



BUSINESS PAPER  
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 15 February 2017

**3:00pm**

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

WO/2017/00153

AGENDA

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Submitted to Council: 15 February 2017

..... 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, 15 February 2017** commencing at **3:00pm**.

Yours sincerely

Jack O'Hara  
GENERAL MANAGER

## INDEX

- 1. Apologies
- 2. Confirmation of Previous Minutes
  - 2.1 Minutes of the Ordinary Meeting held on Wednesday, 14 December 2016 at Walcha Council Chambers WO/2016/02104
  - 2.2 Minutes of the Extra Ordinary Meeting held on Wednesday, 11 January 2017 at Walcha Council Chambers WO/2017/00046
- 3. Business Arising
- 4. Declarations of Interest
- 5. Mayoral Minute  
Nil.
- 6. Senior Officers Reports
  - 6.1 Draft Community Strategic Plan – Walcha 2027 WO/2017/00148
  - 6.2 Livestock Loading Scheme WO/2017/00133
  - 6.3 Draft Roadside Vegetation Policy WO/2017/00134
  - 6.4 Walcha Council Tourism Advisory Committee Membership  
WO/2017/00146
  - 6.5 Delivery Program Six Monthly Review 2013/2014 – 2016/2017  
WO/2017/00115
  - 6.6 Adopt Community Engagement Strategy WO/2017/00078
- LATE REPORT:
  - 1. Quarterly Review of 2016/2017 Budget as at December 2016  
WO/2017/00112
- 7. Notice of Motion  
Nil.

Submitted to Council: 15 February 2017

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



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

9. Management Review Report WO/2017/00078

10. Committee Reports  
10.1 Minutes of the Walcha & District Beautification & Tidy Towns Committee Meeting held at Council Chambers on Wednesday, 21 December 2016.  
WO/2017/00152

11. Delegate Reports  
Nil.

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.



**Present:**

**Apologies:**

**Confirmation of the Ordinary Meeting Minutes held on Wednesday, 14 December 2016:**

**Confirmation of the Extra Ordinary Meeting Minutes held on Wednesday, 11 January 2017**

**Matters arising from the Ordinary Meeting held on Wednesday, 14 December 2016:**

**Matters arising from the Extra Ordinary Meeting held on Wednesday, 11 January 2017:**

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Submitted to Council: 15 February 2017

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



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 14 December 2016

at

3:10pm

at

Walcha Council Chambers

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

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

### **1. APOLOGIES:**

Nil.

MINUTES



**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 30 NOVEMBER 2016:**

88 **RESOLVED** on the Motion of Councillors Ferrier and Heazlett that the Minutes of the Ordinary Meeting held on Wednesday, 30 November 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

**3. BUSINESS ARISING**

Nil.

**4. DECLARATIONS OF INTEREST**

**Item 6.7 Request for Donation from Lower Apsley Landcare**

**WO/2016/02061**

Clr Noakes declared a non-serious non-pecuniary interest in this matter being a member of the Lower Apsley Landcare Group.

**5. MAYORAL MINUTE**

Nil.

**6. SENIOR OFFICERS REPORT**

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

**6.1 Integrated Planning & Reporting – Community Engagement Strategy**

**WO/2016/02056**

90 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that Council place the Draft Community Engagement Strategy on public exhibition seeking community input for a period of 28 days.

**6.2 Pandora Rehabilitation and Impact from Adjacent Trees WO/2016/02064**

91 **RESOLVED** on the Motion of Councillors Kermode and Kealey 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.



**6.3 Related Party Transactions Policy and Form**

**WO/2016/02661**

92 **RESOLVED** on the Motion of Councillors Lyon and Kermode 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;
- 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
- 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.
- 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;
- 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.



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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



**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:	
<p><b>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</b></p> <p><i>(Please refer to definitions of Related Parties in the Policy)</i></p>	
Name of Person or Entity	Relation to KMP
<p>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".</p>	
Declared at:	<i>(insert place)</i>
On the:	<i>(insert date)</i>
Signature of KMP	



**6.4 Walcha Recycled Water Policy**

**WO/2016/02052**

93 **RESOLVED** on the Motion of Councillors Ferrier and Kermode 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;
- 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.

**6.5 Walcha Community Centre Management Committee – Request to Amend Rules of Management (Constitution)**  
**WO/2016/02059**

94 **RESOLVED** on the Motion of Councillors Ferrier and Wellings that Council agree to the request to amend the Walcha Community Centre Management Committee Rules of Management as requested:

- ◆ Amend Clause 4 – Membership of Committee from two (2) representatives from the Parent’s & Citizens Association to two (2) representatives from the Parents & Citizens Association or other community organisation, either service or sporting groups;



- ◆ Amend Clause 11(b) – Number of Meetings to be held annually – change the minimum number of meetings from four to two meetings per year.

**FURTHER THAT** Council seek formal approval of the Minister via the Director of Education in Armidale.

**6.6 Bergen Bridge Widening and Design and Construct Tender Update**  
**WO/2016/02063**

The Report was **NOTED** by Council.

**6.7 Request for Donation from Lower Apsley Landcare** **WO/2016/02061**

95 **RESOLVED** on the Motion of Councillors Ferrier and Kermode that Council agree to the request and donate \$1,000 towards the project **FURTHER THAT** Council congratulate the Lower Apsley Landcare Group on the initiative.

**6.8 Walcha Council Drought Management Plan for Adoption**  
**WO/2016/02044**

96 **RESOLVED** on the Motion of Councillors Ferrier and Kermode that Council **ADOPT** the “Walcha Council Drought Management Plan September 2016” as presented.

**6.9 Pecuniary Interest Primary Return for New Councillors & Designated Persons**  
**WO/2016/02060**

97 **RESOLVED** on the Motion of Councillors Lyon and Ferrier 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.

**6.10 Review of “Payment of Expenses and Provision of Facilities for Councillors & Staff” Policy for Adoption**  
**WO/2016/02051**

98 **RESOLVED** on the Motion of Councillors Ferrier and Kealey that Council **ADOPT** the “Payment of Expenses and Provision of Facilities for Mayors, Councillors & Staff” Policy as presented.

**LATE REPORTS:**

**1. Purchase of Bicycles for Visitor Information Centre** **WO/2016/02092**

99 **RESOLVED** on the Motion of Councillors Wellings and Lyon that Council purchase two adult and two children sized bicycles and a trailer that would



accommodate two children up to the age of six (6) and helmets to be placed at the Visitor Information Centre for use by tourists.

**7. NOTICE OF MOTION**

Nil.

**8. MATTERS OF URGENCY**

Nil.

**9. MANAGEMENT REVIEW REPORTS** **WO/2016/02043**

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

**10. COMMITTEE REPORTS**

Nil.

**11. DELEGATE REPORTS**

**11.1 Minutes of the Namoi Councils Joint Organisation Meeting held on Thursday, 1 December 2016 at Tamworth Regional Council WI/2016/08167**

**12. COMMITTEE OF THE WHOLE**

Nil.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:00PM.**



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 11 January 2017

at

1:05pm

at

Walcha Council Chambers

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

**IN ATTENDANCE:** Mr JG O'Hara, General Manager.

**1. APOLOGIES:**

Nil.

MINUTES





**DECLARATIONS OF INTEREST**

**Item: 2.1 & 3.1 – Rental of Walcha Squash Courts**

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

**Item: 3.2 – Request for Donation by Walcha Community Radio**

Councillor KW Ferrier declared a pecuniary interest in this matter as he is a member of the Walcha Community Radio organisation.

**2. NOTION OF RESCISSION MOTION:**

101 **RESOLVED** on the Motion of Councillors Noakes, Kealey and Wellings that Minute No.: 74/20162017 passed at Wednesday, 30 November 2016 Council Meeting be rescinded, the Minute read:

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

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.

**3. SENIOR OFFICERS REPORT**

102 **RESOLVED** on the Motion of Councillors Heazlett and Wellings that the Senior Officers’ Reports be **RECEIVED** for further consideration.

Clr Kermode declared an interest in this matter and left the Chambers and therefore took no part in the debate.

**3.1 Rental of Walcha Squash Courts Premises WO/2017/00006**

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

Clr Kermode returned to the Chambers and the Chairperson informed him of the resolution passed.



Clr Ferrier declared an interest in this matter and left the Council Chambers and therefore took no part in the debate.

**3.2 Request for Donation by the Walcha Community Radio Association**

**WO/2017/00005**

104 **RESOLVED** on the Motion of Councillors Kealey and Kermode that Council request further information which is to include a detailed establishment budget and ongoing business plan including a 12 month operational budget also a three to five year Project Plan.

Clr Ferrier returned to the Chambers and the Chair informed him of the resolution passed.

