



BUSINESS PAPER  
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 27 April 2016

**2:00pm**

at

Walcha Council Chambers

Members:

Mayor – Councillor Janelle Archdale  
Deputy Mayor – Councillor Scott Schmutter  
Councillor Kevin Ferrier  
Councillor Bill Heazlett  
Councillor Lloyd Levingston  
Councillor Clint Lyon  
Councillor Robert Thomson  
Councillor Maria Woods

Quorum – 5 Members to be Present

WO/2016/00620

AGENDA

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



Dear Mayor and Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 27 April 2016** commencing at **2:00pm**.

Yours sincerely

Jack O'Hara  
GENERAL MANAGER

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



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

9. Management Review Report WO/2016/00607

10. Committee Reports

10.1 Minutes of the Walcha Traffic Committee Meeting held on Wednesday, 30 March 2016 at Council Chambers, Hamilton Street, Walcha.  
WO/2016/00476

11. Delegate Reports

- 11.1 Minutes of the New England Transport Forum held on Wednesday, 10 February 2016 at Moore Park Inn, Armidale. WI/2016/02002
- 11.2 Minutes of the Meals on Wheels Meeting held on Thursday, 10 March 2016 at Guyra Home & Community Care. WI/2016/02003
- 11.3 Minutes of the Namoi Councils Joint Organisations Meeting held at Narrabri Shire Council Chambers on Thursday, 7 April 2016 WI/2016/01895

12. Committee of the Whole

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

Resolution to move into Open Council.

Resolution to adopt Committee of the Whole Report and Recommendations.

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



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**Present:**

**Apologies:**

**Confirmation of the Ordinary Meeting Minutes held on Wednesday, 30 March 2016:**

**Confirmation of the Extra Ordinary Meeting Minutes held on Thursday, 7 April 2016:**

**Matters arising from the Ordinary Meeting held on Wednesday, 30 March 2016:**

**Matters arising from the Extra Ordinary Meeting held on Thursday, 7 April 2016:**

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 30 March 2016

at

3:05pm

at

Walcha Council Chambers

**PRESENT:** Clr JM Archdale (Chairman) Mayor together with Councillors WJ Heazlett, L Levingston, CM Lyon, SJ Schmutter, RS Thomson and MJ Woods.

**IN ATTENDANCE:** Mr JG O'Hara, General Manager and Mr R Ranjit, Director – Engineering Services.

### **1. APOLOGIES:**

115 **RESOLVED** on the Motion of Councillors Heazlett and Thomson that the apology received from Clr Ferrier, being away on leave, and the apology received from Clr Schmutter being LATE due to work commitments be **ACCEPTED**. Clr Schmutter subsequently arrived at the Meeting at 3:45pm.

MINUTES



**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 17 FEBRUARY 2016:**

116 **RESOLVED** on the Motion of Councillors Levingston and Heazlett that the Minutes of the Ordinary Meeting held on Wednesday, 17 February 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

**3. BUSINESS ARISING**

Nil.

**4. DECLARATIONS OF INTEREST**

**Item: Late Report 1: Town Water Supply Proposal**

**WO/2016/00382**

Clr Woods declared a pecuniary interest due to her in-laws being the owners of one of the subject properties.

**Item: Committee of the Whole Item: 2.2: Review of Assistance to General Practitioners Policy – Requested by Dr Genevieve Freer WINT/2016/00701**

Clr Archdale declared a non-serious non-pecuniary interest in this matter due to her husband has an interest the real estate business that previously rented premises to the Doctor.

**5. MAYORAL MINUTE**

117 **RESOLVED** on the Motion of Councillor Archdale that the Mayoral Minute below, be **ADOPTED**.

Councillors it is with frustration that I present this Mayoral Minute to you today. The process of Local Government Reform has given this Council the opportunity to consider, assess, implement and achieve. Sadly the point of the reform process appears to have become reactive and is doing little to gain the confidence of councils and communities across the state.

The predatory nature of councils putting forward alternate merger proposals, the fact that Councillors and General Managers must now put forward an Expression of Interest in being involved in a merged council transition process prior to the announcement of mergers is confusing to say the least. These latest developments have the ability to pit council against council and councillors against councillors, however we must put our frustration to the side and follow due process to ensure the very best possible outcome for our community.

The Armidale Dumaresq Council instigated proposal to merge Guyra, Uralla and Walcha defies belief and it is just one of around 10 that has been accepted by the Office of Local Government and is to be run concurrently with the Government merger proposals, though with a much tighter time frame.





Greg Wright has been appointed as the Delegate to the Armidale proposal and the Walcha Public Inquiry will be held on Thursday, 7 April at 2pm, written submissions will close on Friday 15 April.

Today again, we will workshop our written proposal to this merger and again, we will be asking our community to show up and write in. The time, money and drain on resources this has cost Walcha Council and community is of great concern. Effectively we have been taken away from being able to commit 100% of our time to this community and when the i's were dotted and the t's crossed for the Tamworth Walcha proposal I was relieved that we could now get on with business. The Armidale proposal has certainly ensured that this has not happened. The Walcha community has made its feelings very clear through public meetings, submissions and council surveys that it is not remotely interested in a merger involving Armidale. In our submission addressing the Armidale Merger proposal it is vital that we convey the feelings of our community in the strongest possible terms.

**6. SENIOR OFFICERS REPORT**

118 **RESOLVED** on the Motion of Councillors Heazlett and Thomson that the Senior Officers' Reports be **RECEIVED** for further consideration.

119 **RESOLVED** on the Motion of Councillors Levingston and Heazlett that the Order of Business be amended and that the Late Report: Town Water Supply Proposal be considered first.

**Late Report:**

**1. Town Water Supply Proposal**

**WO/2016/00382**

Clr Woods left the Meeting and took no part in the debate.

It was **MOVED** Councillor Lyon **Seconded** Clr Levingston that Council write to the Hon Barnaby Joyce MP, Kevin Anderson MP and Kevin Humphries MP acknowledging their offers of support for the construction of a dam on the Apsley River **FURTHER THAT** request the financial support to carry out investigations of the dam on the Apsley River and also the brief to include the possible use of the Tia and McDonald Rivers in low flow periods.

Clr Heazlett **FORESHADOWED** a Motion that Council write to the Hon Barnaby Joyce MP, Kevin Anderson MP and Kevin Humphries MP acknowledging their offers of support for the construction of a dam on the Apsley River **FURTHER THAT** request the financial support to carry out investigations for this project.

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



**6.1 Delivery Program Six Monthly Review 2013/2014 - 2016/2017 as at December 2015 WO/2016/00403**

121 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that in accordance with the provisions of the Local Government Act 1993, Council **ADOPT** the Delivery Program 2013/2014 – 2016/2017 December 2015 six monthly review.

**6.2 Request for Leave of Absence by Councillor Woods WO/2016/00361**

122 **RESOLVED** on the Motion of Councillors Lyon and Levingston that Council approve Councillor Woods request for leave of absence for May, June and July 2016 Meetings.

**Afternoon Tea**

Afternoon tea was held at 3:30pm and resumed the Meeting. Councillor Schmutter subsequently arrived during afternoon tea. Council resumed the Meeting at 4:00pm.

**6.3 Concerns about the New Emergency Services Property Levy WO/2016/00364**

123 **RESOLVED** on the Motion of Councillors Lyon and Schmutter that Council write to the NSW Treasurer and the Minister for Emergency Services advising of Council’s concerns about the proposed operation of the Emergency Services Property Levy.

**6.4 Timber Bridges Update WO/2016/00311**

The Report was **NOTED** by Council.

**6.5 Request for Assistance with Legal Costs for Cowra Shire Council WO/2016/00343**

124 **RESOLVED** on the Motion of Councillors Schmutter and Heazlett that Council agree in principle to contribute to the Cowra Shire Council’s legal costs as requested by Local Government NSW once the matter is resolved and the costs of the proceedings have been determined.

**6.6 Regional Roads Working Group Meeting Update WO/2016/00327**

The Report was **NOTED** by Council.





**6.7 Committee of the Whole Referral – Walcha Preschool Advisory Committee Membership Nominations** **Wo/2016/00331**

125 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of “Preschool Advisory Committee Membership” be referred to be discussed in Committee of the Whole for the reason that it relates to personnel matters concerning particular individuals (other than Councillors).

**6.8 Committee of the Whole Referral – Request by Dr Genevieve Greer to Review Assistance to General Practitioners Policy** **WO/2016/00385**

126 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of “Request by Dr Freer to review assistance to General Practitioners Policy” be referred to be discussed in Committee of the Whole 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.

**COMMITTEE OF THE WHOLE**

127 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that Council move into Committee of the Whole and that the press and public be excluded from the entire proceedings of the Meeting of the Committee of the Whole for the reason that it relates to personnel matters concerning particular individuals (other than Councillors) AND 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.

128 The Meeting resumed in **OPEN** Council on the Motion of Councillors Levingston and Heazlett.

The Mayor reported whilst in Committee of the Whole 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.

**2.1 Walcha Preschool Advisory Committee Membership Nominations** **WO/2016/00329**

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Schmutter that Council amend the structure of the Preschool Advisory Committee to include an additional parent/citizen representative **FURTHER THAT** both



applicants, being Rachael Wellings and Amber Poflowski, be elected to the Preschool Advisory Committee.

**2.2 Review of Assistance to General Practitioners Policy – Request by Dr Genevieve Freer WINT/2016/00701**

The Committee **RECOMMENDED** on the Motion of Councillors Woods and Lyon that Council reaffirm its policy of offering assistance to General Practitioners that have Visiting Medical Officer rights at the Walcha Multi Purpose Service.

Councillor Heazlett recorded his **VOTE AGAINST** this **MOTION**.

**ADOPTION OF COMMITTEE OF THE WHOLE**

**2.1 Walcha Preschool Advisory Committee Membership Nominations  
WO/2016/00329**

129 **RESOLVED** on the Motion of Councillors Schmutter and Levingston that Council amend the structure of the Preschool Advisory Committee to include an additional parent/citizen representative **FURTHER THAT** both applicants, being Rachael Wellings and Amber Poflowski, be elected to the Preschool Advisory Committee.

**2.2 Review of Assistance to General Practitioners Policy – Request by Dr Genevieve Freer WINT/2016/00701**

130 **RESOLVED** on the Motion of Councillors Lyon and Thomson that Council reaffirm its policy of offering assistance to General Practitioners that have Visiting Medical Officer rights at the Walcha Multi Purpose Service.

Councillor Heazlett recorded his **VOTE AGAINST** this **MOTION**.

**7. NOTICE OF MOTION**

**7.1 Notice of Motion – Withdraw from New England Group of Councils (NEGOC) WO/2016/00391**

131 **RESOLVED** on the Motion of Councillors Schmutter and Levingston that Council immediately withdraw its associate membership from the New England Group of Councils.

Councillors Woods, Lyon and Heazlett recorded their vote **AGAINST** this **Motion**.



**8. MATTERS OF URGENCY**

Clr Thomson raised a matter of urgency regarding Expression of Interest in the Craft Shop Building.

132 **RESOLVED** on the Motion of Councillors Thomson and Lyon that it be considered as a matter of urgency and was therefore declared by the Mayor.

133 **RESOLVED** on the Motion of Councillors Thomson and Heazlett that the matter be referred to Committee of the Whole due to the reason that it relates to commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it.

**COMMITTEE OF THE WHOLE**

134 **RESOLVED** on the Motion of Councillors Thomson and Heazlett that Council move into Committee of the Whole and that the press and public be excluded from the entire proceedings of the Meeting of the Committee of the Whole for the reason that it relates to commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it.

The Mayor, Clr Archdale declared an interest in this matter as her husband has an interest in a real estate business in Walcha who is handling the sale of these premises.

135 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Levingston.

The Mayor reported whilst in Committee of the Whole 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.

◆ Expression of Interest in Craft Shop Building

Clr Archdale declared an interest in this matter and left the Meeting. Clr Schmutter, Deputy Mayor, assumed the Chair.

It was **MOVED** Councillor Thomson **Seconded** Councillor Lyon that Council express an interest in the purchase of the Craft Shop building.

An **AMENDMENT** was **MOVED** Councillor Lyon **Seconded** Councillor Levingston that Council express an interest in the purchase of all the properties recently advertised.



Clr Woods **FORESHADOWED** a **Motion** that the General Manager be requested to prepare a detailed report on the Expression of Interest process to be presented to the next Council Meeting.

The **AMENDMENT** was put to the **VOTE** and **CARRIED** and then became the **Substantive Motion**.

The **Substantive Motion** was put to the **VOTE** and was **CARRIED**.

**ADOPTION OF COMMITTEE OF THE WHOLE**

136 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that the Report and Recommendations of the Meeting of the Walcha Council Committee of the Whole held on Wednesday, 30 March 2016 be **ADOPTED** by Council.

The Mayor returned to the Chambers and was informed of the decision. The Mayor then resumed the Chair.

**8. MATTERS OF URGENCY**

The Mayor raised a matter of urgency being the Expressions of Interest letter from Minister of Local Government regarding interim governance arrangements for merging Councils.

It was **MOVED** Councillors Schmutter **Seconded** Heazlett that Council write to the Minister for Local Government through the Local Member expressing our concern about the process and the removal of the community democratic right to elect local representatives.

137 On being put to the **VOTE** the **Motion** was **CARRIED**.

Councillor Lyon raised a matter of urgency being Shooting in National Parks and State Forests.

138 **RESOLVED** on the Motion of Councillors Lyon and Schmutter that the matter of shooting in National Parks and State Forests be considered as a matter of urgency.

It was **MOVED** Councillor Lyon **Seconded** Levingston that Council write to the Minister for the Environment, Heritage and Assistant Minister for Planning, the Hon Mark Speakman through the Local Member requesting that the National Parks and State Forests in Walcha local government area be removed from the recreational shooting areas.



An **AMENDMENT** was **MOVED** Councillor Woods **Seconded** Heazlett that the General Manager prepare a detailed report on the recreational shooting in the National Parks and State Forests in the Walcha local government area and submit it to the next Council Meeting.

The Amendment on being put to the **VOTE** was **CARRIED**.

139 It then became the **Substantive Vote** and was put to the Vote and **CARRIED**.

**9. MANAGEMENT REVIEW REPORTS**

**WO/2016/00332**

140 **RESOLVED** on the Motion of Councillors Levingston and Thomson that items included in the Management Review Report, numbered 1 to 13 inclusive, be **NOTED** by Council.

**10. COMMITTEE REPORTS**

**10.1 Minutes of the Walcha Council Beautification & Tidy Towns Committee Meeting held on Wednesday, 16 March 2016 at Council Chambers, Hamilton Street, Walcha.**

**WO/2016/00359**

**11. DELEGATE REPORTS**

**11.1 Minutes of the New England Group of Councils Meeting held on Friday, 26 February 2016 at Armidale Dumaresq Council Chambers.**

**WI/2016/01199**

**11.2 Minutes of the Country Mayors Association Meeting held on Friday, 11 March 2016 at the Country Embassy, Sydney.**

**WI/2016/01362**

**Submission by Council on the Merger Proposal by Armidale Dumaresq Council to merge with Guyra Shire, Uralla Shire & Walcha Councils**

**Suspend Meeting**

141 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that Council suspend the Meeting to workshop the Submission on the Proposed Merger of Armidale Dumaresq Council with Guyra Shire, Uralla Shire and Walcha Councils.

**Resume Meeting**

142 **RESOLVED** on the Motion of Councillors Lyon and Woods that Council resume the Council Meeting.



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143 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that Council **ADOPT** the Submission addressing the Delegate for the Merger Proposal by Armidale Dumaresq Council with Guyra Shire, Uralla Shire and Walcha Councils, as **AMENDED**.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6:05PM.**





## EXTRA ORDINARY MEETING OF COUNCIL

held on

Thursday, 7 April 2016

at

5:40pm

at

Walcha Council Chambers

**PRESENT:** Clr JM Archdale (Chairman) Mayor together with Councillors KW Ferrier, WJ Heazlett, L Levingston, SJ Schmutter and RS Thomson.

**IN ATTENDANCE:** Mr JG O'Hara, General Manager, Mr R Ranjit, Director – Engineering Services, and Mrs LJ Latham, Environmental Services Manager.

### **1. APOLOGIES:**

144 **RESOLVED** on the Motion of Councillors Schmutter and Heazlett that the apologies received from Councillor Lyon and Councillor Woods due to being out of town on business matters be **ACCEPTED**.

MINUTES



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**2. DECLARATIONS OF INTEREST**

**Committee Report 2.2 Expressions of Interest in Property in Walcha  
WINT/2016/00791**

The Mayor, Clr Archdale, declared a pecuniary interest in this matter due to her husband being a part owner of the business that is the Agent for the property.

**3. SENIOR OFFICERS REPORT**

145 **RESOLVED** on the Motion of Councillors Ferrier and Thomson that the Senior Officers' Reports be **RECEIVED** for further consideration.

**3.1 Committee of the Whole Referral – Legal Action against State Government  
AND Legal Action against Standard & Poors AND Expressions of Interest  
in Property in Walcha  
WO/2016/00514**

146 **RESOLVED** on the Motion of Councillors Ferrier and Levingston that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of “Legal Action against State Government” AND “Legal Action against Standard & Poors” be referred to be discussed in Committee of the Whole for the reason that they relate to advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege AND the matter of “Expression of Interest in Property” be referred to be discussed in Committee of the Whole 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.

**4. COMMITTEE OF THE WHOLE**

147 **RESOLVED** on the Motion of Councillors Schmutter and Levingston that Council resolve into Committee of the Whole and that the press and public be excluded from the entire proceedings of the Meeting of the Committee of the Whole for the reason that they relate to advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege AND the 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.

148 **RESOLVED** on the Motion of Councillors Ferrier and Schmutter to change the order of business and move items 4.2 & 4.3 to consider first.

149 The Meeting resumed in **OPEN** Council on the Motion of Councillors Levingston and Thomson.



The Mayor reported whilst in Committee of the Whole 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.

**4.2 Expressions of Interest in Property in Walcha WINT/2016/00791**

Clr Archdale left the Meeting and took no part in the debate. Clr Schmutter, Deputy Mayor assumed the Chair.

The Committee **RECOMMENDED** on the Motion of Ferrier and Heazlett that Council submit an Expression of Interest in both properties, 38W Fitzroy Street, Walcha being Lot 1 DP 158212 and Lot 2 DP 779495 and 28W Fitzroy Street, Walcha, being Lot 1 DP 779495, with the Valuer General land value being the offering price and the Expression of Interest to be submitted by 29 April 2016.

Clr Archdale returned to the Meeting and was informed on the decision and resumed the Chair.

**4.3 Legal Action against Standard & Poors WINT/2016/00789**

The Committee **RECOMMENDED** on the Motion of Ferrier and Levingston that Council authorise the General Manager, John Gregory O’Hara, to sign the Deed of Covenant and any other associated documentation relating to Council’s claim against Standard & Poors (S&P) **FURTHER THAT** Council approve the affixing of the Common Seal to all necessary documentation **STILL FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.

**4.1 Legal Action against State Government Re: Amalgamations WINT/2016/00790**

The Committee **RECOMMENDED** on the Motion Schmutter and Heazlett that on the provision that two other rural councils join the action that Council:

- 1 commence legal action in the Land & Environment Court against the State Government (Minister for Local Government) as the Minister has failed to comply with Section 218F of the Local Government Act, 1993:
- 2 Appoint a local solicitor to ensure filing of documents and due process is observed.
- 3 Form a Steering Committee of similarly affected rural councils, with Walcha Council being the lead party in the proposed action in the nature of a people’s writ or class action and appoint George Spring and the General Manager as the coordinators who will liaise through Council with other Councils and with counsel in relation to this matter.



- 4 Ensure the documents are filed by Friday the 22 April 2016 to ensure there is no procedural problem so far as the Court is concerned and to catch up with the Woollahra Writ.
- 5 Commence a Public Relations campaign that is coordinated with a view for demonstrating at the time the Writ is filed, that Woollahra is not alone in this issue, and that Walcha and other councils support its stand.
- 6 Approve the legal expenses associated with this action up to a level of \$20,000.
- 7 Advise Barrister Peter King to proceed with preparation of Court documents in liaison with appointed Coordinators and local Solicitor.
- 8 The Mayor and the General Manager be authorised to affix the Common Seal to any necessary documentation as part of the legal action with the affixing of the Seal to be attested to by the Mayor and the General Manager.

**ADOPTION OF COMMITTEE OF THE WHOLE**

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

**4.4 Expressions of Interest in Property in Walcha WINT/2016/00791**

Clr Archdale left the Meeting and took no part in the debate. Clr Schmutter, Deputy Mayor assumed the Chair.

150 **RESOLVED** on the Motion of Councillors Heazlett and Thomson that Council submit an Expression of Interest in both properties, 38W Fitzroy Street, Walcha being Lot 1 DP 158212 and Lot 2 DP 779495 and 28W Fitzroy Street, Walcha, being Lot 1 DP 779495, with the Valuer General land value being the offering price and the Expression of Interest to be submitted by 29 April 2016.

Clr Archdale returned to the Meeting and was informed on the decision and resumed the Chair.

**4.5 Legal Action against Standard & Poor’s WINT/2016/00789**

151 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that Council authorise the General Manager, John Gregory O’Hara, to sign the Deed of Covenant and any other associated documentation relating to Council’s claim against Standard & Poor’s (S&P) **FURTHER THAT** Council approve the affixing of the Common Seal to all necessary documentation **STILL FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.



**4.2 Legal Action against State Government Re: Amalgamations**

**WINT/2016/00790**

152 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that on the provision that two other rural councils join the action that Council:

- 1 Commence legal action in the Land & Environment Court against the State Government (Minister for Local Government) as the Minister has failed to comply with Section 218F of the Local Government Act, 1993:
- 2 Appoint a local solicitor to ensure filing of documents and due process is observed.
- 3 Form a Steering Committee of similarly affected rural councils, with Walcha Council being the lead party in the proposed action in the nature of a people’s writ or class action and appoint George Spring and the General Manager as the coordinators who will liaise through Council with other Councils and with counsel in relation to this matter.
- 4 Ensure the documents are filed by Friday the 22 April 2016 to ensure there is no procedural problem so far as the Court is concerned and to catch up with the Woollahra Writ.
- 5 Commence a Public Relations campaign that is coordinated with a view for demonstrating at the time the Writ is filed, that Woollahra is not alone in this issue, and that Walcha and other councils support its stand.
- 6 Approve the legal expenses associated with this action up to a level of \$20,000.
- 7 Advise Barrister Peter King to proceed with preparation of Court documents in liaison with appointed Coordinators and local Solicitor.
- 8 The Mayor and the General Manager be authorised to affix the Common Seal to any necessary documentation as part of the legal action with the affixing of the Seal to be attested to by the Mayor and the General Manager

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6:22PM.**





Item 6:

Senior Officers’  
Reports

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor





<b>Item:</b>	6.1	<b>Ref:</b> WO/2016/00357
<b>Title:</b>	Draft Budget 2016 - 2017	
<b>Author:</b>	General Manager	
<b>Previous Items:</b>	Not Applicable	
<b>Attachment:</b>	2016 – 2017 Draft Budget Under Separate Cover Draft Fees & Charges 2016-2017 Draft Revenue Policy 2016-2017	

The Draft Budget for 2016/17 is submitted for Council’s consideration. The Plan is presented in accordance with the provisions of the Local Government Act, 1993.

