



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 14 December 2016

3:00pm

at

Walcha Council Chambers

Members:

Councillor Peter Blomfield
Councillor Kevin Ferrier
Councillor Bill Heazlett
Councillor Jennifer Kealey
Councillor Scott Kermode
Councillor Clinton Lyon
Councillor Eric Noakes
Councillor Rachael Wellings

Quorum – 5 Members to be Present

WO/2016/02068

AGENDA

Submitted to Council: 14 December 2016

..... General Manager Mayor



Dear Mayor and Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 14 December 2016** commencing at **3:00pm**.

Yours sincerely

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

Jack O'Hara
GENERAL MANAGER

INDEX

1. Apologies
2. Confirmation of Previous Minutes
 - 2.1 Minutes of the Ordinary Meeting Minutes held on Wednesday, 30 November 2016 at Walcha Council Chambers WO/2016/02030
3. Business Arising
4. Declarations of Interest
5. Mayoral Minute
Nil.
6. Senior Officers Reports
 - 6.1 Draft Community Engagement Strategy WO/2016/02056
 - 6.2 Pandora Rehabilitation and Impact from Adjacent Trees WO/2016/02064
 - 6.3 Related Party Transactions Policy and From WO/2016/02661
 - 6.4 Walcha Recycled Water Policy WO/2016/02052
 - 6.5 Walcha Community Centre Management Committee – Request to Amend “Rules of Management” (Constitution) WO/2016/02059
 - 6.6 Bergen Bridge Widening & Design and Construct Tender Update WO/2016/02063
 - 6.7 Request for Donation from Lower Apsley Landcare WO/2016/02061
 - 6.8 Walcha Council Drought Management Plan WO/2016/02044
 - 6.9 Pecuniary Interest Initial Return for New Councillors as at 10 September 2016 WO/2016/02060
 - 6.10 Review of Payment of Expenses and the Provision of Facilities Policy – Adopt WO/2016/02051
7. Notice of Motion
Nil.

Submitted to Council: 14 December 2016

..... General Manager Mayor



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- 8. Matters of Urgency
(Resolution to admit matters of urgency before being further considered by Council).
 - 9. Management Review Report WO/2016/02043
 - 10. Committee Reports
Nil.
 - 11. Delegate Reports
 - 11.1 Minutes of the Namoi Councils Joint Organisation held at Tamworth Regional Council on Thursday, 1 December 2016. WI/2016/08167
 - 12. Committee of the Whole

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

Resolution to move into Open Council.

Resolution to adopt Committee of the Whole Report and Recommendations.

Submitted to Council: 14 December 2016

..... General Manager Mayor



Present:

Apologies:

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

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

Submitted to Council: 14 December 2016

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 30 November 2016

at

3:00pm

at

Walcha Council Chambers

Prior to the Meeting commencing the Auditor presented the Financial Statements.

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, Mr DJM Reeves, Director – Engineering Services, and Mrs LJ Latham, Environmental Services Manager.

1. APOLOGIES:

Nil.

This is page 1 of 7 of Ordinary Council Meeting Minutes held 30 November 2016

.....General ManagerMayor

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 26 OCTOBER 2016:

68 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that the Minutes of the Ordinary Meeting held on Wednesday, 26 October 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

Nil.

4. DECLARATIONS OF INTEREST

6.3 Rental of Walcha Squash Courts by Walcha Community Gym and Walcha Squash Club **WO/2016/02556**

Clr Kermode declared a pecuniary interest in this matter as he is the President of the Walcha Squash Club.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

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

6.1 Working Funds 2015-2016 Annual Financial Statements WO/2016/01945

70 **RESOLVED** on the Motion of Councillors Kermode and Lyon that the Report be **NOTED** by Council **FURTHER THAT** the following amounts be transferred to Restricted Assets:

Employment Leave Entitlements	\$50,000
Infrastructure Replacement	\$550,000
Plant Replacement	\$150,000

Alter Order of Business

71 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council alter the Order of Business and bring Item 6.3 forward to be considered now.



6.3 Rental of Walcha Squash Courts by Walcha Community Gym and Walcha Squash Club **WO/2016/02556**

Councillor Kermode declared an interest and left the Chambers and took no part in the debate.

72 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that Council **SUSPEND** Standing Orders so that the Members of the Walcha Community Gym be allowed to address Council.

Executive Members of the Walcha Community Gym addressed Council.

73 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that Council **RESUME** the Meeting.

74 **RESOLVED** on the Motion of Councillors Ferrier and Wellings that Council accept the offer of the Walcha Squash Club and Walcha Community Gym and set the rent at \$125 per week for the Squash Club and \$150 per week for the Community Gym and this be reviewed after three (3) years.

Councillor Kermode returned to the Chambers and the Chair informed him of the decision.

6.2 Quarterly Review of Operational Plan & Budget as at September 2016 **WO/2016/01946**

75 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that Council adopt the September 2016 Quarterly Budget Review Statements **FURTHER THAT** Council approve the variations in Income and Expenditure votes as detailed.

6.4 Arrangements for Staff over Christmas 2016 **WO/2016/01937**

76 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that Council allow the Outdoor Staff Christmas Party to be held during working hours on Thursday, 15 December 2016 at 12:30pm **FURTHER THAT** a donation of \$1,000 be made towards the cost of the function **STILL FURTHER THAT** a donation of \$700 be made towards the Indoor Staff Christmas Function.

6.5 Review of Gates & Grids on Public Policy **WO/2016/01950**

77 **RESOLVED** on the Motion of Councillors Lyon and Kermode that the matter be deferred and a further report be prepared by the Director – Engineering Services.



6.6 Naturally Occurring Asbestos at Nowendoc WO/2016/01949

This Report was **WITHDRAWN** from the Meeting by the General Manager and will be re-submitted to a future Meeting of Council.

6.7 Container Deposit Scheme Registration of Interest WO/2016/01960

78 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that Council register an interest with the NSW Environmental Protection Authority in operating a Container Deposit Scheme Collection Point.

6.8 Water Security Feasibility Study WO/2016/01959

79 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council:
1. Sign off the agreement with Department of Primary Industry – Water based on the project plan.
2. Request a quote from Regional Development Australia Northern Inland to undertake Stage 1 of the project plan.

6.9 Referral to Committee of the Whole – Tender for Bitumen Emulsion WO/2016/01942

80 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of “Tender for Bitumen & Emulsion” be referred to be discussed in Committee of the Whole for the reason that it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

12. COMMITTEE OF THE WHOLE

81 **RESOLVED** on the Motion of Councillors Lyon 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 it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

82 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Kealey.

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.

1. Tender for the Supply and Delivery of Bitumen and Emulsion – REGPRO221617 WINT/2016/02540

The Committee **RECOMMENDED** on the Motion of Lyon and Kealey that Council **ACCEPT** the Tender of Fulton Hogan Industries Pty Ltd:

1. Noting that Council considers Fulton Hogan Industries as the most appropriate contractor, as Council has an established relationship and Fulton Hogan scored the highest on the evaluation matrix.
2. As a single source contact, Council award the contract for the period from 1 January 2016 to 31 December 2018.
3. Make provision for a twelve month extension of this contract based on satisfactory supplier performance which may take this Contract through to 31 December 2019.

ADOPTION OF COMMITTEE OF THE WHOLE

83 **RESOLVED** on the Motion of Councillors Lyon and Kealey that the Report and Recommendations of the Meeting of the Walcha Council Committee of the Whole held on (day and date of Meeting) be **ADOPTED** by Council.

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

7. NOTICE OF MOTION

Nil.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS **WO/2016/01914**

Finance & Administration – 4. Tourism Report

84 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council write to the Walcha Aero Club and congratulate them on their successful Fly-In Open Day.

85 **RESOLVED** on the Motion of Councillors Ferrier and Kealey that items included in the Management Review Report, numbered 1 to 16 inclusive, be **NOTED** by Council.



10. COMMITTEE REPORTS

10.1 Minutes of the Walcha Council Preschool Advisory Committee Meeting held at the Walcha Preschool on Monday, 29 August 2016. WO/2016/01497

86 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that Council **ADOPT** the Behaviour Guidance Policy, Inclusion Policy, Orientation for Children Policy, Enrolment Procedure Policy, Parent Communication Policy, Parent Grievance Policy, Parental and Family Involvement Policy, Priority of Access, Child and Staff Immunisation Policy, Fees Policy, Management Roles, Privacy, Dignity and Confidentiality Policy, Retention of Records Policy, Student and Volunteer Policy, Walcha Preschool Advisory Committee Policy as presented.

87 **RESOLVED** on the Motion of Councillors Kealey and Blomfield that Council **ADOPT** the fees for 2017 as presented.

- ◆ Transition Room Full Fee \$18.00
- ◆ Transition Room ATSI \$ 5.00
- ◆ Transition Room HCC \$ 5.00
- ◆ Preschool Room ATSI \$ 5.00
- ◆ Preschool Room HCC \$ 5.00
- ◆ Preschool Room (unfunded) \$30.00
- ◆ Extended Hours 8.00am to 8.30am \$ 5.00
- ◆ Extended Hours 4.00pm to 5.00pm \$10.00
- ◆ Enrolment fee (once per year) \$25.00
- ◆ The library fee and the fund raising fees have been removed.

10.2 Minutes of the Walcha Council Preschool Advisory Committee Meeting held at the Walcha Preschool on Monday, 31 October 2016. WO/2016/01932

10.3 Minutes of the Walcha Traffic Committee Meeting held in the Council Chambers, Hamilton Street Walcha on Tuesday 15 November 2016. WO/2016/01939

11. DELEGATE REPORTS

11.1 Minutes of the New England Tablelands (Noxious Plants) County Council Meeting held in the Armidale Office on Tuesday, 30 August 2016. WI/2016/07705

11.2 Minutes of the Walcha & District Historical Society Meeting and Delegates Report held at Caretakers Cottage on Saturday 22 October 2016. WO/216/1983 & WI/2016/06375



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- 11.3 Minutes of the NSW Public Libraries Association North East Zone Meeting held at Coffs Harbour City Council on Thursday, 3 November 2016.
WI/2016/07628**
 - 11.4 Minutes of the Country Mayors Association General Meeting & Annual General Meeting held at Parliament House, Sydney on Friday 4 November 2016.
WI/2016/07275**
 - 11.5 Minutes of the Walcha Community Consultative Committee Meeting held in the Council Chambers Hamilton Street Walcha on Tuesday, 8 November 2016.
WO/2016/01987**

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:30PM.



Item 6:
Senior Officers'
Reports

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2016/02056
Title: Integrated Planning & Reporting – Community Engagement Strategy
Author: General Manager
Previous Items:
Attachment: Community Engagement Strategy – WO/2016/02672

Introduction:

Under the State Government Integrated Planning and Reporting framework, Council must review their Community Strategic Plan every four years, and it must be for a minimum of 10 years. To achieve the most useful Community Strategic Plan the Government has advised that each Council must create a Community Engagement Strategy. The Community Engagement Strategy is a strategy based on social justice principles for engagement with the local community when developing the Community Strategic Plan.)

Report:

A Community Engagement Strategy will set out how Council will engage the community when developing its Community Strategic Plan.

The Community Strategic Plan identifies the communities’ main priorities and aspirations for the future and must address social, environmental, economic and civic leadership issues.

Walcha Council is committed to sound Community engagement. Consultation is a regular and important part of Council’s everyday services and it believes that

- ◆ People in our community should be involved in the decisions that affect them
- ◆ People in our community deserve high quality public services shaped around their needs and priorities
- ◆ Our Council policies and strategies should reflect local circumstances and aspirations

This Community Engagement Strategy recognises the importance of community input and will.

- ◆ Provide a guide as to how Council engages with the local community;
- ◆ Strengthen the partnership between Council, government stakeholders, service providers, local organizations and the local community through ongoing community engagement;
- ◆ Improve knowledge and skills of Council staff and to improve internal coordination; and
- ◆ Be positive and open to innovative ways to consult with the whole of the community.

RECOMMENDATION: That Council place the Draft Community Engagement Strategy on public exhibition seeking community input for a period of 28 days.

Submitted to Council: 14 December 2016

..... General Manager Mayor



COMMUNITY ENGAGEMENT STRATEGY

Table of Contents

1	Executive Summary	2
1.1	Strategic Context	2
1.1.1	Introduction	2
1.2	Principles for Effective Community Consultation and Engagement	3
1.2.1	Fair and transparent process	3
1.2.2	Honest, integrity and respect	3
1.2.3	Open and inclusive process	3
1.2.4	Well informed effective communication	3
2	Strategies	4
2.1	Strategy 1: Inform	4
2.2	Strategy 2: Consult	5
2.3	Strategy 3: Involve	10
2.4	Strategy 4: Collaborate	11
2.5	Strategy 5: Empower	14
3	References	15

1 Executive Summary

Walcha Council is committed to sound Community engagement. Consultation is a regular and important part of Council's everyday services and it believes that

- ❖ People in our community should be involved in the decisions that affect them
- ❖ People in our community deserve high quality public services shaped around their needs and priorities
- ❖ Our Council policies and strategies should serve local circumstances and aspirations.

This Community Engagement Strategy recognises the importance of community input and will.

- ❖ Provide a guide as to how Council engages with the local community;
- ❖ Strengthen the partnership between Council, government stakeholders, service providers, local organisations and the local community through ongoing community engagement;
- ❖ Improve knowledge and skills of Council staff and improve internal coordination.
- ❖ Council is accountable for monitoring, evaluating and reporting and improvement (MERI) on community engagement activity.

