

Comment: The variation to the dwelling density will require consideration by Council, but otherwise there are no outstanding issues. There is no other reason to refuse this application.

Recommendation

This development application be approved subject to the following conditions:

**RELEVANT PRESCRIBED CONDITIONS
(under the Environmental Planning and Assessment Regulation 2000)**

Compliance with Building Code of Australia & insurance requirements under the Home Building Act 1989

Please Note: A reference to the Building Code of Australia is a reference to that Code as in force on the date the application is made for the relevant:

- a) development consent, in the case of a temporary structure that is an entertainment venue, or
- b) construction certificate, in every other case.

1. The work must be carried out in accordance with the requirements of the Building Code of Australia.
2. In the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

Erection of signs

Please Note: This does not apply in relation to:

- a) Building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or
- b) Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.
- c) A complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.

3. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - a) showing the name, address and telephone number of the principal certifying authority for the work, and
 - b) showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - c) stating that unauthorised entry to the site is prohibited.
4. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Please Note: Principal certifying authorities and principal contractors must also ensure that signs required by this clause are erected and maintained (see clause 227A which currently imposes a maximum penalty of \$1,100).

Notification of Home Building Act 1989 requirements

Please Note: This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.

5. Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
 - a) in the case of work for which a principal contractor is required to be appointed:
 - (i) the name and licence number of the principal contractor, and
 - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
 - b) in the case of work to be done by an owner-builder:
 - (i) the name of the owner-builder, and
 - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

Please Note: If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.

Shoring and adequacy of adjoining property

Please Note: This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

6. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
 - a) protect and support the adjoining premises from possible damage from the excavation, and
 - b) where necessary, underpin the adjoining premises to prevent any such damage.

Fulfilment of BASIX commitments

Please Note: Certifications from appropriate manufacturers and installers confirming each BASIX commitment are to be provided prior to the issue of an Occupation Certificate. These may be in the form of an invoice or a simple written statement by the tradesman, including their details and signature.

7. Fulfilment of the commitments listed in each relevant BASIX certificate (Certificate number: 1016285S) for the development.

GENERAL CONDITIONS

8. The development shall be implemented in accordance with:
 - (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
 - (b) the details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.
9. A copy of all stamped approved plans, specifications and documents must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifying Authority.

CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING

10. A Construction Certificate must be obtained, in accordance with cl.146 of the Environmental Planning and Assessment Regulation 2000, before work commences.
11. Council is to be given written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with cl 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent. Should Walcha Council be appointed the Principal Certifying Authority, the applicant must give at least 2 days' notice to enable inspections to be undertaken.
12. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
 - divert uncontaminated run-off around cleared or disturbed areas,
 - erect a silt fence to prevent debris escaping into drainage systems or waterways,

- prevent tracking of sediment by vehicles onto roads,
- stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

Please Note: Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act 1997.

13. A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenienced. The erected hoarding is to be sufficient to prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.
14. Approval to carry out work on the footpath must be obtained, in accordance with section 138 of the Roads Act 1993, before works commence.

CONDITIONS TO BE COMPLETED DURING CONSTRUCTION

15. The owner of the property is to ensure that any building is constructed:
 - (a) to meet the setback requirements of the approved plans,
 - (b) to be located within the confines of the lot, and;
 - (c) so that it does not interfere with any easements or covenants upon the land.
16. Any building work must be carried out between 7.00am and 5.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
17. A garbage receptacle must be provided at the work site before works begin and must be maintained until works are completed. The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers.
18. Waste materials (including excavation, demolition and construction waste materials) must be managed on the site (and must not be burned on site) and then disposed of at a waste management facility, to protect the amenity of the area and avoid the potential of air pollution.
19. Effective dust control measures are to be maintained during construction to maintain public safety/amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
20. Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
21. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
22. Any earthworks (including any structural support or other related structure for the purposes of the development):
 - a) must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
 - b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
 - c) that is fill brought to the site—must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the Protection of the Environment Operations Act 1997, and
 - d) that is excavated soil to be removed from the site—must be disposed of in accordance with any requirements under the Protection of the Environment Operations (Waste) Regulation 2005.

Any excavation must be carried out in accordance with Excavation Work: Code of Practice (ISBN 978-0-642-785442), published in July 2012 by Safe Work Australia.
23. If, during the course of any activities conducted under this consent, the Applicant becomes aware of any heritage or archaeological sites not previously identified, all work likely to affect the site shall cease immediately. The Applicant shall then consult with relevant authorities and decide on an

appropriate course of action prior to recommencement of work. The relevant authorities may include NSW Environment, Climate Change & Water and the relevant local Aboriginal community. Any necessary permits or consents shall be obtained and complied with prior to recommencement of work.

CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

24. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued. All required trade certifications are to be available to the PCA before the final inspection will be carried out.

Please Note: Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).

25. At the completion of the works, the work site must be left clear of waste and debris.

CONDITIONS RELATING TO ONGOING OPERATIONS

26. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display / erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under State Environmental Planning Policy (Codes SEPP) 2008).

COUNCIL ADVICE ONLY

27. Covenant/s: The applicant / owner has the responsibility of being aware of any covenant which may affect the proposal.
28. Dial Before You Dig: Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.
29. Telecommunications Act 1997 (Commonwealth); Telstra (and its authorized contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on phone number 1800 810 443.

Reasons For Conditions

1. To confirm and clarify the terms of Council's approval.
2. To comply with all relevant legislation.
3. So that the impacts of any increase in the scale or duration of operations may be assessed and appropriately controlled. Section 19 (1) (b) of the *Environmental Planning and Assessment Regulation 2000*, as amended.
4. To prevent and/or minimise the likelihood of environmental harm and public nuisance.
5. To ensure the rehabilitation of the site.
6. To minimise the potential for adverse impacts on the environment or public as a result of the development.
7. To ensure waste is disposed of in an appropriate manner.

- 8. To ensure that public infrastructure is maintained.
- 9. To minimise the potential for detrimental impacts to buildings or neighbouring properties.

Conclusion

I confirm that I am familiar with the relevant heads of consideration under the *Environmental Planning & Assessment Act 1979* and *Local Government Act 1993* (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached

Yes No

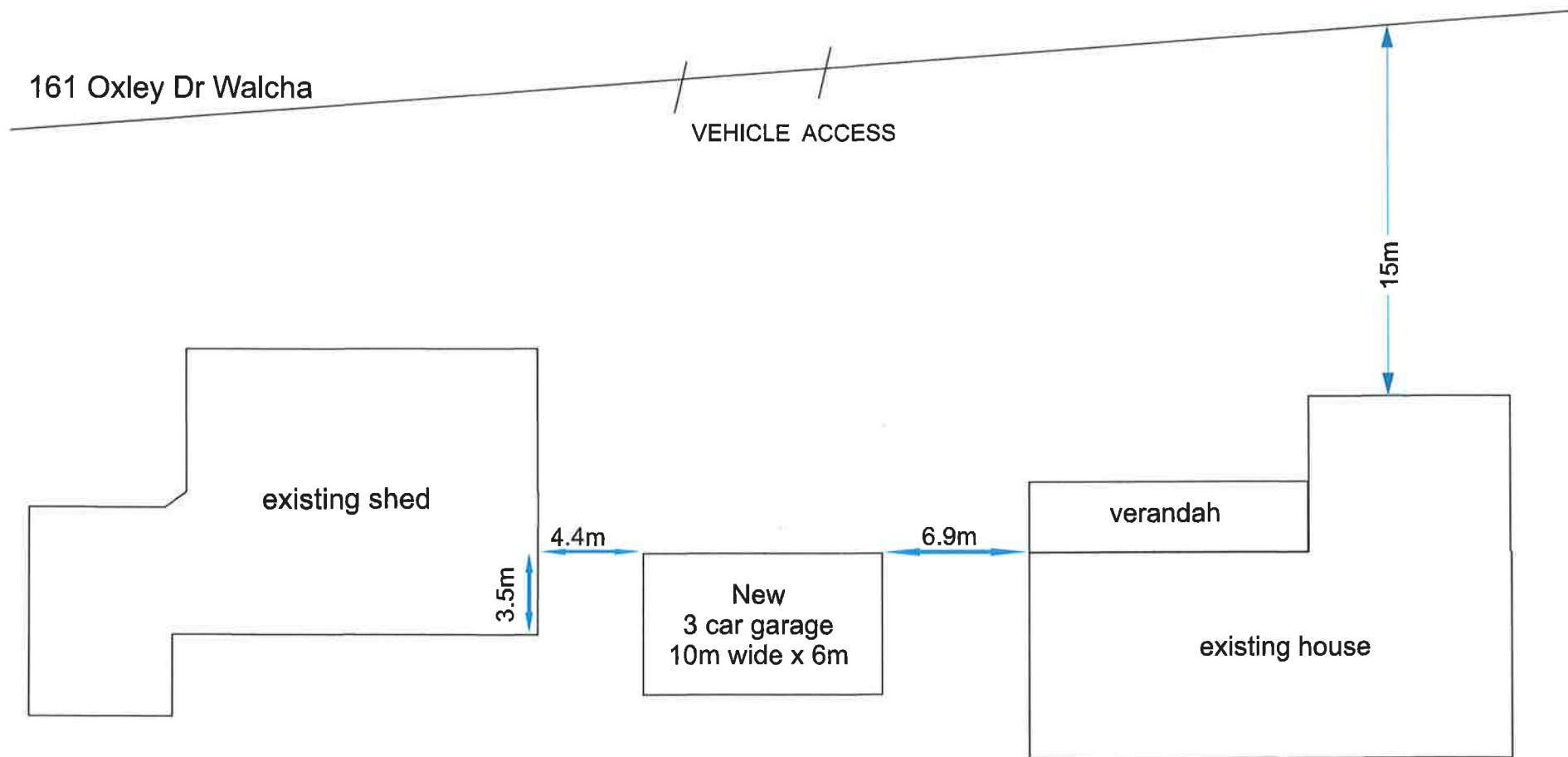


Signed:

Elizabeth Cumming, Consultant Planner

Date: 2 December 2019

W1(2019/1538)

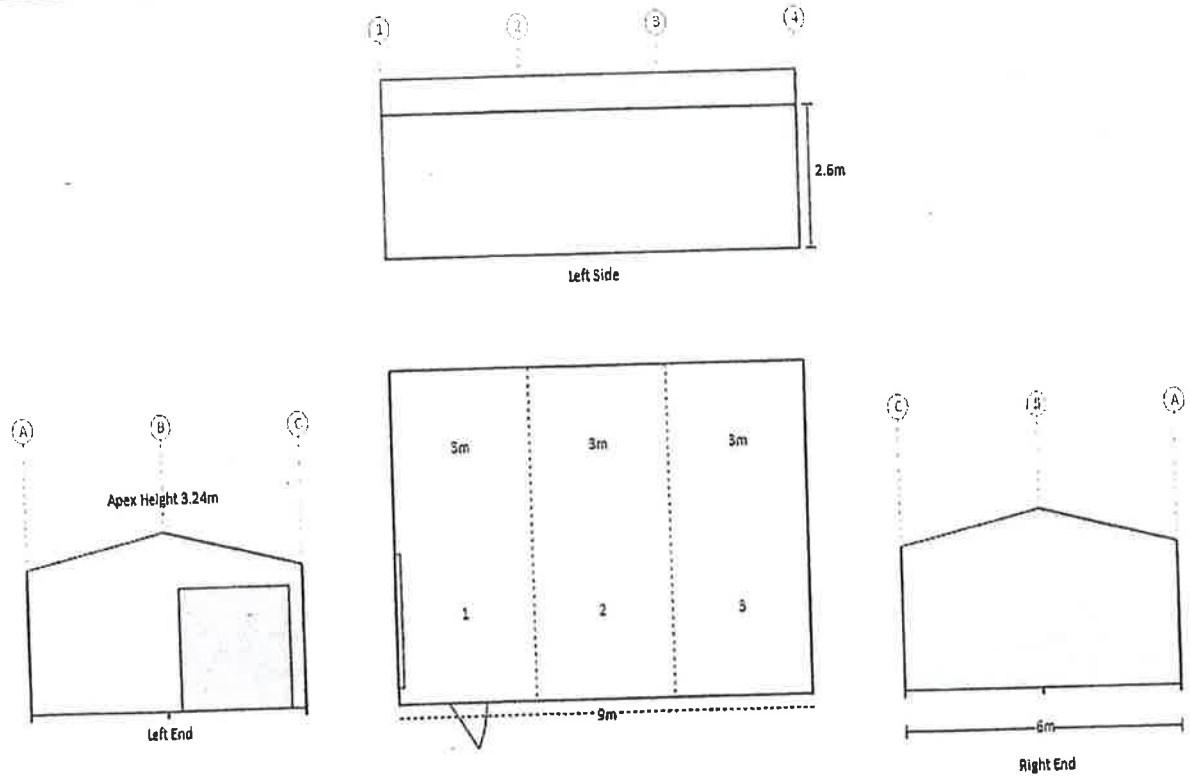


Julie Anne Butler
161 Oxley Drive Walcha
Lot 6 2.7ha

Sharon Tudor Smith
0410611736
26/8/2019
scale 1:1400

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Shed 1.

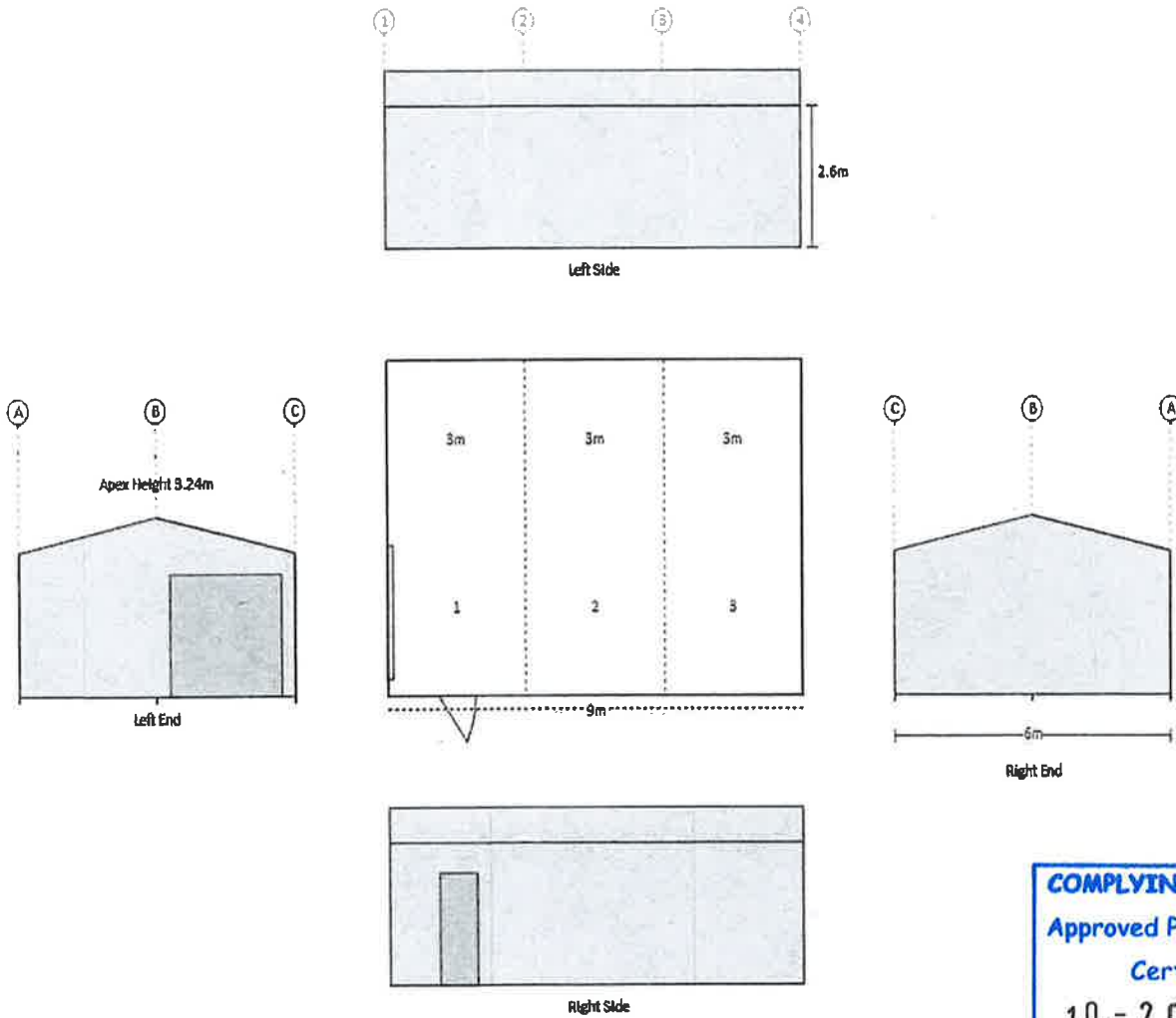


COMPLYING DEVELOPMENT CERTIFICATE
 Approved Plans & Specifications relating to:
 Certificate No. 10 - 2014 - 14 Date 7 OCT 2014
APPROVED
WALCHA COUNCIL

Purchaser Name: Damian Jones		Building Layout Ref: SD23401407001	Seller: Wide Span Sheds
Site Address:			Name: Phil Braiding
Ref # SD23401407001	Print Date: 15/07/14		Phone: (02) 6765 7799
			Fax: (02) 6765 2895
			Email: pbraiding@bjhowes.com.au

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Sheet 2

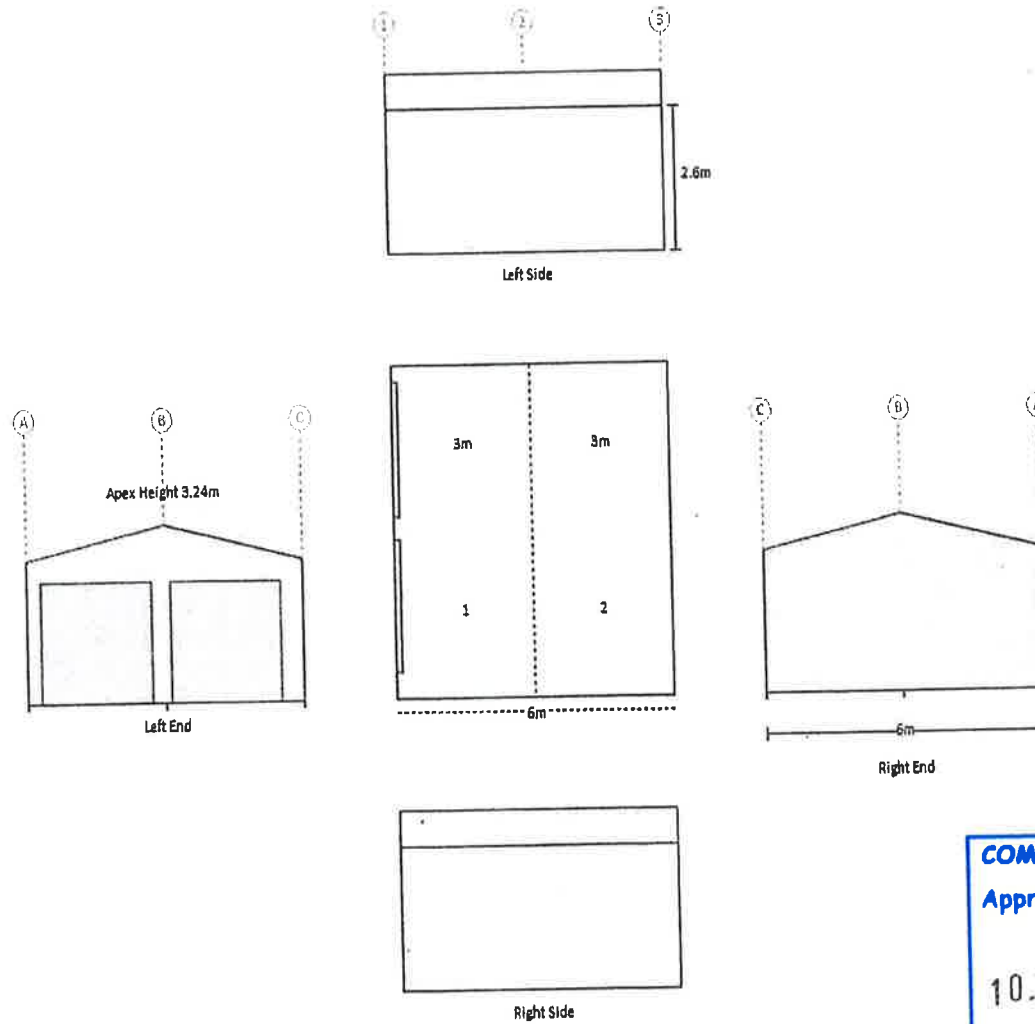


COMPLYING DEVELOPMENT CERTIFICATE
 Approved Plans & Specifications relating to:
 Certificate No. 10-2014-14 Date 7 OCT 2014
APPROVED
WALCHA COUNCIL

Purchaser Name: Damian Jones		Building Layout Ref: SD23401407001	Seller: Wide Span Sheds
Site Address:			Name: Phil Brindling
Ref #: SD23401407001	Print Date: 15/07/14		Phone: (02) 6765 7799 Fax: (02) 6765 2895 Email: pbrindling@bjhowes.com.au

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Shed 3



COMPLYING DEVELOPMENT CERTIFICATE
 Approved Plans & Specifications relating to:
 Certificate No. 10.-2014-14
 Date 7 OCT 2014
APPROVED
WALCHA COUNCIL

Purchaser Name: Damian Jones		Building Layout <small>Ref: SD23401407002</small>	Seller: Wide Span Sheds
Site Address:			Name: Phil Braiding
Ref # SD23401407002	Print Date: 15/07/14		Phone: (02) 6765 7799
			Fax: (02) 6765 2895
			Email: pbraiding@bjhowes.com.au



Item: 6.2 **Ref:** WO/2019/03052
Title: Walcha Development Control Plan Dual Occupancy Provisions
Author: Contract Town Planner
Previous Items: Not Applicable
Attachment: Nil

Community Strategic Plan Reference:

*Goal 6.1 – Walcha’s distinct and diverse natural and built environment will be protected and enhanced.
Goal 6.6 – The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land.*

Introduction:

The purpose of this report is to consider the applicability of the dual occupancy provisions contained within the *Walcha Development Control Plan 2019* (WDCP).

Report:

As part of a recent development application, Clause 3.4 of the WDCP was used in regards to the assessment of a detached dual occupancy.

The land was zoned R5 Large Lot Residential and the area of the land was 2.634 ha.

A dual occupancy means a dual occupancy (attached) or a dual occupancy (detached). Dual occupancy (attached) means 2 dwellings on one lot of land that are attached to each other, but does not include a secondary dwelling. Dual occupancy (detached) means 2 detached dwelling on one lot of land, but does not include a secondary dwelling.

Clause 3.4 of the WDCP states that the following minimum site area per dwelling should apply for the R5 zone.

R5	Dwellings	1 dwelling / 2 ha
	Dual Occupancies (attached)	1 dwelling / 1 ha
	Dual Occupancies (detached)	1 dwelling / 2 ha

Based on this requirement, a detached dual occupancy would not be permissible on this land, but an attached dual occupancy would be.

Detached dual occupancy dwellings provide a degree of separation between dwellings to allow for privacy, but by using this control within the DCP, it places a barrier to the purpose of a dual occupancy, in that it allows for 2 dwellings on the same lot.

Unlike and LEP, provisions/controls within a DCP are not legally binding on decision-makers. They are matters to be taken into consideration before a decision is made.

This is the first time this clause has been used since the adoption of the WDCP in July 2019, and has not been able to be utilised successfully, as it was found to be an invisible barrier within the document. The impact on the community would be to prevent approximately 50%

Submitted to Council: 18 December 2019

..... General Manager Mayor



of the R5 zoned land from having a detached dual occupancy, yet allowing attached dual occupancy. The intent of allowing detached dual occupancy on large lot residential land and rural lots is to have a degree of separation for privacy purposes.

Traditional reasons against the use of detached dual occupancies are that it raises expectations of future subdivision to separate the dwellings and impacts from additional road access driveways. Neither is correct in this case, as the Minimum Lot Size prevents subdivision.

Council needs to consider what they feel is an appropriate control in this instance. To rectify this, it is recommended that the minimum site area per dwelling control for R5 zoned land be changed to read:

R5	Dwellings	1 dwelling / Minimum Lot Size
	Dual Occupancies	1 dwelling / Minimum Lot Size

This would allow the control to be the Minimum Lot Size, thus allowable would be 1 dwelling and 1 dual occupancy (either attached or detached), totalling 2 dwellings on the land.

It is proposed that a full Housekeeping review on the *Walcha Local Environmental Plan 2012* would be undertaken in early 2020, and this would involve review of the WDCP, as both documents run in parallel and are meant to compliment the other. It would be appropriate to include any changes resulting from this report into the WDCP at this time. Until such time as the amendment had taken place, any other application that is of similar nature would be considered by Council as a variation to the WDCP. It is not expected this will be a high volume of applications.

Legal Issues:

The Walcha Development Control Plan was prepared as per the provisions of Division 3.6 of the *Environmental Planning and Assessment Act 1979*. It is a guideline however must be considered in the evaluation and assessment of development proposals pursuant to Section 4.15 of the *Environmental Planning and Assessment Act 1979*.

Financial Implications:

The cost of the public exhibition.

Environmental Implications:

Nil

Social Implications:

Community members will be asked to contribute to and understand the development guidelines within the Walcha Development Control Plan and how it will support the *Walcha Local Environmental Plan 2012*.

Management Plan Implications:

Nil

Submitted to Council: 18 December 2019

..... General Manager Mayor



Policy Implications:

All community consultation on this matter will be in accordance with the *Environmental Planning and Assessment Act 1979* and the *Walcha Community Participation Plan 2020*.

RECOMMENDATION: That Council amend the Walcha Development Control Plan 2019 by changing the minimum site area per dwelling control for R5 zoned to be:

- a) Dwellings – 1 dwelling/Minimum Lot Size
- b) Dual Occupancies – 1 dwelling/Minimum Lot Size

Submitted to Council: 18 December 2019

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2019/06338
Title: Draft Fraud and Corruption Prevention Policy
Author: Chief Financial Officer
Previous Items: Not Applicable
Attachment: Draft Fraud and Corruption Prevention Policy – WINT/2019/06338

Community Strategic Plan Reference:

Goal 8.1.2 – Walcha Council will provide a framework for the efficient and effective administration of Council.

Strategy 8.2.1 – Walcha Council will maintain a stable and secure financial structure for Council.

Introduction:

Council’s Fraud Policy has been updated to include Corruption Prevention and to provide a more complete framework for the identification and prevention of Fraud and Corruption.

Report:

There is growing concern with the NSW Audit Office and other agencies, Ombudsman’s Office and Independent Commission against Corruption, that Councils in NSW are at increasing risk of fraudulent and corrupt activities.

To address this Council has revised the Fraud Policy to provide a more robust framework aimed at the prevention, detection and response to perceived or actual incidents of fraud and corruption.

The policy has been reviewed by the Audit, Risk and Improvement Committee and their suggestions have been incorporated into the attached document.

The Draft Fraud and Corruption Prevention Policy is attached for your review.

RECOMMENDATION: That Council ADOPT the Draft Fraud and Corruption Prevention Policy as presented.

Submitted to Council: 18 December 2019

..... General Manager Mayor



WALCHA COUNCIL

POLICY

Fraud and Corruption Prevention

Applicability

All Councillors and Council Staff

Publication Requirement

Internal and External

Assigned Responsible Officer

Chief Financial Officer

Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved
1.0	07/11/2019	CFO and Senior Leadership Team	ARIC 26/11/19	

Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment



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1. PURPOSE

To state Walcha Council's commitment to the prevention of fraud and corruption and to outline the methodology to deter and detect fraudulent behaviour and corrupt conduct.

This policy outlines the responsibilities of our people in regard to the prevention, detection and investigation of fraudulent and corrupt activities in Walcha Council.

2. POLICY SCOPE

This policy applies to any suspected or confirmed irregularity involving all Walcha Council employees, Councillors and external parties including contractors, community representatives, volunteers and consultants.

3. POLICY STATEMENT

Walcha Council will not tolerate corrupt conduct by employees, Councillors, contractors, volunteers or external parties.

This policy will contribute to:

- a) Protecting the physical assets, funds and resources of Walcha Council from providing personal benefit to employees, contractors, volunteers and third parties whilst creating an environment of public trust and security;
- b) protecting Council employees, Councillors, volunteers, contractors and consultants from false accusation or public perception of corrupt or fraudulent behaviour; and
- c) protecting Council's reputation.

4. POLICY COMMITMENT

Through the Executive Management Team and the Audit, Risk and Improvement Committee (ARIC), Walcha Council will support a culture that is committed to:

- a) minimising the opportunities for corrupt conduct by employees, members of the public, Councillors, contractors, volunteers and customers;
- b) creating awareness of this policy and encourage the reporting of possible risks;
- c) detecting, investigating and disciplining/prosecuting fraud and corruption;
- d) reporting corrupt conduct to appropriate authorities;
- e) developing and implementing a fraud and corruption risk assessment strategy to assist in the identification and management of corruption risks across Council;
- f) strengthening systems where fraud is detected, and implementing controls to mitigate the chance of repetition or further fraudulent activity; and



- g) encouraging confidence in Council's ability to manage fraudulent and corrupt behaviour.

5. DEFINITIONS

5.1. Fraud

The definition of **Fraud** by the NSW Audit Office is:

"a deliberate and premeditated turn of events which involves the use of deception to gain advantage from a position of trust and authority. The type of events include: acts of omission, theft, the making of false statements, evasion, manipulation of information and numerous other acts of deception".

Fraud and corruption can be committed by one person or in collusion with others. Such persons may be employees of Council, Councillors, volunteers, external companies, external individuals, contractors or consultants.

5.2. Corruption

The *Independent Commission Against Corruption Act 1988* (NSW) provides a definition of **corruption** which includes but is not limited to:

- a) *any conduct of any person (whether or not a public official) that adversely affects, or could adversely affect, either directly or indirectly, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority;*
- b) *any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions;*
- c) *any conduct of a public official or former public official that constitutes or involves a breach of public trust; or*
- d) *any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.*

5.3. Examples of Corrupt Conduct

Corrupt conduct examples include:

- a) misappropriation of Council funds;
- b) exerting influence in order to receive a benefit for oneself or others;
- c) using Council information to bribe or threaten individuals or businesses;



- d) taking of equipment or supplies (including stationery or portable electrical equipment) from Council;
- e) conspiring unfairly with others to determine a tender or development application;
- f) receiving benefits to process development applications that do not meet statutory, regulatory or Council requirements;
- g) enhancing one's financial position through the use of Council information;
- h) unauthorised private use of a Council motor vehicle or other assets of Council;
- i) using Council money for a private benefit;
- j) accepting gifts that contravene the Code of Conduct (with failure to disclose the gift);
- k) falsifying timesheets;
- l) running a private business during working hours or with Council resource;
- m) falsifying travel claims and/or reimbursements;
- n) falsifying documents to obtain benefits that would otherwise not be provided; or
- o) election bribery, election funding offences and election fraud.

6. OUR RESPONSIBILITIES

6.1 All Employees

All Council employees are responsible for:

- 1) Performing their functions and duties with diligence, honesty, integrity and impartiality.
- 2) Complying with this policy and all legislative requirements to ensure they are not participating in corrupt or fraudulent behaviour.
- 3) Reporting any suspicion of fraudulent or corrupt behaviour to the General Manager, the appropriate Manager or the Mayor if such behaviour concerns the General Manager, or by utilisation of Council's Public Interest Disclosures Policy.
- 4) Reporting any identified weaknesses in internal controls that could potentially facilitate a fraudulent or corrupt act.

6.2 Councillors

Councillors are responsible for performing their functions and duties with diligence, honesty, integrity and impartiality; and reporting all cases of suspected fraudulent or corrupt behaviour to the General Manager, Mayor, Disclosures Officer or relevant external agencies.



6.3 General Manager

The General Manager is ultimately responsible for the prevention, detection and reporting of fraud and corruption through the implementation of appropriate and effective internal control systems.

The General Manager is responsible for ensuring that Council's Code of Conduct and associated policies are extended to all Council employees and Councillors and promoting Walcha Council's commitment to preventing fraud and corruption to the local Community.

The General Manager has a duty under s11 of the ICAC Act 1998 to report to ICAC any matter that is suspected to concern or may concern corrupt conduct and report criminal offences to the NSW Police.

6.4 Directors, Managers and Supervisors

Directors, Managers and Supervisors are also responsible for the prevention, detection and reporting of fraud and corrupt conduct by ensuring:

- 1) There are mechanisms in place within their area of control to assess the risk of fraud and corrupt conduct and to manage such risks by appropriate internal controls.
- 2) The promotion of employee awareness, training and education on the prevention of fraud and corruption.
- 3) Compliance with all relevant policies and practices.
- 4) Reporting of any fraud or corruption matters to the General Manager.
- 5) That reasonable steps are undertaken to ensure that Council contractors within their area of control adhere to the provisions of this policy.

6.5 Audit, Risk and Improvement Committee

Council's Audit, Risk and Improvement Committee (ARIC) plays a pivotal role in the governance framework. It provides Council with independent oversight in the areas of risk, control, compliance and financial reporting. ARIC consists of two Councillors, three independent members of the public and Council staff. Note that the Council staff do not have voting rights.

6.6 Rights of the Employee

Council recognises, that where an allegation of fraud may also involve criminal conduct, then, by law, the employee's right to silence will be recognised. Council will also recognise the employee's right to due process, independent union representative, support personnel and legal advice.



Council will take seriously all reports of suspected fraud and conduct appropriate investigations. Council reserves the right to determine who will be informed of the allegations and when, subject to any legal obligations. Council may investigate an allegation without informing the individual(s) to whom the allegation relates and may also keep allegations confidential while other agencies are reviewing or investigating the matter. Where disciplinary action is being considered, the suspected officer will be given an opportunity to explain the events at an appropriate time.

7. FRAUD PREVENTION AND CONTROLS

7.1. Prevention

In implementing this policy, Council has identified the fraud and corruption risks across the organisation. The identified areas of high risk of fraud and corruption within Council will assist in the development of management strategies in response to such risks.

Identified Fraud and Corruption Risks for Walcha Council include (but are not limited to):

- a) Conflicts of Interest;
- b) Bribes, including Gifts and Benefits;
- c) Recruitment and selection;
- d) Procurement, purchasing and tendering;
- e) Development Applications;
- f) Cash handling;
- g) Theft of money, materials and machines;
- h) Delegations;
- i) Time recording;
- j) Use of Council resources;
- k) Stock control;
- l) Obtaining personal benefit by provision of additional service; and
- m) Information technology.

7.2. Mitigation Practices

Actions that will be taken to minimise the risk of fraud include:

- a) **Governance** – a strong governance framework will ensure appropriate policies exist and knowledge of correct procedures in circumstances of conflicts of interest, gifts and benefits and delegations;



- b) **Leadership** – the behaviour of leaders is seen as important in creating an ethical workplace;
- c) **Risk Management** – identifying where the risks exist and to minimise them;
- d) **Conduct Guidance** – by providing an effective guide to proper behaviour through the Code of Conduct;
- e) **Staff Culture** – an effective internal reporting system and supportive and transparent culture to assist detecting fraud and identifying suspicious behavior;
- f) **Segregation of Duties** – ensuring that multiple officers are involved in processing transactions to reduce the opportunity for fraud as well as error;
- g) **Peer Review** and selective checking by Management – a review of work leads to the sharing of knowledge and discourages fraud;
- h) **Computerised Reporting and Data Analysis** – by identifying high volume, low amount transactions or unusual items can deter staff from fraudulent practices;
- i) **Physical Access** – security needs to reflect the risk of theft such as cash, cheques and other high risk items; and
- j) **Information Security** – information is also susceptible to fraud and needs to be secured.

