



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 27 September 2017

2:00pm

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

Submitted to Council: 27 September 2017

..... General Manager Mayor

AGENDA



Dear Mayor & 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 September 2017** commencing at **2.00pm**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jack O'Hara'.

Jack O'Hara
GENERAL MANAGER

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WO/2017/01602
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 - 6.5 Committee of the Whole Referral - Set Price of Property at 21W Churchill Street, Walcha AND Staff Committee Meeting Minutes
WO/2017/01650
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(Resolution to admit matters of urgency before being further considered by Council).
9. Management Review Report WO/2017/01571
10. Committee Reports

Submitted to Council: 27 September 2017

..... General Manager Mayor



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- 10.1 Aboriginal Advisory Committee Meeting Minutes held on Thursday, 31 August
WO/2017/01593
11. Delegates Reports
- 11.1 Minutes of the New England Tablelands (Noxious Plants) County Council Meeting held in Armidale on Tuesday, 20 June 2017
WI/2017/09430
- 11.2 Minutes of the Namoi Water Alliance Technical Committee Meeting held in Tamworth on Wednesday, 2 August 2017
WI/2017/10342
12. Committee of the Whole
- 12.1 Set Price of Property at 21W Churchill Street, Walcha
WINT/2017/02688
- 12.2 Staff Committee Meeting Minutes held on Tuesday, 19 September 2017
WINT/2017/02693

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.

Submitted to Council: 27 September 2017

..... General Manager Mayor



Present:

Apologies:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 30 August 2017:

Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 30 August 2017:

Submitted to Council: 27 September 2017

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 30 August 2017

at

2:10pm

at

Walcha Council Chambers

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

IN ATTENDANCE: Mr JG O'Hara, General Manager and Mrs LJ Latham, Environmental Services Manager.

1. APOLOGIES:

Nil.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 26 JULY 2017:

20 **RESOLVED** on the Motion of Councillors Heazlett and Kermode that the Minutes of the Ordinary Meeting held on Wednesday, 26 July 2017, 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: 12.1 Council Owned Houses Appraisal WINT/2017/02311

Environmental Services Manager, Lacey Latham, declared a pecuniary in this matter as her partner is part owner of a real estate business that may potentially market the sale of or rent the properties discussed.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

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

6.1 Draft Fees & Charges 2017 – 2018 – Community Services Section for Adoption by Council WO/2017/01409

22 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that the fees for Community Care and the Library be **ADOPTED** as per schedule below:

Fee Description	Fee Type	GST Y/N	Fee:
Walcha Community Transport – Individual (each way)			
Walcha	B	N	\$3.00
Walcha – outside town limits	B	N	\$4.00
Armidale	B	N	\$7.50
Tamworth	B	N	\$9.00
Walcha Community Transport Bus – Group (CT eligible groups only)			
Walcha	B	N	\$20.00
Uralla	B	N	\$60.00
Armidale	B	N	\$90.00
Tamworth	B	N	\$120.00
Social Group Cost			
Daily attendance – in house	C	N	\$5.00
Daily attendance – in house inc. WCT bus	C	N	\$5.00
Daily attendance - outing	C	N	\$15.00



Fee Description	Fee Type	GST Y/N	Fee:
Individual Support Cost			
Medical Drive – Walcha	B	N	\$10.00
Medical Drive – Armidale	B	N	\$25.00
Medical Drive - Tamworth	B	N	\$25.00
Shopping Fee - Walcha			
	B	N	\$12.00
Library Photocopying Fees:			
A4 black and white single sided	D	Y	\$0.20
A4 black and white double sided	D	Y	\$0.30
A3 black and white single sided	D	Y	\$0.40
A3 black and white double sided	D	Y	\$0.50
A4 colour single sided	D	Y	\$0.80
A4 colour double sided	D	Y	\$1.20
A3 colour single sided	D	Y	\$1.60
A3 colour double sided	D	Y	\$2.40

6.2 Local Government NSW Annual Conference 2017 WO/2017/01367

23 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that Council approve the attendance of the Mayor and the General Manager and two Councillors, Clr Kealey and Clr Kermode, as representatives at the 2017 Annual Conference of Local Government NSW **FURTHER THAT** the payment of all expenses associated with the attendance at the Conference be approved by Council.

6.3 Grants for Junior Sporting / Coaching Clinics WO/2017/01454

24 **RESOLVED** on the Motion of Councillors Kermode and Lyon that Council allocate the following funds to each applicant:

1. Walcha & District Tennis Association - \$600.
2. Walcha Flippers Swimming Club - \$1,600.

6.4 Refer 2016 2017 Financial Statements to Audit WO/2017/01363

25 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that the 2016/2017 Financial Statements be referred for Audit **FURTHER THAT** a Statement in accordance with Section 413(2) (c) of the Local Government Act 1993 be completed and signed by the appropriate signatories.

6.5 Financial Assistance Grants for 2017/2018 WO/2017/01461

The Report was **NOTED** by Council.

6.6 Water Security Feasibility Study – Stage 2 – Desktop Assessment of Feasible Dam Site Options – Final Report WO/2017/01459

26 **RESOLVED** on the Motion of Councillors Kermode and Wellings that Council **ADOPT** the Apsley River Dam Sites Desktop Assessment report



FURTHER THAT Council send copies to both the Federal Member, the Hon Barnaby Joyce MP, and the State Member, Mr Kevin Anderson MP.

6.7 Pecuniary Interest Annual Returns for the period 1 July 2016 to 30 June 2017
WO/2017/01349

27 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council formally records that the Ordinary Returns of Pecuniary Interest required to be submitted by Councillors, the General Manager and Designated Staff, for the period 1 July 2016 to 30 June 2017 have been submitted as required and have been tabled in accordance with the provisions of Section 450A of the Local Government Act, 1993.

6.8 Committee of the Whole Referral – Event Proposal for Council AND Council Owned Houses Appraisal
WO/2017/01371

28 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of the Event Proposal for Council and Council Owned Houses Appraisals be referred to be discussed in Committee of the Whole for the reason that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

7. NOTICE OF MOTION

7.1 Notice of Motion Number 3: Multi Purpose Centre Grants – Request for Council Contribution
WO/2017/01339

29 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that Council consider a giving a financial contribution to the upgrade of the Multi Purpose Centre Project **ONLY IF** the Walcha Central School and/or the Walcha Central School P & C Association make a contribution as well **FURTHER THAT** Council match the combined contribution of Walcha Central School and Walcha Central School P & C Association up to the value of \$8,000.

30 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council request the Multi Purpose Centre Committee to re-negotiate the Lease Agreement Long Term Community Use of the Multi Purpose Centre.

8. MATTERS OF URGENCY

Woolbrook Small Hall Festival

31 **RESOLVED** on the Motion of Councillors Kealey and Lyon that the matter of Woolbrook Small Hall Festival be considered a matter of urgency as well as declared by the Chairperson.

Clr Ferrier declared a non-serious non-pecuniary interest as he is a committee member of the Woolbrook Hall.



32 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council underwrite the cost of the Festival and provide the bus with the funds to be financed from the remaining allocation of the Village Improvement Grants.

9. MANAGEMENT REVIEW REPORTS **WO/2017/01351**

33 **RESOLVED** on the Motion of Councillors Lyon and Kealey that items included in the Management Review Report, numbered 9.1 to 9.16 inclusive, be **NOTED** by Council.

10. COMMITTEE REPORTS

10.1 Minutes of the Walcha Town & District Beautification & Tidy Towns Committee Meeting held on Wednesday, 21 June 2017 at the Walcha Council Chambers. **WO/2017/01473**

4.5 Showground Area – Derby Street

34 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that Council’s Engineer prepare a report on the matter for a future Council meeting.

Afternoon Tea

Council adjourned for afternoon at 3:05pm and resumed the Meeting at 3:38pm. During afternoon tea members of the Town & Country Association were thanked for their donation towards the McHattan Park Playground Equipment.

5.1 Glen Grow Rest Area South of Walcha

35 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that Council gravel and seal the car park area as travellers use it as a rest area, trucks also use the area for parking, resting and livestock inspection.

5.3 Substation on Uralla Road

36 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council liaise with Essential Energy to remove the old substation site that is now used for pole storage with the intention of moving the site to an industrial area.

10.2 Minutes of the Walcha Preschool Advisory Committee Meeting held on Monday, 7 August 2017 at the Walcha Preschool **WO/2017/01423**

10.3 Minutes of the Arts Advisory Committee Meeting held on Tuesday, 8 August 2017 at the Walcha Council Chambers. **WO/2017/01474**

3.4 Updating on investigation “Sculpture in the Mountains” Festival

37 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council allows the Action Group to seek funds for the maintenance of the Open Air Gallery.



4.1 Relocating Sculpture “Figure in the Landscape” by John Petrie, to a new position in Semphill Park

38 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council reply to the letter, stating that the Committee agrees with the letter sent to Council, however, the item will be considered as future refinements to the Open Air Gallery and will not be treated as a matter of urgency.

4.4 Artwork Located at the Star Casino Sydney

Motion:

It was **MOVED** Clr Kealey **Seconded** Clr Heazlett that if the Artwork becomes available as a result of James Roger’s actions that Council provide transport for the artwork from Sydney to Walcha.

On being put to the **VOTE** the Motion was **LOST**.

39 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council prepare a report detailing the cost of the transfer of the artwork, the maintenance costing and the installation of the artwork.

4.5 Sign for Art Trail on the Levee

Motion:

It was **MOVED** Clr Kealey **Seconded** Clr Kermode that the sign for Art Trail on the levee not be pursued and that the best medium is by mobile and brochure.

On being put to the **VOTE** the Motion was **LOST**.

Motion:

It was **MOVED** Clr Kealey **Seconded** Clr Blomfield that the sign for the Art Trail be placed in the Visitor Information Centre as it is the central location for this information.

On being put to the **VOTE** the Motion was **LOST**.

11. DELEGATE REPORTS

11.1 Minutes of the Namoi Councils Joint Organisation Board Meeting held at McKell Room, NSW Parliament, Macquarie Street, Sydney on Thursday, 10 August 2017. WI/2017/01414

12. COMMITTEE OF THE WHOLE

40 **RESOLVED** on the Motion of Councillors Kermode and Kealey 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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

41 The Meeting resumed in **OPEN** Council on the Motion of Councillors Ferrier and Kermode.

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.

12.1 Council Owned Houses Appraisal WINT/2017/02311

The Environmental Services Manager left the Chambers and took no part in the Meeting.

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Kealey that Council set the rent of the property at 225E Croudace Street, Walcha at \$310 per week.

The Committee **RECOMMENDED** on the Motion of Councillors Kermode and Wellings that Council place the property at 21W Churchill Street, Walcha for sale with the proceeds to be reserved for future use in an investment portfolio.

The Environmental Services Manager returned to the Chambers and the Chair informed her of the Committee’s recommendations.

12.2 Request for Funding – Opera 2018 at Langford WINT/2017/02095

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Kermode that Council not provide any additional support for this event but agree to continue to provided in-kind support.

ADOPTION OF COMMITTEE OF THE WHOLE

12.1 Council Owned Houses Appraisal WINT/2017/02311

The Environmental Services Manager left the Chambers and took no part in the Meeting.

42 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council set the rent of the property at 225E Croudace Street, Walcha at \$310 per week.



43 **RESOLVED** on the Motion of Councillors Kermode and Wellings that Council place the property at 21W Churchill Street, Walcha For Sale with the proceeds to be reserved for future use in an investment portfolio.

The Environmental Services Manager returned to the Chambers and the Chair informed her of the Council’s resolutions.

12.2 Request for Funding – Opera 2018 at Langford WINT/2017/02095

44 **RESOLVED** on the Motion of Councillors Lyon and Kermode that Council not provide any additional support for this event but agree to continue to provide in-kind support.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:40PM.



Item 6:
Senior Officers'
Reports

Submitted to Council: 27 September 2017

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2017/01669
Title: Regional Meetings Update
Author: General Manager
Previous Items: Not Applicable
Attachment: No

CSP Ref: 8.1.1.5 – Ensure the community is well informed of Council’s work.

Report:

The following table details issues raised at the Regional Meetings held in June 2017.

Monday, 5 June 2017:

1:30pm – Nowendoc Hall

13 people

Identified Concern/Request:	Response by Council:
Thunderbolts Way – line marking (fog lines- Eric)	This has been addressed and completed.
Thunderbolts Way – suckers	Sucker spraying will be completed in Spring to combat the suckers on the Thunderbolts Way.
Fencing Cemetery (residents wish to plant trees out front)	Council staff will follow up with the affected parties.
Mail Contractors – Watch (Change to mail contracts)	No Further Action
Nowendoc Landfill (tip) – Fencing	Answered on the day.
Telstra – blackout – upgrade	Battery back-up reported as rectified
Intersection – hole in road (shop)	Inspected on the Road, the hole will be fixed with Hawkins Trail gravel. An application has been lodged with Fixing Country Roads.
Tops Road – resheeting (condition of)	A CRM has been created for the inspection of this road. The road will be graded and patched where required.