**3.3 Adoption of Preschool Fees for 2017**

**WO/2017/00004**

105 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that Council **ADOPT** the 2017 Preschool Fees as advertised:

The Fees are:

- ◆ 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.

**3.4 McHattan Park Playground Equipment Upgrade – 2016 Community Building Partnership Program**

**WO/2017/00009**

106 **RESOLVED** on the Motion of Councillors Ferrier and Wellings that Council allocate the additional \$40,000 from the Infrastructure Replacement Reserve Fund to complete the McHattan Park Playground Equipment Upgrade Project.



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**LATE REPORTS:**

**1. Economic Assessment – Water Security Feasibility Study**

**WO/2017/00033**

107 **RESOLVED** on the Motion of Councillors Ferrier and Heazlett that Council accept the Regional Development Australian Northern Inland for Apsley Dam Economic Assessment – Potential for Economic Growth Proposal **FURTHER THAT** Council fund the additional costs from Working Funds.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 1:50PM.**



Item 6:  
Senior Officers'  
Reports

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Submitted to Council: 15 February 2017

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




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**Item:** 6.1 **Ref:** WO/2017/00148  
**Title:** Draft Community Strategic Plan – Walcha 2027 Review  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Yes – given separately – WO/2016/01938

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**Report:**

After the Workshop held on 14 December 2016 the suggested amendments have been made to the Community Strategic Plan – Walcha 2027 document. The amended document is now submitted for final review prior to being placed on public exhibition.

**RECOMMENDATION:**

**That Council in accordance with the provisions of the Local Government Act 1993, and the Integrated Planning & Reporting Framework Council place the Draft Community Strategic Plan – Walcha 2027 on public exhibition for a period of 35 days inviting public submissions until Friday 24 March 2017.**

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Submitted to Council: 15 February 2017

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




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<b>Item:</b>	6.2	<b>Ref:</b> WO/2017/00133
<b>Title:</b>	Livestock Loading Scheme	
<b>Author:</b>	Director – Engineering Services	
<b>Previous Items:</b>	Nil	
<b>Attachment:</b>	No	

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**Introduction:**

Following an exhaustive consultation process, the Roads and Maritime Services have implemented the Livestock Loading Scheme (LLS). This report outlines the key features of the LLS and continues to recommend that Council allow LLS vehicles to travel the routes already authorised under Higher Mass Limits (HML) scheme.

**Report:**

The LLS is an initiative that aims to improve the productivity of freight movements when carrying livestock. The scheme will allow the appropriately authorised vehicle to carry a greater payload, hence carrying more livestock with each freight movement.

Council has already approved Higher Mass Limit (HML) vehicles access to local roads, which is a similar scheme to the LLS.

It is considered by the industry, that impacts on Councils Roads will be reduced due to a reduction in overall freight movement, leading to less truck movements on Council Roads. While there will be less truck movements, Councils assets will be required to carry the additional loads. Nevertheless, this will mark a great advance in productivity for livestock carriers.

**RECOMMENDATION:**

**That Council authorise the General Manager to provide consent to the Roads and Maritime Services for Livestock Loading Scheme Vehicles to access Council’s Local Roads.**

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Submitted to Council: 15 February 2017

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




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**Item:** 6.3 **Ref:** WO/2017/00134  
**Title:** DRAFT Roadside Vegetation Policy  
**Author:** Director – Engineering Services  
**Previous Items:** Not applicable  
**Attachment:** Draft Roadside Vegetation Policy – WINT/2017/00236

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**Report:**

The proposed new policy, Transport & Communications – Roadside Vegetation Policy has been addressed due to increasing requests from the public on roadside vegetation. The policy has been designed to:

- ◆ Provide clarity to Council staff on the correct environmental procedures.
- ◆ To give Council staff a guideline for approving private clearing alongside Council or public land.

The Roadside Vegetation Policy has been submitted to Council for review and approval.

**RECOMMENDATION:**                    **That Council ADOPT the policy as presented.**

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Submitted to Council:                    15 February 2017

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



**TRANSPORT & COMMUNICATIONS POLICIES**



**ROADSIDE VEGETATION POLICY**

**Objective**

To ensure the provision of an efficient, safe and environmentally aware road reserve that aims to protect the road users, the environment and the staff that work within it.

**Policy**

This policy aims to ensure clarity when Council is undertaking activities within road and other infrastructure reserves, public land and private lands. In addition to Councils activities, this policy aims to clarify the requirements of the public when their work borders Council or public land.

**Road Reserves:**

Council, under the Roads Act 1993 is the “Roads Authority”. The Roads Authority has a duty of care to ensure that risks are managed appropriately within the road reserve, this includes vegetation. Section 88 of the Roads Act, a powerful excerpt states that:

*“A Roads Authority may, despite any other Act or Law to the contrary, remove or lop any tree or other vegetation that is on or overhanging a public road if, in its opinion, it is necessary to do so for the purpose of carrying out road work or removing a traffic hazard”.*

While this is a powerful piece of legislation, it is important that the decision point regarding the opinion of the Road Authority is recorded. All Council staff should ensure that the appropriate approval is gained prior to removing any mature vegetation (greater than ten years of age). An approval called “Walcha Council Environmental Sign Off” should always be produced and filed appropriately when removing mature vegetation.

**Private Land Owners Clearing Adjacent to Council Land:**

The Native Vegetation Act Division 2 has a series of “Permitted Activities” in which are all concerned with farming. Of most importance is Routine Agriculture Management Activities (RAMAs). RAMAs permit a landholder to conduct a specified amount of clearing around important infrastructure, as follows for Boundary Fences:

<i>Northern Tableland Local Land Services Guidelines, Properties over 10 Hectares</i>	
Permanent Boundary Fence	10 metres either side (With approval from neighbours)

<i>Northern Tableland Local Land Services Guidelines, Properties Under 10 Hectares</i>	
Permanent Boundary Fence	6 metres either side (With approval from neighbours)

It is important to note that approval must be sought from the neighbouring landowner. When a property boundaries the road reserve, permission from Council must be sought by the landowner prior to commencing work. With a growing emphasis on preserving native vegetation within the road reserve, 10 metres is considered an excessive amount of clearing. For the purpose of general enquiries, the following clearing limits are enforced.

<i>Walcha Council Permitted Clearing, Properties over 10 Hectares</i>	
Permanent Boundary Fence	3 metres either side

Submitted to Council: 15 February 2017

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





<i>Northern Tableland Local Land Services Guidelines, Properties Under 10 Hectares</i>	
Permanent Boundary Fence	2 metres either side

It is important to note that, on occasions more clearing than the above stated distances will be required. In order to gain permission to clear further than three metres into a Council road reserve, the landowner must request an inspection by a Council Staff member, with further clearing to be at the discretion of the Director – Engineering Services.

Other Council Existing Infrastructure:

The State Environmental Planning Policy (Infrastructure) 2007, has provisions for other Council infrastructure such as underground utilities. Other existing Council Infrastructure including but not limited to water, sewer and stormwater mains, footpaths and sporting complexes are managed in the same manner as stated in Road Reserves, an internal approval is required prior to removing mature vegetation.

New Construction Works:

New construction works, particularly when constructing on greenfield sites will always require a Review of Environmental Factors (REF). Works cannot proceed until an REF has been completed and reviewed by the Director – Engineering Services. This work is not covered within this Policy.

**Policy Review**

**The Policy may be amended at any time and must reviewed at least twelve months since its adoption (or latest amendment).**



Submitted to Council: 15 February 2017

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



<b>Item:</b>	6.4	<b>Ref:</b> WO/2017/00146
<b>Title:</b>	Walcha Council Tourism Advisory Committee Membership	
<b>Author:</b>	General Manager	
<b>Previous Items:</b>	Not Applicable	
<b>Attachment:</b>	No	

**Introduction:**

This report is to revise the membership of Walcha Council Tourism Advisory Committee.

**Report:**

Section 355 of the Local Government Act, 1993 permits Council to exercise its functions through a committee. The Local Government (General) Regulation 2005 provides the authority for Council to establish by resolution, such committees as it thinks fit. The Regulation also covers such issues as membership of a committee, the quorum of a committee and the functions of a committee.

The current Committee membership is:

- Representative – Clr Jen Kealey
- Alternate Representative – Clr Bill Heazlett
- General Manager – Jack O’Hara
- Tourism Manager – Susie Crawford
- National Parks & Wildlife Representative – Roger Mills
- Seven community representatives on two year term with them being eligible for reappointment on expiration of term: Neil Smith, Casper Ozinga, Vanessa Arundale, Vacant, Vacant, Vacant, Vacant

This Committee has been inactive since June 2015 mostly due to the amalgamation process and focus.