**2016/17 DRAFT BUDGET**

**(A) GENERAL FUND**

**The Draft Budget is submitted as a balanced budget. To achieve this position, the maximum permissible General Rate increase of 1.8% has been incorporated.**

The Draft Budget provides for total Operating expenses of \$10,945,284 and total operating revenues of \$13,448,313 which provides an operating surplus of \$2,503,029. When grants and contributions provided for capital purposes and additional Roads to Recovery funding are excluded this results reverts to a surplus of \$55,545. When capital items and depreciation are considered there is no movement in working funds.

**a) Rating Levels**

As indicated, the Draft Budget provides for a General Rate increase of 1.80%. Based on this increase the net General Rate yield (after Doubtful Debts and Pensioner Rebates) is \$3,263,860 or 23% of total net operating revenue.

The Minister has not yet set interest on overdue rates. The rate for 2015/16 was 8.5%. Rates will be calculated utilising valuations that have a base date of 1 July 2013.

It is strongly suggested that Council adopt the maximum permissible General Rate increase of 1.8%.

**b) Financial Assistance Grant**

The Draft Budget provides for a Financial Assistance Grant of \$1,960,653 which is the same amount that was received in 2015/16.

It is difficult to accurately estimate the equalisation component of this grant and normally a quite conservative approach is adopted. Recent history has shown however that the actual grant has usually marginally exceeded our estimate.

The Local Roads component of the Grant has been estimated at \$898,853.

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



**c) Borrowings**

No new borrowing is proposed in the 2016/17 Budget. Loan Repayments have been included on existing loans for Woolbrook Bridge \$600K and the Garbage Transfer Station \$152K. The loan interest for the Woolbrook Bridge Loan is offset by a 4% interest rate subsidy funded under the Office of Local Governments Local Infrastructure Renewal Scheme (LIRS). The repayment of the garbage loan has been factored into the cost base to be recovered by the garbage rates.

**d) Waste Management**

The Local Government Act, 1993 requires that Waste Management is treated as a separate function and that all monies raised for this purpose are spent on this function. There is to be no cross subsidisation. The Act also requires that a separate charge be levied for the service.

**The following is the proposed Waste Management charges for 2016/17**

<b>Waste Management Fees</b>			
	<b>Services</b>	<b>Rate</b>	<b>Levy</b>
Domestic Waste Management	797	\$451.00	\$359,447
Domestic Waste Management Additional 140l General Waste bin	1	\$204.00	\$204
Domestic Waste Management Additional 240l General Waste bin	2	\$306.00	\$612
Commercial Waste Management	230	\$459.00	\$105,570
Commercial Waste Management Additional Recycle bin	7	\$153.00	\$1,071
Commercial Waste Management Additional Green Bin	18	\$36.00	\$648
Waste Management – Rural	909	\$127.50	\$115,897
Waste Management Unoccupied DWM Charge	72	\$102.00	\$7,344
Commercial Recycling Woolpack Service	566	\$15.00	\$8,490
Commercial Recycling 240 Litre Bin	180	\$7.50	\$1,350

**e) Fees and Charges**

The Statement of Fees and Charges, which Council proposes to levy, is attached as an appendix to this report. This Statement incorporates Council’s pricing policy in respect of these charges. The increases in waste charges are approximately \$0.17/week for residential and commercial costumers and \$0.05/week for rural customers.

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**f) Capital Expenditure**

Below is a list of the proposed capital expenditure items for 2016/2017.

Function	Description	Type of Capital Expenditure	Amount	Own Source Revenue	Grant Funding	Source of Funding
Administration	Miscellaneous admin capital	New	5,000	5,000		General Fund
Recreation & Culture	McHattan Park Upgrade	Renewal	80,000	40,000	40,000	Community Infrastructure Grant
Recreation & Culture	Sporting Oval – New Goal Posts	New	10,000		\$10,000	General Fund
Transport & Communications	Unsealed Rural Roads, Timber Bridge – Flags Niangala Road	Renewal	305,000		305,000	BRP/Fixing Country Roads
Transport & Communications	Unsealed Rural Roads, Timber Bridge – Kangaroo Flats Road	Renewal	477,000		477,000	BRP/Fixing Country Roads
Transport & Communications	Unsealed Rural Roads, Timber Bridge – Hartford Road	Renewal	180,000		180,000	Roads to Recovery
Transport & Communications	Unsealed Rural Roads, Timber Bridge – Engelfield Road	Renewal	384,000		384,000	Roads to Recovery
Transport & Communications	Unsealed Rural Roads, Timber Bridge – Lakes Road	Renewal	89,400		89,400	Roads to Recovery
Transport & Communications	Unsealed Rural Roads, Timber Bridge – Niangala Road	Renewal	90,000		90,000	Roads to Recovery
Transport & Communications	Unsealed Rural Roads, Culvert Renewals – Brackendale Road	Renewal	25,000	25,000		General Fund
Housing & Community Amenities	Streetscape – Derby Street, Council to NAB	Renewal	60,000		60,000	General Fund
Housing & Community Amenities	Tree Planting	Renewal	5,000	5,000		General Fund
Transport & Communications	Urban Roads – Heavy Patching	Renewal	75,000		75,000	Roads to Recovery
Transport & Communications	Urban Roads – Reseals	Renewal	75,000		75,000	Roads to Recovery
Transport & Communications	Urban Roads – Kerb & Gutter Extensions, Jamieson Street	New	60,000	60,000		General Fund

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Function	Description	Type of Capital Expenditure	Amount	Own Source Revenue	Grant Funding	Source of Funding
Transport & Communications	Urban Roads – Footpaths, Middle Street West (Bridge to Apsley, Pool side)	New	50,000	50,000		General Fund
Transport & Communications	Sealed Regional Roads – Thunderbolts Way Irish Town	Renewal	319,657		319,657	Repair \$130,657 Block Grant \$189,000
Transport & Communications	Sealed Regional Roads - Thunderbolts Way reseals	Renewal	100,000		100,000	Block grant
Transport & Communications	Sealed Regional Roads - Thunderbolts Way Heavy patching	Renewal	125,000		125,000	Block grant
Transport & Communications	Sealed Rural Roads – Reseals (Campfire / Aberbaldie / Moona Plains)	Renewal	200,000		200,000	Roads to Recovery
Transport & Communications	Sealed Rural Roads - Heavy Patching	Renewal	204,787		204,787	Roads to Recovery
Transport & Communications	Sealed Rural Roads – Tia Diggings Road (Seg 10 , sealed section)	Renewal	27,500		27500	Roads to Recovery
Transport & Communications	Sealed Rural Roads – Kangaroo Flat Road	Renewal	48,000	48,000		General Fund
Transport & Communications	Sealed Rural Roads – Emu Creek Road	Renewal	425,000		425,000	Roads to Recovery
Transport & Communications	Sealed Rural Roads – Culvert Renewals – Moona Road	Renewal	25,000	25,000		General Fund
Transport & Communication	Unsealed Rural Roads – Gravel Resheeting	Renewal	580,000	580,000		General Fund
Transport & Communication	Unsealed Rural Roads – Culvert Renewals	Renewal	15,000	15,000		General Fund
Recreation & Culture	Public Art	New	5,000	5,000		General Fund
Economic Affairs	Truck wash stormwater recycling system	New	20,000	20,000		General Fund
Environment	Modify Paper Press to WHS standard	Renewal	15,000	15,000		General Fund

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Function	Description	Type of Capital Expenditure	Amount	Own Source Revenue	Grant Funding	Source of Funding
Environment	Hardstand for hard plastics stockpile	New	10,000	10,000		General Fund
Environment	Woolbrook Landfill WTS Conversion	Renewal	136,800	45,800	91,000	Waste Less Recycle More
Environment	Nowendoc Landfill environmental improvements	Renewal	85,560	25,200	60,360	Waste Less Recycle More
<b>Total</b>			<b>\$5,052,499</b>	<b>\$1,044,000</b>	<b>\$4,008,499</b>	

The rehabilitation of Emu Creek Road has been brought forward to commence in 2016/17. It was deemed to be a more urgent priority than the Aberbaldie Road rehabilitation which will now be included in the 2017/18 works programme. There is scheduled resealing and heavy patching for sections of Aberbaldie Road in 2016/17.

With additional funding from Roads to Recovery we are able to accelerate the Timber Bridge Renewal programme. This is also boosted by funding from Fixing Country Roads and the Bridge Renewal Programme.

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**g) Working Funds Position**

Council’s estimated Net Current Assets (Working Funds) position as at 30 June 2017 is estimated to be \$1,181,955. This level of working funds is considered adequate.

**(B) WALCHA WATER SUPPLY LOCAL FUND**

The Draft Budget for the Walcha Water Supply Local Fund provides for total operating expenses of \$690,829 and total operating revenues of \$691,173 which provides an operating surplus of \$344. There are no capital grants in the budget.

Rate increases of approximately 5% have been applied in calculating the water fund revenue.

When depreciation and capital items are taken into account the budget provides for a surplus cash operating result of \$44,926.

Working funds from the water function as at 30/06/17 are estimated to be approximately \$221,864 which is considered adequate given the size of the fund and its asset renewal program.

**a) Charges**

Some councillors will recall that in 2005/2006 best practise pricing was introduced resulting in a complex range of charges and Councillors are requested to refer to the Revenue Policy Statement within the Operational Plan for the specific details of these charges.

**b) Borrowings**

The Water Fund is now debt free and there is no provision for new borrowings in this budget.

**c) Capital Expenditure**

Below is a list of the proposed capital expenditure items for 2016/2017.

Description	Type of Cap Exp	Amount \$	Reserve	Grant Funding	Source of Funding
Water Meter Renewals	Renewal	15,000	15,000		Water fund
Water main renewals – Fitzroy Street Stage 2	Renewal	100,000	100,000		Water fund
Filter Media Replacement	Renewal	50,000	50,000		Water fund
		<b>\$165,000</b>	<b>\$165,000</b>	<b>0</b>	

**(C) WALCHA SEWERAGE LOCAL FUND**

The Draft Budget for the Walcha Sewerage Local Fund provides for total operating expenses of \$453,650 and total operating revenues of \$1,105,354 which provides an operating surplus of \$651,704. When grants and contributions provided for capital purposes are excluded this results in a surplus of \$1,704.

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When depreciation and capital items are taken into account the budget provides for a surplus cash operating result of \$1,704.

Working funds from the water function as at 30 June 2017 are estimated to be approximately \$518,940 which is considered adequate given the size of the fund and its asset renewal program.

**a) Charges**

As with water, some Councillors will recall that in the 2005/2006 best practice guidelines were introduced for developing the sewer and trade waste charges. This has resulted in a complex range of charges and Councillors are requested to refer to the revenue policy statement within the operational plan for the specific details of these charges.

As the sewer fund is now predicted to have a small cash surplus there will be no increase in rates for the 2016/17 financial year.

**b) Borrowings**

There are no new borrowings proposed for the Fund in 2016/17.

**c) Capital Expenditure**

Below is a list of the proposed capital expenditure items for 2016/2017

Function	Description	Type of Cap Exp	Amount \$	Grant Funding	Reserve	Source of Funding
Sewer	Sewer relining	Renewal	50,000		50,000	Sewer Fund
Sewer	IWCM	New	25,000		25,000	Sewer Fund
Sewer	STP Upgrade	Renewal	1,300,000	650,000	650,000	Country Towns/ Sewer Fund
<b>TOTAL</b>			<b>1,375,000</b>	<b>650,000</b>	<b>725,000</b>	

**RECOMMENDATION:**

**The Draft Budget for the year 2016/2017 be ADOPTED by Council and placed on public exhibition for a period of 28 days FURTHER THAT the Budget be included in the annual Operational Plan.**

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**Attachment A: Draft Fees & Charges 2016 - 2017**

Description of Fees & Charges	Fee Type	GST Y/N	Fee
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**A**

<b>Aerodrome Charge (for RAAF)</b>			
Annual Charge		Y	\$6,004.00
<b>Animal Control</b>			
<u>Companion Animal Control:</u>			
Animal Surrender	D	N	\$71.00
Impounding First Release	C	N	\$41.00
Subsequent release (within 12 months)	C	N	\$82.00
Daily Charge, Sustenance	C	N	\$11.00
Microchipping fee (when done by Council – NA)	C	Y	\$32.00
Pensioner Discount	C	N	\$21.00
Sale of Dogs	C	Y	\$245.00
Sale of Cats	C	Y	\$224.00
<u>Companion Animal Act 1998 Regulations:</u>			
Entire Animal (not desexed)	F	N	\$192.00
Desexed	F	N	\$52.00
Pensioner (desexed animal)	F	N	\$21.00
Recognised Breeder	F	N	\$52.00
Assistance Animal	F	N	0.00
Working Dog	F	N	0.00
Exempt Greyhound	F	N	0.00
Dangerous Dog Inspection Fee	F	N	\$150.00
<u>Animal Control:</u>			
Trap Hire fee for trap hired > 1 week	C	Y	\$5.60/day
Hire of Anti-barking Collar (citronella) - \$50 deposit fee (refundable)	C	Y	\$31/fn
<u>Stock Control:</u>			
Impounding Costs	D	N	\$87.40/hr
Sustenance: Sheep / Goat (/ head / day)	D	N	\$5.60
Other animals (/ head / day)	D	N	\$11.00
Damages to garden or growing crop	D	N	Full cost recovery
Fee for Veterinary Care	D	N	Full cost recovery
Fee for Advertising	D	N	Full cost recovery
Fee for Sale of Animals	D	N	Full cost recovery
Fee for Serving Notices	D	N	Full cost recovery
Truck / Float Hire	D	N	Full cost recovery

**B**

<b>Baths:</b>			
Daily Admission*	B	Y	\$6.00
Family Day Ticket*	B	Y	\$11.00
Pensioner*	B	Y	\$2.00
Season Ticket*	B	Y	\$60.50

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Family Season Ticket*	B	Y	\$121.00
Out-of-hours Hire per hour / Supervisor Fee*	B	Y	\$55.00
Student (School Event, Classes or Club)*	B	Y	\$2.00
Cancellation Fee*		Y	\$55.00
*NB – Fees yet to be considered by Baths & Squash Courts Committee			

**C**

<b>Certificate of Classification – Community / Operational Land S54 LGA</b>			
Per Certificate	C	Y	\$27.50
<b>Cemetery Fees:</b>			
Sale of reservation of land (all cemeteries)		Y	\$660.00
<b>Interment Fees:</b>			
General Interment	D	Y	\$770.00
Extra depth	D	Y	\$970.00
Saturdays & Public Holidays	D	Y	\$935.00
Extra depth	D	Y	\$1,135.00
<b>Infant Burials under 12 months:</b>			
Interment	A	N/A	Nil
Land for Grave (1.2m x 2.4m)	D	Y	\$385.00
Fee for erection of a Monument	D	Y	\$60.00
Interment of Ashes into existing grave	D	Y	\$200.00
<b>Walcha Columbarium:</b>			
Reservation Fee	D	Y	\$220.00
Interment Fee	D	Y	\$200.00
Plaque and engraving	D	Y	At cost
<b>Ground Niche Garden:</b>			
Reservation Fee	D	Y	\$550.00
Interment Fee	D	Y	\$300.00
Double Interment Fee	D	Y	\$500.00
Blue Pearl Niche Panel	D	Y	At cost
Blue Pearl Niche Panel with hole	D	Y	At cost
Blue Pearl Niche Panel with hole/with vase	D	Y	At cost
Plaque and engraving	D	Y	At cost
<b>Nowendoc Columbarium:</b>			
Reservation Fee	D	N	No charge
Interment Fee	D	Y	\$280.00
Plaque and engraving	D	Y	At cost
Interment of ashes into existing grave	D	Y	\$280.00
<b>Nowendoc Cemetery:</b>			
<b>Interment Fees:</b>			
General Interment	D	Y	\$1,800.00
Extra depth	D	Y	\$2,000.00
<b>Saturdays and Public Holidays:</b>			
General Interment	D	Y	\$3,200.00
Extra depth	D	Y	\$3,400.00

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<b>Woolbrook Cemetery:</b>			
<u>Interment Fees:</u>			
General Interment	D	Y	\$1,500.00
Extra depth	D	Y	\$1,700.00
<u>Saturdays &amp; Public Holidays:</u>			
General Interment	D	Y	\$2,300.00
Extra depth	D	Y	\$2,500.00
<b>Tia Cemetery:</b>			
<u>Interment Fees:</u>			
General Interment	D	Y	At cost
Extra depth	D	Y	At cost
<u>Saturdays &amp; Public Holidays:</u>			
General Interment	D	Y	At cost
Extra depth	D	Y	At cost
<b>Private Burials:</b>			
Interment Fee	D	Y	At cost

<b>Certificates (Planning):</b>			
Section 603 Certificate	F		\$75.00
Refund – Section 603 Certificate	B		\$10.00
Section 149(2) Planning Certificate	F	N	\$53.00
Section 149(2 & 5) Planning Certificate	F	N	\$133.00
Section 735A LGA / 121ZP EPAA – Outstanding Notices and Orders (\$50 each)	D	N	\$100.00
Copy of Sewer Service Diagram per cl.23 Conveyancing Act	D	N	\$30.00
<b>Certificates (Building):</b>			
Building Certificate - Class 1 (including dual occupancy) or 10 building only per EPAA and Regulation	F	N	\$250.00
Building Certificate – Building ≤ 200m <sup>2</sup>	F	N	\$250.00
Building Certificate – Building > 200m <sup>2</sup> and ≤ 2000m <sup>2</sup>	F	N	\$250.00 + \$0.50/m <sup>2</sup> > 200
Building Certificate – Building > 2000m <sup>2</sup>	F	N	\$1,165.00 + \$0.075/m <sup>2</sup> > 2000
Building Certificate - Part building / external wall / no floor area	F	N	\$250.00
Building Certificate – Additional Inspections	F	N	\$90.00
Building Certificate – where no compliance, penalty notice, order or offence applies per cl.260(3A) of the EPA Regulation (calculated per cl.260(3B) of the EPA Regulation based on DA/CC/CDC fees that would have applied to the relevant work)	F	N	See DA/CC/CDC fees
Copy of Building Certificate	F	N	\$13.00
<b>Community Care:</b>			
Tamworth bus – return	B	N	\$18.00
Tamworth bus – each way	B	N	\$9.00
Local Medical drive –return	B	N	\$12.00

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Car to Tamworth or Armidale	B	N	\$28.00
Walcha access bus – each way	B	N	\$3.00
Walcha Access bus – Out of town limits	B	N	\$4.00
Walcha Access bus – Summervale	B	N	\$5.00
Volunteer drivers – Walcha	B	N	\$12.00
Armidale bus – return	B	N	\$15.00
Armidale bus – each way	B	N	\$7.50
Morning tea at Group meetings	B	N	\$5.00

**D**

<b>Depot Wash Bay Usage</b>		Y	\$10.00
<b>Development &amp; Planning Fees:</b>			
<u>Development Applications for Building / Works (based on cost of work):</u>		N	
≤ \$5,000	F	N	\$110.00
\$5,001 - ≤ \$50,000	F	N	\$170.00
Plus fee for each \$1,000 or part thereof	F	N	\$3.00
\$50,001 - ≤ \$250,000	F	N	\$320.00
Plus fee for each \$1,000 or part thereof above \$50,000	F	N	\$3.00
\$250,001 - ≤ \$500,000	F	N	\$1,000.00
Plus fee for each \$1,000 or part thereof above \$250,000	F	N	\$1.70
\$500,001 - ≤ \$1,000,000	F	N	\$1,425.00
Plus fee for each \$1,000 or part thereof above \$500,000	F	N	\$1.00
\$1,000,001 - ≤ \$10,000,000	F	N	\$1,975.00
Plus fee for each \$1,000 or part thereof above \$1,000,000	F	N	\$0.80
≥ \$10,000,001	F	N	\$9,475.00
Plus fee for each \$1,000 or part thereof above \$10,000,000	F	N	\$0.55
<u>Development Applications for Subdivisions</u>			
New road to be created	F	N	\$665.00
Plus fee per additional lot created	F	N	\$65.00
No new road to be created	F	N	\$330.00
Plus fee per additional lot created	F	N	\$53.00
Strata Subdivision	F	N	\$330.00
Plus fee per additional lot created	F	N	\$65.00
<u>Development Applications – Other</u>			
Development Application – Outdoor Advertising (5 year approval)	F	N	\$285.00 for first sign + \$93.00 / additional sign
Development Application – Sandwich Board (5 year approval)	C	N	\$30.00
Development Application – not involving building work, subdivision or demolition (e.g. change of use)	F	N	\$285.00
Development Application – erection of a dwelling costing ≤ \$100,000	F	N	\$455.00
Development Application – solar energy system installation (photovoltaic systems or solar hot water systems)	B	N	\$50.00