This document fulfills the requirements of Section 402A of the Local Government Amendment (Governance and Planning) Act 2016 – Schedule 1 which states – “A Council must establish and implement a strategy (we have called it the ‘Community Engagement Strategy’) for engagement with the local community when developing its activities” (ie: Operational, Delivery and Community Strategic Plans – other than routine Administrative matters).

1.1 Strategic Context

1.1.1 Introduction

Community participation is integral in recognising human rights and strengthening civil society. It encourages trust and respect between the community and Council by enabling stakeholders to have a say in the decisions that affect their lives. Community engagement is usually initiated by Council but is essentially a two-way flow of information on issues that affect the community and is an invaluable tool in Council's decision making process.

The purpose of this strategy is to:

- Strengthen Community Involvement in planning services and programs
- Provide a consistent, whole of Council approach to community engagement

- Support Council to engage with a wider cross section of the community, including groups that are harder to reach or traditionally have not been Councils focus.

1.2 Principles for Effective Community Consultation and Engagement

1.2.1 Fair and transparent process

- ❖ A plain English explanation of the aims of the engagement process is provided to participants.
- ❖ Clear statement of how community feedback, advice and concerns will be considered in the decision making process.
- ❖ Feedback to the community on how and why it influenced the decision.
- ❖ Timelines for the engagement process give the community the best chance of influencing the outcomes.

1.2.2 Honest, integrity and respect

- ❖ Genuine engagement – not tokenistic or contrived.
- ❖ Clear outline of what is negotiable and not negotiable.
- ❖ Actively listening to and respect for differing community views and perspectives.
- ❖ Allow consideration of the big picture so people can become engaged in the process.
- ❖ Listening to the individual issues that affect the quality of life of residents.

1.2.3 Open and inclusive process

- ❖ A variety of community engagement processes and mediums will be used to enable all communities and stakeholders to effectively participate and to influence decisions.
- ❖ The interests and concerns of communities and stakeholders directly affected by decisions will be keenly sought.
- ❖ Everyone involved in the process is treated equally and respectfully.

1.2.4 Well informed effective communication

- ❖ All information relevant to the community's understanding and evaluation of a decision will be made available in a clear, concise manner.
- ❖ Actively listening to community views and perspectives.
- ❖ Ensure community has time to become well informed.
- ❖ Inform the community of processes that are imposed on them and that are non negotiable due to legislative requirements.

2 Strategies

2.1 Strategy 1: Inform

Goal:

To provide the community with appropriate information on Council itself, on governance and decision making mechanisms, on its services, events, projects and many associated issues.

This is the primary form of community engagement. In order to be able to actively engage in the community and in Council's decision making processes, the community requires information in a variety of ways to reach all sections of the community. For a number of people, depending on the nature of the issue, this may be the only form of community engagement they want.

Commitment to the Community:

We will keep you informed.

Methodology – how, when, who, evaluation:

Provide up-to-date information. Make up-to-date information available on Council's processes, meeting agendas and minutes, on services Council provides; including on how the community can access the service, and on how residents may feedback any issues, concerns and suggestions for service improvements.

Provide the community with information regarding changes in Federal and State Legislation that will directly affect how Council is able to provide the services the community wants.

Ensure that all information provided to the community is in a form that is accessible to all groups in the community eg: people with disabilities, people with computer literacy difficulties, young people, the aged; and, people from diverse cultural backgrounds.

Information is provided in a myriad of ways including media, exhibitions, posters, leaflets, reports, displays and on-line.

Media:

Continue with a range of media releases distributed to local media and if needed, regional and metropolitan media. All media releases will be posted on Council's website and social media outlets.

Understand how the community prefers to receive information:

Conduct community surveys to analyse, among other things, the community's preferred methods of receiving information. Council will need to conduct a thorough survey of its residents to determine the preferred method of engagement this in itself will require several different methods of engagement, including face to face interviews, on line interactions and focus groups in the community of place.

In-house publications:

Initiate the publication of a Community Newsletter. Council's own publication which will be letterboxed to the community each quarter.

Continue to produce additional copies of Council agendas and minutes to be available to the public for reference at Council offices, Library and at other places as considered to be of importance to more isolated communities. Consider the production of a range of in-house publications to be made available to residents such as:

- ❖ New Residents' Kits
- ❖ Council's Services Directory including Sport and Leisure

On-line information provision:

Publish all of Council's printed materials on-line, supplemented by additional information, images, audio and video where appropriate. Maintain Council's website www.walcha.nsw.gov.au as an authoritative, complete and timely source of information on Council's activities, services and facilities. Make information available in open formats to allow the user to choose the delivery method they prefer, whether it be, for example, a web browser on a desktop PC, a portable device, email newsletter. Improve and promote email newsletter service and allow residents to select topics of interest to them so that they are regularly notified. Participate in and build social networks to allow Council to target its communications better and improve its information provision and promotion. Ensure digital communication is part of the corporate culture and is considered a core business function. Ensure all media releases are updated on Council's Social Media outlets.

When:

Ongoing and as specific events and projects are scheduled.

Who:

Entire community.

Evaluation:

Amount of feedback received on the processes, results from community surveys and visits to Council's websites.

2.2 Strategy 2: Consult

Goal:

To obtain community input on strategic plans, directions, issues, priorities and projects, Council will ensure that Community consultation takes place around:

- ❖ The 10 year Community Strategic Plan
- ❖ The development of new Council policies, strategies and service plans
- ❖ The monitoring review and evaluation and improvement of existing Council policies, strategies and service plans
- ❖ The planning and development of new services and infrastructure
- ❖ The ongoing provision, management and review of Council services, and infrastructure

- ❖ The setting of priorities for Council in relation to social and strategic planning, services and infrastructure, and
- ❖ On issues which impact on and or are of concern to the community or to any group within the community, including:
 - Broad community issues, eg: community safety;
 - Specific issues that impact on a particular group, eg: older people, business community, disadvantaged group
 - Matters that effect people in a particular street, village or town, eg: speed limits;
 - Matters that affect a particular site, eg: change in land use.

Commitment to the Community:

We will listen to you, seriously consider your ideas and keep you informed about what input was received, an analysis of this input and the final decision/s reached following a report to Council.

Methodology – how, when, who, evaluation:

Consultation methods will be chosen that will not only take account of the primary stakeholders but also be accessible to the broad community. The purpose of each consultation process will be conveyed clearly. This will include:

- ❖ What the consultation is to achieve
- ❖ Background information as appropriate, and
- ❖ The role of Council and the community.

Community consultation techniques will vary depending on who is being consulted and the nature and complexity of the issue that Council is consulting about. Available resources will also determine the type of consultation techniques that can be utilised ie: the timeframe available for consultation, the funds available, the staffing resource capacity, etc.

A range of consultation techniques will be utilised to ensure greater participation levels. These will include Community Meetings, surveys, focus groups, consultative workshops, advisory committees and on-line feedback.

Community Meetings:

Council will conduct annual Community Meetings in our towns and villages. . All information in the form of minutes will be made available to the public through Council meetings and on line so that community is aware of issues and topics covered at these meetings. Quarterly reports on the status of issues raised will be presented to Council for there consideration. Perhaps the community meetings could adopt a more inclusive approach through a follow up workshop. Community meetings are an opportunity for Councillors and staff to listen to the residents attending and to take ideas on board for discussion at the follow-up workshop to inform the 10 year Community Strategic Plan to set Council's priorities.

Resources

Surveys/Questionnaires:

- ❖ Access to an experienced staff member or consultant to design survey.

- ❖ Staff to undertake phone or personal surveys and collate and analyse data.
- ❖ Website
- ❖ Printing
- ❖ Postage
- ❖ Telephone
- ❖ Up to date mailing lists

Instructions

- ❖ Surveys can use questionnaires to collect information and these can be delivered through face-to-face interviews, self completion written forms, telephone surveys, or electronic surveys.
- ❖ Determine which type of survey will be most appropriate for the target group and information to be collected.
- ❖ Find out what is already known and what relevant surveys are being done or planned elsewhere. This will avoid duplication and will help establish what you need to find out from your survey.
- ❖ Talk to locals with strong views and local knowledge to sharpen the focus of the questions.
- ❖ Survey writing is a skill that improves with practice and feedback, so where possible seek someone who is experienced in writing surveys who can advise you on the requirements of survey writing, but rely on your own understanding of the issue or topic.
- ❖ Preliminary investigations, e.g.: focus groups or interviews with people on a 'convenience' basis (outside shops and businesses), can help to develop some of the issues/range of questions needed.
- ❖ Determine how the information is to be obtained. Surveys can be done by asking people questions through a mailed survey or in personal interviews, inviting a response through the Council website or by a combination of methods.
- ❖ Select your target audience. How will you sample them? What areas of the community do you need to reach? How will you ensure that your survey gives a representation of the ideas of the group?
- ❖ Draft the survey questions.
- ❖ Trial this with a pilot study to ensure the answers will give the information you wanted. (Check readability and clarity of questions).
- ❖ Undertake the survey.
- ❖ Collate and analyse the results.
- ❖ Write a report and make available to those surveyed, to appropriate authorities and to the media. If the report is lengthy and/or detailed, provide a synopsis of the key points.

Focus Groups:

Focus groups are one example of an active participation methodology used to explore the opinions, knowledge, perceptions and concerns of individuals in regard to a particular topic. A focus group typically involves six to ten people who have some knowledge of or experience with an issue or may be randomly selected. Group discussion is led by a moderator who guides participants through a series of open-ended questions. The information gathered can provide important clues to the participant's attitudes and values as they relate to an issue.

Attendances at Focus Groups are usually by invitation targeting specific groups with relevant experience of the subject matter. Individual Councillors will be given the responsibility of hosting and encouraging involvement in these focus groups. Randomly selected Focus Groups may also be convened from time to time to allow a wider perspective on specific issues.

Focus Groups should cover the major stakeholders likely to be impacted by Council decisions. Groups identified will endeavour to ensure that they incorporate people mentioned in the Walcha Social Plan; this includes:

- ❖ Older People
- ❖ Young People
- ❖ Children
- ❖ Women
- ❖ People with a Disability
- ❖ Aboriginal and Torres Strait Islander People

With the addition of groups such as:

- ❖ Business Houses
- ❖ Agricultural Producers
- ❖ Community Groups
- ❖ Volunteers

Convening multiple focus groups with different community members on the same topic can strengthen Councils level of understanding about issues associated with the topic of concern. It is important to have a skilled facilitator who encourages all members of the group to participate, to provide a comfortable venue and to ensure that the participants feel confident about expressing their views.

Further efforts may be required to obtain additional comments or views which may not have been articulated during the focus group. This may include follow up phone calls with participants, opportunities to have an informal discussion with participants following the focus group, and/or opportunities for participants to make written or email comments following the event.

Interviews:

From time to time, for example in the development of the Social Plan or a specific service, interviews are conducted in the homes of some residents, such as the frail aged, the house bound, carers, etc.; and occasionally at schools or at the Youth Centre with students with special issues or needs.

Consultative Workshops:

Consultative Workshops are open to the community with the aim of briefing interested residents on specific projects and to get their feedback prior to the preparation of plans such as the Local Environment Plan.

On-line Comment:

Enhance on-line consultation by providing additional channels for community response; for example, using video, discussion forums or comments tagged by users in their own web spaces and programmatically picked up by Council. Build consultation-specific websites when appropriate and make consultations listed on

Council's website more convenient to users by incorporating survey or comment forums directly in the web page.

Participate in and build social networks to allow Council to receive community input from those communities.

Provide direct and timely responses to comments on-line and publish the results of consultations wherever possible.

Maintain a program of 'active listening' or 'continuous consultation' by monitoring mentions of Walcha on the internet and feeding these conversations to the relevant Council officers. Commit to the use of clear, jargon-free language.

When:

Council will ensure that the community is consulted on issues which impact on and or are of concern to the community or to any group within the community in a timely manner to allow adequate community comment to occur and be analysed in order to inform the decision making processes.

There will be community meetings held each year in each community.

Who:

All groups/persons who are impacted will be consulted. Stakeholders will vary according to the issue, but could include residents, ratepayers, businesses, volunteers, those who visit or work in the Shire, other service providers/agencies, community groups, other levels of government, peak bodies, etc. It could also include particular groups within the community, eg: older people, families, children, youth, different ethnic groups, business people, people with a disability etc.

In relation to the Community Strategic Plan stakeholders include:

- ❖ Interested residents.
- ❖ Volunteers
- ❖ Councillors
- ❖ Staff
- ❖ All community organisations.
- ❖ Schools
- ❖ All demographic target groups
- ❖ Business community
- ❖ Government organisations
- ❖ Oxley Local Area Command

Invitations will be sent to all of the above and the whole community will be invited through the media, the internet, flyers, posters and the like.

Evaluation:

The evaluation process should include promotional techniques, who was consulted, numbers involved, method/s used, adequacy of timescale, information provided, feedback from participants including through surveys and on-line, and web visits and number of contributions.

2.3 Strategy 3: Involve

Goal:

To work on an ongoing basis with the community to ensure that community ideas, concerns and aspirations are listened to and understood and that community knowledge is harnessed for the benefit of all.

Community involvement enables the community to provide ongoing and in-depth input into community planning and into the development of solutions and resources that are best able to meet the community's needs. It also enables the community and service users to have substantial input into the development of services.

Participatory structures and on-line engagement have the potential to empower Communities and to enable residents including young people to gain skills in community participation. In turn they provide ongoing dialogue with Council and the potential for higher quality and specialist input into Council's planning and decision making processes.