Submitted to Council: 27 September 2017

..... General Manager Mayor



3:30pm – Ingleba Hall

6 people

Identified Concern/Request:	Response by Council:
Bridge – Kerb Log on the Englefield Road Bridge.	This has been fixed.
Guide post too close to ditch (culvert edge)	A CRM has been created for this and the road has been inspected. It was noted that one culvert headwall was close to the guidepost. The culvert will be extended and worked into the replacement program.
Geraldine Road – Gravel is available for the road out of Kermodes	Noted.
Hurricane Gully Road (blind corners and hills). 3 families with children – one crest is considered dangerous	A CRM has been created for this road. It was noted that recently a plane and demountable house have passed through this road. While there are many trees on this road, there very few that are considered dangerous. The trees and crest are linked and will be addressed in through our upcoming vegetation management plan.

6:00pm – Woolbrook School

8 people

Identified Concern/Request:	Response by Council:
Wollun Road – Dangerous Trees	Works were tied in with a local landholder. Many of the trees that were considered dangerous have been removed.
Sealing Cross Street Woolbrook	This will be addressed in the 2018-19 Budget.
Lock – Waste Transfer Station Gate	This has been rectified.
Woolbrook Waste Transfer Station – Poor Construction of the fence.	Noted.
Big Plane Tree in park – lower limbs	A CRM has been created for this, no action to this date.
Berman Street – seal – (request due to business operating there and vehicle movements)	The possibility will be investigated and an option will be incorporated into the next 10 year plan review.
Business Incentive Scheme	No further action
DrumMuster – region area	A Regional DrumMuster has already been investigated and it was found not to be feasible due to numbers. Centralising this service in Walcha is effective.
Foothpath - MPS	Being considered by Beatifications Committed and being placed on future works programe

Submitted to Council: 27 September 2017

..... General Manager Mayor

**Wednesday, 7 June 2017:****1:30pm – “Europambela” Shearers Quarters****10 people**

Identified Concern/Request:	Response by Council:
Ramps too small of the unsealed roads. Chinnock’s Road Ramp – There is no requirement for some ramps.	Councils new Ramp Policy was discussed and the comments were noted by Council and Staff.
Bark Hut Road – Curve Realignment. Corner bottom Hole Creek Steep hill before “Karori” – Blomfields Bad and dangerous corner near Hole Creek	A CRM was created for this issue. The inspection noted that the curves are certainly not; however they do not currently stand as a high priority. These curves will be noted on the project list and considered for future adoption in the 10 year plan.
Culvert broken – “Cairnie” Abbottsley Road	
Ramp – Abbottsley Road – going to be replaced for gravel	Noted, the repair of this culvert has been entered as a CRM and will be rectified when gravel re-sheeting occurs.
Electric fencing on road reserve LLS but we may be able to lobby Fees – LLS doubled grazing	
Chinnocks Road, there is a large depression as you enter the road that holds water.	A CRM has been created for this issue. When gravel resheeting occurs next on Chinooks Road, this depression will be filled.
Rural Fire Service, there are concerns about the administration and the lack of ability to communicate with officials.	Councillors Blomfield had negotiated with the RFS to have Rural Fire Zone Headquarters telephone number and after hours contact details included in Quota phone book
Indian Miner Bird	No further Action
Large erosion drain close to Chinnocks Rd	A CRM has been created for this issue. No action has been taken at this stage.

Submitted to Council: 27 September 2017

..... General Manager Mayor



3:30pm – “Brockley Park” Shed

7 people

Identified Concern/Request:	Response by Council:
Trees – Top Waterloo Trees in general (Vegetation overhanging and intruding onto road –Top Waterloo causing moss growth. Questions whether Forestry could contribute to road maintenance.	A CRM has been entered for this issue. The site has been inspected and noted for some trees that are potentially dangerous. These trees will be addressed within the vegetation management plan.
Truck pull off from Lakes Road to town Just before the Oxley Highway.	Noted, this project will be developed and an application to Fixing Country Roads and the Heavy Vehicle Productivity Program will be made.
Clear Willows at bottom of Walcha Road hill to enhance sight distance. Chimney Swamp Creek - Single Lane Bridge.	Noted, this issue lies in the hand of RMS. The concern has been passed on to RMS and their road safety division will conduct a safety review of the Walcha Road Hill.
Black out – Exchange Telstra	Battery back up reported as being rectified
(Ramps & Grids)	Noted and the new Policy was discussed.
Why when road works at 3 lanes completed there was no turning lane.	This concern was noted and the implications were discussed with the Group. Overall, Council doesn't decipher the designs on the Oxley Highway.

Submitted to Council: 27 September 2017

..... General Manager Mayor



5:30pm – Yarrowitch Hall

4 people

Identified Concern/Request:	Response by Council:
Telstra Mobile Tower Upgrade Upgrade of Porters Camp	
Ramp Keith Watts need lifting "Clare Cottage"	
Clay from hall to Wattle tree	This issue was Noted.
Ramps – Will there be an ability to maintain ramps or will Council take over this function?	The new Ramps policy was discussed and this issue has been incorporated into the new policy to some degree. During public consultation the issue was raised further and it will be discussed at the Council workshop prior to the adoption of the policy.

RECOMMENDATION:

For Council's information.

Submitted to Council: 27 September 2017

..... General Manager Mayor



Item: 6.2 **Ref:** WO/2017/01633
Title: Annual Review of Publication Guide
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes – WO/17/1523

CSP Ref: 8.1.1 – *Councillors will exhibit leadership on Council and regional Committees as well as in community organisations.*

Introduction:

Under the Government Information (Public Access) Act 2009 Council is to produce and then adopt the Agency Information Guide annually.

Report:

In compliance to these annual requirements of the *Government Information (Public Access) Act 2009* it is recommended that the Draft Agency Information Guide 2017/2018 be adopted. Please note there are no major changes to the guide from last year’s edition.

A copy of the guide is attached for your information.

RECOMMENDATION:

That Council ADOPT the Draft Publication Guide 2017/2018.



Walcha Council

"Strainer Post" Stephen King, Walcha 1999

Agency Information Guide 2017/2018



Prepared in accordance with the requirements of the Government Information (Public Access) Act 2009

Adopted by Walcha Council

Submitted to Council: 27 September 2017

..... General Manager Mayor



Council’s Corporate Goal

To provide effective, efficient and responsive government for the residents of the area.

Introduction

The Walcha Shire is located in the beautiful and very productive New England Tablelands region of New South Wales. The Shire is some 640,858 ha in area and has a total population of 3,021 people. (ABS 2011 Census). Within the Shire boundary lie the villages of Yarrowitch, Nowendoc, Walcha Road and Woolbrook. Walcha also services the village of Niangala.

The township of Walcha offers the residents the opportunity to enjoy a friendly country lifestyle, whilst still having access to a range of services including medical, education and shopping. Other services are available in the closest regional towns of Armidale (62km) and Tamworth (92km).

Walcha enjoys four definite seasons throughout the year with mild summers, colourful autumns, brisk winters and vibrant springs. The town of Walcha (pronounced wolka) is 1,067 metres above sea level, and can be reached by road, rail and air.

With some 146,000 ha of national park and wilderness in the Shire, including parts of the world heritage listed central eastern rainforest reserves, a network of excellent trout waters; Walcha provides some of the most magnificent eco-experiences in Australia.

Apart from these wonderful eco-tourism destinations, the Shire has a lot to offer. It is one of the most productive agricultural areas in Australia. It is also a major hardwood timber supplier and is a significant supplier of softwood.

Walcha is home to a unique open air gallery. There are currently 36 pieces of art plus 43 verandah posts. The artwork is situated mainly around the central business area with pieces also along the levee banks of the Apsley River. The verandah posts were created by various artists and installed by Council in front of various shops in the central business area.

The completion of the major regional road link between Walcha and Gloucester known as Thunderbolt’s Way has added enormously to the economic opportunities available to the Shire.

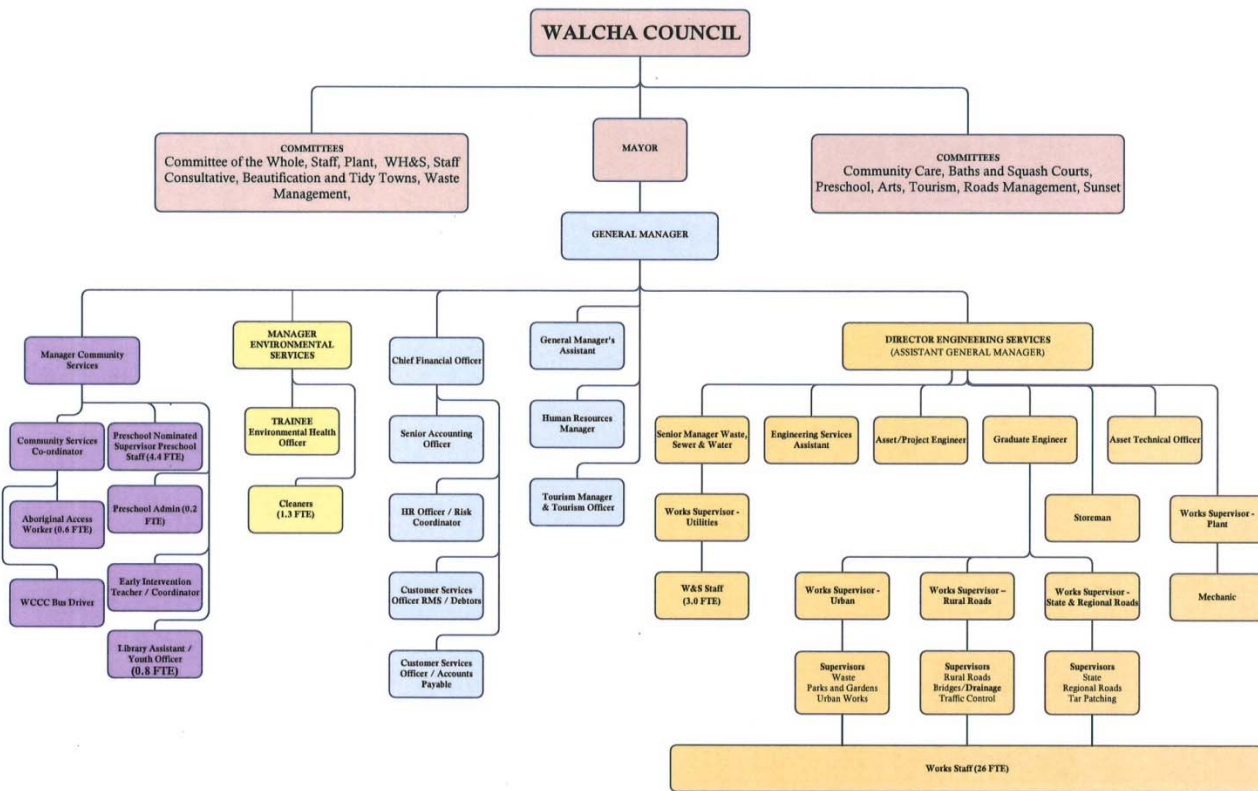
Visit the Walcha tourism website on www.walchansw.com.au or the Walcha Council website on www.walcha.nsw.gov.au



Structure and functions of Council

The Walcha Council is a Local Government Authority constituted under the Local Government Act, 1993. Council's Offices are located at 2W Hamilton Street, Walcha.

Our corporate goal focuses on effectiveness, efficiency and responsiveness. The very harmonious and cohesive relationship that exists between Councillors and staff at all levels, particularly executive staff, provides a good basis for sound decision making and the achievement of our goal.