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Development Application – proposal for works to heritage items or properties in conservation area that would otherwise be exempt development	A	N	\$0.00
Temporary Dwelling (permission to occupy caravan / temporary premises for max. 12 months)	F	N	\$85.00
Application to extend a development consent	D	N	\$185.00
Withdrawal of Applications	D	N	50% of original application fee
Integrated Development Fee	F	N	\$320.00
Additional administration fee to Council	F	N	\$140.00
Concurrence Fee	F		\$320.00
Additional administration fee to Council	F	N	\$140.00
Residential Flat Development – additional fee	F	N	\$760.00
Designated Development	F	N	\$920.00
Development Application Advertising	F		
Designated Development	F	N	\$2,220.00
Other application (including “advertised” or prohibited development)	F	N	\$1,105.00
<u>Review of Determination</u>	F		
Not involving building work	F	N	50% of original DA fee
Dwelling ≤ \$100,000	F	N	\$190.00
All other development work:			
- < \$5,000	F	N	\$55.00
- \$5,001 - < \$250,000	F	N	\$85.00
Plus fee for each \$1,000 or part thereof			\$1.50
- \$250,000 - < \$500,000	F	N	\$500.00
Plus fee for each \$1,000 or part thereof above \$250,000			\$0.85
- \$500,001 - < \$1,000,000	F	N	\$712.00
Plus fee for each \$1,000 or part thereof above \$500,000			\$0.50
- \$1,000,001 - < \$10,000,000	F	N	\$987.00
Plus fee for each \$1,000 or part thereof above \$1,000,000			\$0.40
- ≥ \$10,000,000	F	N	\$4,737.00
Plus fee for each \$1,000 or part thereof above \$10,000,000			\$0.27
Plus fee for required Notice under s.82A, EPA Act	F	N	\$620.00
<u>Modification of Consent</u>			
96(1) – minor error / discrepancy	F	N	\$71.00
96(1A) + 96AA(1) – minimal environmental impact	F	N	\$645.00 or 50% original DA Fee
96(2) or 96AA(1) – not of minimal environmental impact/other			
Original fee ≤ \$100.00	F	N	50% original DA fee

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Original fee ≥ \$100.00 (No building or work involved)	F	N	50% original DA fee
Original fee ≥ \$100.00 (For dwelling house <\$100,000)	F	N	\$190.00
All other development work			
< \$5,000	F	N	\$55.00
\$5,001 - < \$250,000	F	N	\$85.00
Plus fee for each \$1,000 or part thereof			\$1.50
\$250,001 - < \$500,000	F	N	\$500.00
Plus fee for each \$1,000 or part thereof			\$0.85
\$500,001 - < \$1,000,000	F	N	\$712.00
Plus fee for each \$1,000 or part thereof above \$500,000			\$0.50
\$1,000,001 - < \$10,000,000	F	N	\$987.00
Plus fee for each \$1,000 or part thereof above \$10,000,000			\$0.40
≥ \$10,000,001	F	N	\$4,737.00
Plus fee for each \$1,000 or part thereof above \$10,000,000			\$0.27
Modification to consent requiring advertisement per s96(2) or 96AA(1) EPA Act	F	N	\$665.00
Plus fee for required Notice pursuant to SEPP 65	F	N	\$760.00
<u>Complying Development Certificates</u>			
Projects involving construction activity	D	Y	\$285.00 + \$2.00 / \$1,000 value
Other complying development applications	D	Y	\$570.00
<u>Construction Certificate (based on cost of work):</u>			
Residential	D	Y	\$110.00 + \$2.00 / \$1,000 value
Commercial / Industrial / Other	D	Y	\$110.00 + \$2.50 / \$1,000 value
<u>Building Inspections:</u>			
New Dwelling	D	Y	\$455.00
Alterations/Additions	D	Y	\$390.00
Garage/Shed	D	Y	\$195.00
Pool	D	Y	\$195.00
Commercial	D	Y	\$650.00
Alterations / Additions to Commercial	D	Y	\$325.00
Industrial	D	Y	\$520.00
Alterations / Additions to Industrial	D	Y	\$260.00
Any additional inspections (each)	D	Y	\$65.00
Dwelling relocation	D	N	\$65/ hr + bond
Long Service Levy Fee (for cost of work ≥ \$25,000)	F	N	0.35% cost of work
Planning Reform Fee (For cost of work > \$50,000)	F	N	\$0.64 / \$1,000
<u>Certificate Submitted by Accredited Certifiers</u>			

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Complying Development Certificate	F	N	\$36.00
Construction Certificate	F	N	\$36.00
Occupation Certificate	F	N	\$36.00
Interim Occupation Certificate	F	N	\$36.00
Subdivision Certificate	F	N	\$36.00
Subdivision Certificate / Title Plan Processing Fee	D	N	\$110.00
Development / activity related information services (including interpretation of LEP's, existing use rights, housing entitlements, file search, etc.)	D	N	\$65 / hr
Certified copy of an Environmental Planning Instrument / related document per s.150(2) EPA Act	D	N	\$53.00
Application to extend a development consent	D	N	\$160.70
<b>S68 Application Fees:</b>			
On-site sewage management system	D	N	\$170.00
Sewer Supply Work	D	N	\$85.00
Water Supply Work	D	N	\$85.00
Stormwater Drainage Work	D	N	\$85.00
Install a manufactured home, moveable dwelling or associated structure	D	N	\$255.00
Management of Waste	D	N	\$85.00
Community Land	D	N	\$255.00
Public Roads	D	N	\$85.00
Caravan Park / Manufactured Home Estate / Camping Ground (5 Year Approval)	D	N	\$5.50 / site
Amusement Device	D	N	\$25.00
Domestic oil or solid fuel heating appliance, other than a portable appliance	D	N	\$85.00
Use a standing vehicle or any article for the purpose of selling any article in a public place	D	N	\$255.00

**F**

<b>Facsimile Charges:</b>			
Initial Charge	E	Y	3.40
Per Page thereafter (NB for sending and receiving)	E	Y	1.15

**G**

<b>Grader Blades</b> (used)	B	Y	\$12.00
<b>Gravel:</b>			
Gravel and sand sold over the counter			
Ex-quarry crushed and uncrushed gravel		Y	As quoted
Emulsion		Y	\$1.60/litre
Crushed gravel ex North Street Depot		Y	\$45.00/t
Rock blasted		Y	\$22.50/t
Crusher dust		Y	\$67.50/t

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Coarse sand		Y	\$45.00/t
Fine sand		Y	\$67.50/t
Top soil		Y	\$56.00/t
Aggregate		Y	\$90.00/t
Dry mix concrete		Y	\$101.00/t
All other material supplied by quotation will be charged at a store prices, which will be actual cost plus 25%. NB: 1t topsoil = 1m³, 1.5t everything else = 1m³			
<b>GIPA (Government Info Public Access Act):</b>			
Formal Application	F	N	\$30.00
Per Hour Processing Fee	F	N	\$30.00

**L**

<b>Laminating:</b>			
A4 Sheet	C	Y	\$2.80
A3 Sheet	C	Y	\$3.90

**M**

<b>Maps &amp; Plan Printing:</b>			
Hard copy or digital maps – prices are per map			
<u>Standard Map:</u>			
A3	C	N	\$15.30
A4	C	N	\$10.20
<u>Aerial Photo Map:</u>			
A3	C	N	\$18.35
A4	C	N	\$13.25
<b>Mulch:</b>			
Woodchip / Mulch		Y	\$22.45 / bucket

**N**

<b>Notices of Sale:</b>			
Copies of Transfers - monthly (emailed)			No Charge
Copies of Transfers – monthly (printed & mailed)	C	Y	\$176.50

**P**

<b>Photocopying – Sales and Service:</b>			
A4 black and white per copy	D	Y	\$0.56
A3 black and white per copy	D	Y	\$1.12
A4 colour per copy	D	Y	\$1.12
A3 colour per copy	D	Y	\$2.24
Per 100 copies	D	Y	Negotiated rate
All service and sporting clubs for club related activities except bowling and golf clubs	B	Y	\$0.11
Squash Club – no charge for competition material. All other copies to be charged at standard rate	B	Y	\$0.56

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Bulk copies by arrangement only	B	Y	
Community Information Centre	A		No charge
Ministers' Fraternal – no charge for pastoral related activities	A		No charge
General – no charge for copies that are of community benefit for assistance to Council	A		No charge
Country Energy (charged on monthly account)	D		\$0.56
Walcha Council Community Care Committee	A		No charge
<b>Preschool Fees:</b>			
<u>Term 3 &amp; 4 2016:</u>			
Full day per child	B	N	\$28.00
Health Care Cardholder per day per child	B	N	\$14.00
Aboriginal per day per child	A	N	\$10.00
Extended Hours – per hour	B	N	\$7.00
<u>Term 1 &amp; 2 2017:</u>			
Preschool Room (Polar Bears)		N	To be advised
Preschool Room (Penguins)		N	To be advised
<b>Public Health - Inspection Fees:</b>			
Microbial Control Registration (air handling and warm water systems) – initial fee for registration only	D	N	\$25.00
Essential Services (Fire Safety) Certificate administration (when correspondence required)	D	N	\$85.00
Food Premises Inspection (permanent, mobile , temporary operation)	D	N	\$85.00
Food Premises Re-inspection	D	Y	\$40.00
Skin Penetration Premises Inspection (hairdresser, beauty salon, tattoo parlour etc.)	D	N	\$85.00
On-site Sewage Management System Inspection	D	N	\$170.00
Private Swimming Pool Inspection / Compliance Certificate	D	N	\$85.00
Private Swimming Pool Re-inspection	D	Y	\$40.00
Advertisement / Advertising Structure Inspection	B	N	\$25.00
Sandwich Board Inspection	B	N	\$15.00

**R**

<b>Road Closure Application</b>			
Each application		N	\$51.00
<b>Recycling Bins:</b>			
Per Bin – black litre container		Y	\$17.95
<b>Rural Address Sign</b>			
Supply and install rural address sign		Y	\$280.50

**S**

<b>Sewerage Charges:</b>			
Access and usage charges:			

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- Residential – occupied			\$460.00
- Residential – unoccupied			\$230.00
- Commercial – as per Revenue Policy with:			
Annual Sewer Access Charge			<sup>1</sup> \$450.00
Sewerage Usage Charge – per kL			<sup>1</sup> \$0.99
- Non Resident Vacant			
Annual Sewer Access Charge			\$220.00
- Trade Waste – as per Revenue Policy with:			
Application Fee – Minimum fee, based on category			\$169.00
Annual Fee – Class A			<sup>1</sup> \$82.50
Class B			<sup>1</sup> \$165.00
Class C determined as required			
Reinspection Fee			\$79.00
Trade Waste Usage Charge with appropriate pre-treatment per kL			<sup>1</sup> \$1.50
Trade Waste Usage Charge without appropriate pre-treatment per kL			<sup>1</sup> \$13.86
Food Waste Disposal Charge per bed			\$26.42
Portable Toilet Waste Disposal Charge per kL			\$15.59
Septic Waste			
Normal (combined effluent and sludge) per kL			\$2.59
Effluent only per kL			\$2.15
Sludge only per kL			\$22.34
<sup>1</sup> - Used with Sewer Discharge Factors to calculate the commercial sewerage bill and trade waste usage charges. See Revenue Policy for further details.			
<b>Staff Time – Administration Cost</b>			
Per 15 minutes	C	Y	\$16.83
<b>Squash Court Charges</b>			
Hire Fees – per half hour		Y	\$7.14
<b>Sauna Usage Fees</b>			
Per hour for the first hour			\$5.61
Per hour or part thereof for the rest			\$3.37
<b>Shredder Usage Fees</b>			
Provide own garbage bags – per hour	C	Y	\$11.22

**T**

<b>Truck Wash Bay Charges:</b>			
Access charge per year		Y	\$168.30
Usage charge per minute to be set based on total operating cost divided by total time used		Y	\$0.62
Additional key (\$30 refund when returned)		Y	\$51.00

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**W**

<b>Walcha Oval</b>			
Use of oval lights per hour		N	\$11.22
<b>Waste Management Fees:</b>			
Annual Domestic Waste Management Charge (DWM)		N	\$451.00
Annual Commercial Waste Management Charge (CWM)		N	\$459.00
Annual Waste Management Charge – Unoccupied Town		N	\$102.00
Annual Waste Management Charge – Rural		N	\$127.50
Annual CWM 240L Green Waste Charge		N	\$36.00
DWM – Annual Additional 140L General Waste Charge		N	\$204.00
DWM – Annual Additional 240L Recycling Waste Charge		N	\$153.00
CWM – Annual Additional 240L General Waste Charge		N	\$306.00
CWM – Annual Additional 240L Recycling Waste Charge		N	\$153.00
Recycling - Cardboard and Paper only - Collection			
- 240 Litre Bin per service/collection		N	\$7.50
- Woolpack per service/collection		N	\$15.00
Asbestos Disposal Bags		Y	\$13.30
Shredded paper collections per year		N	\$80.00
Event Waste Collection - per min 20 bin lifts		N	\$28.00
Waste Transfer Station Access Fee (after hours)		N	\$500.00
Fee for Key Access to Waste Transfer Station		Y	\$100.00
Security Deposit for Key to access Waste Transfer Station		N	\$100.00
<b>Water &amp; Sewer – Mains and Extensions:</b>			
Water and Sewer main extensions will be provided at the applicant's cost. Council will provide a subsidy of \$200 to water and sewer extensions where the lot existed at the time of the establishment of the original water and sewer schemes, but not provided with such services.		Y	Cost + GST less Council subsidy
<b>Water Meter Reading – Special</b>			
Each	C	N	\$25.50
<b>Water Meter Testing Charges:</b>			
Test for faulty water meter – fee shall be charged where meter is required to be checked and found to be correct. Fee to be paid prior to test.		N	\$56.10
<b>Water Standpipe Charges:</b>			
Per Kilolitre		N	\$4.04
Minimum Charge		N	\$10.20

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<b>Water Charges:</b>			
Usage Charges:			
- Residential			
Treated – up to 300kL (per kL)		N	\$2.86
Treated – over 300kL (per kL)		N	\$4.16
- Non Residential			
Treated – flat rate for all consumption (per kL)		N	\$2.86
Untreated – per kL		N	\$1.43
- Access Charges:			
Vacant		N	\$220.50
20 mm		N	\$220.50
25 mm		N	\$336.00
32 mm		N	\$546.00
38 mm		N	\$777.00
50 mm		N	\$1,344.00
75 mm		N	\$3024.00
100 mm		N	\$5,376.00
<b>Wheelie Bins:</b>			
Purchase of Wheelie Bin – 240 litre		Y	\$81.60
140 litre		Y	\$71.40

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**Appendix 2: Draft Revenue Policy**

**Rates**

Council proposes to levy four ordinary rates for the 2016/2017 year - Farmland, Residential, Business and Mining. The Residential and Business categories have various sub-categories, a detailed list of the sub-categories appears in the Statement of Proposed Rates to be levied (as attached).

Council proposes to use an ad valorem (rate in the dollar) with a common minimum rate. A detailed summary of the revenue yields appears in the Statement of Proposed Rates to be levied (as attached).

**Charges**

Council introduced best practice water, sewerage and trade water charges in the 2005-2006 year. With the increasing demands being placed on NSW water resources, the State Government considers it important for water supply authorities (referred to as LWU – local water utility) to set best-practice tariffs for water supply, sewerage and liquid trade waste. Such tariffs are designed to better recognise the true cost of providing the services and comply with the Independent Pricing and Regulatory Tribunal’s (IPART) Pricing Principles for Local Water Authorities handed down in 1996. The IPART Pricing Principles are consistent with the Council of Australian Governments’ (COAG) Strategic Framework for Water Reform developed in 1994. All Australian Governments agreed to comply with this framework in 1998 and such compliance is required under National Competition Policy.

**Water**

The pricing for water for properties in Walcha is based on an access charge and a usage charge. In accordance with Sections 501 and 502 of the Local Government Act 1993, Council will levy an access charge to all assessments connected and all those that are capable of being connected (within 225 metres of a water main) to Council’s water supply. Where connection to a Council main is required or a mains extension is required, the owner shall pay the relevant connection fee calculated in accordance with Council’s fees and charges.

The fixed access charge is calculated according the following formula

$$AC = AC_{20} \times \frac{D^2}{400}$$

where

- AC = Customer’s Annual Access Charge (\$)
- AC<sub>20</sub> = Annual Access Charge for a 20mm diameter water supply service connection (\$)
- D = Diameter of customer’s water supply service connection (mm)

The basis for this formula comes from fluid mechanics where in simple terms, the flow through a pipeline is directly proportional to the area of the pipeline. As the area of a pipeline is equal to  $\pi \frac{D^2}{4}$  then the flow through a pipeline is directly proportional to the diameter squared. Therefore if the diameter of a pipeline doubles the flow and therefore the access charge increase fourfold assuming everything else remains constant.

Using the abovementioned formula the following access charges are proposed for 2016/17

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Connection Size	Access Fee \$
20 mm	<b>\$220.50</b>
25 mm	<b>\$336.00</b>
32 mm	<b>\$546.00</b>
38 mm	<b>\$777.00</b>
50 mm	<b>\$1,344.00</b>
75 mm	<b>\$3,024.00</b>
<b>100 mm</b>	<b>\$5,376.00</b>

The usage charge for residential customers in 2016/17 will comprise the following two steps

- 0 - 300 kilolitres - \$2.86 per kilolitre
- 301 and above - \$4.16 per kilolitre

The usage charge for non residential customers will be a flat \$2.86 per kilolitre. The usage charge for untreated will be a flat \$1.43 per kilolitre.

**Sewerage**

For residential customers, the best practice guidelines recommend that there should be a uniform sewerage bill for all properties based on the estimated volume of sewerage discharged from all residential customers. In accordance with Sections 501 and 502 of the Local Government Act 1993, Council will levy an access charge to all assessments connected and all those that are capable of being connected (within 75 metres of a sewer main) to Council’s sewerage system. Where connection to a Council main is required or a mains extension is required, the owner shall pay the relevant connection fee calculated in accordance with Council’s fees and charges.

The annual residential sewerage bill is calculated as the Sewer Discharge Factor (SDF) times the annual non-residential sewerage access charge plus SDF times the product of the sewer usage charge (UC) and the average residential consumption. That is

$$B_R = (SDF \times SAC_{20}) + (SDF \times C_R \times UC)$$

where

- B<sub>R</sub> = Annual residential sewerage bill (\$)
- SDF = Sewer Discharge Factor – the proportion of total residential water consumption that is discharged to the sewerage system. A typical value for NSW is SDF = 0.70
- SAC<sub>20</sub> = Annual Non Residential Sewer Access Charge service connection (\$). Calculated to be \$450.00 for Walcha.
- C<sub>R</sub> = Average annual residential water consumption (kl). For Walcha last year this figure was 146 kl.
- UC = Sewer usage charge (\$/kL). Has been set at \$0.99/kl this is within the recommended range.

Based on the above formula the proposed sewerage charge for residential customers is \$460.00 per year. The unoccupied sewerage charge for residential customers is \$230.00 per year.

For non-residential customers, the sewerage bill recommended by the Guidelines is similar and is as follows



$$B = (SDF \times SAC) + (SDF \times C \times UC)$$

where

- B = Annual non-residential sewerage bill (\$)
- SDF = Sewer Discharge Factor – the proportion of total water consumption that is discharged to the sewerage system
- SAC = Customers Annual Sewer Access Charge
- $SAC = SAC_{20} \times \frac{D^2}{400}$
- C = Customer’s annual water consumption (kL).
- UC = Sewer usage charge (\$/kL). This has been set at \$0.99/kL which is within the recommended range.

The SDF for non-residential customers varies according to the type of business. The non residential sewer access charge is set at \$450 per user, per annum. The vacant non-residential access charge is set at \$220 per user, per annum.

**Trade Waste**

The Guidelines also recommend that local water utilities responsible for sewerage must levy appropriate trade waste fees and charges on all its liquid trade waste dischargers in addition to the non-residential sewerage bills.

The recommended fees and charges in 2016/17 are:

Council’s liquid trade waste fees and charges:

- ◆ Application fee – fee based on category with a minimum charge of \$169.00
- ◆ Annual trade waste fee –
  - ✓ Classification A \$82.50
  - ✓ Classification B \$165.00
  - ✓ The annual fee for Classification C dischargers will be set on a case by case basis depending on the complexity of monitoring required (for charging purposes and other administrative requirements).
- ◆ Re-inspection fee - \$79.00
- ◆ Trade waste usage charge - \$1.50/kL with appropriate pre-treatment
- ◆ Trade waste usage charge - \$13.86/kL without appropriate pre-treatment
- ◆ Food waste disposal charge - \$26/42/bed
- ◆ Portable toilet - \$15.59kL
- ◆ Septic Waste
  - ✓ Normal (combined effluent and sludge) - \$2.59/kL
  - ✓ Effluent only - \$2.15/kL
  - ✓ Sludge only - \$22.34/kL

Dischargers requiring nil or minimal pre-treatment of their liquid trade waste will only pay an annual trade waste fee together with a re-inspection fee where required. That is

$$TW = A + I$$

where

- TW = Total annual trade waste fees and charges (\$)
- A = Annual trade waste fee (\$)
- I = Re-inspection fee (\$) (where required)

Dischargers with prescribed pre-treatment will pay a trade waste usage charge per kL plus the annual trade waste fee. That is

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$$TW = A + I + (C \times UC_{TW} \times TWDF)$$

where

TW	=	Total annual trade waste fees and charges (\$)
A	=	Annual trade waste fee (\$)
I	=	Re-inspection fee (\$) (where required)
C	=	Customer's annual water consumption (kL)
UC <sub>TW</sub>	=	Trade waste usage charge (\$/kL) of \$1.50/kL
TWDF	=	Trade waste discharge factor

The TWDF represents the estimated proportion of a customer's metered water consumption that is discharged to the sewerage system as liquid trade waste.

The following table represents sewerage and trade waste discharge factors.

**Sewer and Trade Waste Discharge Factor**

Business Description	Discharge Factor	
	Sewer	Trade Waste
Bakery	95	25
With a residence attached <sup>1</sup>	70	18
Bed and Breakfast/Guesthouse (max. 10 persons)	75	NA <sup>2</sup>
Butcher	95	90
With residence attached <sup>1</sup>	70	65
Cakes/Patisserie	95	50
Car Detailing	95	90
Caravan Park (with commercial kitchen)	75	25
Caravan Park (no commercial kitchen)	75	NA <sup>2</sup>
Club	95	30
Community Hall (minimum food only)	95	NA <sup>2</sup>
Craft/Stonemason	95	80
Day Care Centre	95	NA <sup>2</sup>
Delicatessen, mixed business (no hot food)	95	NA <sup>2</sup>
With residence attached	70	
Dental Surgery with X-ray	95	80
With a residence attached <sup>1</sup>	70	60
Hairdresser	95	NA <sup>2</sup>
High School	95	25 <sup>5</sup>
Hospital	95	60
Hotel	100	25
Joinery	95	10
Laundry	95	92 <sup>5</sup>
Mechanical Workshop <sup>3</sup>	95	70
Mechanical Workshop with car yard	85	70
Medical Centre	95	25 <sup>5</sup>
Motel small (breakfast only, no hot food)	90	NA <sup>2</sup>
Motel (other than breakfast only, no hot food)	90	20
Nursing Home	90	50
Office Building	95	NA <sup>2</sup>
Panel Beating/Spray Painting	95	70
Primary School	95	10 <sup>5</sup>
Printer	95	85
Restaurant <sup>4</sup>	95	50
Self Storage	90	NA <sup>2</sup>
Service Station	90	70
Supermarket	95	70
Swimming Pool (commercial)	85	NA <sup>2</sup>

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Take Away Food	95	50
Veterinary (no X-ray), Kennels, Animal Wash	80	NA <sup>2</sup>

**Notes:**

- <sup>1</sup> If a residence is attached, that has garden watering, the residential SDF should be applied.
- <sup>2</sup> A trade waste usage charge is not applicable for this Category 1 activity.
- <sup>3</sup> Includes lawn mower repairers, equipment hire.
- <sup>4</sup> Includes café, canteen, bistro, etc.
- <sup>5</sup> A trade waste usage charge applies if appropriate pre-treatment has not been installed or has not been properly operated or maintained.