8. REPORTING AND INVESTIGATION

8.1. Internal Reporting of fraud and corruption

Council will provide support to persons who report instances of fraud, corruption and wrongdoing in accordance with the Walcha Council Public Interest Disclosures Policy. A separate Council policy details the provisions and procedures covered by the Public Interest Disclosures Act 1994.

The Code of Conduct also establishes responsibility for staff to report breaches.

8.2. Protection of Whistleblowers

Council respects that whistleblowers play an important role to ensure that our operations are conducted in accordance with applicable legislative and policy requirements. Council will ensure the safety and confidentiality of whistleblowers and will implement all protections as defined in the Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019. Discipline and Investigation

8.3. Discipline and Investigation

Council respects that whistleblowers play an important role to ensure that our operations are conducted in accordance with applicable legislative and policy requirements. Council will



ensure the safety and confidentiality of whistleblowers and will implement all protections as defined in the Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019. Discipline and Investigation

Walcha Council has zero tolerance for corrupt or fraudulent behaviour. Council staff found guilty of such matters will face disciplinary matters pursuant to the Code of Conduct and the Local Government (State) Award. Other (non-staff) Council officers will be disciplined pursuant to Council's Code of Conduct.

All "possible" corruption matters, involving Council officers, have a mandatory statutory reporting requirement to ICAC. ICAC or Council itself can also seek criminal prosecutions by reporting fraud and other corruption matters to the NSW Police Service.

The General Manager must make an initial determination as to whether the matter in question concerns or may concern corrupt conduct. This may entail their own analysis of the circumstances surrounding the matter or utilising another staff member or an investigator to carry out preliminary enquiries on which to base the determination.

After formal notification by the General Manager, ICAC will normally determine if they will investigate the alleged corruption matter. Alternatively, ICAC may instruct Council to carry out their own investigation and report the findings to ICAC. In such circumstances Council should engage an experienced and suitably qualified investigator for the process.

9. RELATED LEGISLATION, POLICIES AND REVIEW

9.1. Related Legislation and Policies

The following are relative to this policy:

- 1) Local Government Act 1993 NSW
- 2) Independent Commission Against Corruption Act 1988
- 3) Public Interest Disclosure Act 1994 NSW
- 4) Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019
- 5) Walcha Council Code of Conduct (WO/19/336)
- 6) Walcha Council Public Interest Disclosures Policy (WO/19/2269)

9.2. Review

Council reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed every 4 years or following an ordinary election of Council, or earlier if there are relevant statutory or State Government policy changes.



Item:	6.4	Ref: WO/2019/02884
Title:	Draft Walcha Community Participation Plan	
Author:	Contract Town Planner	
Previous Items:	Not Applicable	
Attachment:	Under Separate Cover - Draft Walcha Community Participation Plan	

Community Strategic Plan Reference:

Goal 6.1 – Walcha’s distinct and diverse natural and built environment will be protected and enhanced.
Goal 6.6 – The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land.

Introduction:

Community Participation Plans are a new requirement under the *Environmental Planning & Assessment Act 1979*. The requirement to give and publicly notify reasons for decisions came into effect on 1 July 2018. The final version of community participation plans are legislated to be in place by 1 December 2019.

Report:

The Government committed to enhancing opportunities for all members of the community to participate in planning decisions to achieve better planning outcomes. The new Community Participation Plan will detail how each planning authority will engage the community in the planning decisions it makes. This will replace the notification details as approved in the Walcha Development Control Plan 2019.

In preparing their plans authorities will have to take into consideration new community participation principles, which set the standard for how the community should be engaged.

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

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

Submitted to Council: 18 December 2019

..... General Manager Mayor



The minimum requirements for a Community Participation Plan must include:

- Detail how and when a planning authority will undertake community participation when exercising relevant planning functions as specified in section 2.21(2) of the *Environmental Planning & Assessment Act 1979*.
- Have regard to the community participation principles outlined in section 2.23(2) of the *Environmental Planning & Assessment Act 1979*.
- Set out the minimum mandatory public exhibition timeframes and notification requirements for the planning authority’s relevant planning functions as per Schedule 1 of the *Environmental Planning & Assessment Act 1979* and acknowledge that there are mandatory notification requirements provided in the regulations, the *Environmental Planning & Assessment Act 1979* and potentially a Communication Participation Plan.
- Be publicly exhibited for a minimum of 28 days.
- Be published on the NSW planning portal by 1 December 2019.

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

Section 2.24(3) of the *Environmental Planning & Assessment Act 1979* states that Community Participation Plans are to be reviewed periodically.

What does this mean for Council?

1. Council will be in breach of the 01 December 2019 deadline.
2. Approximately half the Councils in NSW are also in this situation.
3. The controls in Chapter 2 of the *Walcha Development Control Plan 2019* will no longer be applicable and will be transferred into the Walcha Community Participation Plan.
4. Chapter 2 of the *Walcha Development Control Plan 2019* will not apply as at 1 December 2019 and the requirements of Schedule 1 of the *Environmental Planning & Assessment Act 1979* will apply until the Walcha Community Participation Plan comes into force. This means that all development applications for local development will require notification for a period of 14 days.

The next step is to exhibit the draft Walcha Community Participation Plan for 28 days and bring it back to Council for consideration including submissions, at Council’s Ordinary Meeting on 19 February 2020.

Legal Issues:

Council is required to prepare and adopt a Community Participation Plan as per section 3.9 of the *Environmental Planning and Assessment Act 1979* by 1 December 2019.

Financial Implications:

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

Submitted to Council: 18 December 2019

..... General Manager Mayor



Social Implications:

The Community Participation Plan will detail how Council will engage the community in the planning decisions it makes.

Management Plan Implications:

The Community Participation Plans will be integrated to form part of the Council's Community Strategic Plan when this is reviewed in 2020 post the local government council elections.

Policy Implications:

The Community Participation Plan will be an integral part of Council Policy. It will be embedded in the Community Strategic Plan after the next Council election.

RECOMMENDATION:

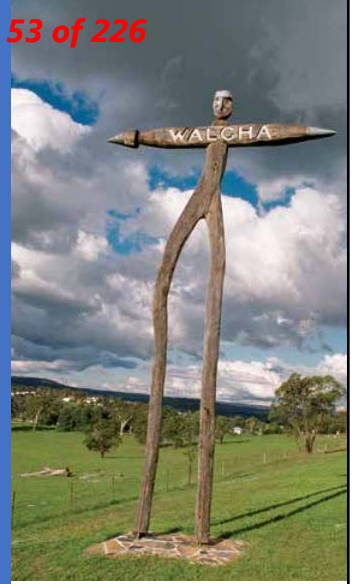
That Council:

- 1. Endorse the public exhibition of the Draft Walcha Community Participation Plan for a period of 28 days; and**
- 2. Send the Draft Plan to NSW Department of Planning, Industry and Environment for comment during the public exhibition period; and**
- 3. Following the public exhibition period, if feedback is received, request a further report on the feedback and any amendments to the Draft Plan for consideration and adoption by Council; and**
- 4. Following the public exhibition period, if no feedback is received, ADOPT the Draft Plan as presented.**

Submitted to Council: 18 December 2019

..... General Manager Mayor

DRAFT WALCHA COMMUNITY PARTICIPATION PLAN





Acknowledgement

Walcha Council acknowledges the traditional custodians of the land and pays respect to Elders past, present and future. This Plan acknowledges a strong belief amongst Aboriginal people that if we care for country, it will care for us. This is supported by the knowledge that the health of a people and their community is reliant on a strong physical and emotional connection to place.

Conserving Aboriginal heritage and respecting the Aboriginal community's right to determine how it is identified and managed will preserve some of the world's longest standing spiritual, historical, social and educational values.

The sculptures depicted on the cover page form part of the Walcha Open Air Gallery and include: "True Born Native Man", "The Cocktail Lounge", Walcha Fitzderby Chambers, "The Family" and "Rainbow Serpent".



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1. PURPOSE AND PRINCIPLES

1.1 What is a Community Participation Plan?

Walcha Council recognises community participation throughout our planning system delivers improved planning results for our community. Our responsibility and objectives under the Environmental Planning and Assessment Act 1979 (EP&A Act) is to ensure the promotion of orderly and economic use of land, facilitating ecologically sustainable development and promoting social and economic wellbeing.

The NSW Government requires Council to prepare a Community Participation Plan to set out how and when we will engage with our community on the planning functions Council performs under the EP&A Act.

This plan sets out how and when Council will engage with the community when undertaking its town planning functions, and applies to the entire Walcha Local Government Area (LGA). The level and extent of community participation will vary depending on the scope of the proposal under consideration and the potential impact of the decision.

The community includes anyone who is affected by the planning system and includes individuals, community groups, Aboriginal communities, bodies representing a range of interests, businesses, local government and State and Commonwealth government agencies

An effective community consultation program does not necessarily mean that all interested parties will be satisfied with an outcome. Rather, effective community consultation is about ensuring that a proposal has been fully explored and that community concerns are identified and considered.

1.2 How does it fit in our Integrated Planning Framework?

Council’s first edition of the Community Participation Plan will be exhibited as an individual document. Moving forward, it will be incorporated into Council’s Community Strategic Plan. This will take place during the next update of the Community Strategic Plan. This approach will make for a more streamlined approach to updating and linking these documents.

1.3 What does the Community Participation Plan apply to?

Council’s planning functions are divided into two key areas of **strategic planning** and **development assessment**.

Strategic planning is an essential aspect of Council’s work where we set the strategic direction, vision and context for the planning system in the Walcha Local Government Area. Once the strategic direction has been established, Council makes planning decisions on a range of Development Applications. Development Applications assessed by Council include but are not limited to residential dwellings, unit development, subdivisions, commercial and industrial development, quarries, agricultural developments and infrastructure upgrades.

This Community Participation Plan applies to the planning functions shown in Table 1.

Table 1: Planning Functions

STRATEGIC PLANNING	DEVELOPMENT ASSESSMENT
Community Participation Plans	Development Applications (other than Complying Development Certificates)
Local Strategic Planning Statement	
Local Environmental Plans	Applications for modification of development consents
Development Control Plans	Environmental Impact Statements under Division 5.1 of the EP&A Act 1979
Contribution Plans	



Some types of development do not need development consent from Council and therefore there is no pathway for formal community participation or consultation. This Plan does not relate to applications that fall within either of the following development categories:

1. Development which is exempt development under the provisions of the Walcha Local Environmental Plan 2012 or any applicable State Environmental Planning Policy; or
2. Development which is complying development or development permitted without consent (Part 5) under the provisions of any applicable State Environmental Planning Policy.

1.4 What are the principles of community participation?

Walcha Council recognises community participation within the planning system is not only the community's right, but it also helps to deliver better planning results for people in the Walcha LGA.

Community participation is an overarching term covering how we engage the community in our town planning work under the EP&A Act 1979, including legislative reform, plan making and decision making on proposed development. The level and extent of community participation will vary depending on the community, the scope of the proposal under consideration and the potential impact of the decision.

The community includes anyone who is affected by the planning system and includes individuals, community groups, Aboriginal communities, peak bodies representing a range of interests, businesses, local government, and State and Commonwealth government agencies.

The EP&A Act 1979 guides Council to ensure that it will be clear and easier for the Walcha community to understand how it can participate in town planning decisions. Section 2.23 of the EP&A Act 1979 outlines the principles that underpin the Walcha Community Participation Plan. These principles are outlined below.

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



2. EXHIBITION REQUIREMENTS

2.1 Minimum Exhibition Requirements

The opportunity for community participation will vary depending on the community, the scope of the proposal under consideration and the potential impact of the decision.

A regular and valuable way for the communities of the Walcha LGA to participate in the planning system is by making a “written submission” on a proposal during an “exhibition period” for both “strategic planning” and “development assessment” projects.

The types of proposals that must be publicly exhibited and the minimum timeframes for exhibition are set out below in Table 2 (Exhibition Timeframes for Planning Functions). These are mandatory and the same as under Section 2.21(2) and Schedule 1 of the EP&A Act 1979 respectively. Council will always exhibit a proposal for this minimum timeframe and may consider an extended timeframe for exhibition based on the scale and nature of a proposal.

Key points to note about public exhibitions include the following:

- a) Timeframes are in calendar days and include weekends;
- b) If the exhibition period is due to close on a weekend or a public holiday we may extend the exhibition to finish on the first available work day;
- c) The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition;
- d) “Written notices” in regard to either a strategic planning matter or a development assessment matter are sent to the property owner at their nominated postal address, not a tenant or occupant. It is then at the discretion of a property owner to disclose any written notice to the property tenant or occupant;
- e) If a property is owned by more than one person, a written notice to one (1) owner is taken to be a written notice to all the owners of that land; and
- f) A public authority is not required to make available for public inspection any part of an Environmental Impact Statement whose publication would, in the opinion of the public authority, be contrary to the public interest because of its confidential nature or for any other reason.

2.2 Mandatory Exhibition

The purpose of exhibition is to communicate strategic planning documents to all relevant stakeholders. Stakeholders can include:

- a) Business Owners;
- b) Chamber of Commerce;
- c) Committees of Council;
- d) Developers;
- e) Government Agencies and Members of Parliament;
- f) Landowners;
- g) Local Aboriginal Land Councils;
- h) Other Councils;
- i) Sporting Groups; and
- j) Village Associations.

The mandatory minimum exhibition time is dependant upon the specific project and document type. Mandatory Exhibition requirements are set out in Table 2.

Table 2: Exhibition timeframes for planning functions

Ref	Project Type	Planning Matter	Minimum Exhibition Timeframe
1	Strategic Planning	Draft Community Participation Plan	28 days
2	Strategic Planning	Draft Local Strategic Planning Statements	28 days
3	Strategic Planning	Planning Proposals for Local Environmental Plans subject to a gateway determination	28 days; or as specified by the gateway determination which may find, due to the minor nature of the proposal, that no public exhibition is required.
4	Strategic Planning	Draft Development Control Plans	28 days
5	Strategic Planning	Draft Contribution Plans	28 days
6	Development Application	Application for development consent (other than for complying development certificate, for designated development or for State significant development)	14 days; or in accordance with Sections 2.3.3 and 2.2.4 below.
7	Development Application	Application for development consent for designated development	28 days; and in accordance with the EP&A Regulations
8	Development Application	Application for development consent for nominated integrated development	
9	Development Application	Application for development consent for threatened species development	
10	Development Application	Application for development consent for State significant development	
11	Development Application	Environmental Impact Statement under Division 5.1	
12	Development Application	Environmental Impact Statement for State significant infrastructure under Division 5.2	

2.3 Exhibition Methods

2.3.1 Strategic Planning Documents

The following methods of public exhibition will be used to inform the community for the strategic planning functions of Council:

- a) Council Notices within local publications (Apsley Advocate and Walcha News);
- b) Council's website;
- c) Council's social media; and
- d) Static display at Council's Administration Office and other locations (as applicable).

Depending on the specific strategic planning matters being considered, Council may also undertake one or more of the following public exhibition methods:

- e) Targeted stakeholder consultations/meetings;
- f) On-line surveys;
- g) One-on-one engagement with Council staff;
- h) Open days/drop in sessions;



- i) Letters to stakeholders;
- j) Notices within other regional newspaper/s; and
- k) Notices on the land.

2.3.2 Development Application Documents

A written notice of a Development Application will be sent to the persons who appear to the Council to own or occupy adjoining land within 20 metres of the development land boundary or impacted land if, in the Council's opinion, the enjoyment of the land may be detrimentally affected by the development proposal. Upon lodgement of an Application, Council will assess who may be detrimentally affected in terms of the matters to be considered.

All written notices will be issued in accordance with the requirements listed Appendix A. The following issues will be considered in the assessment and determination of a development:

- a) Views to from the land;
- b) Overshadowing;
- c) Privacy and amenity;
- d) Noise, odour, dust, light spill or other polluting emissions;
- e) Proposed hours of use for the development;
- f) The scale or bulk of the proposed development; and
- g) The positioning of the development in relation to site boundaries.

The notification period and public exhibition period will be for a minimum of fourteen (14) days. Council may broaden the extent of notification following any inspection of the development site, or increase the length of notification.

If Council considers that a development proposal has the potential to have a wider impact than nearby property owners or have a special community interest, Council may decide to advertise the application in the local print media (i.e. newspapers). A person may inspect a plan and make a submission within the advertising period which will be a minimum of 14 days.

Where in the opinion of Council, the development (including modification) is of a minor or inconsequential nature with minimal environmental impact, notification/public exhibition of a Development Application may not be required.

The EP&A Act and other State Environmental Planning Policies may specify circumstances where certain applications require advertisement. In certain circumstances, Council may choose to advertise a development not listed above if it is considered necessary on the basis that it is in the public interest.

Certain Development Applications will require notification or referral to other government authorities. Notice will also be given to any adjoining Councils, if the proposed development is located in proximity to the LGA boundaries.

The applicant will pay the Council a fee in accordance with Council's adopted Schedule of Fees and Charges to cover the cost of advertising and notification of an application.

2.3.3 Amendments prior to determination

An applicant may make amendments to an application at any time before its determination, subject to Council's acceptance of those amendments. If re-notification is required, then further sets of plans for this purpose must be provided by the applicant. In these circumstances, Council will re-notify:

- a) Those persons who made submissions on the original application; and
- b) Any persons who own adjoining or neighbouring land (including those persons who were previously notified of the application) who may in Council's opinion potentially be detrimentally affected by the proposal as amended.



2.3.4 Amendments after determination

An applicant may lodge an application to modify an approval under Section 4.55 of the EP&A Act) if Council is satisfied that the proposal remains substantially the same development as that originally approved. Council will re-notify persons who made a submission to the original application and any persons who own adjoining or neighbouring land only where, in Council's opinion, those persons could be detrimentally affected by the proposal as amended. A person may inspect a plan and make a submission within the (minimum) 14 day notification period.

Submissions received in relation to the modified proposal will be considered in Council's assessment of the application.

3. COUNCIL AND COMMUNITY INTERACTION

3.1 How does the community get involved?

Any person is entitled to make a written submission which may either object to or support a planning matter within the public exhibition, notification or advertising period. Submissions must be received by Council by close of business on the day on which the period for submissions close.

Submissions made in respect of applications must be in writing and addressed to the General Manager. Submissions must clearly indicate the name and address of the person making the submission and details of the proposal to which the submission relates. If the submission includes any objections, the reasons for the objection must be provided. All submissions are to be accompanied by a form declaring any donations or gifts to an elected member of Council or a Council staff member (as set out in the form available for such declarations available from Council or Council's website).

All written submissions received during the public exhibition, notification or advertising period will be acknowledged in writing as soon as practicable by Council.

Petitions submitted will be required to identify a single contact person. If this is not provided, Council will provide one written response to the first signatory of a petition.

Anonymous submissions will not be considered by Council.

3.2 How does Council consider community input?

Council staff will consider all submissions received within the specified time period before determining under delegated authority or reporting a Development Application to the full Council. In making a determination the content of a submission must be balanced with Council's statutory obligations. Submissions form a part of the assessment process of a development application.

Council's consideration of a submission is restricted to planning matters. Non relevant planning issues such as civil disputes between neighbours and private rights cannot be considered.

An opportunity also exists for individuals in the community to participate in the public forum prior to a Committee or Council meeting. Any persons wishing to exercise this opportunity will need to make an application to Council in the approved form and the application must be received five business days before the date on which the public forum is to be held. Council will provide prior notice to a submission maker of a planning matter being considered at an upcoming Committee or Council meeting.

Following determination of a Development Application, or the adoption of a strategic plan, all persons who made a written submission will be notified in writing of the decision, and reasons for the decision, regarding the application, strategy or plan.

3.3 Privacy

Submissions received on a Development Application are prescribed as open access information under the *Government Information (Public Access) Act 2009*. Any person (including the applicant) may obtain copies of



written submissions unless the author of the submission can show good reason as to why the details should be kept confidential. If this is the case, this must be addressed in the written submission.

Submissions may be used to assist in negotiations with the applicant of the proposal or be included in Council business papers. The applicant will be advised of the terms of any objection on request, and is entitled to read all submissions received. Where applications are amended in response to objections received, comments may be sought from any previous objector/s.

Where a submission is provided to another party, Council will have consideration for the guidelines published for the *Government Information (Public Access) Act 2009*.

4. CONTACT US

There are many ways for the community to provide feedback to Council or raise questions outside of formal public exhibition. Council will always consider and respond to the views and concerns of the community. Table 3 shows the various ways to make contact with Council.

Table 3: Council contact details

COUNCIL CONTACT DETAILS	
In Person	2W Hamilton Street, Walcha NSW 2354
By Email	council@walcha.nsw.gov.au
By Phone	02 6774 2500
Post	PO Box 2, Walcha NSW 2354
Fax	02 6777 1181
Facebook	www.facebook.com/Walcha-Council-131993717208783
Linked IN	https://au.linkedin.com/company/walcha-council
Local Councillors	For details see our website www.walcha.nsw.gov.au



5. APPENICES

5.1 Appendix A – Notification Matrix



N = Neighbour notification

A = Advertising

O = Permitted without consent¹

Table 4 Notification Matrix

	ZONING – WALCHA LOCAL ENVIRONMENTAL PLAN 2012														
LAND USE	RU1	RU4	RU5	R1	R5	B2	B4		IN1	SP1	RE1	SP2	E2	E4	
Agricultural produce industry >\$1.0mill	N	A N	A N						A N						
Airstrip	O	A N													
Amusement centre			N A			N	N								
Animal boarding or training establishment	N								N						
Backpackers accommodation	N	N	N			N	N							N	
Brothel (sex services premises)							N A		N A						
Bulky goods premises						N A	N A								
Camping grounds	N		N								N				
Caravan park			N A	N A		N A					N A				
Cellar door premises	N	N	N		N	N	N							N	
Cemetery	N		N										N		

¹ Note that the CCP does not apply to development permitted without consent.



	ZONING – WALCHA LOCAL ENVIRONMENTAL PLAN 2012														
LAND USE	RU1	RU4	RU5	R1	R5	B2	B4		IN1	SP1	RE1	SP2	E2	E4	
Child care centre			N	N	N	N								N	
Community facility	N		N	N	N	N	N		N		N	N	N	N	N
Correctional centre	N A	N A					N A								
Crematorium	N A	N A	N A		N A										
Depot	N	N	N		N				N						
Dwelling				N	N	N	N								
Eco-tourist facilities	N A	N A	N A										N A	N A	
Entertainment facility			N A			N	N				N			N	
Extractive industry	N	N A													
Forestry	O	O													
Function centre	N A	N A	N A			N A	N A								
Funeral home	N A	N A	N A		N A	N	N								
Hazardous industry	N A								N A	N A					
Helipad	O		N		N				N						
Home business				N		N	N								
Hotel or motel accommodation			N	N		N	N								



	ZONING – WALCHA LOCAL ENVIRONMENTAL PLAN 2012														
LAND USE	RU1	RU4	RU5	R1	R5	B2	B4		IN1	SP1	RE1	SP2	E2	E4	
Information or education facility	N	N	N	N	N	N	N				N		N	N	N
Intensive livestock agriculture (feedlot/dairy(restricted))	N A														
Livestock processing industry	N A								N A						
Mortuary	N	N	N		N	N	N		N						
Multi dwelling housing			N	N	N		N								
Neighbourhood shop			N	N	N	N	N		N	N				N	
Passenger transport facility			N A			N	N				N				
Place of public worship	N	N	N	N	N	N	N								
Pubs		N A	N A			N A	N A								
Recreation areas	N	N	N			N	N				N		N	N	
Recreation facility (indoor)			N	N		N	N		N		N				
Recreation facility (major)											N				
Recreation facility (outdoor)	N	N	N		N						N				
Registered club			N A			N	N								
Residential flat building			N	N		N	N								
Restaurants or cafes	N	N	N			N	N								
Restricted premises						N A	N A		N A						



	ZONING – WALCHA LOCAL ENVIRONMENTAL PLAN 2012														
LAND USE	RU1	RU4	RU5	R1	R5	B2	B4		IN1	SP1	RE1	SP2	E2	E4	
Secondary dwellings			N	N			N								
Seniors housing			N	N			N		N					N	
Serviced apartments (Airbnb)			N	N		N	N								
Service station	N	N	N		N A	N	N		N						
Shed greater 4.8 in height			N	N	N	N	N						N	N	
Take-away food and drink premises			N			N	N		N						
Vehicle repair station			N			N	N		N						
Veterinary hospitals	N	N	N A		N	N	N		N						
Windfarm	N A	N A													N A



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Item: 6.5 **Ref:** WO/2019/03085
Title: Draft Councillor Induction and Professional Development Policy
Author: General Manager
Previous Items: Not Applicable
Attachment: Draft Councillor Induction and Professional Development Policy
WINT/2019/06926

Community Strategic Plan Reference:

Goal 8.1 – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.

Strategy 8.1.1 – Councillors will exhibit leadership on Council and regional committees as well as in community organisation

Background:

A draft Councillor Induction and Professional Development Policy was presented to Council in August 2019. This has been on public display with no comments of feedback received. The August 2019 business paper noted that pre-election candidate sessions were included in the policy. A final review of this policy has identified that this function had not been included in the original draft policy.

Report:

The amended draft Councillor Induction and Professional Development Policy now includes the additional phase of conducting pre-election candidate sessions as a mandatory requirement. The objective of this inclusion is to facilitate education and understanding of the role of a councillor with community members considering standing for election.

The Draft Councillor Induction and Professional Development Policy is attached for your review.

RECOMMENDATION: That Council

- 1. Exhibit the Draft Councillor Induction and Professional Development Policy for a period of 28 days; and**
- 2. ADOPT the Draft Councillor Induction and Professional Development Policy as presented subject to no submissions received during the exhibition period.**

Submitted to Council: 18 December 2019

..... General Manager Mayor



WALCHA COUNCIL

POLICY

Councillor Induction and Professional Development

Applicability

All Councillors

Publication Requirement

Internal and External

Assigned Responsible Officer

General Manager

Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved and Adopted
1.0	22/11/2019	General Manager		

Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment



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Councillor Induction and Professional Development

WINT/2019/06926

1. PURPOSE

The purpose of this policy is to demonstrate Walcha Council's commitment to ensuring that the Mayor and Councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the Local Government Act 1993 (the Act).

2. POLICY SCOPE

This policy applies to all Councillors of Walcha Council including the Mayor and Councillors.

3. POLICY STATEMENT

Walcha Council is committed to the developing an induction and ongoing professional development program for the Mayor and Councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the Mayor and each Councillor will have a professional development plan that identifies specific gaps in their capabilities (i.e. their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

Council's induction and professional development program will consist of three elements:

1. Pre-Election Candidate Session
2. Induction Program
3. Professional Development Program

4. POLICY COMMITMENT

Walcha Council is committed to provide education and opportunities to candidates and Councillors to increase the skill base and capability of our Councillors and achieve positive outcomes for our community.

5. POLICY ELEMENTS

5.1. Pre-Election Candidate Session

It is vital that people who are considering nominating for election to a Council have a solid understanding of the role before they nominate. This includes an understanding of what will be expected of them should they be elected, and the legislative boundaries they must work within.

Being fully informed will ensure that candidates who nominate have seriously considered whether they have the knowledge, skills and personal attributes required to fulfil the responsibilities of civic office (noting that the specific knowledge required can be developed if these skills and personal attributes are present). Being fully informed will also assist them to judge whether they will be able to effectively meet the demands of representing their community on Council.

Walcha Council will organise a minimum of one candidate information session prior to closing of nominations for people considering nominating for election to Council. The benefits of a pre-election information session include:



Councillor Induction and Professional Development

WINT/2019/06926

- 1) Candidates being fully informed about the:
 - a) roles and responsibilities of a Mayor and/or Councillors;
 - b) legislation and Council policies they are expected to comply with;
 - c) time commitment required; and
 - d) skills, knowledge and personal attributes needed;
- 2) candidates being given the opportunity to learn from experienced Mayors and Councillors;
- 3) candidates being given the opportunity to ask Council any questions about the role;
- 4) candidates being aware of the financial and other support available to them to fulfil the role of a Mayor or Councillor;
- 5) candidates understanding that their behaviour as a Mayor or Councillor will be governed by Council's Code of Conduct and that there are penalties for breaches;
- 6) Council being able to provide potential candidates ahead of time the key dates of any known events that they will be required to participate in during Council's term if they are elected so they can make tentative arrangements to attend (for example, Council Meetings, induction);
- 7) the community benefit from each candidate seeking election based on a platform that reflects what they can and cannot do or achieve as Councillor; and
- 8) reduced tension and conflict due to newly elected Mayors and Councillors having a better understanding of their roles and what can be achieved by a unified governing body.

5.2. Induction program

Walcha Council will develop an induction program for new and returning Councillors as well as a supplementary program for the Mayor (and Deputy Mayor) to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so.

The Mayor and Councillors must have a working knowledge and understanding of these areas by the end of the induction program. The induction program will cover:

- 1) an orientation to council facilities and the local government area;
- 2) an overview of the key issues and tasks for the new Council including Council's Community Strategic Plan, Delivery Program, Operational Plan, Resourcing Strategy and Community Engagement Plan;
- 3) the legislation, rules, principles and political context under which councils operate;
- 4) the roles and responsibilities of Councillors and the Mayor;
- 5) Council's organisational structure, workforce management strategy and the roles and responsibilities of the General Manager and Council staff;
- 6) what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council;



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- 7) key Council policies and procedures Councillors must comply with including the Code of Conduct;
- 8) the role of Council Meetings and how to participate effectively in them;
- 9) the support available to the Mayor and Councillors and where they can go to get more information or assistance, and
- 10) information on the process for taking the oath of office and electing the Mayor at the first Council Meeting.

In the case of the Mayor, the program will also cover:

- 11) how to be an effective leader of the governing body and Council;
- 12) the role of the Chair and how to chair Council Meetings;
- 13) the Mayor's role in integrated planning and reporting;
- 14) the Mayor's role and responsibilities under the Code of Conduct;
- 15) the Mayor's role and responsibilities in relation to the General Manager's employment;
- 16) the Mayor's role at regional and other representative bodies; and
- 17) the Mayor's civic and ceremonial role.

The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure Mayors and Councillors:

- 18) identify how they would like to work together as a team and identify a common vision for the governing body;
- 19) build relationships with each other based on trust and mutual respect that facilitate collaboration;
- 20) contribute to a positive and ethical culture within the governing body;
- 21) work towards consensus as members of the governing body for the benefit of the community;
- 22) develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships;
- 23) understand what supports or undermines the effective functioning of the governing body;
- 24) respect the diversity of skills and experiences on the governing body; and
- 25) communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the Mayor, as the leader of the governing body, to:

- 26) act as a stabilising influence and show leadership, and
- 27) promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.



Councillor Induction and Professional Development

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The Mayor and Councillors, including those re-elected to office, must attend all induction sessions.

Walcha Council will evaluate the induction program at the end of each Council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

5.3. Ongoing Professional Development Program

An individual ongoing professional development plan will be developed for the Mayor and each Councillor to address any gaps in the capabilities (ie the knowledge, skills and attributes) needed to effectively fulfil their role.

Each professional development plan will span the Council's term, and identify professional development activities that the Mayor or Councillor will participate in. Professional development activities will be prioritised according to need and approved by the General Manager where Council funds are required in accordance with Council's Councillor and Expenses and Facilities Policy. The Mayor and Councillors are expected to complete all the activities included in their professional development plan.

Professional development activities will, wherever possible, follow the 70/20/10 principle. The **70/20/10** principle requires that:

- 1) **70%** of learning activities are provided via learning and developing from experience – for example, on-the-job training, self directed learning, developmental roles, problem solving, exposure and practice;
- 2) **20%** of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations; and
- 3) **10%** of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

The timing of professional development activities for the Mayor and Councillors will be designed in such a way so as to not overload Councillors with learning activities in the early part of Council's term. The timing will reflect what knowledge and skills Councillors and the Mayor need at various points in Council's term to undertake their roles.

The Mayor and Councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

5.4. Local Government Capability Framework

The Local Government Capability Framework highlights the Personal Attributes, Relationships, Results, Resources and Civic Leadership required of Mayors and Councillors that Council will use as a reference for the ongoing professional development activities. These are available at <https://www.lgnsw.org.au/key-initiatives/capability-framework>.



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6. RESPONSIBILITIES

6.1. Mayor and Councillors

The Mayor and each Councillor are responsible for making themselves available to attend any development activities identified in the professional development plan.

The Mayor and all Councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the Council.

6.2. General Manager

The General Manager is responsible for the planning, scheduling and facilitating induction and professional development activities of the Mayor and Councillors. The General Manager has overall responsibility for Walcha Council's induction and professional development program.

The General Manager is responsible for evaluating the effectiveness of the professional development program completed each year, to determine if it was effective in assisting the Mayor and Councillors to develop the capabilities to fulfil their civic roles.

The General Manager is responsible for managing non-participation in conjunction with the NSW Office of Local Government.

7. FINANCIAL IMPACTS

7.1. Budget

An annual budget allocation will be provided to support the induction and professional development activities undertaken by the Mayor and Councillors. Expenditure will be monitored and reported quarterly.

7.2. Approval of Training and Expenses

Professional development activities that require Council funds are to be approved by the General Manager in accordance with Walcha Council Councillor expenses and facilities policy.

8. REPORTING

The General Manager will report the following components in Council's Annual Report:

- 1) The name of the Mayor and each individual Councillor that completed council's induction program (where an induction program has been delivered during the relevant year).
- 2) The name of the Mayor and each Councillor who participated in any ongoing professional development program during the year.
- 3) The number of training and other activities provided to the Mayor and Councillors during the year as part of a professional development program; and
- 4) The total cost of induction and professional development activities and any other training provided to the Mayor and Councillors during the relevant year.



Councillor Induction and Professional Development

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9. RELATED LEGISLATION, POLICIES AND REVIEW

9.1. Related Legislation and Policies

The following are relative to this policy:

- 1) Local Government Act 1993 NSW
- 2) Walcha Council Code of Conduct (WO/19/336)
- 3) Councillor and Expenses and Facilities Policy (WO/17/60)

9.2. Review

Council reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed every 4 years or following an ordinary election of Council, or earlier if there are relevant statutory or State Government policy changes.

DRAFT



Item: 6.6 **Ref:** WO/2019/03072
Title: Pathway to abolish Wards within Walcha LGA
Author: General Manager
Previous Items: Not Applicable
Attachment: Not Applicable

Community Strategic Plan Reference:

*Strategy 8.1.2 – Provide a framework for the efficient and effective administration of Council.
Goal 8.3 – The boundaries of the Walcha Local Government Area will be modified to reflect existing and developing communities of interest.*

Introduction

Council has previously considered the option to remove ward boundaries from the Walcha LGA. This has not yet been pursued.

Report:

In accordance with s210B of the Local Government Act, a council must first notify the public for 42 days of its intention to abolish wards of the council’s area.

Following this notification period, the council must pass a resolution to make an application to the Minister to abolish wards of the council area. The application must include any feedback received from the community during the notification period.

Council will have five months to make this application, commencing from the date public notification commences. The Minister may accept or deny the application.

An extract of the Act is included below for reference.