Commitment the Community:

Council will work with you on an ongoing basis to ensure that your ideas, concerns and aspirations are considered. We will provide feedback on Council's decisions.

Methodology – how, when, who, evaluation:

Consultative Groups and 355 Committees of Council

Consultative Groups are established by Council. Membership is by invitation of the Council and expressions of interest generally advertised in the media and on the web. It is essential to the balanced operation of any consultative/working/user group and the like that membership is reflective of all views and is regularly refreshed and not "hijacked" by strongly held thoughts of non elected people or interest groups and not become "owned" by a small group of residents. Outside of the "involving process" it is inappropriate for members to lobby or endeavour to politically influence the Council. It should be noted that all meetings of Council open to the public and will be advertised accordingly.

These Committees include:

- ❖ Walcha District Town & Beautification Committee
- ❖ Walcha Preschool Advisory Committee
- ❖ Walcha Arts Advisory Committee
- ❖ Walcha HACC Committee

Working Groups:

Council may establish Working Groups from time to time to focus on particular issues at hand. Each Working Group would be determined by the Council together with specific terms of reference and reporting mechanisms. These Groups are "sunset" groups which cease to function once Council is satisfied that their work is complete. This will give people a specific task to work towards and not have it drag out unnecessarily.

Volunteer Groups:

The encouragement and support of volunteer groups such as:

- ❖ Hospital Auxiliaries
- ❖ Historical Societies
- ❖ Service Clubs

These groups may be facilitated by Council or may be self-forming. They are encouraged and supported by staffs who work closely with them. They focus on the service for which they volunteer. Attendance is open to all relevant volunteers and interested residents.

On-line involvement:

Make more use of on-line spaces – such as blogs and forums – where two-way communication between Council and the community is encouraged and nurtured.

Formalise moderation guidelines and terms of use (community guidelines) to ensure on-line discussions are appropriate, intelligent and lawful. Acknowledge and mentor those community members who are active participants on-line or who wish to be.

Hold workshops for Councillors to encourage their use of blogs and other social media to communicate and converse with the community.

Hold social media workshops at the Library to promote Council's on-line engagement and give practical support for community participation.

Ensure that priority is given to open data formats to allow cost-effective and efficient use of that information by other Council systems as well as external applications and users.

Keep relevant senior staff, managers and key professional officers informed of online discussions and report to Council as appropriate.

When:

Ongoing and as specific events and projects are scheduled.

Who:

Entire community.

Evaluation:

Amount of positive feedback received on the processes, results from community surveys, visits to Council's websites, minutes of meetings.

2.4 Strategy 4: Collaborate

Goal:

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Engagement at a collaborative level provides the community with a high level of involvement in Council's decision making. This type of community engagement encourages community members to be involved in identifying solutions to local issues.

Today we face an entirely new environment for innovation and getting things done. The days of the lone genius quietly tolling away in pursuit of that Eureka moment to revolutionise our Council is over. We are now in the days of asking and listening to our residents and ratepayers, and working with them for the betterment of our whole community, innovation demands collaboration. In the past we could focus on a single task in an assembly-line fashion, handling our completed activity to the next person who would in turn do the same, until the job was finished. Now the jobs change fast, requiring learning new skills rather than merely repeating the old. We have to seek out people who have other pieces of the puzzle and work with them to tackle increasingly complex issues at a much faster pace.

Commitment to the Community:

We will work together for the best outcomes for our Shire.

Methodology – how, when, who, evaluation:

Community Meetings

There are a range of innovative methods which can be used in workshopping forums. A well facilitated community meeting can generate a wide range of feedback about a topic and ensure that many people have their say, not just the loudest and most articulate attendees.

Opportunities may also exist to provide information, or to create consultations at existing community meetings, at the invitation of other groups. Attending existing meetings makes good use of community infrastructure, and if negotiated in advance, is likely to minimise community frustration, demonstrate respect for community processes and to lead to more coordinated engagement.

All information in the form of minutes will be made available to the public through Council meetings and on line so that the community is aware of issues and topics covered at these meetings.

Community meetings are an opportunity for Councillors and staff to listen to the community and to take ideas on board for discussion at the follow-up workshop to inform the 10 year Community Strategic Plan and to set Council's priorities.

Working Groups

Council may establish Working Groups to focus on particular issues. These groups would be facilitated by council employees to ensure a true collaborative approach is taken.

These Groups are "sunset" groups which cease to function once Council is satisfied that their work is complete. This will give people a specific task to work towards and not have it drag out unnecessarily.

Consultative workshops

Facilitated discussion groups or workshops involving participants selected either randomly or to approximate the demographics of a community, can be a good way to draw out a range of views and opinions. Discussion groups and workshops usually explore a limited number of community or Council established issues over a brief period of time. Discussion groups tend to involve relatively open-ended dialogue whereas workshops are generally more structured activities which often combine dialogue with other strategies such as information provision. An action research approach is sometimes the basis for the coordination of these techniques.

Volunteer Groups

The encouragement and support of volunteer groups such as:

- ❖ Hospital Auxiliaries
- ❖ Historical Societies
- ❖ Service Clubs

These groups may be facilitated by Council or may be self-forming. They are encouraged and supported by staff, who work closely with them. They focus on the service for which they volunteer. Attendance is open to all relevant volunteers and interested residents.

On-line involvement – open data, websites, social networks, etc.

To enhance on-line consultation by providing additional channels for community response; for example, using video, discussion forums or comments tagged by users in their own web spaces and programmatically picked up by Council. Build consultation-specific websites when appropriate and make consultations listed on Council's website more convenient to users by incorporating survey or comment forms directly in the web page.

So that the residents and ratepayers can participate in and build social networks to allow Council to receive community input from those communities.

To provide direct and timely responses to comments on-line and publish the results of consultations wherever possible.

When:

Ongoing and as specific events and projects are scheduled.

Who:

Entire Community.

Evaluation:

Amount of positive feedback received on the processes, results from community surveys, visits to Council's websites, minutes of meetings.

2.5 Strategy 5: Empower

Goal:

To place final decision making in the hands of the public through its elected representatives.

Commitment to the Community:

Councils decisions will be in the best interests of the community.

Methodology – how, when, who, evaluation:

Collation of information to be displayed publicly for comment

All information gathered during the community engagement process will be collated and made available for comment in different forms for access by the whole community. Closing the 'consultation loop' and informing participants as to how their opinions and information have contributed to the preparation and decision of Council is vital. Providing participants with feedback is important in respecting the partnership and maintaining ongoing engagement with the local community.

The views and comments of participants specific to the consultation process itself is a valuable learning tool. Candid evaluation at the conclusion of each consultation program will ensure that Council continues to improve how consultation is carried out in the future. It should include questions regarding the values of the process, whether the stated objectives and purpose were clear and achieved and whether the methods used were suitable.

To achieve this Council will:

- ❖ Aim to include details about the evaluation component in the planning of the project. This will ensure that issues are give due consideration in a methodical manner and where appropriate changes be made to the strategy and/or project to reflect the needs and priorities expressed by the local community.
- ❖ Clearly outline and communicate the evaluation/feedback mechanisms and decision-making process with participants at the earliest possible stage of the project.
- ❖ Provide regular project updates and/or feedback on how decisions were made in a timely manner. Within a reasonable timeframe at the conclusion, Council will ensure that the results and reports are made available in a range of formats and in a variety of venues as determined at the commencement of the project.
- ❖ Provide, where appropriate, opportunities for feedback through a variety of means. This could include written submission via post or email; feedback forms; verbally through meetings and workshops or web-based methods, such as social networks , twitter, discussion boards or e-forums, etc.

Involvement of the Community

Community involvement ensures effective planning and decision making. It provides important information on Council development and identifies major issues and broader community concerns. The Council will work to open up

dialogue with the community and provide opportunities for the community to be involved in decisions that affect them.

The Council will seek community involvement through activities such as public meetings and workshops, Community Liaison Groups, media announcements, letterbox drops, advisory committees, newsletters and questionnaires.

When:

This needs to be attended to at all times to ensure the Council has the support of its community.

Who:

Entire community.

Evaluation:

The generic goal of most evaluations is to provide “useful feedback”. Most often, feedback is perceived as “useful” if it aids in decision-making. In order to make this evaluation “useful” Council will endeavour to monitor:

Content, quality and relevance of the engagement

- ❖ What was learned?
- ❖ How will it be used?

Attitudes and achievements of the Community

- ❖ What does the community think of the process
- ❖ Do they think the process will make a difference in their local area? If yes, what kind of difference?

Quality of engagement (including facilitator)

- ❖ Do people in the community support and agree with the process?
- ❖ Do they think the method was appropriate to their needs?
- ❖ Does the process communicate information they want to know?

3 References

1. Mid Western Regional Council – Community Engagement Strategy.
2. Latrobe City Council – Community Engagement Policy and Strategy.
3. Cootamundra Shire Council – Community Engagement Strategy.
4. Greater Shepparton City Council – Community Engagement Strategy.
5. Mosman Council – Community Engagement Strategy.
6. ACT Government – Your Guide to Engaging with the Community – ACT Government Community Engagement Manual.
7. Department of Main Roads Qld – Community Engagement – Policy, Principles, Standards and Guidelines.
8. Gwydir Shire Council – Community Engagement Strategy.



Item: 6.2 **Ref:** WO/2016/02064
Title: Pandora Rehabilitation and Impact from Adjacent Trees
Author: Director – Engineering Services
Previous Items:
Attachment: No

Introduction:

The proposed “Pandora” Rehabilitation has become a reality due to a successful application to extend the RDA funded project – “Yerrawun” Rehabilitation. This extension was made possible by savings made on the “Yerrawun” Rehabilitation project completed in the 2015-2016 financial year. Both the “Pandora” and “Yerrawun” rehabilitations are located on the Thunderbolts Way, with the “Pandora” rehabilitation currently representing arguably the worst section of the Thunderbolts Way. Trees adjacent to the road are currently the cause of this problem and with the approaching rehabilitation it is recommended that the trees be removed.

Report:

The “Pandora” rehabilitation presented a complex pavement and underlying geology, leading to the engagement of a specialist geotechnical engineer to analyse forensically the reason for pavement failure within the targeted area. Council assisted in investigating the pavement, in an attempt to gain an understanding of why previous attempts to resolve the failures have been unsuccessful.

The resulting report listed reasons for why the pavement continued to fail, they were:

- ◆ A highly reactive clay subgrade – resulting in shrink swell conditions.
- ◆ Presence of large trees adjacent to the pavement, triggering shrink swell conditions in the highly reactive clay, due to the absorption of soil moisture.
- ◆ Large cracks within the pavement leading to water infiltration and further shrink swell conditions.
- ◆ Inadequate pavement depth.

In order to overcome the above reasons for pavement failure, it is recommended that the trees be removed on both sides of the road to allow soil moisture conditions to equilibrate.

Alternate options to removing the trees will involve a large increase to the current pavement design and would result in additional costs, with an uncertain overall pavement life.

RECOMMENDATION: That Council authorise the General Manager to consult with the Walcha Council Town & District Beatification & Tidy Towns Committee AND the adjoining property owners FURTHER THAT endorse the removal of the trees if both abovementioned parties agree to their removal.

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2016/02661
Title: Related Party Transactions Policy and Form
Author: General Manager
Previous Items:
Attachment: WINT/16/2660 Draft Related Party Transactions Policy
WINT/16/2659 Draft Related Party Declaration Form

Introduction:

The purpose of this report is to inform Council of the requirement for all Councils to report on Related Party Transactions.

Report:

For 30 June 2017 financial statements onwards, all NSW Councils must disclose related party relationships, transactions and outstanding balances, including commitments, in accordance with AASB 124. This information will be audited.

This will impact on Key Management Personnel (KMP). KMP are “those persons having the authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director of the entity”. For Councils this would include Councillors, the General Manager, Director – Engineering Services and the Environmental Services Manager.

Related parties includes:

- ◆ Entities related to Council – subsidiaries, associates, etc. (*For Walcha this could include Namoi Joint Organisation and Central Northern Regional Libraries, however neither of these organisations is currently controlled by Council, nor significantly influenced, so may not need to be disclosed*);
- ◆ Key Management Personnel as individuals;
- ◆ Close family members include spouse/partner, children or dependants and may also include grandparents, parents, siblings, etc.
- ◆ Entities that are controlled, or jointly controlled by KMP or close family members.

The definition of a Related Party Transaction is very broad:

- ◆ A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Transactions are reported only when they are material; judgement will be required to determine materiality since it is not defined. If related party transactions are likely to influence users of the statements, they must be included; alternatively how would a reasonable person perceive the transaction. Guidelines for materiality may be developed by the Internal Audit function.

Disclose must include:

- ◆ The nature of the related party transaction;
- ◆ Information about the transactions;

Submitted to Council: 14 December 2016

..... General Manager Mayor



- ◆ Outstanding balances, including commitments.

Key Management Personnel remuneration is a required disclosure and must be separated into:

- ◆ Short term employee benefits.
- ◆ Post employment benefits.
- ◆ Other long term benefits.
- ◆ Termination benefits.

These are shown as lump sum totals for all KMP.

Related Part Transactions versus Pecuniary Interest forms

The Office of Local Government has determined that the requirements are not the same and cannot be combined. Key points of difference are contained in the attached webinar slides.

Since this has been in effect since 1 July 2016, it is imperative for all KMP to complete the Related Party Declaration Form as soon as possible to enable the Chief Financial Officer to review all transactions since July and implement a process to identify and capture information in a timely manner.

RECOMMENDATION: That Council approves the Related Party Transactions Policy as presented.