**Waste Management Charges**

Annual Domestic Waste Management (DWM) service charge is comprised of – 1 x 140L (Red) General Waste bin, 1 x 240L (Yellow) Recycling Waste bin and 1 x 240L (Green) Green Waste bin.

Annual Commercial Waste Management (CWM) service charge is comprised of – 1 x 240L (Red) General Waste bin and 1 x 240L (Yellow) Recycling Waste bin.

**Fees**

Council proposes to charge fees for 2016-2017 year. Generally, Council will endeavour to ensure that all fees charges are raised equitably. A Statement with respect to each type of fee proposed to be charged and the amount of each charge is attached in the Statement of Fees and Charges (as attached).

**Private Works**

Private works will only be performed by Council when the Director - Engineering Services so approves but shall not be carried out if such private work interferes with Council's works programme.

Charges to be calculated on Council's comprehensive hire rates or Council cost plus twenty five per cent (25%). Materials charged as per fees and charges.

Quotes will be provided by the Director - Engineering Services if requested.

Payment in advance for work being carried out is not required except where

- considered necessary by the General Manager
- the customer is not currently a rate payer, full payment in advance is required unless prior approval by the General Manager

Where payment in advance is required, 50 percent of the work value shall be paid prior to the work being commenced.

Details of individual private works charges are available from the Engineering Services Department.

Where required by law, the 10 per cent Goods and Services Tax will be added to the cost of all private works.

**Goods and Services Tax (GST)**

All fees and charges have been prepared using the most current available information in relation to the GST impact on the fees and charges at the time of publication of the Strategic Plan. However the GST legislation is subject to change during the year, accordingly if a fee that is shown as being subject to GST is subsequently proven not to be liable to the tax the fee or charge will be reduced by the amount of the tax. Conversely if Council is advised that a fee, which is shown not to be subject to GST, becomes liable to the tax the charge or fee will be increased by the amount of the tax.

**Proposed Borrowings**

No new Borrowings are proposed for 2016-17 financial year.

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**Proposed to be levied - 2016/2017**

RATING CATEGORY	NUMBER OF ASSESSMENTS	LAND VALUE	MINIMUM RATE	MINIMUM REVENUE	CENTS IN \$	AD VALOREM REVENUE	TOTAL REVENUE
Farmland	87	5,757,490	425.00	36,975			
	674	801,086,050			0.00337941	2,707,198	2,744,173
	<b>761</b>	<b>806,843,540</b>					
Residential	152	7,935,470	425.00	64,600			
	41	7,543,000			0.00289554	21,841	86,441
	<b>193</b>	<b>15,478,470</b>					
Residential - Walcha	445	19,376,000	425.00	189,125			
	273	21,390,880			0.00757687	162,076	351,201
	<b>718</b>	<b>40,766,880</b>					
Business	11	174,760	425.00	4,675			
	5	713,100			0.00724197	5,164	9839
	<b>16</b>	<b>887,860</b>					
Business - Walcha Centre	30	699,660	425.00	12,750			
	61	5,469,200			0.01041261	59,949	69,699
	<b>91</b>	<b>6,168,860</b>					
Business - Walcha Industrial	8	223,540	425.00	3,400			
	29	2,966,000			0.00865711	25,677	29,077
	<b>37</b>	<b>3,189,540</b>					
Mining	2	22,940	425.00	850			
	1	55,500			0.01182883	657	1,506
	<b>3</b>	<b>78,440</b>					
<b>TOTALS</b>	<b>1819</b>	<b>873,413,590</b>		<b>312,375</b>		<b>2,982,562</b>	<b>3,291,937</b>

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<b>ANNUAL CHARGES</b>	<b>No. Services</b>	<b>Amount</b>	<b>Total</b>
<b>Water Access</b>			
Residential (20mm) - Treated	707	\$220.50	\$155,893.50
Residential (25mm) - Treated	37	\$336.00	\$12,432
Residential (32mm) - Treated	0	\$546.00	\$0
Residential (38mm) - Treated	3	\$777.00	\$2,331
Residential (50mm) - Treated	1	\$1,344.00	\$1,344
Residential (100mm) - Treated	1	\$5,376	\$5,376
Residential (Vacant) - Treated	20	\$220.50	\$4,410
Non-Residential (20mm) - Treated	125	\$220.50	\$27,562.50
Non-Residential (25mm) - Treated	19	\$336.00	\$6,384
Non-Residential (32mm) - Treated	0	\$546.00	\$0
Non-Residential (38mm) - Treated	9	\$777.00	\$6,993
Non-Residential (50mm) - Treated	5	\$1,344.00	\$6,720
Non-Residential (75mm) - Treated	0	\$3,024.00	\$0
Non-Residential (100mm) - Treated	4	\$5,376.00	\$21,504
Non-Residential (Vacant) - Treated	9	\$220.50	\$1,984.50
Untreated (20mm)	5	\$220.50	\$1,102.50
Untreated (25mm)	5	\$336.00	\$1,680
Untreated (38mm)	3	\$777.00	\$2,331
Untreated (50mm)	0	\$1,344.00	\$0
			<b>\$258,048</b>
<b>Sewer Access</b>			
Residential (Occupied)	684	\$460.00	\$314,640
Residential (Unoccupied)	30	\$230.00	\$6,900
Non-Residential (Occupied)	89	\$450.00	\$40,050
Non-Residential (Unoccupied)	14	\$220.00	\$3,080
			<b>\$364,670</b>
<b>Waste Management</b>			
Annual Domestic Waste Management (DWM)	797	\$451.00	\$359,447
DWM – Annual Additional 140L General Waste Charge	1	\$204.00	\$204
DWM – Annual Additional 240L Recycling Waste Charge	3	\$153.00	\$459
Annual Commercial Waste Management (CWM)	230	\$459.00	\$105,570
Annual CWM 240L Green Waste Charge	18	\$36.00	\$648
CWM – Annual Additional 240L General Waste Charge	2	\$306.00	\$612
CWM – Annual Additional 240L Recycling Waste Charge	7	\$153.00	\$1,071
Annual Waste Management Charge– Rural	909	\$127.50	\$115,897.50
Annual Waste Management Charge - Unoccupied Town	72	\$102.00	\$7,344
Commercial Recycling – Cardboard and Paper only - Woolpack Collection Service	566	\$15.00	\$8,490
Commercial Recycling – Cardboard and Paper only – 240L Bin Collection Service	180	\$7.50	\$1,350
			<b>\$601,092.50</b>

<sup>1</sup> – Average rate – actual charge depends on water usage

<sup>2</sup> – Number of services varies depending on demand

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**Item:** 6.2 **Ref:** WO/2016/00572  
**Title:** Request for Sponsorship of a local Sportsperson representing Australia  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:**

**Report:**

A request has been received by Council to sponsor a local sportsperson who has been selected to represent Australia.

Jack Feltham, a Year 12 High School Student who has lived his whole life in Walcha, has been selected by Mountain Biking Australia as an Australian Team Rider to attend the Mountain Bike Championships in Nove Mesto, Czech Republic in June 2016.

Jack was selected for NIAS Mountain Bike Team where he completed 2 years and last year won the NIAS Coaches Award. He is now in the 2 Wheel Academy Race Squad, a team under the Torq team to help develop young riders to compete at a national level. In the first 2 years of competing he placed in the top 10 at nationals and travelled around Australia to compete in each round, sometimes flying and other times long road trips. On average he is racing every 2 weeks. This season in the National Series he has consistently placed in the top 5, winning gold in the teams event at the Australian Championships in Bright and Silver in the Elite Mens Eliminator at Oceania's in Queenstown, New Zealand. As a result of this success he has been picked to compete at Nove Mesto.

As a requirement to his selection Jack is required to attend a coaching camp in Cairns along with other team members. As well as training at the World Cup track he will also have lectures in nutrition and fitness testing at the University in Cairns. He is also required to attend another camp in Brisbane with more lectures and testing at Bond University. At the end of June he is to travel to Nove Mesto to train and compete in the World Championships.

All athletes are self funded. The cost to go to World Championships is \$8,000 for each athlete plus the costs of each camp prior, which is compulsory, which brings Jack's total costs to \$14,000. He is hoping to raise funds with wood raffles and has secured a Street Stall date for this purpose. Jack requests that he would be grateful for any assistance Council could offer.

Under the Section 356 of the Local Government Act, Council can provide financial assistance to an individual but must first give 28 days notice of its intention to do so.

**RECOMMENDATION: For Councils consideration.**

Submitted to Council: 27 April 2016

..... General Manager ..... Mayor




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**Item:** 6.3 **Ref:** WO/2016/00571  
**Title:** School Crossing Grant Application  
**Author:** Director – Engineering Services  
**Previous Items:**  
**Attachment:** Invitation letter and project details

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**Introduction:**

The purpose of this report is to inform Council the lodgement of Grant application for School crossing near Walcha Central School under Pedestrian Safety Infrastructure Program around Schools Program.

**Report:**

The State Government has announced in February 2015 of a \$5 million commitment to improve pedestrian infrastructure around schools. Roads and Maritime Services is seeking the assistance from councils in developing and delivering this important Pedestrian Safety Program to protect our most vulnerable road users.

The new program is expected to commence in early 2016 and will be completed by June 2018. The program will focus on improving pedestrian safety through the provision of non-signalised pedestrian crossing facilities on local and regional roads, both within school zones or on main routes to schools.

The available treatments under this program are:

- Marked foot crossings (zebra crossings) - if warrants are met.
- Wombat crossings (raised zebra crossings) - if warrants are met.
- Kerb blisters
- Pedestrian refuges
- Pedestrian fencing
- Improved signs/line marking for crossing facilities or school drop-off/pick-up zones.

Funding is available for around 100 locations across the state over a 3 year period and each site is eligible to receive up to \$50,000 for pedestrian infrastructure from the eligible treatment options listed above. The proposed facilities will only be approved on local and regional roads that are under the care and control of council.

Each approved project will be funded up to \$50,000 by Roads and Maritime however the exact funding amount will be determined based on the council’s project cost estimate.

Council has submitted an applications for School crossing for two spots ( Ref. Map and table to NSW Transport Roads and Maritime Servcies.

**RECOMMENDATION:**

That Council note the applications for the grant of the projects;

- North Street, Far East, Walcha- \$ \$ 49,599
- Angle Street, Walcha- \$ 18,214

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



Dear General Manager

**NSW Government’s \$5 Million Program for Pedestrian Infrastructure around Schools**

I am writing to inform you of the State Government’s announcement in February 2015 of a \$5 million commitment to improve pedestrian infrastructure around schools. Roads and Maritime Services is seeking the assistance of your council in developing and delivering this important Pedestrian Safety Program to protect our most vulnerable road users.

The new program is expected to commence in early 2016 and will be completed by June 2018. The program will focus on improving pedestrian safety through the provision of non-signalised pedestrian crossing facilities on local and regional roads, both within school zones or on main routes to schools.

The available treatments under this program are:

- Marked foot crossings (zebra crossings) - if warrants are met.
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- Kerb blisters
- Pedestrian refuges
- Pedestrian fencing
- Improved signs/line marking for crossing facilities or school drop-off/pick-up zones.

Funding is available for around 100 locations across the state over a 3 year period and each site is eligible to receive up to \$50,000 for pedestrian infrastructure from the eligible treatment options listed above. The proposed facilities will only be approved on local and regional roads that are under the care and control of council.

Each approved project will be funded up to \$50,000 by Roads and Maritime however the exact funding amount will be determined based on the council’s project cost estimate.

Roads and Maritime are proposing the following administration and approval process for this important road safety initiative:

- Letters will be sent to all schools in NSW **by the end of January 2016**, inviting them to contact their local council by **Friday 26 February 2016** with locations to be considered.
- Council is requested to submit proposals for treatments which may not have been identified by a school. Councils should consult with the school prior to making any nominations to Roads and Maritime.
- Council will be allowed to nominate up to 10 locations from within their Local Government Area for this program.
- Where a school’s identified location is supported by council, council will submit a project nomination and supporting documentation to Roads and Maritime.

**Roads and Maritime Services**

76 Victoria Street, Grafton NSW 2460 |  
PO Box 576, Grafton NSW 2460 |

[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) | 13 22 13

Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



Walcha Council  
Ordinary Council Meeting  
27 April 2016

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- To submit a nomination, council is required to develop a proposal, prepare the pedestrian risk model score (using the attached spreadsheet) and provide supporting documentation including maps and/or sketches of the proposal.
- All treatments that need warrant assessments must be documented and included in the nomination submitted by council. Council is responsible for ensuring all Traffic Committee and other relevant approvals are achieved.
- Nominations from council are to be received by Roads and Maritime by **Friday 8 April 2016** and must be submitted by email to [SaferRoadsNSW@rms.nsw.gov.au](mailto:SaferRoadsNSW@rms.nsw.gov.au).
- Nominations will be prioritised for funding under this program based on the pedestrian risk model score. All nominations will be prioritised for this three year program, from a single council nomination process.

Once council has been advised of the approved program of works, council will be responsible for delivering the project/s within the allocated funding year. A number of projects will be prioritised for immediate delivery across the program. Council will be responsible for ongoing maintenance of the facility.

Working in collaboration with school communities and local councils is crucial to ensure the successful implementation of this important pedestrian safety program. Your assistance is greatly appreciated.

Should you have any questions or wish to provide feedback on this important Road Safety program please send an email to [SaferRoadsNSW@rms.nsw.gov.au](mailto:SaferRoadsNSW@rms.nsw.gov.au).

Yours faithfully

for Monica Sirol  
Network & Safety Manager, Northern

22 December 2015

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



**Item:** 6.4 **Ref:** WO/2016/00513  
**Title:** Shooting in National Parks and State Forests  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

**Introduction:**

At the March 2016 Meeting Council resolved that the General Manager prepare a report on the recreational shooting in the National Parks and State Forests in the Walcha local government area and submit to April 2016 Meeting.

**Report:**

National Parks:

There is currently no recreational hunting allowed in any NSW national park. It is illegal and subject to penalties. However, NPWS is partnering with qualified volunteer shooters to help remove pest animals, such as rabbits, foxes and pigs, in 12 national parks and reserves, none of which are located in Walcha local government area.

State Forests:

Forestry Corporation NSW has assessed each declared NSW State Forest to decide whether it should be open to R-Licensed hunters. Declared forests are given a category indicating whether the forest will be open to all hunting bookings, open to certain hunting bookings or closed to general hunting (except under special control arrangements).

Forest Categories:

Category 1	Forest is open to online bookings 7 days per week
Category 2	Forest is open to online bookings 7 days per week, with a possible peak hunting period where the public is excluded from the forest.
Category 3	Forest is open to online bookings weekends only. If a public holiday falls immediately before or after a weekend, it is classified as a weekend also.
Category 4	Forest is open to online bookings 7 days per week for bow hunting only.
Category 5	Closed to general hunting.

Submitted to Council: 27 April 2016

..... General Manager ..... Mayor





Below is a table with Declared State Forests in the Walcha area and their categories:

State Forest:	Category:
Enfield State Forest	1 - Normal
Giro State Forest	3 – Weekend Hunting
Nowendoc State Forest	1 – Normal
Riamukka State Forest	1 – Normal
Styx River State Forest	1 – Normal
Terrible Billy State Forest	3 – Weekend Hunting
Tuggolo State Forest	1 - Normal

The Department of Primary Industries (DPI) Game Licensing Unit works with FCNSW to issue Written Permission to hunt on declared public land to eligible NSW Restricted Game Hunting Licence (R-Licence) holders. The Forestry Corporation of NSW is the land manager for NSW State Forests and is responsible for reviews of the risk assessment (2013 being the last review). As a result of the last review R-Licence holders must meet additional requirements before being eligible to hunt on public land in NSW:

- ◆ Hunters must carry an operational Global Positioning System (GPS) enabled device at all times when hunting. State Forest downloads must be uploaded to the GPS device.
- ◆ Hunters must complete two new online education modules covering outdoor navigation and hunting written permission conditions.

These are in addition to existing controls such as understanding and carrying Written Permission issued by the DPI Game Licensing Unit and the mandatory requirement to wear an item of blaze orange on the upper body.

Penalties continue to apply for non-compliance of the regulations. Forest surveillance, including cameras, remains in place and NSW authorities will continue to detect and deter illegal hunting. Every NSW Police Officer is an authorised inspector under the Game and Feral Animal Control Act 2002. DPI Staff will continue to work with the NSW Police and other land manager to ensure compliance with the law.

**RECOMMENDATION:**

**For Councillors information.**

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor




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<b>Item:</b>	6.5	<b>Ref:</b> WO/2016/00618
<b>Title:</b>	Draft Social Media Policy	
<b>Author:</b>	General Manager	
<b>Previous Items:</b>	Not Applicable	
<b>Attachment:</b>	Draft Social Media Policy	

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**Report:**

Council recognises that social media provides new opportunities for interactive two-way communications which can complement existing communications and further improve information, access and delivery of key services. Council recognises the value of social media for networking; recruitment; continuing professional development, employee engagement and innovation.

The intent of this policy is to provide understanding and guidance for the appropriate use of social media platforms and tools by Council staff and contractors for the purpose of conducting Council business.

A copy of the Draft Social Media Policy is attached.

**RECOMMENDATION:**

**That Council ADOPT the Social Media Policy.**

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor





**Walcha Council  
Draft Social Media Policy**



**Introduction**

Social Media is a two way form of communication between Council, residents, the community, partners and stakeholders. It offers an opportunity to disseminate information immediately and swiftly as well as being a tool for consultation and engagement.

Walcha Council accepts social media has the potential to improve communication with stakeholders including residents, partners and business and industry organisations. Council also recognises the value of social media as a listening mechanism to improve the understanding of community expectations and to respond as it sees fit.

This policy sets out the purpose, responsibilities, management and other issues concerning the use of social media and also outlines Council’s expectations of staff in regards to personal use of social media.

**Purpose & Objectives:**

Social Media use at Walcha Council:

Social media refers to internet-based tools for sharing and discussing information by people. Social media includes but is not limited to:

- ✓ Social networking sites (such as Facebook and Linkin, Google=+)
- ✓ Video and photosharing (Youtube, Flickr, Instagram)
- ✓ Blogs
- ✓ Micro-blogging (Twitter)
- ✓ Forums, discussion boards and groups (Google groups, hangout)
- ✓ Wikis (Wikipedia, wikispaces)
- ✓ Vodcasts and Podcasts
- ✓ Instant messaging and chat services

Purpose of Policy:

The purpose of Council utilizing social media platforms is to:

- ✓ Complement and enhance other council communication channels and objectives including traditional media, Council’s dedicated websites, face-to-face communication
- ✓ Provide an efficient method of delivering factual, up-to-date information
- ✓ Provide a listening mechanism to gather information about Council or the town.
- ✓ Provide a listening mechanism to inform Council, Council business and facilities on community expectations.

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



- ✓ To enhance Council’s ability to be transparent, accessible and responsive to the community through encouraging dialogue and two-way communication.

The Objective of this Policy is:

- ✓ To ensure Council’s use of social media conforms with its corporate identity standards
- ✓ To define roles and responsibilities for the management of social media tools on behalf of the Organisation
- ✓ To ensure Council’s use of social media platforms is aligned with Council’s communication objectives
- ✓ To inform Council employees of their responsibilities when using social media.

**Roles & Responsibilities**

Staff:

All Staff have a responsibility to act ethically and honestly when making comment on social media platforms. In addition staff should take measures to ensure personal comments cannot be mistaken for an official comment of Council.

Corporate Administration:

The Corporate Administration section will maintain a register of approved social media platforms and channels used within Walcha Council. The Section will also maintain a register of Authorised Social Media Officers, login details and passwords for each platform/channel. The General Manager will authorise appropriate Social Media Officers.

Authorised Social Media Officers:

Only Authorised Social Media Officers (ASMOs) may comment via social media channels on behalf of Walcha Council. The Authorised Media Officer for each channel is responsible for developing a strategy for social media use in consultation with the General Manager, monitoring and reporting of the respective channel.

General Manager:

The General Manager is the approving officer of all requests for new social media channels.



**Procedures:**

Content:

All Authorised Social Media Officers must exercise sound judgement in regard to content and material communicated via Council’s social media channels. All material published or communication via Council’s social media channels must:

- ✓ Comply with all related Council policies, including the Code of Conduct.
- ✓ Be approved by relevant staff when and where appropriate
- ✓ Be a high standard
  
- ✓ Not plagiarise or breach copyright
- ✓ Comply with the Privacy and Personal Information Protection Act 1998.

The following content is not appropriate to be communicated via Council’s social media channels:

- ✓ Un-associated commercial advertising and sponsorship
- ✓ Intentionally misleading or inaccurate information.

Authorised Social Media Officers are responsible for establishing rules of use for the relevant social media channel and monitor and moderate that channel appropriately.

Dealing with inappropriate content and behaviour:

Walcha Council will not publish User Generated Content, UGC (content on a social media site that is created by the audience), or will remove any previously published UGC, that:

- ✓ Defames any individual, group or organisation
- ✓ Vilifies any individual, group or organisation because of their political affiliation, race, religion, cultural background, gender, age or sexual identity
- ✓ Contains obscene, racist, sexist, threatening or otherwise offensive language or images
- ✓ Breaches copyright
- ✓ Is or potentially unlawful
- ✓ Contravenes any policies or guidelines set forth by Walcha Council.

**Copyright:**

Walcha Council respects the copyright of others and will protect the copyright of its own materials. Walcha Council retains the copyright on all material created by Walcha Council and posted to Council’s social media channels.