The following is the recommended revised roles and structures of the Walcha Council Tourism Advisory Committee.

Function of the Committee:

To advise Council on future tourism promotion.

The Committee is to function under the relevant provisions of the *Local Government Act 1993* and Council’s Section 355 Committees Policy.

Membership:

- One Councillor
- Tourism Manager
- Tourism Officer

Submitted to Council: 15 February 2017

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



National Parks & Wildlife Representative  
Five Community representatives

All nine (9) committee members to have voting rights.

Election of Members

Five citizen representatives to be elected for a two year term with them being eligible for reappointment on expiration of term.

Meetings:

The Committee is to meet quarterly, or as required. The appointed Councillor is to act as Chairperson. The quorum is to be 5.

**RECOMMENDATION:**

**That Council adopt the revised Walcha Council Tourism Advisory Committee Roles and Structure FURTHER THAT the current members be endorsed by Council STILL FURTHER THAT Council advertise for citizen representatives for the current vacancies.**

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Submitted to Council: 15 February 2017

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




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**Item:** 6.5 **Ref:** WO/2017/00115  
**Title:** Delivery Program Six Monthly Review 2013/2014 – 2016/2017 as at December 2016  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Yes – given separately – WO/2017/00099

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**Report:**

In accordance with the provisions of the Local Government Act 1993, and under the Integrated Planning & Reporting legislation, Council is to report six monthly on the progress of the Delivery Program. This report is to formally adopt the Delivery Program December 2016 review.

**RECOMMENDATION:**

**In accordance with the provisions of the Local Government Act, 1993, Council adopt the Delivery Program 2013/2014 – 2016/2017 December 2016 six monthly review.**

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Submitted to Council: 15 February 2017

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




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**Item:** 6.6 **Ref:** WO/2017/00151  
**Title:** Adopt Community Engagement Strategy  
**Author:** General Manager  
**Previous Items:** WO/2016/02056  
**Attachment:** Yes given separately. WINT/2016/02672

---

**Introduction:**

This report is to formally adopt the Community Engagement Strategy under the Integrated Planning and Reporting framework.

**Report:**

Council has reviewed the draft Community Engagement Strategy and placed it on public exhibition for 28 days, inviting public submissions. No submissions were received.

**RECOMMENDATION:**

**That Council ADOPT the Community Engagement Strategy as presented as per the Integrated Planning and Reporting legislation.**

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Submitted to Council: 15 February 2017

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



Ref: WO/2017/00078

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

Item 9:  
Management  
Review Reports

Submitted to Council: 15 February 2017

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



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# FINANCE AND ADMINISTRATION

## 1. Listing of Bank Balances for the Month of December 2016 & January 2017

Unfortunately due to a computer error this information is unavailable at this time. It will be completed for next month's meeting.

## 2. Investments (Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) for December 2016 & January 2017

Please see the following Report for the investments placed in December 2016 & January 2017.

### **Overdraft Limit**

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

Jack O'Hara  
GENERAL MANAGER

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Submitted to Council: 15 February 2017

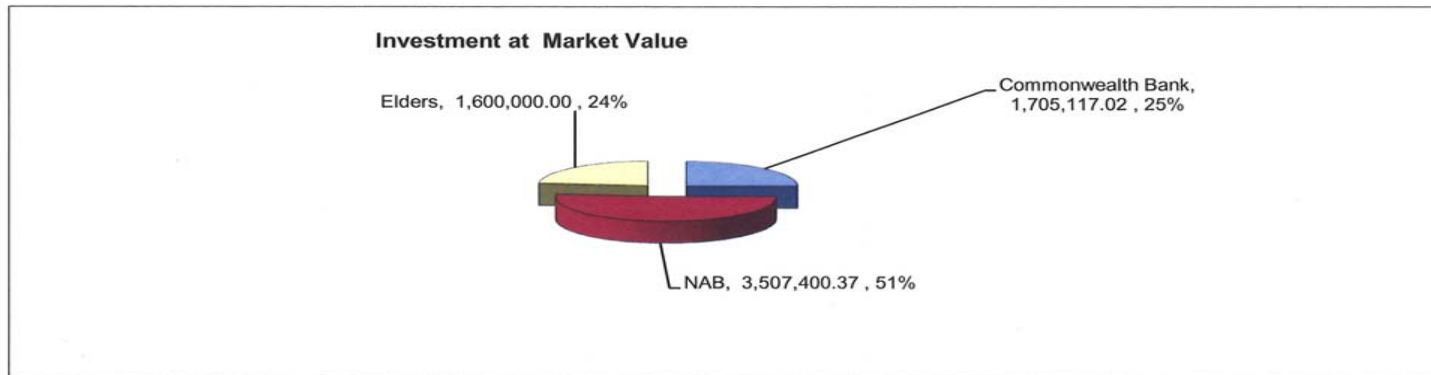
..... General Manager ..... Mayor



**REGISTER OF INVESTMENTS TO 31/12/2016**

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/12/16	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	13.94%
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	7584.24	485,846.09	-	485,846.09	7.13%
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	7.44%
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	296	26-Sep-17	2.65%	10887.16	5639.88	506,605.63	-	506,605.63	7.44%
Commonwealth Bank	Term Deposit	30/11/2016	326	26-Oct-17	2.66%	20460.93	9587.79	861,229.57	-	861,229.57	12.64%
National Australia Bank	Term Deposit	1/12/2016	149	28-Apr-17	2.65%	5460.01	8997.96	504,723.98	-	504,723.98	7.41%
Elders Rural Bank	Term Deposit	15/12/2016	135	15-Apr-17	2.65%	6370.89	6832.99	650,000.00	-	650,000.00	9.54%
						<b>100,049</b>	<b>102990.99</b>	<b>6,812,517.39</b>	<b>-</b>	<b>6,812,517.39</b>	<b>100.00%</b>

Capital Value of Portfolio	<b>6,812,517.39</b>
Redeemed Value of Portfolio	-
Market Value of Portfolio 31/12/16	<b>6,812,517.39</b>
Estimated Profit/(Loss) 31/12/16	<b>6,812,517.39</b>