ADMINISTRATION POLICIES

Related Party Transactions Policy



PURPOSE

The purpose of this policy is to define the parameters for Related Party Transactions and the level of disclosure and reporting required for Council to achieve compliance with the Australian Accounting Standard AASB 124 - Related Party Disclosures.

INTRODUCTION

For June 2017 financial statements onwards, local governments must disclose related party relationships, transactions and outstanding balances, including commitments. This information will be audited.

A degree of judgement will be required to determine whether transactions are significant and reportable; materiality thresholds have not been defined in the Standard. As a general rule, if the transaction is likely to influence users of the financial statements, ie how would a reasonable person perceive the transaction, it should be included.

SCOPE

This policy applies to all councillors and employees (including temporary and casual employees), contractors and consultants identified as being Key Management Personnel under this policy.

OBJECTIVE

Responsibilities:

- Councillors and other Key Management Personnel for declaring all Related Parties;

Submitted to Council: 14 December 2016

..... General Manager Mayor



- Chief Financial Officer for identifying, collating and reporting all Related Party Transactions;
- Internal Audit Committee for developing guidelines for materiality of Related Party Transactions.

Definitions:

AASB 124 - means the Australian Accounting Standards Board, Related Party Disclosures Standard.

Act - means the NSW Local Government Act 1983.

Code – means the Local Government Code of Accounting Practice and Financial Reporting, updated by Office of Local Government annually.

Close members of the family of a person - are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- a) that person’s children and spouse or domestic partner;
- b) children of that person’s spouse or domestic partner; and
- c) dependants of that person or that person’s spouse or domestic partner.

Entity - can include a body corporate, a partnership or a trust, incorporated association, or unincorporated group or body.

Key Management Personnel - as defined in Section 2 of this Policy.

KMP Compensation - means all forms of consideration paid, payable, or provided in exchange for services provided, and may include:

- Short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees;
- Post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;
- Other long-term employee benefits, including long-service leave or sabbatical leave, long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation;
- Termination benefits; and

Material (materiality) - means the assessment of whether the transaction, either individually or in aggregate with other transactions, by omitting it or misstating it could influence decisions that users make on the basis an entity's financial statements. For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction - means a transaction that an ordinary citizen of the community would undertake in the ordinary course of business with Council.

Possible Close members of the family of a person - are those family members who could be expected to influence, or be influenced by, that person in their dealings with the Council and include:

- a) that person’s brothers and sisters;
- b) aunts, uncles, and cousins of that person’s spouse or domestic partner;
- c) dependants of those persons or that person’s spouse or domestic partner as stated in (b); and

Submitted to Council: 14 December 2016

..... General Manager Mayor



d) that person's or that person's spouse or domestic partner's, parents and grandparents.

Related Party - defined in Section 3 of this Policy.

Related Party Transaction - is a transfer of resources, services or obligations between a Council and a related party, regardless of whether a price is charged.

Significant (significance) - means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a local council/ ratepayer relationship.

1. Policy Statement

Related Party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A Related Party relationship could influence the normal business operations of Council. In some instances, Council may enter into transactions with a Related Party that unrelated parties would not. For example, goods are supplied to Council on terms that might not be offered to other customers.

The normal business operations of Council may be affected by a Related Party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another—for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with Related Parties) may affect assessments of Council's operations by users of financial statements, including assessments of the risks and opportunities facing the Council.

2. Identification of Key Management Personnel (KMP)

AASB 124 defines KMPs as “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”.

KMPs for the Council are considered to include:

- Councillors (including the Mayor);
- General Manager;
- Director of Engineering Services;
- Manager of Environmental Services.

3. Identification of Related Parties

A person or entity is a related party of Council if any of the following apply:

- a) They are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- b) They are an associate or belong to a joint venture of which Council is part of.
- c) They and Council are joint ventures of the same third party.
- d) They are part of a joint venture of a third party and council is an associate of the third party.

Submitted to Council: 14 December 2016

..... General Manager Mayor



- e) They are a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council.
- f) They are controlled or jointly controlled by Close members of the family of a person.
- g) They are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council.
- h) They, or any member of a group of which they are a part, provide KMP services to Council.

For the purposes of this Policy, related parties of Council are:

- a) Entities related to Council;
- b) Key Management Personnel (KMP) of Council
- c) Close family members of KMP;
- d) Possible close family members of KMP's; and
- e) Entities or persons that are controlled or jointly controlled by KMP, or their close family members, or their possible close family members.

4. Review of Related Parties

A review of KMPs and their related parties will be completed every 6 months. Particular events, such as a change of Councillors, General Manager or Director or an organisational restructure, will also trigger a review of Council’s related parties immediately following such an event.

The method for identifying the close family members and associated entities of KMP will be by KMP self-assessment.

5. Identification of Control or Joint Control

A person or entity is deemed to have control if they have:

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

6. Required Disclosures and Reporting

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

1. Disclosure of any related party relationship - must disclose in the annual financial statements its relationship with any related parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period.
2. KMP Compensation Disclosures - must disclose in the annual financial statements KMP for each of the categories of compensation (as defined in the definitions of this Policy) in total.

7. Related Party Transactions Disclosures

Related Party Transactions are required to be disclosed, regardless of whether a price is charged. Such transactions may include:

- Purchase or sale of goods;
- Purchase or sale of property and other assets;
- Rendering or receiving services;

Submitted to Council: 14 December 2016

..... General Manager Mayor



- Leases;
- Quotations and/or tenders;
- Commitments; and
- Settlements of liabilities on behalf of Council or by Council on behalf of the related party.

Council must disclose all material and significant Related Party Transactions in its annual financial statements and include the following detail:

- (i) The nature of the related party relationship; and
- (ii) Relevant information about the transactions including:
 - a. The amount of the transaction;
 - b. The amount of outstanding balances, including commitments, and
 - Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
 - Details of any guarantee given or received
 - c. Provision for doubtful debts related to the amount of outstanding balances; and
 - d. The expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- (a) Significance of transaction in terms of size;
- (b) Whether the transaction was carried out on non-market terms;
- (c) Whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;
- (d) Whether the transaction is disclosed to regulatory or supervisory authorities;
- (e) Whether the transaction has been reported to senior management; and
- (f) Whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

Disclosures that Related Party Transactions were made on terms equivalent to those that prevail in arm's length transactions can only be made if such terms can be substantiated.

All transactions involving Related Parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

8. Review of Related Party Transactions

A review of all Related Party Transactions will be completed every 6 months

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**Related Party Declaration Form
 For Key Management Personnel**



Related Party Declaration by Key Management Personnel (KMP)	
Name of Key Management Person:	
Position of Key Management Person:	
List details of know close family members, entities that are controlled/jointly controlled by KMP and entities that are controlled/jointly controlled by close family members of the KMP <i>(Please refer to definitions of Related Parties in the Policy)</i>	
Name of Person or Entity	Relation to KMP
I _____ (<i>insert full name</i>), _____ (<i>insert position</i>) declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the policy supplied by Council which details the meanings of the words "close family members" and "entities controlled or jointly controlled by myself or my close family members".	
Declared at:	<i>(insert place)</i>
On the:	<i>(insert date)</i>
Signature of KMP	

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item: 6.4 **Ref:** WO/2016/02052
Title: Walcha Recycled Water Policy
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes – WO/2016/02047

Introduction:

Prior to the supply of recycled water by Council under the Australian Guidelines for Water Recycling: Managing Health and Environmental Risks (2006) (AGWR) and the NSW Local Government Act (1993) Council is required to develop a recycled water quality policy.

Report:

Recycled water for agricultural purposes is intended to be supplied to end users on completion of the 2017 planned upgrade works for the Sewerage Treatment Plant.

The AGWR provides guidance for preparing a Recycled Water Management System and includes in ‘Element 1: Commitment to responsible use and management of recycled water quality’ the development of a recycled water quality policy. Attached is a copy of the draft policy for your information.

RECOMMENDATION: That Council ADOPT the Walcha Recycled Water Policy as presented.

SEWERAGE SERVICES POLICIES

Walcha Recycled Water Policy



Introduction

To provide a framework for the delivery of Recycled Water from the Walcha Sewerage Treatment Plant to end users.

Policy

Walcha Council is committed to managing the Walcha Recycled Water Scheme effectively. Council will provide fit-for-purpose recycled water that consistently meets the requirements of the Australian Recycled Water Guidelines 2006, other regulatory requirements and recycled water user agreements. To achieve this, in partnership with recycled water users, relevant agencies and other stakeholders, Council will:

- manage recycled water quality through a multiple barrier approach encompassing all points along the delivery chain from wastewater catchment to point of supply;
- implement and maintain a risk-based Recycled Water Management Plan consistent with the Australian Guidelines for Recycled Water;
- establish regular monitoring of the quality of recycled water and report performance to regulators, recycled water users and other stakeholders;

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..... General Manager Mayor



- maintain appropriate contingency planning and incident response capability; and
- continually improve practices through reviewing our performance against our commitments, stakeholder expectations and best practice.
- all staff and contractors involved in the supply of recycled water are responsible for understanding, implementing, maintaining and continuously improving the Recycled Water Management Plan.

Review of Walcha Recycled Water Policy

A review of all Walcha Recycled Water Policy every four years.

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item: 6.5 **Ref:** WO/2016/02059
Title: Walcha Community Centre Management Committee – Request to Amend Rules of Management (Constitution)
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Introduction:

Council have received a request from the Walcha Community Centre Committee to amend its “Rules of Management” (constitution).

Report:

The Committee has requested:

- ◆ Amend Clause 4 – Membership of the Committee
 Currently the Membership must have two (2) Parents & Citizens Representatives. The Committee has found it increasingly difficult to find representatives to attend the Meetings and suggests this could be changed to two (2) representatives from the P & C Association or other community organisation, either service or sporting groups when there is not enough volunteers from the school’s parent body.

- ◆ Amend Clause 11(b) – Number of Meetings to be held annually.
 Currently the Committee must meet quarterly, every three months as a minimum per year. The Committee requests to change this to a minimum of two meetings per year.

- ◆ If Council approves these changes, that Council seek approval from the Minister for Education, via the Director in Armidale.

Legal Issues:

The Agreement, signed in 1986, states Section 3(d) “Subject to the **approval** of the **Minister** and the **Council** the Committee of Management may from time to time amend the Rules of Management PROVIDED THAT should there be any inconsistency between the provisions of the Agreement and any of such Rules of Management then the provisions of this Agreement shall prevail.”

RECOMMENDATION:

That Council agree to the request FURTHER THAT seek formal approval of the Minister via the Director of Education in Armidale

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item: 6.6 **Ref:** WO/2016/02063
Title: Bergen Bridge Widening and Design and Construct Tender Update
Author: Director - Engineering Services
Previous Items:
Attachment: No

Introduction:

Walcha Council has awarded two tenders for bridge construction, the “Bergen Bridge Widening” and the “Design and Construct Five (5) Bridges” tenders. The development of site specific documentation, procurement and planning is continually progressing. This report aims to inform Council of the progress to date and explain the steps to be taken early in the new year to ensure construction commences as planned.

Report:

Following initial discussions with the successful contractors of each tender, progress towards commencing construction is pleasing. Please see below for a summary of the progress and next steps to be taken for each tender.

Bergen Bridge Widening:

Bridgebuild and Civil was successful in being awarded the Bergen Bridge Widening tender. Council representatives have met with a representative from Bridgebuild and Civil to discuss contractual arrangements and commencement dates for the project. Currently, early to mid January will mark the commencement of construction works. This initial works will mainly entail site establishment, bypass track installation and site access track installation. Closure of the Bergen Bridge and diversion of traffic onto the bypass track will occur in late January. The Bridge works are expected to take approximately three (3) months including associated approach works. Currently, Council and Bridgebuild and Civil are reviewing the third issue of the “for construction” drawings with little to no changes expected.

Approach works will be required to extend approximately 200m either side of the bridge in order to compensate for the deviation of the road centreline and make a compliant curve radius for a 100km/hr road. Safety issues raised regarding the Bergen Road intersection will be addressed at this time, leading to an overall great improvement in safety for this section of the Thunderbolts Way.

Upon Council returning after the upcoming break, works will commence on the construction of the Bypass Track to be utilised during construction. A fisheries application has been submitted for this project; however Council is awaiting a response. A final review of construction drawings and site specific documents will occur prior to commencing works.

Design and Construct Five (5) Bridges:

Waeger Constructions was successful in being awarded the Design and Construct Five (5) Bridges Tender. Council representatives have met with a representative of Waeger constructions, also discussing contractual arrangements and commencement dates for the

Submitted to Council: 14 December 2016

..... General Manager Mayor



project. The Waeger project team are on track to meet the schedule supplied in the tender, aiming to be on site in early February for commencement of construction. The overall project is expected to take 6 months to complete all 5 bridges. Note that this includes site preparations, site establishment and dis-establishment, bridge demolition, bridge construction and approach works (to be completed by Council). This will be weather dependant, and will vary depending upon site conditions. While it is known that the construction of these bridges is a fast process due to the proprietary system being used, unexpected delays and associated works may impact the delivery of this project.

The bypass track for the Flags Niangala Bridge is yet to be constructed; however this project will follow the Aberbaldie Bridge providing Council with time to install the track. The installation of this bypass will allow Waeger Constructions to smoothly transition into the project. A final review of construction drawings and site specific documents will occur prior to commencing works.

RECOMMENDATION: For Councils Information

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item: 6.7 **Ref:** WO/2016/02061
Title: Request for Donation from Lower Apsley Landcare
Author: General Manager
Previous Items: Not Applicable
Attachment: No.