Approval to abolish all wards in council's area

210B Approval to abolish all wards in council's area

- (1) A council may resolve to make an application to the Minister to approve the abolition of all wards of the council's area.
- (2) The council must give not less than 42 days' public notice of its proposed resolution.
- (3) After passing the resolution, the council must forward to the Minister a copy of the resolution, a summary of any submissions received by it and its comments concerning those submissions.
- (4) The Minister may approve the application or may decline to approve it.
- (5) If the Minister approves the application, all the wards in the council's area are abolished with effect on and from the day appointed for the next ordinary election of councillors after the application is approved.
- (6) [Section 16](#) does not apply to a resolution of a council to make an application to the Minister under this section.
- (7) An application may be made under this section only within the period of 5 months from the commencement of this section.
- (8) Nothing in this section prevents a council from making more than one application under this section or from taking action under [section 210](#) to abolish all wards of the council's area.

Submitted to Council: 18 December 2019

..... General Manager Mayor



RECOMMENDATION:

That Council

1. Notify the public of its intention to make a submission to the Minister to removal wards within the Walcha LGA.
2. Note that following public notification, a report will be issued to Council summarising any submissions received and include content to be covered in the application to the Minister for Council's review and resolution to proceed under s210B (3).

Submitted to Council: 18 December 2019

..... General Manager Mayor



Item: 6.7 **Ref:** WO/2019/03079
Title: Adoption of Preschool Fees for 2020
Author: General Manager
Previous Items: October 2019 – Committee Reports Preschool Minutes
Attachment: No

Community Strategic Plan Reference:

Goal 8.2.1 – Maintain a stable and secure financial structure for Council.

Introduction:

Under the Local Government Act 1993 Council is to public exhibit and then adopt any Fees and Charges it applies.

Report:

At the October 2019 meeting Council adopted a draft Preschool Fees for 2020 and placed it on public exhibition for a period of 30 days. No public submissions have been received. It is recommended the Preschool Fees for 2020 now be formally adopted by Council.

The Fees are:

Transition (Penguin) Room – 4 year olds

Full Fee	\$15.00
ATSI	\$ 5.00
HCC	\$ 5.00

Preschool (Polar Bear) Room – (3 year olds – turning 4 after 31st July)

Full Fee	\$23.00
ATSI	\$ 5.00
HCC	\$ 5.00

3 rd or 4 th day	\$32.00 per day
Extended hours	\$6.00 per half hour
Late Fee	\$25.00 per occurrence
Enrolment Fee	\$30.00 per year

RECOMMENDATION: That Council ADOPT the 2020 Preschool Fees below, as advertised.

Transition (Penguin) Room – 4 year olds

Full Fee	\$15.00
ATSI	\$ 5.00
HCC	\$ 5.00

Submitted to Council: 18 December 2019

..... General Manager Mayor



Preschool (Polar Bear) Room – (3 year olds – turning 4 after 31st July)

Full Fee	\$23.00
ATSI	\$ 5.00
HCC	\$ 5.00
3rd or 4th day	\$32.00 per day
Extended hours	\$6.00 per half hour
Late Fee	\$25.00 per occurrence
Enrolment Fee	\$30.00 per year

Submitted to Council: 18 December 2019

..... General Manager Mayor



Item: 6.8 **Ref:** WO/2019/03083
Title: Namoi Unlimited 2018 – 2019 Reports
Author: General Manager
Previous Items: Not Applicable
Attachment: 2018-2019 Annual Performance Report Namoi Unlimited
 WI/2019/16096
 2018-2019 Namoi Unlimited - Advocacy and Leadership
 Register_v2.2 WI/2019/16097

Community Strategic Plan Reference:

Strategy 8.1.1 – Councillors will exhibit leadership on Council and regional committees as well as in community organisations.

Introduction

The attached Namoi Unlimited Annual Performance Report and Positions of Advocacy and Leadership register was tabled at the December 2019 Namoi Unlimited Board Meeting in Bingara on 3 December 2019.

Report:

Both reports are submitted to Council for information.

RECOMMENDATION: That Council

1. NOTE the 2018-2019 Annual Performance Report from Namoi Unlimited.
2. NOTE the 2018-2019 Namoi Unlimited - Advocacy and Leadership Register_v2.2

Submitted to Council: 18 December 2019

..... General Manager Mayor



NAMOI UNLIMITED

Premier agricultural region in Australia

ANNUAL PERFORMANCE REPORT

11 May 2018 to 30 June 2019

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Report on certain proposed capital works projects where a capital expenditure review had been submitted OLG Capital Expenditure Guidelines 22

Councils considered to be ‘human service agencies’ under the CR Act (provide services directed at carers and/or people being cared for by carers) must report on compliance with the CR Act for the reporting period. Carers Recognition Act 2010 (CR Act), s 8(2) 22

Information on the implementation of council’s Disability Inclusion Plan and give a copy to the Minister for Disability Services Disability Inclusion Act 2014, s 13(1) 22

Particulars of compliance with and effect of planning agreements in force during the year Environmental Planning & Assessment Act 1979, s 7.5(5) 22

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Information included on government information public access activity. Government Information (Public Access) Act 2009, s 125(1) Government Information (Public Access) Regulation 2018, cl 8, Schedule 2..... 23

Information included on public interest disclosure activity. Public Interest Disclosures Act 1994, s 31 Public Interest Disclosures Regulation 2011, cl 4 23

Welcome and Introduction

The Annual Performance Report provides an account of our performance for our Member Councils and our community.

It details our achievements against commitments and our performance against our Annual Business Plan and our financial management over the past year.

The Annual Performance Report is an opportunity to acknowledge the great things that have been happening across Walcha Council, Tamworth Regional Council, Liverpool Plains Shire Council, Gunnedah Shire Council and Gwydir Shire Council.

This report also meets requirements under the *NSW Local Government Act (1993)* legislation says that within 5 months after the end of (financial) year, Namoi Unlimited is required to prepare a report as to the Joint Organisations achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed *Local Government Act 1993 (Act) s 428(1)*.

Copy of the council's annual report must be posted on the council's website and be provided to the Minister for Local Government (via OLG) and a copy will also be presented to the Minister of Local Government, The Hon Shelley Hancock MP *Act s 428(5)*.

Namoi Unlimited acknowledges the commitment and collaboration of Mayors, General Managers and staff from the Member Councils.

Namoi Unlimited acknowledges the Kamilaroi People, the traditional owners and custodians of the lands in our Region, and pay respect to the Elders both past and present.

Hard copies of this document are available at any of our five Member Councils via the General Manager, and electronic copies are available at www.namoiunlimited.nsw.gov.au.

It is acknowledged that the investment by Members in the activity of the Joint Organisation is significant not only financially but also operationally. There is a strong commitment from members who pursue strategic priorities through the stewardship of these priorities and the work that steering committees and working groups undertake to achieve them.

Specifically acknowledged are:

- Tamworth Regional Council and Gunnedah Shire Council in the Water for the Future work and the Trade and Investment Strategy;
- Walcha Council and Gwydir Shire Council in the Enabled and Connected Infrastructure priority specifically in their guidance to the Roads and Transport Working Group; and
- Liverpool Plains Shire Council in the pursuit of engaging with people and skills, building scale, capacity and capability of the region and its human resources.

Performance and Value

A key responsibility of a Joint Organisation is to identify its Strategic Regional Priorities and make plans to achieve the identified priorities for the benefit of the community. Namoi Unlimited has three identified Strategic Regional Priorities;

1. Water for the Future

Agriculture, agricultural products, commodities and services underpin the economies of the Namoi region. The dynamics of global markets, climate change and changing consumer demand, mean our core industry must evolve and adapt. The availability, security and access to water underpin every facet of agriculture.

Water is also critical to the other two priorities identified.

Our action will be targeted towards growth and development and water is the critical enabler for industry, business, communities, lifestyle, tourism and the environment.

2. Enabled and Connected Infrastructure

The provision of goods and services, connecting people and business, and addressing the perception of remoteness and isolation in regional areas are all dependent on having fully functional and connected infrastructure.

Roads, rail, air infrastructure, energy and telecommunications infrastructure are critical for the future growth and the development of the region.

The role of Namoi Unlimited is to understand the capacity and capability of existing infrastructure and networks, and then take a future focussed approach to prioritising, investing and advocating for critical and necessary infrastructure, necessary to enabling and supporting growth.

3. Engaged People seeking Skills for the Future

People and their skills are fundamental to the growth of our economies, our communities and lifestyle. Local Government is one of the largest employers in the Namoi region and has an important role to play in the attraction of people to the region, and the development of skills to meet future workforce demands.

The members of Namoi Unlimited will identify, promote and engage in opportunities to address skill shortages within both Councils and across communities.

2018-2019 HIGHLIGHTS

The highlights are focused on the functions described for Joint Organisations of Councils across NSW, recognising that Joint Organisations were given a mechanism by which Councils could work together in areas identified in strategic regional priorities and plans to achieve them.

KEY FUNCTION 1: PLANNING AND PRIORITISATION

STRATEGIC REGIONAL PRIORITY: Water for the Future Strategy

Investment up to \$119,000

Project Commenced: December 2018

Project Concludes:

June 2019

The Water for the Future project is identified as a critical piece of analysis for its member Councils and Namoi Unlimited. Consultants Rhelm were appointed in December 2018 and over a period of six months completed an audit of the current sources and availability of water, in our communities to identify the supply, security and access issues.

The Outputs (what we did during the 2018-2019 financial year)

Funding and development of the *Water for the Future Strategy* for the Namoi region, providing;

- Detail of the water supply and infrastructure assets currently available to communities and business across the Namoi region;
- Over 30 recommendations were identified as future opportunities around demand and supply.
- A detailed understanding of the demand and supply of water for agricultural products, services, commodities, supply chains and value propositions creating the opportunity for the development of a proposal for a Special Activation Precinct across the Namoi region.
- An understanding of the constraints and some of the innovation opportunities for Local Government in water.
- And aligning water and desires for demand, growth and investment to opportunities, investment potential, community expectations and Government positions.

The Outcomes (what we will achieve by doing this in the 2018-2019 financial year)

The reports were presented in two volumes; Volume 1 is a comprehensive report on the resource and the region, Volume 2 the analysis and strategy provides the members with targeted and strategic advice that will enable the group to hone its pursuit of opportunities for regional growth further.

There are three recommended structures identified to position Councils into the future;

- Strategic which will provide advice and seek the evidence to support the building and investment into infrastructure including water utilities.
- Policy and performance considerations that will align where possible policy that is intended to support regional growth, investment and the pursuit of these drivers.
- Operational to collaborate on water utility planning, capacity and capability.

A proposal has been developed that identifies how by supporting the supply chains for intensive agriculture, value add opportunities may be created, generating jobs for the Namoi region. This is seen to be critical to identifying and facilitating new market opportunities for regional producers, and to building stronger and more resilient communities in this current drought.

Trade and Investment Strategy

Strategic investment up to \$69,334 with funding of \$20,000 from the Australia-China Council and \$7,842 from the NSW Government

Project Commenced: July 2018

Project Concludes:

June 2019

The Outputs (what we did during the 2018-2019 financial year)

The outputs described in the Trade and Investment Strategy were to; establish and support a working group to drive the strategy under the stewardship of Tamworth Regional Council and Gunnedah Shire Council as the most experienced and resourced Councils involved in economic development, to support Councils to pursue investment opportunities for infrastructure, growth and jobs.

- Namoi Unlimited provided support and advocacy to individual Councils funding applications for community and roads and transport infrastructure, for example through the Namoi Roads Network Strategy Councils have attracted over \$100million in funding this financial year.
- Namoi Unlimited partnered with businesses and the NSW Government to pursue trade and export relationships for agriculture into China, specifically NingBo, and conducted activities like the Cynthia Dearin Export Workshop providing businesses with access to training rarely seen in regions of NSW.
- Namoi Unlimited engaged and has developed a network of exporters, who potentially will be the businesses primed for growth.
- Namoi Unlimited's investment in further branding and marketing of the region through case studies was hindered by drought conditions and uncertainty.

There were a number of specific activities undertaken in the pursuit of the Trade and Investment Strategy, including;

- A reciprocal visit from the Ningbo Government and business delegates to the Namoi region and AgQuip in August 2018.
- The China Study Tour to China, visiting Guangzhou, Shanghai and Ningbo in May 2019.
- The Cynthia Dearin Export Masterclass held in July 2019.

The Outcomes (what we will achieve by doing this in the 2018-2019 financial year)

Namoi Unlimited despite the current drought conditions is committed to a targeted and regional approach to grow trade and investment in the region. Support for this approach is evidenced in the Shaping the Future of the Namoi Study (2015) that identified six levers that the joint Organisation could work on together.

Namoi Unlimited continues to be respected as an organisation that is contributing to developing better ways for Government to engage and invest in regional Australia. This is evidenced by the

organisations successes in attracting funding for capacity and capability programs from the NSW Government, and more recently access to an additional \$150,000 from the NSW Government for pursuit of strategic regional priorities.

STRATEGIC REGIONAL PRIORITY: Enabling and Connected Infrastructure

Strategic investment up to \$25,000

Project Commenced: July 2018

Project Concludes:

June 2019

Namoi Unlimited continued to support Councils to analyse and prioritise the inhibitors to industry and growth, and or safety, to identify and address the network of roads and the network and connectivity of road to rail, air infrastructure, energy and telecommunications.

The Outputs (what we did during the 2018-2019 financial year)

Councils through the support of Namoi Unlimited identified over \$300million in road infrastructure investment to enable and connect the region to markets and ports. During the financial year, Councils were able to attract funding for almost \$100million of this three year target, a testament to regional planning, collaboration and inter-governmental relations facilitated by the Joint Organisation.

The Outcomes (what we will achieve by doing this in the 2018-2019 financial year)

The outcomes are that the region has an established function and an identified process to highlight, substantiate and promote enabling roads infrastructure for the region.

The relationships, efficiencies and opportunities to work together remain the opportunity for Councils working as a collaboration of Councils. Improved information and service delivery has been delivered by engaging with the NSW Government and the National Heavy Vehicle Regular as a group.

Future opportunities are for the Joint Organisation to focus on other inhibitors to industry and growth, and or safety, specifically around rail, air, energy and telecommunications. Namoi Unlimited believes further strategies to be released by the NSW Government around regional rail and regional airports, as well as clarification around energy and telecommunications required for future jobs and work will be necessary for the region to grow.

STRATEGIC REGIONAL PRIORITY: Engaged People Seeking Skills for the Future

The Outputs (what we did during the 2018-2019 financial year)

In the previous financial year, Member Councils audited workforce development plans to identify collective operational opportunities to build scale and capacity of member Councils and the Joint Organisation.

A number of projects to build scale and capacity of Councils and businesses with support from the NSW Government and the Australian Government commenced or were completed, including;

- Bio-diversity Project Officer (\$140,000 Gwydir Shire Council)
- Contaminated Lands Project Officer (\$420,000)
- Increasing resilience to climate change on gravel roads (\$285,000)
- Export Ready Workshop (\$7,800)

The Outcomes (what we will achieve by doing this in the 2018-2019 financial year)

Further work needs to be done to capitalise on strategic and operational opportunities to increase services within Councils, nurture skills and talent in Local Government sharing experience and expertise and promote employment opportunities within Local Government.

KEY FUNCTION 2: INTER-GOVERNMENTAL RELATIONS

One of the key functions of a Joint Organisation is inter-governmental relations and the Joint Organisation has participated in a number of key Government stakeholder groups for Councils:

- Engagement with water agencies occurred through the Water for the Future project, and engagement with the Office of Water regularly as a member of the Namoi Water Alliance.
- Engagement with officers in NSW Trade and Investment both in Australian and overseas occurred, as well as engagement with Austrade offices.
- Engagement from Transport for NSW across roads, freight and road maintenance branches for collaboration around the Namoi Roads Network Strategy. Engagement with the Heavy Vehicle Regulator and National codes.
- New relationships are potentially developing with the NSW Public Advisory and the Public Service Commission around graduate opportunities in the region for Local Government and Namoi Unlimited as a collaboration of Councils.
- New England North West Regional Leadership Executive and sub groups;
 - New England North West Drought Taskgroup
 - Northern NSW Renewables Working Group
 - New England North West Regional Economic Development Sub-Committee
- New England North West Regional Plan 2036

KEY FUNCTION 3: ADVOCACY AND LEADERSHIP

Members established the framework, policy and procedures for advocacy and leadership from the Joint Organisation. As a group of Councils the opportunity of collaborating as a group that represents a larger population and geography is not lost on the members. Also establish was a base line position of advocacy on issues relative to the Strategic Regional Plan, including;

- Water for the Future
- Agriculture, Agribusiness and Innovation
- Intensive Agriculture Strategy
- Foreign Ownership of Prime Agricultural Land
- Trade and Investment
- Mining and Resource Development and Extractive Industries
- Connected and Enabled Freight and Transport Infrastructure
- Energy Infrastructure
- Federal Government Local Government Assistance Grants (FAGs)
- Engaged People Seeking Skills for the Future

- Emergency Assistance

Representations on behalf of members on positions of advocacy and leadership to the NSW Government and Australian Government representatives were made on the following topics;

- Water and the impacts of drought
- Namoi Roads Network Strategy and its priorities
- Education both at vocational and tertiary level for skills for business and the development of a university for Tamworth
- Support for Local Government and the Joint Organisation Model and future funding
- Acceleration of Trade and Investment opportunities for the region
- Energy
- National Telecommunications Review

Namoi Unlimited is an active participant in the Executive Officer and Chairpersons Networks for Joint Organisations of Councils in NSW.

ALIGNMENT TO THE STRATEGIC REGIONAL PRIORITIES	ALIGNMENT TO KEY FUNCTIONS	ACTIVITY AND DESCRIPTION	MEMBER BENEFIT	CASH VALUE TO COUNCILS (includes annual budget expenditure and grant funding)	IN-KIND VALUE TO COUNCILS (includes annual budget expenditure and grant funding)	STAFF INVESTMENT (Based on \$200 per hour x five for the Executive Officer.)		STATUS			
						Executive Officer	Member Councils Contribution	Completed or Ongoing	Pending	Not proceeding	
Water for the Future Enabled and Connected Infrastructure Engaged People seeking Skills for the Future	Strategic Regional Plan and priorities	2018-2021 year strategic regional plan and priorities. 2018-2019 Annual Business Plan.	ALL	\$12,000	-	\$32,000	\$16,000	Completed or Ongoing			
	Inter-governmental Collaboration	Establishment grant for the Joint Organisation of Councils from the NSW Government through the Office of Local Government.	ALL	\$300,000	-	-	-	Completed or Ongoing			
		New England North West Regional Leadership Executive	ALL	-	-	\$12,000	-	Completed or Ongoing			
		New England North West Regional Economic Development Sub-Committee	ALL	-	-	\$6,000	-	Completed or Ongoing			
		New England North West Regional Plan 2036 – monitoring committee and project liaison for the Joint Organisation, completed projects include:	ALL	<ul style="list-style-type: none"> Prepare a Regional Intensive Agribusiness Strategy to foster ongoing investment, specify guidelines for intensive agriculture and food processing and map suitable future precincts for these uses. Map important agricultural land and develop guidelines to support the implementation of the important agricultural land mapping through local plans. Deliver an annual New England North West Housing and Land Monitor Prepare guidelines for local housing strategies that will provide guidance on planning for local affordable housing needs. 	-	-	\$8,000	-	Completed or Ongoing		
		Increasing resilience to Climate Change to manage the impact of reduced water availability on gravel roads and the potential use of waste water.			ALL	\$285,000	-	\$5,000	-	Completed or Ongoing	
	Advocacy and Leadership	Support for the Thriving Small Towns initiative under the Regional Leadership Executive	LPSC	-	-	-	-	Not proceeding			
		NSW Joint Organisation Executive Officer and Chairs Network	ALL	-	-	\$28,000	-	Completed or Ongoing			
		Canberra Advocacy event – representation to Ministers and advisors for education, Local Government and regional development, energy, trade and investment, drought and Local Members of Parliament and discussions with the Regional Australia Institute.	ALL	\$10,000	-	\$10,000	-	Completed or Ongoing			
		Community consultations representations Farm Household Assistance Review	ALL	-	-	\$1,500	-	Completed or Ongoing			
Water for the Future	Planning and Prioritisation Inter-governmental Collaboration Advocacy and Leadership	Water for the Future Strategic Regional Project planning and documents, selection of consultants and contract ting of consultants.	ALL	\$6,000	-	\$20,000	\$4,000	Pending			
		Certification and training opportunities for collaboration and best practice across water operations.	ALL	\$14,010	-	\$25,750	-	Completed or Ongoing			
		Trade and Investment Strategy	ALL	-	-	\$20,000	\$8,000	Completed or Ongoing			
		Trade and Investment Strategy Projects	ALL	<ul style="list-style-type: none"> Project 1 – Ningbo Government Mission Project 2 – Sinda Foods Visit Project 3 – China Study Tour for Exporters Project 4 – Cynthia Dearin Export Ready Workshop 	\$69,334	\$22,500	\$40,000	\$5,000	Completed or Ongoing		
		Small and Medium Enterprises Export Hub application to develop and support the network of exporters in the Namoi region.			ALL	-	-	\$8,000	-	Not proceeding	
		NSW Regional Economic Development (DPC) Investment Attraction Training			ALL	-	-	\$12,800	\$3,200	Completed or Ongoing	
		MOU with a potential investor around a bio-energy opportunity for cotton			ALL (except WC)	-	-	\$1,200	-	Pending	
		Potential dairy investor	WC	-	-	-	-	Pending			
Poultry enquiry for chicken feet and chicken middle joint wings starting at 10 containers	TRC	-	-	-	-	Pending					

		of each product category.						
		Lamb supply enquiry from Hezhong	ALL	-	-	-	-	
		Education and training with a private college in Ningbo	ALL	-	-	-	-	
		Food processing and value add opportunities for beef, lamb and grain	ALL	-	-	-	-	
	Planning and Prioritisation	Representation of Member Councils with Safe and Secure Water to facilitate opportunities with government and partners for investment into the provision of water, infrastructure and skills.	ALL	-	-	\$4,000	-	
	Inter-governmental Collaboration	New England North West Drought Task group – distribution of factsheets, program information and contacts.	ALL	-	-	\$15,000	-	
		Namoi environmental water and floodplain harvesting working group with NSW Office of Environment.	ALL	-	-	\$2,000	-	
	Advocacy and Leadership	Annual membership of the Water Industry Association	ALL	-	-	-	\$11,000	
	Planning and Prioritisation Inter-governmental Collaboration Advocacy and Leadership	Representation at the Regional Telecommunications Review, assessment of the review findings and the Government response. Preparation of priorities aligned to the 20 year Vision for Regional NSW and the REDs	ALL	-	-	\$2,000	\$800	
		Namoi Roads Network Strategy Roads and Transport Working Group	ALL	-	-	\$40,000	\$15,000	
		Network Business Case – Stage 2	ALL	\$100,000	-	\$83,200	\$12,000	
		▪ Fossickers Way Corridor	GWSC, TRC	-	-	-	\$9,360,000	Business Case to be reviewed
		▪ Tamworth Corridor	TRC	-	-	-	\$16,074,000	
		▪ Thunderbolts Way Corridor	WC, TRC	-	-	-	\$11,342,400	
		▪ Werris Creek Road Corridor	TRC, LPSC	-	-	-	\$25,000,000	
		▪ Heavy Vehicle Safety Productivity Program (HVSP) for Grain Valley Road	GSC	\$3,850,000	-	-	\$10,000	
		▪ Liverpool Plains and Gunnedah Shire Corridor	LPSC, GSC	-	-	-	\$30,990,000	
		Regional approach to the NRMA electric vehicle charging stations roll-out.	ALL	-	-	-	-	
		Renewables investor HITE targeting projects for solar or wind farms, no less than 50MW, financing or acquiring.	ALL	-	-	-	EXPORT LEAD	
	Intergovernmental Collaboration	Northern NSW Renewables Project and Forum to produce a resource tool for Councils	ALL	-	\$8,000	\$800	INFORMATION	
	Planning and Prioritisation	Contracts and revenue sharing agreement between a Material Recovery Facility and councils from the NSW Container Deposit Scheme.	ALL	-	\$10,000	-	-	
		Facilitation and coordination of discussions about NSW Population Futures with NSW Population and Land Use Analytics.	ALL	-	-	\$3,200	\$1,500	
		New England North West Bio-diversity project officer is managed by Gwydir Shire Council	ALL	\$70,000	-	\$2,000	\$10,000	
		NSW Information Commission CEO presentation to the region and the Board about public confidence and good governance.	ALL	-	-	\$3,200	\$1,500	
		Gunnedah Shire Council will represent the region on the Department of Planning Council Stakeholders Panel.	ALL	-	-	-	\$6,400	
		Application for funding for a regional Contaminated Lands Officer for 3 years.	ALL	\$420,000	\$12,000	\$3,200	\$1,500	
		Heritage Near Me program and the Energy Management Services program training and grants program.	ALL	-	-	-	INFORMATION	
	Advocacy and Leadership	Local Government Skills Strategy	ALL	-	-	\$5,000	-	

▪ Gunnedah Shire Council	-	-	\$7,461	-	-	
▪ Gwydir Shire Council	-	-	\$7,920	-	-	
▪ Liverpool Plains Shire Council	-	-	\$18,602	-	-	
▪ Tamworth Regional Council	-	-	\$82,893	-	-	
▪ Walcha Council	-	-	\$32,334	-	-	

FINANCIAL REPORT

A full copy of the Audited Financial Statements for the 2018/2019 year is provided on the website at www.namoiunlimited.nsw.gov.au/content/uploads/2019/10/191017-AGA-Board-Meeting-Walcha.pdf

Income

Note 2 Income from continuing operations

	Period 11 May 2018 to 30 June 2019
	\$
(a) Member Council contributions	
Gunnedah Shire Council	30,000
Gwydir Shire Council	30,000
Liverpool Plains Shire Council	30,000
Tamworth Regional Council	30,000
Walcha Shire Council	30,000
Total member council contributions	150,000
(b) User charges and fees	
China Study Tour Fees	22,788
Total user charges and fees	22,788
(c) Interest and investment revenue	
Interest on financial assets measured at amortised cost	733
Total interest and investment revenue (losses)	733
(d) Grants	
	Operating
	Period 11 May 2018 to 30 June 2019
Joint Organisation Establishment	300,000
China - Namoi Engagement Project	20,000
Contaminated Lands Program	140,000
New England North West Export Workshop	7,890
	467,890
Comprising	
- Commonwealth funding	20,000
- State funding	447,890
	467,890

Expenses

Note 3 Expenses from continuing operations

	Period 11 May 2018 to 30 June 2019
(a) Employee benefits and on-costs	\$
Salaries and wages	156,788
Travel expenses	15,653
Employee leave entitlements (ELE)	26,203
Superannuation	18,267
Workers compensation insurance	12,114
Total employee benefits and on-costs	<u>229,025</u>
 (b) Administrative expenses	 \$
Contractor and consultancy costs	
- Media and Communications	24,946
- Namoi Water Alliance	28,470
- Namoi Water Strategy	105,350
Remuneration of auditors	6,000
Training	10,934
Travel	
- Chair	2,044
- Ningbo delegation	3,166
- Trade & Investment – China Study Tour	56,200
- Advocacy	9,841
Meetings	2,621
Subscriptions	20,000
Other	18,069
Total administrative expenses	<u>287,641</u>
 Auditors' remuneration	
Auditors of the Namoi Joint Organisation - NSW Auditor General:	
- Audit of financial statements	6,000
Total fees paid or payable to the Auditor-General	<u>6,000</u>

Accounting policy for expenses

Employee benefit expenses are recorded when the service has been provided by the employee.

Borrowing costs are expensed as incurred.

Depreciation is calculated using the straight-line method to allocate the cost of the asset, net of residual

NAMOI UNLIMITED'S PROFILE

Namoi Unlimited consists of a range of Councils including Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Tamworth Regional Council and Walcha Council. Through member council cooperation, Namoi Unlimited is able to build on the unique and diverse economic, cultural and natural qualities of each region. JOs will not impose significant red tape or cost to their communities.



Namoi Unlimited is a Joint Organisation of Councils in New South Wales. Joint Organisation's of Councils is a voluntary function of Councils that enables them to collaborate, plan, set priorities and deliver important projects in regional NSW.

Councils in the Namoi region are; Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Tamworth Regional Council and Walcha Council.

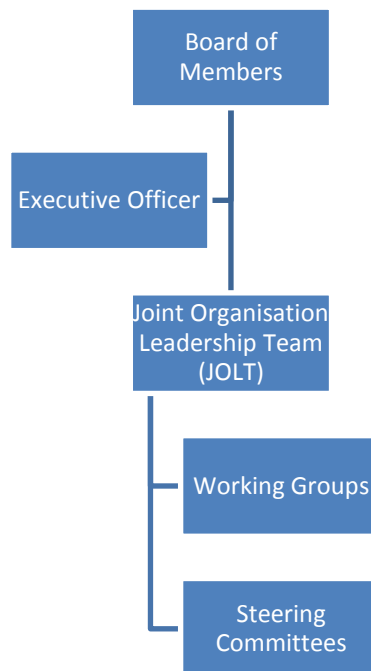
YOUR MEMBER REPRESENTATIVES

The Board of Namoi Unlimited includes the Mayors of member Councils.

- Councillor Jamie Chaffey, Chairperson and Mayor Gunnedah Shire Council
- Councillor Colin Murray, Deputy Chairperson and Mayor Tamworth Regional Council
- Councillor Andrew Hope, Mayor Liverpool Plains Shire Council
- Councillor John Coulton, Mayor Gwydir Shire Council
- Councillor Eric Noakes, Mayor Walcha Council

The NSW Government is a non-voting Member and is represented by the Director – Regional NSW for the New England North West region.

The organisational structure is as follows:



The Mayors receive advice and information about strategic and operational opportunities from the General Managers of member Councils. Working Groups are established with key experienced personnel from within each member Council. The Board, the General Managers Group and various working groups meet regularly throughout the Namoi region. The administration of the organisation is reliant on the support of member Councils and their staff. The organisation employs an Executive Officer to guide the organisations activities.

Steering Committees

A Steering Committee is a partnership between representatives of Namoi Unlimited, Member Councils, external parties or identified stakeholders to provide advice and undertake specific and collaborative project activities for Namoi Unlimited.

Active 2018/2019 Steering Committees are:

- Namoi Water Alliance (Established November 2012)

Established to collaborate on the supply, access, security, service functions, management and operation of water and sewer facilities.

- Roads And Transport (March 2016)

Established to collaborate and develop a road network that prioritises and focusses on freight, safety and regional development.

Working Groups

A Working Group is a partnership between Namoi Unlimited employees and representatives of Member Councils to provide advice and undertake specific and collaborative project activities for Namoi Unlimited.

Active 2018/2019 Working Groups are:

- Joint Organisation Leadership Team (JOLT)
- Contaminated Lands Project
- Trade and Investment Strategy

Member Conduct

Members are Councillors and are elected by the residents and ratepayers to act in the best interests of the community.

To guide the conduct of elected members, Council Code of Conduct and standards of conduct, behaviour, accountability and responsibilities apply to ensure public confidence is maintained.

The community expects the business of Local Government is to be conducted with efficiency, transparency and impartiality.

To mitigate any personal or private interests that may compromise the conduct and decisions of a Member, declaration of conflicts of interest is a standing agenda item for all Board meetings.

Member Allowances

The Chair and Members are not paid an annual fee. Member's expenses incurred by representing their Council discharging their functions and responsibilities may be paid by the Joint Organisation. Nil payments for expenses have been claimed by members.

STATUTORY INFORMATION

Amount of rates and charges written off during year Local Government (General) Regulation 2005 (Reg), cl 132

Nil

Total cost during the year of the payment of expenses of, and the provision of facilities to, councillors in relation to their civic functions

Provision of dedicated office equipment allocated to councillors

Nil

Telephone calls made by councillors

Nil

Attendance of councillors at conferences and seminars

Nil

Training of councillors and provision of skill development

Nil

Interstate visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses

Nil

Overseas visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses Reg cl 217(1)(a)

Namoi Unlimited representatives made one overseas trip during the 2018/2019 financial year.

WHO	DATE FROM DATE TO	OVERSEAS DESTINATION	PURPOSE
Cr Jamie Chaffey Cr Colin Murray Rebel Thomson Alex Wang	19 – 25 May 2019	Reaffirm establishing a Government to Government relationship in China by formalising directions for a future relationship and signing of a Memorandum of Understanding with the Foreign Affairs Office, Ningbo Zhejiang Province, China. Conduct activities in Shanghai, Ningbo and Guangzhou to:	<ul style="list-style-type: none">▪ Understand opportunities for marketing and promotion of regional products and brands on e-commerce. Develop contacts for agents and import networks for beef, lamb and poultry products.▪ Build confidence and awareness of the Namoi region and the five member Councils.▪ Provide the opportunity for exchange of economic and community development Officers.▪ Showcase regional produce and opportunities from the Namoi.

Expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors

Nil

Expenses involved in the provision of care for a child of, or an immediate family member of, a councillor Reg cl 217(1)(a1) (i), (ii), (iii), (iv), (v), (vi), (vii), (viii)

Nil

Details of each contract awarded for amounts greater than \$150,000 including: name of contractor (except employment contracts – contracts of service), nature of goods or services supplied and total amount payable Reg cl 217(1)(a2) (i), (ii)

Nil

Summary of the amounts incurred by the council in relation to legal proceedings including: amounts incurred by council in relation to proceedings taken by or against council (including out of court settlements), summary of the state of the progress of each legal proceeding and (if finalised) the result Reg cl 217(1)(a3)

Nil

Include resolutions made concerning work carried out on private land, including: details or a summary of any resolutions made under section, and Reg cl 217(1)(a4) & Act s 67, 67(2)(b)

Nil

Details or summary of any work carried out, where the charge is less than the approved fee, the proposed fee to be charged and the total amount subsidised by the Joint Organisation

Nil

Total amount contributed or otherwise granted to financially assist others Reg cl 217(1)(a5) & Act s 356

Nil

Statement of all external bodies that exercised functions delegated by the Joint Organisation Reg cl 217(1)(a6)

Tamworth Regional Council has been delegated functions to provide human resources, financial, ICT, GIPA and PID functions to the Joint Organisations at no cost to the Joint Organisation.

Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which the Joint Organisation held a controlling interest Reg cl 217(1)(a7)

Nil

Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which the Joint Organisation participated during the year Reg cl 217(1)(a8)

Nil

Statement of activities to implement its EEO management plan Reg cl 217(1)(a9)

Nil

Statement of the total remuneration package of the general manager Reg cl 217(1)(b)(i), (ii), (iii), (iv), (v)

Total value of the salary component of the package

The salary component of the Executive Officer's package for the 2018/2019 financial year was \$177,759.

Total amount of any bonus, performance or other payments that do not form part of the salary component

Nil

Total amount payable by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor

\$16,887 was the Employer's contribution, the Employee made Nil additional contributions.