**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: 15 February 2017

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

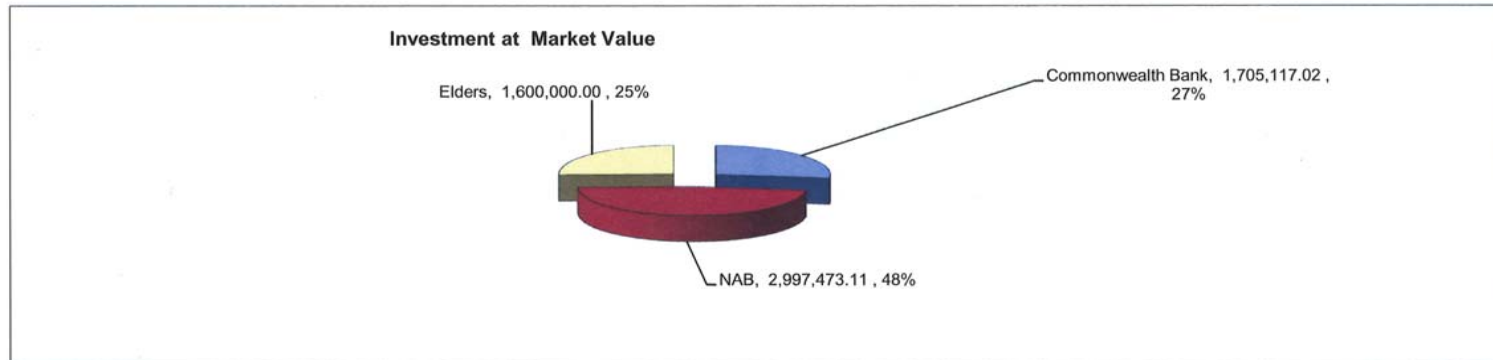




REGISTER OF INVESTMENTS TO 31/01/2017

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/01/17	MV % of Portfolio
National Australia Bank	Term Deposit	1/11/2016	90	30-Jan-17			9560.62	-	509,927.26	-	0.00%
National Australia Bank	Term Deposit	15/11/2016	108	01-Mar-17	2.65%	3974.69	12775.25	506,905.04	-	506,905.04	8.04%
Elders Rural Bank	Term Deposit	28/12/2016	90	28-Mar-17	2.65%	6207.53	16309.63	950,000.00	-	950,000.00	15.07%
National Australia Bank	Term Deposit	15/11/2016	134	30-Mar-17	2.65%	4864.38	0.00	500,000.00	-	500,000.00	7.93%
National Australia Bank	Term Deposit	1/12/2016	149	28-Apr-17	2.65%	5460.01	8997.96	504,723.98	-	504,723.98	8.01%
Elders Rural Bank	Term Deposit	15/12/2016	135	29-Apr-17	2.65%	6370.89	6832.99	650,000.00	-	650,000.00	10.31%
National Australia Bank	Term Deposit	30/09/2016	241	30-May-17	2.90%	9573.95	5320.00	499,999.00	-	499,999.00	7.93%
National Australia Bank	Term Deposit	16/10/2016	243	16-Jun-17	2.90%	9380.16	7584.24	485,846.09	-	485,846.09	7.71%
National Australia Bank	Term Deposit	16/10/2016	243	17-Jun-17	2.90%	9653.41	17517.45	499,999.00	-	499,999.00	7.93%
Commonwealth Bank	Term Deposit	17/09/2016	365	17-Sep-17	3.00%	10118.45	6197.18	337,281.82	-	337,281.82	5.35%
Commonwealth Bank	Term Deposit	30/11/2016	296	26-Sep-17	2.65%	10887.16	5639.88	506,605.63	-	506,605.63	8.04%
Commonwealth Bank	Term Deposit	30/11/2016	326	26-Oct-17	2.66%	20460.93	9587.79	861,229.57	-	861,229.57	13.66%
						<b>96,952</b>	<b>106,323</b>	<b>6,302,590.13</b>	<b>509,927.26</b>	<b>6,302,590.13</b>	<b>100.00%</b>

Capital Value of Portfolio	6,302,590.13
Redeemed Value of Portfolio	509,927.26
Market Value of Portfolio 31/01/17	6,302,590.13
Estimated Profit/(Loss) 31/01/17	6,302,590.13



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: 15 February 2017

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



**3. Work, Health & Safety**

**December 2016 / January 2017**

Workplace Incidents - No incidents occurred during the reporting period.

Motor Vehicle – Council recorded two minor incidents and it is yet to be determined if claims will be lodged. One major incident involving flooding of a pump occurred and an insurance claim is pending.

Public Liability – No outstanding Public Liability Claims.

WH&S – The Outdoor workers attended an annual Staff Induction Day on Thursday 19 January 2017 where the Director – Engineering Services, Dylan Reeves, covered the topics of Safe Work Method Statements (SWMS), Safe Operating Procedures (SOPS), Codes of Practice (COP) and Council Policy and Procedures. Individual books were provided to all staff with easy reference to the above. This initiative was developed to ensure that Council keeps its employees safe with an annual reminder of the correct and safe way to carry out tasks in the workplace. The Human Resources Manager, Amelia Kompler, attended the day and gave an interactive presentation regarding Bullying and Harassment in the Workplace.



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Submitted to Council: 15 February 2017

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

**4. Tourism Report**

December 2016 / January 2017

**Number of Visitors to Visitor Information Centre (VIC)**

DECEMBER	2016	2015	2014	2013
Walk in's	505	396	398	482
Phone enquiries	18	38	23	15
Email enquiries	0	0	1	0

JANUARY	2017	2016	2015	2014
Overall walk in's	654	719	512	609
Holiday	613	686	-	582
Business/Local	41	33	-	27

**Walcha Caravan Park – Star Ratings Australia rankings**

Walcha Caravan Park is a member of *Star Ratings Australia* which is an official accrediting company for accommodation nationwide. As a member of Star Ratings you get a monthly report stating where you rank in Australia against similar accommodation, as well as a report stating where you rank nationally across all listed properties.

In the month of November Walcha Caravan Park was ranked:

- ◆ **2<sup>ND</sup> Nationally** out of the 550 accredited *Star Ratings Australia* caravan parks
- ◆ **70<sup>th</sup> Nationally** out of the 5,000 accredited *Star Ratings Australia* overall accommodation properties (including Motels/Hotels, Bed and Breakfasts etc.)

We often receive compliments about the Walcha Caravan Park from travellers, but this recognition is a huge pat on the back for Glenys and Neil Smith and hard evidence of how wonderful their caravan park is and testament to it being a fabulous asset for Walcha.

**Walcha Farmers Market**

Walcha Farmers Market received an Australia Day Award for Organisation / Event of the year. The Walcha Farmers Market has now been running for four years and has proven to be a popular event for both locals as well as people from the extended region and travellers passing through. There are a few annual events that base their date around the Farmers Market, the Walcha Mountain Festival and a Vintage Motorcycle Challenge that is organised by a motorcycle club from Taree. Paula Jenkins and Olivia Nivison along with the Walcha Farmers Market Committee have done a tremendous job in creating and maintaining this event at such a high standard. A fabulous asset for Walcha.

**VISITOR LOG Annual Summary**

Recorded Numbers at the Visitor Information Centre for 2016

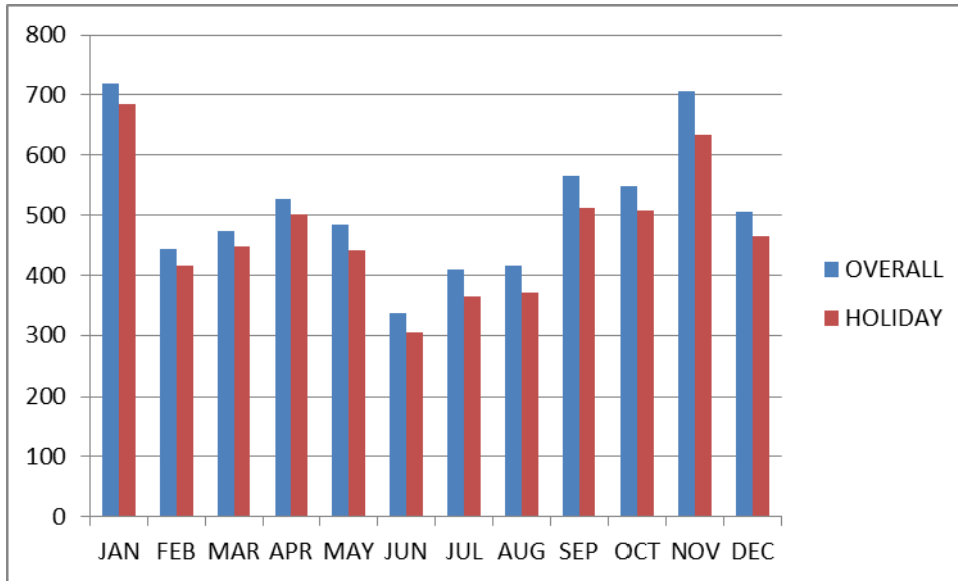
Overall	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOT
No.	719	444	473	528	484	337	410	417	565	549	707	505	6138

Submitted to Council: 15 February 2017

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



2016 Visitor Numbers Chart



- ◆ November was a lot higher this year due to the Garden Festival which is held biennially.
- ◆ January always sees high numbers due to the Tamworth Country Music Festival.
- ◆ As displayed on the graph above, the visitors to the Visitor Information Centre are predominantly Holiday travellers.

Susie Crawford  
Tourism Manager



# ENGINEERING SERVICES

## 5. Wages & Overtime Summary

December 2016 / January 2017

Pay Period	Week Ending	Overtime Hours	Amount (\$)
24	11/12/2016	69.75	3,174.13
25	18/12/2016	82.50	4,189.36
26	01/01/2017	126.00	5,755.12
27	08/01/2017	50.50	2,421.31
28	15/01/2017	99.25	5,766.40
29	22/01/2017	77.75	3,771.22
<b>TOTAL</b>		<b>505.75</b>	<b>\$25,077.54</b>

## 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 department have liaised with Waeger regarding the construction program and the quality, environmental and safety requirements, which have now been 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 mid to late February.

#### *Kangaroo Flat Bridge – Temporary Propping:*



The Kangaroo Flat Bridge required temporary props to be put in place prior to Christmas in order to allow landholders in the region to transport timber for a Mill contract. The materials were sourced quickly from Tamworth, Port Macquarie and Newcastle, with the bridge crew installing the props within three days.

The photo on the left hand side shows the difficulties faced by the bridge crew when installing the props on the second span.

Submitted to Council: 15 February 2017

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



Regional Roads – Projects:

*Black Spot Program – Safety Upgrades:*

The Federally funded Black Spot Program projects are now complete. There will be some finalisation projects, including improved line marking and further safety signage.



*Bergen Bridge Widening :*

The Bergen Bridge Widening is now underway, with the successful contractor on site. Works have already begun on the substructure of the Bridge, with three piers poured to ground level. On site works are commenced in early January, most of this time has been used for establishment, set up and testing. Closure of the bridge will not occur until mid-late February. Local Government Engineering Services have been engaged to complete the approach designs to the bridge, which will be constructed by Council.