File: W13/318

Walcha Council Organisation Chart
2016

Endorsed by General Manager: October 2016

Submitted to Council: 27 September 2017

..... General Manager Mayor



Functions of Council

Council performs the functions conferred on it by the Local Government Act, 1993 and these are:

Service Functions

For example:

- Providing community health, recreation, education and information services
- Environmental protection
- Waste removal & disposal
- Land & Property, industry & tourism development & assistance
- Preschool and Early Intervention Services

Regulatory Functions

For example:

- Development and Building Approvals
- Orders
- Building certificates

Ancillary Functions

For example:

- Resumption of land
- Powers of entry and inspection

Administrative Functions

For example:

- Employment of staff
- Management Plans
- Financial Reporting
- Annual Reports

Revenue Functions

For example:

- Rates
- Charges
- Fees
- Borrowings
- Investments

Enforcement Functions

For example:

- Proceedings for breaches of the Act
- Prosecution of offences
- Recovery of rates and charges



The Council also has functions conferred or imposed upon it by the following Acts:

Rural Fires Act 1997	To form Rural Fire Brigades and provide facilities for the suppression of Bush Fires in the Local Area
Community Land Development Act 1989	Planning functions as consent authority
Conveyancing Act 1919	Placing covenants on Council land
Companion Animals Act 1998	Dog registration and control
Environmental Planning & Assessment Act 1979	Planning legislation
Fire Brigades Act 1989	Payment of contributions to fire brigade costs and furnishing of returns
Fluoridation of Public Water Supplies Act 1957	Fluoridation of water supply by Council
Food Act 2003	Inspection of food and food premises
Government Information (Public Access) Act 2009	Public access to information held by Council
Impounding Act 1993	Impounding of animals and articles
Library Act 1939	Library services
Noxious Weeds Act 1993	Control of Noxious Weeds
Public Health Act 2010	Inspection of systems for purposes of microbial control
Protection of the Environment Operations Act 1997	Protection of the Environment
Recreation Vehicles Act 1983	Restricting use of recreation vehicles
Roads Act 1993	Roads
State Emergency Service Act 1989	Recommending appointment of local controller
Strata Schemes (Leasehold Development) Act 1986	Approval of strata plans
Strata Schemes (Freehold Development) Act 1973	Approval of leasehold/freehold strata plans
Swimming Pools Act 1992	Ensuring restriction of access to swimming pools

The exercise by a Council of its functions under the Local Government Act, 1993 may also be modified by the provisions of another Act. Some of those Acts and some of the modifications they effect include:

Submitted to Council: 27 September 2017

..... General Manager Mayor



Coastal Protection Act 1979	Limitation on coastal development by Councils
Heritage Act 1977	Rating based on heritage valuation
State Emergency and Rescue Management Act 1989	Council required to prepare for emergencies
Unclaimed Money Act 1995	Unclaimed money to be paid to the Treasury

Other legislation that affects the way Council carries out its functions can be found at www.legislation.nsw.gov.au and www.comlaw.gov.au.

The Council comprises eight elected representatives inclusive of the Mayor. The Councillors are elected from four wards, two per ward. The Council exercises policy, management and review functions and is assisted in this role by a series of advisory Committees.

The Mayor is elected by the Council each year. The Mayor has the following functions:

- To exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council
- To exercise such other functions of the Council as the Council determines
- To preside at meetings of the Council
- To carry out the civic and ceremonial functions of the mayoral office

The General Manager is the chief employee of the Council and has the following functions:

- To ensure Council's policies and decisions are carried into effect
- To control the day to day operations of the Council
- To control and direct all staff

Council has three departments namely:

- Corporate Services
- Engineering Services
- Environmental Services

Corporate Services

The Corporate Services Department has a staff of thirteen (full time, part time and casual) and is responsible for the following functions:

- | | |
|---------------------|--------------------------|
| • Rates & Valuation | • Council Records |
| • Administration | • Revenue Collection |
| • Staff Records | • Freedom of Information |
| • Insurances | • Reporting |
| • Investments | • Secretarial |
| • Finance | • EEO/WH&S |

Submitted to Council: 27 September 2017

..... General Manager Mayor



- Data Processing
- RMS Agency
- Economic Development
- Tourism
- Human Resources

Engineering Services

The Engineering Services Department has a staff of forty nine (full time, part time and casual) and is responsible for the following:

- Roads & Bridges
- Recreation Areas
- Water & Sewerage
- Ready Mix Concrete
- Stores & Materials
- Garbage/Recycling
- Cemeteries
- Parks & Gardens
- Plant Fleet
- Traffic Facilities
- Survey/Drafting
- Aerodrome
- Private works *

* These works include works performed outside the Council boundaries.

Environmental Services

The Environmental Services Department has a staff of nineteen (full time, part time and casual) and is responsible for the following functions:

- Health Services
- Town Planning
- Dog Control
- Environmental Protection
- Building Services
- Straying Stock
- Subdivisions

Community Services

The Community Services Department has a staff of twelve one (full time, part time and casual) and is responsible for the following functions:

- Preschool
- Early Intervention Services
- Social Welfare
- Library
- Home & Community Services

Community Strategic Plan - Walcha 2025

Walcha 2025 is the blueprint for the future of Walcha Local Government Area. It represents the vision, aspirations, goals, priorities and challenges for our community. The purpose of Walcha 2025 is to:

- Describe the vision and goals the community has for this local government area.
- Outline the strategies to achieve the vision and goals.
- Provide a long term focus for decision making and resource allocation.
- Provide a basis for measuring our progress.
- Provide an opportunity for community participation in decision making.

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..... General Manager Mayor



- Address social, economic, environmental and civic leadership issues.

Walcha 2025 has been developed by the community and will be maintained and implemented by Walcha Council on behalf of the community. It is a plan for the future of the Local Government Area and will be a guide for other levels of government, private businesses and non-government agencies.

The Plan signifies a change in the way planning by Council and the community is developed and implemented. Developing Walcha 2025 has created an opportunity to work together to deliver outcomes that benefit everyone.

The goals and strategies identified fall into the following broad categories:

- Better transport and liveable towns and villages
- Supporting business and jobs
- Clever community
- Healthy community
- Green community
- Stronger community
- Keeping people safe
- Better government

Further information can be obtained by reading the full version of the Community Strategic Plan - Walcha 2025 which is on Council's website.

A full review of the Strategic Plan will be undertaken within the next six months. Council will consult with the community to ensure that the strategic plan still aligns with the values and needs of the Walcha community.

Effect of Council's Functions on Members of the Public

The Council has a direct effect on the general public in carrying out its functions. In exercising its revenue function Council's decisions directly impact on public expenditure patterns.

It's regulatory and service functions also impact on the public by imposing controls on activities and by providing services and facilities. Controls are generally dictated by legislation or Council policy.

Services and facilities are provided generally in priority order determined by Council in response to public demand or by necessity.



Arrangements for Public Participation in Policy Formulation

The Council is an elected body constituted under the provisions of the Local Government Act, 1993 which provides that certain classes of people may stand for office. These qualified people then have the opportunity to win election to Council and to determine policy. Conversely disaffected voters have the opportunity to remove a Council from Office.

The Local Government Act, 1993 also provides for the public to have input into policy formulation in the following ways:

- Polls
- Referenda
- Public Meetings
- Public exhibition/notification of proposed policies and decisions
- Rights of Appeal

During the course of its ordinary meetings Walcha Council may permit any person to address it personally on any relevant issue. Council is required to hold at least ten meetings each year. Currently Council meetings are held on the last Wednesday of each month, except January. Special meetings of Council are occasionally held.

Information held by Council

Council holds a large number of documents that may be categorised as follows:

Corporate Services

- Miscellaneous files - which contain information relating to Council's day to day activities including personnel files
- Policy documents, codes and plans which form the guidelines within which decisions are made
- Minutes which are a record of Council decisions
- Financial records both hard copy and computerised which provide a record of Council's financial dealings
- Valuation, rating and land transfer records
- Legal documents which, of their nature should be retained
- Records of disclosure which details disclosures made by Councillors and designated staff in accordance with legislative requirements

Engineering Services

Council maintains an extensive range of maps, plans and diagrams. Most of these are prepared for internal use however some may be of assistance to Council's customers.

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..... General Manager Mayor



Environmental Services

Documents under this category are principally applications seeking building or planning consent. These documents may include those where Council is not the consent authority such as Development Applicants where the State Government appointed Joint Regional Planning Panels are the consent Authority.

Generally copies of most of Council's documents are available to the public free of charge however reasonable photocopying charges may apply and processing fees may be imposed for access applications. A fee is imposed for the provision of maps, plans, diagrams and plans, rates and building certificates.

Community Services

Documents under this category mostly are files containing information on clients and the services they receive. These documents are not accessible by members of the public as they contain the personal and private information of individuals.

Information that is publically available

The Government Information (Public Access) Act 2009 states *"there is a presumption in favour of the disclosure of government information unless there is an overriding public interest against disclosure."*

The following list of information is taken from Government Information (Public Access) Regulation 2009.

Information about Walcha Council

1. Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
 - a. the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA
 - b. code of meeting practice
 - c. annual report
 - d. annual financial reports
 - e. auditor's report
 - f. Delivery Program 2013-2017
 - g. Operational Plan 2015/16
 - h. EEO management plan
 - i. policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors and staff,
 - j. annual reports of bodies exercising functions delegated by the local authority,
 - k. any codes referred to in the LGA.

Submitted to Council: 27 September 2017

..... General Manager Mayor



2. Information contained in the following records (whenever created) is prescribed as open access information:
 - a. returns of the interests of councillors, designated persons and delegates
 - b. agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public)
 - c. minutes of any meeting of the local authority or any committee of the local authority, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting
 - d. Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA

3. Information contained in the current version of the following records is prescribed as open access information:
 - a. land register
 - b. register of investments
 - c. register of delegations
 - d. register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008
 - e. register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA
 - f. the register of voting on planning matters kept in accordance with section 375A of the LGA

Plans and policies

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

- a. local policies adopted by the local authority concerning approvals and orders
- b. plans of management for community land
- c. environmental planning instruments, development control plans and contributions plans made under the Environmental Planning and Assessment Act 1979 applying to land within the local authority's area

Information about development applications

1. Information contained in the following records (whenever created) is prescribed as open access information:
 - a. development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and any associated documents received in relation to a proposed development including the following:
 - i. home warranty insurance documents

Submitted to Council: 27 September 2017

..... General Manager Mayor



- ii. construction certificates
 - iii. occupation certificates
 - iv. structural certification documents
 - v. town planner reports
 - vi. submissions received on development applications
 - vii. heritage consultant reports
 - viii. tree inspection consultant reports
 - ix. acoustics consultant reports
 - x. and contamination consultant reports
 - b. records of decisions on development applications (including decisions made on appeal)
 - c. a record that describes the general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2)
2. This clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:
- a. the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
 - b. commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret
3. A local authority must keep the record referred to in subclause 1. c.

Approvals, orders and other documents

Information contained in the following records (whenever created) is prescribed as open access information:

- a. applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
- b. applications for approvals under any other Act and any associated documents received in relation to such an application
- c. records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- d. orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- e. orders given under the authority of any other Act
- f. records of building certificates under the Environmental Planning and Assessment Act 1979
- g. plans of land proposed to be compulsorily acquired by the local authority
- h. compulsory acquisition notices
- i. leases and licences for use of public land classified as community land

Submitted to Council: 27 September 2017

..... General Manager Mayor



How will information be made available to the public

Open Access Information

There is a range of information available on Councils website under the section title *Open Access Information*.

Arrangements for inspection of council information

If you would like to view information that is not held in digital format on Council's website, you may make arrangements to view this information during the normal opening hours of 8.30 am to 5.00 pm. If you would like to receive a hard copy of information photocopying charges may apply, dependant on the circumstances.

Informal Access Application

An informal application to access information that is not held on the register of open access information may be made by phoning the Right to Information Officer during business hours. The officer will determine if your request can be granted. The officer may require you to lodge a formal access application.

Formal Access Application

One reason you may not be able to receive information under an informal application, is if the information contains information about a third party. When this is the case, the third party will need to be consulted before we release it to you.

If you decide to proceed, you will need to complete a formal access application form. You will need to provide a description of the information that you require on the application form and pay the application fee of \$30.00. Deposits on processing must be paid upfront, as per section 68 of the GIPA Act *"an agency may require the applicant to make an advance payment of a processing charge."*

Applicable Fees

Open Access Information	\$ 0.00
Informal Access Application	\$ 0.00
Formal Access Application	\$30.00
Hourly processing charge	\$30.00
Applicants Personal Information	\$30.00 + 20 hours free processing
Photocopying per page	\$ 0.55

Submitted to Council: 27 September 2017

..... General Manager Mayor



Contact details

Walcha Council

Right to Information Officer
Walcha Council
2W Hamilton Street
PO Box 2
Walcha NSW 2354
council@walcha.nsw.gov.au
phone 02 6774 2500
fax 02 6777 1181

Information and Privacy Commission

If you require further advice or assistance with your request for information, you may contact the Information and Privacy Commission on 1800 472 679. Alternatively you may contact them via email ipcinfo@ipc.nsw.gov.au or visit their website at www.ipc.nsw.gov.au

Information and Privacy Commission
GPO Box 7011
Sydney NSW 2001

Submitted to Council: 27 September 2017

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2017/01602
Title: Interim Audit Management Letter Year Ending June 2017
Author: General Manager
Previous Items:
Attachment: WI/2017/09314 – Interim Audit Management Letter Year Ending June 2017

CSP Ref: CSP Ref: 8.2.1.3 – Ensure Council’s financial practises comply with statutory and industry standards.