Authorised Social Media Officers will ensure content posted on Walcha Council’s social media channels does not breach copyright and that Council copyrighted material is approved for acceptable use on social media.

**Record Management, Measures & Reports:**

Records of all social media correspondence will comply with Council’s Record Management Policy. Any post to a social media site is defined as a Council record in accordance with the State Records Act 1998 and must be recorded in Council’s electronic management system (TRIM).

**Personal Use of Social Media:**

Walcha Council accepts employees will engage social media for professional and personal reasons. Staff should be aware that comments, including personal comments, made on social media regarding the organisation are connected o the organisation and as such relate to their employment with Council.

When using social media staff should at all times:

- ✓ Ensure personal online activities do not interfere with the performance of duties
- ✓ Clearly distinguish personal comments from official comments
- ✓ Do not disclose confidential information obtained through your role
- ✓ Act lawfully
- ✓ Do not post defamatory, disrespectful or deliberately misleading comments.

In appropriate behaviour may lead to a breach of Council’s policies or Code of Conduct. This breach may result in disciplinary action including formal warnings and/or dismissal.



<b>Item:</b>	6.6	<b>Ref:</b> WO/2016/00600
<b>Title:</b>	Warra-li Northern Region E-Waste Agreement	
<b>Author:</b>	Director - Engineering Services	
<b>Previous Items:</b>	Not Applicable	
<b>Attachment:</b>	Northern Region E-Waste Recycling Facility Agreement	

**Introduction:**

At a recent Northern Inland Regional Waste meeting held in Quirindi the Warra-li Resource Unit gave a presentation on a proposed northern region e-waste recycling facility. The presentation was to inform NIRW member councils of the proposed facility to be built in Inverell and to seek support from Councils for the project.

**Report:**

Warra-li Resource Unit is the business unit for 14 Local Aboriginal Land Councils (including Amaroo), and provides Aboriginal job placement services covering the New England North West region of NSW.

The proposed e-waste recycling facility will be at Inverell Waste Management Facility, with Inverell Shire Council already committed to providing the land for the facility. The facility will accept any electrical item, as well as non-traditional e-waste such as furniture, lawn mowers, fridges (they will de-gas), etc. There is to be no gate or processing fee; only the transport of the materials to Inverell is to be borne by the Council.

Warra-Li has submitted funding applications for construction of the facility and expects to know if successful by mid-2016. Another six Councils (Narrabri, Moree, Gwydir, Glen Innes, Guyra and Tenterfield) have signed an Agreement to participate, indicating initial support for the project.

Walcha Council has been unable to offer the collection of E-Waste to residents since the Federal Government’s National Television and Computer Recycling Scheme collapsed late in 2014. If the Warra-li facility is to be successful it requires adequate feed stock from the region. Currently Walcha’s E-Waste is a problem waste and with other problem waste streams such as fridge/freezers and mattresses also being accepted by Warra-li sending Waste from Walcha could see problem waste streams being responsibly processed in the New England Region and reducing the amount and cost of problem waste going to landfill.

A copy of the Agreement is attached to this report.

**RECOMMENDATION:**

**That the Northern Region E-Waste Recycling Facility Agreement be executed by the General Manager on behalf of Council, thereby providing initial support for the supply of E-Waste feedstock to an E-Waste Recycling Facility in Inverell.**

Submitted to Council: 27 April 2016

..... General Manager ..... Mayor

## NORTHERN REGION E-WASTE RECYCLING FACILITY AGREEMENT

This Agreement is dated 20<sup>th</sup> April 2016 and is entered by the following parties:

Warra-li Resource Unit Inc. (Warra-li) of Suite 8/11 White Street Tamworth, NSW  
and Walcha Council of 2 Hamilton St, Walcha NSW 2354.

### BACKGROUND

The purpose of this agreement (the “Agreement”) is to record the broad understanding of the parties in relation to a proposal for Warra-li to operate an E-Waste Recycling Facility in Inverell as Walcha Council’s appointed E-Waste recycler (the “Project”).

Warra-li was advised by Inverell Shire Council September 2015 that its expression of interest (EOI) to become Inverell Shire Council’s primary and preferred E-Waste recycler was successful. Inverell Shire Council has granted Warra-li license over a portion of its Burtenshaw Road waste management site to construct the facility. Warra-li also noted in its EOI its desire to provide this service to Northern Inland Region Waste Group (NIRW) member Councils in the region. Initial support for the supply of E-Waste feedstock has been gained from:

- Moree Plains Shire Council
- Narrabri Shire Council
- Gwydir Shire Council
- Tenterfield Shire Council
- Glen Innes Severn Shire Council
- Guyra Shire Council

It is proposed E-Waste feedstock is shipped to the “Northern Region E-Waste Recycling Facility” at Burtenshaw Road, Inverell for processing with freight at Walcha Council’s cost.

The parties have been in discussions for some time and both now wish to move forward with the E-Waste Recycling initiative in accordance with the understanding reflected in this document.

The parties record their agreement as follows:-

### 1. OBJECTIVES

The objectives of the Project are to:

- 1.1 Develop a suitably flexible agreement, which provides a mechanism to recycle E-Waste diverted principally from Walcha Council’s landfill/waste management site. E-Waste from Walcha Council’s regional waste management facilities/transfer stations may also be delivered to Burtenshaw Rd Inverell for processing.
- 1.2 Develop a suitably flexible agreement which allows Warra-li to independently pick-up E-Waste at its own expense following the initial set-up, commencement and





consolidation phase, from the supply network it generates e.g. Government departments, retailers, appliance repairers, air conditioning business and the like.

- 1.3 Maximize the training and skilling potential of the Warra-li's Job Active Australia partner(s) at the E-Waste recycling facility in preparing Aboriginal Jobseekers for employment in the wider community.
- 1.4 Divert as much E-Waste from landfill as possible thereby delivering a positive outcome for Walcha Council and residents of the Northern Region.

## **2. RECOGNITION OF THE PARTIES**

2.1 In consideration of its commercial decisions Warra-li wishes Walcha Council to recognize that:

2.1.1 Warra-li is a not-for-profit organization, with registered charity and public benevolent institution status that has identified the opportunity to establish an E-Waste Recycling enterprise in a developing industry to assist disadvantaged people into sustainable employment in the community.

2.1.2 Warra-li intends to operate the Regional E-Waste Recycling Facility as a social enterprise and as such will retain all revenues realised from these activities to allow the enterprise to become self-sustaining as expediently as possibly.

2.1.3 The E-Waste recycling facility will integrate formal training, work experience and intensive on-the-job mentoring to develop work readiness and employability skills for Aboriginal jobseekers.

2.1.4 Warra-li will be engaging Aboriginal jobseekers through this enterprise with the objective of assisting them into permanent employment within the community.

2.1.5 The E-Waste social enterprise is being established by Warra-li for the primary purpose of assisting disadvantaged Aboriginal members of the community to gain skills and attributes to enable them to gain employment within the general community.

2.2 In consideration of this Agreement Warra-li fully respects Walcha Council's role in managing waste and resources on behalf of all residents of the Walcha region. In carrying out this function Warra-li understands Walcha Council must consider the impact that the Terms of this Agreement will have on its own waste management operations. Warra-li appreciates Walcha Council must balance the interests of all stakeholders to ensure it provides value for service to its client base. Warra-li also understands Walcha Council needs certainty in its waste management strategies and in the ability to manage waste within its region in accordance with best practice and legislative requirements.





- 2.3 Warra-li, as the major funding source, builder and operator of the project, will retain ownership of the buildings, structures, infra-structure fittings, equipment and the like for the duration of the project. Should Warra-li cease to exist during the Term of Agreement then ownership of the assets described will hand over to the Northern Region Forum (consisting of the 14 Northern Region Local Aboriginal Land Councils) under the direction of the Regional Councillor at the time.

### **3. DEFINITION OF E-WASTE**

- 3.1 For the purpose of this Agreement E-Waste is deemed to be any items that can be “plugged into a power supply” and such like peripherals. Items such as, but not restricted to, will be dismantled for recycling:
- Desktop and laptop computers
  - Scanners
  - Monitors
  - Televisions
  - Printers
  - Photocopiers
  - Multi-purpose devices (copier/printer/scanner/fax/email)
  - Peripherals (computer mice, keyboards, computer power supplies, printed circuit boards, motherboards, network cards, disk and CD drives)
  - Whitegoods including fridges, washing machines, microwaves, clothes dryers
  - Waste electrical and electronic equipment (WEEE) including household appliance, sound equipment, power tools
  - Any other product agreed to by both parties not covered already within this clause.

### **4. PROCESSING CAPACITY**

- 4.1 Warra-li believes it will have capability to receive feedstock around twelve months after signing the Agreement and will be running the facility at full capacity within twelve (12) weeks from commencement of operations.

### **5. COMMUNITY EDUCATION PROGRAMME FOR E-WASTE RECYCLING DURING AGREEMENT**

- 5.1 Walcha Council will undertake an education campaign for at least the first twelve (12) months of the Agreement. It is considered that this will be part of Walcha Council’s Waste Education service to the community to inform about E-Waste recycling and the partnership formed with Warra-li who will provide this recycling service. The programme will maximize E-Waste recovered and shipped to Inverell for recycling. Wherever Warra-li is mentioned, Warra-li requests it be consulted to ensure the reference(s) is correct and in accordance with its rights and responsibilities.
- 5.2 Walcha Council’s education campaign may take the following forms at Walcha Council’s discretion:
- a) Leaflet handouts from its landfill/waste management facility (weighbridge)
  - b) Direct mail (with rates notices)
  - c) Local TV, radio and press advertising



- d) Walcha Council's website
- e) Other

Warra-li respectfully requests all media is approved by it so as to conform to its cultural, legislative, not-for-profit/registered charity and federal/state funding obligations. Warra-li commits to a reciprocal arrangement with Walcha Council.

## **6. TERM OF AGREEMENT**

6.1 The Agreement is to be for a term of five (5) years from signing.

## **7. EXCLUSIVE SUPPLY DURING AGREEMENT**

Walcha Council will provide Warra-li all E-Waste feedstock it has available at its landfill/waste management facility(s) and other collection events e.g. kerb-side-collections, E-Waste community collection days and the like for the term of the Agreement (refer clause 6.1). If at any time Warra-li agrees it is unable to receive all feedstock available at its Inverell E-Waste recycling facility then Walcha Council may seek alternative commercial and/or management arrangements.

## **8. RECIEPT OF E-WASTE - MINIMUM REQUIREMENT**

As a minimum requirement, Warra-li will only accept E-Waste shipments where the product is placed on flat pallets and securely plastic wrapped. This will ensure integrity of the load during transport to Inverell and allow unloading by forklift at point of receipt. Other packaging arrangements may be discussed/agreed upon with Warra-li at the shippers (Council's) cost.

## **9. REVIEW PERIOD OF AGREEMENT**

The parties agree to Review the conditions of the Agreement twelve (12) months after signing and then each year thereafter on the anniversary of signing the Agreement. The purpose of each Review is to ensure any changes to the regulatory environment or markets for recycled residuals from feedstock does not unfairly disadvantage one of the parties, and to redefine the Agreement under a Variation to accommodate these changes if required.

## **10. CONFLICT RESOLUTION DURING AGREEMENT**

In the event of disagreement over terms of a Review the parties agree that an independent Arbiter may be engaged by mutual agreement at equal cost to each party for the purpose of reaching an agreeable solution. If the parties are unable to agree on the appointment of an arbiter within 7 days then an arbiter is to be appointed by the Local Government & Shires Association (or a generally equivalent entity in the event that Association does not exist at the relevant time). If a signed agreement cannot be reached within thirty (30) days from engagement of the Arbiter, each party reserves the right to terminate the Agreement with at least thirty (30) days notification in writing to the other party.



**11. TERMINATION OF AGREEMENT**

The Agreement may be terminated by either party by issue of a Notice of Termination addressed to the General Manager or Business Manager of either party’s organisation, provided the Notice gives the other party no less than thirty (30) days notification of the date to terminate.

Termination may be brought about by either party if:

- a) A party becomes bankrupt, insolvent or is acquired, in part or whole, by a third party.
- b) Parties fail after best endeavours to resolve conflict as described within Cl10.
- c) A party fails to carry out requirements under the Agreement.
- d) A party’s activities are unlawful or violate WHS legislation.
- e) Parties cannot agree to the terms of an Agreement Variation (Cl13) following a Review (Cl9) under the Conflict Resolution process described within Cl10.

**12. LIABILITY DURING AGREEMENT**

Each party is liable for provision of its own insurances in relation to work provisions under the Agreement. Walcha Council makes no claims regarding the quality or “fit for use” purpose of the E-Waste delivered to Warra-li. Product ownership and Product liability transfers from Suppliers of Product to Warra-li at the point of on-site receipt at the premises identified by Warra-li for delivery of the product.

**13. VARIATION DURING PERIOD OF AGREEMENT**

Variation of Agreement may be enacted at any time by mutual agreement or by following a Review as defined within Cl9. In such a situation the parties agree to work together to document and sign the Variation to Agreement. If agreement between the parties cannot be achieved, Cl10 Conflict Resolution and Cl11 Termination of Agreement describe the action one party may take against the other in this situation.

Signed as an Agreement in Walcha this 19th day of April 2016.

**Craig Cox**  
**Business Manager**  
**Warra-li Resource Unit Inc.**

**Jack O’Hara**  
**General Manager**  
**Walcha Council**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

Witness  
Signature: \_\_\_\_\_

Witness  
Signature: \_\_\_\_\_





Ref: WO/2016/00607

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

Item 9:  
Management  
Review Reports

Submitted to Council: 27 April 2016

..... General Manager ..... Mayor



# FINANCE AND ADMINISTRATION

## 1. Librarian’s Report:

No report has been submitted.

Librarian

## 2. Listing of Bank Balances for the Month of March 2016

Unfortunately the Bank Balances were not available at the time of printing the report due to Annual Leave by Staff.

The current Interest Rate on the General Fund held with the National Australia Bank is 3.00%.

## 3. Investments (Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) For March 2016

Please see the following Report for the investments placed in March 2016.

### **Overdraft Limit**

An Overdraft Limit of \$200,000 has been arranged with the National Australia Bank. When utilised an Overdraft Interest Rate of 10.32% applies.

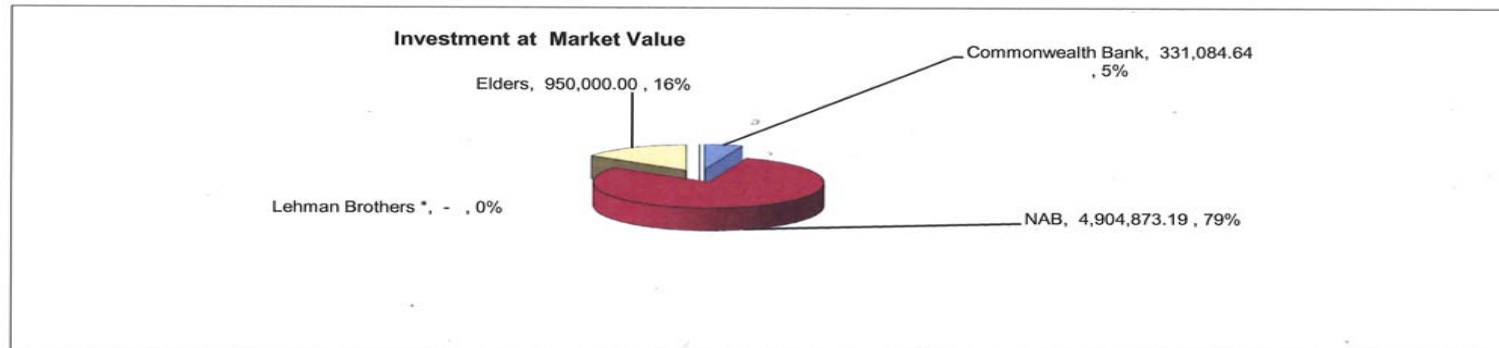
Jack O’Hara  
GENERAL MANAGER



REGISTER OF INVESTMENTS TO 31/03/2016

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/03/16	Estimated Loss CDO and FRN	Actual Loss CDO and FRN	MV % of Portfolio
Commonwealth Bank	Term Deposit	17/01/2016	240	17-Sep-16	2.80%	6095.59	6642.18	331,084.64	-	331,084.64	0.00		5.35%
National Australia Bank	Term Deposit	17/03/2016	210	17-Oct-16	3.10%	17270.72	18327.64	968,327.64	-	968,327.64	0.00		15.65%
Elders Rural Bank	Term Deposit	29/02/2016	213	28-Sep-16	2.95%	16354.32	28476.53	950,000.00	-	950,000.00	0.00		15.36%
National Australia Bank	Term Deposit	21/03/2016	30	20-Apr-16	2.25%	924.66	0.00	500,000.00	-	500,000.00	0.00		8.08%
National Australia Bank	Term Deposit	21/03/2016	60	20-May-16	2.75%	2260.27	0.00	500,000.00	-	500,000.00	0.00		8.08%
National Australia Bank	Term Deposit	3/03/2016	60	02-May-16	2.70%	2219.18	0.00	500,000.00	-	500,000.00	0.00		8.08%
National Australia Bank	Term Deposit	3/03/2016	90	01-Jun-16	3.00%	3698.63	0.00	500,000.00	-	500,000.00	0.00		8.08%
National Australia Bank	Term Deposit	5/12/2015	183	05-Jun-16	2.90%	13812.74	2778.09	950,000.00	-	950,000.00	0.00		15.36%
National Australia Bank	Term Deposit	9/03/2016	92	09-Jun-16	3.05%	7584.24	20966.93	986,545.55	-	986,545.55	0.00		15.95%
							<b>70,220</b>	<b>77191.37</b>	<b>6,185,957.83</b>	<b>-</b>	<b>6,185,957.83</b>	<b>0.00</b>	<b>100.00%</b>
<b>Lehman Brothers</b>													
Morgan Stanley	CDO	Prior to 30/06/2009	365	20/06/2015	4.20%	-	0.00	12,000.00	12,000.00	-	0.00		0.00%
							-	-	12,000.00	12,000.00	-	0.00	0.00%
<b>grand totals</b>							<b>77,191.37</b>	<b>6,197,957.83</b>	<b>12,000.00</b>	<b>6,185,957.83</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>

Capital Value of Portfolio	6,197,957.83
Redeemed Value of Portfolio	12,000.00
Market Value of Portfolio 31/03/16	6,185,957.83
Estimated Profit/(Loss) 31/03/16	0.00



**Responsible accounting Officers Certification Local Government (General) Regulation 2005- Paragraph 212**  
The investments have been made in accordance with the Act, Regulations and Walcha Council's Investment Policy

Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 27 April 2016

..... General Manager ..... Mayor





**4. Work, Health & Safety**

February 2016 – Council recorded no incidents within the workplace.

Public Liability x 1 – McHattan Park – Playground equipment – resulted in a broken arm of a toddler.

**5. Tourism Report**

**April 2016**

**Inland NSW**

Inland NSW, the Regional Tourism Organisation (RTO) which Walcha is a member to, went into voluntary administration in early April 2016. Inland NSW is the organisation we go through to apply for quarantined funding from Destination NSW (DNSW). Inland NSW funded its functionality through a percentage (17.5%0 of the money given by applicants and then the subsequent dollars matched by DNSW.

New England High Country (NEHC), had put funds together for a campaign with Inland NSW to get matched funding from DNSW. This campaign program was approved for matched funding however DNSW had not yet paid these matched funds to Inland NSW for this particular program.

New England High Country met in Armidale on 5 April with local member Adam Marshall, on the news of Inland NSW’s postion. Adam Marshall and other state members have taken up the case within Macquarie Street. The politicians are confident we will not lose our contribution, however at the end of the day it’s in the hands of the administrators.

To this point DNSW are not contributing quarantined funds for the approved outstanding program. New England High Country had committed \$100,000 for contribution towards this campaign. Walcha had paid its portion of the campaign (\$5,000) as had most of the other LGA’s affiliated with New England High Country, however Armidale had yet contributed their portion of \$50,000.

The operational workings of this campaign through Bauer Media journalists and photographers had been organised for the week of 18-22 April. Armidale have been speaking directly with Bauer Media, Armidale are going to now pay their contribution of \$50,000 directly to Bauer Media and the campaign will go ahead regardless of DNSW’s approved matched funding currently being unavailable.

So although it can’t be assured that Walcha gets its \$5,000 back we still get a campaign that has only been minimally revised from the original campaign program.

**The Mikado**

Opera at Langford, the Mikado, was a great success. Lisa Kirton, Tourism Officer, did a fabulous job promoting it within the budget that Barry Marshall had set. Close to 300 people were in attendance, many of those not directly local with the biggest drawings

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Walcha Council  
Ordinary Council Meeting  
27 April 2016



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coming from Tamworth and Armidale but many coming from areas further afield such as Gloucester, Kempsey, Inverell, Newcastle and Sydney.

This is a great event for Walcha, complementing our culturally rich artistic vibe which we seem to get more and more recognised for and attracting visitors, many of which are overnight stayers.

Susie Crawford  
Walcha Tourism Manager

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Submitted to Council: 27 April 2016

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# ENGINEERING SERVICES

## 6. Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
39	21/03/2016	74.50	3,572.54
40	28/03/2016	84.25	4,583.94
41	04/04/2016	82.75	4,356.16
42	11/04/2016	60.50	2,721.51
<b>TOTAL</b>		<b>302.00</b>	<b>\$15,234.15</b>

## 7. Shire Roads Maintenance

### Local Roads & Bridges - Projects:



#### **Private Works:**

#### Internal Road Rectification:

The Local Roads Crew recently undertook a large private works job, that included almost 1km of internal access roads for a property close to Woolbrook. The roads were in a very poor state with large washouts as seen in the photo to the left.

Our crews placed recently excavated fill from another job into the washouts to get the road back to level. The crew then imported gravel and graded rollover drains into the driveway. The job was completed on time and within the quotation supplied to the owners by Council.



**Bridge Works & Bypass Tracks:**

Stephen's Bridge Rehabilitation (#5010):

The photo to the right shows the removed pile on Stephen's Bridge, ready for replacement.

The pile has now been successfully replaced, as have the defective girders.

The bridge rehabilitation is complete and is now open to the general public.



Moona Road (Rizzi - #5355):

The photo on the left hand side shows the bypass track at Moona Road being completed. As can be seen there were complications arising from a large rocky area located close to the bypass track.

Aberbaldie Bridge (#4574):

In addition to Moona Plains Road, the Aberbaldie Bridge bypass track has also been installed.