Total value of any non-cash benefits for which the general manager may elect under the package

Nil

Total amount payable by way of fringe benefits tax for any such non-cash benefits

Nil

Statement of the total remuneration packages of all senior staff members, expressed as the total (not of the individual members) Reg, cl 217(1)(c) (i), (ii), (iii), (iv), (v)

Nil

A statement detailing the stormwater management services provided (if levied) Reg cl 217(1)(e)

Nil

**A statement detailing the coastal protection services provided (if levied).
Reg cl 217(1)(e1)**

Nil

Detailed statement, prepared in accordance with such guidelines as may be issued by the Director-General from time to time, of the council's activities during the year in relation to enforcing, and ensuring compliance with, the provisions of the Companion Animals Act 1988 (CA Act) and the Companion Animal Regulation 2018

Nil

Report on certain proposed capital works projects where a capital expenditure review had been submitted OLG Capital Expenditure Guidelines

Nil

Councils considered to be 'human service agencies' under the CR Act (provide services directed at carers and/or people being cared for by carers) must report on compliance with the CR Act for the reporting period. Carers Recognition Act 2010 (CR Act), s 8(2)

Nil

Information on the implementation of council's Disability Inclusion Plan and give a copy to the Minister for Disability Services Disability Inclusion Act 2014, s 13(1)

Nil

Particulars of compliance with and effect of planning agreements in force during the year Environmental Planning & Assessment Act 1979, s 7.5(5)

Nil

Recovery and threat abatement plans - Councils identified in a plan as responsible for implementation of measures included in the plan, to report on actions taken to implement measures as to the state of the environment in its area. Fisheries Management Act 1994, s220ZT (2)

Nil

Details of inspections of private swimming pools Swimming Pools Regulation 2018 (SP Reg) cl 23

Nil

Information included on government information public access activity. Government Information (Public Access) Act 2009, s 125(1) Government Information (Public Access) Regulation 2018, cl 8, Schedule 2

Namoi Unlimited received zero formal access and zero informal applications for the reporting year under *Government Information (Public Access) Act, 2009 (GIPA)*.

Information included on public interest disclosure activity. Public Interest Disclosures Act 1994, s 31 Public Interest Disclosures Regulation 2011, cl 4

Namoi Unlimited has no knowledge of any Public Interest Disclosures on its activities.



NAMOI UNLIMITED

Premier agricultural region in Australia

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E: info@namoiunlimited.nsw.gov.au

PROCEDURE

2018/10 – 001/5 Version 2.2 (December 2019)

ADVOCACY & LEADERSHIP REGISTER

NAME AND DESCRIPTION	NAMOI UNLIMITED AND ITS MEMBERS SUPPORT THE FOLLOWING POSITIONS:	POLICY REFERENCES
<p>1. Water for the Future</p> <p>Water is the critical enabler for industry, business, communities, lifestyle, tourism and the environment.</p> <p>Communities across the Namoi Joint Organisation of Councils deserve secure access to quality water resources.</p> <p>The availability and security of water enables Local Government and communities to plan for future social, environmental and economic growth with confidence.</p> <p>The climate of NSW is variable and drought is an inevitable feature in our landscape, therefore it should be considered in the same light as other business risks.</p> <p>Planning for the long-term is the most effective way that community and farmers can prepare for drought and other downturns.</p>	<p>A1.1 Government funding for Council owned water and sewer operations and projects that can demonstrate investment will provide improvements to:</p> <ul style="list-style-type: none"> ▪ public health ▪ water security ▪ economic, environmental outcomes and or social benefits. <p>A1.2 Governments will provide funding, programs and financial assistance to Councils to provide access to water that will;</p> <ul style="list-style-type: none"> ▪ undertake regional strategic planning for the provision of water; ▪ provide entitlement to meet the current and future demands of growth from development; and ▪ maintain access to substantial storage capacity for emergency situations including drought. <p>A1.3 Governments support and implement policy, processes and systems that provide an equitable sharing of surface and groundwater resources and that water entitlements and allocations are secure and tradeable.</p>	<ul style="list-style-type: none"> ▪ Surface and groundwater policy and management for NSW. ▪ NSW water resources planning, policy and regulation including negotiations with the Commonwealth. ▪ Basin specific planning, policy and management for the Great Artesian Basin and the Murray Darling Basin. ▪ Catchment planning, policy and management for the Macleay, Gwydir, Border Rivers, Namoi and Peel catchments.

PROCEDURE

2018/10 – 001/5 Version 2.2 (December 2019)

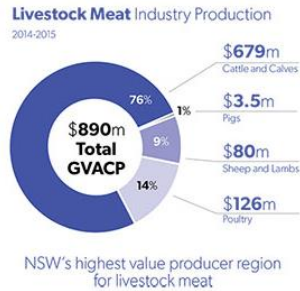
ADVOCACY & LEADERSHIP REGISTER

NAME AND DESCRIPTION	NAMOI UNLIMITED AND ITS MEMBERS SUPPORT THE FOLLOWING POSITIONS:	POLICY REFERENCES
<p>2. Agriculture, Agribusiness and Innovation</p> <p>Agriculture, agricultural products, commodities and services underpin the economies of the Namoi region.</p>	<p>A2.1 Governments provide programs and funding for Local Government that can stimulate the economy for business and support businesses to maintain employment and where prolonged impact of drought on regional and local employment and the economy can be demonstrated, small business can access similar assistance to that offered to primary producers.</p>	<p>COAG Agreement and Natural Disasters policy and application</p> <p>Drought policy and incentives</p> <p>Employment and incentives policy, jobs and action plans for employment in regional Australia</p>
<p>3. Intensive Agriculture Strategy</p> <p>In the New England North West of NSW agricultural production accounts for 17.5 per cent of the State's gross agricultural value, the second highest regional contribution in NSW. The strength of the sector will rely on favourable climate and soils, access to national and international markets, strong broadacre cropping and grazing sectors and emerging intensive agriculture and food processing sectors.</p>	<p>A3.1 Government funding and resourcing to develop the Namoi region as a regional meat production area and food processing precinct.</p> <p>A3.2 Government support for an environment that provides consistency across the region for planning for and operations of, meat and livestock enterprises.</p> <p>A3.3 Government support for an environment that markets the Namoi region as a food and fibre hub for NSW and the world.</p> <p>A3.4 Government funding and resourcing to assist producers to accelerate production of food and fibre into world markets.</p> <p>A3.5 Government legislation and policy for the "Right to Farm" in NSW.</p>	<ul style="list-style-type: none"> ▪ NSW Right to Farm Policy that reinforces rights and responsibilities establishes baseline and ongoing monitoring and evaluation of land use conflicts, land use planning, reviews of relevant environmental planning instruments to minimise conflicts, additional Government intervention be required. ▪ Transport and logistics planning, prioritisation and funding. ▪ Ownership and operations of abattoirs and saleyards. ▪ Investment including domestic and foreign investment. ▪ Export marketing, markets, support and resourcing.

PROCEDURE

2018/10 – 001/5 Version 2.2 (December 2019)

ADVOCACY & LEADERSHIP REGISTER

NAME AND DESCRIPTION	NAMOI UNLIMITED AND ITS MEMBERS SUPPORT THE FOLLOWING POSITIONS:	POLICY REFERENCES
 <p>Livestock Meat Industry Production 2014-2015</p> <p>\$890m Total GVACP</p> <ul style="list-style-type: none"> 76% \$679m Cattle and Calves 1% \$3.5m Pigs 9% \$80m Sheep and Lambs 14% \$126m Poultry <p>NSW's highest value producer region for livestock meat</p> <p>Intensive agricultural enterprises create jobs in the agricultural supply chain and open opportunities for agribusiness and innovation, service, research and education.</p>		<ul style="list-style-type: none"> Government environmental policy relative to farming, agriculture and intensive agriculture planning and practice. Potentially reshape and consistency from a planning approach and perspective Food production, security and the protection of natural resources which sustain food production. Planning and approvals for mixed purpose operations, increasing renewables and use and operations on prime agricultural land
<p>4. Foreign Ownership of Prime Agricultural Land</p> <p>Council members of Namoi Unlimited represent some of Australia's premier agricultural enterprises and lands.</p> <p>Foreign economies had a total of \$3.3 trillion invested in Australia at the end of 2017. The United States and United Kingdom are the biggest investors in Australia, followed by Belgium, Japan and Hong Kong (SAR of China). China is our ninth largest foreign investor, with 2.0 per cent of the total.</p> <p>Namoi Unlimited acknowledges community concern</p>	<p>A4.1 Governments supports business and industry to grow and prosper in the Namoi region, creating employment and opportunities for the Local Government Areas it represents.</p> <p>A4.2 Governments supports the role of the Foreign Investment Review Board as a non statutory body established to advise the Treasurer and the Government on Australia's Foreign Investment Policy. Specifically that, proposed direct interests in an agribusiness generally require approval where the value of the investment is more than \$58 million, with an exemption applying to investors from Australia's</p>	<p>Australian Government policies on foreign investment, bilateral international treaties and free trade agreements.</p>



PROCEDURE

2018/10 – 001/5 Version 2.2 (December 2019)

ADVOCACY & LEADERSHIP REGISTER

NAME AND DESCRIPTION	NAMOI UNLIMITED AND ITS MEMBERS SUPPORT THE FOLLOWING POSITIONS:	POLICY REFERENCES
<p>in relation to acquisition of prime agricultural land by foreign owned entities. Namoi Unlimited will monitor media and examine decisions of the foreign Investment Review Board in relation to the purchase of prime agricultural land.</p>	<p>trade agreement partners and a \$0 threshold applying to Foreign Government investors.</p> <p>A4.3 Government funds the continued publication of reports on Foreign Ownership of Agricultural Land by the Australian Taxation Office.</p>	
<p>5. Trade and Investment</p> <p>The <i>Regional Australia Institute</i> told Namoi Unlimited in 2015, that if it wanted to grow the economy it needed to support; agriculture, agricultural innovation, provide opportunity for investment on the right terms and accelerate exports.</p> <p>Namoi Unlimited will engage and develop relationships in overseas markets in pursuit of new trade and investment opportunities to grow the region.</p> <p>Regions like the Namoi need specific and expert assistance to monitor dynamics of global markets, climate change and changing consumer demand, to assist industry to evolve and adapt.</p>	<p>A5.1 Governments increase the capacity and capability of, and funding for, Councils to grow the economy and create jobs across regional NSW by:</p> <ul style="list-style-type: none"> ▪ Resourcing Councils to providing place based response and dedicated support to businesses to export their products and services. ▪ Resourcing Councils to work with the NSW Government to attracting international investment. ▪ Increased resources for international offices, engagement, communications and marketing of regional NSW. 	<p>Australian Government policy, investment and programs for AusTrade.</p> <p>NSW Government policy, investment and programs for the Department of Industry and Trade and the Department of Primary Industries.</p>
<p>6. Mining and Resource Development and Extractive Industries</p> <p>The New England North West geology is diverse and</p>	<p>A6.1 Governments recognises the importance of protecting important farmlands such as the Liverpool Plains.</p>	<p>NSW Government planning and land use legislation and policy, including the Council of Australian Governments (COAG) Standing Council on Energy</p>



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2018/10 – 001/5 Version 2.2 (December 2019)

ADVOCACY & LEADERSHIP REGISTER

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<p>there is the potential for mineral and energy exploration and production.</p> <p>Namoi Unlimited believes communities need to be advised and informed of the potential risks to water, land and community resources as a result of mining and resource development in the Namoi region.</p> <p>The Gunnedah coal basin contains the State’s third largest coal reserves and coal seam gas potential. Coal deposits also surround the Local Government Areas of Liverpool Plains Shire, Gunnedah Shire and have the potential to impact the economy of Tamworth Regional Council and to a lesser extent the rest of the Namoi region.</p> <p>The New England North West also contains deposits of gemstones, industrial minerals and extractive materials, with many small-scale mines in operation.</p>	<p>A6.2 Governments continue to reduce exploration licenses in areas where development of mining or resource development encroaches on agricultural enterprises.</p> <p>A6.3 Governments approach mining development sensitively to minimise negative impacts on the environment, agricultural land, neighbouring businesses and the community.</p> <p>A6.4 Governments will work with Local Government to respond to the lifecycle of mining with the intent of providing public resources and services and infrastructure that reflects growth.</p> <p>A6.5 Government deliver greater protection to agricultural land from the impacts of mining and coal seam gas (CSG) activity, such as:</p> <ul style="list-style-type: none"> ▪ coal seam gas exclusion zones; ▪ safeguarding biophysical strategic agricultural land ; ▪ application and scrutiny of the Gateway process for State significant mining and coal seam gas proposals; ▪ acknowledging Critical Industry Clusters including the equine industry in the Namoi 	<p>and Resources Multiple Land Use Framework.</p> <p>NSW Government mining and extraction legislation and policy including; NSW Mineral Exploration and Development Assessment and Approvals Process for Major Mining and Petroleum (including coal seam gas) Projects.</p>



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	<p>region;</p> <ul style="list-style-type: none"> ▪ implement a Mining and Petroleum Gateway Panel to scientifically assess mining and coal seam gas impacts on strategic agricultural land and its associated water resources; ▪ introduce regulations governing exploration activity, overseen by a Land and Water Commissioner; ▪ introduce an Aquifer Interference Policy; and ▪ introduce independent, robust and transparent Agricultural Impact Statement for all mining and resource development projects in the Namoi region. <p>A6.6 Governments extend, support and fund bioregional assessments to provide transparent and scientific information on potential impacts of gas and coal mining developments on water and the environment.</p>	
<p>7. Connected and Enabled Freight and Transport Infrastructure</p> <p>The network of roads plays an important role in the freight challenge for NSW. The movement of freight across accessible and efficient road networks is</p>	<p>A7.1 Government recognise and fund strategic network approaches to identifying and addressing transport and freight impediments.</p> <p>A7.2 Governments negotiate and fund the Namoi Roads Network Strategy staging an investment of</p>	<p>Strategic rail infrastructure policy, programs and investments, the Investment Infrastructure Program, the Black Spot Program, Bridges Renewal Program, Heavy Vehicle Safety and Productivity Program, Roads to Recovery</p>

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<p>critical for business and communities.</p> <p>increasing rail freight movements due to mining and resource development, rail level crossings are frequently closed.</p> <p>Investment and upgrading of rail infrastructure for passengers and freight capacity to enhance road capacity and reduce haulage costs.</p>	<p>\$300 million in roads to unlock the regions road transport network.</p> <p>A7.3 The Government requires ARTC to action and address;</p> <ul style="list-style-type: none"> ▪ the number of closed periods for crossings and the length of time crossings are closed; ▪ advise Councils of proposed closures of crossings; ▪ take any action to mitigate the cumulative impacts of increased rail transport on communities; ▪ collaborate with Governments to plan solutions for infrastructure upgrades; ▪ Upgrading of rail haulage network through Liverpool Plains Shire Council and the Gunnedah Shire Council. <p>A7.4 Governments plan and invest in increased capability and capacity for passenger and freight on rail on the North West Rail Line Network including;</p> <ul style="list-style-type: none"> ○ Newcastle to Narrabri, ○ Werris Creek to Tamworth ○ Newcastle to Armidale ○ Barraba Spur Line 	<p>Roads and Maritime NSW programs for funding</p> <p>Transport for NSW Freight and Ports Strategy</p> <p>Heavy Vehicles and freight policy, frameworks and logistics</p> <p>Roads to Recovery Statement of Expectations</p>



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	<ul style="list-style-type: none"> ○ Inland Rail ○ Tamworth Intermodal ○ Werris Creek Over rail bridge ○ Quirindi Over rail bridge <p>A7.5 Governments further subsidise passenger rail travel pricing.</p> <p>A7.6 Commonwealth Government funding for Roads to Recovery increase in real terms road funding direct financial assistance to Local Government.</p> <p>A7.7 Governments commit to working with Local Government and to provide funding for;</p> <ul style="list-style-type: none"> ▪ Commercial air services into Gunnedah; ▪ Development of the Tamworth International Air freight capability and capacity; ▪ Slots for regional services into Sydney Airport; ▪ Providing ongoing information to Local Government about the introduction of a second airport at Badgery’s Creek and the future of Kingsford Smith Airport. 	
<p>8. Energy Infrastructure</p> <p>Namoi Councils support the view that renewable energy is essential to Australia’s future economic</p>	<p>A8.1 Governments provide financial assistance by way of subsidies and incentives to industry to develop and harness the energy technologies such as Bio</p>	<p>NSW Electricity Supply Act 1995</p> <p>Australian Energy Market Commission</p>



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<p>growth and prosperity and a strategic driver in providing for future jobs and assisting with the lowering of greenhouse gas emissions posed by climate change.</p> <p>The development of renewable energy sources and enterprises in the region should not be to the detriment of base load security or the introduction of new technologies.</p> <p>Organisations like Namoi Unlimited can work with all levels of government to plan and prepare for infrastructure and energy needed into the future.</p>	<p>Energy, Geothermal Energy, Solar Energy, Wind Energy, Pumped Hydro and HELE to support economic development and reduce energy prices.</p> <p>A8.2 Governments support and incentivise the development of the New England North West region as a Hub for Renewable energy in NSW.</p> <p>A8.3 Governments support the investigation of energy projects to support innovation between the agricultural and energy sectors.</p> <p>A8.4 Governments engage early and consistently to inform the community of potential and approved developments.</p>	
<p>9. Federal Government Local Government Assistance Grants (FAGs)</p> <p>Namoi Unlimited supports the Australian Local Government Association’s (ALGA) position on grants.</p> <p>Local government (councils) is the third tier of government in the Australian system of government. Councils are primarily responsible for providing a wide range of critical local area services including planning, libraries and waste management and for infrastructure provision (e.g. roads and footpaths, parks, sporting grounds and swimming pools)</p>	<p>A9.1 Secure annual Commonwealth funding for local government equal to at least 1% of Commonwealth Taxation Revenue.</p> <p>A9.2 Oppose revenue constraints such as rate capping and cost shifting.</p> <p>A9.3 Encourage councils to acknowledge Financial Assistance Grants as a Commonwealth untied grant to local government.</p> <p>A9.4 Strengthen local government’s credentials as a trusted partner for tied Commonwealth grants.</p> <p>A9.5 Secure annual Commonwealth funding for</p>	<p>ALGA Federal Budget 2019-20 Submission</p>



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<p>required by the local community.</p> <p>Local government nationally employs about 187,000 Australians (around 10 per cent of the total public sector). It also owns and manages non-financial assets with an estimated written down value of \$408 billion (2015-16), raises around 3.6 per cent of Australia’s total taxation revenue per annum and has an annual operational expenditure of around \$35 billion (2015-16), just under 6 per cent of total public sector spending.</p> <p>Nationally, local government derives nearly 90 per cent of its revenue from its own sources (including rates and services charges), compared to around 50 per cent for state governments. Grants from other levels of government make up only 10 per cent of local government’s total revenue, however these grants are particularly important in areas with a low rate base, and/or high growth rate, and rapidly expanding service and infrastructure needs.</p> <p>Local government’s expenditure is directed towards the provision of local services across the nation. These services include: housing and community amenities, transport and communications, recreation and culture and general public services. These services are critical to the productivity, wellbeing and</p>	<p>joint organisations of Councils.</p>	



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<p>liveability of local communities and cumulatively of the nation.</p>		
<p>10. Engaged People Seeking Skills for the Future</p> <p>People and their skills are fundamental to the growth of our economies, our communities and lifestyle.</p> <p>Local Government is one of the largest employers in the Namoi region and has an important role to play in the attraction of people to the region, and the development of skills.</p> <p>Competition for skills across the region occurs across a number of sectors, for example mining and resource development offers above market rewards and conditions which inhibits the ability of Local Government to compete for skills.</p> <p>There is a perception that there are ‘no jobs or limited jobs’ in regional areas.</p> <p>As a group of Councils, members can collaborate to increase capacity and capability in skills areas that maybe difficult to full as individual Councils.</p>	<p>A10.1 Regional Trade Training Centre located in Gunnedah Shire Council including funding to establish and operate a trades training Centre in the heart of the Gunnedah Basin which is estimated to contain recoverable coal reserves of 1.48 billion tonnes - about 13% of NSW total coal reserves.</p> <p>A10.2 TAFE NSW is funded and strategically positioned to meet the workforce needs of Local Government, industry and the regional community.</p> <p>A10.3 Establishment of a University in the Tamworth Region including funding for the establishment of a university in Tamworth Regional Council that services the Namoi region and beyond. Commonwealth placements to fund the ongoing operations of a university in the region.</p>	
<p>11. Emergency Assistance</p> <p>Across Australia local government plays an important role building resilient and sustainable communities,</p>	<p>A11.1 To do this ALGA is actively engaging with other levels of government on the continuation of appropriate Commonwealth funding to support</p>	<p>Emergency Management Australia National Strategy for Disaster Resilience Knowledge</p>

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<p>particularly when it comes to dealing with natural hazards and other threats.</p> <p>Local governments are increasingly playing crucial roles in preparing communities through various mitigation interventions, assisting in response and playing a key leadership role in rebuilding and recovery efforts.</p> <p>Namoi Unlimited supports the ALGA policy work focuses on ensuring local government is recognised and supported in helping to build greater levels of resilience in Australia’s diverse communities and geographic regions.</p> <p>The size, severity, timing, location and impacts of disasters are difficult to predict and our changing climate increases the uncertainty about future risks. Scientific modelling suggests that climate change will likely result in an increased frequency and severity of extreme weather events. Rising sea levels are increasing the likelihood of coastal erosion and severe inundation.</p> <p>Disaster resilience is a shared responsibility for individuals, households, businesses and communities, as well as for governments.</p> <p>In 2018, following floods, cyclones and fires which</p>	<p>councils and communities to mitigate and recover from natural disasters.</p> <p>Emergency Management</p> <p>Investment in the mitigation of risk, the promotion of community safety and warning systems, engaging partners and communities, protecting built and natural environments and community resilience.</p> <p>Support and funding for a whole-of-government, multi-agency and all hazards approach.</p> <p>Natural Disaster Resilience</p> <p>The Commonwealth Government invests a total of \$26.1 million each year in the National Partnership Agreement on Natural Disaster Resilience to fund priority disaster resilience initiatives. These funds are matched by state and territory governments.</p> <p>Changes to the Natural Disaster Recovery (NDR) Program to allow councils:</p> <ul style="list-style-type: none"> ○ greater flexibility and the self-determination of how NDR funding is spent; ○ funding to be spent on the replacement of infrastructure to the same standard of that damaged or destroyed; 	<p>Hub</p> <p>Productivity Commission – Natural Disaster Funding Arrangements (2014)</p> <p>Department of Agriculture and Fisheries</p>



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<p>greatly impacted communities across Australia, the Commonwealth Government established a National Resilience Taskforce within the Home Affairs Department to lead nation-wide reforms to reduce the impact and financial burden of disasters on our communities and economy. The Taskforce’s first priority is to develop a five-year national disaster mitigation framework to reduce the impact of disasters.</p> <p>Local governments contribute to Australia’s biosecurity in both metropolitan and rural/regional areas. The movement of animals and other livestock through our cities and towns via ports, roads and rail, as well as by foot across diverse rural landscapes, can expose our domestic agricultural and grazing industries and natural environment to risk from invasive pests, disease and noxious weeds.</p>	<ul style="list-style-type: none"> ○ a disaster management program and pool of funds to fund renewal or replacement of vital public. <p>Biosecurity</p> <p>ALGA provides support to state and territory local government associations on national-scale biosecurity issues through representation on peak working groups including the National Biosecurity Committee and on Federal Government initiatives that work across the tiers of government to help maintain and protect Australia’s biosecurity.</p> <p>The role and investment in this function at a Local Government level is increased.</p>	



Item: 7A **Ref:** WO/2019/03102
Title: Referral to Closed Meeting – Tender for the Supply and Delivery of Hardware REGPRO791920
Author: Director – Engineering Services
Previous Items: Nil.
Attachment: Nil.

Introduction:

Council approval is sought for matters to be discussed in Committee of the Whole.

Report:

Council approval is requested to refer matters for discussion in Committee of the Whole and close the Meeting to the public in accordance with the provisions of Section 10 of the Local Government Act, 1993.

Approval to refer the matters to Committee of the Whole is sought because the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RECOMMENDATION: That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Tender for the Supply and Delivery of Hardware REGPRO791920 be referred to be discussed in Committee of the Whole and close the meeting to the public for the reasons that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Submitted to Council: 18 December 2019

..... General Manager Mayor



Item: 7B **Ref:** WO/2019/03105
Title: Referral to Closed Meeting – Program to Transition to Solar Power for Council Premises
Author: Director – Engineering Services
Previous Items: Nil.
Attachment: Nil.

Introduction:

Council approval is sought for matters to be discussed in Committee of the Whole.

Report:

Council approval is requested to refer matters for discussion in Committee of the Whole and close the Meeting to the public in accordance with the provisions of Section 10 of the Local Government Act, 1993.

Approval to refer the matters to Committee of the Whole is sought because the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RECOMMENDATION: That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Program to Transition to Solar Power for Council Premises be referred to be discussed in Committee of the Whole and close the meeting to the public for the reasons that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Submitted to Council: 18 December 2019

..... General Manager Mayor



Item: 7C **Ref:** WO/2019/03106
Title: Referral to Closed Meeting – Proposed Truck Wash Facility Operating Model
Author: Director – Engineering Services
Previous Items: Nil.
Attachment: Nil.

Introduction:

Council approval is sought for matters to be discussed in Committee of the Whole.

Report:

Council approval is requested to refer matters for discussion in Committee of the Whole and close the Meeting to the public in accordance with the provisions of Section 10 of the Local Government Act, 1993.

Approval to refer the matters to Committee of the Whole is sought because the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RECOMMENDATION: That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Proposed Truck Wash Facility Operating Model be referred to be discussed in Committee of the Whole and close the meeting to the public for the reasons that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Submitted to Council: 18 December 2019

..... General Manager Mayor



Item: 7D **Ref:** WO/2019/03126
Title: Referral to Closed Meeting – Access Walcha Baths & Purchase of Equipment for Summer 2019 – 2020
Author: General Manager
Previous Items: Nil.
Attachment: Nil.

Introduction:

Council approval is sought for matters to be discussed in Committee of the Whole.

Report:

Council approval is requested to refer matters for discussion in Committee of the Whole and close the Meeting to the public in accordance with the provisions of Section 10 of the Local Government Act, 1993.

Approval to refer the matters to Committee of the Whole is sought because the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RECOMMENDATION: That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Proposed Access Walcha Baths & Purchase of Equipment for Summer 2019-2020 be referred to be discussed in Committee of the Whole and close the meeting to the public for the reasons that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Submitted to Council: 18 December 2019

..... General Manager Mayor



Item 8:

Notice of
Motions

Submitted to Council: 18 December 2019

..... General Manager Mayor



NOTICE OF MOTION NUMBER: 13

Item: 8.1 **Ref:** WO/2019/03088
Title: Notice of Motion – Christmas Decoration Program 2020
Author: Councillor Rachael Wellings
Previous Items:
Attachment: No

I would like Councillors to consider Walcha Council implementing a customised Christmas Decoration Program in consultation with supply companies, to be installed in our CBD and entrances to town in late November 2020.

Reason:

Walcha Council has over a number of years provided a very limited Christmas decoration program. A gold Christmas tree was installed in 2018 but nothing has been added since or in many years leading up to this.

Funding Source:

Due to the nature and expense of purchasing high quality decorations and lights, I would like to suggest that \$25,000 be allocated from the General Fund for this project.

Motion: That Council support the proposed budget of \$25,000 from the General Fund to go towards a customised Christmas Decoration Program for 2020.

Submitted to Council: 18 December 2019

..... General Manager Mayor



Ref: WO/2019/03023

Title: Management Review Report
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

Goal 8.1 – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.

Item 10:

Management
Review Reports

Submitted to Council: 18 December 2019

..... General Manager Mayor



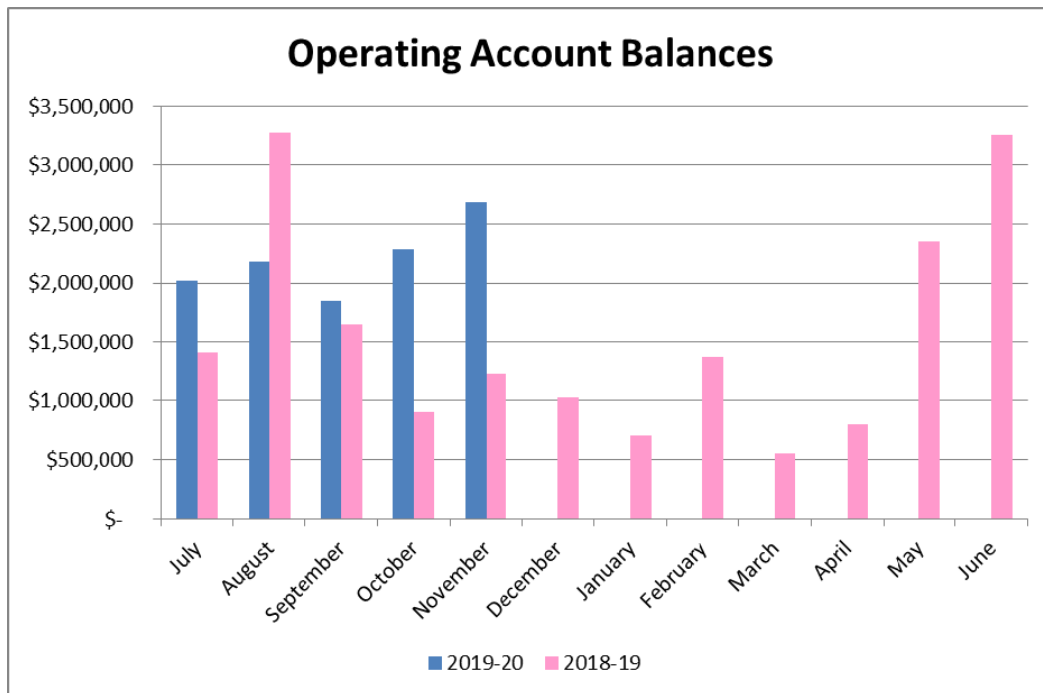
FINANCE AND ADMINISTRATION

10.1 Listing of Bank Balances for the Month of November 2019

Council’s General Fund bank account has been reconciled to the bank statements as at 30 November 2019.

Bank Balance at 31 October 2019	\$2,285,984
Add Deposits	\$1,538,436
Less Payments	-\$1,146,773
Balance at 30 November 2019	\$2,677,647

The graph below shows comparative balances for last financial year.



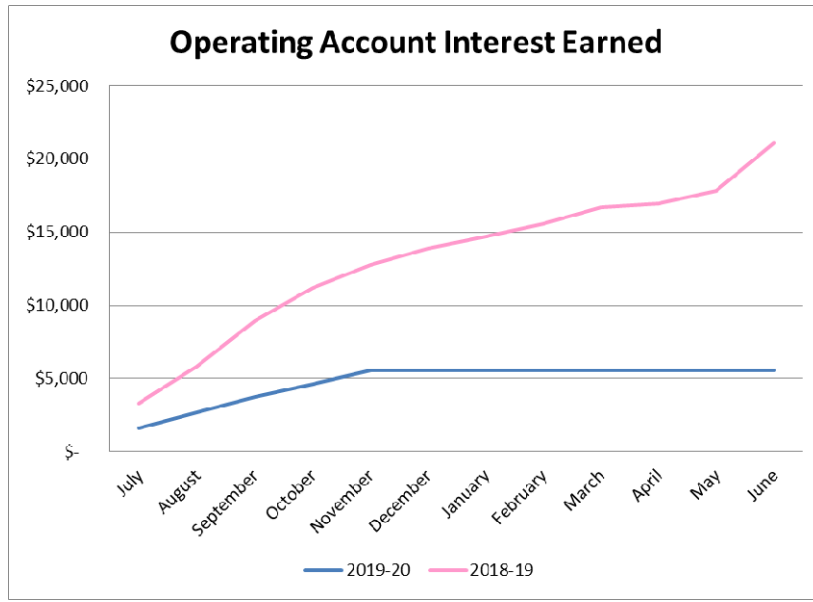
The current Interest Rate on the General Fund held with the National Australia Bank is 0.5%.

	<u>2019</u>	<u>2018</u>
Interest Earned (YTD)	\$5,551	\$7,230

The following chart shows comparative interest earnings for last financial year.

Submitted to Council: 18 December 2019

..... General Manager Mayor



**10.2 Investments Local Government (Financial Management)
Regulation 1993, Clause 19 (3) (A) for November 2019**

Please see the following Report for the investments placed in November 2019.

Council’s current investments total \$3,844,707 earning an average interest rate of 2.39%. With recent interest rate cuts new investments are earning less than 2%. More funds will be placed on term deposit with the bank paying the best rate while meeting the conditions of the investment policy.

Council has identified that funds invested with Elders Rural Bank are in breach of our current investment policy. Under our current policy, Council must invest in AAA and AA rated institutions. Elders Rural Bank have been downgraded to BBB+ rating. The breach will be resolved when both term deposits mature early in 2020. The investments will be redeemed and reinvested with banks with appropriate ratings.

Council’s investment policy will also be reviewed early 2020, ensuring mechanisms are in place to monitor changes in bank ratings. This policy will be reviewed by the Audit, Risk and Improvement Committee prior to coming to Council for review and acceptance.

Overdraft Limit

An Overdraft Limit of \$200,000 has been arranged with the National Australia Bank. When utilised an Overdraft Interest Rate of 8.62% applies.

Rose Strobel
CHIEF FINANCIAL OFFICER

Submitted to Council: 18 December 2019

..... General Manager Mayor



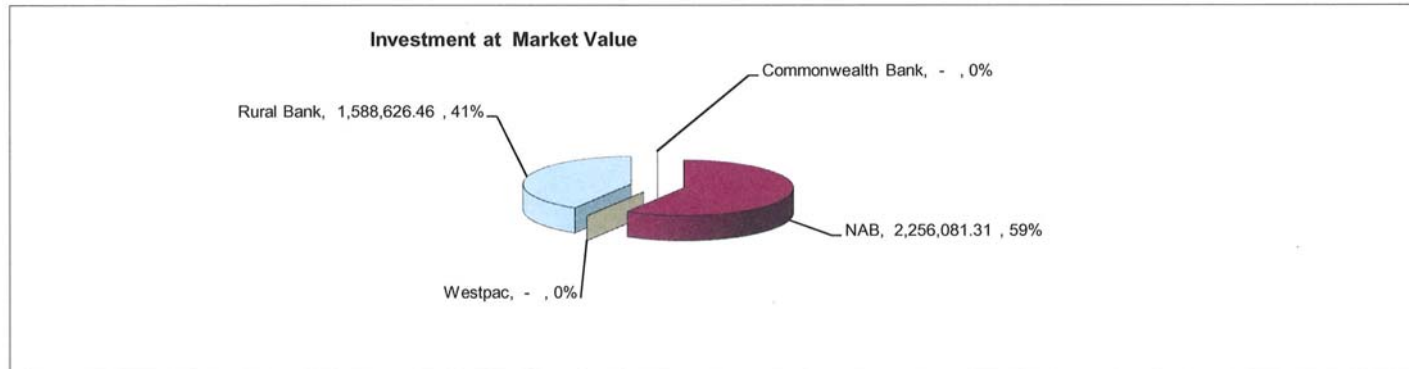
REGISTER OF INVESTMENTS TO 30/11/2019

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/11/19	MV % of Portfolio
National Australia Bank	Term Deposit	24/07/2019	180	24-Jan-20	1.85%	4928.69	10305.27	540,232.10	-	540,232.10	14.05%
National Australia Bank	Term Deposit	28/01/2019	365	28-Jan-20	2.75%	16660.33	0.00	605,830.03	-	605,830.03	15.76%
Elders Rural Bank	Term Deposit	15/11/2019	90	15-Feb-20	1.65%	2547.46	2671.53	626,142.42	-	626,142.42	16.29%
National Australia Bank	Term Deposit	15/02/2019	367	17-Feb-20	2.65%	13589.57	0.00	510,019.18	-	510,019.18	13.27%
National Australia Bank	Term Deposit	11/03/2019	365	10-Mar-20	2.58%	15480.00	0.00	600,000.00	-	600,000.00	15.61%
Elders Rural Bank	Term Deposit	28/03/2019	366	28-Mar-20	2.55%	24610.59	0.00	962,484.04	-	962,484.04	25.03%
Commonwealth Bank	Term Deposit	22/10/2018	365	22-Oct-19	2.71%	0.00	24503.40	-	904,184.60	-	0.00%
						77,816.63	37,480.20	3,844,707.77	904,184.60	3,844,707.77	100.00%

Capital Value of Portfolio	3,844,707.77
Redeemed Value of Portfolio	904,184.60
Market Value of Portfolio 30/11/19	3,844,707.77
Estimated Profit/(Loss) 30/11/19	3,844,707.77

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA:

Interest Earned YTD 30/11/2018	82,591.62
Market Value of Portfolio 30/11/2018	8,484,931.94
Interest Earned YTD 30/06/2019	160,833.04
Market Value of Portfolio 30/06/2019	4,723,574.10



Responsible accounting Officers Certification Local Government (General) Regulation 2005- Paragraph 212

The investments have been made in accordance with the Local Government Act and Regulations.

Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 18 December 2019

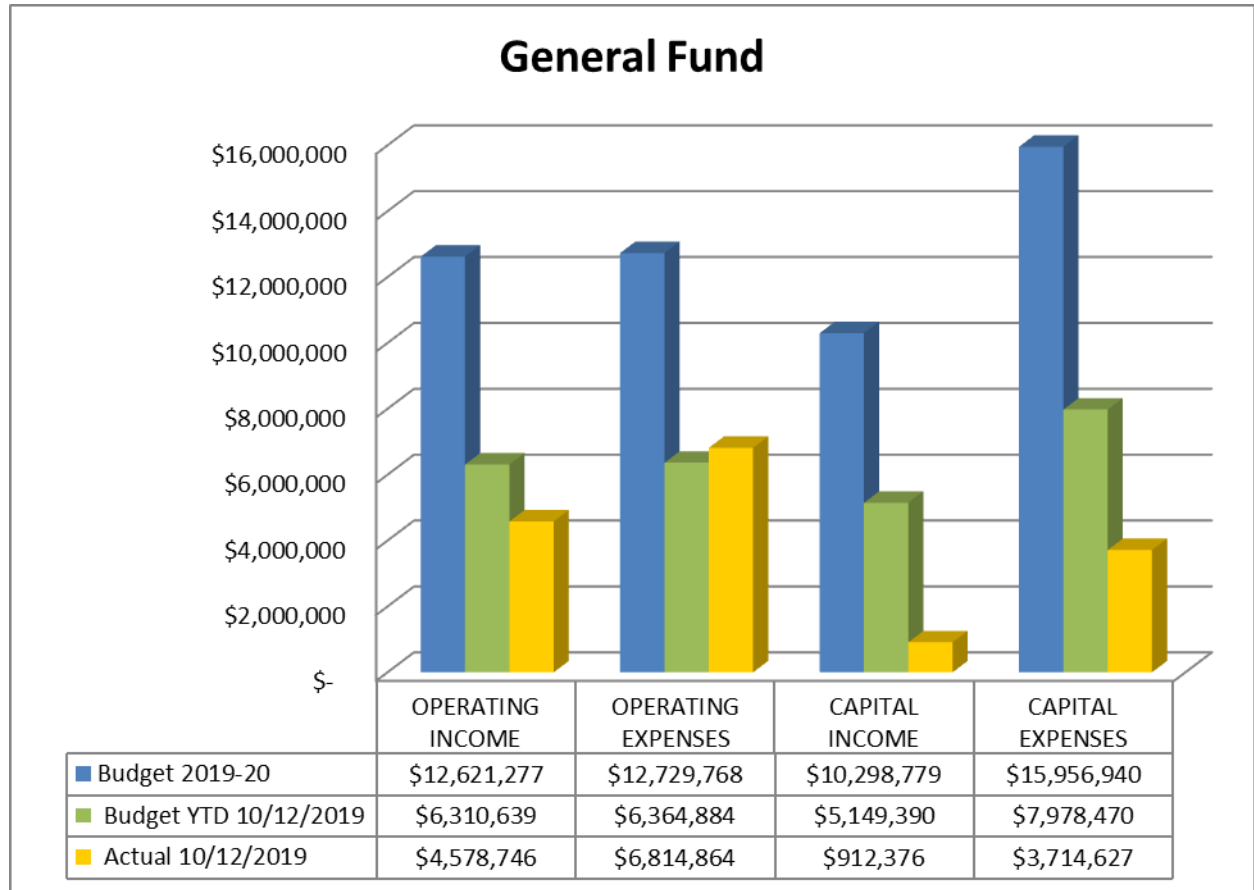
..... General Manager Mayor



10.3 Finance Results Year to Date

November 2019

10.3.1 General Fund



General Fund monthly highlights include:

- 1) 50% of the Financial Assistance Grant (FAG) was received last financial year so actual income looks behind the budget.
- 2) There has been work on Roads to Recovery projects therefore no claim submitted for funding.
- 3) Delivery of our Capital works program is currently behind schedule due to resources allocated to the bushfires.
- 4) Bushfire related direct costs are \$452,370 as at 4 December 2019.
- 5) Storm clean up costs this year are \$89,328, total direct costs are now \$640,646 with reimbursement still to be finalised.
- 6) Motorcycle Festival Council direct costs currently total \$18,735, with grants of \$19,380 received to cover costs.
- 7) Internal Plant is showing a year to date deficit of \$144,973; it is forecast to break even. Internal plant hire rates need to be reviewed to ensure plant hire recovery covers the costs of maintaining the plant and running the workshop. This will be completed early 2020.

Submitted to Council: 18 December 2019

..... General Manager Mayor



10.3.2 Waste Management Services Fund

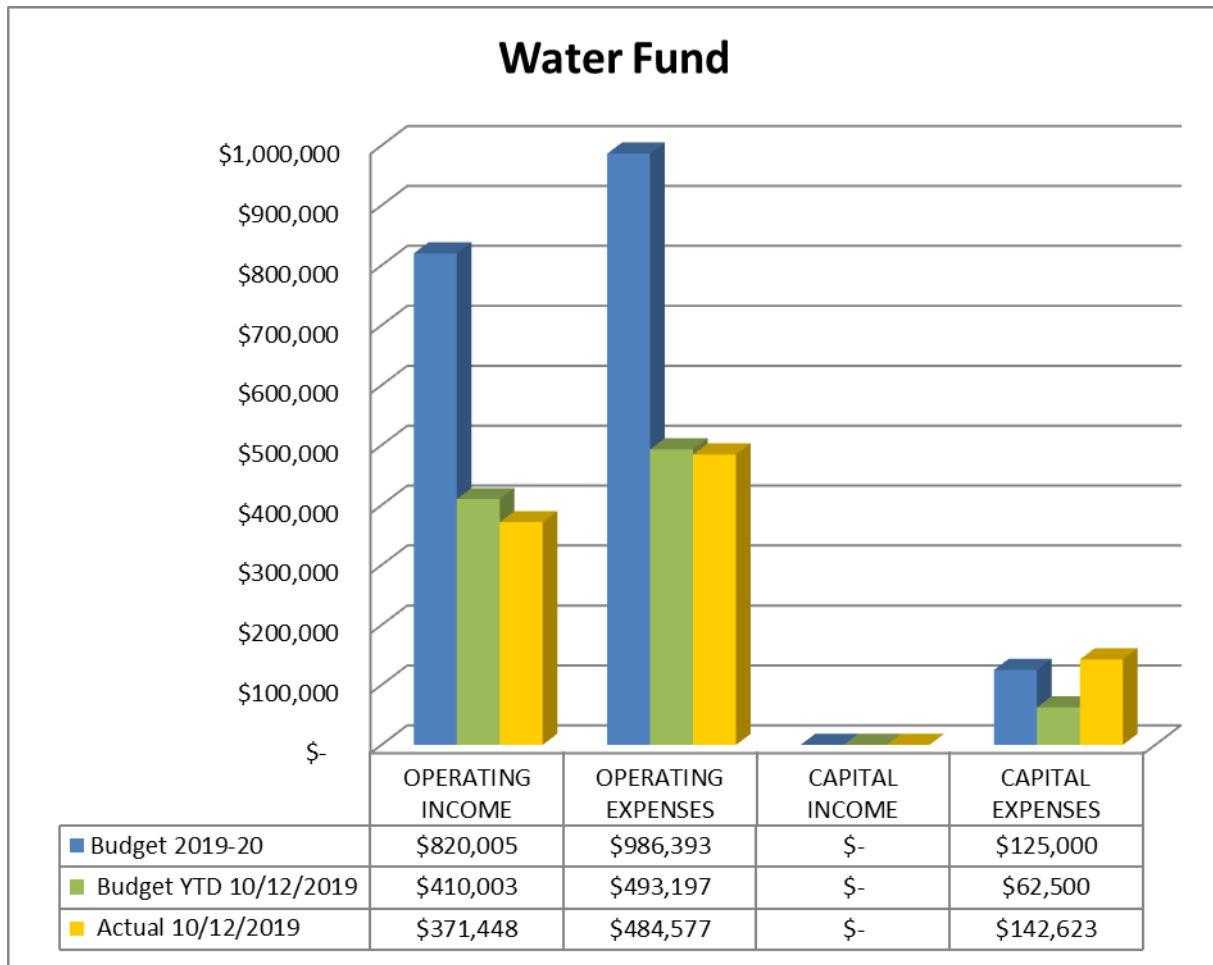
- 1) Gate fees came into effect in October 2019. The budget of \$95,227 gate fees income was set for the full year. Based on 2 months of data, it is expected that gate fees will generate \$68,617. A reduction of income by \$36,610
- 2) Total income for Waste Services is forecast to be \$933,187 for the 2019-20 year.
- 3) The budgeted expenses for operating the gate are \$74,380. Current expenses are \$30,087 and include some minor costs associated with establishing the function in addition to training of staff. This is projected to deliver a short fall of up to \$16,000 over the remainder of the year.
- 4) Immediate changes to the operating model of the waste facility will be implemented from 05 January 2020 reducing operations to 5 days a week. It is estimated that this change will deliver an approximate saving of \$20,000 over the remaining 6 month period to June 2020.
- 5) The forward waste management strategy is currently being developed and is programmed to be presented to Council in March 2020.

Submitted to Council: 18 December 2019

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10.3.3 Water Fund



Water Fund monthly highlights include:

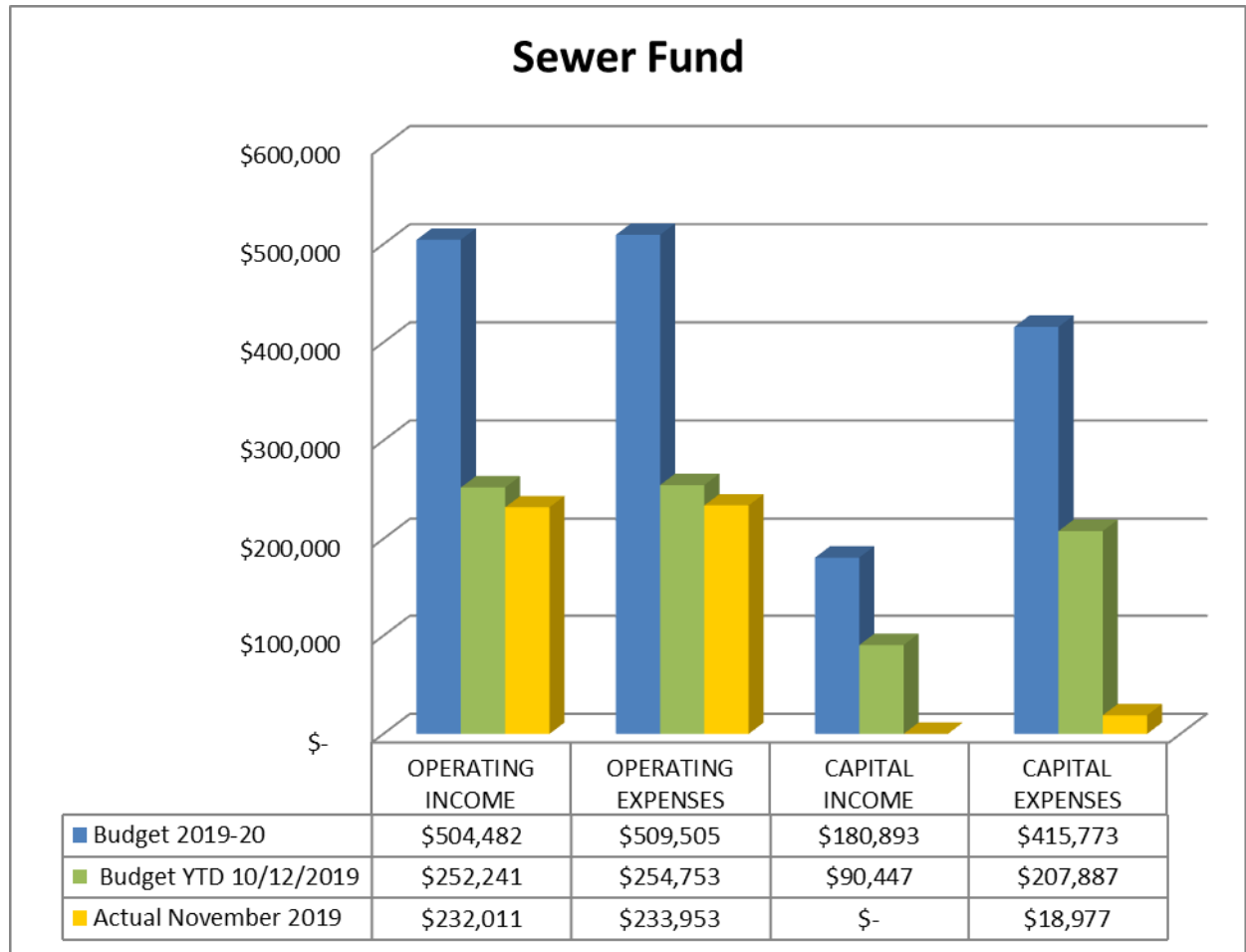
- 1) Income from water usage is on par with year to date budget after 2 quarters – budget \$159,681, actual \$159,498.
- 2) Grant funding for MacDonalld River Feasibility Study is a little behind YTD budget. This will catch up as milestone payments are received.
- 3) \$1.5m Emergency Drought Funding from State Government is not recognised in the budget until the funding deed is received.
- 4) \$38,693 is recognised in Capital Expenses against expected Emergency Drought Funding.

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10.3.4 Sewer Fund



Sewer Fund highlights include:

- 1) Income for non-residential usage is slightly less than budget after 2 quarters - budget \$60,598, actual income \$58,125; and
- 2) Upgrade works the Sewer Treatment Plant remain on hold.

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10.4 Tourism Report

November

Number of visitors to VIC

NOVEMBER	2019	2018	2017	2016
Walk in's	175	334	398	707
				Garden Days
Phone enquiries	167 <small>Motorcycle Wk'd</small>	12	26	48
Email enquiries	350 <small>Motorcycle Wk'd</small>	0	2	0
WEBSITE	November	October	September	August
Unique Visits		8,973	2,735	3,046
Visits		12,109	3,987	4,186
No of Hits		461,862	156,146	192,008

Walcha Motorcycle Weekend Economic Benefit

For the duration of the Walcha Motorcycle Weekend (four days) an educated estimate of economic stimulus is between approximately \$236K and \$290K

- **OVERNIGHT STAYS** - 1332 people
- DNSW research shows this equates to economic stimulus for the town between \$211,788 - \$258,515
 - average spend per person per night in regional NSW = \$159.00
 - average spend per person per night in regional NSW for an event = \$194.08
- **DAY TRIPPERS** - 257 people
- DNSW research shows this equates to economic stimulus for the town between \$24,158 - \$29,812
 - lower spend per person per day in regional NSW = \$94.00
 - average spend /person/day in regional NSW = \$116.00

Walcha Motorcycle Weekend

There was a debrief meeting held after the Walcha Motorcycle Weekend where the weekend was discussed. It was unanimously decided that we would run the event annually. Next years dates are Friday and Saturday 20-21 November to coincide with the Walcha Farmers Market. The motorcyclists were well received by the town, the town was well received by the motorcycling community. We are in the process of re-branding and naming the event. Articles have been written and published by

Mark Hinchliffe – Motorbike Writer

Steve Moore – H.O.G. Magazine (Harley Owners Group)

These articles will be shared on the appropriate social media channels.

Comments from the Visitors Book – NOVEMBER

Thank you / Thanks, very helpful / Thanks for the great and accurate info/ cool / thank you / Beautiful town / Fantastic locals/ nice town.

Where they came from this month:

Czech Republic / Inverell / Walpole WA / QKE / NSW / OzHOG – Melbourne / Vernon, BC, Canada / Brisbane / Bundaberg / Gold Coast / Gold Coast / Auckland NZ / Jasper, Alberta, Canada

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Soundtrails Project

Hamish Sewell, Soundtrails, has done a few of the ‘stories’ which he has sent through digital files of. Hamish is due to revisit Walcha in coming weeks to continue with his stories and interviewing.

Susie Crawford
 Tourism Manager

10.5 Grant Information

10.5.1 Grants Currently Applied for:

Name of Grant:	Purpose of Grant:	Amount Requested:	Council Contribution:	Date Outcome Announced:	Outcome
Stronger Country Communities Fund Round 3	Levee Bank Walk Lighting	\$270,438	\$9,473	Jan 2020	TBA
Stronger Country Communities Fund Round 3	Community Hall Renovations	\$63,560	Nil	Jan 2020	TBA
Stronger Country Communities Fund Round 3	Walcha Mens Shed Relocation	\$429,700	Nil. Mens Shed: \$34,700	Jan 2020	TBA
Library Infrastructure Grant	To replace the front door to an automatic sliding door and associated building and electrical works.	\$23,000	In kind	March 2020	TBA

10.5.2 Grants Currently Being Investigated:

Name of Grant:	Purpose of Grant:	Closing Date:
Arts Projects – Organisations Community Building Partnership Youth Opportunities Funding Regional Arts NSW website:		Various times

Website Links:

- <https://www.liquorandgaming.justice.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants/arts-and-cultural-funding-round.aspx>
- <http://www.lgnsw.org.au/files/imce-uploads/127/cremf-introduction-1.pdf>
- <http://www.communitybuildingpartnership.nsw.gov.au/>

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<http://investment.infrastructure.gov.au/funding/blackspots/>
<https://www.transport.nsw.gov.au/projects/programs/fixing-country-roads>
https://infrastructure.gov.au/infrastructure/pab/active_transport/
<https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/quality-learning-environments>
http://investment.infrastructure.gov.au/infrastructure_investment/heavy_vehicle_safety_and_productivity.aspx
<http://www.environment.nsw.gov.au/coasts/floodplain-management-grants-2017-18.htm>
<http://youth.nsw.gov.au/youth-opportunities/>
<https://www.create.nsw.gov.au/funding-and-support/regional-cultural-fund/regional-cultural-fund-2/>
https://www.sl.nsw.gov.au/sites/default/files/tss_201920_grant_guidelines_1.pdf

10.5.3 Status of Grant Projects Report:

Grant Fund	Grant Description	Update
RESTART NSW	Walcha Sewerage Treatment Plant Augmentation	Walcha Council have had the additional funds approved, however we are awaiting official direction to spend the remaining funds. The remaining works are scoped and ready to proceed.
	Walcha Truck Wash Bay Upgrade	The Truck Wash Bay Upgrade commenced during the week of 12 August. Preliminary works are progressing well, with the existing pond being removed and replaced with gravel, concrete work has commenced as shown within the Engineering Report.
	Thunderbolts Way Corridor Strategy 2018-23	The Thunderbolts Way Corridor Strategy is progressing well; works within town are progressing as are the rural works. There are further details within the Engineering Report.
	Niangala Road Bridge Replacement	This project located at the Aberbaldie Woolshed is now progressing with concrete deck units nearly ready for delivery to Walcha. Abutment works are progressing well and are nearing finalisation. Once finalised the deck units will be installed.
	Walcha Water Security – Emergency Drought Funding	Council was recently awarded \$1,500,000 in emergency drought funding, enabling Council to continue with the Walcha Off Creek Storage Project. The grant funding deeds are currently being established and consultants procured to commence the next phase.
	Lakes Road Bridge Replacement	Lakes Road Bridge replacement is a newly awarded project which will commence in the later part of the 2019-20 financial year.
	Old Brookmount Bridge Replacement	Old Brookmount Road Bridge replacement is a newly awarded project which will commence in

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		the later part of the 2019-20 financial year. This project will be one of four within an upcoming bridge replacement tender alongside the BRP projects listed below).
	Nowendoc, Tops & Brackendale Road Intersection Upgrade	The Nowendoc Intersection Upgrade is a newly awarded project which will commence in the later part of the 2019-20 financial year.
Bridge Renewal Program	Wollun Road Bridge Replacement (50%)	See Above – 50/50 funded.
	Moona Plains Road (Moona Plains Station)	Council was awarded three bridges under the Bridge Renewal Program (BRP) These three bridges, along with the Old Brookmount Road bridge will be replaced together under a single bridge replacement tender.
	Englefield Road Bridge Replacement	
	Glen Morrison Road Bridge Replacement (Stephens)	
Black Spot Program	Baringa Road Intersection Upgrade	The Baringa Road Intersection project is now completed, only follow up works including linemarking is now required.
	Topdale Road Intersection Upgrade	This project is the same as presented above for Baringa Road.
	Cobrabald River Rest Area	The Cobrabald River Rest area is a project aimed to be delivered in the later portion of the 2019-20 program and includes shoulder widening and pavement upgrade works.
	Smiths Creek Upgrade	Smiths Creek Upgrade on Thunderbolts way is aimed to commence as above in the later portion of the 2019-20 financial year. The project includes pavement works and improved guardrail.
Stronger Country Communities Fund	Walcha Community Gym Upgrade	The design has been received for the Walcha Community Gym, alongside specification documentation. The Community Gym will be delivered next calendar year.
	Walcha Pool Upgrade	The Walcha Pool Upgrade has a completed Expression of Interest. 2 Organisations lodged an interest in tendering for which they will be invited to tender on an upper limit budget. The organisations are both committed for this calendar year to December, so the majority of this project will be completed next off season to avoid any unwarranted pool closures.
	Walcha Preschool	The preschool balustrade has now been completed. All construction is now complete. We are awaiting for the licence To operate a Preschool Service to be issued from Dept of Education.
	Walcha Community Storage	The Walcha Community Storage is currently within the DA preparation phase. Onsite meeting with contractor Tuesday, 22 October to arrange construction dates.
Roads and	Yalgoo Rest Area – Heavy	The Yalgoo Rest area is planned for construction

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Maritime Services	Vehicle Rest Area.	during the financial year 2020-2021, although it was awarded last year it was applied for in advance.
Multi Purpose Centre	New kitchen	Project has been completed with one defect relating to the exhaust fan ducting yet to be rectified. This is expected to be completed before the end of December.

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ENGINEERING SERVICES

10.6 Wages & Overtime Summary

Unfortunately this report was unavailable this month.

10.7 Shire Roads Maintenance

Local Roads Maintenance:

Niangala Road Bridge Replacement:

The Niangala Road Bridge Replacement is progressing well. The pre-cast decks are now complete and ready for delivery. The decks will be installed by Council staff, as will the abutment and centre pier work that is currently underway and nearing completion. Once this preparation work is complete, the pre-cast decks will be installed.



Brackendale Road – Edge Repair Program:

The Brackendale Road Edge Program has been delivered in order to address failed edges along the seal where gravel has been lost over time. The eroded edges were posing a safety concern and where a priority for repair. This project will form part of a greater program, to take place as further funds are becoming available.



Local Fire Response Work:

Council staff have responded to the fire emergency that has been occurring in the Walcha LGA. The fires have had a large impact on our essential public assets, of which will need to be restored. Our team

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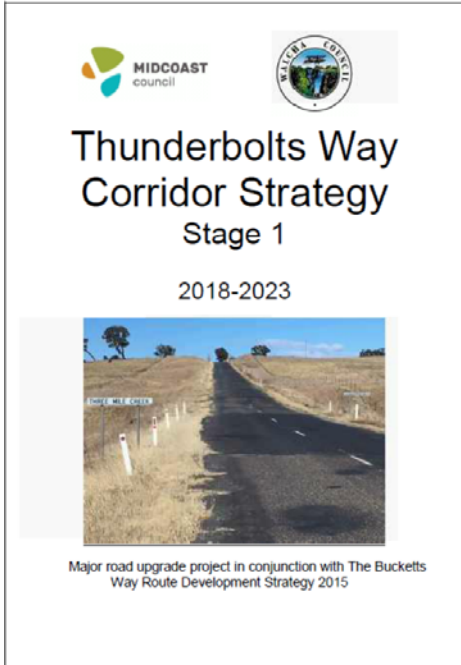
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are currently assessing the damage to these public assets and planning to restore the roads and other assets to a safe capacity once safe to enter.

State and Regional Roads Maintenance:

Thunderbolts Way Corridor Strategy Update:



Council has been successful in gaining funding through Fixing Country Roads for the Thunderbolts Way Corridor Strategy.

Work has commenced on the following projects:

- Legge Street to Aberbaldie Road Reconstruction
- Hamilton Street to Jamieson Street Reconstruction
- Segment 4600 (Glen Morrison Rd Intersection)
- Segment 4590 (Walcha Dairy)
- Segment 4580 (Walcha Dairy)
- Segment 4570 (Lakes Road Intersection)

The work within town has a finalised design. A large asphalt tender will be released to the market to ensure economies of scale shortly. Segment 4590 and 4600 have completed pavement designs and detailed designs. Segments 4580 and 4570 are currently in the finalisation of the detailed design phase. Segments 4600 and 4590 will commence immediately after construction water becomes available.

SH11 Fire Response Works:



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Council Staff have responded to the request from RMS for assistance in clearing the fire impacted Oxley Highway. Council commenced this assistance within the Port-Macquarie Hasting LGA, which is managed by RMS staff, not through an RMCC contract. Since this time, fires have impacted the forested areas within the Walcha LGA on the Oxley Highway, staff are now working in two areas of the highway to ensure the road is safe for the public. Works that were required to be completed include rock fall fencing, dangerous tree removal, damaged guard rail repair, road sweeping.

Urban Works:



Walcha Hospital Wall Beautification:

The Walcha Hospital Wall Beautification is an initiative launched by the Beautification Committee. An increased budget has allowed stone work to take place, in which is proving to be a very attractive feature of the project. The project will be finalised by the installation of a footpath to run the length of the wall, joining the wall to the existing footpath. This design reduces future water consumption and maintenance costs.

This project was completed in early December 2019

Urban Kerb and Gutter Extensions:

The Urban Kerb and Gutter Extensions are focused upon linking areas that do not currently have kerb and gutter installed. There are many areas around the township of Walcha where there are missing links in the network. Once these areas are connected, kerb and gutter extensions will occur in accordance with the Asset Management Plan.



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Walcha Truck Wash Bay:

The Walcha Truck Wash Bay is well underway with the removal of the existing sludge lagoon, which required extensive excavation to achieve. Backfilling of the excavated lagoon is now complete, and concrete pours have commenced for the treatment system and washbay slabs. A strategy to enable the facility to open once complete has been presented to council this month.



Completed Maintenance Snapshot:

Local Roads	
Spraying	Roads: Extensive program - All Sealed and Unsealed Roads
Replace Burnt Guideposts	Roads: Kangaroo Flat Mooraback Bloomfields
Culvert Replacements	Roads: Ohio North Hazeldene Bark Hut
State & Regional Roads	
Oxley Highway Maintenance:	Tasks: Drainage Servicing Rest Areas Reseal Preparation – Crack Sealing Fire Response Works
Regional Roads:	Tasks: “Ezy Street” Pothole Patching Service Rest Areas Guidepost Maintenance Fire Response Works

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Urban Roads	
Urban Maintenance:	Tasks:
	Town Street Cleaning
	Street Tree Maintenance
	Parks and Garden Maintenance
	Pool Preparation Works

Proposed Works for the Coming Period:

Shire Roads:

- Gravel re-sheeting on Brackendale Rd
- Brackendale Rd shoulder repairs completion
- Completion of the Niangala Road Bridge

State & Regional Roads:

- Maintenance:
 - Pothole Patching.
 - Vegetation Maintenance.
 - Drainage Works.
 - Reseal preparation (shoulder grading).
- Continue to prepare Thunderbolts Way Upgrade.

Works In Town:

- Streetscape maintenance.
- Sporting grounds maintenance.
- Town Mowing - parks, gardens and cemeteries.
- Town garden maintenance.
- Continue streetscape installation.
- Complete kerb and gutter works on Hill Street.
- Pool operations

Dylan Reeves
Director – Engineering Services

10.8 Water

Town Water Supply

Water Restrictions have been lifted Level 5 as of 6:00pm Thursday, 21 November 2019 having been at Level 4 since 14 February 2019. The main difference between Level 4 and Level 5 water restrictions is the target daily usage per person. In Level 5 restrictions the target usage per person is 150 litres per person per day. Council is preparing a education and communications plan for over the coming weeks assist resident to achieve the new 150Litre daily consumption target.

Average usage for October was 230L/person/day which was above the 200L/person/day Level 4 Target. Current pumping operations continue from the emergency dam at Muluerindie as there is no flow in the Macdonald River.

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Council's "NIFTY 150L" campaign has issued two challenges so far. 1 – can you beat the timer? And 2 – are you Nifty? Responses from the public regarding approaches to conserving water in the home have been positive in the majority of cases.

Emergency Water Supply Plan

Council has progressed the delivery of the Emergency Water Supply Plan through the Namoi Water Alliance Water consultancy. Work commenced December 2019 and the report is due for completion February 2020.

10.9 Sewer

Sewer Treatment Plant (STP) Upgrade

As previously reported Stage 1 of the upgrade project is complete. Council sought a variation approval from Infrastructure NSW (INSW) to spend the remaining funds (approximately \$400k) on upgrade works to the treatment plant infrastructure.

It has been a few months since there have been any updates from INSW but communication was recently received on 16 October 2019 stating 'INSW met with DPIE Water to follow up your change request, and we hope to have their consultation feedback shortly which will allow us to respond to your request.'

Council awaits INSW's approval for the scope variation.

10.10 Waste

Walcha Waste Depot

Changes will be made early 2020 to the Walcha Waste Depot operating model. The facility will be closed on Saturdays and Mondays commencing 06 January 2020. This is an interim measure to reduce costs after a review of the new operating model was completed by the Waste change Committee meeting on Monday, 09 December 2019.

The program to develop and finalise our new waste management strategy includes a meeting with the Waste Change Committee late February 2020 and the Waste Committee and Council in March 2020.

Tess Dawson
Senior Manager - Water, Sewer & Waste



ENVIRONMENTAL SERVICES

The purpose of this report is to provide statistical information in relation to activities of the Environmental Services Department. This Department is responsible for the following key functions:

- ◆ Development
- ◆ Town Planning & Strategic Planning
- ◆ Construction compliance
- ◆ Environmental management
- ◆ Regulatory services
- ◆ Animal control
- ◆ Building and amenity maintenance

The statistical information contained within this report demonstrates the work carried out to achieve the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2027, Delivery Program 2017-2021 and Operational Plan 2019-2020. This report is presented for the month of November 2019 for information and comparative purposes only.

10.11 Development & Construction

Development Data 2019/2020 YTD	DAs	CDCs
Total Number Determined	15	3
Number Outstanding	7	0
Average Determination Time (days)	36	9
Value	\$2,454,230.00	\$140,000.00
Number of Single New Dwellings	3	0
Residential	2	-
Village / Large Lot Residential	-	-
Rural	1	-
Number of Multi Unit Dwellings	0	0
Number of Commercial Developments	3	0
Number of Industrial Developments	1	0
Withdrawn / Cancelled	4	0
Refused	0	0

DA and CDC Determinations Issued

Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office. The *Environmental Planning and Assessment Act 1979* (the Act), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent within a local newspaper. In accordance with the Section 4.59 of the Act and Clause 124 and 137 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations will be publicly notified:

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November 2019		
DA Number	Description	Address
10.2019.41.2	Alterations & additions to single dwelling	6270 Brackendale Rd, Nowendoc
10.2019.60	Erect single garage with lean to	188W Apsley St, Walcha
10.2019.62	Construct new detached dual occupancy	307 Thunderbolts Wy, Walcha

Complying Development Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued (Private Certifier)	3	1	-

Register of disclosure statements of reportable political donations and gifts in relation to planning applications or submissions

Under section 10.4 of the *Environmental Planning and Assessment Act 1979* a person who makes a planning application to council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- a) all reportable political donations made to any local councillor of that council
- b) all gifts made to any local councillor or employee of that council.
- c) The legislation also imposes similar disclosure obligations on persons who make written submissions objecting to or supporting relevant planning applications.

Disclosures of reportable political donations and gifts are to be made available to the public on, or in accordance with arrangements notified on a website maintained by Council. The disclosures are to be made available within 14 days after the disclosures are made.

Nature of Interest	Number Received 2018/2019	Number Received 2019/2020YTD	Number Received this period
Political Gifts and Donations	-	-	-
Applicant or owner is an employee of Walcha Council or a Councillor	-	-	-
Applicant with any relationship to staff or Councillor	-	-	-

Construction Certificates

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out building work without a certificate. Section 6.7 of the *Environmental Planning and Assessment Act 1979* states that a construction certificate is required for the erection of a building in accordance with development consent. The construction certificate is a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the regulations.

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Construction Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued Council	11	6	2
Number Issued (Private Certifier)	3	3	2

Occupation Certificates

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not commence the occupation or use of a building (including a change of use) without a certificate. Section 6.9 of the *Environmental Planning and Assessment Act 1979* states that an occupation certificate is required for the commencement of the occupation or use of the whole or any part of a new building, or the commencement of a change of building use for the whole or any part of an existing building. The occupation certificate is a certificate that authorises the occupation and use of a new building in accordance with development consent, or a change of building use for an existing building in accordance with development consent.

Occupation Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued (Council)	9	3	-
Number Issued (Private Certifier)	3	3	-

Subdivision Certificates

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out the subdivision of land without a certificate. The subdivision certificate authorises the registration of a plan of subdivision under Part 23 of the *Conveyancing Act 1919*.

Subdivision Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	7	1	-

Planning Certificates

Section 10.7 Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*; it provides information on the relevant planning regulations which apply to any particular piece of land. It is compulsory for every property sold to be accompanied by a s10.7 Planning Certificate.

Planning Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	90	36	10

Building Information Certificates

Sections 6.24 – 6.26 Building Information Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*, it is a certificate that states that the Council will not make an order or take proceedings referred to below:

- 1) A building information certificate operates to prevent the council:
 - a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and

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- b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council, in relation to matters existing or occurring before the date of issue of the certificate.
- 2) A building information certificate operates to prevent the council, for a period of 7 years from the date of issue of the certificate:
- a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
- b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council, in relation to matters arising only from the deterioration of the building as a result solely of fair wear and tear.

Building Information Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	1	1	-

Outstanding Notices and Orders Certificates

Certificates as to whether there are any outstanding notices issued by the Council under the *Local Government Act 1993*, or any outstanding notices or orders in force under Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

Outstanding Notices & Orders Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	10	3	-

Critical Stage Inspections for DAs, CCs and CDCs

Section 6.5 of the *Environmental Planning and Assessment Act 1979* requires the carrying out of inspections of building work for certifiers appointed as the principal certifying authority. Cl.143B and Cl.162A of the *Environmental Planning and Assessment Regulation 2000* denotes the critical stage inspections (the occasions on which building work must be inspected), specified below:

Compliance Inspections	2019/2020 YTD	This Period
Site inspections	12	3
Footings & slab inspections	7	1
Framework inspections	-	-
Waterproofing inspections	-	-
Stormwater inspections	-	-
Final inspections	3	-
Food premises fitout inspections	1	-
Complaints	-	-

Annual Fire Safety Statements

Clause 177 of the *Environmental Planning and Assessment Regulation 2000* requires the owner of a building to which an essential (statutory) fire safety measure is applicable to provide Council with an annual fire safety statement for the building within 12 months after the date on which an annual fire safety statement was previously given. As described in clause 175 of

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the *Environmental Planning and Assessment Regulation 2000*, an annual fire safety statement is a statement to the effect that:

- 1) each essential fire safety measure specified in the statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing:
 - a) in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - b) in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- 2) the building has been inspected by a competent fire safety practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7.

