



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 26 July 2017

2:00pm

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

AGENDA

Submitted to Council: 26 July 2017

..... General Manager Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 26 July 2017** commencing at **2.00pm**.

Yours sincerely

Jack O'Hara
GENERAL MANAGER

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Submitted to Council: 26 July 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/2017/01170

10. Committee Reports

- 10.1 Minutes of the Walcha Preschool Advisory Committee Meeting held on Monday, 5 June 2017 WO/2017/00914
- 10.2 Minutes of the Walcha Council Community Care Committee Meeting held on Tuesday, 6 June 2017 WO/2017/00916
- 10.3 Minutes of the Walcha Youth Advisory Committee Meeting held at the Walcha Library on Thursday, 22 June 2017. WO/2017/01160

11. Delegates Reports

- 11.1 Minutes of the Mid North Weight of Loads Group Meeting held at Kempsey Shire Council on Monday, 6 March 2017. WI/2017/06852
- 11.2 Minutes of the Namoi Councils Joint Organisation Board Meeting held at Bingara on Thursday, 6 July 2017. WI/2017/07432

12. Committee of the Whole

- 12.1 Tender for DrumMuster Containers Collection EX00018
WO/2017/01007

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, 28 June 2017:

Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 28 June 2017:

Submitted to Council: 26 July 2017

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 28 June 2017

at

4:05pm

at

Walcha Council Chambers

PRESENT: Clr EH Noakes (Chairman) Mayor together with Councillors PR Blomfield, KW Ferrier, WJ Heazlett, 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:

205 **RESOLVED** on the Motion of Councillors Ferrier and Blomfield that the apology received from Councillor Kealey, due to a family medical appointment, be **ACCEPTED**.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 31 MAY 2017:

206 **RESOLVED** on the Motion of Councillors Ferrier and Heazlett that the Minutes of the Ordinary Meeting held on Wednesday, 31 May 2017, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

6.2 Request to form an Aboriginal Advisory Committee under Section 355 of the Local Government Act, 1993 WO/2017/00817

The General Manager clarified that no members of the Aboriginal Advisory 355 Committee were appointed at the May 2017 Ordinary Council Meeting.

207 **RESOLVED** on the Motion of Councillors Kermode and Wellings that the two representatives be the Mayor and the Deputy Mayor.

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

208 **RESOLVED** on the Motion of Mayor Noakes that the following Mayoral Minute be **ADOPTED** by Council.

On the 18 – 21 June the General Manager, Jack Ohara, and myself attended the Australian Local Government Association annual meeting in Canberra. The meeting was officially opened by His Excellency General the Honourable Sir Peter Cosgrove AK MC the 26th Governor General of Australia. His ability to connect with the audience was a credit to his pragmatic and unpretentious attitude to a very important position. This association is the peak body that represents and advocates for local government at a federal level and has a membership of over 500 councils. These range from city councils with budgets of over \$500 million to large area remote and Aboriginal Councils. Membership at a state level entitles councils to membership and voting rights.

Over one hundred motions were tabled, debated and voted on and from there will be sent to the relative government authority. It should be remembered that Walcha Council has the right to formulate a motion to be delivered at either State or Federal level at these meetings if we feel we have a relevant issue.

Even though these councils vary greatly in location and population the point that struck me the most while speaking to other Mayors and GMs was that there were many issues that effect us all. The poor state of communications and the disappointment in the NBN were at the fore. The lack of, and declining condition of infrastructure was also addressed. For



Rural Councils roads were the obvious main point. At times Government policy on grants etc does little to solve the long term problems that could be rectified at a regional level with local knowledge and grant monies. Currently Local Government receives 0.55% of total tax whereas it once received 1%. This coupled with cost shifting toward Local Government from State and Federal Governments has seen a decrease in our ability to meet the needs of the community. Rate pegging, while being a contentious issue exacerbates this funding gap, especially when it is pegged below inflation rates.

An array of guest speakers, including Politicians, media personalities, industry and technology experts spoke and discussed many subjects.

The drift of people to cities was highlighted by the fact that in 1880 2% of the population lived in cities, through to 30% in 1950 and by 2050 70% will reside there. From a media perspective Laura Tingle and Leigh Sales spoke, they gave an unbiased insight into how news is delivered and how social media is making traditional media forms redundant. The 24 hour news cycle requires more information and leads to the churning out of poor quality, construed and irrelevant information. This constant scrutiny of politicians leads to the rise of populism and therefore reactionary change so often witnessed in modern politics. The constant change of our leaders is a prime example. Leader of the Opposition Bill Shorten addressed the meeting, and the main point to come from this was the push for local government to be recognised in the constitution. Even though this should be easy it does not have bipartisan support and it is therefore felt that a referendum on this issue would fail. As is standard most politicians of both persuasions delivered a political message rather than a policy direction to take Local Government forward.

Cyber security, terrorism and moving into the digital age were discussed and debated, with the result that the baddies seem to constantly keeping the goodies on their toes. This is obviously a never ending battle.