**State and Regional Roads – Projects:**

Heavy Patching:

This year's round of heavy patching was extended by the RMS due to the large reseal season that is planned for later this calendar year. In order to ensure that all of the segments were ready for sealing, Walcha conducted a 4-week long heavy patching campaign.



The project was completed on time and very successfully. One patch however (as photographed) presented problems due to a soft, clay subgrade. The state and regional roads crew were able to rectify the problem by removing the problematic material and replacing it with more suitable gravel.





Segment 3190 & 3200 Final Seal after Widening:



Walcha Council recently completed the segment 3200 widening project, on behalf of the RMS road safety department. There were three stages to this project including widening, primer sealing the widened area and placing a final seal over both segments 3200 and 3190. The photo on the left hand side shows the widening methodology.



The photo on the right shows the primer seal that was placed on the widened area. The photo to the left shows the finished product, the final seal. Line marking is to occur within one month and will be double barrier for the entire length of the hill.



**Urban Roads – Projects:**

Jamieson Street:

Jamieson Street is progressing well, with the K&G pour booked in for Thursday (21/04/2016).

When Council returns from the Anzac Day long weekend, roadworks will commence. Roadworks are expected to be quite efficient due to the relatively uncomplicated works process for the remainder of the project

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The photo above shows the section of kerb and gutter base nearly ready to installation. This section is from Pakington Street through to Brian Smith Timber Transport. The photo on the right hand side shows the Pakington St intersection and the kerb and gutter base extending to the drainage pit.

Fitness Equipment:



The fitness equipment project is progressing well and has had the slip footings installed. The next phase of the project will include the installation of the rubber base (installed for user safety) and the installation of the equipment.

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**Completed Maintenance Snapshot:**

<b>Local Roads</b>	
<u>Maintenance Grading:</u>	<u>Roads:</u>
	Niangala
	Nowendoc
	Old Brookmount
	Kangaroo Hills
	Riverside
	Glenroy
	Boyd's Lane
	Surveyors Creek
	Strathleigh
	Campfire (Woolbrook End)
<u>Gravel Re-Sheeting:</u>	<u>Roads:</u>
	Nowendoc
	Riverside
<u>Rural Addressing:</u>	<u>Roads:</u>
	Florida
	Brackendale
	Oxley Drive
	Scrubby Gully
<u>Sign Maintenance:</u>	<u>Roads:</u>
	Glen Morrison
	Niangala
<u>Guide Post Maintenance:</u>	<u>Roads:</u>
	Aberbaldie
	Niangala
	Moona
<b>State &amp; Regional Roads</b>	
<u>Oxley Highway Maintenance:</u>	<u>Tasks:</u>
	Repair Potholes
	Pavement Edge Repairs
	Guidepost Maintenance
	Servicing Rest Areas
<u>Regional Roads:</u>	<u>Tasks:</u>
	Repair Potholes
	Pavement Edge Repairs
	Vegetation Maintenance
<b>Urban Roads</b>	
<u>Urban Maintenance:</u>	<u>Tasks:</u>
	Tree, Garden & Park Maintenance
	Sporting Ground Maintenance
	Walcha Oval Bore

Submitted to Council:

27 April 2016

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**Proposed Works for the Coming Period:**

Shire Roads:

- ◆ Heavy Patching will be taking place on the Emu Creek Road.
- ◆ The bypass track for #5414 Mooraback Road Bridge will be installed. Following this the bridge will be rehabilitated with assistance from the Uralla Shire Council bridge crew. This is the final bridge on the rehabilitation program.
- ◆ Install the bypass track on #5214 Hartford Road Bridge.
- ◆ Grading will take place on Glen Morrison Road.

State & Regional Roads:

- ◆ Rectify the failed wire rope safety barrier on the Oxley Highway at the “Nowendoc” rehabilitation.
- ◆ Undertake the Oxley Highway End Terminal Replacement Program.
- ◆ Start the 2015-2016 Culvert replacement program.
- ◆ Progress to the final stages of design for the “Apsley Falls” widening project.
- ◆ General Maintenance.
- ◆ Maintenance:
  - Pothole Patching.
  - Vegetation Maintenance.
  - Drainage Works

Works In Town:

- ◆ Complete Jamieson Street kerb and gutter and rehabilitation.
- ◆ Complete the fitness equipment.
- ◆ Sporting grounds maintenance.

Dylan Reeves  
Works Manager

**8. Water Matters**

Level 2 – introduced 6 April 2016 – Targe Usage 190 – 230 Litres / Person / Day  
Water usage for the month of March 2016 was as follows:

- ❖ Monthly Usage – 16.71 Megalitres (5 week month)
- ❖ Daily Usage – 539 Kilolitres
- ❖ Usage per person per day – 322 Litres

Ground Water

DPI Water gave approval for Council to cease investigations into a ground water source for an emergency ground water town supply (Chris Hennessey 11 Feb 2016), but have since requested Council ‘moth ball’ the test bore at the Aberaldie Rd off creek storage (i.e. purchase a pump and associated materials, and install a monitoring bore) so that it would be equipped for immediate use (Chris Hennessey 11 Apr 2016).  
Quotes are currently being sought from suppliers.

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WTP Augmentation

24/7 pumping capabilities at the WTP was a critical finding of the Secure Yield Study. The necessary wireless communications survey that links from the river pump to the plant was delayed by the original contractor engaged. A subsequent contractor conducted the survey a fortnight ago and their report is expected by 22 April.

Off Creek Storage No2

An application under the National Stronger Regions Funding was submitted 14 March for the construction of a second 170ML town water storage as per the findings of the Secure Yield Study. The successful applications will be announced July/August 2016.

Two prospective sites for the construction of Off Creek Storage No2 have been identified and MOU's to carryout preliminary design investigations have been drafted and are to be executed by the end of April.

Aspley River Dam Proposal

On 1 April 2014, Director - Engineering Services and Walcha resident Rob Blomfield and Fred Mulligan visited Kevin Anderson MP in Tamworth to discuss the Walcha town water supply situation and proposal of Aspley River Dam Project. He was very pleased with the proposal and shown his interest on the project. He has advised to Council to submit a written proposal with consents from landholders. In addition, Council also has submitted a letter to Minister for Lands & Water, the Hon Niall Blair MLC, requesting funding for \$100,000 to carry out a feasibility study on the Proposal. Council provided a copy of this letter to our local members, the Hon Barnaby Joyce MP and Mr Kevin Anderson MP and Mr Kevin Humphries MP.

**9. Sewer**

Sewer Treatment Plant (STP) Upgrade

DPI Water verbal approval granted 14 April for concept design, written confirmation still to be provided. NSW Public Works have been requested to provide a proposal to prepare the detailed design.

STP Crown Land Acquisition

The Office of Local Government application for compulsory acquisition was submitted last week for approval by the Minister and Governor. Further, a DPI-Lands licence application has been submitted to request approval to commence preliminary design investigations for the STP upgrade.

**10. Waste**

Community Recycling Centre (CRC)

Construction has commenced on the new hazardous waste drop off shed (CRC) with the shed erection expected to be completed by mid May (weather permitting). Staff training, signage and ancillary works are planned to be completed by mid June for an official opening (date to be advised).

Tess Dawson, Manager Water, Sewer & Waste

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Submitted to Council: 27 April 2016

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# ENVIRONMENTAL SERVICES

## 11. Development

### Development Approvals and Refusals for March 2016

Information is being provided on development approvals and refusals for the month of March 2016. The following data details the development approvals issued by Council and private certifiers for the entire Local Government Area. A listing of development applications outstanding with a status has also been provided.

Development Applications					
<b>Approvals:</b>					
DA No.	Description	Location	Applicant	Determined	Determination
10.2015.1	Change of use (hairdressing home business)	178W Hill St, Walcha	Miss M L Cross	2/03/2016	Granted (under delegation)
<b>Monthly Estimated Value of Approvals: \$0.00</b>					
<b>Refusals:</b>					
DA No.	Description	Location	Applicant	Determined	Determination
Nil					

Development Applications Outstanding				
DA No.	Description	Location	Applicant	Status
10.2016.2	Shed	127S Derby St, Walcha	Mr S R Carter	Under assessment
10.2016.3	Sun enclosure	8 Sempill Cr, Walcha	Mr G W Hawkins	On notification
<b>Total: 2</b>				

Construction Certificates					
<b>Approvals:</b>					
CC No.	Description	Location	Applicant	Determined	Determination
Nil					
<b>Issued by Private Certifier</b>					
CC No.	Description	Location	Applicant	Determined	Determination
Nil					
<b>Monthly Estimated Value of Approvals: \$0.00</b>					

Construction Certificates Outstanding				
CC No.	Description	Location	Applicant	Status
11.2016.2	Shed	127S Derby St, Walcha	Mr S C Carter	Under assessment
11.2016.3	Sun enclosure	8 Sempill Cr, Walcha	Mr G W Hawkins	Under assessment
<b>Total: 2</b>				

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**Complying Development Applications**

**Approvals:**

CDC No.	Description	Location	Applicant	Determined	Determination
18.2016.1	Shed	58N South St, Walcha	Mr N W Goodwin	3/03/2016	Issued
18.2016.2	Carport	123N Thee St, Walcha	Ms A M Greathead	3/03/2016	Issued

**Issued by Private Certifier**

Nil

**Monthly Estimated Value of Approvals: \$19,000.00**

**Complying Development Applications Outstanding**

CDC No.	Description	Location	Applicant	Status
Nil				
				<b>Total: 0</b>

**s149 Planning Certificates**

Section 149 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 s149 Planning Certificate.

<b>Section 149 Planning Certificates Completed 2015/2016</b>	
	<b>Number</b>
<b>July</b>	11
<b>August</b>	6
<b>September</b>	21
<b>October</b>	8
<b>November</b>	14
<b>December</b>	11
<b>January</b>	5
<b>February</b>	6
<b>March</b>	12

<b>S149 Planning Certificates Completed – Comparative Data</b>	
	<b>Number</b>
<b>2013/2014</b>	91
<b>2014/2015</b>	126
<b>2015/2016 (YTD)</b>	94

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**12. Environment**

**Environmental & Public Health Complaints**

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:

- *Companion Animals Act 1998* e.g. dogs not under effective control & nuisance dogs (barking),
- *Local Government Act 1993* e.g. overgrown land, and
- *Protection of the Environment Operations Act 1997* e.g. dumping of rubbish.
- *Food Act 2003* e.g. hygiene and handling

For information purposes a summary of the number of complaints received is provided.

Environmental Services Complaints February 2016		
<b>Barking dogs</b>	5	
<b>Roaming dogs</b>	5	
<b>Overgrown land</b>	1	
<b>Environmental Pollution</b>	1	Illegal dumping

**Tree Management Applications**

A Tree Preservation Order exists over the town of Walcha to promote the retention of trees and tree cover and to conserve as far as is practical the existing pattern of vegetation, for information purposes a summary of the tree management applications lodged with Council is provided.

Tree Management Applications 2015/2016				
	Approved – Delegation	Approved – Council	Refused	Undetermined
<b>July</b>	1	0	0	2
<b>August</b>	0	0	0	4
<b>September</b>	3	0	0	1
<b>October</b>	0	0	0	1
<b>November</b>	2	0	1	1
<b>December</b>	1	0	0	3
<b>January</b>	2	0	0	1
<b>February</b>	1	0	0	1
<b>March</b>	1	0	0	2

**13. Public Health**

**Immunisation Clinic**

Free Immunisation Clinics are held weekly at the Walcha MPS; for information purposes a summary of the number of attendances at the clinic is provided.

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Immunisation Records 2015/2016	
<b>July</b>	3
<b>August</b>	3
<b>September</b>	1
<b>October</b>	7
<b>November</b>	2
<b>December</b>	1
<b>January</b>	6
<b>February</b>	0
<b>March</b>	6

**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.

For information purposes a summary of the food surveillance activities undertaken for the 2015/2016 as at 31 March 2016 is provided.

Food Premises Surveillance 2015/2016				
Category	Number of Premises	Inspections Conducted	Re-inspections Required	Re-inspections Conducted
<b>High Risk</b>	<b>26</b>	<b>8</b>	<b>3</b>	<b>3</b>
<b>Medium Risk</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Low Risk</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Mobile</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Temporary</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

**14. 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 Animals Registrations 2015/2016						
	Desexed	Non desexed	Pensioner desexed	Recognised breeder	Working	Value \$
Jul	1	2	1	0	0	\$457.00
Aug	6	3	0	15	8	\$1,668.00
Sep	1	1	0	0	1	\$244.00
Oct	1	1	0	0	0	\$244.00
Nov	0	0	1	0	0	\$21.00
Dec	1	1	0	0	0	\$244.00
Jan	2	3	0	0	0	\$680.00
Feb	0	0	2	0	0	\$42.00
Mar	1	0	0	0	0	\$52.00

Companion Animals Seizures 2015/2016						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen
Jul	3	0	3	0	0	0
Aug	5	1	3	1	1	0
Sep	1	1	0	1	0	0
Oct	2	1	1	1	0	0
Nov	1	0	1	0	0	0
Dec	2	0	2	0	0	0
Jan	6	1	5	0	1	0
Feb	3	0	0	1	1	1
Mar	1	1	0	0	1	0

**15. Walcha Council Community Care**

March 2016

**Groups**

Women’s Group and Wanderer’s Group

2 March 2016 – 22 ladies attended morning tea at the Community Day Centre Rooms. The ladies spent the morning working on the group project to put into the Walcha Show. Each person created a paper flower and decorated an Easter Egg for the basket.



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7 March 2016 – 10 ladies attended the Guyra Ball. The ladies had a fabulous day listening to the entertainment provided and watching the school students perform. Morning tea and lunch were enjoyed while catching up with many friends and acquaintances from previous years at the ball.

Kate Hoy and Mary Natty



Syreene Kitchener and Elaine Bartholomew



Irene Simpson and Shirley Martin



Elaine Murray and Ollie Wall



9 March 2016 – the Wanderer’s Group morning tea held in the Community Day Centre Rooms. The group enjoyed the morning talking about future topics of interest and excursions they would like to visit during the year.

16 March 2016 – 20 ladies attended the Women’s and Wanderer’s Group day held in the Community Day Centre Rooms. The day provided information relevant to the group

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about their rights and responsibilities as a client and Advocacy. Christine Foord from Disability Advocacy came to the session to provide information about Advocacy and the implementation of the National Disability Insurance Scheme that is to be rolled out in the New England area on the 1<sup>st</sup> July 2016.

23 March 2016 – the Wanderers Group travelled to Glen Innes where they met with the Glen Innes Aboriginal Elders group. The groups enjoyed catching up and lunch at the Glen Innes Bowling Club.

Men’s Group

8 March 2016 – 16 gentlemen attended morning tea at the Community Day Centre Rooms.

22 March 2016 – 22 clients attended the mixed group trip to Tamworth where the group visited the Westpac Helicopter Service Base. Morning tea was held at the Tamworth Botanical Gardens before the visit and then lunch was held at The View Restaurant at Tamworth Golf Club after the visit.

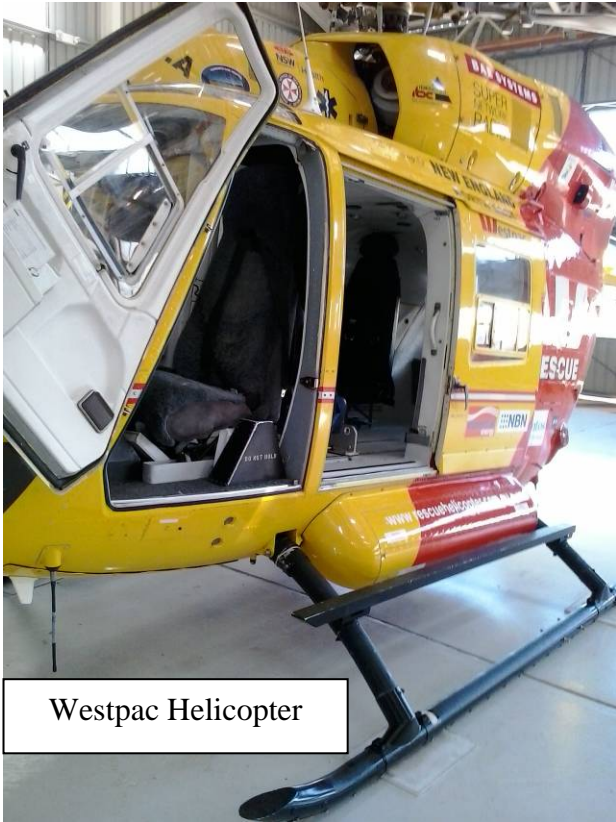
Westpac Helicopter Tamworth Trip



Doreen Murray and Pauline Levingston



Vicki Lloyd



Westpac Helicopter



IJ Cross, Doug White, Brian Glanville and Ollie Wall taking keen interest in the display



Walcha Group at the Westpac Helicopter Service Base

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**Transport - March**

Medical drives – 11 clients utilized the service with 35 trips.

Access bus – 10 clients used the service making 72 trips.

Bus to Tamworth – 5 clients on 18 March 2016.

Bus to Armidale numbers for March 2016 was as follows:

- ◆ 1 March 2016 – 8 clients – Walcha Service
- ◆ 8 March 2016 – 4 clients – Uralla Service using TCT Bus and Driver
- ◆ 15 March 2016 – 8 clients – Walcha service
- ◆ 22 March 2016 – 4 clients – Uralla Service using TCT Bus and Driver
- ◆ 29 March 2016 – 5 clients – Walcha Service

**Meals on Wheels**

10 clients received 205 meals in March 2016.

**Rural and Remote Exercise Groups**

6 clients attended at Niangala during March 2016.

8 clients attended at Nowendoc during March 2016.

**Strength and Balance Exercise Group**

The exercise group is now well into the 10 week program with improvement in strength and balance already recognized in those people that have been participating in the program.

**Feedback and Complaints**

Please find attached the results of a survey in which 31 participants gave their opinions, called Walcha Council Community Care Transport Service Bus and Medical Drive Survey Report.

**Meetings and Training**

1 & 2 March 2016 – Quality Review Training – this course aimed to provide participants with an enhanced understanding of the quality review process, assessment methodology and the ability to critically review service delivery and conduct internal audits within their own service. It assisted in enhancing our service’s and organisations’ ability to successfully demonstrate performance against each of the 18 expected outcomes within the Home Care Standards.

The learning outcomes through active participation refreshed my skills to continue doing the following:

- ◆ critically review a service’s performance against the Home Care Standards and prepare a service’s self-assessment.
- ◆ demonstrate performance and continuous improvement against the Home Care Standards
- ◆ incorporate the principles and practices of consumer directed care (CDC) into all aspects of care and service delivery
- ◆ prepare and plan for Quality reviews and Assessment contacts
- ◆ understand and utilise the Quality Agency’s assessment methodology
- ◆ explain and implement a range of approaches to continuous improvement and prepare a Plan for continuous improvement (PCI)

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- ◆ as well as better understand and respond to information provided to the service through Quality Agency reports

3 March 2016 – Disability Forum. – it entailed a selection of guest speakers from the Disability sector covering topics involving the NDIS and preparing service providers for the transition to the NDIS world that is rolling out 1 July 2016.

10 March 2016 – Dementia Support Group meeting.

10 March 2016 – Meals on Wheels Forum held at Guyra.

15 March 2016 – 31 people attended the Sharon King Hearing Centre information day held in the Community Day Centre Rooms.

- ◆ Sharon gave a talk on hearing loss and the Office of Hearing Services Scheme
- ◆ Free screen tests were performed on the day
- ◆ There was a visiting representative from a leading Hearing Aid manufacturer
- ◆ There was information and a demonstration about Assistive Listening Devices and FM Communication systems

21 March 2016 – the NDIS Forum included such topics as

- ◆ Planning and assessment: What is reasonable and necessary
- ◆ Experiences in working with organisation transitioning to NDIS
- ◆ Vision of quality
- ◆ Transitioning to the NDIS and lessons learnt from Vision Australia’s experience of the NDIS in the Launch sites
- ◆ Aboriginal Community and Engagement with the NDIS
- ◆ Money Management for NGOS and financial competency in a Fee Service world
- ◆ Building capability for managers of the NDIS
- ◆ Evaluation of the entire process

30 March 2016 – WCCC Staff Meeting.

31 March 2016 – Volunteer and Staff Training - Medication Use Safety Training held in the Community Day Centre Rooms.

*Medication Use Safety Training (MUST)* was an educational workshop designed to promote safe and appropriate medication use. *MUST* offered important training and resources to help promote appropriate and safe medication use. The program included an array of multi-media educational tools, including a PowerPoint presentation, discussion and handouts to help educate adults and their caregivers about medication safety.