Summary

Council have received a request from Lower Apsley Landcare Group member Ross King, for 500 trees and mulch for their Roadside Planting Project situated on Oxley Highway near the Brackendale Road turnoff (top of the three lanes).

Report

The Landcare group have already completed some ripping and spraying in preparation for planting which they would like to complete on 16 December 2016.

The Group have requested if Council would pay for the 500 trees from Moons Nursery and supply and deliver at least two loads of woodchip. The costs are:

Trees	\$385.00
8 buckets of mulch plus transport	\$215.75

The Lower Apsley Landcare group have also organised an excavator to tidy up rocks in the area and make a sculptural interpretation / exhibit under the direction of Stephen King. The end result will greatly enhance the rest area and approach to the community. The Landcare Group’s aim is to work towards three native corridors between Walcha and the Apsley Falls, being Oxley Highway, Apsley River and Oxley Drive, and their annual plantings have this long term goal.

RECOMMENDATION: That Council agree to the request and donate \$1,000 towards the project and further Council congratulate the Lower Apsley Landcare Group on the initiative.

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item: 6.8 **Ref:** WO/2016/02044
Title: Walcha Council Drought Management Plan for Adoption
Author: General Manager
Previous Items: WO/2016/01764
Attachment: Nil.

Introduction:

Under the NSW DPI-Water Best Practice Management of Water Supply and Sewerage Guidelines (DWE, 2007) Council is to place on public exhibition and then adopt the “Walcha Council Drought Management Plan September 2016”.

Report:

At the October meeting Council adopted a draft plan and placed it on public exhibition. No public submissions have been received. It is recommended the plan now be formally adopted by Council.

RECOMMENDATION:

That Council ADOPT the “Walcha Council Drought Management Plan September 2016” as presented.

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item: 6.9 **Ref:** WO/2016/02060
Title: Pecuniary Interest Primary Return for New Councillors as at 10 September 2016
Author: General Manager
Previous Items: Not Applicable
Attachment: No – Folder will be tabled at the Meeting.

Summary

The General Manager is required to report on the receipt of Primary Pecuniary Interest Returns.

Report

Section 449 (1) of the Local Government Act 1993, requires that Councillors and Designated Persons must complete and lodge with the general manager, within three (3) months after becoming a councillor or designated person, a Primary Pecuniary Interest Return.

Section 450A of the Act places specific statutory responsibilities on the General Manager in relation to the submission and recording of Returns.

First, the General Manager must keep a Register of Returns containing the completed and lodged Returns of Councillors and Designated Persons. The Returns must be available for inspection by members of the public.

Second, the General Manager must arrange for the tabling of the Returns lodged, at the first meeting of the Council held after the last day for lodgement.

Therefore, all Primary Returns within the three month period after becoming a councillor on 10 September 2016 and the Primary Return for Designated person Director – Engineering Services, have been lodged with the General Manager within the statutory timeframe and are now tabled as required.

RECOMMENDATION

That Council formally records that the Primary Return of Pecuniary Interest required to be submitted by Councillors and Designated Staff, within the three month period after becoming a councillor on 10 September 2016 and within the three month period that Designated Staff have been appointed, have been submitted as required and have been tabled in accordance with the provisions of Section 450A (2)(a)of the Local Government Act, 1993.

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item: 6.10 **Ref:** WO/2016/02051
Title: Review of “Payment of Expenses and Provision of Facilities for Councillors & Staff” Policy for Adoption
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes – WO/2014/01615

Introduction:

Under the Local Government Act 1993 Council is to public exhibit and then adopt the “Payment of Expense and the provision of facilities for Mayors, Councillors and Staff” Policy annually.

Report:

At the October 2016 meeting Council adopted a draft policy and placed it on public exhibition. No public submissions have been received. It is recommended the policy now be formally adopted by Council.

A copy of the policy is attached for your information.

RECOMMENDATION:

That Council ADOPT the “Payment of Expenses and the Provision of Facilities for Mayors, Councillors & Staff” Policy as presented.

Submitted to Council: 14 December 2016

..... General Manager Mayor



**PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES
FOR MAYORS & COUNCILLORS AND STAFF**

Part 1 Introduction

- **Title**
Payment of Expenses and the provision of facilities for Mayors & Councillors and Staff
- **Purpose of the Policy**
The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred by councillors and staff. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.
- **Objectives and coverage of the Policy**
To identify those Conferences at which Council will be represented and to identify expenses that will be paid and facilities that will be provided to Councillors and Staff.
- **Legislative requirements**
Local Government Act 1993 and Local Government (General) Regulation) 2005.
- **Other NSW Government policy provisions**
Department of Local Government *Guidelines for the payment of expenses and the provision of facilities to Mayors and Councillors, Model Code of Conduct for Local Councils in NSW* and Circulars to Councils.
ICAC Publication – *No Excuses for Misuse, preventing the misuse of council resources, etc.*

Part 2 Policy

1. Council shall pay to or on behalf of its members and Staff reasonable out-of-pocket allowances towards their necessary out-of-pocket expenses for conveyance and subsistence in travelling on Council business and all such payments to Councillors, and payment of fees, shall be in accordance with the provisions of the Local Government Act, 1993.
2. Separate votes shall be established in Council's annual Budget to provide for the cost of attendance by Councillors and Staff at all regular Conferences (as detailed in 3 below) together with estimates of the probable expenditure on non-recurrent or extraordinary Conferences, Seminars or the like.
3. Council may provide, on the request of the Councillor or Staff Member, an advance payment to meet re-disbursable out of pocket expenses not able to be covered by Council order, prepayment or invoice for authorised attendance as delegate or to seminars, conferences and inspections which have been approved by Council and in accordance with this Policy.
4. Claims for reimbursement of out of pocket expenses must be made within three months of the expenditure. These reimbursements must be on the Councillor's Claim form and accompanied by the appropriate receipts and/or tax invoices.
5. Council will, wherever possible provide a Council car, for the use of Councillors in attending Meetings of Committees to which they have been elected as delegates and to seminars, conferences and inspections which have been approved by Council or Council's authorised delegate and at which the Councillor is officially representing Council.
Where the aforementioned provision of a Council car is not possible, Council will reimburse Councillors for the cost of using their own vehicle to travel to and from Council Meetings, Meetings of Committees to which they have been elected as delegates and to seminars, conferences and inspections which have been approved by Council or Council's authorised delegate and at which the Councillor is officially representing Council; at a rate of 65c per kilometre for vehicles with engine capacity

Submitted to Council: 14 December 2016

..... General Manager Mayor



less than 2.5L and 74c per kilometre for vehicles with engine capacity greater than 2.5L.

The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

6. For the purposes of this policy the following shall be considered as regular Conferences at which Council may be represented and the relevant Staff permitted to attend:-

- a) The Annual Conference of Local Government New South Wales.
- b) The Annual Conference of the Local Government Managers Australia (New South Wales Division).
- c) The Annual Conference of Institute of Public Works Engineering Australia and associated Field Days.
- d) The Annual Conference of the Environmental Health and Building Surveyors Association.
- e) The Annual Conference of the Country Libraries Association of NSW.
- f) Attendance at Conferences Seminars, etc , other than those listed in this policy, may be approved under the following circumstances:-
 - i) the General Manager may, from time to time, approve the attendance of staff at conferences, seminars, etc., as part of Council’s Staff Training Program, provided that all associated costs can be absorbed within existing, approved expenditure votes.
 - ii) the attendance of Councillors at conferences, seminars, etc., other than those detailed in this policy, will be permitted from time to time, providing that all associated costs can be absorbed within existing, approved expenditure votes.
 - iii) Council must, for its information, be notified of any proposal to attend any conference, seminar, etc., as provided in ii) above.
 - iv) Prior to attendance at any conference, seminar, etc., the agenda for such conference, seminar, etc., will be reviewed by the General Manager and Senior Staff or the Mayor, General Manager and Senior Staff as appropriate, to ensure that the conference, seminar, etc., is relevant and appropriate and justifies attendance.

As far as is possible, a schedule of conferences, seminars, etc., proposed to be attended in the forthcoming year, together with proposed training programs, will be included for consideration in conjunction with Council’s Operational Plan.

7. Representation at these Conferences shall be as follows:-

- a) The Annual Conference of Local Government New South Wales:
 - ❖ Mayor as Delegate
 - ❖ General Manager
 - ❖ Two (2) Councillors as Observers
- b) The Annual Conference of the Local Government Managers Australia:
 - ❖ The General Manager for the full Conference; and
 - ❖ One (1) other appropriate qualified or near qualified Staff member for two (2) days.
- c) The Annual Conference of Institute of Public Works Engineering Australia and associated Field Days:
 - ❖ The Director – Engineering Services for the full Conference; and
 - ❖ The Project Engineer for two (2) days.
 - ❖ In addition, Council’s Plant Committee and other Staff, as determined by the Director – Engineering Services, from time to time, be permitted to attend the Field Days.

Submitted to Council: 14 December 2016

..... General Manager Mayor



- d) The Annual Conference of the Environmental Health and Building Surveyors Association:
 - ❖ The Director – Environmental Services.
- e) The Annual Conference of the Country Libraries Association of NSW:
 - ❖ One (1) elected member, and
 - ❖ Council’s Librarian.
8. Councillor expenses may not be used to support attendance by Councillors at political fund-raising functions.
9. At all times travel is to be by Council vehicle unless Council determines another mode of travel is to be used as circumstances may, from time to time, warrant.
10. The spouses of Councillors and Staff be permitted to travel to regular or approved Conferences, Seminars, etc., in Council vehicles, however, Council will not be responsible for any other expenses of spouses.
11. Allowances for travelling and sustenance are to be based on reimbursement for actual costs incurred as follows:-
 - a) Accommodation: Up to, but not exceeding a standard equivalent to that of ☆☆☆☆ Motel classification. Council may however take advantage of negotiated tariffs irrespective of the motel/hotel classification, provided that such tariffs are no greater than those applicable to the abovementioned classification.
 - b) Out-Of-Pocket Expenses: To be paid in addition to accommodation, to a maximum of One hundred dollars (\$100.00) per day. If this limit is exceeded a request for reimbursement must be made to the full Council.
12. No expenses will be paid or reimbursed unless incurred in accordance with this policy.
13. The Council shall provide to Councillors, at the expense of Council, an Ipad to assist them in carrying out the duties of civic office. Council will also provide, at its expense, communication costs associated with the Council use of the Ipad/device.
14. The Council shall provide a mobile phone to the Mayor and meet the cost of all official calls and communication costs up to a maximum of \$100 per month.
15. The Council shall provide a corporate credit card to the Mayor to be used on official Council business. The credit card is to be managed in accordance with Council’s credit card policy.
16. Council will provide the opportunity, and encourage Councillors to undertake, training and education as provided by Local Government New South Wales Learning Solutions as provided in the annual budget and authorised by Council. The training or educational course must be directly related to the Councillor’s civic functions and responsibilities.
17. Council will provide access for Councillors with special needs, such as sight and hearing impairment and physical disabilities that will facilitate the Councillor’s normal civic duties; as the need arises.
18. Council will provide all reasonable sustenance, etc., to Councillors as is appropriate to their carrying out the duties of civic office.
19. Legal Advice/Expenses:-
That in the event of:
 - (1) any enquiry, investigation or hearing by any of:-
 - the Independent Commission Against Corruption;
 - the Office of the Ombudsman;
 - the Department of Local Government and Co-Operatives;
 - the Police;
 - the Director of Public Prosecutions; or

Submitted to Council: 14 December 2016

..... General Manager Mayor



- the Local Government Pecuniary Interest Tribunal,
 - any other properly constituted authority
 - Council's Conduct Review Committee/Review into the conduct of a Councillor; or
- (2) legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of his or her *civic* duties or exercise of his or her functions as a Councillor, Council shall reimburse such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis, PROVIDED THAT:-
- (a) the amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis; and
 - (b) that the enquiry, investigation, hearing or proceeding results in a finding substantially favourable to the Councillor.
20. Council shall provide insurances against public liability and professional indemnity for Councillors for matters arising out of the performance of their civic duties and the exercise of their Council function.
21. Any disputes arising from this policy will be reviewed by Council's Staff Committee.
22. Councillor annual fees do not fall within the scope of this policy.
23. This policy also applies to an Administrator of Council should one be appointed.



Approved Council Meeting 28 February 2007 – Minute No.: 151/06-07
Reaffirmed Council Meeting 24 October 2007 – Minute No.: 281/07-08
Amended Council Meeting 28 October 2008 – Minute No.: 59/08/09
Adopted Council Meeting 26 November 2008 – Minute No.:90/0809
Amended Council Meeting 25 November 2009 – Minute No.: 89/0910
Reaffirmed Council Meeting 27 April 2011 – Minute No.: 183/1011
Amended Council Meeting 26 October 2011 – Minute No: 90/1112
Adopted Council Meeting 23 November 2011 – Minute No: 114/1112
Amended Council Meeting 27 July 2012 – Minute No.: 320/1112
Adopted Council Meeting 29 August 2012 – Minute No.: 31/1213
Adopted Council Meeting 28 August 2013 – Minute No.: 32/1314
Adopted Council Meeting 25 August 2014 – Minute No.: 18/1415
Adopted Council Meeting 30 September 2015 – Minute No.: 49/1516

Submitted to Council: 14 December 2016

..... General Manager Mayor



Ref: WO/2016/02043

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

Item 9:
Management
Review Reports

Submitted to Council: 14 December 2016

..... General Manager Mayor



FINANCE AND ADMINISTRATION

1. Listing of Bank Balances for the Month of November 2016

The Cash Book for each Fund has been reconciled with the appropriate Bank Pass sheets for the month of November 2016, and the Reconciliations have been entered in the Cash Book.