Report

The Audit Office NSW has issued the Management Letter from the Interim Audit for the year ending June 2017. Copy attached.

RECOMMENDATION:

That the report be NOTED by Council.

Submitted to Council: 27 September 2017

..... General Manager Mayor



Mr Jack O'Hara
General Manager
Walcha Council
PO Box 2
WALCHA NSW 2354

Contact: James Sugumar
Phone no: 02 9275 7288
Our ref: D1713020/1800

23 August 2017

Dear Mr O'Hara

Walcha Council
Interim Management Letter
Audit for the Year Ended 30 June 2017

I have completed the interim audit of Walcha Council and this letter outlines matters I identified during the interim audit and matters I am required to communicate under Australian Auditing Standards.

My audit is designed to obtain reasonable assurance the financial statements are free from material misstatements. It is not designed to identify all matters that may be of governance interest to you and there may be other matters that did not come to my attention. The audit is ongoing and I will inform you if I identify any new matters of governance interest as they arise.

The Management Letter may be sent to the Minister, if requested.

For each matter in this letter, I have included my observations, risk assessment and recommendations. The risk assessment is based on my understanding of your business and as described in Appendix C. Management should make its own assessment of the risks to the organisation.

I have kept management informed of the issues included in this letter as they have arisen. A draft of this letter was provided to Ms Rosemary Strobel, Chief Financial Officer, on 2 August 2017.

This letter includes management's formal responses, the person responsible for addressing the matter and the date by which this should be actioned. I recommend you assign responsibility for implementing the recommendations including a timetable.

The Auditor-General may include items listed in this letter in the Report to Parliament. I will send you a draft of this report and ask for your comments before it is tabled in Parliament.

Submitted to Council: 27 September 2017

..... General Manager Mayor

Walcha Council
Ordinary Council Meeting
27 September 2017



If you would like to discuss any of the matters raised in this letter, please contact me or Cathy Wu on 9275 7212.

Yours sincerely

A handwritten signature in cursive script that reads "James Sugumar".

James Sugumar
Director, Financial Audit Services

cc: Cr Eric Noakes, Mayor, Walcha Council
Ms Rosemary Strobel, Chief Financial Officer, Walcha Council
Mr Paul Cornall, Principal, Forsyths

Submitted to Council: 27 September 2017

..... General Manager Mayor



Walcha Council

Interim Management Letter
Audit for the Year Ending 30 June 2017



Submitted to Council: 27 September 2017

..... General Manager Mayor



Walcha Council
Interim Management Letter
Audit for the year ending 30 June 2017

Appendix A	Detail	Likelihood	Consequence	Risk Assessment
1	Bank reconciliations	Likely	Medium	Moderate
2	Payroll master file edit reports	Likely	Medium	Moderate
3	Purchase orders	Likely	Low	Low
4	Contract register	Likely	Low	Low
Appendix B REVIEW OF MATTERS RAISED IN PRIOR YEAR MANAGEMENT LETTER				
Appendix C THE RISK ASSESSMENT MATRIX				

Submitted to Council: 27 September 2017

..... General Manager Mayor



APPENDIX A

1. Bank reconciliations

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Bank reconciliations	Likely	Medium	Moderate	No	Operational

Observation	Implication	Recommendation	Management Response
<p>Certain bank reconciliations included an unexplained variance between the bank balance and the general ledger.</p> <p>The variations have not been analysed and adjusted in the general ledger.</p>	<p>The cash at bank balance in the general ledger may be misstated.</p> <p>The Council may incur financial losses by way of unauthorised bank transactions.</p>	<p>Management should, as a priority, ensure the bank reconciliation review process to include review of all unexplained variations.</p> <p>Unexplained variations should be investigated and adjusted at the time of the reconciliation.</p>	<p>There was an issue with some bank files importing twice into Authority and some transactions were duplicated. Civica was able to resolve the issue and Council processed a journal to reverse the duplicated transactions. This happened at a time when the officer responsible was on leave and since the amount was so immaterial it was not deemed a priority at the time. The CFO has now taken on responsibility for processing the bank reconciliation with the Manager of Community Services to back up if required.</p> <p>Person Responsible: Chief Financial Officer Date to be Actioned: Date Resolved (if applicable): 21/07/2017</p>

Submitted to Council: 27 September 2017

..... General Manager Mayor



2. Payroll master file edit reports

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Payroll master file edit reports	Likely	Medium	Moderate	No	Operational

Observation	Implication	Recommendation	Management Response
<p>There was no evidence of review of certain monthly payroll master file edit reports.</p> <p>The payroll system identifies and summarises all changes made to the master file during the period.</p>	<p>There is a risk that unauthorised changes to the payroll master file may remain undetected for a long period of time.</p> <p>The Council may incur financial losses by way of unauthorised payroll transactions.</p>	<p>Management should implement processes to review the payroll master file edit reports at the end of every pay run.</p> <p>The review by an independent officer should be evidenced by way of signature and date.</p>	<p>The Status of Works has been updated to ensure that the report is run monthly and reviewed by both the Payroll Officer and the HR Manager. A signed copy of the monthly report will be filed and the CFO will confirm the process when the status of works is reviewed.</p> <p>Person Responsible: Payroll Officer / HR Manager Date to be Actioned: 31/08/2017 Date Resolved (if applicable):</p>

Submitted to Council: 27 September 2017

..... General Manager Mayor



3. Purchase orders

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Purchase orders	Likely	Low	Low	No	Operational

Observation	Implication	Recommendation	Management Response
There were several purchases with no purchase orders. The Procurement Policy requires use of purchase orders for those purchases.	There is a risk that Council may incur unauthorised expenditure and possible financial losses when purchase orders are not used as intended. The procurement processes may not be in compliance with the Council's Policy.	Management should: <ul style="list-style-type: none"> • train all staff are on the requirement of using purchase orders • introduce procedures to identify and review purchases not complying with the Procurement Policy • consider advising the supplier not to process deliveries until formal purchase orders are issued. 	The CFO reviews all payments and notes if purchase orders have been provided prior to the invoice being issued. CFO continues to enforce the procurement policy and to provide training to all staff as required. Person Responsible: Chief Financial Officer Date to be Actioned: Ongoing Date Resolved (if applicable):

Submitted to Council: 27 September 2017

..... General Manager Mayor



4. Contract register

Issue	Likelihood	Consequence	Risk	Systemic Issue	Category
Contract register	Likely	Low	Low	No	Operational

Observation	Implication	Recommendation	Management Response
<p>It is not clear whether all contracts have been included in the contract register.</p> <p>The contract register contained:</p> <ul style="list-style-type: none"> contracts entered into through tenders contracts from the 2014–15 financial year onwards. 	<p>The Council may not be aware of contractual obligations that have not been recorded in the register.</p> <p>The financial statements disclosures may be misstated if the impacts of certain contracts are not considered.</p>	<p>Management should ensure that the contract register:</p> <ul style="list-style-type: none"> includes all contracts of the Council is regularly reviewed to identify, monitor and report the financial impacts in the financial statements. 	<p>The Contract Register is in TRIM and accessible to all staff. The CFO will assume responsibility for ensuring all contracts have been entered onto the register. This will be added as a responsibility on the Status of Works.</p> <p>Person Responsible: Chief Financial Officer Date to be Actioned: 22/08/2017 Date Resolved (if applicable):</p>

Submitted to Council: 27 September 2017

..... General Manager Mayor



APPENDIX B

REVIEW OF MATTERS RAISED IN PRIOR YEAR MANAGEMENT LETTER

The issues in this appendix were raised in previous management letters but remain relevant in the current period. For each of these issues, I have determined:

- how management has addressed the issue in the current period
- what management still needs to do to address unresolved issues.

Prior Issues Raised	Assessment of Action Taken	Recommendation
Open purchase orders	Matter is being addressed by Management	Audit will follow up as part of year-end audit
Purchase orders amended above delegations	Matter was addressed by Management	Nil as matter is addressed
Inadequate review of supplier master file changes	Matter was addressed by Management	Nil as matter is addressed
Plant hire rates review	Matter is being addressed by Management	Audit will follow up as part of year-end audit
Payroll master file changes edit reports	Matter was addressed by Management	Nil as matter is addressed
Purchase order raised after receipt of invoice	Matter was addressed by Management	Nil as matter is addressed
No residual values given to water and sewer assets	Matter no longer applicable	Nil as matter no longer applicable
Adherence to procurement policy	Matter was addressed by Management	Nil as matter is addressed
Review of month end procedures	Matter was addressed by Management	Nil as matter is addressed

Submitted to Council: 27 September 2017

..... General Manager Mayor



APPENDIX C

RISK ASSESSMENT MATRIX

I have rated the risk of each issue as 'Extreme', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used aligns with the risk management framework in [TPP12-03](#) 'Risk Management Toolkit for the NSW Public Sector'.

RISK LEVELS	
Extreme	12 - 16
Moderate	5 - 11
Low	1 - 4

The risk level is a combination of the consequences and likelihood.

		CONSEQUENCE			
		Low	Medium	High	Very High
LIKELIHOOD	Almost Certain	10	11	15	16
	Likely	4	9	13	14
	Possible	3	7	8	12
	Rare	1	2	5	6

Submitted to Council: 27 September 2017

..... General Manager Mayor



RISK ASSESSMENT MATRIX

For each issue identified, I have used the consequence and likelihood tables from TPP 12-03 to guide my assessment.

Consequence levels and descriptors

Consequence level	Consequence level description
Very high	Affects the ability of your entire agency to achieve its objectives and may require third party intervention
High	Affects the ability of your entire agency to achieve its objectives and requires significant coordinated management effort at the executive level
Medium	Affects the ability of a single business unit in your agency to achieve its objectives but requires management effort from areas outside the business unit
Low	Affects the ability of a single business unit in your agency to achieve its objectives and can be managed within normal management practices

Likelihood levels and descriptors

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent

Submitted to Council: 27 September 2017

..... General Manager Mayor



Item:	6.4	Ref: WO/2017/1674
Title:	Biosecurity Act 2015 Commencement	
Author:	Environmental Services Manager	
Previous Items:	Nil	
Attachment:	Nil	

CSP Ref: 6.5.1 – Protect and promote farming practices using the principles of ecologically sustainable development.

Introduction:

From 1 July 2017 the Acts listed below were repealed and superseded by the Biosecurity Act 2015:

- Animal Diseases and Animal Pests (Emergency Outbreaks) Act 1991
- Apiaries Act 1985.
- Deer Act 2006
- Fertilisers Act 1985
- Non-Indigenous Animals Act 1987
- Noxious Weeds Act 1993
- Plant Diseases Act 1924
- Stock (Chemical Residues) Act 1975
- Stock Diseases Act 1923
- Stock Foods Act 1940

Biosecurity protects the States primary industries and underpins the health and wellbeing of the environment and the community. It keeps waterways, state forests, parks and infrastructure free from serious pests and weeds, and it keeps animals free of serious disease.

The new *Biosecurity Act 2015* (the Act) commenced in NSW on 1 July 2017. The Act allows for better management of biosecurity risks that impact on the NSW economy, environment and community. The Act is the combination of all the above mentioned Acts and will include removing parts of the *Fisheries Management Act 1994*, *Local Land Services Act 2013*, *Stock Medicines Act 1989* and the *Wild Dog Destruction Act 1921*.

The Government’s NSW Biosecurity Strategy 2013–2021 is based on the principle that biosecurity is a shared responsibility between governments, industries and individuals. The Strategy outlines how government, industry and the community need to work together to identify, prevent, eradicate, minimise, respond to and manage biosecurity risks.

The Act complements that principle, and provides for a range of tools and powers that can be used to support risk based management and allow for increasing efficiency and decreasing regulation. Council no longer need to wait before a pest or disease is listed before response action can be initiated.

Submitted to Council: 27 September 2017

..... General Manager Mayor



Report:

The broad objectives for biosecurity in NSW are to manage biosecurity risks from animal and plant pests and diseases, weeds and contaminants by:

- preventing their entry into NSW
- quickly finding, containing and eradicating any new entries
- effectively minimising the impacts of those pests, diseases, weeds and contaminants that cannot be eradicated through robust management arrangements

Changes under the new Act include:

NSW Weed Reforms

Local Land Services (LLS) were given responsibility for replacing 14 existing Weed Advisory Committees with 11 statutory Regional Weed Committees. These regional committees are made up of Local Control Authorities, public and private landholders and community members and support regional planning under the Act.