Cathy Noon  
Community Care Coordinator

**RECOMMENDATION: that items included in the Management Review Report, numbered 1 to 15 inclusive, be NOTED by Council.**

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Submitted to Council: 27 April 2016

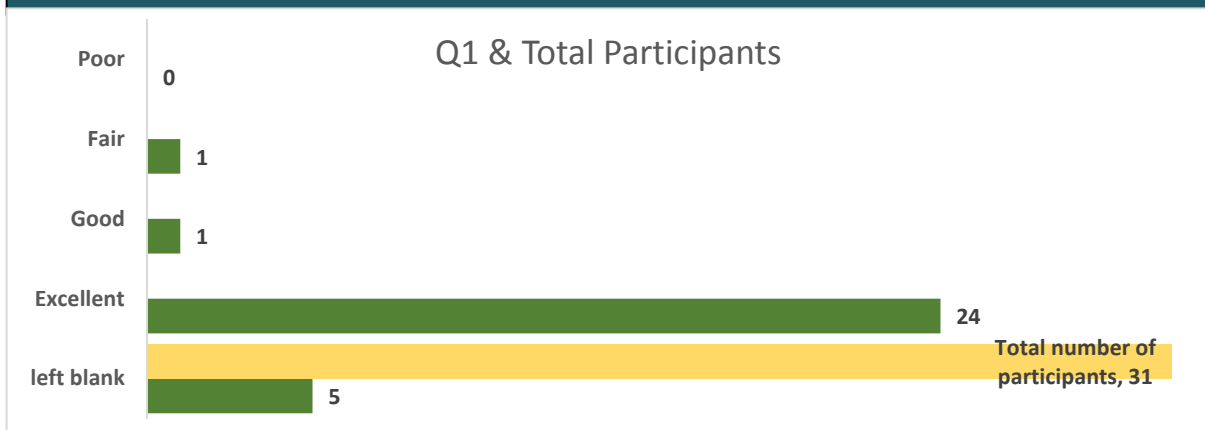
..... General Manager ..... Mayor



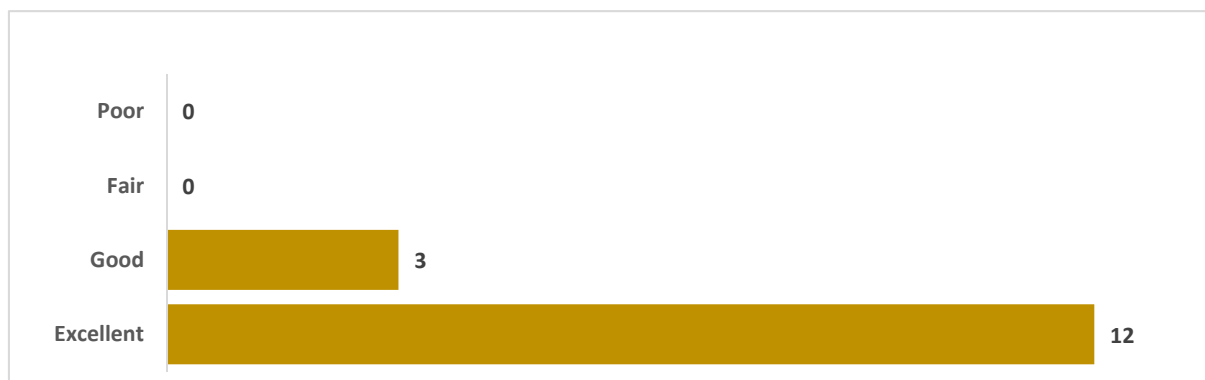
# WALCHA COUNCIL COMMUNITY CARE TRANSPORT SERVICE BUS AND MEDICAL DRIVE SURVEY REPORT

31 PEOPLE PARTICIPTED IN THE SURVEY

1. If you travel on the Walcha Council Community bus, how would you rate the service provided to you?



2. If you travel on the Uralla Council Tablelands Community Transport bus, how would you rate the service given to you?



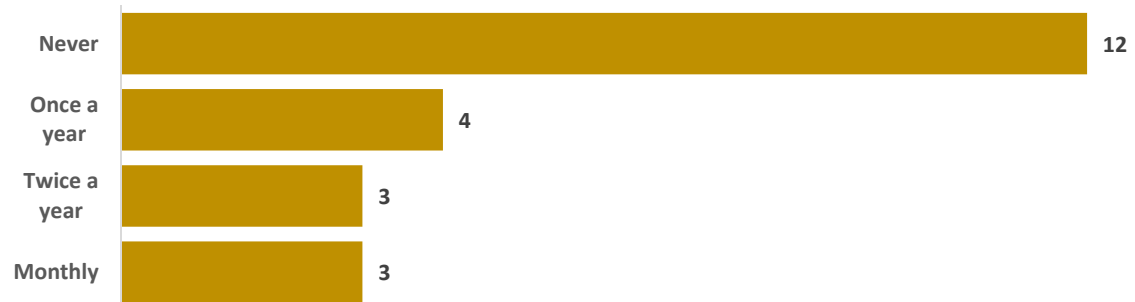
Comments:

I would like 3pm pickup for Walcha for home from Armidale.

### 3. How often do you travel on the Community bus to Armidale?



### 4. How often do you travel on the Community bus to Tamworth?



Comments:

I haven't had the need to travel to Tamworth for years, however I had always found the

### 5. How often do you utilize the Walcha Access Community bus on a Thursday?



**6. Do you feel comfortable and safe while travelling on the Community bus?**

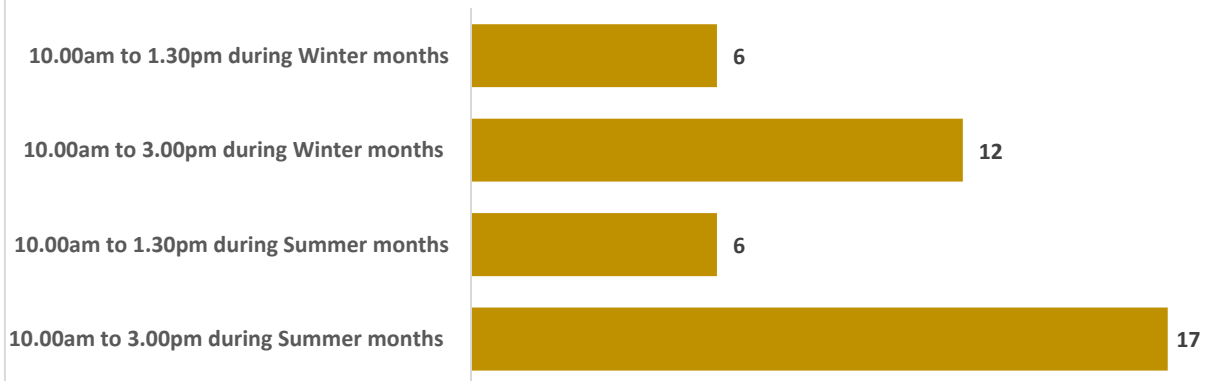


**7. Do you feel that you are given enough time to get on / off the bus?**



Comments:

**8. What time frame do you prefer to spend in Armidale when you use the Community Bus service? (Please also note the times are during summer and winter months, please tick as many options as you need)**





**9. Do you feel you are given enough assistance to get on / off the bus?**



**10. Do you feel you are given enough time to complete your shopping, attend your medical appointment and other business?**



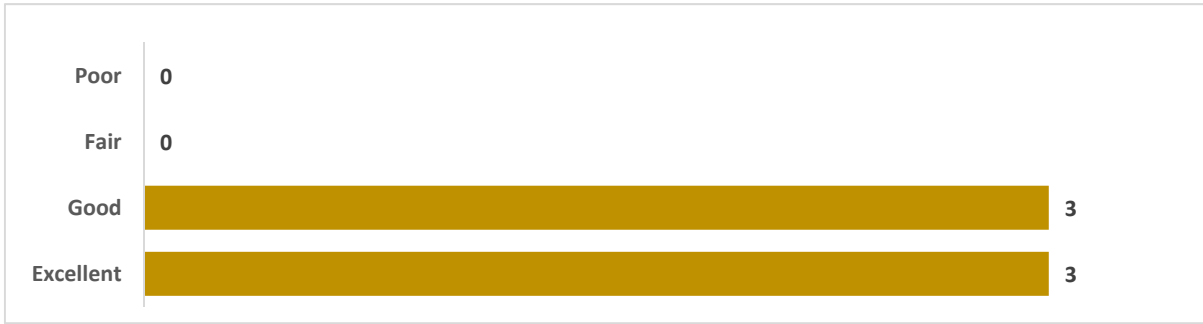
Comments:

Yes I do, as I worry about being too long. [Sorry if it is felt?] They are very, very patient.

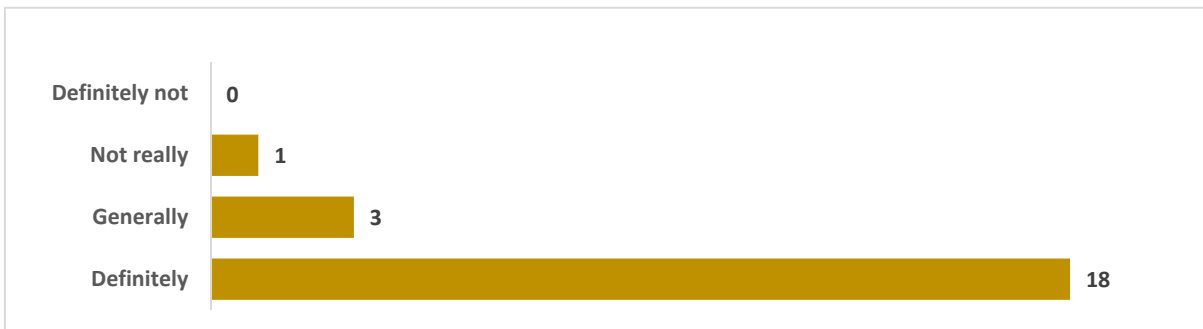
**11. Do you feel you are given enough assistance to complete your shopping and to attend Medical Appointments?**



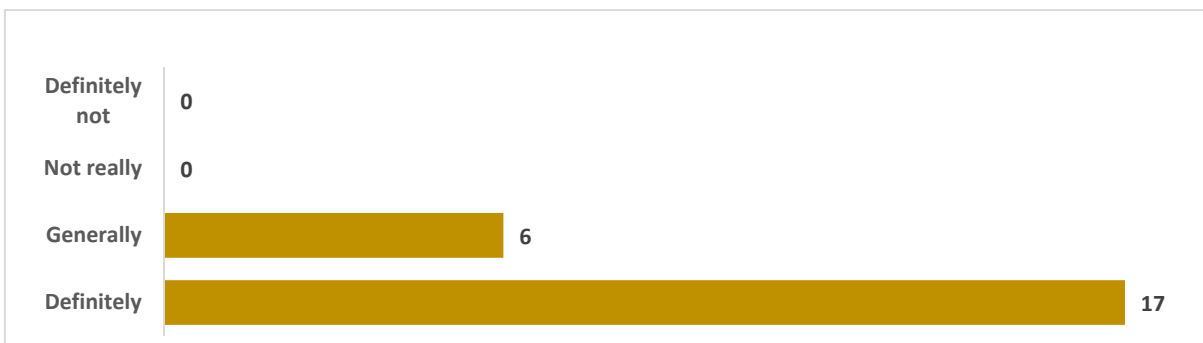
**12. If you receive Taxi Vouchers, how would you rate this service?**



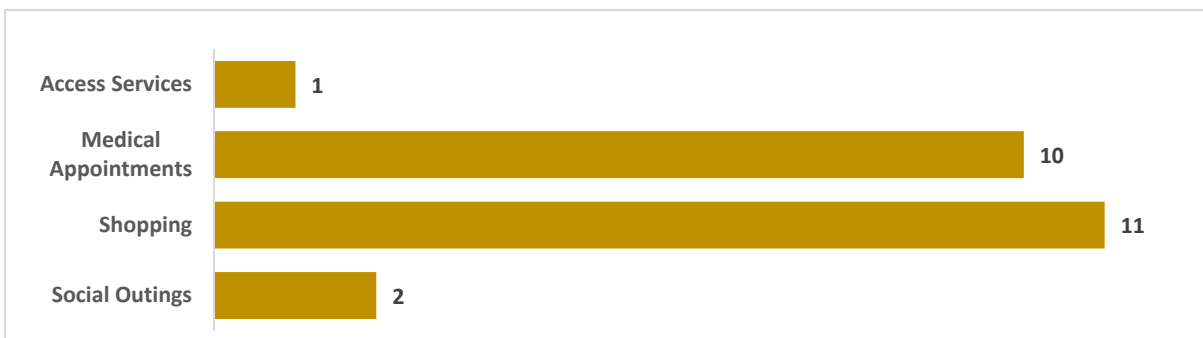
**13. Do you feel that the booking system through WCCC to travel on the bus is easy and reliable?**



**14. Do you feel confident to leave a message on the WCCC Office phone to book transport?**



**15. Do you use the Community bus to attend?**

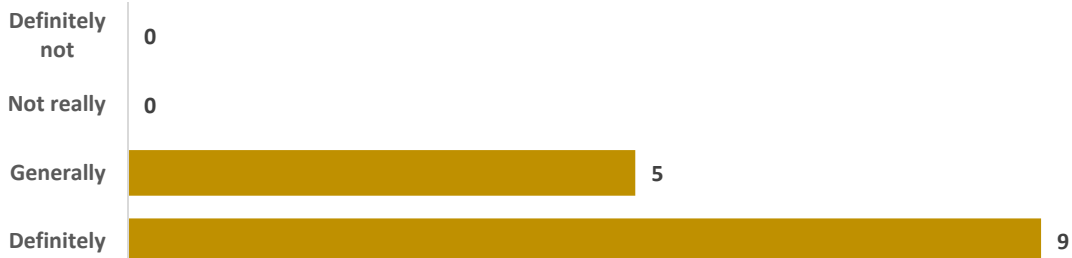


**16. Do you have suggestions on how the Community Bus service could be improved, both with booking arrangements and the transport service?**

As yet I haven't used the Community Bus. The volunteer drivers have taken me to the doctor & chemist & have been very helpful.

So far I haven't used the bus except for a couple of trips to Tamworth so feel I am not able to answer.

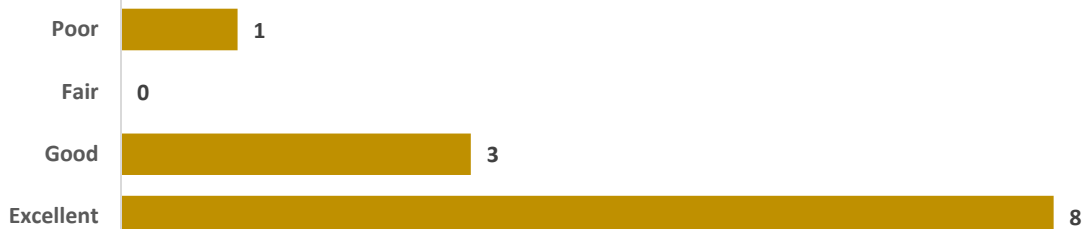
**17. If you use the medical driver service in a private car do you find the volunteers and staff to be polite, helpful and cooperative?**



Yes the staff & volunteers are alike, helpful & co-operative.

I haven't used this service.

**18. How do you find the booking arrangements through WCCC for a medical driver to take you to an appointment in a private car?**



They take very good care of you. No complaints.

Although living at "Riverview", I would prefer to be able to book a driver to medical appointments. At present this is not possible.

I haven't used this service.

**19. Do you find the drivers that take you to medical appointments drive safely and assist you safely when being delivered to appointments?**



I always feel safe with them on medical drives.

**20. How do you find the condition and cleanliness of the volunteer's cars that take you to medical appointments?**

They are kept in excellent condition at all times. I have no complaints at all. I am very grateful for their help & for giving their time of the day. Thank you all.

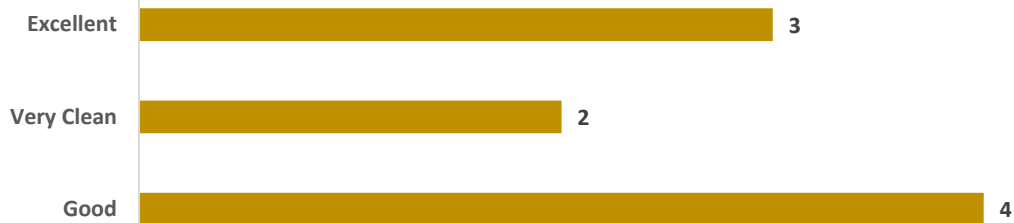
Very clean & tidy.

The cars have always been clean & tidy.

Nice cars & always clean & tidy.

The ones I have travelled in have been clean.

Always clean & comfortable. They are always very helpful.



**21. Are there any other services Walcha Council Community Transport could provide to assist you with transport needs?**

No other service that Walcha Council Community transport [can] assist me in. Thank you.

I am pleased with the bus service from Walcha/Uralla to Armidale, as a resident from Uralla being picked up on the way at home in Uralla [and] (return) from Armidale.

All covered.



Item 10:  
  
Committee  
Reports

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor

**MINUTES OF THE WALCHA TRAFFIC COMMITTEE MEETING HELD  
IN THE COUNCIL CHAMBERS HAMILTON STREET WALCHA ON  
WEDNESDAY 30 MARCH 2016 COMMENCING AT 10:18 AM**

**PRESENT:** Mr Raju Ranjit (Walcha Council), Mr Terry Orvad (Roads and Maritime Service - RMS), Miss Anna Lane (Walcha Council).

**APOLOGIES:** Sgt Anthony Smith (NSW Police Force) and Mr Dylan Reeves (Walcha Council).

**CONFIRMATION OF MINUTES**

**It was agreed that the Minutes of the Traffic Committee meeting held on 15 August 2013, copies of which have been distributed to all members, be taken as read and confirmed a true record.**

**BUSINESS ARISING:**

Local Member Representative

The Committee recommended MP Kevin Anderson be contacted to suggest a local member representative for the Walcha Council Local Area Traffic Committee.

ACTION BY: Raju Ranjit

**GENERAL BUSINESS:**

1. Shared Zone in front of Walcha Preschool

The Committee considered a request from the Walcha Preschool for a shared zone in the vicinity of the Walcha Preschool due to complaints from parents that other parents are driving too fast in the area whilst dropping off and picking up their children. Terry Orvad advised that in accordance with RMS Technical Direction, this location does not warrant a shared zone, he suggested instead that a school children sign with "Preschool" underneath and a speed cushion be placed on the road to slow down drivers. He said once this is trialled we could then consider placing a "no entry" sign on one of the access's to the Preschool. This was discussed with Mrs Karen Kermode (Preschool Administrator) who agreed with this recommendation. Terry will provide Raju with a speed cushion design that is compatible with RMS requirements.

ACTION BY: Terry Orvad

2. School crossing upgrade at Walcha Central School

The Committee reviewed the school crossing design completed by Mrs Ann Rojanawisut (Walcha Council Project Engineer) and suggested some changes to placement of signs, removal of two "no stopping" signs, addition of a "school children" sign with "school" underneath, addition of a "no stopping" sign and addition of a "no parking" sign. This will be given to Ann to amend. Terry suggested that emulsion be used rather than black out paint of the road line markings so that they don't bleed through.



**MINUTES OF THE WALCHA TRAFFIC COMMITTEE MEETING HELD  
IN THE COUNCIL CHAMBERS HAMILTON STREET WALCHA ON  
WEDNESDAY 30 MARCH 2016 COMMENCING AT 10:18 AM**

ACTION BY: Raju Ranjit to give to Ann Rojanawisut,

3. Bergen road bridge update

The Committee spoke about this upgrade. The bridge will be widened using R2R funding.

ACTION BY: N/A – For Information Only.

4. Late Item: Bus Zone on Oxley Highway

The Committee considered a request from a concerned member of public for a bus zone and appropriate signage on the Oxley Highway near the property “Yenda” 14362 Oxley Highway. Terry has looked at this location and suggested that if Mrs Marchant is only worried about eastbound traffic that Council erect a “school children” sign with “school bus stop ahead” underneath at this location.

ACTION BY: Raju Ranjit

**NEXT MEETING:** Wednesday 29 June 2016 at 10:00am.

The below table is a yearly LATC Meeting schedule to discuss at next meeting.

29/06/2016	10:00am
28/09/2016	10:00am
18/12/2016	10:00am
29/03/2017	10:00am
28/06/2017	10:00am

**THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON CLOSED THE MEETING AT 11:25AM.**

**CONFIRMED:** \_\_\_\_\_  
(Signature of Chairperson)

**DATE:** \_\_\_ / \_\_\_ / \_\_\_



# Item 11:

# Delegate Reports

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Submitted to Council: 27 April 2016

..... General Manager ..... Mayor

Moore Park Inn, Armidale – 10 February 2016

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**Attendees** – Mary Devine (TFNSW), Mark Butler (Inverell), Karina Wight (Uralla TCT), Lenore Kennedy (Bingara Community Transport), Christine Ryan (North West C T), Josephine Shaw (Moree Community Transport), Sharon Tibbs (Goco Transport), Bernadette Hargrave (Oxley Community Transport), Paul Tracey (NESST), Ross Mathieson (Glen Innes Community Transport), Stavros Kouffis (CTO), Rainer Koenig (Transport 4 NSW), Nik Szafranec (TFNSW)

**Apologies** – Cathy Noon, Carole Nash, Charmaine Potter

**Previous Minutes** –

Business arising:

Auskeys:

- Conflicting information – re commonwealth (My Aged Care) decided organisations – that receive multiple funding streams will use TFNSW outlet and the other Auskey for other funding streams.
- TCT is still to be sorted
- Moree Aged & Disability – have Auskey but Moree CT - needs to use TFNSW Auskey
- Auskey is linked to email address so multi-purpose services may need Auskeys. Need 2 email addresses.
- Only one Auskey can be linked to one computer, 2<sup>nd</sup> Auskey can be attached to a USB.
- Call Nick if in need of clarification.

CTABS:

- No updates. Legal issues being sorted
  - More information should be coming soon – TBA
  - Moree & Narrabri would like to be involved in corridor work. This might be rolled out a bit later. TFNSW needs to develop policies.
  - Suggestion that CT's get/give advice on potential policies to be developed especially around corridors.
  - Due to high MSOs in NENS a CT should be involved in a trial as MSOs are unique.
  - Want to avoid running two different systems due to funding streams.

**General Business:**

Grandfathering (Christine Ryan)

- New Narrabri clients. 18 are on CHSP Home Care Packages. Level one – two clients – all are receiving taxi vouchers.
  - These clients are to be 'grandfathered'
  - Many new clients
  - Issues: Short term assistance but what is happening is that clients are long term
-

Moore Park Inn, Armidale – 10 February 2016

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- 2012 – CCSP & CHSP funding. Younger people with disability are grandfathered to receive low level, transport needs – forever – CHSP clients until an app service can be found. This will be a burden on budgets.
- There will be pressure on the CTP funding per PWD (low level) to access transport.
- Unable to take on new clients with low level disabilities

#### TFNSW Report

##### **NE Transport Forum Moree Community Transport Report 10/01/2016– Jo Shaw**

- Will need to start looking into changing over one of the vehicles based in Mungindi
  - One of the Mungindi volunteer drivers put unleaded fuel into the Ford Territory instead of Diesel. Fuel has been drained, hoses cleaned, just waiting on a new fuel filter to arrive. Hopefully all will be okay once it's up and running otherwise we are up for a new motor.
  - Has our first meeting for seniors Week and the events for the week have been placed around town along with nomination forms for Senior Citizen of the Year.
  - I have one more driver who has completed his Bus Driver Authority training and has received his licence. Still have three more to go through the process.
  - The Management Committee want all staff and volunteers that drive any of our vehicles to go through a Bus & or Car Driving Course. One bus driver has completed the course and the rest will be carried out as I arrange it with Greg Reynolds from Reynolds and Fogarty Bus service in Moree.
  - I have been trialling two Securatrak GEO GO7. These devices track and measure the vehicle performance and allows you to set up alerts such as harsh breaking, speeding, accidents etc.
  - I have also had a visit from Michael from Navman in Tamworth. I haven't taken the offer of trialling his as yet.
  - My Alchemy SMS Software is being updated to CHSP today 10/02/16.
  - I started 2 new volunteers in December 2015 and hopefully will have another two starting soon.
- Buses & CT services now amalgamated within TFNSW, opportunities for CT
  - CTO – Tim Readen – CT – PTA – ops for CT to walk in PT space in R & R –

#### TFNSW – Restructure

- Secretary has signed off R & R service Delivery and Performance
    - CT Contract – To Newcastle Office
    - RTC's – going
    - Office moving to Tamworth
    - New positions to be advertised soon
    - CT contracts staff – will also go but new positions will emerge
    - Establishing regional footprints
    - Engage & work effectively with bus & CT – contracts
    - Work smarter due to future demand – efficient
    - Integrated, team – work in flexible, reinvent, target & get the best for the customer.
-

Moore Park Inn, Armidale – 10 February 2016

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- Look for synergy – potential for efficient changes

CTO:

- BOAS – Mapping & group analysis of individual CT services
- So much going on at the moment. Look at individual CT situation, size, and location.