	<u>2016</u>	<u>2015</u>
General	\$2,114,118.20	\$3,887,393.59

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

	<u>2016</u>	<u>2015</u>
Interest Earned (YTD)	\$ 10,111.36	\$ 23,677.78

2. Investments (Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) for November 2016

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

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.

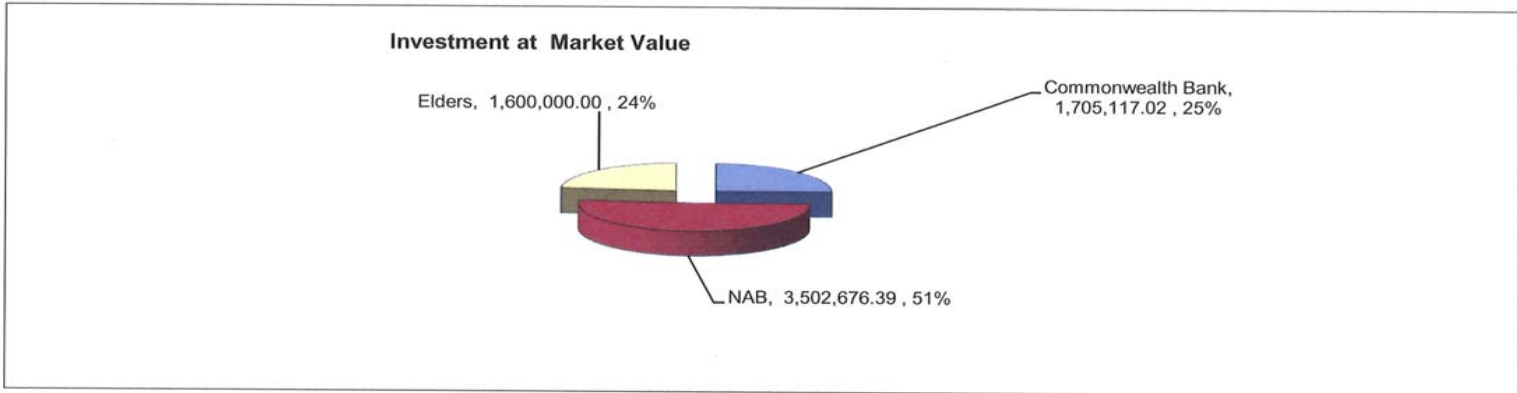
Jack O'Hara
GENERAL MANAGER



REGISTER OF INVESTMENTS TO 30/11/2016

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/11/16	MV % of Portfolio
Commonwealth Bank	Term Deposit	17/09/2016	365	17-Sep-17	3.00%	10118.45	6197.18	337,281.82	-	337,281.82	4.95%
Elders Rural Bank	Term Deposit	28/09/2016	90	28-Dec-16	2.55%	5973.29	16309.63	950,000.00	-	950,000.00	13.95%
National Australia Bank	Term Deposit	30/09/2016	241	30-May-17	2.90%	9573.95	5320.00	499,999.00	-	499,999.00	7.34%
National Australia Bank	Term Deposit	16/10/2016	243	17-Jun-17	2.90%	9653.41	17517.45	499,999.00	-	499,999.00	7.34%
National Australia Bank	Term Deposit	16/10/2016	243	16-Jun-17	2.90%	9380.16	0.00	485,846.09	-	485,846.09	7.14%
National Australia Bank	Term Deposit	1/11/2016	90	30-Jan-17	2.65%	3331.99	6228.62	509,927.26	-	509,927.26	7.49%
National Australia Bank	Term Deposit	15/11/2016	108	01-Mar-17	2.65%	3974.69	12775.25	506,905.04	-	506,905.04	7.45%
National Australia Bank	Term Deposit	15/11/2016	134	30-Mar-17	2.65%	4864.38	0.00	500,000.00	-	500,000.00	7.34%
Commonwealth Bank	Term Deposit	30/11/2016	300	30-Sep-17	2.65%	11034.29	5639.88	506,605.63	-	506,605.63	7.44%
Commonwealth Bank	Term Deposit	30/11/2016	330	30-Oct-17	2.65%	20634.12	9587.79	861,229.57	-	861,229.57	12.65%
National Australia Bank	Term Deposit	2/08/2016	330	01-Dec-16	2.85%	12883.56	4273.98	500,000.00	-	500,000.00	7.34%
Elders Rural Bank	Term Deposit	2/08/2016	135	15-Dec-16	2.85%	6851.71	0.00	650,000.00	-	650,000.00	9.55%
						108,274	83849.78	6,807,793.41	-	6,807,793.41	100.00%

Capital Value of Portfolio	6,807,793.41
Redeemed Value of Portfolio	-
Market Value of Portfolio 30/11/16	6,807,793.41
Estimated Profit/(Loss) 30/11/16	6,807,793.41



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: 14 December 2016

..... General Manager Mayor



3. Work, Health & Safety

November 2016

Workplace Incidents - No incidents occurred during the reporting period.

Motor Vehicle – Council recorded one minor incident when a workplace vehicle reversed into a parked vehicle with a quote to be received to determine if a claim will be made.

Public Liability – No outstanding Public Liability Claims.

4. Tourism Report

November / December 2016

Number of Visitors to Visitor Information Centre (VIC)

Amendment to last report – the below numbers were for October not ‘September’ as labelled initially

October	2016	2015	2014	2013
Walk in’s	549	538	612	595
Phone enquiries	45	45	72	31
Email enquiries	0	2	0	0

November	2016	2015	2014	2013
Walk in’s	707	351	421	526
Phone enquiries	48	33	47	21
Email enquiries	0	0	1	1

New England High Country

We are meeting on 14 December in Armidale to discuss our upcoming campaign and meet with the newly formed entity, Adventures Group, who have taken over the adventure publications from Bauer Media.

Christmas Party – 7 December

Each year we hold a Christmas party for our volunteers to say thank you. This is also used as an opportunity to do a familiarisation-tour of tourism related assets around the district. This year we are going out to three B&B’s, two of them newly operating, we are also visit the Winterbourne Ruins, the Walcha District Historical Society have given us some history of Winterbourne to share with the volunteers.

Rodeo – 12 November

The Walcha Rodeo has changed their event date from January 2017 to 12 November 2016, so this was the second Rodeo for 2016, it drew a good crowd.

Walcha Garden Festival – 19-20 November

The Garden Festival is an extremely popular event raising large amount of money for local causes. Some people came specifically from Tasmania and South Australia for the event. The volunteers manning the Visitor Information Centre were run off their feet; Saturday recorded 103 visitors and Sunday recorded 95. 30 visitors to the centre is a busy day.

Submitted to Council: 14 December 2016

..... General Manager Mayor



According to our records (only people who visited the Information Centre) overnight stays were 222 over November in comparison to 113 the previous year. In future we will try and man the Information Centre with two volunteers

Other Events

Walcha Farmers Market	18 November	17 December
Trash n' Treasure Market	18 November	17 December
Quota Christmas Markets	26 November	
Yarrowitch Campdraft	2 December	

Susie Crawford
Tourism Manager

Submitted to Council: 14 December 2016

..... General Manager Mayor



ENGINEERING SERVICES

5. Wages & Overtime Summary

November 2016

Pay Period	Week Ending	Overtime Hours	Amount (\$)
22	27/11/2016	89.75	3,968.65
23	04/12/2016	78.00	3,449.03
TOTAL		167.75	\$7,417.68

6. Shire Roads Maintenance

Local Roads & Bridges - Projects:

Design and Construct – Five Bridges Tender:

The tender process is now complete; Council approved the recommendation to select Waeger Constructions as the successful tenderer. Council’s engineering team have liaised with Waeger regarding the construction program and the process for getting all quality, environmental and safety requirements resolved. Concept designs have been received for the Aberbaldie Bridge, Flags Niangala and the Hartford Road Bridges. The Kangaroo Flat bridge is more complicated than originally expected and hence Council is yet to receive the concept design for this Bridge. The program is on schedule, with Waeger expected to commence construction on the Aberbaldie Bridge in early February.

Regional Roads – Projects:



Black Spot Program – Safety Upgrades:

The Federally funded Black Spot Program projects are nearing completion on the Thunderbolts Way. The first three stages of the project are complete and included a large amount of vegetation maintenance that took approximately one month to complete. Following these vegetation works; guard rail and wire rope were installed to further improve the safety of this notoriously bad section of road.

The final stage of this project is the installation of signs,



Curve Alignment Markers (CAMS) like those in the image to the right and further warning signage to highlight any areas of concern.

Submitted to Council: 14 December 2016

..... General Manager Mayor



Thunderbolts Way – Irish Town Upgrade:



Works on the “Irish Town” upgrade on the Thunderbolts Way are now complete. The works while remaining under budget, took longer than anticipated due to very soft and unsuitable sub-grade material on the Northern End (Photographed). The moist clay located close to the



The pavement is now completely sealed, with the soft areas that were identified being carefully monitored to determine if any rectification works will be required. Council’s projects team will continue to monitor the finalised project.

Bergen Bridge Widening Tender:



The Bergen Bridge tender has now been finalised. Council adopted the recommendation to engage Bridgebuild and Civil as the successful tenderer. The engineering department have notified the contractor and are liaising with Bridgebuild and Civil regarding the construction program and the process for getting all quality, environmental and safety requirements resolved.

For the Widening Construction
of Bergen Bridge
Volume 1
Tender Conditions

On site works are expected to commence in early January, but will be minimal in nature. This time will be used for establishment, set up and testing. Closure of the bridge will not occur until late January.

Local Government Engineering Services have been engaged to complete the approach designs to the bridge, which will be constructed by Council.

State Roads – Projects:

State Highway & Regional Road Reseals and Preparatory Works:

The extensive aggregate transportation and stockpile creation for the reseal program has been completed on 24 November. In total, 2235t of aggregate has been transported by Walcha Council trucks with some assistance from contracted trucks over the past two months. The total tonnage mentioned above includes the State Highway, Regional Roads,

Submitted to Council: 14 December 2016

..... General Manager Mayor



Rural Roads and Urban Roads Reseals. This is a fantastic achievement, with 11 different stockpile sites and three different aggregate sizes being transported and stockpiled safely, on time and correctly. The Regional Roads Reseals portion is now complete, seeing segment 4310, 4320, 4330 and 4630 sealed. The Oxley Highway sealing program commenced on 5 December and will be complete by 13 December (Weather Dependant).

Urban – Projects:

Urban Roads Reseals:

The Urban Roads Reseals will commence on the 13th of December and will include a seal on Lagoon Street, between North Street and the Cul De Sac and Angle Street, from Emu Creek Road to end of the Segment. Short delays will be experienced; however Council has notified residents by completing a letter box drop to affected residents.

Footpath – Linking Riverview to the Levee Bank:

Works on the footpath designed to link Riverview with the Aspley River Levee Banks are nearly complete. The total length of the footpath will be 77m and will begin at the sealed entrance to Riverview and end at the existing footpath on the Levee Bank. Works will be complete by 9 December.



Submitted to Council: 14 December 2016

..... General Manager Mayor



Pool – Ladder & Safety Rail Upgrade:

The ladder and safety rail upgrade project at the Walcha pool is complete. This new ladder with cage and locking hatch system greatly improves safety while climbing the ladder. The safety rails have been installed to prevent falls from the concrete roof. Access is required to this roof in order to inspect and carry out maintenance on the sand filters.



Completed Maintenance Snapshot:

Local Roads	
Maintenance Grading:	Roads:
	Hartford
	Cottley
	Tia Diggings
	Nine Mile Church
	Sam's Flat
	Tia Post Office
	Riverglade
	Kangaroo Flat
	Tia Falls
	Mooraback
Slash Shoulders	Roads:
	Aberbaldie
	Niangala
	Bergen
	Brackendale
	Emu Creek
	Moona Plains
	Winterbourne

Submitted to Council: 14 December 2016

..... General Manager Mayor



	Darjeeling
	Saleyards
	Scrubby Gully
	Aerodrome Roads
Signage Works	Roads:
	Old Brookmount
	Kangaroo Flat
State & Regional Roads	
Oxley Highway Maintenance:	Tasks:
	Repair Potholes
	Crack Sealing
	Servicing Rest Areas
	Slashing
Regional Roads:	Tasks:
	Repair Potholes
	Edge Repairs
	Drainage
	Vegetation Maintenance
	Service Rest Areas
Urban Roads	
Urban Maintenance:	Tasks:
	Tree, Garden & Park Maintenance
	Sporting Ground Maintenance
	Town Mowing and Entrance Maintenance
	Town Street Cleaning
	Pool Maintenance

Proposed Works for the Coming Period:

Shire Roads:

- ◆ Grading will take place on Bishops, Wirraway, Enfield North roads & finalise Kangaroo Flat road.
- ◆ Continue to liaise with the successful design and construct 5 bridges contractor with the aim to commence works in February.
- ◆ Complete Reseals
- ◆ Complete shove repairs on the Aberbaldie Road.

State & Regional Roads:

- ◆ Complete the “Blackspot Program” on the Thunderbolts Way, between the Mukki Creek and “Hellhole”. This work will include the finalisation of upgraded signage throughout the project.
- ◆ The “Pandora” Rehabilitation which is an extension of the “Yerrawun” Rehabilitation on the Thunderbolts Way has been postponed due to large poplars having a great influence on the pavement. The trees will require removal (if approved) to allow for a successful rehabilitation.
- ◆ Continue to liaise with the successful bridge contractor for the Bergen Bridge with the aim to commence works in mid January.
- ◆ Complete the State Roads Reseals.