The responsibilities of LLS are defined in the Natural Resource Commission Weed Review recommendations as:

- delivering regional strategic weed management plans
- facilitating and coordinating regional strategic planning
- assisting with education and community outreach programs

Each Regional Weeds Committee has developed a five-year Regional Strategic Weed Management Plan to focus on managing weed biosecurity. The plans are based on the best available local knowledge, research and technology and a rigorous assessment of the biosecurity risks posed by weeds. The plans articulate how the region’s communities and stakeholders will work together to identify, minimise, respond to and manage high-risk weeds, supporting the principle of a shared responsibility under the new biosecurity legislation.

The Northern Tablelands Regional Weed Committee was given responsibility for:

- developing and endorsing the Northern Tablelands Regional Strategic Weed Management Plan 2017-2022
- supporting implementation of the weeds component of the NSW Biosecurity Strategy, NSW Biosecurity Act and the NSW Invasive Species Plan
- allocating state funding to local control authorities based on this plan and ensuring consistency across land tenancies
- developing education and awareness programs

The committee includes representatives from Northern Tablelands Local Land Services, NSW Department of Primary Industries, State government agencies managing crown lands (including the Office of Environment and Heritage, Forestry Corporation NSW, Rail Corp – Transport NSW, Roads and Maritime Services and Department of Industry - Lands), local government and county councils, NSW Farmers Association, Landcare, Aboriginal Land Council, and the Nature Conservation Council. Through this representation, the committee provides tenure

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..... General Manager Mayor



neutral strategic planning and co-ordination of weed management activities at a regional level and also provides a forum for community and stakeholders in decision making.

NSW Department of Primary Industries (DPI) administer the Biosecurity Act and determine the weed species covered by regulatory tools such as Prohibited Matter, Control Orders and Biosecurity Zones.

Local Control Authorities (local councils and Country Councils) are responsible for enforcing weed legislation. This includes such activities as:

- conducting weed inspections on public and private property
- inspecting and controlling weeds in high risk pathways and sites
- providing education, training and resources for both the public and staff in relation to weed management
- administering and ensuring compliance with any of the above regulatory tools
- responding to breaches of the Act
- notifying and reporting on weed activities to the Biosecurity Information System (BIS)

In our region, the New England Weeds Authority is a County Council providing weed control over a large area funded by member councils, including Walcha Council.

Other biosecurity issues include:

- Chemical residues
- Disease control
 - Plant diseases
 - Livestock health
- Pest control

Species currently declared pests in NSW are:

- wild rabbits
- wild dogs
- feral pigs
- foxes (European Red)
- feral camels (Western Division of NSW only)
- a number of locust species (the Australian Plague, Spur-Throated and Migratory)

Under the *Local Land Services Act 2013* all land managers in NSW, whether on public or private land, have an obligation to control declared pest species on their land. LLS work with private and government stakeholders to develop vertebrate pest management plans and cooperative management programs.

RECOMMENDATION: That Council note commencement of the Biosecurity Act 2015

Submitted to Council: 27 September 2017

..... General Manager Mayor



Item: 6.5 **Ref:** WO/2017/01650
Title: Committee of the Whole Referral – Set Sale Price of Property at 21W Churchill Street Walcha AND Staff Committee Minutes
Author: General Manager
Previous Items: Not Applicable
Attachment: No

CSP Ref: 8.2.3 – Identify surplus Council owned assets for development or possible sale to be invested in infrastructure reserve.

CSP Ref: 8.1.2.5 – Negotiate a performance agreement with the General Manager.

Introduction

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

Report

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

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

RECOMMENDATION:

That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of set Sale Price of Property at 21W Churchill Street Walcha be referred to be discussed in Committee of the Whole for the reason that it would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business FURTHER THAT the matter of the Staff Committee Minutes be discussed in Committee of the Whole for the reason that they relate to personnel matters concerning particular individuals (other than Councillors).

Submitted to Council: 27 September 2017

..... General Manager Mayor



Ref: WO/2017/01571

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

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

Item 9:

Management Review Reports

Submitted to Council: 27 September 2017

..... General Manager Mayor



FINANCE AND ADMINISTRATION

9.1 Listing of Bank Balances for the Month of August 2017

The Cash Book for each Fund has been reconciled with the appropriate Bank Pass sheets for the month of August 2017, and the Reconciliations have been entered in the Cash Book.

	<u>2017</u>	<u>2016</u>
General	\$1,914,211.82	\$2,007,789.24

The current Interest Rate on the General Fund held with the National Australia Bank is 1.25%.

	<u>2017</u>	<u>2016</u>
Interest Earned (YTD)	\$ 3,014.42	\$ 3,500.61

9.2 Investments Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) for August 2017

Please see the following Report for the investments placed in August 2017.

Overdraft Limit

An Overdraft Limit of \$200,000 has been arranged with the National Australia Bank. When utilised an Overdraft Interest Rate of 8.77% applies.

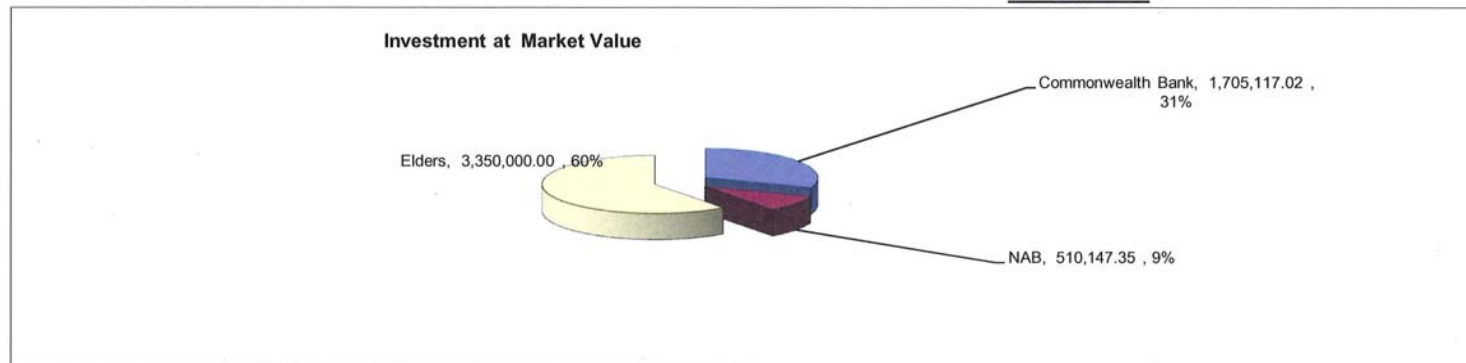
Jack O'Hara
GENERAL MANAGER



REGISTER OF INVESTMENTS TO 31/08/2017

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/08/17	MV % of Portfolio
National Australia Bank	Term Deposit			13-Jul-17			8908.27	-	960,878.74	-	0.00%
Commonwealth Bank	Term Deposit	17/09/2016	365	17-Sep-17	3.00%	10118.45		337,281.82	-	337,281.82	4.99%
Commonwealth Bank	Term Deposit	30/11/2016	296	26-Sep-17	2.65%	10887.16		506,605.63	-	506,605.63	7.49%
Elders Rural Bank	Term Deposit	28/03/2017	180	28-Sep-17	2.65%	12415.07		950,000.00	-	950,000.00	14.04%
Elders Rural Bank	Term Deposit	4/04/2017	180	04-Oct-17	2.65%	7841.10		600,000.00	-	600,000.00	8.87%
Commonwealth Bank	Term Deposit	30/11/2016	326	26-Oct-17	2.66%	20460.93		861,229.57	-	861,229.57	12.73%
National Australia Bank	Term Deposit	28/04/2017	210	28-Nov-17	2.50%	7337.74		510,147.35	-	510,147.35	7.54%
Elders Rural Bank	Term Deposit	20/06/2017	180	17-Dec-17	2.60%	7052.05		550,000.00	-	550,000.00	8.13%
Elders Rural Bank	Term Deposit	18/07/2017	180	18-Jan-18	2.55%	7545.21		600,000.00	-	600,000.00	8.87%
Elders Rural Bank	Term Deposit	20/06/2017	240	15-Feb-18	2.62%	10336.44		600,000.00	-	600,000.00	8.87%
Elders Rural Bank	Term Deposit	29/08/2017	180	28-Feb-18	2.60%	8334.25	5540.14	650,000.00	-	650,000.00	9.61%
Elders Rural Bank	Term Deposit	18/07/2017	270	18-Apr-18	2.58%	11450.96		600,000.00	-	600,000.00	8.87%
						113,779.35	14,448.41	6,765,264.37	960,878.74	6,765,264.37	100.00%

Capital Value of Portfolio	6,765,264.37
Redeemed Value of Portfolio	960,878.74
Market Value of Portfolio 31/08/17	<u>6,765,264.37</u>
Estimated Profit/(Loss) 31/08/17	<u><u>6,765,264.37</u></u>



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 September 2017

..... General Manager Mayor

**9.3 Work, Health & Safety****August 2017**

Workplace Incidents – Nil.

Motor Vehicle – Two minor incidents were recorded one of which resulted in an insurance claim to a third party.

Public Liability – One claim was reported verbally with no claim official to be made when a resident tripped over debris at the Waste Transfer Station.

Near Misses – One incident was lodged and investigated by the Director – Engineering Services. As a result of the investigation electric heaters of the same type were replaced at the Depot with further investigations to be made in relation to the energy supply at the Depot.

Preschool – one minor incident occurred at the Preschool which resulted in the child requiring stitches.

Insurance – Council's property assets were valued for insurance purposes.

9.4 Tourism Report**August 2017****Number of visitors to VIC**

August	2017	2016	2015	2014
Walk in's	322	417	312	275
Phone enquiries	11	25	27	27
Email enquiries	2	0	3	3

Website	August	July	June	May
Unique Visits	4,086	3,594	2,473	-
Visits	4,597	4,228	3,126	2,580
No of Hits	35,990	119,122	109,728	119,834

Unique visitors refers to the number of distinct individuals requesting pages from the website during a given period, regardless of how often they visit. Visits refers to the number of times a site is visited, no matter how many visitors make up those visits – Google answer.

ABC Television

Joe O'Brien, the anchor for ABC News 24 did a town bio on his own home town last year which was well received by the ABC and rated well. They were looking for another town and had contacted me about what Walcha had to offer in the way of stories, and local characters. Joe contacted me again in late August and has confirmed his interest in doing a story on Walcha. They are looking at interviewing a few locals in late September; I suggested some of Walcha's artists, National Parks' rangers, and Bernie Brady's saddlery for the interviews. So hopefully Walcha is depicted well.

Submitted to Council: 27 September 2017

..... General Manager Mayor



Comments from the Visitors Book - August

Positive Feedback on Walcha and the Visitor Information Centre, this is every comment in the visitor book for August:

Fab find, lovely artist support / LUV YOUR TOWN / Really helpful / friendly, helpful / very friendly / Great place / very helpful / Thanks, looked after me very well / very informative / thanks for your assistance / looks to be a very interesting town / lovely ladies ☺ / very helpful / thank you / thank you / helpful, thanks / interesting / awesome thanks / informative.

Grant submissions

We have been successful in a \$1,500 grant application through Kevin Anderson’s office to assist us with the production and printing of the John Oxley brochure for the bicentenary. We are excited to have been successful in receiving this financial support. We are yet to hear back about our other Sculpture Symposium grant applications.

New England High Country

I have been tasked by the New England High Country group to assist with the improvement of the Travelin website (a booking site owned by both old Inland NSW tourism members and Adventure Group Holdings). This has not gone to air yet but the site has been split up into regional areas and branded as such so our section of the Travelin site will look and act like a New England High Country website with booking capabilities. This will be the call to action site for our New England High Country campaigns.

My Favourite Corner Phase-3 campaign is close to being activated. This includes a Hema map specifically for motorcyclists, marking out good motorcycle routes through New England High Country as well as videos, articles and good imagery being pushed through print media, social media and Electronic Direct Mail which is just target specific.

New England Living Magazine

There is a fabulous seven page spread in the spring edition of New England Living magazine focusing on Walcha’s art. We out-sourced the words to Steph Van Eyk who has written a fresh vibrant article and we managed to get an image example of all of Walcha’s artists (not all were printed however).