Submitted to Council: 15 February 2017

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



Walcha Council crews have constructed a bypass track, which will be in use during the project. The bypass track took approximately two weeks to complete and used 1500 tonnes of uncrushed gravel.

State Roads – Projects:

*State Road Reseals:*



State Highway & Regional Road Reseals are now complete. Due to variable weather conditions during the lead up to Christmas, some reseals were left to be completed in January.

Line marking is currently underway and is expected to be completed during February.

*Targeted Rehabilitations Pavement Investigation:*

Forming part of this year’s heavy patching program, targeted areas of the Oxley Highway will be rehabilitated. In order to gain insight into possible treatments, Councils RMS team conducted a pavement investigation. The samples have been sent to Coffs Harbour for analysis, with the results expected shortly.



Submitted to Council:

15 February 2017

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



Urban – Projects:  
*Urban Roads Reseals:*



The Urban Roads Reseals are also complete, with Angle Street and Lagoon Street receiving new seals. Jamieson Street will form the final sealing project in town; however this will be completed after the finalisation of the second stage.

**Completed Maintenance Snapshot:**

<b>Local Roads</b>	
Maintenance Grading:	Roads:
	Clonmel
	Oaklands
	Upper Yarrowitch River
	Morton
	Bishops
	Springvale
	Campfire
	Chandlers
	Careys
	Yarrowitch PO
	Mitchel Hill
	Pine Hills
Clean Pipes	Roads:
	Ohio North
	Scrubby Gully
Vegetation Control	Roads:
	Flags Niangala
<b>State &amp; Regional Roads</b>	
Oxley Highway Maintenance:	Tasks:
	Repair Potholes
	Drain Cleaning
	Servicing Rest Areas
	Vegetation Control
Regional Roads:	Tasks:
	Repair Potholes
	Edge Repairs
	Vegetation Maintenance
	Service Rest Areas

Submitted to Council: 15 February 2017

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





<b>Urban Roads</b>	
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 Surveyors Creek, Strathleigh, Kangaroo Hills, Glenroy and Brackendale Roads.
- ◆ Commence work on the Design and Construct 5 Bridges Contract.
- ◆ Gravel Resheeting on Campfire Road.

State & Regional Roads:

- ◆ 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 be removed to allow for a successful rehabilitation.
- ◆ Continue with the Bergen Bridge Widening Project.
- ◆ Maintenance:
  - Pothole Patching.
  - Slashing
  - Drainage Works

Works In Town:

- ◆ Sporting grounds maintenance.
- ◆ Town Mowing - parks, gardens and cemeteries.
- ◆ Town Garden Maintenance.
- ◆ Pool Maintenance.

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 December 2016 was as follows:

- ◆ Monthly Usage – 14.16 Mega Litres (4 week month)
- ◆ Usage per person per day – 341 Litres

Water usage per person per day decreased from 352L/day in November to 341L/day per person in December. The Macdonald River is continuing to run steadily at the location of the river pump station due to storm activity over the catchment area, as such it has been

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Submitted to Council: 15 February 2017

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



considered by Council’s Drought Management Team to not require the introduction of Level 2 Restrictions during January.

However, there is currently a mechanical issue with the River Pumps and pumping from the Macdonald River has been suspended while repairs are undertaken. Thus, the town water supply is currently sourced from the Aberbaldie Off Creek Storage. With very hot conditions expected for the next fortnight an increase in Water Restrictions may need to be introduced if the pump repair timeframe extends past the end of this week (3 Feb).

Emergency Town Water Supply

Work is near to completion on the connection of the pipeline for the 100-140ML of emergency town water supply at Muluerindie to the existing pump station. The pipes have been laid, a submersible pump installed and the final electrical work are being undertaken.

*Photo below of piles/supports for the last of the pipework that extends down to the pump housing in the River.  
New pipework running to the dam in photo on the right.*



Water Treatment Plant (WTP) Augmentation

Augmentation works to update the chemical dosing systems and telemetry system has progressed to near completion. Final commissioning of the new chemical dosing systems and approval from DPI Water to commission the new fluoride doing system is scheduled for the week of 6 February.

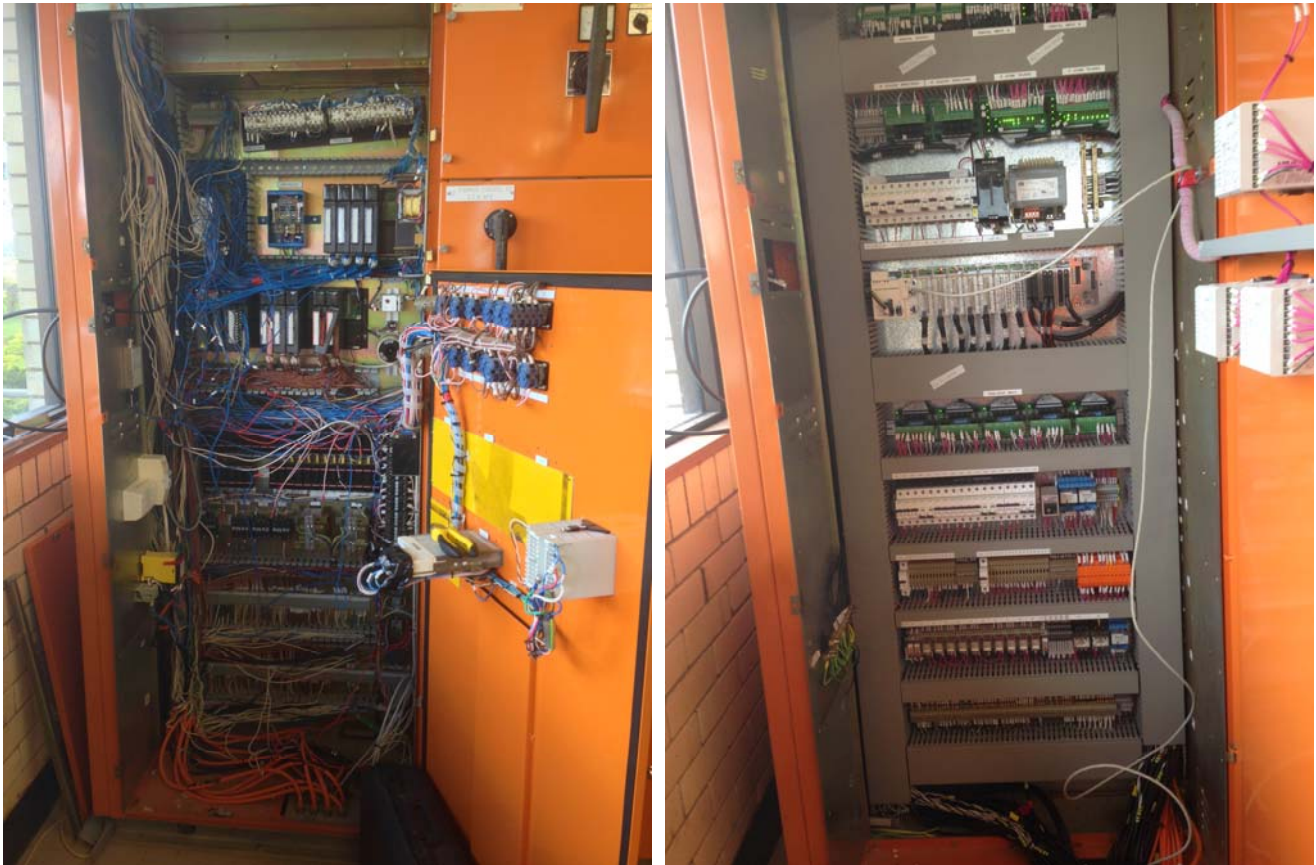
Project costs have been higher than expected due by and large to the age of the plant. For example, most of the existing drawings (circa 1980) were incorrect or had not been modified over the years when changes had been made to the WTP, which resulted in further and careful (so as not to stop the WTP) site investigation that then resulted in design alterations/additions; there was no cable schedule to indicate which cable went to what equipment; and, most of the old chemical system pipework and cables needed to be

Submitted to Council: 15 February 2017

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



replaced with new. A full project report shall be prepared for next months Council meeting on completion of the commissioning of the Plant.



*Photos: Inside ICA Control Panel before and after rewiring and programming.*

**8. Sewer**

Sewer Treatment Plant (STP) Upgrade

Formal Section 60 approval by NSW DPI Water was received by Council last month.

As previously reported, 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 which is managed by Infrastructure NSW.

Council has made a written request to Infrastructure NSW for the transfer. Advice back from Infrastructure NSW on this funding has not yet been received but Council has been informally advised to expect notice in the next month.

STP Crown Land Acquisition

The approved acquisition notice was published in the NSW Government Gazette last month, and notice has since been given to the Valuer General to request a determination on the compensation to Crown Lands.