Annual Fire Safety Statements	2018/2019	2019/2020 YTD	This Period
Number received	14	2	-
Number of relevant premises	26		

Bushfire Attack Level Certificates

Clause 130A of the *Environmental Planning and Assessment Regulation 2000* requires a bushfire attack level assessment and determination to be issued for complying development on bushfire prone land.

BAL Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	1	-	-

Dwelling Entitlement Information Advice

Information to applicants under clause 4.2A of the *Walcha Local Environmental Plan 2012* as to whether a dwelling may be permitted to be erected with development consent on subject land.

Dwelling Entitlement Advice	2018/2019	2019/2020 YTD	This Period
Number Issued	-	2	-

10.12 Environment & Regulatory

Section 68 Activities

Section 68 of the Local Government Act requires the approval from Council for undertaking certain activities.

Section 68 Activity Data			
	2018/2019	2019/2020 YTD	This Period
Number Issued	12	2	0

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S68 Compliance Inspections	2019/2020 YTD	This Period
Site inspections	2	-
Internal drainage inspections	-	-
External drainage inspections	1	2
Water supply work inspections	-	-
Final inspections	-	-

Food Premises Surveillance

Under the Food Regulation Partnership Council is appointed as an enforcement agency under the *Food Act 2003*. As an enforcement agency Council is responsible for food surveillance within the Walcha LGA and Council is required to report our food surveillance activity to the NSW Food Authority annually.

Food Premises Surveillance 2019/2020						
	Fixed premises High Risk Fixed*	Fixed Premises Medium Risk Fixed*	Fixed Premises Low Risk Fixed*	Mobile*	Temporary*	TOTAL
Total No.	21	4	6	2	4	37
No. Primary Inspections	-	-	-	-	-	-
No. Re-inspections	-	-	-	-	-	-
No. additional Re-inspections	-	-	-	-	-	-
No. FSS Required	21					21
No. FSS Current	19					19

Footpath Usage Applications

Section 125 and 126 of the *Roads Act 1993*, and section 46 of the *Local Government Act 1993* requires approval from Council for carrying out an activity or placing an item within the road reserve.

Footpath Usage Approvals	2018/2019	2019/2020 YTD	This Period
Number Issued	1	-	-

Swimming Pool Inspection and Compliance

Section 22 of the *Swimming Pools Act 1992* requires Council to develop and adopt a mandatory pool inspection program; Council must then inspect the swimming pools in accordance with the program and check the pool barriers comply with the requirements of the *Swimming Pools Act 1992*.

Properties to be sold with a pool must have:

- a) A certificate of compliance, or
- b) A relevant occupation certificate and a certificate of registration, or
- c) A certificate of non-compliance

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Properties to be leased with a pool must have:

- a) A certificate of compliance, or
- b) A relevant occupation certificate and a certificate of registration

Swimming Pool Compliance	2018/2019	2019/2020 YTD	This Period
Certificates of Compliance Issued	-	-	-
Certificates of Non-Compliance Issues	-	-	-
Inspections Conducted	-	-	-

Regulatory Control

Council performs a number of regulatory functions to control and manage matters of public health and environmental concern to the community, some of these include:

- *Local Government Act 1993* e.g. overgrown land and accumulation of waste
- *Protection of the Environment Operations Act 1997* e.g. environmental pollution and noise abatement
- *NSW Road Rules 2014* e.g. vehicles and traffic on nature strip
- *Road Transport (Vehicle and Driver Management) Act 2005* e.g. abandoned vehicles
- *Impounding Act 1993* e.g. abandoned vehicles and roaming stock

Regulatory Service	Action	2019/2020 YTD	This Period
Overgrown allotment	Warning	4	1
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Accumulation of waste	Warning	5	1
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Keeping of animals	Warning	20	4
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Vehicles and traffic on nature strip	Warning	3	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Abandoned vehicle	Warning	6	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Noise abatement	Warning	-	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Environmental pollution	Warning	1	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-

Submitted to Council: 18 December 2019

..... General Manager Mayor



10.13 Animal Control

Council encourages responsible pet ownership in the community, as well as at home. Pet owners should make sure their animals don't disturb their neighbourhood and threaten or harm any other person, pets or wildlife.

Council is required to enforce the registration laws, and the other areas of pet ownership covered by the *Companion Animals Act 1998*.

Companion Animal Registrations 2019/2020								
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Recognised breeder	Under 6 Months	Working	Value \$
Jul	5	3	-	-	2	-	-	\$1,036.00
Aug	1	-	1	-	-	-	1	\$83.00
Sep	-	-	1	-	-	-	-	\$25.00
Oct	1	2	-	-	-	-	-	\$271.00
Nov	-	1	2	-	-	-	-	\$260.00

Companion Animal Seizures 2019/2020						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen/Escaped
Jul	6	1	4	-	3	-
Aug	1	-	-	-	1	-
Sep	1	-	-	-	-	1
Oct	3	2	1	1	2	1
Nov	-	2	-	-	2	-

Companion Animal Ranger Services 2019/2020				
	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
Jul	1	2	1	4
Aug	-	2	2	2
Sep	1	3	3	3
Oct	1	7	1	0
Nov	1	-	2	-

	Caution	Dangerous Dog		Nuisance Dog		Menacing Dog		Penalty Notice
		Notice	Order	Notice	Order	Notice	Order	
Jul	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-
Sep	1	-	-	-	-	-	-	-
Oct	1	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	-

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..... General Manager Mayor



10.14 Building and Amenity Maintenance

Routine cleaning hours at Council facilities	
Building / Amenity	Hours (per fortnight)
Council Chambers	20
Library	5
Visitor Information Centre	5
Amenities	21
Streets	12
Depot	10
Preschool (incl. Early Intervention)	32
Landfill	3
Water Treatment Plant	2
Sewerage Treatment Plant	1.25
Aerodrome (incl. Lions Park)	2
John Oxley Sportsground	1.75
Walcha Oval	2
Squash Courts	2.5
Van	0.5
Swimming Pool (during season)	7

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..... General Manager Mayor



COMMUNITY SERVICES

10.15 Walcha Council Community Care

November 2019

Groups

Mixed Group

4, 5 and 6 November 2019 – 22 clients attended the trip to Coffs Harbour. The group left the Community Day Centre car park at 8.00am with the first stop for morning tea at Ebor Falls picnic area. The group later arrived at the Coffs Harbour Jetty where a fish and chips lunch was eaten in the park along side the jetty. After lunch we arrived at Carobana Confectionery for a factory tour and tasting. The factory is a tiny production line with a very antiquated set of machines, however still creating yummy confectionary.



The Carobana Confectionary guided tour of the factory.



After arriving at Opal Cove Resort later in the afternoon, the group enjoyed some free time to walk along the beach, swim in the pool or just relax in their rooms. Dinner was held at the Horizons Restaurant in the Resort.

The following morning after a leisurely continental breakfast and some free time we arrived at the Solitary Islands Aquarium where we enjoyed an educational guided tour of the Aquarium. The next stop was at the Butterfly House where lunch and another guided tour

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..... General Manager Mayor



was enjoyed by the group. After arriving back at the Resort we all met at the resort bar to watch the Melbourne Cup Race and enjoy some more free time before dinner in the restaurant.

The following morning after another lovely breakfast the group set off to the Dolphin Marine Conservation Park. The seals, fairy penguins and dolphins were fantastic to watch and the group were thrilled to be able to feed and interact with the animals. Lunch was held at the café at the Dolphin Marine Conservation Park before heading back to Walcha.



Top - Mary Haines, Syreene Kitchener, Pat Laurie, Denise Wall and Jan Cross at the Butterfly House
Middle - Denise Wall and Gwen Higgins enjoying the Butterflies
Below - Solitary Island Aquarium tour guide, Sandy, informing our group about the amazing work that they do to ensure the aquatic life is protected

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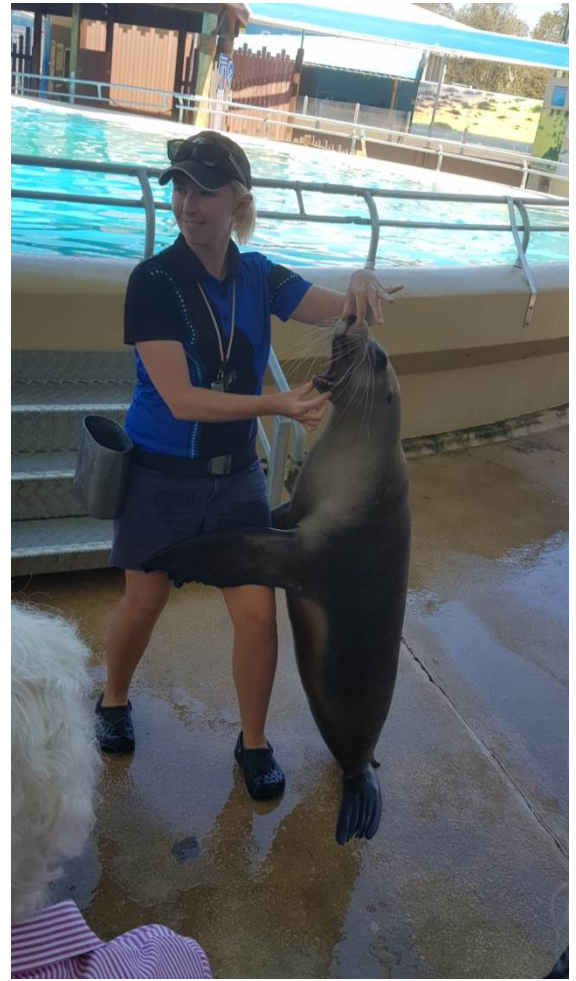
..... General Manager Mayor



Top - Coral Goodwin, Mary Natty and Ethel Henry
Middle - Back Row - Marj Partridge, Denise Wall, Lilly Chung, Sandy,
Front Row - Hope Strudwick, Ollie Wall, Mary Haines, Joy Hayes and Syreene
Kitchener
Below - Sandy, Chris Gardiner and Dianna Lisle

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..... General Manager Mayor



Top Left - Mary Natty and Ethel Henry
Top Right – Seal show at Dolphin Marine Conservation Park
Below - Beautiful coral and marine displays at the Solitary Islands Aquarium



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..... General Manager Mayor



Top - The group during the guided tour at the Aquarium.
Middle – Pat Laurie, Jan Cross and Denise Wall, ladies in pink
Below – The group feeding the fish at the Dolphin Marine Conservation Park

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..... General Manager Mayor



Top – The dolphin and seal show
Below – The group attending the Coffs Harbour trip



Combined Group – Mini Aged Quip Expo

20 November 2019 – 30 people attended the Mini Aged Quip Expo held at the Walcha Bowling Club. Due to the constant changes in the Aged Care sector, there is a lot of confusion around how services can be obtained now and into the near future. Block funding to provide a range of entry level aged care services through the Commonwealth Home Support Program (CHSP) such as Meals on Wheels, Individual and Group Social Support and Transport will be decreasing as more individualized Home Care Packages are offered to people who are eligible.

Information about Home Care Packages was provided through guest speakers Debra Sweeney, Australian Unity and Jaqueline Nash, Presbyterian Aged Care – Willow Wing. Both of these organisations are Home Care Package providers in Walcha. Richard Williams, Presbyterian Aged Care Manager – Riverview, informed those people attending

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..... General Manager Mayor



the Expo about the process of entering into Residential Aged Care, particularly Apsley Riverview situated in Walcha. Richard also spoke about the financial and My Aged Care requirements when entering residential care.

Richard Briley, from the Regional Assessment Service (RAS), attended the day to speak about the RAS's role that they have once you have contacted My Aged Care. The RAS team conduct face-to-face assessments for eligible clients. The information Richard provided was very interesting with many questions asked about the future of the Commonwealth Home Support Program and how the services under CHSP look without future block funding.

Acacia Medical Supplies attended the Expo with a display of equipment such as scooters, walkers, shower chairs and many other useful items to assist with mobility and tasks of daily living. It was a great opportunity for people to see the display on the day without having to travel to larger centres to purchase as well as gaining advice and knowledge from Steve on various aids and equipment.

I also provided information about services the Walcha Council Community Care provide under CHSP.

The mini Aged Quip Expo was very informative, and those that attended enjoyed the day with morning tea and lunch provided.



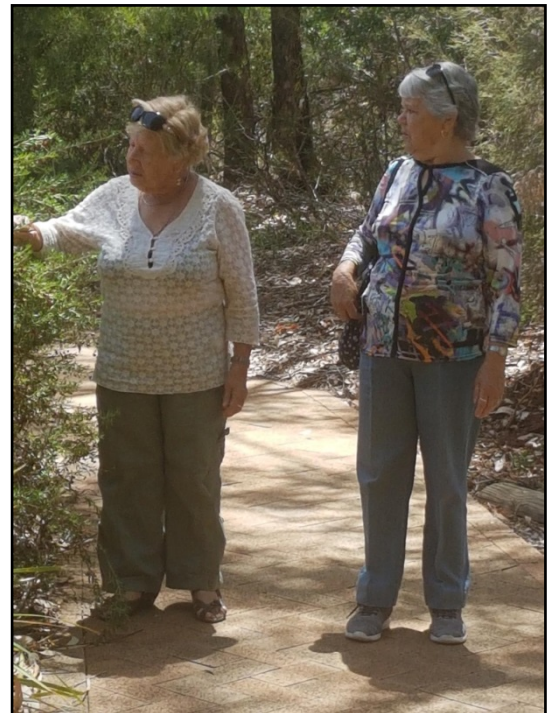
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..... General Manager Mayor



Wanderer's Group

27 November 2019 – The Wanderers group outing was to Tamworth where the group visited the Tamworth Botanical Gardens for morning tea and then the Marsupial Park. The group then had lunch at the Ex Services Club and filled in the afternoon looking around the Tamworth area before returning home to Walcha.



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..... General Manager Mayor



Top Left – Hope Strudwick talking to the bird
Top Right – Hope Strudwick and Syreene Kitchener
Bottom – Dennis Anderson, Syreene Kitchener and Irene Bartholomew

Men's Group

12 November 2019 – 13 gentlemen attended morning tea held in the Community Day Centre Rooms.

26 November 2019 – 18 gentlemen attended the day held at “Eastgate Village”. The communal barbeque area once again was a fabulous venue that Neil and Glenys Smith, owners of Eastgate offered to share with our groups. Many of the new residents also joined the men for the day and the group really enjoyed meeting the residents.



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..... General Manager Mayor



Craft Group

13 November 2019 – The Craft Group was cancelled for November.

Exercise Group

As part of the wellness and reablement program WCCC now offer our clients the opportunity to come along to a weekly exercise class. The program is designed to keep people active and improve their balance and mobility, physical fitness, cognitive capacity and overall general health and wellbeing. Kellie Makeham is the instructor and clients are enjoying the program.

Creative Art Class

22 November 2019 – 5 clients attended the morning art class with the guest workshop artist Susan Douds.

Card Group

A small group of card players have been meeting in the Community Day Centre Rooms each Tuesday to play 500. The group enjoy the social get together as well as playing cards.

Transport – November 2019

Medical drives – 31 trips this month.

Access bus – 10 clients used the service making 46 trips for the month.

Bus to Tamworth – 6 client used the service on 29 November 2019.

Bus to Armidale numbers for November were as follows:

- ◆ 5 November 2019 – 6 clients
- ◆ 10 November 2019 – 11 clients
- ◆ 19 November 2019 – 5 clients
- ◆ 26 November 2019 – 10 clients

Taxi Vouchers – 28 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport with a total of 228 Taxi Vouchers returned.

Uralla Food Pantry – A fortnightly trip to transport disadvantaged people in the community to access low cost pantry food, bread, fruit and vegetables made available from Foodbank NSW. People must pass the eligibility criteria for the transport and the Food Pantry.

Meals on Wheels

For the period of November there were 15 clients who received hot main meals with 3 of those clients also receiving frozen meals for the weekend. There were 3 clients who received frozen meals. The total number of meals for the month was:

- ◆ 218 Hot meals
- ◆ 74 frozen meals and
- ◆ 116 desserts

Feedback, Suggestions and Complaints

Feedback was provided verbally by a Women’s Group client on 6/11/2019. The client commented “You all do a wonderful job and I don’t know how you organize everything and keep people happy, you do it so well”.

Submitted to Council: 18 December 2019

..... General Manager Mayor



Meetings and Training / Community Rooms

7 November 2019 – Walcha Council First Aid training

14 November 2019 – Dementia Support Group meeting held at the Community Day Centre Rooms.

15 November 2019 - “Cuppa on Council” afternoon tea held in the Community Day Centre Rooms. People have attended the Friday afternoon get togethers with the aim of supporting others emotional and socially that are effected by the ongoing drought. Debby Maddox from the Rural Assitance Authority in Armidale has been very well utilised assisting with paper work for those applying for the subsidies.

21 November 2019 – Walcha Council First Aid training

21 November 2019 – Walcha Hospital Auxilary meeting held in the Community Day Centre Rooms

28 November 2019 – Walcha Support Group meeting held in the Community Day Cenre Rooms

Cathy Noon
Community Care Coordinator

Submitted to Council: 18 December 2019

..... General Manager Mayor



10.16 Library

November 2019

Stats:

- Loans: 693
- Returns: 779
- Reservations placed: 53
- New members: 5
- Door count: 615
- Wi-fi use: not available
- Computer use: 98



Other statistics:

- Eaudio: not available
- Ebooks: not available

Yet another successful Storytime this month!! In November Storytime and Baby Book time we read a few very funny piggy books and made some pig puppets with paddlepop sticks! They were a hit. I also brought in a bubble machine for our 'Bubble Bubble Pop' song we have been singing every month to develop our 'b' and 'p' sounds... also very popular. The older kids are really enjoying the structure board, and it also helps when things get messy to bring the group back together.

We had 13 children attend this month and 9 mums. A great turn out! Once again some of the regular mums are inviting friends, but I also caught a few peoples attention with some timely posts on Facebook (Sunday night while everyone is planning their week ahead and the morning of the event, when they are planning their day). I organised the December Storytime and had flyers printed and ready to hand out at this event so parents can have it on the fridge and keep it in their minds while organising their busy December plans.

The group was quite young this week, but that's why I've been researching the 'baby booktime' strategies and resources. They made great use of the blocks and toys I purchased and the baby board books, which kept them busy while I work through the big books with the bigger kids.

We had 4 children that were 3 - 4 yrs old, and the remaining 9 were 'babies' (2 yrs and under). With such a big group of babies, I relied on parents help with craft and with the songs – but they sat amongst the kids and were all very willing and able to join in. Having parents involved in the group and activities in such a hand on way allows them to learn the songs and games so they can also enjoy them at home.



On a stocktake of our craft collection, I discovered a massive supply of glitter that I thought might look great on some Christmas craft. Without a 'messy space' in the library I brainstormed ideas to make good use of it and have approached the Walcha Farmers

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..... General Manager Mayor



Market Committee to sponsor a Christmas Kids Craft activity at the December markets. We are arranging to take the box of glitter, some pinecones and odd Christmas tree ornaments to the markets for some messy, sparkly fun. I intend to use the activity to talk to kids and parents, and promote the library and the Christmas Storytime which will be held the following week at the library.

Library Conference



Both library staff joined the Councillors Heazlett and Wellings at the NSW Library Conference SWITCH 2019 from 19 – 22 November in Penrith, Sydney. It wasn't all about afternoon pitstops to Krispy Kreme, how bad we were at the Trivia night or the Gatsby themed gala dinner, we also took away a great deal of information and inspiration from the speakers and presentations. With the knowledge that a new Walcha Library is in the not-so-distant future, we could focus our attention for the

week on what we can take home to help conceptualise, plan, develop and implement new library programs and facilities.

We were treated to Swedish Architect Aat Vos' presentation on Libraries as Third Places for All. We learned that it isn't about the architecture; it's about the people. Third places make people feel safe, at home, able to stay as long as they like, and that they have ownership. We need to create appealing, engaging, inclusive, free places for all. Caroline McLeod took us on Marrickville's 62-year journey to the Third Place. We learnt about the importance of engagement; internal engagement (with staff), peer engagement (talk to libraries who have already done it), and community engagement (again and again).



We heard from the 2017 Colin Mills Scholarship recipient, who shared what she learned during her trip to a series of Philadelphia libraries. Susan visited libraries in low socio-economic areas facing issues common to us – how to provide more with less – and yet were providing safe spaces, and literacy support to those who really need them.

There were a range of speakers from public libraries and city councils who spoke about the engagement and public participation in library renovation and building plans. Some of the key points were:

- Engagement must be authentic
- Testing and dismissing is part of digging into what people really want
- People lie in feedback or don't know what they want – finding out what people don't want, and watching behaviour is just as important as listening to feedback
- Indirect pointing – asking about peoples favourite places to read or about a memorable event instead of 'what do you want us to do?'
- Consider the context the library sits in and integrate with the community
- Keep it human centred, and be innovative

Submitted to Council: 18 December 2019

..... General Manager Mayor



Indigenous museum and library professionals Damien Webb and Nathan Sentance then had a conversation about challenging library neutrality, and gave us a great deal to think about, as well as some practical tips. We need to question whose truth we are presenting, and whose voices are missing. Perhaps we should think more about harm minimisation than neutrality. Treating everyone the same is not helpful when people’s needs are different. We can ask whether our library is one more place where some members of our community do not feel welcome, or represented. Building relationships is so important; take it slowly, new relationships are fragile, and go to community events, and not only when you want something.



A range of speakers and trade exhibitors inspired us with some practical ideas for inclusion at the library into the future:

- Technology: consider using domestic devices and mixed reality programs that use technology that isn’t as expensive, and doesn’t require constant updating.
- Online bookclubs – one supplier offered this service for a youth bookclub and he is going to visit us in the coming year when it is ready to use
- We have a CNRL app! The supplier who built it was very proud to show us and we can’t wait to promote it to our website users.
- Pop Up Library – is a library outreach program where you can use a small network device provided by James Bennett to demonstrate in the wider community how to use eLibrary resources already offered by the library.
- ALS provided a number of top seller lists which included detailed synopsis, which inspired us to consider how we can provide this information to our borrowers. A display or online book of the week is now being considered.
- So many seating, study area, and kids zone furniture ideas!

One Book One Region

This month we received our allocation of books for the ‘One Book One Region’ program. This years book is Any Ordinary Day by Leigh Sales. Councillors received theirs at the last meeting (along with audio books given away at the library conference). We have given away all but one copy of the book as I write this report, but we have many copies available on loan also. This non-fiction book explores how vulnerable each of us is to a life-changing event. The CNRL team ask everyone to share this book far and wide, and asks patrons to consider talking about this book in the social media space (so Cassie has started with her post last week with #onebookoneregion)



Submitted to Council: 18 December 2019

..... General Manager Mayor



We love our libraries Week

At the conference we heard from the State Library about the ‘Renew our libraries’ campaign and have decided to package up some of the books we received at the conference, and offer a prize for our library visitors. Those who visit the library over the coming weeks can either complete a free entry at our counter, or share a photo on social media with the #renewourlibraries hashtag. We put together a prize with some of the free books, audio books and a copy of the Gatsby DVD we received from the Library conference. Thank you to the Councillors for taking the photo with our sign at the last meeting and helping with the promotion of this campaign.



This will be our last report before Christmas so the library staff would like to wish everyone a very Merry Christmas and a Happy New Year! This will also be my (Madison) last report for Council as I am moving on to my next adventure as a teacher. It has been a pleasure working for Council over the past four years, I have truly loved the opportunity to work as the Library Services Coordinator/Youth Worker for Walcha Council, however I know I will be leaving it all in the very capable hands of Cassie McKenna! Best wishes to you all.

Madison Garrad
Library Assistant

Submitted to Council: 18 December 2019

..... General Manager Mayor

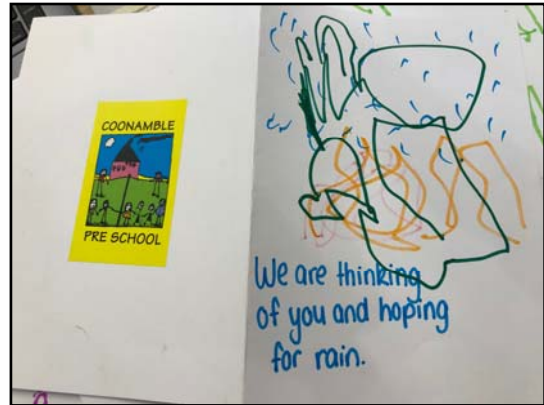
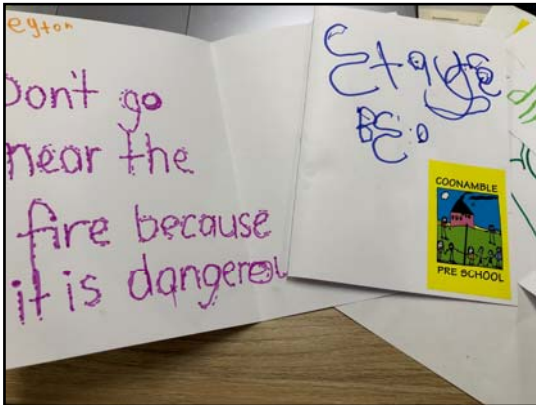


10.17 Preschool

December 2019

Support from Surrounds

In the last few weeks Walcha Preschool has received letters of support and well wishers from Coonamble Preschool wanting to make sure all the children in Walcha stay safe from the fires. The cards they sent included messages warning the children not to go near the fires and hoping rain comes to put the fires out.



The books being donated by Robertson Preschool are finished and on their way to Walcha, there are even enough books being donated that can be added to the children's library. This connection has been amazing and there are plans to continue communications into the future.

Moving Day

The day has finally come to move into the new preschool building. From Thursday afternoon though to the weekend the furniture was moved in to the new building. Then the following week the other educators have stayed back during the week to move the little bits and pieces. Everyone, including the children, is still finding their feet with routines and where everything is. The reactions from the families have been positive and they all seem pleased that the children heading to school get to experience the new space. Some children are overjoyed excited and others are a little anxious about being in a new space.



Submitted to Council: 18 December 2019

..... General Manager Mayor



Working Bee Projects

With the playground being heavily impacted by both the drought and the recent construction site there is a big need for some structure to be put back into the playground. The families have been asked to help in building new garden beds however with many time poor families there has been little response. There are many needs and ideas for the playground to help to get it back to what it was and hopefully better, some of these ideas include a veggie garden, a chicken coop, a mud kitchen a new bike track, as the old one had to be removed, repairs to the bridge, sheds to be replaced, repairs to the sandpit and moving the cubby house back into position. This will be a slow process but worthwhile if it is all planned properly.



Zoe Herbert
Preschool Nominated Supervisor

RECOMMENDATION: That items included in the Management Review Report, numbered 10.1 to 10.17 inclusive, be NOTED by Council.

Submitted to Council: 18 December 2019

..... General Manager Mayor



Item 11:

Committee
Reports

Submitted to Council: 18 December 2019

..... General Manager Mayor

Walcha Preschool Advisory Committee Meeting

held on

Monday, 25 November 2019

at

5:00 pm

at

Walcha Preschool

PRESENT:

Rachael Wellings (Chairperson), Karen Kermode (Community Services Manager) Zoe Herbert (Nominated Supervisor), Sarah Fletcher, Meggie Davey, Bonnie Brown, and Jordy Young.

1. APOLOGIES:

2. CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 25 SEPTEMBER 2019:

The Minutes were agreed to be a true and accurate record of the meeting.

3. Business Arising

3.1 2020 Fees – the proposed fees were approved by Council at their meeting on 30 October 2019. The will be placed on public exhibition and will go back the the Council meeting in December to be adopted.

4. Nominated Supervisor's Report – Term 4 2019

A written report was provided by the Nominated Supervisor to the Committee. highlighted the following:

Bus

The number on the bus are steady, Monday and Tuesday are still the quietest with only about 4-5 children using the service. Wednesday and Thursday are busier with 7-8 children using the service.

Extended hours

Still really quiet, Thursday morning the first child has been turning up at 8:30. Tuesday and Wednesday morning there is usually only one or two children here before 8:30. The afternoons are just as quiet with only 2-3 children staying after 4pm.

Playground

The educators have been keen to start getting the playground looking as best we can, some plants have been offered to us from a family to plant in the top of the retaining walls and the chair built for the 150yr anniversary performance the pre-schoolers did has been painted in exterior paint and will sit on top of the retaining walls, along with the stick man too once he has been repainted. Ideas for the playground include starting to construct some garden beds for a new vegetable garden, creating a car track in the bottom area of the creek bed and the bridge needs to be revamped as well. A working bee will be organised this term to try and get some assistance from the families.

Staffing

In the new building the third staff member for the penguin/transition room is not required so at this stage Sakulsri will be back to casual as needed. This makes life easier on Tuesdays and Thursdays as there were limited casuals on those days.

Program

The children in the penguin room have been exploring bees and other bugs and as a carry over from last term they have also been looking at different ways food and plants grow so there has been some experimenting with growing different things. In the polar bear room this term they have started to look at how the children have changed asking families for baby photos and comparing them to photos of the children now.

Critical Reflection

With the weather warming up there was a discussion between educators about the use of the water trough for the children to play in and how would the families feel about letting the children play in water when some are being taught water saving skills at home and here at the preschool? Would it be ok if the water is from the tank? Or would the families prefer the children not play in the water? Will the educational benefits be recognised?

The committee agreed that a small amount of water play using the tank water would be good for the children.

5. General Business

5.1 Policies for Review - Attachment 1

Minor wording additions have been made to one of the policies.

6. Community Services Manager Report

6.1 Preschool Bus Service

I have been in contact with Transport for NSW who funds our community transport program to see if the preschool children are eligible to use this funding. Unfortunately this request has been rejected.

The cost of the bus service is currently \$44.00 each way. If we say an average of 7 children per day use the bus, this makes it \$44.00 divided by 7 = **\$6.28 per child, each way** (\$12.56 per day, per child) to break even. This is too high to pass on in full to families already suffering financial distress caused by the drought.

Trips per year	Trips per year X Children on bus
8 trips x 40 weeks	320 x 7
320	2240

Est. Trip Cost	\$1.00	\$2.00	\$3.00	\$4.00	\$5.00
Total raised	\$2240	\$4480	\$6720	\$8960	\$11200
Cost to Preschool	\$11840	\$9600	\$7360	\$5120	\$2880

RECOMMENDED: That Council approve a new fee for the bus service in 2020 of \$3.00 per trip (\$6.00 per day).

6.2 Preschool Extended Hours

A survey will be available to all families in Walcha to determine what their education and care needs are. A section on extended hours is included, and as such no changes will be made until the results of this survey are analysed. The survey will be asking for information about care usage and needs for children aged 0 to 12 to see what is required by the whole community.

A draft copy of the survey was tabled and suggestions were asked for. A suggestion was made to add information about the costs of some care types to help families answer correctly. It was noted that the cost of care is a large part of if a family will consider using it.

Out of School Hours Care (OSHC) programs are run in Armidale by Camp Australia. Sandon Primary School and The Armidale School also have an OSHC program. They provide before and after school, and vacation care for primary school aged children.

6.3 Drought Support Funding

We have been notified of a further round of Drought Support Funding. This amount of \$16500 must be used in line with the Start Strong Program Guidelines for:

- initiatives for **maintaining preschool participation** where drought is limiting access such as:
 - transport initiatives
 - fee subsidies for families

- Initiatives aimed at increasing the sustainability of services affected by drought such as:
 - Implementing operational changes
 - Forming and implementing sustainability plans
 - Staff training related to the impact of the drought
- Service and environmental adjustments in response to the effects of the drought such as:
 - Purchase of water management equipment
 - Repair and enhancement of drought damaged service environments

Options identified include:

- funding our existing bus service.
- Installation of an additional water
- fee subsidies
- bike track construction

The Nominated Supervisor has spoken to the staff and their preferred option is to use the money for a bike track to **repair and enhance the playground**.

Discussion was held regarding the options of fee subsidies and the bike track installation. The order of preference was bike track then fee subsidies.

Clr Wellings suggested that Council may consider funding the bike track using their drought support grant funds. She will discuss this at their next meeting. If this is possible our drought support funds could then be used to subsidise fees. She will advise the outcome in time to lodge the application.

6.4 Official Opening and Community Open Day

The preschool building was officially opened by Kevin Anderson MP on Friday 27 September 2019. This date was chosen to fit in with Kevin's schedule. The preschool service licence had not been issued at that time so the building was still unable to be occupied by the children.

During the school holidays the office, staffroom and stored items were moved in to the new building. This decision was made to reduce the time needed to move in once the licence was issued.

The building work was completed on Monday 18th November 2020. The licence to operate was issued on Wednesday 20th November 2020, and the first day in the new preschool building was today, Monday 25th November 2019. We propose to hold a community open day to allow people who are interested to have a look through our new facility.

The Committee recommended holding the open day on Monday 9th December between the hours of 4.00 to 6.00pm. The Community Services Manager requested that the Committee members be in attendance if possible.

6.5 Business Without Notice

The Community Services Manager thanked Committee members Bonnie Brown and Meggie Davey for serving on the Committee. Bonnie has served two terms, being four years in total. Meggie has served one term of two years. She has indicated that she can continue on the Committee if not enough nominations are received in the new year.

Jordy Young has asked that the Nominated Supervisor's general overview be reinstated in the newsletter. She has enjoyed reading it in the past and feels that other families enjoy reading about what has been happening in the preschool as a whole. The Nominated Supervisor agreed to restart this section of the newsletter in the new year.

There being no further business the Chair declared the meeting closed at 6.30pm.

CONFIRMED _____ **(Signed)**

Date: ___ / ___ / ___ **Chairperson**

Attachment 1 – Policies

Excursion Policy – NOA1 & NOA2

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

Children
Educators
Volunteers
Families

Introduction

Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. Walcha Preschool is committed to providing experience and enjoyment for all. By providing excursions that are well considered and planned, provide meaningful experiences and ensures the health, safety and wellbeing of children at all times.

Goals – What are we going to do?

Educators will:

- Make excursions a part of the program of education and care;
- Plan for excursions with careful consideration of the safety of children and adults;
- Carry out excursions only where full documentation and permissions have been completed and obtained;
- Undertake full risk assessments, consideration of value of educational excursions, and plan for first aid requirements.

Strategies – How will it be done?

Planning and Preparations

All excursions will be planned in advance to:

- Maximise both children's developmental experiences and their safety;
- Reflect the age, capacity and interests of the children;
- Ensure they are properly supervised and conducted in a safe manner; and
- Are conducted with fully informed written parental permission.

All excursions will be thoroughly researched to ensure:

- Supervision is adequate so children cannot be separated from the group;
- Access to hazardous equipment and environments are minimised;
- There is adequate access to food, drink and other facilities (toilets, hand washing etc);
- Consideration is given to the mobility and supervision requirements of children with additional needs;
- That adequate sun protection is available.

When planning for an excursion educators will:

- Assess the requirements for the excursion;
- Conduct a risk assessment;
- Arrange quotes and book transport to venues;
- Make alternative arrangements for adverse weather conditions;
- Inform families of the details of the excursion including destination. Objectives and outcomes, and what the child should bring;
- Provide families with an excursion permission form to complete to authorise their child to participate on the excursion;
- Request additional adult participation on the excursion where required;
- Check that the emergency backpack contains the first aid kit, EpiPen, other child medication needed, and mobile phone to be taken on excursion.