Submitted to Council: 14 December 2016

..... General Manager Mayor



- ◆ Maintenance:
 - Pothole Patching.
 - Slashing
 - Crack Sealing
 - Drainage Works
 - Heavy Patching to repair shoves for the Christmas Break.

Works In Town:

- ◆ Sporting grounds maintenance.
- ◆ Town Mowing - parks, gardens and cemeteries.
- ◆ Town Garden Maintenance.
- ◆ Pool Maintenance.
- ◆ Finalise the Footpath linking Riverview to the Levee Bank.

Dylan Reeves
Director – Engineering Services

7. Water Matters

Level 1 Restrictions– introduced 29 June 2016, target usage 250 – 290 Litres/Person/Day
Water usage for the month of November 2016 was as follows:

- ◆ Monthly Usage – 18.24 Mega Litres (5 week month)
- ◆ Usage per person per day – 352 Litres

Water usage per person per day has increased during November with the onset of the hot weather conditions, thus water production has increased at the water treatment plant. However, the Macdonald River is running steadily at the location of the river pump station due to storm activity over the catchment area, as such it has been considered by Council’s Drought Management Team to not require the introduction of Level 2 Restrictions during December. The condition of the River supply and water usage shall be reassessed in early January 2017.

Emergency Town Water Supply

Work has commenced to connect the 100-140ML of emergency town water supply at Muluerindie to the existing pump station in preparation for summer weather conditions. The laying of pipework from the River Pump Station to the storage dam is planned to commence January 2017 (post the WTP Augmentation project completion).

Water Treatment Plant (WTP) Augmentation

Augmentation works to update the chemical dosing systems and telemetry system is progressing well. Completion is scheduled for mid December 2016.

8. Sewer

Sewer Treatment Plant (STP) Upgrade

The detailed design, costing and specifications prepared by NSW Public Works have been reviewed by NSW DPI Water for Section 60 approval. Verbal approval was given by the review panel in October and Council is waiting for written approval from NSW DPI Water.

Submitted to Council: 14 December 2016

..... General Manager Mayor



DPI Water have advised Council that funding for the STP upgrade works under the Country Towns Water Supply and Sewerage Program was under threat due to the program drawing to a close in June 2016. As such DPI Water arranged for this project to transfer to the new Regional Water and Waste Water Backlog Program, managed by Infrastructure NSW. Council has made a written request to Infrastructure NSW for the transfer. Key dates for advice on this funding have not yet been advised by Infrastructure NSW.

STP Crown Land Acquisition

The required 90 days notice period has now been met and the approved acquisition notice is to be published in the NSW Government Gazette this month.

9. Waste

Community Recycling Centre (CRC)

Construction on the new hazardous waste drop off shed (CRC) is near complete after being delays caused by weather conditions and a key staff member’s absence. The final road works are scheduled for completion prior to Christmas but the final signage expected this month will not be completed until early 2017.

Container Deposit Scheme (CDS)

Council has registered an interest with the EPA to be a potential *Collection Point Operator* in the CDS.

Proposed upgrades of Woolbrook & Nowendoc landfills:

Woolbrook Landfill – Summary - The ‘Woolbrook Landfill Closure and Conversion to Waste Transfer Station Project’.

Council has engaged a fencing contractor to fast track construction of the security fencing as this was highlighted as an urgent issue by the community at the August public meeting, but due to the contractors continuing work load work has not yet commenced. The advised eta for the fencing to commence is first or second week of December, at the time of writing work had not yet commenced.

Nowendoc Landfill – Summary - The Nowendoc Landfill Environmental Improvement Project will implement environmental improvements such as security fencing; improved drainage; provision of onsite collection receptacles for the separation of recyclables.

Fire Incident - The RFS draft Community Protection Plan (CCP) for the Nowendoc village was presented to the community and other stakeholders (including LLS, Council and NSW Police) at a community meeting scheduled to be held on Saturday, 26 November. Unfortunately LLS was not present at the community meeting and separate onsite meeting is being organised by the RFS.

Once the CCP is finalised Council will be eligible to apply for annual hazard reduction funding from both LLS and RFS to manage the Nowendoc Landfill.

Tess Dawson
Senior Manager – Water, Sewer & Waste

Submitted to Council: 14 December 2016

..... General Manager Mayor



ENVIRONMENTAL SERVICES

10. Development

Development Approvals and Refusals for November 2016

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

Development Applications					
Approvals:					
DA No.	Description	Location	Applicant	Determined	Determination
10.2016.12	Shed	17 Campfire Rd, Woolbrook	Mr P J Lupica	10/11/2016	Granted (under delegation)
10.2016.14	Single new dwelling	13987 Oxley Hwy, Walcha	Mr D R Law	18/11/2016	Granted (under delegation)
10.2016.15	BBQ shelter	Lions Park, 1N-9N Darjeeling Rd, Walcha	Walcha Lions Club	1/11/2016	Granted (under delegation)
Monthly Estimated Value of Approvals: \$314,000.00					
Refusals:					
DA No.	Description	Location	Applicant	Determined	Determination
Nil					

Development Applications Outstanding				
DA No.	Description	Location	Applicant	Status
10.2016.16	Single new dwelling	255 Oxley Dr, Walcha	R J & J M Latham	On notification
				Total: 1

Complying Development Applications					
Approvals:					
CDC No.	Description	Location	Applicant	Determined	Determination
18.2016.5	Single dwelling alterations & additions	206N Pakington St, Walcha	Mr J L Wellings	7/11/2016	Granted (under delegation)
18.2016.6	Single dwelling alterations & additions	52W Legge Str, Walcha	Mr O J Kuhr	7/11/2016	Granted (under delegation)
18.2016.7	Construct new garage & workshop	170W Apsley St, Walcha	Mr T M Sutton	18/11/2016	Granted (under delegation)
18.2016.8	Construct new deck	22N Darjeeling Rd, Walcha	Mrs J F Byrne	30/11/2016	Granted (under delegation)
Issued by Private Certifier					
Nil					
Monthly Estimated Value of Approvals: \$272,800.00					

Submitted to Council: 14 December 2016

..... General Manager Mayor



Complying Development Applications Outstanding				
CDC No.	Description	Location	Applicant	Status
Nil				
				Total: 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.

Section 149 Planning Certificates Completed 2016/2017	
	Number
July	5
August	8
September	8
October	10
November	16

S149 Planning Certificates Completed – Comparative Data	
	Number
2016/2017 YTD	47
This time last year	60

11. Environment

Environmental & Public Health Complaints

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

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

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

Environmental Services Complaints November 2016	
Barking dogs	2
Other animals	2 (welfare)
Stray stock	1
Accumulation of waste	2
Overgrown land	3

Submitted to Council: 14 December 2016

..... General Manager Mayor



Tree Management Applications

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

Tree Management Applications 2016/2017					
	Lodged	Approved – Delegation	Approved – Council	Refused	Undetermined
July	1	0	0	0	1
August	1	2	0	0	0
September	1	0	0	0	1
October	2	1	0	0	2
November	7	7	0	0	2

12. Public Health

Immunisation Clinic

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

Immunisation Records 2016/2017	
July	7
August	5
September	7
October	8
November	6

Food Premises Surveillance

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

For information purposes a summary of the food surveillance activities undertaken for the 2016/2017 year as at 31 October 2016 is provided.

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	8	1	0	0	1	10
No. Re-inspections	2	0	-	-	0	2
No. additional Re-inspections	0	-	-	-	-	0
No. FSS Required	21					21
No. FSS Current	20					20

Submitted to Council: 14 December 2016

..... General Manager Mayor



13. Animal Control

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

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

Companion Animals Registrations 2016/2017							
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Recognised breeder	Working	Value
							\$
Jul	5	0	2	0	0	0	\$304.00
Aug	4	0	0	0	0	0	\$212.00
Sep	3	0	0	0	0	0	\$159.00
Oct	0	0	3	0	0	0	\$66.00
Nov	0	0	0	0	0	0	\$0.00

Companion Animals Seizures 2016/2017						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen
Jul	1	0	0	0	1	0
Aug	2	2	0	0	2	0
Sep	1	0	1	0	0	0
Oct	4	0	3	1	0	0
Nov	1	0	0	0	1	0

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..... General Manager Mayor



COMMUNITY SERVICES

14. Walcha Council Community Care

November 2016

Groups

Women’s Group and Wanderer’s Group

2 November 2016 – 25 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms. The theme for the day was “The Flemingo Races”. The ladies had a wonderful morning and enjoyed the luxury of the High Tea and the special occasion where they could dress in their best attire. Prizes were given for fashion of the field, best hat and best fascinator. The group had a great time, with lots of laughs, doing some horse race related activities and games.

9 November 2016 – the Wanderer’s Group enjoyed morning tea at the Community Day Centre Rooms.

16 November 2016 – 23 clients attended the Women’s Group trip to Glen Innes. Morning tea was along the way with a stop over in Guyra. The Glen Innes History House Museum provided a fabulous group tour and information session with a guide assisting throughout with the history and general knowledge of each of the displays and rooms. The group enjoyed lunch at the Glen Innes Bowling Club before stopping in at the Strawberry Patch for some refreshments, then returning to Walcha later in the afternoon.

Roma Peterson and
Barbara Barker
enjoying the Museum
Display



Inside the Glen Innes
History House
Museum

Submitted to Council: 14 December 2016

..... General Manager Mayor



The tour guide at the History House Museum giving the group information about the wonderful displays they have to offer.

Doreen Murray and Mary Natty in the kitchen of the History House Museum.



16 November 2016 – The Wanderers Group met at the Community Day Centre Rooms.

23 November 2016 – The Wanderers Group met again at the Community Day Centre Rooms.

Men's Group

8 November 2016 – Morning tea was held in the Community Day Centre Rooms where 17 men attended the day.

22 November 2016 – 18 gentlemen attended the trip to Moonbi and Kootingal where they had a very interesting day with a tour of behind the scenes at Andromeda Industries Inc. The Manager and staff at Andromeda were extremely generous and obliging and let the group take over their space for morning tea. The Manager was very happy to not only show our group every little avenue of the business but each machine that was invented and created at the business and how they worked. The group found the whole business very interesting and was amazed at the items that are produced there. The group enjoyed lunch

Submitted to Council: 14 December 2016

..... General Manager Mayor



at the Kootingal Pub before stopping at the Moonbi Museum. This too had a lot of interesting history and collections of artifacts.



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..... General Manager Mayor



Submitted to Council: 14 December 2016

..... General Manager Mayor



UFO (Un-Finished Objects) Group (Craft and Hobby Group)

8 November 2016 – the UFO Group ladies had their outing to “Nundle” to visit some of the interesting shops in the village, which included “Cottage on the Hill” patchwork shop Kerry Swain the owner of the shop had her Tuesday group of ladies there creating lots of beautiful quilts, Kerry was more than helpful to show the group around the shop.

The Nundle “Woollen Mill” is also a very interesting shop to look at with all the wonderful colourful collection of wool, knitting and crochet supplies and of course men’s and women’s woollen accessories.

The next shop to visit was “Odgers and McClelland” Exchange Stores EST 1891, this exchange store is like stepping back in time with a wonderful collecting enamel cook ware, feather dusters, queen brooms, gardening equipment, a wonderful collecting of tea, lots of old fashioned toys for the kids to enjoy and of course a selection of boiled lollies and liquorish. The ladies commented on how they enjoyed looking at the shops and about the beautiful things available to purchase.

Lunch was at the “Peel Inn” which is the pub that was lost and won in a card game back in the gold rush time, if only the walls could talk. A very delicious meal enjoyed by all.

22 November 2016 –the group met at the Community Day Centre Rooms for morning tea and had a lovely day finishing off some of those unfinished objects. The group will now be in recess until February 2017.

Transport - November

Medical drives – 16 clients utilized the service with 25 trips.

Access bus – 10 clients used the service making 54 trips in November.

Bus to Tamworth – 3 clients used the service on 25 November 2016.

Bus to UNE for Aboriginal School Students AIME program - 11 students and supervisors attended the day on 25 November 2016

Bus to Armidale numbers were as follows:

- ◆ 1 November 2016 – 8 clients – Walcha Service
- ◆ 8 November 2016 – 3 clients – Uralla Service using TCT Bus and Driver
- ◆ 15 November 2016 – 6 clients – Walcha service
- ◆ 22 November 2016 – 6 clients – Uralla Service using TCT Bus and Driver
- ◆ 29 November 2016 – 6 clients – Walcha service

Meals on Wheels

10 clients received 190 meals

Rural and Remote Exercise Groups

5 clients attended at Niangala.

9 clients attended at Nowendoc.

Feedback and Complaints

NIL feedback and complaints to report.



Meetings and Training

10 November 2016 – Dementia Support Group Meeting held at the Community Day Centre Rooms.

9 – 10 November 2016 – Karen Kermode and Cathy Noon attended the New England North West Transport Forum held at “Craigdon”, Narrabri.

17 November 2016 – Karen Kermode and Cathy Noon attended a workshop called “ABC of Unit Costing in Community Care”. The disability and aged care policy and funding landscape in Australia is changing. The introduction of the National Disability Insurance Scheme (NDIS) and Consumer Directed Care (CDC) in aged care is changing how services are funded and provided. This includes a move away from block funding to more individualised funding and fee for service models. Unit costing allows organisations to identify the full cost of service delivery. Understanding costs and determining the price for services will be critical to managing organisational revenue in the future.