Submitted to Council: 15 February 2017

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



Council Notices

WAGGA WAGGA CITY COUNCIL  
ROADS ACT 1993

NOTICE OF COMPULSORY ACQUISITION OF LAND

Wagga Wagga City Council declares with the approval of His Excellency the Governor that the land described in the Schedule below, excluding any mines or deposits of minerals in the land, is acquired by compulsory process in accordance with the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991* for public road.

Dated at Wagga Wagga this 23rd day of January 2017

ALAN ELDRIDGE, General Manager, Wagga Wagga City Council, PO Box 20, Wagga Wagga NSW 2650

Schedule

Lot 3 DP1218378

[8988]

WALCHA COUNCIL

LOCAL GOVERNMENT ACT 1993

LAND ACQUISITION (JUST TERMS COMPENSATION) ACT 1991

Notice of Compulsory Acquisition of Land

Walcha Council declares with the approval of His Excellency the Governor that the lands described in the Schedule 1 below, excluding any mines or deposits of minerals in the lands, are acquired by compulsory process in accordance with the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991* for the expansion of a sewerage treatment plant.

Dated at Walcha, this 24th day of January 2017.

JACK O'HARA, General Manager

Schedule 1

Lot 1 DP 1215172

Lot 2 DP 1215172

Lot 242 DP 756502

[8989]

**9. Waste**

Community Recycling Centre (CRC)

The final road works were completed in the last week of January see photos below. The last outstanding construction task is the installation inside the CRC of the signage framework which has been custom made to account for the high wind conditions at the site. Installation commenced this week, thus a soft launch is scheduled for end of February.

Submitted to Council: 15 February 2017

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



*Photos below showing the freshly sealed road works at the Waste Depot, providing access for customers to the CRC and improving the amenity and safety of the overall facility.*



Container Deposit Scheme (CDS)

Council has registered an interest with the EPA to be a potential *Collection Point Operator* in the CDS. Council's participation in this scheme is being addressed in the Walcha Waste Strategy currently being developed by Impact Environmental.

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Submitted to Council: 15 February 2017

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



Waste Strategy

Council staff have had communications with neighbouring Councils to address questions raised in the Strategy workshop held last year and work is progressing on the Draft Strategy report.

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. At the time of writing the fencing material had been delivered to Council’s Works Depot and the advice is work is scheduled to commence mid February.

*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 Community Protection Plan (CCP) CCP is being finalised and will be presented to the RFS Fire Safety Committee at their next meeting in March/April. Once the plan is approved Council will be eligible to apply for annual hazard reduction funding from both LLS and RFS to manage hazard reduction at the Nowendoc Landfill.

Tess Dawson  
Senior Manager – Water, Sewer & Waste

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Submitted to Council: 15 February 2017

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



# ENVIRONMENTAL SERVICES

## 10. Development

### Development Approvals and Refusals for December 2016 and January 2017

Information is being provided on development approvals and refusals for the months of December 2016 and January 2017. 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
10.2016.16	Construct new single storey dwelling & shed	255 Oxley Dr, Walcha	RJ & JM Latham	15/12/2016	Granted (under delegation)
10.2016.18	Change of use (home business)	105E Hill St, Walcha	Mr BA Brady	25/01/2017	Granted (under delegation)
<b>Monthly Estimated Value of Approvals: \$445,000.00</b>					

##### Refusals:

DA No.	Description	Location	Applicant	Determined	Determination
Nil					

#### Development Applications Outstanding

DA No.	Description	Location	Applicant	Status
10.2016.17	Construct new supermarket	36W-40W Fitzroy St, Walcha	Jeremy Allen Planning & Design	Refer to Council
10.2017.1	Dwelling alterations & additions	101W Croudace St, Walcha	Mr NN Henry	On notification
<b>Total: 2</b>				

#### Complying Development Applications

##### Approvals:

CDC No.	Description	Location	Applicant	Determined	Determination
18.2016.9	Construct new shed	69N Lagoon St, Walcha	Mr WR Henry	15/12/2016	Granted (under delegation)
18.2016.10	Construct new shed	183W Evans St, Walcha	Mr H Broadbent	19/12/2016	Granted (under delegation)

##### Issued by Private Certifier

Nil

**Monthly Estimated Value of Approvals: \$21,000.00**

#### Complying Development Applications Outstanding

CDC No.	Description	Location	Applicant	Status
18.2017.1	Construct new shed	9W Legge St, Walcha	Mr C Szpitalak	Under assessment
<b>Total: 1</b>				

Submitted to Council: 15 February 2017

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



**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
<b>July</b>	5
<b>August</b>	8
<b>September</b>	8
<b>October</b>	10
<b>November</b>	16
<b>December</b>	11
<b>January</b>	18

S149 Planning Certificates Completed – Comparative Data	
	Number
<b>2016/2017 YTD</b>	76
<b>This time last year</b>	76

**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 December 2016 & January 2017	
<b>Barking dogs</b>	4
<b>Dog attacks</b>	3
<b>Roaming dogs</b>	3
<b>Other animals</b>	2 (abandoned horses)
<b>Overgrown land</b>	1
<b>Environmental pollution</b>	3 (stormwater, water and noise)

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..... 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
December	2	3	0	0	1
January	2	2	0	0	1

## 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
December	Not available at time of report
January	Not available at time of report

### 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 January 2017 is provided.

Submitted to Council: 15 February 2017

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



Food Premises Surveillance 2016/2017						
	High Risk Fixed	Medium Risk Fixed	Low Risk Fixed	Mobile	Temporary	TOTAL
Total No.	27	6	7	2	2	44
No. Primary Inspections	11	3	0	0	1	15
No. Re-inspections	2	0	-	-	0	2
No. additional Re-inspections	0	-	-	-	-	0
No. FSS Required	21					21
No. FSS Current	20					20

### 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
Dec	0	2	0	0	0	0	\$390.00
Jan	1	1	0	1	0	0	\$274.50

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
Dec	0	0	0	0	0	0
Jan	4	0	2	0	2	0

Submitted to Council: 15 February 2017

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



# COMMUNITY SERVICES

## 14. Walcha Council Community Care

December 2016 / January 2017

### Groups

#### Women’s Group and Wanderer’s Group

7 December 2016 – 30 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms. The Christmas festivities were enjoyed at the first of the parties. The ladies participated in Christmas themed activities to fill in the morning and they all enjoyed the festive food and decorations.

The Women’s Group and Wanderer’s Group have been in recess over January 2017.



### Mixed Group

13 December 2016 – 55 clients attended the annual mixed group Christmas party held at the Pavilion Function Centre at Nemingah. The group was delighted to visit the Tamworth Botanical Gardens with morning tea held in the sheltered courtyard at the

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Submitted to Council: 15 February 2017

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



gardens. Members of the group enjoyed a stroll around the gardens before continuing on to the venue for the main part of the day. The beautiful surrounding park like gardens at the function centre was a perfect place to enjoy a walk around the small lake. Canapés were served in the garden before moving inside for the main meal. Entertainment was provided by Kootingal local, Glen Crosby. Everyone that attended the day all had a fabulous time and was surprised to even have a visit from the big fella in the red suit. Alex Smith did a wonderful job of Santa Claus and passed out a little gift to all who were there.



Coral Goodwin and  
Ollie Wall



Elaine Murray and  
Doreen Murray



Ivy Partridge and  
Yvonne Schlenert

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



Merle Wall &  
Helen Sweeney

Denise Wall, Fay Griffin,  
and Syreene Kitchener



George Lawrence &  
John Payne

Natalie Levingston and  
Hope Strudwick



Submitted to Council: 15 February 2017

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



Graeme Fairweather &  
Lloyd Levingston

Cathy Noon and  
Santa Claus  
(Alex Smith)



Margie Carter  
presenting  
Irene Simpson with  
her raffle winning  
prize

Submitted to Council: 15 February 2017

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Men's Group

16 December 2016 – members from the Men's Group and the Walcha Men's Shed held a sausage sizzle at the Men's Shed. Partners were also invited to attend the casual lunch and it was a great way to finish off the year.

The Men's Group has been in recess over January 2017



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

Due to the Groups combining for the Christmas party and January group holidays, the UFO Group was in recess during December and January.

**Transport – December/January**

Medical drives –8 clients utilized the service with 17 trips in December 2016.

Medical drives –10 clients utilized the service with 25 trips in January 2017.

Access bus – 10 clients used the service making 60 trips in December 2016.

Access bus – 7 clients used the service making 32 trips in January 2017.

Bus to Tamworth – 5 clients used the service on 23 December 2016.

Bus to Tamworth – 2 clients used the service on 27 January 2017.