The overriding message that I took from the meeting was that we have a very functional and cohesion Council. Others suffer from fragmentation of Councillors and division between Councillors and Staff. In some cases this has lead to investigation by Government authorities. When hearing some of these issues it felt good that currently we do not suffer from these problems and this must lead to a an effective council.

I thank Council for the opportunity to participate in this event.
Clr Eric Noakes
Mayor of Walcha

6. SENIOR OFFICERS REPORT

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



6.1 Adoption of Delivery Program 2017/2018 – 2020/2021 and Operational Plan 2017/2018 including Budget 2017/2018, Fees & Charges 2017/2018 AND Rates & Charges 2017/2018 **WO/2017/00788**

210 **RESOLVED** on the Motion of Councillors Heazlett and Kermode that in accordance with the provisions of Section 404 and 406 of the Local Government Act 1993, Council **ADOPT** the Draft Delivery Program 2017/2018 – 2020/2021.

211 **RESOLVED** on the Motion of Councillors Heazlett and Kermode that in accordance with the provisions of Section 405 and 406 of the Local Government Act 1993, Council **ADOPT** the Draft Operational Plan for 2017/2018 which includes the Revenue Policy 2017/2018 and the Fees & Charges 2017/2018.

212 **RESOLVED** on the Motion of Councillors Heazlett and Kermode that in accordance with Section 494 of the Local Government Act 1993 Council make and levy the Rates and Charges for 2017/2018 for the General, Water and Sewerage Funds and Waste Management Charges as detailed in the Report **FURTHER THAT** the General Manager be authorised to arrange for the preparation and the service of the 2017/2018 rate notices.

6.2 Review and Update Delegated Authorities **WO/2017/00912**

It was **MOVED** Councillor Heazlett **Seconded** Councillor Ferrier that Council, update the General Manager’s delegated authorities, in accordance with Section 377 of the Local Government Act 1993 by delegating the acceptance of tenders up to the value of \$500,000 where all other tender requirements of the Local Government Act 1993, and Local Government (General) Regulation 2005, are met **FURTHER THAT** Council in accordance with the provisions of Section 380 of the Local Government Act, 1993, reaffirm its updated delegations.

The Motion was **LOST**.

213 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that Council reaffirm the general manager’s previous delegations.

6.3 Senior Staff Conditions of Contract Annual Report **WO/2017/00895**

The Report was **NOTED** by Council.

6.4 Road Naming **WO/2017/00884**

214 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that Council propose the following road name and proceed with the naming of the road in



accordance with the normal statutory and consultative requirements set down for the naming of the roads.

Coxs Swamp Road	The road that intersects Thunderbolts Way 17.33 kilometres (intersection GPS Latitude 31.47881 Longitude 151.676488) and travels west for a distance of 0.65 kilometres to the property boundary at Coxs Swamp (-31.481511, 151.670610)
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6.5 Australian Aged Care Quality Agency – Final Quality Review

WO/2017/01001

The Report was **NOTED** by Council.

215 **RESOLVED** on the Motion of Councillors Ferrier and Heazlett that Council formally congratulate all the staff involved of the Walcha Council Community Care and the result of the quality review.

6.7 Committee of the Whole Referral – Tenders for the Supply and Delivery of Stationery – REGPRO021718, Traffic Safety Signage – REGPRO041718, Concrete Pipes – T051718NEC, Water Meters T11718NEC, Hardware – REGPRO031718 and Chlorine – Sodium Hypochlorite – T0392017

WO/2017/00992

216 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of tenders for tenders for the supply and delivery of:

- ◆ Stationery – REGPRO021718
- ◆ Traffic Safety Signage – REGPRO041718
- ◆ Concrete Pipes – T051718NEC
- ◆ Water Meters – T11718NEC
- ◆ Hardware – REGPRO031718
- ◆ Sodium Hypochlorite – T0392017

be referred to be discussed in Committee of the Whole for the reason that they relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

COMMITTEE OF THE WHOLE

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



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

The Mayor reported whilst in Committee of the Whole the following matters were discussed.

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

**12.1 Tender for the Supply and Delivery of Hardware REGPRO031718
WINT/2017/01408**

The Committee **RECOMMENDED** on the Motion of Heazlett and Lyon that Council **ACCEPT** the Tender submitted by J Blackwood & Son Pty Ltd as the supplier of Hardware to participating New England Councils, specifically Walcha Council, for the period 1 July 2017 to 31 December 2019 (30 months) with NO 12 month extension.

**12.2 Tender for the Supply and Delivery of Water Meters T111718NEC
WINT/2017/01407**

The Committee **RECOMMENDED** on the Motion of Heazlett and Lyon that Council **ACCEPT** the Tender submitted by Elster Metering Pty Ltd as the single source supplier of Water Meters to participating member councils, Walcha Council, for the period 1 July 2017 to 30 September 2019 (21 months) with NO 12 month extension.

**12.3 Tender for the Supply and Delivery of Concrete Pipes T051718NEC
WINT/2017/01406**

The Committee **RECOMMENDED** on the Motion of Heazlett and Lyon that Council **ACCEPT** the Tender submitted by Holcim (Australia) Pty Ltd t/a Humes as the single source by Council supplier of Concrete Pipes to participating Councils, specifically Walcha Council, for the period 1 July 2017 to 30 September 2019 with NO 12 month extension.