Educators must make alternate arrangements for any children who are not attending the excursion, and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks.

Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

Risk Assessment

The Nominated Supervisor will:

Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion, and will specify how the service will manage any risks identified.

The risk assessment conducted will consider:

- Destination and duration of the excursion;
- Potential water hazards or any hazard associated with water based activities;
- Transport to and from destination;
- Number of educators, responsible persons, and children involved;
- Proposed activities, and
- Items to be taken on the excursion eg: mobile phone, emergency contact numbers etc.

If the excursion is a regular occurrence a risk assessment will be carried out once every 12 months, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

The Nominated Supervisor will also:

- Appoint a Responsible Person to be in charge of the excursion.

Authorisations for Excursions

For all excursions parents or legal guardians will be given an excursion permission form with full details of the excursion including:

- Date, description, duration and destination of proposed excursion;
- Method of transport to be used;
- Reason for the excursion, and proposed activities to be conducted on the excursion;
- The anticipated adult:child ratio – outlining numbers of educators and staff and other adults attending;
- A statement that a risk assessment has been prepared and is available at the service for parents to view.

If the excursion is a regular outing, authorisation is required once in a 12 month period. All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.

No child will be taken on an excursion unless **written** permission from parents or legal guardian has been received.

Families and Volunteers

Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios. If the parent needs to bring their child's sibling, the siblings must be included in the ratio.

If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.

Family members/volunteers are not to be left in sole charge of children and must be supervised by an educator at all times.

All volunteers/family members 'details will be entered into the appropriate staff record for the day.

Traffic and Transport

Safety of children will be considered in the choice of route and mode of transport. The preschool will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group. One Educator will walk at the front of the group and one at the back of the group.

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered. The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

Water Hazards

No excursions will be conducted to a swimming pool or other water related activity. Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented.

Conducting the Excursions

All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

A list of children on the excursion will be left at the service and a copy carried by the delegated excursion coordinator.

Before leaving on the excursion, a notice will be prominently displayed which includes:

- Itinerary and timetable; and
- Mobile phone contact number.

Items to be taken on excursions include:

- A suitable stocked first-aid kit including EpiPen;
- A mobile phone;
- Children’s emergency contact numbers;
- Children’s medication, if required; and
- Other items as required eg sunscreen, drinking cups, jackets etc.

If a child is lost on an excursion, the police will be notified immediately. We will leave a staff member behind to liaise with police and to help look, while the other Educators and adult helpers escort the children back. Notification will be made to the Department of Education using the ACECQA portal <https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx>

Evaluation

All excursions are conducted in a safe manner and evaluated. Any improvements identified in the risk assessment prior to conducting the excursion or the evaluation of the excursion is addressed and actioned to ensure children’s safety.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/10/2014 Minute No. 78-2014/15 26/07/2017 Minute No. 19/2017-18 31/10/2018 Minute No. /2018-19
Staff review	4/11/2019
Nominated Supervisor	
Management Committee Representative:	

Child Protection Policy – NQA 2

Introduction

Our preschool is committed to providing an environment that fosters health, development, spirituality, self-respect and dignity, that is free from violence and exploitation. Under the Children and Young Persons (Care and Protection) Act 1998, children and young people must receive the care and protection necessary to ensure their safety, welfare and wellbeing.

All of our educators are Mandatory Reporters and are required to report to the **Child Protection Helpline (Phone: 13 2111)** if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concerns about the safety, welfare or wellbeing of a child or young person where the concerns arise during or from their work. We are committed to ensuring all educators and staff have a full understanding of their responsibilities as a Mandatory Reporter and are supported in fulfilling these.

Goals - What are we going to do?

Our goal is to ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm. Our service (educators, staff, management

and volunteers) has a responsibility to defend children's right to care and protection to ensure their safety, welfare and wellbeing, and a responsibility to report any children at significant risk of harm.

Definitions

'At risk of significant harm' - in relation to a child or young person means that there are current concerns for their safety, welfare or wellbeing because of the presence to a significant extent of any one or more of the following circumstances.

- The child's or young person's basic physical or psychological needs are not being met or at risk of not being met;
- The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive medical care;
- In the case of a child or young person who is required to attend school in accordance with the Education Act 1990 — the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive and education in accordance with that Act;
- The child or young person has been, or is at risk of being, physically or sexually abused or ill-treated;
- The child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm;
- A parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm; or
- The child was the subject of a pre-natal report under section 25 of the Children and Young Persons Care and Protection Act 1998 and the birth mother of the child did not engage successfully with the support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

'Reasonable grounds' - means that you suspect a child may be at risk of significant harm based on:

- Your observations of the child, young person or family; or
- What the child, young person, parent or another person has told you. It does not mean that you are required to confirm your suspicions or have clear proof before making a report.

Strategies - How will it be done?

The Approved Provider/Nominated Supervisor will:

- Adults working directly with children must sign a Prohibited Employment Declaration Form and a Consent to a Working with Children Check, and ensure their clearance, prior to employment;
- Every adult working with children is made aware of the Children and Young Persons (Care and Protection) Act 1998 and Keep Them Safe: A shared approach to child wellbeing and of their obligations under this law and action plan (Education and Care Services National Regulation, Regulation 84, National Quality Standards QA 2);
- Orientate every working adult to this child protection policy and Mandatory Reporter responsibilities and ensuring their regular review of these;
- Provide regular child protection training to regular staff working directly with the children

Educators and staff will:

- Develop trusting and secure relationships with all children at the service;
- Make reports of current concerns for any child at risk of significant harm to the Child Protection Helpline for Mandatory Reporters, recommending first to use the decision tree on the Child Story Reporter website <https://reporter.childstory.nsw.gov.au/s/mrg> ; and
- Make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service.

Documentation of current concerns

The Approved Provider/Nominated Supervisor will:

- Support staff through the process of documenting and reporting current concerns of children at risk of significant harm; and
- Provide all staff and educators with clear guidelines around documentation to support this.

Educators and staff will:

- Make a record of the indicators observed that have led to the belief that there is a current risk of harm to a child or young person. Information on indicators of risk of harm are outlined in the NSW Mandatory Reporter Guide which is accessible at <https://reporter.childstory.nsw.gov.au/s/topic/0TO28000000emyGAA/how-to-guides>

It is not required, however it is recommended to:

- Discuss any concerns with the Nominated Supervisor of the service.
- Advise the Nominated Supervisor of their intention to make a report to the Child Protection Helpline (13 2111) based first on the MRG using the decision tree system <https://reporter.childstory.nsw.gov.au/s/mrg> ;
- Advise the Nominated Supervisor when a report has been made to the Child Protection Helpline (13 2111).

Mandatory reporting

The Approved Provider/Nominated Supervisor will:

- Provide all staff and educators working directly with children with a copy of this Child Protection Policy and a copy of the Mandatory Reporter Guide to assist them in their reporting;
- Provide all staff and educators working directly with children with access to the Child Wellbeing and Child Protection NSW Interagency Guidelines; and
- Display the Child Protection Helpline number (13 2111) on all phone and lists of emergency contact number in the interests of timely reporting.

Educators and Staff will:

1. In an emergency, where there are urgent concerns for a child's health or life, it is important to contact the police, using the emergency line '000';
2. Using the Mandatory Reporter Guide, answer the questions relating to concerns about a child or young person. At the end of the process, a decision report will guide as to what action to take. The Nominated Supervisor is available if staff require assistance to use this online tool;

3. If the Mandatory Reporter Guide determines that there are grounds to suspect a risk of significant harm to a child or young person, the staff member or educator will phone the Child Protection Helpline (13 2111) Mandatory reporters should note that the legislation requires that they continue to respond to the needs of the child or young person (within the terms of their work role) even after a report to the Child Protection Helpline has been made;
4. The Mandatory Reporter Guide determines that an educator or staff member's concerns do not meet the risk of significant harm threshold they do not need to make a report to the Child Protection Helpline (13 2111), however, they should discuss the matter with the Nominated Supervisor to determine whether the child or family would benefit from the assistance of another agency;
5. The staff member or educator should monitor the situation and if they believe there is additional information that could be taken into account, please repeat steps 1 to 5 as required.

Disclosures of abuse

Educators and staff will:

- React calmly to the child making the disclosure;
- Listen attentively and later write down the child's **exact words**;
 - Provide comfort and care to the child.
 - Follow the steps for reporting as per the Mandatory Reporter Guide.
- Reassure the child or young person that:
 - It is not their fault;
 - It was right to tell;
 - It is not OK for adults to harm children - no matter what;
 - Explain what will happen now - that it is part of your job to tell people who can help the child or young person.

Educators and staff will NOT:

- Prompt the child for further details or ask leading questions which would make the child feel uncomfortable or has the potential to jeopardise any future legal proceedings that may arise as a result of any investigation.
 - Not make any promises to the child

It is important to understand that our role is solely to support the wellbeing of the child at all times, not to investigate further any disclosure made by the child.

Allegations of abuse against staff, educators, volunteers or students

The Approved Provider / Nominated Supervisor will:

- Develop and maintain a system of appropriate record keeping for all allegations to ensure detailed documentation is made and stored as required;
- Take all allegations of abuse seriously and clarify what is being alleged with the person who is making the allegation;
- Assess whether or not a child or young person is 'at risk of significant harm' and, if so, make a report to the Child Story Reporter MRG;
- Determine whether or not the allegation is a reportable allegation, a reportable conviction, or reportable conduct. For determination, reference will be made to: <https://www.ombo.nsw.gov.au/what-we-do/our-work/employment-related-child-protection/reportable-allegations-and-convictions>

- Inform the General Manager of Walcha Council of the incident;
- Report reportable allegations and reportable convictions to the Ombudsman within 30 days of receipt;
- Consider whether or not the police need to be informed of the allegation and if so, make a report;
- If a report is made to the police, complete a SI01 Notification Of Serious Incident Form and submit to Department of Education and Communities within 24 hours of the incident;
- If a report has not been made to the police, complete a NL01 Notification of Complaints and Incidents (other than serious incidents) Form and submit to the Department of Education and Communities within 7 days of the incident;
- Ensure confidentiality is maintained at all times and that systems are in place to deal with any breaches of confidentiality;
- Undertake a risk management approach following an allegation to ensure the protection and safety of children, staff and visitors to the service. Based on this risk assessment, decisions will be made in order to manage the risks that have been identified;
- Develop an investigation plan of the matter. Obtain relevant information from a range of sources. This may include a statement from the person who made the allegation; statements from witnesses and a statement from the person against whom the allegation has been made and any other relevant documentation;
 - If the allegation is being investigated by Family and Community Services or the Police, the service will be guided by their advice as to whether they should independently investigate the allegation;
 - If the investigation is carried out by the service, the information that has been gathered will be assessed and a finding made as to whether the allegation is false, vexatious, misconceived, not reportable conduct, not sustained or sustained. The reasons for the finding will be clearly recorded to ensure that the decision- making has been transparent;
- The educator, volunteer or student will be advised of the outcome of the investigation in writing. Advice will be provided about the investigation finding and any follow up action that may be required. Advice will also be provided about any rights of appeal and the person will be advised that the NSW Ombudsman has been notified and the Commission of Children and Young Persons also notified of the relevant employment proceeding (if relevant);
- **Part B** of the Ombudsman Notification form will be completed and sent to the Child Protection Division, NSW Ombudsman with all supporting documentation gathered during the investigation;
- Family and Community Services will also be informed of the outcome of the investigation.

Informing the Educator, Volunteer/Student

The Approved Provider/Nominated Supervisor will:

- Treat the staff member/educator/volunteer/student with fairness at all times and uphold their employee rights at all times;
- Depending on the nature of the allegation, arrange to inform the person immediately (though be guided by the advice of FaCS or the police);
- Arrange for the person against whom an allegation has been made, to have a support person attend the meeting. This support person must not participate in the discussions throughout the meeting;

- Make accurate documentation of all conversations, and ensure all records are kept confidentially;
- Offer counselling or support to the person subject to the allegation;

Rights of all parties

- The decision making process throughout the investigation will be based on the safety and well being of the child/ren and the staff/carers/carer's household members;
- Consideration will be taken in relation to actual or potential 'conflicts of interest' that may be held by the investigator
- All reportable allegations will be notified to the Ombudsman. The person, against whom the allegation has been made, will be notified of this and will also be notified of the investigation find and follow up action, including the notification to the Commission of Children and Young Persons, if relevant;
- The person, against whom the allegation has been made, will be notified of any appeal mechanisms if they are not satisfied with the investigation process or the outcome of the investigation;
- The Approved Provider, Nominated Supervisor, or other nominated person who conducts the investigation, will ensure that they act without bias, without delay and without conflict of interest; and
- All parties can complain to the Ombudsman if they are not satisfied with the conduct of the investigation.
- Depending on the nature of the allegation made, the person subject to the allegation may be suspended pending further investigation;
- After all investigations are completed, provide the educator/carer/ volunteer with verbal and written notification of the outcome of the investigation.

Further information on the Ombudsman can be obtained by phoning: 02 9286 1000 or 1800 451 524, emailing nswombo@ombo.nsw.gov.au or www.ombo.nsw.gov.au

Confidentiality

The service will handle any allegation of child abuse in a confidential manner.

Statutory Legislation & Considerations

- Children and Young Persons (Care and Protection) Act 1998
- Children and Young Persons (Care and Protection) Regulation 2012
- Ombudsman Act 1974
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations

References

- NSW Government, Department of Communities and Justice for Mandatory Reporters, accessed from: <https://www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters>
- NSW Government, Department of Communities and Justice NSW Interagency Guidelines, accessed from: <https://www.facs.nsw.gov.au/providers/children-families/interagency-guidelines>

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	01/06/2016 Minute No. 183/2015-16 31/10/2018 Minute No. 64/2018-19
Staff review	4/11/2019
Nominated Supervisor	
Management Committee Representative:	

Participation of Volunteers and Student Policy - NOA7

Aim

To provide students, volunteers and individuals undertaking work experience learning opportunities and support to complete their education or encourage their interest in the Early Childhood field.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Children
- Families
- Educators
- Community

Implementation

Walcha Preschool endeavours to support students, volunteers and work experience people in their efforts to become early childhood professionals. They will be encouraged to complete their training enabling them to gain the knowledge and skills to provide children with care, support and developmentally appropriate programs.

OBJECTIVES:

Educators will:

- Maintain open communication with students, volunteers and work experience people along with their practicum teachers.
- Support all students, volunteers and individuals undertaking work experience needs during their placement.
- Pass relevant skills and knowledge onto each student, volunteers and work experience people.
- Provide all educators with relevant feedback about tasks that the student is required to complete in Walcha Preschool as part of their practicum.

- Be aware of the expectations perceived by the student, volunteers and work experience people.
- Make time and have capabilities to support each student, volunteers and work experience people in their placement.

Students, volunteers and work experience people will:

- Learn about the children through observation and practical experience
- Develop skills and abilities needed to care for and educate children
- Learn about working as part of a team in the Early Childhood sector
- Learn strategies employed when working in a team environment
- Learn skills already acquired by qualified educators in Walcha Preschool
- Become familiar with families and children in Walcha Preschool
- Keep educators aware of all written work required of the student, volunteers and work experience people

Families will:

Be informed of when students, volunteers and work experience people are present at Walcha Preschool and their role and the time frame they will be spending at Walcha Preschool.

METHOD

An educator will be appointed 'student supervisor' and this person will be required to:

- Arrange time for the student to visit Walcha Preschool for a pre placement visit, during this visit the following will be arranged.
- Give the student times/hours and dates of the placement
- Give the student a student package
- Take the student on an orientation of Walcha Preschool
- Introduce the student to educators
- Student supervisor will inform educators and nominated supervisor or service providers of student's, volunteers and work experience people's visit
- On the students, volunteers and work experience person's first day, they will be introduced to the room leader. During this meeting the student will inform the educator of all written work they are required to do and provide them with the time sheets and evaluation forms.

Students, volunteers and work experience people will:

- Inform the student supervisor, in writing of what will be expected of them by their training body, university or school, or any other training organisation.
- Be required to do different shifts during their time, so as to gain knowledge of each different aspect of Walcha Preschool's day.
- Discuss any problems they may be experiencing with the student supervisor.

The Room Leader will:

- Communicate with the student, volunteers and work experience people and discuss progress of their written work and performance.
- Discuss any issues raised by the student with the student supervisor.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Date Adopted	30/11/2016 Minute No. 86/2016-17 31/10/2018 Minute No. 68/2018-19
Staff Review	16/10/2019
Nominated Supervisor	
Management Committee Representative:	

Food and Nutrition - NQA2

Aim

Walcha Preschool aims to provide children with food and nutrition that is supported by national dietary guidelines. We also aim to support and provide adequately for children with food allergies or specific cultural practices. This dietary information will also be provided to families so they can plan nutritious home meals.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Implementation

We have a responsibility to help children and their families develop good food habits and attitudes.

In order to achieve these habits and attitudes, Walcha Preschool will:

- Cater to individual children’s needs whether they be cultural, lifestyle-based or medical.
- Develop awareness and act to the best of our abilities on cross-cultural eating patterns and related food values.
- Make meal times a relaxed and pleasant experience and timed to meet the needs of the children.
- Discuss food and nutrition with the children.
- Encourage children to be independent and develop social skills at meal times.

- Establish healthy eating habits in the children by incorporating nutritional information into our program.
- Provide fresh drinking water at all times of the day, and encourage children to drink regularly.
- Encourage parents to the best of our ability to continue our healthy eating message in their homes. This information will be provided upon enrolment and as new information becomes available.
- Encourage educators to present themselves as role models. This means maintaining good personal nutrition and eating with the children at meal times.
- Provide nutrition and food safety training opportunities for all educators including an awareness of other cultures food habits.
- Children’s food is not to be heated in the microwave at the preschool. Parents who wish their child to have a warm meal, must packed it in a thermos at home. Children will be encouraged to check the temperature of the food before eating.
- Parent should place an ice brick in the child’s lunch box & morning tea bag, to ensure that the food inside stays cold and safe to eat.
- Parents should not send lollies, sweets, chips, juice or fizzy drinks.

Relevant Legislation and Key Resources

- NSW Health www.health.nsw.gov.au
- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Food Act 2003 and Regulations 2015
- Caring for Children – Food, Nutrition and Learning Experiences, 5th Edition 2014

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Parents
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	01/06/2016	Minute No. 183/2015-16
	31/10/2018	Minute No. /2018-19
Staff Review	4/11/2019	
Nominated Supervisor		
Management Committee Representative:		

Incident, injury, trauma and illness policy (formally Accident, Illness and Emergency Treatment Policy) NQA 2

Aim

Walcha Preschool and all educators can effectively respond to and manage incidents, injury, trauma and illness which occur at Walcha Preschool to ensure the safety and wellbeing of

children, educators and visitors. An ambulance will be called in an emergency. It is strongly recommended that all families have Ambulance Cover in case of this eventuality.

Procedure for Incident, injury, trauma and illness

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

PROCEDURE OF FIRST AID ADMINISTRATION

- The Child will be treated by an educator holding a First Aid Certificate.
- If the situation is deemed to be an emergency or the trauma is severe enough, an educator will phone 000 for an ambulance.
- Inform Walcha Preschool Nominated Supervisor.
- Administer appropriate treatment.
- Inform the parent as soon as practically possible and if necessary.

Illness

- If the child has a fever and the parent cannot be contacted in reasonable time, educators must check the enrolment form for an alternative emergency contact.
- Educators **MUST** attempt to contact the parent/emergency contact to inform them of the child's illness and to discuss an appropriate course of action.
- Paracetamol will **NOT** be given (advice from The Public Health unit Area Health) except in the following circumstances:
 - Any child with a pre-existing condition that is treated in the first instance with paracetamol (for example febrile convulsions). The parent or guardian of the child must give written permission for the paracetamol to be administered, they must also provide a Emergency Action Plan for the condition signed by their doctor, and provide the preschool with the paracetamol to be kept on premises.

Injury

- If the child has an injury and the parent cannot be contacted in reasonable time, educators must check the enrolment form for an alternative emergency contact.
- Educators **MUST** attempt to contact the parent/emergency contact to inform them of the child's injury and to discuss an appropriate course of action.

Trauma

- If the child has a injury and the parent cannot be contacted in reasonable time, educators must check the enrolment form for an alternative emergency contact.
- Educators **MUST** attempt to contact the parent/emergency contact to inform them of the child's trauma and to discuss an appropriate course of action.
- If the trauma is severe enough, "000" will be called and an ambulance requested.
- The Department of Communities and Justice requires the Nominated Supervisor or Responsible Person to keep a record of any particulars of treatment given to a child at Walcha Preschool and must be advised if a child is hospitalised or an ambulance called.
- Notifying accidents to ACECQA – only notify accidents that require the child concerned to receive medical, dental or hospital treatment, and if an ambulance is called. Notifications should be make using the portal at <https://www.acecqa.gov.au/resources/national-quality-agenda-it-system> where possible.

After first aid has been administered

- An accident/illness/injury report must be completed for any child who becomes ill, injured or suffered trauma during the day. Complete the illness form ensuring details for treatment are completed.
- Ensure the parent signs the accident/illness/injury report and is given a copy.
- The accident/illness/injury report is to be retained with the child's records until the child is 24 years of age.

Legislative Requirements

Walcha Preschool and all educator members must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 27/5/2015 13/12/2017 31/10/2018	Minute No. 19/2013-14 Minute No. 201/2014-15 Minute No. 95/2017-18 Minute No. 68/2018-19
Date of Staff Review	4/11/2019	
Nominated Supervisor		
Management Committee Representative:		

Equipment Policy - NQA2 & NQA3

Aim

Walcha Preschool will purchase toys and equipment that are suited to Australian safety standards and appropriate to the developmental stages, interests, and social and cultural considerations of each child at Walcha Preschool. Toys which encourage violence or inappropriate behaviour will not be purchased.

Educators will ensure that all toys and equipment are maintained, used and stored in a safe, clean, hygienic condition. Children will be educated on how to use equipment appropriately.

Management will liaise with educators to determine which equipment is most appropriate for Walcha Preschool, taking into account; durability, easy maintenance, cost, benefit to the children's program.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Children
- Families
- Educators
- Management

Implementation

- Educators will compile a list for the council of equipment which needs maintenance on a prioritised basis, when necessary.
- Walcha Preschool will actively seek the input of parents/guardians regarding large equipment at Walcha Preschool.
- All new equipment will be checked that it is fit for purpose, and poses no safety risk to children.
- Children will be introduced to new toys and pieces of equipment and taught how to use and care for them appropriately
- Equipment which involve the use of water will be used under the direct supervision of educators. All equipment will be emptied of water when not in use and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition.
- A risk assessment is carried out for new equipment.
- All equipment purchased for Walcha Preschool will be within budget limitations.

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011;
- Work, Health and Safety Act 2011 and Regulations 2011 (NSW);
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16 26/09/2018 Minute No. 50/2018-19
Staff Review	4/11/2019
Nominated Supervisor	
Management Committee Representative:	

Determining Responsible Person and Authorisations Policy – NQA 4 & NQA 7
Policy Aim

An Approved Provider operates the service with an appointed Nominated Supervisor. The Nominated Supervisor does not have to be in attendance at the service at all times, but in their absence, an educator is to be placed in charge as the Responsible Person.

Our Preschool will ensure a Responsible Person is physically present at the service at all times children are being educated and cared for.

Details of the Responsible Person on duty will be communicated and displayed for all users of the service.

Goals – What are we going to do?

Legislation requires that a Responsible Person is physically in attendance at all times the service is educating and caring for children. The Responsible Person is the Approved Provider, the Nominated Supervisor, or an educator who has been placed in day-to-day charge of the service.

Definitions

Approved Provider

An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12,13 and 14 of the National Law) to operate one or more education and care services.

Nominated Supervisor

A person who is a fully qualified educator (Cert III or above) and has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.

Responsible Person (Service Supervisor Certificate)

Service supervisor certificates may apply to any person working at the service who has been identified by the approved provider within the service as:

- Responsible for the day to day management of the service or
- Exercising supervisory and leadership responsibilities for part of the service or

This means a person working in one of the above roles can be covered under the service supervisor certificate.

Strategies – How will it be done?

Appointing a Responsible Person

The Approved Provider is responsible for ensuring the safety and wellbeing of children at the service and will consider a persons qualifications, experience and age when deciding whether they are suitable to be placed in day to day charge.

A person is covered, and may be placed in day to day charge of the service, when:

- The Approved Provider or the Nominated Supervisor identifies that they meet the criteria to hold a service supervisor certificate and
- They give their written consent to be placed in day to day charge of the service

Criteria to be determined a Responsible Person

Educators at the service who have been deemed suitable by the Approved Provider or Nominated Supervisor as a Certified Supervisor and wish to be considered based on:

- Their practical knowledge of the day-to-day responsibilities of being an educator at the service, including how to work through unexpected problems.
- Must be over 18 years of age
- A demonstrated understanding of:
 - Education and Care Services National Law Act 2010, and the Education and Care Services National Regulation 2011
 - Equal Opportunity Employment Conditions
 - Health and Safety, including Child Protection responsibilities
 - Privacy, Confidentiality and Equal Opportunity/Anti-Discrimination policies and procedures
 - Education and care services policies and procedures.
- Consideration will be also given regarding whether the individual has been subject to compliance action or disciplinary proceedings under children’s services law, education law, or a previous education and care services law, in any state or territory.

Roles and Responsibilities

Role	Authority/responsibility for
Approved Provider	<ul style="list-style-type: none"> • Ensuring there is a Responsible Person on the premises at all times the service is delivering education and care programs for children. • Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Ensuring that the name of the Nominated Supervisor is displayed prominently at the service. • Notifying the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor. • Ensuring that, in the absence from the premises of a Nominated Supervisor, the Responsible Person is placed in day-to-day charge of the service. • Ensuring that the Nominated Supervisor and Certified Supervisor have a sound understanding of the role of Responsible Person. • Ensuring there are sufficient staff with Supervisor Certificates to meet the legislative requirement for a Responsible Person at the service during periods of leave or illness.
Nominated Supervisor	<ul style="list-style-type: none"> • Providing written consent to accept the role of Nominated Supervisor.

	<ul style="list-style-type: none"> • Ensuring that, in their absence from the service premises, another Certified Supervisor is placed in day-to-day charge of the service. • Ensuring they have a sound understanding of the role of Responsible Person. • Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Developing rosters in accordance with the availability of Responsible Persons, hours of operation and the attendance patterns of children. • Notifying the Approved Provide and the Regulatory Authority within 7 days of any changes to their personal situation, including a change of mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check care or teacher registration, or if they are subject to disciplinary proceedings.
Responsible Person	<ul style="list-style-type: none"> • Providing written consent to accept the role of Responsible Person. • Checking that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Ensuring they have a sound understanding of the role of Responsible Person. • Understanding that a Responsible Person placed in day-to-day charge of an approved service does not have the same responsibilities under the National Law as the Nominated Supervisor.
Families	<ul style="list-style-type: none"> • Reading and understanding this policy. • Being aware of the Responsible Person at the service on a daily basis.

Monitoring, evaluation and review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every year.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family’s ability to utilise the service; the fees charged or the way in which fees are collected.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Date Adopted	26/07/2017	Minute No. 19/2017-18
	31/10/2018	Minute No. /2018-19
Staff Review	4/11/2019	
Nominated Supervisor		
Management Committee Representative:		

Ethical Conduct Policy - NQA4

Aim

Walcha Preschool has adopted the Walcha Council Code of Conduct which ensures the expected behaviour requirements for the educators employed at Walcha Preschool. The Code guides educators to act appropriately and assist them in fulfilling their duty of care and obligations to act honestly and professionally in their interactions with other educators, children, families, community members and visitors.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Educators
- Management

Implementation

GENERAL OBLIGATIONS

- You must act lawfully, honestly and exercise diligence.
- You must treat others with respect at all times.

Fairness and Equity

Educators have an obligation to consider issues fairly and consistently. That being, you must take all relevant facts into consideration and you must not take irrelevant matters into consideration when making decisions.

Harassment and Discrimination

You must not harass or discriminate against others, or support those who do the same.

Development Decisions

It is your duty to ensure that decisions are properly made and that parties involved are dealt with fairly.

If there is any uncertainty about the ethical issues around an action or decision you are about to take, you should consider these four points:

- Is the decision or conduct lawful?
- Is the decision or conduct consistent with Council policy and objectives?
- What will the outcome be for management, work colleagues, parents, children and any other parties?

- Do these outcomes raise a conflict of interest?

You have the right to question any instruction or direction given to you which you consider to be unethical. If you are uncertain you can seek advice from your manager or Nominated Supervisor or from the NSW Ombudsman on 02 9286 1000 or 1800 451 524.

RELATIONSHIPS

Obligations of educators

The Nominated Supervisor is responsible for the efficient and effective operation of Walcha Preschool. Employees have an obligation to:

- Give their attention to the business of Walcha Preschool while on duty.
- Ensure that their work is carried out efficiently, economically and effectively.
- Carry out lawful directions given by any person having authority.

Obligations during meetings

You must respect management, other educators, parents or visitors present during meetings. You must:

- Protect confidential information
- Only access information needed for preschool business
- Not use confidential information for any non-official purpose
- Only release confidential information if you have authority to do so
- Only use confidential information for the purpose it is intended
- Only release information in accordance with established Walcha preschool policies and procedures and in compliance with relevant legislation
- Only use preschool property for preschool purposes. Do not permit misuse by any other person or body.

REPORTING BREACHES, COMPLAINT HANDLING PROCEDURES:

Reporting breaches of the code of conduct

You should report suspected breaches of the Code of Conduct to the Nominated Supervisor, preferably in writing. Where you believe that the Nominated Supervisor has failed to comply with this code, you should report the matter to the Community Services Manager or General Manager preferably in writing.

Complaint handling procedures- educators conduct (excluding the Manager)

Where appropriate the General Manager of Walcha Council will make enquiries into breaches of the code of conduct regarding members or educators.

Enquiries made into all educators' conduct which might give rise to disciplinary action must occur in accordance with the relevant local government award and make provision for procedural fairness.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Walcha Council Code of Conduct adopted February 2019

Review

The policy will be reviewed annually. The review will be **conducted** by:

- Management
- Employees
- Families
- Interested Parties

Date Reviewed	31/7/2013	Minute No. 19/2013-14
	26/7/2017	Minute No. 19/2017-18
	31/10/2018	Minute No. /2018-19
Staff Review	4/11/2019	
Nominated Supervisor		
Management Committee Representative:		

Relationships with Children Policy NQA1, NQA5

Aim

Walcha Preschool encourages educators to interact with the children in a positive way that makes them feel safe and supported in Walcha Preschool. Educators will encourage children to interact with their peers in a positive way including interaction amongst the age groups.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

Children
Educators
Families

Implementation

In order to provide an environment where children feel safe, secure and supported and families are happy to leave their children educators will:

- Work with a child when he/she has a melt down. Melt downs can occur as a way of releasing frustration. When this happens educators will work with the child to calm him/her down and then reassure the child. The educators will then if possible offer the child a solution to his/her problem.
- Reassure a child that he/she is safe in Walcha Preschool. Some young children become anxious when away from their families. Educators will reassure the child and work with the family in order to make the child feel safe and secure at Walcha Preschool.

- Utilise the Preschool's routines in order to initiate meaningful interactions with children and encourage independent behaviour when safe to do so.
- Encourage children to express themselves, their ideas, opinions and comments. Educators should support children with this and let them know that their ideas are valued.
- Build a rapport with the children and their families through communication. This can be achieved with the children by offering them information from your own life that they can relate to. For example, if a child tells you he got a new dog on the weekend, tell them a little about your own pet.
- Allow time to talk to parents about their children. This allows educators to gain insight into their home life.
- Use positive guidance and encouragement towards acceptable behaviour. When a child is doing the wrong thing, let them know that what they are doing is wrong by telling them the right thing to do "We walk inside" rather than "No running inside"
- Be attentive to children at all times. In an attempt to prevent attention seeking behaviour educators will at all times acknowledge each child to the best of their ability.
- Use interactions with children during daily routine times, educational experiences and spontaneous moments to assist children in developing their self reliance and self esteem.
- Maintain the dignity and rights of each child at all times through positive and unbiased interactions – as per the Confidentiality, Privacy and Dignity Policy.
- Acknowledge and hold regard for each child's family and cultural values, age and physical and intellectual development and abilities. Acknowledging the child's family and cultural values helps to build rapport and strong relationships.
- Throughout the day monitor the size and composition of the groups on children being educated. For example during grouping times educators will be sensitive to the needs of children. Some children can become anxious or overwhelmed by busy noisy environments.

In regards to children interacting with each other educators and volunteers will encourage children to:

- Verbalise their feelings and ideas
- Listen to each other
- Respect each other
- Develop strong social skills
- Be accepting of other children's race, religion, values and culture
- Co-operate with educators, students, volunteers and other children
- Have meaningful/valued relationships
- Share their experiences
- Join into the routine
- Seek help from other children or educators when they're frustrated
- Be confident and self reliant
- Contribute to group activities
- Respect other children's space, privacy, opinions/values
- Develop positive relationships with each other, educators and volunteers

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	27/5/2015	Minute No. 200/2014-15
	26/07/2017	Minute No. 19/2017-18
	31/10/2018	Minute No. 68/2018-19
Staff Review	4/11/2019	
Nominated Supervisor		
Management Representative:	Committee	

Enrolment and Orientation Policy – NQA5, NQA6 & NQA7 (formally Enrolment Procedure and Orientation for Children)

Aim

At Walcha Preschool all children attending the service must have a completed enrolment form and accompanying documents before they can attend.

Background

The regulations state that all children enrolled in a children’s service must have detailed and specific information about them, this is written on the enrolment form. Therefore, it is essential for the child’s health, safety and well being that all children have a completed enrolment form at the service.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Enrolment

The preschool will ensure that the children have detailed records of their health, safety and well being by:

- The child being enrolled must be three to five years of age; the preschool will not accept children less than three years.
- Children cannot commence preschool unless the enrolment form has been completed with a copy of the child's immunisation certificate. These records are to be kept by the preschool.
- When vacancies exist children are able to commence once they turn three. If there is a waiting list, children are enrolled based on their position on the list and on the Priority of Access.

A copy and proof of immunisation status must be provided upon enrolment and updated regularly. The preschool will follow the guidelines of the Department of Health in regards to the exclusion of children not immunised.

The family is to complete all information on the enrolment form and to supply any additional information as requested before or on the child's first day. If the family is unable to complete or understand any part of the enrolment form and conditions due to language barriers or a disability, the preschool will attempt to arrange an interpreter to assist in the enrolment procedure.

If the families are claiming subsidised fees, then proof of their Health Care Card (a copy will be taken) is an essential or full fee will be charged. These will be updated throughout the year.

Prior to enrolment families will be given a preschool orientation package, which includes:

- Walcha Preschool Handbook
- Enrolment form
- Child Protection Policy (included in Handbook)

Orientation

Orientation is an important process where educators are able to get important information about the new child's needs and those of the family. This process helps to make the transition from home to preschool as smooth as possible with the aim to maintain continuity between home and preschool, which helps the child adjust to the new setting.

The Nominated Supervisor will arrange for the new child to attend the preschool (together with parent/s or guardian/s) to visit and meet the educators, and familiarise with the environment.

The children may participate in the activities if they so desire. Positive interactions at this time (between families, educators and the child) are important for the children to build positive attitudes to the preschool environment. Educators are aware that some children respond to new experiences faster than others and will adapt to the situation.