Susie Crawford
Tourism Manager



9.5 Grant Information

Grants Currently Applied for:

Name of Grant:	Purpose of Grant:	Amount Requested:	Council Contribution:	Outcome:
Create NSW Regional Partnerships	Sculpture Symposium	\$70,000	\$8,500	unsuccessful
Create NSW Arts & Cultural Projects (Round 1)	Sculpture Symposium	\$60,000	\$8,500	September
Youth Opportunities Program	Establishment of a homework and learning support centre	\$38,590	\$4,000	October
Stronger Country Communities Fund	Replacement Preschool building	\$660,000	\$340,000 \$52,000	November
Stronger Country Communities Fund	Sporting Ground upgrade	\$120,000	\$0	November
Grandparents Day	Open day at Preschool for grandparents, grandfriends, older community members & WCCC Social Group	\$900	\$300	unsuccessful
Community Building Partnership	Internal fitout of Walcha Council Community Care Building	\$25,000	\$25,000	Unknown
Infrastructure Grants	Redevelopment of Walcha Memorial Cenotaph	\$55,000	\$24,000	November
Regional Arts Fund NSW Community Grants	Sculpture Symposium	\$20,000	\$8,500	November
Regional Arts NSW Country Arts Support Program (CASP)	Artist fee for Sculpture Symposium	\$3,000	\$2,700	November
Fixing Country Roads	For the identification of road related projects – particularly freight productivity			November

Grants Currently Being Investigated:

Name of Grant:	Purpose of Grant:	Closing Date:
Arts Projects – Organisations Community Building Partnership Youth Opportunities Funding Regional Arts NSW website:		Various times
Regional Cultural Fund	Update MPC facilities	TBA

Submitted to Council: 27 September 2017

..... General Manager Mayor



Website Links:

- <http://regionalartsnsw.com.au/grants>
- <http://www.lgnsw.org.au/files/imce-uploads/127/cremf-introduction-1.pdf>
- <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care/funding/start-strong/capital-works-grants-program>
- <http://www.communitybuildingpartnership.nsw.gov.au/>
- <http://investment.infrastructure.gov.au/funding/blackspots/>
- <https://www.transport.nsw.gov.au/projects/programs/fixing-country-roads>
- https://infrastructure.gov.au/infrastructure/pab/active_transport/
- <http://www.liquorandgaming.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants.aspx>
- <https://www.create.nsw.gov.au/funding-and-support/regional-cultural-fund/regional-cultural-fund-2/>
- <https://www.industry.nsw.gov.au/invest-in-nsw/regional-opportunities/stronger-country-communities-fund>
- <https://www.create.nsw.gov.au/funding-and-support/types-of-funding/project-funding-arts-and-cultural-projects>
- <https://www.create.nsw.gov.au/funding-and-support/types-of-funding/project-funding-regional-partnerships/>
- <http://regionalartsnsw.com.au/grants/raf/>
- <http://regionalartsnsw.com.au/grants/casp/>
- <http://australiacouncil.gov.au/funding/>

Submitted to Council: 27 September 2017

..... General Manager Mayor



ENGINEERING SERVICES

9.6 Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
8	16/08/2017	63.25	3,118.82
9	23/08/2017	68.75	3,398.04
10	30/08/2017	59.00	3,033.10
11	06/09/2017	55.50	2,687.24
TOTAL		246.50	\$12,237.20

9.7 Shire Roads Maintenance

5. Shire Roads Maintenance:

Design and Construct – Five Bridges Tender

The final two bridges of the Design and Construct 5 Bridges tender are progressing well. Both bridges have the pre-cast deck systems installed and will shortly have backfill works completed. The bridges will be completed by the end of September and open to traffic in early October.



Submitted to Council: 27 September 2017

..... General Manager Mayor



Emu Creek Road Rehabilitation

The Emu Creek Road Rehabilitation has commenced and all of the gravel has been placed over the existing pavement. Approximately 6000t of crushed gravel has been placed over the 2km section of road, which will be mixed into the existing pavement to improve strength, durability and overall ride quality. The project will be complete in early October.



State Roads – Projects

Bergen Culverts Project

The Bergen Culverts Project is now complete, including the remediation of the creek bed. The project was a learning experience for local contractors and Council staff, as the concrete works involved was quite extensive.



Submitted to Council: 27 September 2017

..... General Manager Mayor



Urban Roads – Projects

John Oxley Cricket Nets Upgrade

The John Oxley cricket nets and main pitch improvements have commenced and will be completed shortly. The works include widening the existing practice nets and installing a new structure and nets. The main pitch will be widened by 300mm each side. The works will see a great improvement to the facilities at the John Oxley Park.



Submitted to Council: 27 September 2017

..... General Manager Mayor



Completed Maintenance Snapshot

Local Roads	
Maintenance Grading:	Roads:
	Forest Way
	Kangaroo Flat
	Mitchell Hill
	Cowsby
	Carey's
	Upper Yarrowitch River
	Morton
	Oaklands
	Glen Haven
	Yarribindi
	Ruby's Knob
	Enfield Park
	Wirraway
	Tia Falls
	Merlin Downs
	Brookside
	Pinedale
	Wild Cattle Creek
	East Lynne
	Tiara
	McNabs
	Tops
Drainage	Roads:
	Glen Morrison Road
Rural Addressing	Roads:
	Aberbaldie
Pothole Patching	Roads:
	Glen Morrison
State & Regional Roads	
Oxley Highway Maintenance:	Tasks:
	Sign Maintenance & Repair
	Servicing Rest Areas
	Vegetation Control
	Guideposts
Regional Roads:	Tasks:
	Repair Potholes
	Vegetation Maintenance
	Service Rest Areas
Urban Roads	
Urban Maintenance:	Tasks:
	Sporting Ground Maintenance
	Town Street Cleaning
	Parks and Garden Maintenance

Submitted to Council: 27 September 2017

..... General Manager Mayor



Proposed Works for the Coming Period

Shire Roads

- ◆ Grading will cease to take place until the LGA receives rainfall in the amount that will replace moisture within the road surface and surround creeks and dams
- ◆ Gravel Re-sheeting Abbotsley Road
- ◆ Complete the Emu Creek Rehabilitation
- ◆ Clean Pipes on Glen Morrison Road
- ◆ Vegetation control on Brackendale Road
- ◆ Continue works on the Design and Construct 5 Bridges Contract, with the aim of finalising these projects by Mid October

State & Regional Roads

- ◆ Maintenance
 - Pothole Patching
 - Drainage Works
 - Vegetation Maintenance
- ◆ Heavy Patching in Segment 3280 on the Oxley Highway – Woolbrook

Works in Town

- ◆ Streetscape Maintenance
- ◆ Sporting grounds maintenance
- ◆ Town Mowing - parks, gardens and cemeteries
- ◆ Finalise works on the Cricket Nets
- ◆ Town Garden Maintenance

Dylan Reeves
Director – Engineering Services

9.8. Water

No report submitted.

9.9 Sewer

No report submitted.

9.10 Waste

No report submitted.

Tess Dawson
Senior Manager - Water, Sewer & Waste

Submitted to Council: 27 September 2017

..... General Manager Mayor



ENVIRONMENTAL SERVICES

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

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

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2027, Delivery Program 2017-2021 and Operational Plan 2017-2018.

A report will be presented to Council each month for comparison purposes, showing the previous year’s totals, and the year to date figures for the current year.

9.11 Development

Development Application (DA) Data		
	2016/2017	2017/2018 YTD
Total Number of DAs Determined	22	4
Number of DAs Outstanding	2	3
Average Determination Time (days)	30.6	22.6
Value of DAs	\$4,024,495.00	\$568,407.00
Number of Single New Dwellings	7	1
Residential	1	-
Village / Large Lot Residential	1	-
Rural	5	1
Number of Multi Unit Dwellings	0	0
Number of Commercial Developments	3	1
Number of Industrial Developments	0	0
Withdrawn / Cancelled	0	1
Refused	0	0

Complying Development Application (CDC) Data		
	2016/2017	2017/2018 YTD
Total Number of CDCs	8	2
Value of CDCs	\$324,300.00	\$63,000.00
Number of Single New Dwellings	0	0
Residential	0	-
Village / Large Lot Residential	0	-
Rural	0	-

Submitted to Council: 27 September 2017

..... General Manager Mayor



**Development Applications and Complying Development Certificates
 Determinations issued – August 2017**

Section 101 of the *Environmental Planning and Assessment Act 1979* (the Act), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office. In accordance with Section 101 of the Act and Clause 124 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations are publicly notified:

DA Number	Description	
10.2017.11	Residential subdivision - boundary adjustment	175W Croudace Street, Walcha
10.2017.12	Construct a new dwelling	1606 Brackendale Road, Walcha
10.2017.14	Construct a new cenotaph	69N Derby Street, Walcha
CDC Number	Description	
18.2017.3	Erect a new carport	61E Croudace Street, Walcha

Declaration of Interest by Applicant of a Development Application / Construction Certificate / Complying Development

Nature of Interest	Number Received 2016/2017	Number Received 2017/2018 YTD	Number Received this period
Political Gifts and Donation	0	0	0
Applicant or owner is an employee of Walcha Council or a Councillor	0	0	0
Applicant with any relationship to staff or Councillor	1	0	0

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.

S149 Planning Certificates	2016/2017	2017/2018 YTD	This Period
Number Issued	137	12	6

9.12 Environment & Regulatory

Environmental & Public Health Regulatory Services

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 accumulation of waste, and
- *Protection of the Environment Operations Act 1997* e.g. dumping of rubbish
- *Food Act 2003* e.g. hygiene and handling

Submitted to Council: 27 September 2017

..... General Manager Mayor

**Penalty Notices**

No fines were issued for this period

Notices and Orders Issued

Description		2016/2017	2017/2018 YTD	Issued this Period
Overgrown allotment (Order Number 21, Section 124 Local Government Act 1993)	Warning	5	0	0
	Intention	0	1	1
	Order	0	0	0
Accumulation of waste (Order Number 22, Section 124 Local Government Act 1993)	Warning	3	0	0
	Intention	0	2	1
	Order	0	0	0
Keeping of animals (Schedule 2 Local Government Regulation 2005 & Council Policy)	Warning	6	2	1
	Intention	1	0	0
	Order	0	0	0
Nuisance dog (Section 32A Companion Animals Act 1998)	Warning	0	0	0
	Intention	2	0	0
	Order	0	0	0
Dangerous dog (Section 34 Companion Animals Act 1998)	Warning	0	0	0
	Intention	1	0	0
	Order	1	0	0
Roaming dog (Section 12A Companion Animals Act 1998)	Warning	2	7	3
	Intention	0	0	0
	Order	0	0	0
Companion animal microchipping & registration (Sections 8 & 9 CA Act 1998)	Warning	4	12	5
	Intention	0	0	0
	Order	1	0	0
Vehicles and traffic on nature strip (NSW Road Rules 2014)	Warning	13	0	0
	Intention	0	0	0
	Order	0	0	0
Abandoned vehicle (Road Transport (Vehicle and Driver Management) Act 2005 and Impounding Act 1993)	Warning	0	0	0
	Intention	0	0	0
	Order	0	0	0
Noise Abatement (Protection of the Environment Operations Act 1997)	Warning	0	0	0
	Intention	0	0	0
	Order	0	0	0
Environmental Pollution (Protection of the Environment Operations Act 1997)	Warning	1	0	0
	Intention	0	0	0
	Order	0	0	0

Submitted to Council: 27 September 2017

..... General Manager Mayor



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

Environmental Services Customer Requests August 2017	
Barking dogs	0
Dog attacks	0
Roaming dogs	2
Roaming stock	1
Other animal issues	2
Public buildings / amenities	0
Food premises	0
Overgrown land	1
Accumulation of waste	1
Environmental pollution	0
Illegal building works	0
Other	0

Tree Management Applications (TMAs)

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.

TMAs	2016/2017	2017/2018 YTD	This Period
Lodged	27	2	1
Approved (under delegation)	26	3	2
Approved (Council)	0	0	0
Refused	0	0	0

Rabbit Baiting Program

Council in conjunction with Northern Tablelands Local Land Services invited residents to attend a forum and register for a rabbit baiting program in Walcha. Six people registered to participate, predominantly in the vicinity of the Catholic Cemetery with an additional two participants from rural areas; Council baited affected properties including 225E Croudace Street, The Catholic Cemetery and the Sewerage Treatment Plant. Effectiveness of the baiting is not yet known, but unfortunately is expected to be limited and short-term.

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 2017/2018 year as at 31 August 2017 is provided.