Bus to Armidale numbers for December were as follows:

- ◆ 6 December 2016 – 3 clients – Walcha Service
- ◆ 13 December 2016 – 2 clients – Uralla Service using TCT Bus and Driver
- ◆ 20 December 2016 – 7 clients – Walcha Service
- ◆ 27 December 2016 – Public Holiday

Bus to Armidale numbers for January were as follows:

- ◆ 3 January 2017 – 5 clients – Walcha Service
- ◆ 10 January 2017 – 7 clients – Walcha Service
- ◆ 17 January 2017 – 8 clients – Walcha Service
- ◆ 24 January 2017 – 4 clients - Uralla Service using TCT Bus and Driver
- ◆ 31 January 2017 - 4 clients – Walcha Service

Taxi Vouchers – 6 clients have utilized the new Taxi Vouchers for the month of January 2017

**Meals on Wheels**

10 clients received 189 meals in December 2016.

9 clients received 145 meals in January 2017.

Walcha Council Meals on Wheels is currently undergoing major changes with the Hospital ceasing to provide meals for the service from Monday 6 February 2017. Apsley Riverview will be the new meal provider for the Meals on Wheels service in Walcha with Walcha Council Community Care continuing to provide the day to day running of the service, volunteer administration and hands on support for the meals to be delivered. I look forward to working with the staff at Riverview and feel the change will be extremely positive for the Meals on Wheels service, offering an exciting menu with more variation and nutritional value.

**Rural and Remote Exercise Groups**

2 clients attended at Niangala during December 2016.

5 clients attended at Nowendoc during December 2016.

Rural and Remote exercise groups in both Niangala and Nowendoc were in recess during January 2017.

**Feedback and Complaints**

- ❖ Feedback was provided through a written Feedback and Suggestion Form from a consumer on the Tamworth Bus trip 25/11/2016. The feedback was:

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“Denise showed great care in her driving ability as we were unexpectedly caught in a hail storm returning from a day trip. She put our safety first and saw us all home safely. As a consumer, I am extremely happy with the service provided by Walcha Council Community Care.”

- ❖ Feedback was provided through a written Feedback and Suggestion Form from a consumer on the Tamworth Bus trip 25/11/2016. The feedback was:

“The bus trip from Walcha to Tamworth on the last Friday of each month is great. It picks you up in the morning and drops you off in the evening. If you have a doctors appointment or other appointments it takes you and when you are finished you are picked up. The lady bus driver is the most generous and efficient bus driver I have ever travelled with, she is always smiling, happy and helpful. If required she helps her passengers on and off the bus. I would highly recommend people to use this transport rather than driving yourself that way it is hassle free.”

- ❖ Feedback was provided through a written Feedback and Suggestion Form from a consumer on the Armidale Bus trip. The feedback was:

“The great service and safe driving from Denise whilst I catch the bus to and from Armidale. The Uralla bus offers a great service but I do not feel as safe with that driver as I do Denise. “

- ❖ Feedback was provided through a written Feedback and Suggestion Form from a consumer and member of the Men’s Group. The feedback was:

“Walcha Council Community Care hold a morning tea on the second Tuesday of every month. This is a great morning, you get to have a great time chatting to the members and the staff and you also get to do some stirring, tell some jokes, have a laugh and listen to guest speakers on various items Cathy gets. On the fourth Tuesday Cathy arranges trips away to venues that always have everyone interested, looking and listening to the comments. Cathy also organises trips away for overnight stays, the effort she puts into this is enormous, she must spend hours and hours on the phone organising the right accommodation at the right price, pricing the meals and venues for us to attend. Cathy is a great coordinator and is appreciated by all.

### Meetings and Training

8 December 2016 – Dementia Support Group meeting held at the Community Day Centre Rooms.

12 January 2017 – Dementia Support Group meeting was not held in January due to the holiday season.

12 December 2016 – Walcha Council Community Care Advisory Committee meeting and Christmas lunch held at the Royal Café.

December and January were both very busy months in the Community Care office. We have had the first NDIS clients receiving services from Walcha Council beginning early January and although the NDIS rollout has been slower than predicted; new clients are filtering through each month. New services that Walcha Council have been able to provide include house cleaning and yard and garden maintenance.

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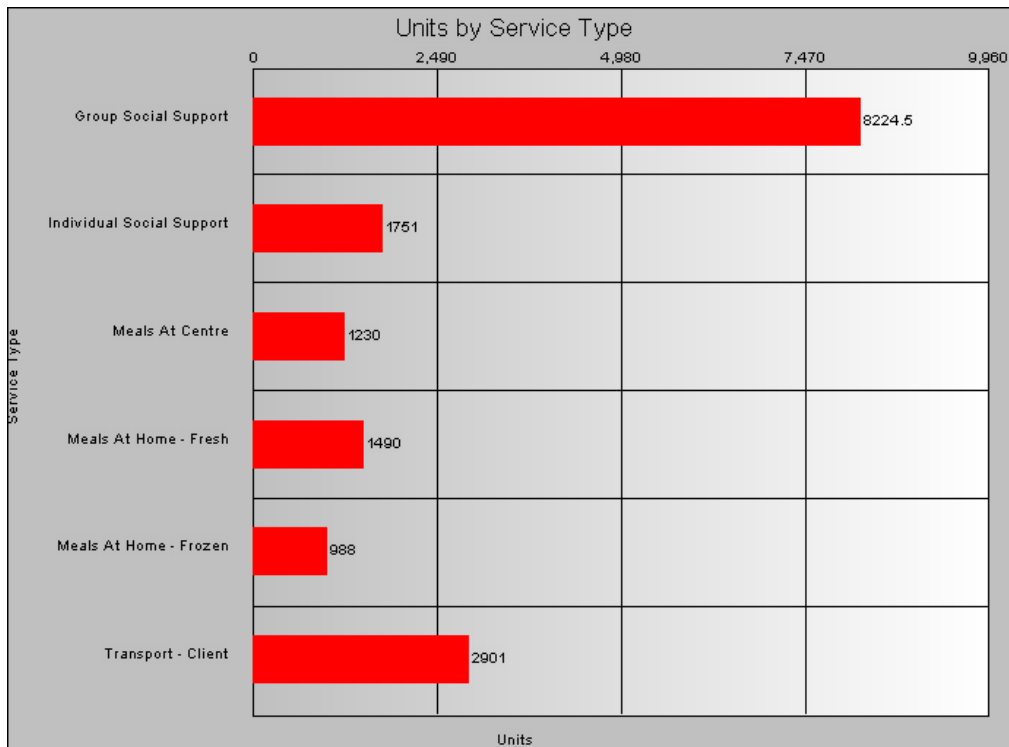
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Walcha Council Community Transport has been working with Walcha Taxi Service to provide eligible clients with another flexible option for transport in and around Walcha. A taxi voucher giving 50% off the fair with a maximum limit of \$10.00 is provided to clients that are eligible and see the benefit of using the taxi. An example is: a \$15.00 Taxi fair, we would pay \$10.00 and the passenger would pay the remaining \$5.00. The outputs for each trip are then claimed by us through Transport for NSW and Commonwealth CHSP funding. The vouchers can be used for shopping and access, social activities or medical appointments. Eight vouchers are supplied to each client every month.

December and January was Transport and Government reporting time with all reports due to be submitted before 25 January 2017. The graph below indicates the Units by Service Type for services provided to clients during the period between 1/1/2016 to 31/12/2016. Social Support is measured by hours of service, meals are measured by a meal and transport is measured by each trip taken. It is clear that Group Social Support is the most predominant service we provide to our clients. This graph is created from the Alchemy software program in which we use to report the required outputs we are obligated to meet to all Government Funded Programs.



Units by Service Type graph for Walcha Council Community Care for the period 1/1/2016 to 31/12/2016

Cathy Noon  
 Community Care Coordinator

Submitted to Council: 15 February 2017

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



**15. Library**

**December 2016 / January 2017**

These two months have been quite busy with everyone coming in to stock up for Christmas and also the planning of school holiday activities program. The Summer Reading Club has once again been popular, it's great to see young people reading books even at such a busy time of the year. This ends at the end of January and there will be fun prizes for the kids involved in this. The next activity on the program for December was the Skateboarding Workshop, this was a great success. Although it was close to Christmas, we had great numbers and the kids looked to be having a wonderful time!

The next lot of activities were scheduled for January. First we had two workshops at Walcha Handmade sponsored by the Walcha Council, both of these sessions were booked out and there were even some children on a waiting list. I spoke to Nerida Hoy who conducted the knitting workshop and she couldn't have been happier about how it went. She said all kids were well behaved, learnt a lot and all made something they could take home with them. Safe to say these workshops were a hit!