At this time, the daily timetable and program will be discussed, as well as routines and any special requirements for the child that may need to be accommodated. Families will be invited to phone and check on their child at any time if there are any concerns.

Part of this orientation visit is also to explain/collect the required documentation for the child (enrolment form, immunisation record, health care card if applicable and medicare number).

Educators will also discuss how best to help the child settle into preschool – with some parents choosing to gradually build up to a full day so the child is reassured that the parents will return to collect them. Educators will encourage parents to say goodbye when dropping off – and be reassured that if the child remains distressed over a period of time, that educators will contact them.

Families are able to stay as long as needed to reassure their child, but sometimes its easier for the educators to settle the child if the families come earlier on collection to spend time with their child – rather than do this at drop off time.

Families will be kept informed about how their child is settling in on collection and are welcome to discuss any aspects with the nominated supervisor or room leader at a convenient time. Information on the Walcha Preschool child orientation policy will be available in different languages when required.

A formal orientation and information evening will be held during January each year. Families are invited to come along to become familiar with the preschool service and educators.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	30/11/2016 – Minute No. 86/2016-2017 31/10/2018 Minute No. 68/2018-19
Staff Review	4/11/2019
Nominated Supervisor	
Management Committee Representative:	

Governance and Management Policy (Formally Walcha Preschool Advisory Committee) – NQA7

Aims

Walcha Preschool is managed efficiently and effectively by the Walcha Council.

Responsibilities

In accordance with the provisions of Section 355 of the Local Government Act, 1993 and the Local Government (Meetings) Regulation 1993, the Walcha Preschool Advisory Committee's role will be to advise Council on policy matters, strategic issues and other matters relating to the management of Walcha Preschool as Walcha Council may from time to time determine.

The day to day management of the preschool is the responsibility of the nominated supervisor.

Membership of the Committee

The Walcha Preschool Advisory Committee will consist of:

- Chairman – Walcha Councillor
- Secretary –Community Services Manager – Walcha Council
- 4 or 5 parent / citizen representatives
- Nominated supervisor
- Early Intervention Teacher is invited to attend

Any 4 members constitute a quorum.

Walcha Preschool Advisory Committee Meetings

Walcha Preschool Advisory Committee meetings will be held at least once per term, and more often if necessary.

Meetings will follow the following agenda format:

- Present
- Apologies
- Minutes of previous meeting
- Declaration of Interests
- Business arising from minutes
- Subcommittee reports
- Correspondence
- Nominated supervisor's report
- Treasurer's report
- General business
- Date of next meeting

Conflicts of interest

Walcha Preschool Advisory Committee members are to avoid actual or perceived conflicts of interest. A conflict of interest may arise where a reasonable and informed person would perceive that you could be influenced by a private interest. A committee member who has an actual or possible conflict of interest must declare it when discussion of the issue first arises. The person affected will be asked to leave the room and take no part in the discussion.

Due diligence

Due diligence is an important principle of management. It requires that all members of the Walcha Preschool Advisory Committee take reasonable steps to be well informed about matters they make decisions on, and that they take reasonable care in making those decisions. The committee may be found to have breached their duty of care if they do not show due diligence in decision making.

Walcha Preschool Advisory Committee members are expected to read discussion papers, reports, and policies, and to place the best interest of the children and families who use the Preschool first in all decision making.

Role of the Chairman

Responsibilities of the Chairman include:

- Noting issues for the next agenda, in conjunction with the Secretary and Nominated supervisor
- Prioritising agenda items
- Leading the meeting through the agenda, keeping discussion relevant and decision making clear
- Acting as the spokesperson for the Committee in public forums
- Signing the minutes after they have been confirmed as an accurate record of the previous meeting
- Meetings are run in accordance with the Local Government (General) Regulation 2005.

Financial role of Walcha Council

Financial responsibilities include:

- Preparing a statement of income and expenditure to the Community Services Manager
- Overseeing all payments
- Ensuring that adequate records are kept of all receipts and payments
- Assisting in the preparation of the budget each year, and that expenditure is within the budget
- Assisting in the preparation of the funding acquittals where necessary.

Role of the Manager Community Services

The Manager Community Services is responsible for ensuring that the records of the preschool are maintained to a level that meets all funding and licensing requirements.

Responsibilities include:

- Giving notice to all Walcha Preschool Advisory Committee members at least 7 days before each meeting under normal circumstances. Meetings may be called with less notice under exceptional circumstances.
- Calling meetings and giving notices as described in the Local Government (General) Regulation 2005
- Completing the annual preschool census.
- Assisting with the preparation of the budget.
- Meeting the requirements of the funding agreement.
- Distributing minutes to the advisory committee before or at each meeting
- Replying to correspondence
- Meeting the all reporting requirements and due dates.

Role of the Nominated Supervisor in relation to committee meetings

The nominated supervisor is responsible for:

- Providing a report to the Walcha Preschool Advisory Committee
- Attending Walcha Preschool Advisory Committee meetings

Role of the Administration Officer in relation to committee meetings

The administration officer is responsible for:

- Attending Walcha Preschool Advisory Committee meetings at the discretion of the nominated supervisor
- Maintaining enrolments and files for children and staff

Nomination of Parent Representatives

Nominations for parent representatives on the Walcha Preschool Advisory Committee are called for annually. The Walcha Preschool Advisory Committee comprises of four or five parent representatives and Walcha Council representatives. Representatives are elected for a two year term, with half that number changing each year. Nominations are called for in term 1 each year. The outgoing committee will encourage nominations for committee membership from people with a range of cultural backgrounds and areas of interest.

Nominations will be made in writing, signed by 2 preschool families and accompanied by the written consent of the nominee. Nominations will be called for in a Newsletter and must be received at Preschool or Council by 28th February each year. Nominees will receive a copy of this policy.

These nominations are then considered at a Walcha Council meeting. The representatives are chosen, and they are formally notified of their appointment.

Confidentiality

From time to time Walcha Preschool Advisory Committee members will become aware of personal information regarding a child, family, staff or committee member. This information is to be kept confidential.

Chairing

Meetings are usually chaired by the Council representative. In the event of their absence, the committee will elect a substitute chairperson.

Recommendation making

In general, decision making will be made through discussion and consensus. When agreement has been reached on the action the committee wishes to undertake, a motion will be put to the meeting. The chairman should record the exact wording of the motion, and then read it back to the meeting to ensure it accurately reflects the committee's decision. The motion should then be moved and seconded, and recorded in the minutes as being accepted.

If there is not general agreement, a more formal procedure should be followed:

- The item is put on the agenda
- There is general discussion of the matter, and the chair ensures that everyone has the opportunity to have a say
- When the various points of view have been put forward, the chair may wish to make a brief "Round Robin" of the committee, so that each member has input.
- The chair should then ask for a motion.
- The motion and the name of the person moving it are recorded.
- The chair asks for a seconder. The name of the seconder is recorded.
- The chair reads the motion back to the meeting and asks for all in favour, against, and abstentions.
- If necessary, the chair has the casting vote.
- The majority vote is successful.
- The chair repeats the decision reached back to the committee.

Subscriptions

The Walcha Council will maintain memberships and subscriptions that enhance the services delivered to children and families.

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Date Adopted	30/11/2016	Minute No. 86/2016-2017
	31/10/2018	Minute No. 2018-19
Staff review	4/11/2019	
Nominated Supervisor		
Management Representative:	Committee	

Administering Medications Policy – NQA2

Aim

Walcha Preschool will facilitate effective care and health management of children who are taking medications for health problems, prevention and management of acute episodes of illness or medical emergencies by safely administering medication in compliance with the Regulation.

Related Policies

Accident and Illness and Emergency Treatment Policy

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

- Children
- Educators
- Families
- Management
- Visitors

Implementation

To facilitate effective care and health management of children who are taking medication for a health problem, prevention and management of acute episodes of illness or medical emergencies requiring administration of medication, Walcha Preschool will:

Administered medication to a child only from its original packaging. Prescribed medications must only be administered to the child for whom it has been prescribed, from a container bearing a pharmacy label showing the child’s name, and a current use by date, in accordance with any doctor’s instructions relating to the administration.

Families must provide a summary of the child's health, medications, allergies to medication or other substances, the doctor's name, address and phone number, and a First Aid Management Plan approved by their doctor if relevant, following enrolment and prior to the child starting in the service or once a diagnosis has been made.

Medication is only administered to a child enrolled at Walcha Preschool with the written permission and signature of the child's parent or legal guardian.

If an educator feels doubt about the safety of administering any medication or treatment, the educator should not administer the medication or treatment and refer the matter to the Nominated Supervisor/Co-ordinator and seek advice from the parent, doctor, or the local Public Health Unit.

Before administering medication, check that the instructions on the Medication Authority Form are consistent with both the doctor's instructions and the name and instructions on the label. If there is any doubt or inconsistency, the educator or Nominated Supervisor should check with the doctor or pharmacist, and advise the parent if it is considered the medication should not be administered.

The educator who is administering the medication has another educator available to check the medication and dosage. They must complete a Medication Authority Form and advise parents of any child to whom medication has been given the following:

- name of the medication,
- date, time, and dosage of administration,
- name of the person who administered the medication,
- name of the person who checked the medication

A Medication Authority Form is completed and signed for every child and for each medication.

Keep the Medical Authority Form in a secure and confidential file. Health records are required to be kept for a minimum of 6 years or in the case of a child until the child turns 24 years old.

An individual medication history form is completed, filed and updated accordingly.

Advise parents and families that the administration of homeopathic, naturopathic, over-the-counter or non-prescribed medications (including cold preparations and paracetamol) also needs to meet minimum legislative requirements and these guidelines include providing a Medication Authority Form, written instructions and dosage from a health professional prescribing or dispensing the medication. Do not give any unidentifiable medicine, or medicine that doesn't meet the above guidelines.

Be aware that homeopathic, naturopathic, herbal and over-the-counter medications also have adverse effects and risks.

Be aware that antibiotic resistance is an emerging problem for children in child care, and educators administering antibiotics should ensure that they are administered according to instructions and until the course is completed.

If any medical or first aid information, instructions or medication labels are written in a language other than English, ask the family to obtain an English version from their doctor or pharmacist.

In the case of medication being required in an emergency without prior consent, ensure every attempt is made to secure consent from the child's parent or legal guardian, or from a registered medical practitioner. In any emergency, if there is no immediate access to a parent, nominated responsible person, doctor, dentist or hospital call the ambulance service on 000.

Advise parents who leave medication to be administered without meeting the conditions of the relevant legislation and these guidelines that the medications will not be administered, and medication prescribed for one child will not be administered to a sibling or another child.

Be informed of any child enrolled who has a chronic health problem such as asthma, epilepsy, diabetes, severe allergy, food allergy or anaphylaxis, requires ongoing medication, or might require emergency medication, treatment or first aid. The family will need to provide a emergency action plan from their doctor.

Medication is securely stored away from access by children. Medication that requires refrigeration (e.g. eye drops, antibiotics, syrups) should be refrigerated and stored in a container away from the children.

If any emergency arises where there is doubt or concerns about the child's safety, the educator must act in the best interests of the child's safety and health, by contacting the family, a doctor, the nominated supervisor, or call 000 for an ambulance. If an ambulance is called, the child's family is responsible for payment of the cost of the transport.

Ensure all medication, emergency treatment and medical management policies are consistent with what is required by the relevant legislation, these guidelines and by Walcha Preschool's public liability insurance policy.

Educators will at times out of necessity need to administer a child with medication. At such a time, the following will occur:

- educators will not administer medication to a child unless prescribed by a medical practitioner. Over-the-counter drugs will be not given to a child unless accompanied by a medical certificate stating the child's name, the required dosage and the length of time the medication is to be administered.
- No medication will be given to a child unless in the original container.
- Two educators (with first aid certificates) at all times will check the medication and dosage before it is given to a child and sign the Medical Authority Form.

Short Term Medications

This term applies to medication that is only given for a short period of time, for example antibiotics. Family members are to complete a Medication Authority Form upon request the medication be given. This form should include:

- The child's name.
- Identification of medication.
- Purpose of Medication.
- Required dosage of medication.

- This will be completed each day that a child receives the medication.

Long Term Medications

This term applied when medications need to be administered to children over a long period of time e.g. asthma medication. A child’s parent/caregiver is required to complete a Long Term Medication Authority Form when first requesting the medication to be given to the child.

This form must be accompanied by a letter from a Medical Practitioner which outlines:

- The condition being treated.
- The purpose of the medication.
- Instructions on its administration.
- Side effects to look out for.
- An outline of the emergency care plan if needed.

This form must be renewed each time the doctor changes the management plan.

A communication plan should be completed for any long term medication.

Any Medication Authority form will be kept in a secure and confidential file until the child turns 24 years of age.

In the situation where there is a disagreement within the family about a child taking a certain medication, (including between custodial and non-custodial relatives), medication will be given as per the doctors prescription, until a court order is produced stating that the medication should be stopped.

No medication will be given out if these guidelines are not followed.

Relevant Legislation and Key Resources

- Education and Care Services National Regulations
- Children (Education and Care Services) National Law (NSW) No 104a
- Children (Education and Care Services) Supplementary Provisions Act 2011
- Children (Education and Care Services) Supplementary Provisions Regulations 2012
- National Quality Framework
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in Child Care, 5th edition.

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	27/5/2015	Minute No. 201/2014-15
	13/12/2017	Minute No. 95/2017-18
Date of Staff Review	16/10/2019	

Nominated Supervisor	
Management Representative:	Committee

Sun Protection Policy - NQA2 & NQA7

Background

Australia has the highest rate of skin cancer in the world. Research has indicated that young children and babies have sensitive skin that places them at particular risk of sunburn and skin damage. Exposure during the first 15 years of life can greatly increase the risk of developing skin cancer in later life. Preschool plays a major role in minimising a child’s UV exposure, as children attend during times when UV radiation levels are highest.

Aim

This sun protection policy has been developed to protect all children and educators from the harmful effects of ultraviolet (UV) radiation from the sun.

Our sun protection strategies are:

Outdoor Activities

All adults and children will use a combination of sun protection measures whenever UV Index levels reach 3 and above. This will include:

- Terms 1 and 4, parents will be encouraged to apply sun screen to their child in the morning on arrival.
- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- From April to September outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and play sessions.

Shade

All outdoor activities will be planned to occur in shaded areas. Play activities will be moved throughout the day to take advantage of shade patterns.

Staff and educators will provide and maintain adequate shade. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning additional shade requirements. Children will be encouraged to play in the shade.

Hats

Adults and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is a:

- Legionnaire hat
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm)
- Broad-brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore will not be worn.

Children attending Walcha Preschool are provided with a broad-brimmed hat to be worn when outside.

Clothing

When outdoors, adults and children are required to wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose-fitting shirts and dresses with sleeves and collars or covered neckline
- Longer-style skirts, shorts and trousers.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and are therefore not recommended.

Sunscreen

All adults and children will apply SPF30+ (minimum protection) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapplied at intervals according to the recommendation on the bottle. Sunscreen is stored in a cool, dry place and the use-by date monitored.

Role Modelling

Staff and carers will act as role models by:

- Wearing sun safe hat, clothing and Australian Standard 1067 sunglasses (optional)
- Applying SPF30+ (minimum protection) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- Using and promoting shade whenever possible.

Families and visitors are encouraged to use sun protective measures when participating in and attending outdoor activities.

Information

Children and their families will learn about sun protection. Sun protection information will be regularly communicated through newsletters, meetings and notice boards. The sun protection policy (including updates) will be provided to all staff and carers. Further information is available from the Cancer Council website www.cancercouncil.com.au/sunsmart. Parents will be informed of this sun protection policy (including hat, clothing and sunscreen requirements) and encouraged to practise SunSmart behaviours at all times.

Review

Management and staff should regularly monitor and review the effectiveness of the sun protection policy. A sun protection policy must be submitted every two years to the Cancer Council for review to ensure continued best practice. Refer to the Cancer Council's guidelines and website www.cancercouncil.com.au/sunsmart for further information.

Date Adopted	31/7/2013	Minute No. 19/2013-14
	01/06/2016	Minute No. 183/2015-16

	31/10/2018	Minute No. 64/2018-19
Staff review	16/10/2019	
Nominated Supervisor		
Management Committee Representative:		

Water Safety Policy – NOA 2

The safety and supervision of children in and around water is of the highest priority. Whilst water hazards at our services are kept to a minimum, we acknowledge that buckets, water troughs, sinks, drains and toilets can all be hazardous for children and diligent supervision is required.

Aims

The preschool has a responsibility to protect the health, safety and wellbeing of each child at all times. Drowning is the leading cause of death for children aged 1-4 years in Australia. While most drowning occurs in backyard swimming pools, it is important to be aware that children can drown in as little as 6cm of water.

Strategies – How will it be done?

Water Safety

- Children will be supervised at all times in and around any body of water including water troughs, toilets and water play equipment.
- A risk assessment will be conducted prior to any excursion taking place. Particular attention will be focused upon water safety where the excursion is near a body of water.
- The thermostat on the hot water system is set to a medium temperature so children are not able to scald themselves when washing hands.
- Children requiring bathing will be bathed using a washcloth and warm water rather than immersed in a bath.
- Educators are not permitted to consume hot drinks in any area accessible to children.

Water Hygiene

- Water for pets at the preschool will be changed regularly and not accessible to children unless supervised by an adult.
- Water containers of any sort will be emptied and covered when not in use.

Roles and Responsibilities

Role	Authority/responsibility for
Approved Provider	<ul style="list-style-type: none"> • The preschool operates in line with the Education and Care Services National Regulations 2011.
Nominated Supervisor	<ul style="list-style-type: none"> • Children are adequately supervised, are not subject to inappropriate discipline, and are protected from harm and hazards. • Provide supervision, guidance and advice to encourage adherence to policy at all times. • Risk assessments for excursions planned near water identify a higher staff to child ratio to ensure adequate supervision. • Ensure First Aid and CPR qualifications and requirements are

	<p>met at all times.</p> <ul style="list-style-type: none"> • Provide families with community messages regarding safe water practices.
Early Childhood Educators	<ul style="list-style-type: none"> • Embed water safety messages into the children’s education program. • Water troughs or containers for water play are filled to a safe level and emptied or covered securely after use. • Empty buckets used for cleaning immediately after use. No cleaning buckets are to be left in areas or accessible to children.
Families	<ul style="list-style-type: none"> • Reinforce water safety practice with children.

Monitoring, Evaluation and Review

This policy will be monitored for compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every year. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

Relevant Legislation, Guidelines, Standards and Frameworks

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- Work, Health and Safety Act 2011 and Regulations 2017 (NSW)
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	01/06/2016 Minute No. 183/2015-16 31/10/2018 Minute No. /2018-19
Staff review	16/10/2019
Nominated Supervisor	
Management Committee Representative:	

Confidentiality, Privacy, Dignity and Retention of Records Policy – NQA 7

Aim

Walcha Preschool recognises and respects the right of families and individuals to privacy, dignity, and confidentiality. Walcha Preschool will ensure that all records are kept in a secured area for the required period of time, as stated in the regulations.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Confidentiality

Confidentiality means the right of each child and their family to have all information about them remain private unless they expressly give their permission to the preschool to share the information. From time to time, staff and committee members will become aware of personal information regarding a child or family. This information is to be kept confidential.

This means that people do not discuss details of a family's situation, or other information that may identify a family, with any person outside the preschool without the Nominated Supervisor's or General Manager's approval.

Where this approval is given, the information given is to be on a "need to know" basis, ie only the information that is directly relevant to the situation. In making a decision regarding disclosure of information, the Nominated Supervisor will seek the family's permission, except where child protection is the issue. In child protection issues, disclosure is in accordance with the mandatory reporting procedures. Breaches of confidentiality will lead to disciplinary action.

Privacy

Privacy means the right of each child and their family to have other people respect all aspects of their personal life. In practice, this means that services will be provided in a non-intrusive manner.

Dignity

Dignity means the right of each child to be treated as a worthwhile person who has a right to be heard and valued. The dignity of each child will be respected at all times. In particular, it is unacceptable for a worker to refer to children in slang terms; to mock the physical or intellectual differences of children; or to in any other way degrade or devalue children. Such behaviour is serious staff misconduct and would be dealt with as such.

Media, publicity and Facebook

Educators are not permitted to make comments to the media about the preschool without prior permission from the General Manager of Walcha Council. Any images used of children for media and publicity purposes must be respectful of the children, their rights, and their dignity.

Images of individual children will not be posted on the preschool Facebook page.

A permission form is included with the enrolment application in which the family can give permission for images of their children to be published in the media or on the Facebook page. Giving this permission is voluntary.

Retention of Preschool Records

Practices

The ensure that all records are kept in a safe and secured area for the required period of time specified by the regulatory authority the preschool will ensure that:

- Parents can obtain copies of their child’s developmental records within 12 months of their child leaving the Preschool.
- Financial and administration records are to be kept for seven (7) years – including funding.
- Minutes are kept for the life of the preschool’s operation.
- All records must be kept up to date and in a safe and secure area and where they can be obtained in one working week after the approved provider receives the direction.

Records are confidential and are only available to:

- The approved provider
- The nominated supervisor
- A member of staff authorised to access the records
- An authorised officer
- A person authorised by the law
- A parent of the child.

Inspection of records

Families may ask the authorised supervisor for access to their file at any time. If a family believes that information held about them is incomplete, incorrect out of date, or misleading, they should raise this with the nominated supervisor. Wherever possible, the nominated supervisor will correct the information. If the nominated supervisor does not agree to this, the family has the right to add notes to the file pointing out the items that they do not agree with. If they are unsatisfied with this, they should access the grievance procedure.

As per the regulation, the following records must be kept:

Reason	Record	Retention Period
If the record relates to an incident, illness, injury or trauma suffered by a child while at preschool	Accident/illness form Accident/illness register Medication form/plans Serious Incident, Injury, Trauma and Acute Illness Report Form	Until the child is aged twenty five (25) years
If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred while at preschool	Accident/illness form Accident/illness register Medication form/plans O,H and S Serious Incident, Injury, Trauma and Acute Illness Report Form	Until the child is aged twenty five (25) years
If the record relates to the death of a child while at preschool or that may have occurred as a result of an incident while at preschool	Accident/illness form Accident/illness register O,H and S Medication form/plans Serious Incident, Injury, Trauma and Acute Illness	Until the end of seven (7) years after the death of a child

	Report Form	
In the case of any other record relating to a child enrolled in the preschool	Child assessments: Developmental Summaries Individual objectives Copies of documentations Program Roll Sign in/out sheets Enrolment forms Medication form/plans Complaints Excursion permission forms O,H&S	Until the end of three (3) years after the date on which the child was at Preschool
If the record relates to the nominated supervisor or staff member of the Preschool	Staff details/file Record of access to ECT Record of educators working directly with the children Rosters Time sheets Qualifications inc First Aid Accident/illness form O,H&S Serious Incident, Injury, Trauma and Acute Illness Report Form	Three (3) years after the last date on which the nominated supervisor or staff member of the Preschool provided care at the Preschool
In case of any other record	Service's compliance Visitor book Volunteer and students Risk assessments:- O,H&S Excursions Quality Improvement Plans Staff communication book Complaints	Service Compliance - Until the end of three (3) years after the Approved Provider operated the service Until the end of three (3) years after the date on which the record was made
If the record relates to the approved provider	Complaints Personal Information details	Three (3) years after the last date on which the approved Provider operated the Preschool

Staff Records

Time Records

All employees must records their actual arrival and departure times on the staff sign in and out sheet each day. Any leave should be noted on this sheet as well as the timesheet. In addition, all staff need to complete an employee timesheet each week, on which they note their working hours. The nominated supervisor's signature on the employee timesheet will certify that the hours written are correct.

Staff Files

A staff file will be kept by Walcha Council on each employee. It will include:

- Employee information form
- Staff orientation checklist
- Performance appraisals
- Record on leave entitlements
- Applications for leave of absence
- Applications for staff development
- Copy of any qualifications held
- Copy of First Aid Certificate
- Any disciplinary procedures undertaken
- Any other relevant information

Any employee can see the information held about them by Walcha Preschool & Walcha Council. If the employee believes that information held about them is incomplete, incorrect out of date, or misleading, they should raise this with the nominated supervisor. Wherever possible, the nominated supervisor will correct the information. If the nominated supervisor does not agree to this, the employee has the right to add notes to the file pointing out the items that they do not agree with. If they are unsatisfied with this, they should access the grievance procedure.

Files are not to be removed from the office. When not in use, files are to be kept in the filing cabinet and this is to be locked when the office is unattended.

Staff Recordkeeping Roles

The nominated supervisor is responsible for:

- Ensuring that all staff complete the staff sign in and out sheet as they come on and off duty.
- Maintaining records of daily and weekly programs.

The Administration Officer is responsible for:

- Maintaining children's files

The Community Services Manager is responsible for:

- Preparing information for government departments as required (such as budgets, fee subsidy information)
- Preparing agendas and minutes for staff meetings.

Relevant Legislation and Key Resources

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
 - Privacy and Personal Information Act 1998 (NSW)
 - The State Records Act 1998 (NSW)
 - National Childcare Accreditation Council www.ncac.gov.au
 - Information and Privacy Commissioner - www.ipc.nsw.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Date Adopted	30/11/2016	Minute No. 86/2016-17
	31/10/2018	Minute No. 68/2018-19
Staff review	16/10/2019	
Nominated Supervisor		
Management Committee Representative:		

Walcha Council Youth Advisory Committee Meeting



Held on

Tuesday, 3 December 2019

at

2:00pm

at

Walcha Central School Library

PRESENT:

Karen Kermode (Community Services Manager) Clr Rachael Wellings – Chairperson, Cassie McKenna – Library Services Officer, Thomas Micallef, Phoebe Fenwicke, Emily Ussher, Hamish Warden, Toby Crawford, Hannah Dunn, Anastasia Haling, Annabella Darcy, Sarah Morris, Chloe Swanton, Morgan Dunn.

IN ATTENDANCE:

Karen Barnes (Walcha Central School Youth Worker)

1. APOLOGIES: St Patricks Primary School are unable to attend todays meeting.

2. MINUTES OF PREVIOUS MEETING HELD 26 SEPTEMBER 2019:
Councillor Wellings started the meeting with an introduction.

Committee Minutes



3. BUSINESS ARISING

3.1 Youth Opportunities Grant – We were unsuccessful with our application. We hope to incorporate some of the ideas into our school holiday activity program.

4. GENERAL BUSINESS

4.1 Rural and Regional Youth Participation Grant

CSM explained what is planned. A twilight basketball skills and competition will held on Friday 20 December. Sandra Laurie will be running the basketball comp and she hopes to have some additional volunteers to run some skills training.

The Committee suggested extra activities that could be run for the youth that are waiting for the competition to start. They included:

- Jumping castle
- Laser tag
- Catapult
- Gumboot toss
- Archery
- Large scale board/outdoor games
- Finska
- Croquet
- Boules
- Bucking bull
- Uno competition
- Handball with yoga ball
- Sumo wrestling
- Food, drinks, icy poles

4.2 December 2019 School Holiday Program

Clr Wellings spoke about the upcoming school holiday program and what activities were offered. Flyers will be printed and distributed to the school to put in the children's bags. Posters for school libraries, advertising in Apsley Advocate & Walcha News, class meeting talks were also suggested as ways to get the information out.

4.3 Pool Party and Dive-In Movie planning

Clr Wellings asked the Ccommittee members about other games and activities they would like to see at the pool party. The suggestions were:

- Diving and bomb competition
- Lolly hunt
- Lucky dip
- Inflatable race – BYO inflatable
- Noodle raft building and race
- Swimming races



- Background music
- Dancing competition
- Sack race
- Pool sinker race
- Ping pong ball blowing

The Committee was asked what type of prizes they would like to have. The suggestions were:

- Skim balls (wahoo)
- Intersport vouchers
- Uno cards
- Inflatables
- General gift cards
- Vouchers for local shops – food outlets, servo, pizza shop, newsagency
- Walcha dollars

A BBQ dinner will be available and every child attending will receive a free paddle pop or other ice cream.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 2:40PM.



Item 12:

Delegate
Reports

Submitted to Council: 18 December 2019

..... General Manager Mayor

DAY 1

Welcome to Country Welcome to Penrith - Clr Ross Fowler OAM Mayor of Penrith gave a Global welcome. Have built a Council/library complex. Have refurbished main Library. Digital access. Have a Pop-up library whose use has caused more people get Library membership. Penrith great place. Bill observation - a number of new high-rise compartment buildings being constructed. Not a place for tourists. Clr Dallas Tout: President NSWPLA Conference themes: Smart, Engaged, Resilient. ACT Public Libraries have joined NSW Libraries. 300 delegates at the conference which can only be put on because of \$ of sponsors. Outreach symposium held day before on mobile libraries. ZONES working well. Lyn Mackim (secretary) retiring. Funds available for training of new librarians. Stats for 18/19 now out. Libraries cost LG \$23m and SG \$1.3m. The \$60m of new money was a-political- supported across the political spectrum. There are 173 Public Libraries across NSW. Dr John Vallance State Librarian's Address: Sydney born became Headmaster of Sydney Grammar School. Appointed to State Library. State Government has a Statutory responsibility for State Libraries (therefore \$). Stated that Libraries are not being built big enough. They provide freedom to read. Basic Principle is that citizens have free access. New strategy needed to bring in new people eg. Children library. (obviously others). 44% of NSW people are members of Libraries. Libraries now have powerful political support so Council will need to work to prove good spending of this money. (programs/buildings) S.G. Library spending will not go back BUT show achievements of the spending

AaT Vos, Creative Guide/Founder, Astros BV An Architect who Designs Libraries - Oslo Norway - People inhabit 3 places: 1. HOME ;2. WORK; 3. PUBLIC SPACE.

This third space is a challenge for Libraries; How to become the third place for ALL? All parts of all communities are changing; Shopping centres changing and so are libraries. Slides of many different Libraries from around the World (a USA one with no books, all computers. Another with Anti room chairs set up; Children areas. Our Public spaces effects how people live. Changing Libraries has the potential for serious, thoughtful Intervention for the common Public space in communities. (Public means free access essential) Why Libraries? They are out of the weather, supervised and are safe.

How to decide on the change? Don't just talked to Top people but all potential users. What do the possible users need? (space, furniture, equipment, presenters, debate, inspire.) Presented a brief overview of how Public spaces are changing. THIRD PLACE - A place to mix. Can own it. Problem needs money. this 3rd place should cater for all. How? Create engaging places for the people to come and own GREAT PRESENTATION: His technique was to question everything. Inspires to start developing our questions for Walcha's community space/Library/Council area. Dinner was the Councillor only session. This involved a report on the ongoing "renew our Libraries" campaign. A NSWPLA information booklet will be handed out. The emphasis is to show S.G. that the \$60m/y they are going to give out over the next 4 years will in many diverse ways improve Libraries and what they do. The \$60m is split up this way (in '000's): To local government- subsidies \$27,111,000. **Others** NSW.net \$2,000,000; Outback Letterbox Library \$200,000; Strategic Network Projects \$360,000; State Library Services \$808,000 **AND** A Grant Program \$6,000,000. This where we should concentrate and increase our efforts to obtain money for programs and infrastructure. Have proof of the benefits at the end of it.

Carline McLeod: Group Manager Library & History Services, Inner West Council Marrickville Library: 62 Years to the Third Place.

**Delegates Report – NSW Public Libraries Association Conference held at Penrith
on 20 – 21 November 2019**

Did not attend this session. Went to Penrith Library instead with Clr Wellings. The building is Vast but essential a standard Library: Good displays[small]; Sealed off Area[local studies]; Study area lower down[fully used]; Charges done by Machine[no staff, no sure how it worked]; Entrance[unimpressive, no obvious staff]; Outdoor area[sealed off]; Books set out well[recent returns, etc, vast numbers]; no comfort areas; entrance to complex huge but from a car park. Do not know what is on the other side of the building maybe main street.

DAY 2:

Kip Harkness, Deputy City Manager, City of San Jose.

"A Tale of two Cities? Libraries as Catalysts for Digital Inclusion. Libraries are in the third space. They have been in his whole life. As a child family moved to an isolated island. Books give a view to the world, Moved to the desert with the American Peace Corp to Chad. "Charity needs a recipient", Peace Corp has Libraries. Learned languages and agriculture while in Chad. San Jose City has a population 40% born outside the USA working there. It is a smart City with a close connection to Libraries. The City is now moving from 4G to 5G. connectivity. This needs more towers but with a benefit total digital inclusion. Cluster driven development. As Deputy City Manager with the recent fires in California Tip had to organise the control room and his pick to "man" it was Librarians. One was subsequently promoted.

Use library to teach English? Libraries can have books in all languages and can be a place to teach/learn them. However, computer language is the language of the future/now. Sensors in cars do not translate their signals into words. While computer use is exponentially increasing, concurrent with this they are in a virtual privacy Laboratory. A modern watch could know more us than our mother!!

His Mantra: What should the world be, "Not as it is". So what do we do at Walcha? Dream!! What is wanted for Walcha,. How to get there? As an example, "Flurry" Program to get fit. Start on Lunch - salad for a week. This starts small to get a big result. Kip lost 19Kgs of fat. To achieve the Dream is to HAVE. BE. and DO. It should be Exciting/Achievable/Important to you. Commit to a Daily Win that is pointing toward your dream; No matter How Small, Do it; For 14 Days , with a helper who holds ensures Accountability. CONSTANT QUESTIONING!!!

Speaker : Revolve and Evolve - The World of Libraries Katherine O'Regan, Executive Director, Cities Leadership Institute. This speaker was good at talking so the message that Libraries must revolve and evolve was lost in the verbiage. No clear idea or message. Smart Cities require and must make a place for Libraries. But what sort of Libraries was not clear to me. Australia urbanised where 9 out of 10 people in cities. Claimed 80% of money in the city...?? City people maybe do care who provides a service like Libraries BUT more importantly that the service like Libraries is there. (?? - work that out).

Libraries should know Who they are servicing. Evolve the service to suit. Know your assets both personal and structural. Develop Leadership and Partnership with as many as possible How? Regardless this not an end in itself. Libraries should be use to solving problems. London has a Library for business only.

**Delegates Report – NSW Public Libraries Association Conference held at Penrith
on 20 – 21 November 2019**

Panel Discussion: Mixed Reality: Libraries Building Resilience Through AR & VR Technology. Not my scene, do not go. Janelle Nisbet, Managing Director, Progress Training Systems. Groundhog Day & Resilience - Who Knew They Were Connected? Did not attend this presentation

Benjamin Law, Author and journalist. I thought lady doing the interviewing's head would fall off, she nodded that much. All he told us was his life history, which he has written about. Amy Heap - sums the day's events; available on the NSWPLA website Conference Dinner -

DAY 3

NSWPLA Annual General Meeting

President's Report: Success of funding increase; Warning not to decrease Council's Library spending; next stage indexation; Strategic Plans may grow to include regions; ACT Libraries have now joined NSWPLA. Also a member of APLA (Federal Library association)

Strategic Plan 2 areas: Identity and Advocacy.

Across the State report on Libraries and Communities under these headings: Buildings and Mobile Libraries; Collaborations; Outreach Services; Partnerships

Financial Report on website (Money OK).

General Business: Move to abolish fee and fines across the State [We have done this]

Motion to ask S.G. to introduce Libraries after Dark in NSW (Following Vic. - extra money to stay open) was defeated.

The next NSWPLA Annual Conference is in Albury, 18-20 November 2020.

THANKS: to Council to allowing Clr Rachael Wellings; Madison Garrad, Cassie McKenna and myself to attend with the speakers and the information obtained vital for our Library's future. The two key speakers were both excellent and edifying. Worth the effort to hear them.