Submitted to Council: 27 September 2017

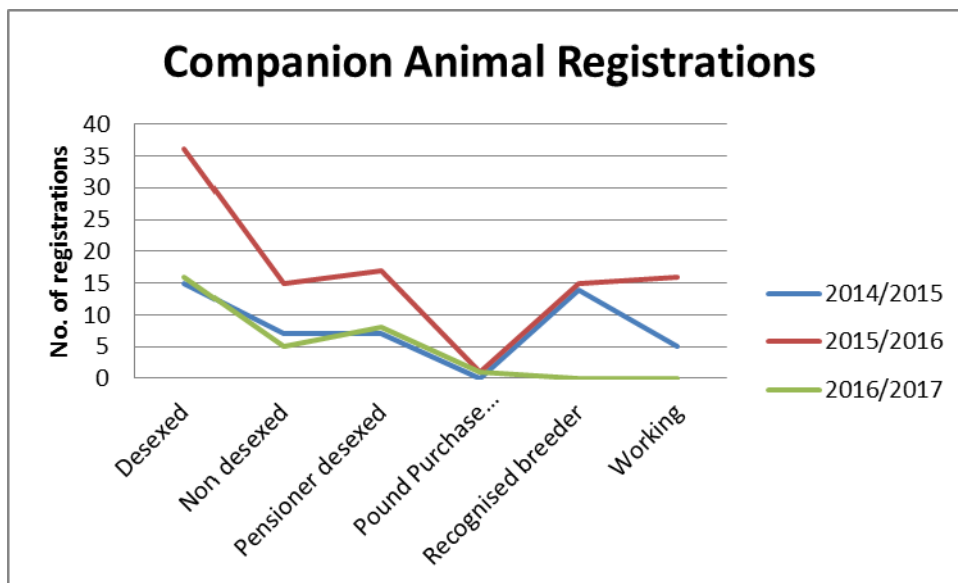
..... General Manager Mayor



Food Premises Surveillance 2016/2017						
	High Risk Fixed	Medium Risk Fixed	Low Risk Fixed	Mobile	Temporary	TOTAL
Total No.	27	6	7	2	2	44
No. Primary Inspections	0	0	-	0	0	0
No. Re-inspections	0	0	-	0	0	0
No. additional Re-inspections	0	0	-	0	0	0
No. FSS Required	21					21
No. FSS Current	21					21

9.13 Animal Control

Council encourages responsible pet ownership in the community, as well as at home. Pet owners should make sure their animals don't disturb their neighbourhood and threaten or harm any other person, pets or wildlife. Council is required to enforce the registration laws, and the other areas of pet ownership covered by the *Companion Animals Act 1998*. Below is a graph demonstrating companion animal registration trends over the previous three years:



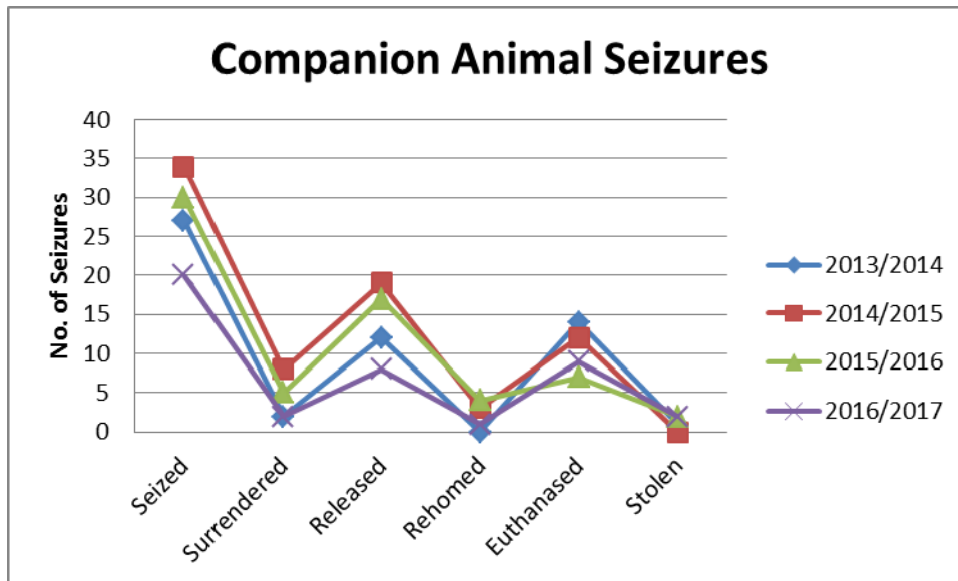
Companion Animals Registrations 2017/2018							
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Recognised breeder	Working	Value
							\$
Aug	1	0	0	0	0	0	\$55.00

Submitted to Council: 27 September 2017

..... General Manager Mayor



Below is a graph demonstrating companion animal seizure trends over the previous four years:



Companion Animals Seizures 2017/2018						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen/Escaped
Aug						

Submitted to Council: 27 September 2017

..... General Manager Mayor



COMMUNITY SERVICES

9.14 Walcha Council Community Care

August 2017

Women’s Group and Wanderer’s Group

2 August 2017 – 18 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms. Cathy spoke to the ladies about the draft proposed fees and charges for 2017/2018 and advised the group of the opportunity to provide feedback during the 28 days of public exhibition at Walcha Council.

16 August 2017 – 15 ladies attended the trip to Uralla for the day. Morning tea was held in the park at Uralla. Following morning tea the ladies had free time with a walk around the business houses and shops in Uralla before meeting again for lunch at the Top Pub.

Wanderer’s Group

9 August 2017 – The group enjoyed morning tea at the Community Day Centre Rooms. The group talked about places of interest in which they would like to visit and attend during the remainder of the year.

23 August 2017 – The Wanderer’s Group travelled to Guyra to visit the Adult Learning Association and Guyra Museum. The Museum is housed in the old Guyra Shire Council Chambers and contains old history books including the New England and surrounding area. The group enjoyed the day together and found the museum very interesting.



Top left – Syreene Kitchener and Mary Haines

Top right – Hope Strudwick

Bottom Left – Hope Strudwick, Syreene Kitchener, Pat Lockwood and Mary Haines

Bottom Right – Museum volunteer assisting with the group

Submitted to Council: 27 September 2017

..... General Manager Mayor



Men's Group

8 August 2017_– 12 gentlemen attended morning tea in the Community Day Centre Rooms. Cathy spoke to the men about the draft proposed fees and charges for 2017/2018 and advised the group of the opportunity to provide feedback during the 28 days of public exhibition at Walcha Council.



22 August 2017– 17 gentlemen attended the trip to Tamworth. The group visited the private shed owned by Jock Hoy. Jock invited the group to check out his collection of vintage cars and other memorabilia. The men found lots of very interesting old machinery, cars and lots of great old things that bought back lots of memories. The gentlemen had morning tea upon arrival at Jock's shed, with lunch held at the South Tamworth Bowling Club Chinese Restaurant.



Submitted to Council: 27 September 2017

..... General Manager Mayor



Submitted to Council: 27 September 2017

..... General Manager Mayor



Transport - August

Medical drives –11 clients utilized the service with 18 trips during the month.

Access bus – 6 clients used the service making 53 trips during the month.

Bus to Tamworth – 4 clients used the service on 25 August 2017

Bus to Armidale numbers for August were as follows:

- ◆ 1 August 2017 – 5 clients – Walcha Service
- ◆ 8 August 2017 – 2 clients – Uralla Service using TCT Bus and Driver
- ◆ 15 August 2017 – 4 clients – Walcha Service
- ◆ 22 August 2017 – 4 clients – Uralla Service using TCT Bus and Driver
- ◆ 29 August 2017 – 4 clients – Walcha Service

Taxi Vouchers –12 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport during the month with a total of 83 Taxi Vouchers returned.

Meals on Wheels

For the period of 1/8/2017 to 31/8/2017, there were 14 clients who received hot main meals with 2 of those clients also receiving frozen meals for the weekend. There was one client who received frozen meals. The total number of meals for the month was:

- ◆ 228 hot meals
- ◆ 46 frozen meals
- ◆ 173 desserts

Rural and Remote Exercise Groups

The report for Nowendoc rural and remote exercise group was unavailable.

Feedback and Complaints

Nil feedback.

Meetings and Training

8 9 and 10 August – Community Transport Forum held at Narrabri. The two day forum was the annual combined forum with the Western NSW region transport service providers. The forum included speakers from Transport for NSW, CTO, NDIS, Route Match and the Regional Assessment Service.

10 August – Dementia Support Group meeting held at the Community Day Centre Rooms.

29 August – Commonwealth Home Support Program (CHSP) Forum held at the Community Centre, Darling Street, Tamworth.

Cathy Noon
Community Care Coordinator



9.15 Library

August 2017

August has been a relatively quiet month in the library. However a lot of preparation has been done for the upcoming September/October school holiday activities, as well as Brain Training which is starting on 1 September.

We applied for a Youth Mental Health grant however we were unsuccessful. This grant was to assist us in hosting Matt Purcell in October 2017. Matt is a singer and a motivational speaker on topics such as bullying, resilience, life skills and positive life choices. Although we missed out this year, it doesn't mean we can't try again next year.

I attended a Youth Health forum in Tamworth on 23 August. This forum covered topics such as the trends in substance abuse and prevention and early intervention. Although some of the statistics highlighted at this forum were quite concerning, I do believe I now have a better understanding of prevention and early intervention strategies. Following on from this forum was our New England North West Youth Development Officers meeting. This was held at Tamworth Youthis. These meetings have been great to make connections with other Youth Officers. It is helpful to seek advice, suggestions and ideas from other people in the same field.

Book Week was held from the 19 – 26 August. Cassie put together a wonderful display of the finalist books which was very popular with the kids. We also held a colouring/drawing competition. The lucky winners will be announced next month and I'm sure they will be very happy with their prize.

This month's stats:

- ◆ Loans: 655
- ◆ Returns: 718
- ◆ Reservations placed: 33
- ◆ New members: 8
- ◆ Door count: 754
- ◆ Wi-fi use: 74
- ◆ Computer use: 151

Madison Garrad
Library Coordinator/Youth Worker

Submitted to Council: 27 September 2017

..... General Manager Mayor



9.16 Preschool

August 2017

Book Week was a success this year with over \$1600 worth of books sold to the families, with these sales the preschool gained \$400 worth of rewards to spend on literacy and numeracy resources. The children enjoyed dressing up all week and on the Tuesday and Wednesday preschool held a family morning tea with activities for the children to join in. The Polar Bear class (3yr olds) held a music and movement time for the families to watch while the Penguin class (4yr olds) participated in parachute games. These activities allowed the families to see some of what the children do at preschool and gave them a chance to purchase some books.



Science on the move came to Walcha Preschool this month. Ann comes with lots of science activities for the children to experiment with. This year the children learnt about magnification, forces and friction, floating and sinking and wind up energy. This event was particularly relevant this year with the children showing a keen interest in exploring a variety of science experiments including mixing bi-carb soda and vinegar, Mentos and Coke, growing crystals and making slime.



Submitted to Council: 27 September 2017

..... General Manager Mayor



Zoe Herbert
Preschool Nominated Supervisor

RECOMMENDATION: That items included in the Management Review Report, numbered 9.1 to 9.16 inclusive, be **NOTED** by Council.

Submitted to Council: 27 September 2017

..... General Manager Mayor



Item 10:

Committee
Reports

Submitted to Council: 27 September 2017

..... General Manager Mayor



Walcha Council Aboriginal Advisory Committee Meeting

held on

Thursday, 31 August 2017

at

11:10am

at

Walcha Council Chambers

PRESENT:

Clr Eric Noakes (Chairperson), Clr Clint Lyon, Jack O'Hara, Gary Towney, Reggae Towney, Mark Davies and Sue Green.

1. APOLOGIES:

Russell Morris, Gary Bloomfield, Karen Bloomfield, Katrina Bloomfield and Tyler Stackman.

The Committee **RESOLVED** on the Motion of Davies and Lyon that the apologies be accepted.

MINUTES



2. MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2017:

This Meeting is the inaugural meeting and therefore there are no previous minutes.

3. BUSINESS ARISING

There is no business arising.

4. GENERAL BUSINESS

4.1 Welcome

The Mayor welcomed the Committee to the inaugural meeting of the Aboriginal Advisory Committee and expressed appreciation for the members of Amaroo in attending and initiating the Committee to form.

4.2 Purpose of the Aboriginal Advisory Committee

4.3 Meeting Protocol

The General Manager provided the Committee with a summary of their purpose and meeting protocols.

4.4 Signage

The Committee **RECOMMENDED** that Council place signs at all boundaries of the shire acknowledging that they are entering Dunghutti Country.

4.5 Flags

The Committee **RECOMMENDED** that Council install an additional flag pole in front of the Council Chambers for the purpose of flying the Aboriginal Flag.

5. NEXT MEETING

November 2017 – actual date to be advised.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11:25AM.



Item 11:

Delegate Reports

Submitted to Council: 27 September 2017

..... General Manager Mayor

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY 20 JUNE 2017 COMMENCING AT 8:40AM

PRESENT Councillor M. Dusting (Chair), and Armidale Regional Council Administrator, Dr Ian. Tiley.

IN ATTENDANCE: General Manager, Mr W. Deer

APOLOGIES Councillor S Kermodé.

21/17 RESOLVED on the motion of Councillors Tiley and Dusting that the apology be accepted.

DECLARATIONS OF INTEREST

There were no declarations of interest.

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 26 APRIL 2017

22/17 RESOLVED on the motion of Councillors Tiley and Dusting that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 26 April 2017 copies of which have been distributed to all members are taken as read and confirmed a true record.

BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON WEDNESDAY 26 APRIL 2017

There were no matters arising.