Cathy Noon
Community Care Coordinator

15. Library

November 2016

November has been reasonably quiet, perhaps the significant temperature rise has encouraged people to go outdoors.

Walcha Library was involved in the ‘Share the Dignity’ initiative. We received an overwhelming response of 60+ bags filled with sanitary items, books, trinkets, meal vouchers, etc for women in need this Christmas. A big thank you to Donna Garrad and Sonia O’Hara for promoting this event, and also for transporting the bags to Armidale for distribution.

Madison Garrad and Councillor Heazlett attended the NSW Public Libraries Association annual conference held in Ulladulla this month. I think we would both agree it was a valuable experience and has inspired us both even more to promote the services local libraries offer.

Amalgamation was the talk of the conference, with many councils not as lucky as Walcha to stand alone. Through conversations with many people from all over NSW it became evident that libraries aren’t valued by many General Manager and Councillors. This makes it extremely difficult to get funding. I’d just like to take this opportunity to thank our General Manager and the past and current Councillors for their continued support for our library. Thank you for the opportunity to attend this conference; it was a very valuable experience.

We have a few activities planned for the summer months:

1. Summer Reading Club has launched once again. This was a great success last year, so we are hoping to have an even better response this year.
2. We have organised a skateboard workshop to be held in Walcha on Saturday 17 December and are expecting this to be quite popular.

Submitted to Council: 14 December 2016

..... General Manager Mayor



3. A town pool party is being planned for January 2017. We will have a pop-up library stand where we can promote the services offered by our library.
4. Throughout the school holidays we are hoping to plan some bus trips to Tamworth in the WCCC bus with some children to participate in the Tamworth Council school holiday events. We are aiming to plan a school holiday program 2017. This will ensure more time for organizing these activities.
5. Children’s Storytime will be making a come back in the new year. The preschool and WCCC will be involved, making this a real community program. This will be open to the public as well.
6. Tech Savvy Senior classes will resume in 2017.
7. Promoting the library and its services using social media and local newspapers. Many people aren’t aware of the range of services the library offers. This will take the form of a fortnightly or monthly post/article about something different in our library. For example, public access computers and ipads, the huge range of DVD’s, travel books, health books, Borrow Box (a free app available to library members to download talking books). Zinio (a free app available to library members to read their favourite magazines online, etc.

Madison Garrad attended a Regional Training Day in Tamworth on 1 December.

Borrowing Statistics for November are:

- Issues – 576
- Reserved items – 35
- Returns - 605
- New members – 2

Sarah Day/Madison Garrad
Librarians

16. Preschool

Over the past two weeks Paula Jenkins has come to the preschool to teach an art class to the children. Paula taught the children how to ‘fill the page with colour’ and the children excelled in doing just that. Paula also taught the children to add detail by looking at the subject they are drawing and the difference between near and far with the different elements of the picture.

Preschool has a new garden which has been put in after the new footpath was laid and two emu sculptures were bought as a feature. Stef Cook has some time to help plant the natives for the garden after she dropped off her child. The garden still needs mulch and two more plants before it is finished.

Rachael Wellings has come in to do some music with the children and tell a Christmas story, her children were asking her to come to preschool and help out this term. Last week Rachael did her music with the three year old children and will come in next week to the four year old children so both her children can be involved.

Submitted to Council: 14 December 2016

..... General Manager Mayor



Using the Facebook group has been really beneficial in communicating with the families asking for help, reminding to bring excursion notes and informing families about what the children have been doing during the day and any special events the children have been involved in.

The children have been on two excursions in the last week, one to Walcha Central School and the other to Riverview. The children went to these venues and did Christmas craft activities, there were lots of family helpers who came along to both outings which is always welcomed.



Zoe Herbert
Preschool Nominated Supervisor

RECOMMENDATION: That items included in the Management Review Report, numbered 1 to 16 inclusive, be NOTED by Council.

Submitted to Council: 14 December 2016

..... General Manager Mayor



Item 11:

Delegate Reports

Submitted to Council: 14 December 2016

..... General Manager Mayor



MEETING

Held at

Tamworth Regional Council

Thursday 1 December 2016 commencing at 9.30am

MINUTES

- PRESENT:**
- Liverpool Plains Shire Council**
Cr Andrew Hope, Joint Organisation Chairperson/Mayor and Donna Ausling, Acting General Manager
 - Narrabri Shire Council**
Cr Catherine Redding, Joint Organisation Deputy Chairperson and Stewart Todd, General Manager
 - Gunnedah Shire Council**
Cr Jamie Chaffey, Mayor and Eric Groth, General Manager
 - Gwydir Shire Council**
Cr John Coulton, Mayor
 - Moree Plains Shire Council**
Cr Katrina Humphries, Mayor and Lester Rodgers, General Manager
 - Tamworth Regional Council**
Cr Col Murray, Mayor and Peter Thompson, Acting General Manager
-

Uralla Shire Council
Andrew Hopkins via VC Link

Walcha Council
Cr Eric Noakes, Mayor and Jack O'Hara, General Manager

1 REGIONAL GOVERNANCE

1.1 WELCOME

Cr Col Murray, Mayor of Tamworth Shire Council welcomed Joint Organisation Board Members and General Managers to the Board Meeting designated for Tamworth.

1.2 APOLOGIES

Apologies were announced as having been received from Ron Van Katwyk, General Manager, Liverpool Plains, Paul Bennett, General Manager, Tamworth Regional Council, Cr Mick Pearce, Mayor, Uralla Shire Council, Max Eastcott, General Manager, Gwydir Shire Council, Russell Stewart, Chairperson and Nathan Axelsson, Executive Officer, Regional Development Australia Northern Inland and Member for Northern Tablelands, Adam Marshall MP.

1.3 DECLARATIONS OF INTEREST

Nil

1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

124/16 RESOLVED

MOTION

Moved Cr Noakes, Walcha and seconded Cr Humphries, Moree Plains

That the Minutes of the Meeting of Namoi Joint Organisation held on 16 November 2016, copies of which were circulated to all members, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

1.5 JOINT ORGANISATION CHAIRPERSON'S MINUTE

125/16 RESOLVED

MOTION

Moved Cr Murray, Tamworth and seconded Cr Redding, Narrabri

- (i) That the Recruitment Panel Report to the Joint Organisation Board on Thursday 1 December 2016 relating to the recruitment and appointment of an Executive Officer for the Namoi Joint Organisation be received and noted;
- (ii) That the candidate unanimously selected by the Recruitment Panel at interview, Rebel Thomson, be offered the position of Executive Officer at the Namoi Joint Organisation and the Chairman, Mayor Andrew Hope be authorised, with advice from the Recruitment Consultant to finalise negotiations based on the following:

- (a) A four year (4) year performance-based Contract of Employment consistent with the Standard Contract required by the Office of Local Government for senior staff/general managers of Councils in NSW.
 - (b) A total annual remuneration package of \$170,000.
 - (c) Commencement of the contract on a date to be finalised.
 - (d) The completion of six (6) months satisfactory performance in the position.
 - (e) Following the completion of six (6) months satisfactory service in the position, a salary review be undertaken based on satisfactory performance in the position over the preceding six (6) months.
- (iii) That it be noted pending finalisation of the upcoming Joint Organisation legislative arrangements, the Executive Officer will be employed by Gwydir Shire Council until enabling legislation is passed where at that time, a determination will be made in respect of whether the Joint Organisation will become the employer for the balance of the term of the contract of employment.

1.6 PRESENTATIONS

1.6.1 KEVIN ANDERSON MP, MEMBER FOR TAMWORTH

The Member for Tamworth addressed the Joint Organisation Board in respect of the following regional issues:

The relation with the Namoi Joint Organisation was highly valued.

Regional Rail Passenger Services

- Referred to a request by the Joint Organisation for a meeting with Minister for Transport and Infrastructure, the Hon Andrew Constance MP, and advised that despite a number of requests for a meeting, no response had been received from the Minister's office. Mr Anderson advised that he would follow-up the request for a Meeting as soon as possible.
- Action was continuing to ensure introduction of a daily passenger return service between Armidale and Newcastle and that a number of options were under consideration.
- Regional Passenger Rail Reform to increase efficiency and the level of service was very high on the agenda for Mr Anderson as Road and Transport Parliamentary Secretary and the strong input and representations from the Namoi Joint Organisation over the past 4 years was acknowledged.

Local Government Permissible Rate Increases.

- Cr Humphries referred to the recent announcement of a 1.5% maximum rates increase awarded to NSW Councils by the Minister for Local Government which was minimal and did not keep pace with Council increases for labour, plant, equipment, materials and other resources.

Shenhua WaterMark Coal Mine

- The Board was advised that Shenhua Coal was in the process of renewing the Exploration Licence for the Shenhua Watermark Coal Mine Project to expunge all black soils from the Mine Development Footprint.
- An announcement was expected early in the New Year in respect of timelines for commencement of construction of the coal mine.
- The uncertainty caused within the regional business community of whether the mine was proceeding was jointly acknowledged by Mr Anderson and Board Members.
- Mr Anderson was requested to arrange a meeting in Gunnedah with the Minister for Industry, Resources and Energy, the Hon Anthony Roberts MP and JO Board Members to impress upon the Minister the importance of this project to the regional economy and particularly the towns of Gunnedah and Quirindi and the City of Tamworth. It was agreed that all JO Board Members would be invited to the meeting with Minister Roberts together with the Chamber of Commerce Presidents from Quirindi, Gunnedah and Tamworth.
- Cr Andrew Hope identified the absolute imperative for State and Federal Government funding for local government projects and infrastructure to be coordinated to ensure maximisation of effort, the availability of funding and the benefits to the community.

1.6.2 EXECUTIVE OFFICER, MURRAY DARLING ASSOCIATION

- Emma Bradbury, Executive Officer, Murray Darling Association made a presentation to the Joint Organisation Board in respect of the Murray Darling Association founded in August 1944 as the Murray Valley Development League, with the aim of promoting inland development and decentralisation and encouraging communities to *'be conscious of their common heritage, the Murray River'*. The league was pivotal in ensuring the completion of the Snowy Scheme and from the beginning worked towards improving and promoting the health and viability of the Murray-Darling Basin catchment and the communities within it.
- The name was changed to Murray Darling Association in 1993, which has for many years been an active association representing a broad membership of local government municipalities, community groups, businesses, individuals and agencies in New South Wales, Queensland, South Australia, and Victoria with an interest in ensuring that the Murray Darling Basin continues as a viable and valuable natural environment asset for all Australians.
- The MDA provides a forum for Local Government and community participation in major natural resource and policy issues affecting the Murray-Darling Basin, we represent communities that rely on water from the Basin by providing information, facilitating debate,

identifying needs and priorities, undertaking projects and education initiatives, and informing policy at local, state and federal level.

1.6.3 NSW LAND AND WATER COMMISSIONER

NSW Land and Water Commissioner, Jock Laurie, delivered a comprehensive presentation in respect of water hydrology on the Liverpool Plains and the impact of mining activity in Gunnedah Basin on water resources.

1.7 OUTSTANDING ACTION LIST 44

126/16 RESOLVED

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Redding, Narrabri

That Outstanding Action List 44 be noted.

1.8 FINANCE REPORT – NOVEMBER 2016

127/16 RESOLVED

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Redding, Narrabri

That it be noted the Bank Statement for month of November 2016 had not been received as the date of preparation and despatch of the December 2016 Business Paper and that the financial report incorporating a Bank Reconciliation will be circulated to all member Councils when completed.

2 REGIONAL ADVOCACY & LEADERSHIP

2.1 REGIONAL MEDIA ISSUES

128/16 RESOLVED

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Redding, Narrabri

That the Joint Organisation Chairperson be authorised to issue Media Releases in respect of matters and issues discussed at the Board Meeting.

2.2 MEDIA RELEASES ISSUED

NIL

2.3 OUTWARD CORRESPONDENCE

129/16 **RESOLVED**

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Redding, Narrabri

That the Outward Correspondence Items 2.3.1 to 2.3.3 be noted.

2.4 INWARD CORRESPONDENCE

130/16 **RESOLVED**

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Redding, Narrabri

That Inward Correspondence Item 2.4.1 advising that the Namoi Joint Organisation was unsuccessful in an application for funding under the Murray-Darling Regional Economic Development Diversification Program for translation of the Namoi Investment Prospectus into Mandarin be received and noted.

2.5 ISSUES SUBMITTED BY MEMBER COUNCILS

NIL

3 INTERGOVERNMENTAL COLLABORATION

Nil

4 REGIONAL STRATEGIC PLANNING AND PRIORITISATION

4.1 JOINT ORGANISATION LEADERSHIP TEAM (JOLT) MEETING REPORT AND RECOMMENDATIONS – 21 NOVEMBER 2016

131/16 **RESOLVED**

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Redding, Narrabri

That the Report and Actions of the Joint Organisation Leadership Team Meeting held on 21 November 2016 be received and adopted.

5 NAMOICOUNCILS SHARED SERVICES

NIL REPORTS

6 NEXT NAMOICOUNCILS JOINT ORGANISATION BOARD MEETING

Date: Thursday 2 February 2017 commencing at 9.30am

Venue: Liverpool Plains Shire Council

Closure: There being no further business, the Namoi Joint Organisation Board Meeting concluded at 12.10pm

Cr Andrew Hope, Namoi Joint Organisation Chairperson

1 December 2016

- ooOOOoo -

Minutes