NDIS July:

- CCSP funding ending (one payment left)
- Every client that has been deemed CCSP – will be transferred to the NDIS.
- CT needs to get client name & phone number – provide to TFNSW
- Still deciding how the funding will be withdrawn  
ADAC – possible-  
Not confirmed
  1. Group name high
  2. Group name moderate
  3. Community
  4. CCSP – last

3<sup>rd</sup> Party Verification

- CT
- TPV (have to do it once during each funding cycle)

1 July 2016 – NENW starts with NDIS rollout. May start with this region

Check that you have phone numbers for each client going to NDIS

NDIS provider pack

Action: Nik will provide

TFNSW do not have a contract with NDIS – No influence. CTS will have to go direct or through CTO eg.

CTP – additional allocation \$12 million

- To be announced
- CTP is being reviewed to take into account the downward (2017) pressure from NDIS

CTP – is a contract so is only there only will you have a contract

The existing use of the base funding may change

Reviewed Example – Eligibility – will sharpen

- How to use CTP funding to acquire assets rather than brokering taxi, bus etc.  
Engage

Moore Park Inn, Armidale – 10 February 2016

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Output review

- Nothing

Payments – Sorry for delayed payments.

- Ring Nik (action) – will send purchase orders to CTS. In CODEX – call Nik for explanation if needed

Budget templates – coming out (March 2016) soon

Look at direct costs, indirect costs

- Contact TFNSW if you have queries etc.

New service contract

- Valid to – end June 2018 (Commonwealth has confirmed)
  - Rainer  
Still drafting new contract within the team. Hopefully in 6 weeks it will be ready for external comment.
  - It's intended to be a continuation
  - 1<sup>st</sup> July – should be ready for renewal.
1. Want to incorporate more about bus contracts
  2. Efficiency – more clarity around what is expected
  3. A few more performance measures
    - Provide reports against target quantity and quality of performance e.g. get more bang for your buck. Direct/ indirect costs.
    - TFNSW will use this information to learn.
    - Asset ownership – will be written into contract
    - Future – Transport will establish a new entity. Assets will be transferred to this new Entity
    - Need to work out who owns the assets.
    - Data Exchange TMA (Andrew) is ready to go. TFNSW isn't ready as some new providers need to be set up.
    - Existing clients have a My Aged Care number.

New clients – Nik to send Paul data Exchange Report Information (Action)

Stavros – CTO

- CTO – Moving to Surry Hills – co-locate with Home Mods – efficient use of funds and partnership.
  - NDIA – 3 March 16 – meeting with Chris Bowen and Minister Constance
    - Is movement to get some Regional concessions, level of funding etc. – to talk to (agenda) at the meeting. Ideas from CT sector – welcome.
    - Transitional funding needed in R&R for example clients with mental health issues as this will be a gap.  
Watch this space. If you want to highlight anything – send to Stavros
  - Australia Chamber of Commerce & Industry & CTO are joining forces re HR & IR Laws. CTO looking at what it can provide to the sector. The Chamber of Commerce
-



Moore Park Inn, Armidale – 10 February 2016

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Industry is a \$400 million enterprise, lots of power (Fed) and can provide a full sweep of HR & IR Rules and Regos etc. at no cost. (Including docs)

- Free to all CTO members moving forward.

CTO – Expanding services to members eg: BOAS, Managements tools and more.

- ACTA – Stavros on Board. DSS have insisted that they will only speak to national organisations. Also happy to talk to CTO. DSS have indicated:
  - Post 2018 – Block funding will probably no longer exist
  - CTO pushing for a 5 year transition out of block funding. Transport has assets involved so block funding is difficult.
  - Post 2018 – DSS will want a nationally consistent approach.
- CTO Membership Drive
  - Working hard
- NCOSS – Policy Advisory Meeting 9.2.16 (yesterday). Tim Readon – Sydney  
Transport powering along.
  - CT – in the PTA
  - CT – need to look at the opportunities, innovate, design etc. (Transport Secretary)
- Roadshows – CTO conference in Regional; are – TBC
- Possible joint Western & NSW CT Forum. Agreed – Stavros will talk to Dubbo group – lock in a date/place.
- CTO – would like permission from CT to give permission to TFNSW to share information on vehicles etc.
  - To get an idea of the CT industry & possible purchasing power to give more discounts buying vehicles (BULK).

Vote of thanks to Mary.

Moore Park Inn, Armidale – 10 February 2016

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### **Regional Reports**

OCTS REPORT TRANSPORT FORUM 10<sup>TH</sup> FEBRUARY 2016

OCTS has been extremely busy in the last 3 months

Rachel Palmer has left the service and a new Quality Project Officer has been appointed his name is Michael C'Connor, he has a great deal of experience in quality assurance.

All our computer systems have been upgraded and are working well.

A new Bonito has been ordered and should be available in April the Rosa will be traded in.

A new Mazda CX5 was purchased in December we now have 4 cars on the road in Tamworth most days as well as our 3 cars out of town in Barraba and Manilla.

Volunteer and staff training is taking priority at the moment to comply fully with the amended Workcover July 2015 requirements. All bus drivers will have updated first aid/CPR certificates.

Emergency Handbooks for all vehicles have all been upgraded and CPR and First aid courses will be held for all volunteers. First aid was a request from volunteers on our survey in September 2015.

#### **TCT report for Transport forum- Moore Park Inn Armidale February 2016**

- TCT Volunteer thankyou lunch earlier in the year to recognise and show appreciation of the great work that the volunteer drivers and assistants do throughout the year.
- Staff/volunteers attended training "Understanding Boundaries" early February
- Aboriginal funeral transport particularly busy at the moment
- TCT Vehicle hire on the increase
- Volunteer recruitment in place as numbers are down.
- Contacting and informing current clients that may be eligible to access the NDIS about the rollout in this area
- TCT supports the idea of a joint forum (road show) with Dubbo transport providers in August
- TCT has requested that their service is one of the last to receive CTABS from TfNSW.

	Notes
<b>Date</b>	10 March 2016
<b>Venue</b>	Guyra HACC
<b>Apologies</b>	Maria (Bundarra), Warialda HACC
<b>Present</b>	Jane Leake, Sue Adams, Cathy Noon, Rebecca Brennan, Wendy Warner. Susie Dunn
<b>Meals on Wheels</b>	Attached
<b>Guest Speaker</b>	<p>Jane Leake (Business Advisor Small Biz Connect) Discussion about current governance situations.</p> <p>Put the idea in the centre of the page and then add all the bits that make that idea work put the ideas there and then take this to the board.</p> <p>*Suggestion about doing a pilot or trailing an idea first – which can then be taken to the board/committee/advisory committee.</p> <p><b><u>Business plan</u></b> <b>Aim:</b> What is our core business <b>Goal :</b> What is the goal of the organisation</p> <p><b>Why Business plan?</b> – so you can plan what your business will be in 6 months, to see if it's viable, structured process of improvement, to give people justification for moving forward, something to measure results, money.... Use to seek funding from other sources. Whole lot of things that go into a business plan, identifying structure, looking at SWOT (Strengths, weaknesses, Opportunities and Threats). Personal ones + business ones. (ie personal , not good with computers, don't like paperwork). If you do for yourself, you will then know where you have to go to have help. Do with your committee as well to identify your perception of their strengths and weaknesses – this will help you to identify where you need to go.</p> <ul style="list-style-type: none"> <li>• You can also do a skills audit of the board – to determine what type of skills you need on the board in future.</li> <li>• Skills audit – on equipment and people (ie more fridge space), what you've got available to you to help you operate the service.</li> <li>• Put feelers out in your community for people that you identify the type of skills required.</li> <li>• Pro-forma for a Business Plan – Jane to send to Susie. Jane can assist with a Business Plan.</li> <li>• Developing a Marketing strategy within your communities (ie Tamworth's pies)</li> <li>• Remind your organisation of the goals and priorities</li> <li>• Helps you work out goals you want to achieve, the strategies to achieve them, helps you focus your resources and energy</li> </ul>



	<p>on what you need to do.</p> <ul style="list-style-type: none"> <li>• Revisit, re-evaluate, prioritise</li> <li>• Mind maps of everything relating to a business- Jane can provide as a starting point (do what you can when you get a chance) and then there is something when more formal</li> <li>• Your clients may not in the digital space but the carers are (think of marketing with social media) + websites</li> <li>• Once document is finished, this would involve an annual review and or less amount of time (3 monthly).</li> </ul>
<b>Emergency Management Plan</b>	Emergency Management Plan, Policy and Individual Management Plan provided and discussed. Organisations will need to tweak to ensure that the policy matches their local area and what happens with emergency management in their area. The info provided is a 'base' from which to start and shouldn't be taken as 'finished' – needs to include community specifics
<b>Improvements and Innovations</b>	Tamworth – selling pies to people in the community and mini meals as a side business.
<b>Challenges/concerns</b>	<p>Some Council systems make it difficult for staff to put forward new ideas (ie changing the type of meals provided)</p> <p>Still problems with My Aged Care – some people referred only for one CHSP service and when assessed by RAS, they are put on a package (it wasn't felt that this was required )</p> <p>Some people who have been put on a package, then provided a meal by the 'package provider' within that package and MOW ceased (possible conflict of interest).</p> <p>Referrals still being received for different towns (ie Tamworth receiving a referral for a Tenterfield service)</p> <p>Hospitals putting referrals through to Meals on Wheels organisations rather than them putting the referral through to My Aged Care (leaving the coordinator with a lot of additional work – often one person on their own)</p> <p>Duplication of assessments still occurring and often the information that comes through on MAC has minimal information, or none apart from a name.</p>
<b>Training or education needs</b>	
	Meeting closed 12.30pm. Next meeting will be held in JUNE 9 at Tamworth and will be a Scenario Planning workshop (plus the Department will be visiting).



## MEETING

Held at

**Narrabri Shire Council**

**Thursday 7 April 2016 commencing at 9.30am**

## MINUTES

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**PRESENT:**

**Tamworth Regional Council**

Cr Col Murray, JO Chairperson/Mayor and Paul Bennett, General Manager

**Narrabri Shire Council**

Cr Conrad Bolton, JO Deputy Chairperson/Mayor and Stewart Todd, General Manager

**Gunnedah Shire Council**

Cr Owen Hasler, Mayor

**Gwydir Shire Council**

Cr John Coulton, Mayor and Max Eastcott, General Manager

**Liverpool Plains Shire Council**

Cr Lobsey and Ron Van Katwyk, General Manager

**Moree Plains Shire Council**

Cr Katrina Humphries, Mayor and Lester Rodgers, General Manager

**Regional Development Australian Northern Inland**

Russell Stewart, Chairperson and Nathan Axelsson, Executive Officer

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## **1 REGIONAL GOVERNANCE**

### **1.1 WELCOME**

Cr Conrad Bolton welcomed Board members of the Namoi Councils Joint Organisation to Narrabri

### **1.2 APOLOGIES**

Apologies were announced as having been received from Cr Janelle Archdale, Mayor and Jack O'Hara, General Manager, Cr Mick Pearce, Mayor, Uralla Shire Council, Cr Andrew Hope, Mayor, Liverpool Plains Shire Council and Eric Groth, General Manager, Gunnedah Shire Council.

#### Declaration of Interest

Nil

### **1.3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **MOTION**

**Moved Cr Hasler, Gunnedah and seconded Cr Bolton, Narrabri**

**19/16 RESOLVED**

That the Minutes of the Meeting of Namoi Councils held on 3 March 2016, copies of which were circulated to all members, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

### **1.2 BUSINESS ARISING FROM THE MINUTES**

Nil

### **1.3 ACTION LIST 33**

#### **MOTION**

**Moved Cr Hasler, Gunnedah and seconded Cr Bolton, Narrabri**

**20/16 RESOLVED**

That Outstanding Action List 33 be received and noted.

### **1.4 FINANCE REPORT**

#### **MOTION**

**Moved Cr Bolton, Narrabri and seconded Cr Coulton, Gwydir**

- (i) That the Namoi Councils Financial Report as at 29 February 2016 be received and noted; and
- (ii) That it be noted during the month of March 2016, an additional \$50,000 was placed in an interest bearing deposit bringing funds invested to a balance of \$250,000.



## 2 REGIONAL ADVOCACY

### 2.1 REGIONAL MEDIA ISSUES

21/16 RESOLVED

#### MOTION

**Moved Cr Hasler, Gunnedah and seconded Cr Bolton, Narrabri**

- (i) That a follow-up Media Release be issued in respect of the Namoi Councils representations for improved TrainLink passenger services to the North West and that the Executive Officer be requested to organise a Meeting with the Minister for Transport and Infrastructure, the Hon Andrew Constance MP, to discuss progress with North West NSW TrainLink passengers services; and
- (ii) That a Joint Organisation Working Group be established to monitor and track improvements in North West NSW TrainLink passengers services.

### 2.2 MEDIA RELEASES ISSUED

22/16 RESOLVED

#### MOTION

**Moved Cr Hasler, Gunnedah and seconded Cr Bolton, Narrabri**

That the Media Release issued in respect of North West NSW TrainLink Passenger Rail Services to the North West be noted.

### 2.3 REPORT – COOPERATIVE RESEARCH CENTRE

23/16 RESOLVED

#### MOTION

**Moved Cr Bolton, Narrabri and seconded Cr Lobsey, Liverpool Plains**

- (i) That the Namoi Councils Joint Organisation support the proposal for establishment of a “*Cooperative Research Centre*” to conduct independent research into the impacts on regional communities and agriculture of resource industries and development by way of written representations to the Deputy Prime Minister and Minister for Agriculture, the Hon Barnaby Joyce MHR; and
- (ii) That the Namoi Councils Joint Organisation Chairperson, Deputy Chairperson and Crs Hope and Hasler be authorised to seek a meeting with the Deputy Prime Minister and Minister for Agriculture, the Hon Barnaby Joyce MHR, to personally deliver the written representations and present the case for establishment of a “*Cooperative Research Centre*” within the Namoi Region.

## 2.4 OUTWARD CORRESPONDENCE

24/16 **RESOLVED**

### MOTION

**Moved Cr Bolton, Narrabri and seconded Cr Lobsey, Liverpool Plains**

That the Outward Correspondence Item 2.4.1 to 2.4.2 be received and noted

## 2.5 INWARD CORRESPONDENCE

25/16 **RESOLVED**

### MOTION

**Moved Cr Bolton, Narrabri and seconded Cr Humphries, Moree Plains**

- (i) That Inward Correspondence Item 2.5.1 and 2.5.2 be noted; and
- (ii) That in respect of Inward Correspondence Item 2.5.3, Namoi Councils Joint Organisation Board appoint Cr Owen Hasler as the Namoi Joint Organisation representative as a member of the MultiCultural NSW New England North West Regional Advisory Committee.

## 2.6 NSW PARLIAMENT STANDING COMMITTEE ON STATE DEVELOPMENT INQUIRY INTO REGIONAL PLANNING PROCESSES

26/16 **RESOLVED**

### MOTION

**Moved Cr Humphries, Moree and seconded Cr Hasler, Gunnedah**

That Crs Murray, Bolton, Hasler, Hope and Angus Witherby be nominated to comprise the five (5) Namoi Councils JO representatives to appear as witnesses at a Public Hearing in Tamworth (venue to be confirmed) for the Inquiry into Regional Planning Processes In NSW on Wednesday 27 April 2016 from 3.45pm to 4.30pm.

## 2.7 EMERGENCY SERVICES PROPERTY LEVY (ESPL)

27/16 **RESOLVED**

### MOTION

**Moved Cr Coulton, Gwydir and seconded Cr Hasler, Gunnedah**

- (i) That Namoi Councils inform the NSW Treasurer, the Hon Gladys Berejiklian MP, that Namoi Councils Joint Organisation member Councils do not object to the introduction of the Emergency Services Property Levy, however, member Councils are strongly opposed to the Levy being included on Council rate notices. Further, should member Councils be required to invoice and collect the Levy by way of inclusion on Council Rate Notices, member Councils will charge a business management fee; and

- (ii) That JOLT be requested to determine the quantum of a business management fee should JO member Councils be required to invoice and collect the Emergency Services Property Levy.

### **3 INTERGOVERNMENTAL COLLABORATION**

#### **3.1 MEMBER FOR BARWON, KEVIN HUMPHRIES MP (10.00AM)**

The State Member for Barwon, Kevin Humphries MP, addressed the Board on a number of issues of which the represents a brief summary:

- Joint Organisations under the NSW Government “*Fit for the Future*” Local Government Reform Program represents a missed opportunity for regional council collaboration, planning and engagement with the State Government rather than the current round of Council merger proposals which are not supported.
- Joint Organisations provide real opportunities for regional strategic planning and infrastructure prioritisation, regional advocacy and regional tourism.
- The Far West of NSW comprising the LGAs of Cobar, Walgett, Bourke, Brewarrina, Broken Hill and Central Darling have appointed a business analyst to develop a common financial platform leading the way to development of governance and service models for their respective communities.
- Encouraged the Namoi Councils JO to continue the good work record of regional collaboration between member Councils and the development of a regional governance model.
- Acknowledged the representations of the Namoi Councils JO to the Minister for Transport and Infrastructure on North West TrainLink Passenger Services and advised that a meeting has been arranged with the Minister on 10 May next where the issue will be raised directly with the Minister.

#### **3.2 NSW DEPARTMENT OF PREMIER & CABINET REGIONAL COORDINATOR**

The Board noted that a late apology had been received from the Regional Coordinator who was not able to attend the Board Meeting due to a another unexpected business commitment.

#### **3.3 MURRAY DARLING BASIN AUTHORITY**

The Chairperson, Neil Andrew, the Chief Executive Officer, Phillip Glyde, of the Murray Darling Basin Authority addressed the Board on a number of issues of which the represents a brief summary:

- Information for the northern part of Murray Darling Basin is incomplete when compared to that existing in respect of southern part.
- Current review of the North Basin is nearing completion.

- Over allocation of 2,750gls is currently being addressed by way of investment in water efficient infrastructure and “buy back”, in conjunction with the assessment of the socio-economic impact.
- A better understanding exists in respect of allocation returns to environmental flows.
- Modelling is being undertaken to better understand environmental flows.
- Information is to be presented to the wider community on studies, reviews and research undertaken by the MBDA.
- In Q3 2016 a report will be submitted to the Minister for Agriculture and Water Resources for Parliament to make changes to the Murray Darling Basin Water Sharing Plan.
- The Namoi has an allocation of 580gls with 29.3gls proposed to be returned to environmental flows, 13gls have already been recovered comprising 4gls purchased and 9gls recovered through investment of water efficient infrastructure.
- The Commonwealth is heavily focussed on investment in water efficient infrastructure rather than “buy back” of allocations which have socio-economic impacts.

#### **4 REGIONAL STRATEGIC PLANNING AND PRIORITISATION**

##### **4.1 JOINT ORGANISATION LEADERSHIP TEAM (JOLT) MEETING REPORT AND RECOMMENDATIONS – 22 MARCH 2016**

###### **MOTION**

**Moved Cr Humphries, Moree and seconded Cr Bolton, Narrabri**

**28/16 RESOLVED**

That Report of the Joint Organisation Leadership Team Meeting held on 22 March 2016 be received and noted.

##### **4.2 NAMOI REGIONAL INVESTMENT PROSPECTUS**

###### **MOTION**

**Moved Cr Humphries, Moree and seconded Cr Bolton, Narrabri**

**29/16 RESOLVED**

- (i) That Namoi Councils Joint Organisation agree to expansion of the scope of the Namoi Regional Investment Prospectus in accordance with the Regional Development Australia Northern Inland “*Revised Project Outline March 2016*” with member Council’s input;
- (ii) That Regional Development Australia Northern Inland develop a Workshop Agenda for Liverpool Plains Shire Council as the JO Member Council Project Sponsor that engages member Councils’ pertaining to the Prospectus; and

- (iii) That the final Prospectus Project Brief and Plan reference member Council's input.

#### **4.3 NAMOI ROADS AND TRANSPORT WORKING GROUP REPORT AND RECOMMENDATIONS – MEETING – 8 MARCH 2016**

##### **MOTION**

**Moved Cr Hasler, Gunnedah and seconded Coulton, Gwydir**

**30/16 RESOLVED**

That the recommendations of the Namoi Roads and Transport Working Group Meeting held on 8 March 2016 be received and adopted.

#### **5 NAMOI COUNCILS SHARED SERVICES**

**NIL**

#### **6 GENERAL BUSINESS**

##### **6.1 CHINA DELEGATES REPORT**

Cr Lobsey on behalf of the Mayor, Cr Andrew Hope of Liverpool Plains Shire Council tabled a China Visit Delegates Report

##### **MOTION**

**Moved Cr Hasler, Gunnedah and seconded Cr .Humphries, Moree**

**31/16 RESOLVED**

That the China Visit Delegates Report submitted by Liverpool Plains Shire Council be received and noted.

##### **6.2 REGIONAL LIBRARY SERVICES**

Cr Bolton suggested that Namoi Councils Joint Organisation members review their membership of Regional Library Services and consider holding cooperative discussions about the merit of other options for the delivery of regional library services to member Councils and their respective communities.

#### **7 DATE AND VENUE FOR NEXT NAMOI COUNCILS BOARD MEETING**

**Date:** Thursday 5 May 2016 commencing at 9.30am

**Venue:** Gwydir Shire Council

**Closure:** **There being no further business, the Namoi Councils Joint Organisation Meeting concluded at 2.00pm**

Cr Col Murray, Namoi Councils, Chairperson

7 April 2016

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