Next up was the Pool Party, probably our biggest event with over 500 children attending over the day/night. The library had a pop-up stand at the party, aiming to promote all the services we offer. We gained a few more members to the library at this event, which is fantastic. Next up was the two Mountain Bike Riding Workshops run by Chris and Jack Feltham. Both of these workshops were popular, with a great turnout of enthusiastic kids. The Feltham's are hoping to make mountain biking for the kids in the Walcha community a regular sport, so hopefully these workshops have kick started that!

The next event that was also very popular was the Robotics Bootcamp which was held in the library. There was a maximum of 12 for this workshop and we had 11. The kids got to meet CNRL's new robot "Codey". Codey has been coded to talk, do tai chi and also do the Star Wars dance. This workshop is part of the Makerspace/STEM (Science, Technology, Engineering, Mathematics) initiative CNRL are aiming to initiate in all branches. I think its safe to say these school holiday programs have been very successful! We have been given many compliments from the community about the activities held over the holidays.

Next in the pipeline is the planning of the next school holiday program, Tech Savvy Senior classes and a Book Club movie night!

Madison Garrad  
Librarian



**16. Preschool**



At the end of last year the preschool held a Christmas party for the families and children of the preschool. It was well attended and the jumping castles hired from rotary was a very popular, as was the arrival of Santa.



With our new footpath the opportunity was taken to add in a new garden with some beautiful emu sculptures. The garden was completed quickly after a call out on Facebook Steph Cook arrived to help plant the garden that morning.



At the end of last year the preschool took the opportunity to visit the residents at Riverview Aged Care. The children walked down to Riverview and enjoyed some morning tea, sung some songs, read stories and made Christmas decorations for the Christmas trees at the service.



Paula Jenkins was asked to come to preschool and teach some art classes to the children and the results were amazing with our already craft and creative children given some guidance they were able to extend their skills and knowledge.

The new start strong funding coming into effect in January the preschool has had to make some operational changes including lowering our fees and increasing our daily hours. This creates more preschool for families for an even lower cost than previously. Enrolments are strong both rooms have healthy numbers and some days are already full. With increasing hours this also means that staff hours have to be increased to cover the ratio requirements.

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: 15 February 2017

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



Item 10:  
  
Committee  
Reports

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Submitted to Council: 15 February 2017

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



## Walcha Town & District Beautification & Tidy Towns Committee Meeting Minutes

held on

Wednesday, 21 December 2016

at

2:00 pm

at Walcha Council Chambers

### **PRESENT:**

Clint Lyon (Chair), Dylan Reeves (Director – Engineering Services), Alex Smith, Jim Hallenan, Phyllis Hoy, Cynthia Morris (Acting Works Supervisor – Urban), Joanne Ireland, Peter Blomfeild, Caroline Street.

### **1. APOLOGIES:**

Stephen Sweeney (Works Supervisor – Urban), Robyn Vincent, Beverly Betts.

### **2. CONFIRMATION OF MEETING MINUTES HELD ON WEDNESDAY, 16 MARCH 2016:**

**RESOLVED** on the motion of HOY and SMITH that the Minutes of the Walcha Town & District Beautification & Tidy Towns Committee Meeting held on 16 March 2016, copies of which have been distributed to all members, be taken as read and confirmed a true record.

### **3. BUSINESS ARISING:**

#### **3.1 Middle Street – suitable tree species to replace existing trees**

- ◆ As per the previous meeting minutes, this item has been completed.

#### **3.2 South Street – northern end – Tree replacement Japanese Maples to be replaced by Irish Strawberry Trees.**

This item will be discussed at the next Committee meeting, with the presence of Urban Works Supervisor, Stephen Sweeney.

Committee Minutes



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#### **4. GENERAL BUSINESS:**

##### **4.1 Tour of Walcha**

The Committee was taken on a tour around Walcha, giving Committee members an opportunity to provide input into how Council should progress with each site. The following sites were visited:

1. RFS Building – Oxley Highway  
**The Committee RECOMMENDED that Council liaise with the RFS regarding the state of the building. They encourage a new paint job, with the colour to be determined by the RFS and Council.**
2. Walcha Hospital – Concrete Retaining Wall  
**The Committee RECOMMENDED that the state of the wall be addressed, in consultation with the hospital, the Committee suggested hedges / shrubs.** While the Committee was inspecting the site, a series of large dead trees were identified. **The Committee also RECOMMENDED that the dead trees be removed and replaced in consultation with the Walcha Hospital.**
3. Angle Street Park – Unnamed  
The Committee would like to discuss the nature of this park further, with intent to name the park and investigate the possibility of developing some facilities at the park. **The Committee RECOMMENDED more frequent slashing, as the grass was quite long at the time of inspection.**
4. Apex Park  
The Committee was interested in exploring further options with this park. The Director – Engineering Services will further investigate possibilities such as Council investment or landscaping for the parkland, and will report the findings to the Committee.
5. Sempill Crescent:  
A series of trees including a pine tree and other introduced species were inspected on Sempill Crescent. **The Committee RECOMMENDED that the trees be removed and replaced with appropriate trees to be determined by Urban Works Supervisor.**
6. Vehicles Parked on Jamieson Street and Derby Street  
The Committee brought two locations to Council's attention, where damage to the nature strip is occurring where people are parking their cars. **The Committee RECOMMENDED that Council approach the landowners and remediate the affected areas.**
7. Ohio North Park Area  
**The Committee inspected the site and RECOMMENDED that Council prepare a budget allocation to place a BBQ, plant trees,**



**install seats and tables, plant hedging along the northern fence and improve the condition of the turning circle.**

8. Derby Street, near the intersection with Hill Street

**The Committee inspected a steep embankment on Derby Street and RECOMMENDED that a budget item be prepared to extend the existing rock wall in order to remove the need to mow the steep embankment.**

9. Aspley Street

The Director – Engineering Services showed the Committee a tree that required removal, however another solution has now been found and the tree can remain in place.

10. McHattan Park

The Committee brought the state of the garden directly in front of the McHattan park toilets to the committee's attention. **The Committee RECOMMENDED that Council improve the state of the garden by removing any weeds and planting a range of colourful species in the garden bed.**

11. Nivison Fountain

The final site inspected by the Committee was the Nivison fountain, on the Oxley Highway. **The Committee RECOMMENDED a number of treatments to be budgeted, including a barrier around the rocks, that council investigate the possibility of installing a mesh barrier to prevent drownings and to investigate the quality of the current pump and the possibility of replacement. While on site, the Committee also RECOMMENDED that Council write to the RMS regarding the possibility of installing a safety rail on the Oxley Highway Bridge.**

#### 4.2 Garden Competition Awards

The Committee discussed the Garden Competition awards, and the Committee **RECOMMENDED** on the Motion of SMITH and LYON that the awards be conducted in Autumn and Spring only. The awards will take place in May for Autumn and November for the Spring award. Phillis Hoy, Alex Smith and Cllr Peter Blomfield will judge the first Autumn award, to be decided in May.

#### 4.3 Long Term Tree Plan for Walcha

The Committee **RECOMMENDED** on the Motion of LYON and REEVES that the long term tree plan be for four years only. The Director – Engineering Services requested that the Committee bring their thoughts to the next meeting.





#### 4.4 Streetscape Plan

The streetscape plan was discussed with the Committee, Clr Peter Blomfield commented on the slow progress recently. The Director – Engineering Services explained that streetscape was not completed last year due to staff unavailability from a number of other projects. The Director continued to explain that the funds have not been removed and the work will be completed. The Committee commented on the rough surfaced around shopping areas and requested that Council consider the surrounding users prior to making the surface rough.

#### 4.5 Footpath Connection Plan & Grant Opportunities

The Director – Engineering Services requested that the Committee members bring any concepts that they have to the next meeting. The committee mentioned the following possible project on the day:

- Installation of a crossing behind commercial lane.
- That a footbridge be installed to connect the levee banks (near the Central School).

#### 4.6 Pots on Fitzroy Street

**The Committee RECOMMENDED on the Motion of LYON and MORRIS that Council make contact with the business owners to determine which businesses would like to retain the pots. If the businesses wish to retain the pots, Council must make them aware of their responsibility to keep the plants in good order. Council should remove the pots that are not required.**

#### 4.7 Nivison Fountain

As inspected above.

#### 4.8 Additional Item – Community Garden.

The Committee openly discussed the possibility of a community garden. **The committee RECOMMENDED that Council contact the St Patricks School to determine the possibility of utilising the tennis courts on South Street.**

#### 4.9 Meeting Dates Schedule

The Director – Engineering Services made the Committee aware that the next meeting will be held on the 22 March 2017.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:30PM.**

**CONFIRMED \_\_\_\_\_ (Signed)**

**Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**