CHAIRPERSON'S REPORT

The Chair advised of the following:

- Reported on the meeting of the Organizing Committee held on 29 May 2017 for the forthcoming 19th NSW State Weeds Conference to be held in Armidale from the 16 - 19 October 2017 advising that the draft program has been confirmed, with many excellent speakers and the field trips are close to being finalised. Sponsorship targets are on track with budget expectations and the conference will also feature a debate. Registrations for the conference have been advertised. The next meeting of the Committee will be held on 31 July 2017.
- Attended the Northern Tablelands Regional Weeds Committee April 2017 meeting as Council's representative along with Council officers where the responses to the recent call for submissions on the draft Regional Strategic Weed Management Plan were discussed. The Committee endorsed the document and referred it to the Board of the Northern Tableland Local Land Services for ratification prior to forwarding to the Minister for Primary Industries.
- Mentioned the impending changes to legislation whereby the new Biosecurity Act 2015 and Biosecurity Regulation 2017 will replace the Noxious Weeds Act 1993 as

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY 20 JUNE 2017 COMMENCING AT 8:40AM

from 1 July 2017, and that on advice from the General Manager all staff have completed the required training to be Authorised Officers under the new legislation.

GENERAL MANAGER'S REPORT

1. NEW ENGLAND WEEDS AUTHORITY BUSINESS ACTIVITY STRATEGIC PLAN 2017-2027, 4 YEAR DELIVERY PLAN 2017-2021 AND ANNUAL OPERATIONAL PLAN 2017-2018 (ITEM 7.1.1)

23/17 RESOLVED on the motion of Councillors Tiley and Dusting that:

1. That the Annual Operational Plan 2017-2018, 4 Year Delivery Plan 2017 – 2021 and New England Weeds Authority Business Activity Strategic Plan 2017- 2027 be amended to reflect the decision of the North West Local Land Services to take over the role of Lead Organisation within the North West Local Land Services region for the NSW Weeds Action Program 2015-2020 as provided for in the amended NSW Weeds Action Program 2015-2020 Guidelines – Year 2.
2. Council in accordance with the provisions of the Local Government Act 1993 and Regulations thereunder, adopt the New England Weeds Authority Business Activity Strategic Plan 2017- 2027 and Resourcing Strategy, the 4 Year Delivery Plan 2017 - 2021 and the Annual Operational Plan 2017 – 2018, noting the amendment.

2. LOCAL GOVERNMENT REMUNERATION TRIBUNAL (ITEM 7.1.2)

24/17 RESOLVED on the motion of Councillors Tiley and Dusting that the annual fees for Councillors for the 2017/2018 financial year be increased by 2.5% over the allowances for 2016/2017. Councillors will be remunerated \$2,377.00 and for the Chair, \$5,942.00.

3. AUDIT OFFICE OF NSW-AUDIT FOR YEAR ENDING 30 JUNE 2017 (ITEM 7.1.3)

25/17 RESOLVED on the motion of Councillors Dusting and Tiley that the report on the Audit process of Council's financial statements for the year ending 30 June 2017 be received and noted.

4. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.4)

26/17 RESOLVED on the motion of Councillors Tiley and Dusting that:

1. That the six- monthly report on Council's compliance with their obligations under the Public Interest Disclosures Act 1994 be received and noted.
2. That a copy of the report be forwarded to the NSW Ombudsman.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY 20 JUNE 2017 COMMENCING AT 8:40AM

5. GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 (GIPA) – PUBLICATION GUIDE REVIEW (ITEM 7.1.5)

27/17 RESOLVED on the motion of Councillors Dusting and Tiley that under the provisions of Section 21 of the Government Information (Public Access) Act 2009, Council adopts the revised New England Tablelands (Noxious Plants) County Council Publication Guide, as attached to the report.

6. REVIEW OF COUNCIL POLICIES (ITEM 7.1.6)

28/17 RESOLVED on the motion of Councillors Dusting and Tiley that Council reaffirms the adoption of the following Policies, as attached to the report.

- Investment Policy No: 01/11
- Drug and Alcohol Policy No: 03/11
- Engagement of Contractors Policy No: 04/11
- Procurement of Goods and Services Policy No: 05/11
- Annual Leave Policy No: 02/12
- Gifts and Benefits Policy No: 03/12
- Records Management Policy No: 01/13

7. RELATED PARTY DISCLOSURES (ITEM 7.1.7)

29/17 RESOLVED on the motion of Councillors Tiley and Dusting:

1. That the report on the Related Party Disclosures be received and noted.
2. That Council adopt the Key Management Personnel as being the Councillors (including the Chairman), General Manager and Senior Weeds Officer.
3. That Council adopt the New England Weeds Authority Related Party Disclosures Policy 02/17, as attached to the report.

8. REVIEW OF DELEGATIONS OF AUTHORITY (ITEM 7.1.8)

30/17 RESOLVED on the motion of Councillors Tiley and Dusting:

1. That Council make and endorse the delegations of authority to the Chairperson, Deputy Chairperson, General Manager and various staff as contained within the New England Weeds Authority Delegation of Authority Register attached to the report, in accordance with the provisions of Section 377 of the Local Government Act 1993 and Section 372 of the Biosecurity Act 2015.
2. That Council appoint the General Manager, Mr W Deer as an Authorised Officer for the purpose of administering the relevant provisions of the Biosecurity Act 2015. This authorisation shall extend to the service of penalty notices and instigation of legal action in relation to the Biosecurity Act 2015.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY 20 JUNE 2017 COMMENCING AT 8:40AM

9. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE (ITEM 7.1.9)

31/17 RESOLVED on the motion of Councillors Tiley and Dusting that Council:

1. Approve the attendance of two representatives at the 2017 Local Government Annual Conference, those representatives being the Chair as Voting Delegate and the General Manager.
2. Approve payment of all expenses associated with the attendance at the Conference in accordance with the Payment of Expenses Policy.

10. NSW WEEDS ACTION PROGRAM 2015-2020 AMENDED GUIDELINES (7.1.10)

The General Manager tabled a letter dated 15 June 2017 from Mr J Hutchinson-Smith, General Manager, North West Local Land Services advising that as from 30 June 2017 that New England Weeds Authority will cease as the lead organisation for the North West Local Land Services Weeds Action Program 2015-2020 as provided for in the *NSW Weeds Action Program 2015-2020 Guidelines – Year 2*, as the North West Local Land Services will be assuming this role.

32/17 RESOLVED on the motion of Councillors Dusting and Tiley:

1. That the report on amendments to the NSW Weeds Action Program 2015 -2020 Guidelines by received and noted.
2. That a further report be presented to Council on the implications for Council as lead organisation for the Northern Tablelands and North West Local Land Services, NSW Weeds Action Program 2015 – 2020.

11. INVESTED FUNDS REPORT (ITEM 8.1.1)

33/17 RESOLVED on the motion of Councillors Tiley and Dusting that:

1. The report indicating Council's Fund Management position be received and noted.
2. That the Certificate of the Responsible Accounting Officer be noted and the report adopted.

12. WEED CONTROL MATTERS (ITEM 9.1.1)

34/17 RESOLVED on the motion of Councillors Dusting and Tiley that Council adopt the quarterly report on the 2016/2017 Weeds Action Program.

MATTERS OF URGENCY

Nil

NEXT MEETING:

The next meeting will be held on Tuesday, 22 August 2017, commencing at 8.30am.

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9.20 AM



MINUTES

Namoi Water Alliance Technical Committee Meeting

Where: Committee Room, 4th floor, Ray Walsh House, Tamworth

When: Wednesday, 02 August, 2017

Attendees: **NWA Technical Committee Members:** Kevin Sheridan, Andrew Cooper, Rod Batterham, Joel Phillips, Bruce Logan, Stephanie McCaffrey, Tess Dawson, Naomi Schipanski (NWA Technical Officer), Rebel Thomson

Apologies: Darren Raeck

Minutes

1. The Minutes of the meeting of the Technical Advisory Committee held on 24 May 2017, as circulated to members, were confirmed as a correct record of the proceedings of the Meeting.

2. Current Projects & Proposals

a. Drinking Water Quality Committees, future health funding;

Most Councils reported that they found the first Drinking Water Quality Committee Meeting reasonably useful, the second meeting funded by NSW Health will be organised for October. Member Councils will decide after that if they will continue to have the meetings (which are required under ADWG) facilitated or if they will run them in house.

b. Operator Training and certification;

Quotes are being prepared by Murray Thompson for 5 Councils, required training for Gunnedah and Narrabri is to be finalised, Naomi to follow up.

Rebel T explained how this training could be part of the Local Government Skills Strategy Pilot. The Namoi JO is one of 5 Councils participating in identifying training priorities under the NSW Smart and Skilled Program. Smart and Skilled effectively provides Councils/businesses with a rebate for any training identified on the NSW Skills List. Water operators training identified is on the skills list and therefore can attract a substantial subsidy from the NSW Government.

The trainer is important, Murray Thompson is operating with TAFE to offer the qualifications in water operator training and also a commercial offer on tailor water operations training.

Rebel T also said that the group probably needs to consider what its long-term approach to training needs to be.

c. Trade Waste

Three Councils have approached TRC to provide support with trade waste inspections, Darryl Moore is working through desktop studies to identify and classify trade waste dischargers for Walcha and Gunnedah, Liverpool Plains staff are undertaking this exercise inhouse. TRC will provide continue to liaise with individual Councils about the feasibility of providing this service.



MINUTES

Namoi Water Alliance Technical Committee Meeting

3. Planning Session for next financial year

a. Ideas for potential projects;

Several ideas for projects were put forward including:

- **Training and development of water operators was considered a priority for all members.**
- **Continuation of the Technical Officer as a project resource for the Namoi Water Alliance was considered a priority for the group.**
- **Options for the next Consultancy agreement: Bruce Logan indicated that TRC's preference is to extend the agreement to have several providers in different specialist areas in a panel type arrangement. The current Consultancy agreement ends in April 2018, the Group agreed to continue the group consultancy arrangements. Naomi will investigate the options available.**
- **Procurement: Liverpool Plains Shire Council have had a project brief prepared with Hunter H2O "Preparation of draft/template contract documents for the Procurement of Pipeline Infrastructure", the possibility of modifying this to be a group project was discussed. All Councils agreed that procurement was an ongoing issue but without consistent standards across the region it would be difficult to prepare one set of documentation for the group as a "template". Naomi will liaise with Hunter H2O to see if there are aspects of the project which could be delivered to the group and report back at the next meeting;**

Bruce Logan talked about a construction specification TRC are currently having prepared and said he would be happy to share the document with member Councils if it would be useful;

Panel Tendering: The idea of a panel of approved companies to deliver services such as watermain/ sewermain construction, sewermain relining and CCTV was discussed. Rebel T advised that the JO's Procurement Group has developed a regional Procurement Framework for the JO, this is the agreed regional platform for any joint procurement activities. The Procurement Group is happy to provide working groups with advice on procurement activities.

- **Environmental Management: Rod B raised an additional project opportunity for the group in 2017-2018 Pollution Incident Response Management Plans as a project idea, as well as an approach to more streamlined web reporting for EPA requirements.**
- **Review of water pricing may also be a project for 2017-2018. In addition to water pricing, the pricing of membership fees for JO members needs also to be reviewed. A more equitable funding model needs to be established.**

Clear priorities for all members were:



MINUTES

Namoi Water Alliance Technical Committee Meeting

- **Joint Consultancy Agreement**
- **Training of Water Operators**
- **Pricing of Water**
- **Future funding model for JO activities**
- **Agreed construction specifications and procurement panels**

As there is a limited budget for the next 12 months, Naomi will put an indicative cost to each project idea and advise members, priorities will be assigned based on feedback from member Councils.

b. **Resourcing Issues and options;**

Rebel T brought up that the expectation of members was that membership funds need to be used for projects that will benefit as many members as practicable. The Water Quality Drinking Project may be one project that members would like to continue as a group and with the support of the Technical Officer and funding from NSW Health.

Naomi raised the idea of Councils sharing specialist technical resources, as each member Council does not consistently have the workload to support the required staff full time the JO provides the first opportunity for member councils to share resources in these specialist skill areas and provide support.

Initially the focus of the trial shared resource would be the ongoing implementation of Drinking Water Quality Plans. NSW Health has provided support to small regional Councils to develop Drinking Water Management Systems, but will begin to move the focus of their involvement toward external review. NSW Health are interested in whether the approach could be beneficial and there is a funding opportunity.

As not all member Councils were certain about the idea (issues were raised including finding the right people that would work well with current staff and also the cost) initially Naomi will scope tasks and should NSW Health wish to provide funding assistance, inclusion in the program would be optional. NSW Health will be asked if there would be a minimum number of participants.