**12.4 Tender for the Supply and Delivery of Traffic and Safety Signage
REGPRO041718 WINT/2017/01405**

The Committee **RECOMMENDED** on the Motion of Heazlett and Lyon that Council **AWARD** Barrier Signs Pty Ltd the contract for the supply and delivery of Traffic and Safety Signage to participating New England Councils, specifically Walcha Council, for the period 1 July 2017 to 30 June 2019 **FURTHER THAT** provision be allowed for a 12 month extension based on satisfactory supplier performance, which may take this contract through to 30 June 2020.



12.5 Tender for the Supply and Delivery of Stationery REGPRO021718

WINT/2017/01415

The Committee **RECOMMENDED** on the Motion of Heazlett and Lyon that Council **ACCEPT** the Tender submitted by Staples Australia Pty Ltd as the supplier of Stationery to participating Councils in the New England Council Region, specifically Walcha Council, for the period from 1 July 2017 to 30 June 2019 **FURTHER THAT** a provision be allowed for a 12 month extension based on satisfactory supplier performance which may take this contract through to 30 June 2020.

12.6 Tender for the Supply of Chlorine (Sodium Hypochlorite) T0392017

WINT/2017/01416

The Committee **RECOMMENDED** on the Motion of Heazlett and Lyon that Council in relation to Tender No.:T039/2017 Supply and Delivery of Chemicals to Namoi Water Alliance Member Council’s Water and Wastewater Sites that Council **ACCEPT** the Tender and awards the contract to Colonial Chemicals for the supply and delivery of Sodium Hypochlorite (NaOCl).

ADOPTION OF COMMITTEE OF THE WHOLE

219 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that the Report and Recommendations of the Meeting of the Walcha Council Committee of the Whole held on Wednesday, 28 June 2017 be **ADOPTED** by Council.

7. NOTICE OF MOTION

No.: 1 Heritage Near Me – Expression of Interest WO/2017/00898

220 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council proceed with an Expression of Interest under the Local Heritage Strategic Planning stream to develop a community wide strategic plan for the preservation, enhancement and value adding of all forms of our Walcha heritage.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS WO/2017/00955

221 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council provide a budget allocation of \$1,000 for a Christmas in July function to thank all the staff for their efforts over the previous six months.



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

10. COMMITTEE REPORTS

10.1 Minutes of the Walcha Council Tourism Advisory Committee Meeting held on Wednesday, 14 June 2017 at the Walcha Council Chambers.

WO/2017/00986

223 **RESOLVED** on the Motion of Councillors Heazlett and Blomfield that Council seek approval for signage on the Oxley Highway, on the lead up to both Apsley Falls and Tia Falls access points, from Roads & Maritime Services.

224 **RESOLVED** on the Motion of Councillors Heazlett and Blomfield that Council pay the costs associated with installation of the signage.

11. DELEGATE REPORTS

11.1 Minutes of the Walcha Community Centre Management Committee Meeting held on Wednesday, 10 May 2017.

WI/2017/05752

11.2 Minutes of the Country Mayors Association Meeting held in Sydney on Friday, 16 June 2017.

WI/2017/06551

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:05PM.



Item 6:
Senior Officers'
Reports

Submitted to Council: 26 July 2017

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2017/01204
Title: Review of Public Gates Policy (Ramps)
Author: Director – Engineering Services
Previous Items: Not applicable
Attachment: WO/17/1824 – Public Gates Policy (Ramps) – Transport & Communications Policy

Introduction:

Due to the contentious nature of ramps on public roads and the difficulties faced in enforcing their correct maintenance, Council has endeavoured to review and improve the policy. This policy has been created using a consultative approach, and has been made to ensure that a robust set of rules can be enforced when approaching ramp owners regarding the maintenance of their assets.

Report:

The attached policy has been developed as a result of a recent ramp workshop, where Council provided input on the future directions of ramps within the Walcha Local Government Area. While this policy embodies the directions provided during this workshop, it is recommended that this policy is reviewed in depth and further comments are provided prior to releasing this policy for public consultation.

It is recommended that Council consider the possibility of facilitating a Council “Loan” system, where monies can be replayed to Council for providing owners that wish to distribute this capital investment over time to not inhibit cash flow.

RECOMMENDATION:

That Council ADOPT the Draft Public Gates Policy (Ramps) as amended and place on public exhibition for a period of 28 days inviting submissions.

Submitted to Council: 26 July 2017

..... General Manager Mayor



TRANSPORT & COMMUNICATIONS POLICIES



PUBLIC GATE (RAMPS) POLICY

Objective

To ensure the provision of an efficient, safe and effective road system for the community. In addition, ensure that productivity gains that have been made by opening Council infrastructure to higher productivity vehicles is not compromised by privately held ramps. It should be noted that it is Council's intention is to remove ramps from public roads wherever possible.

Policy

This policy provides Council's requirements for granting permits for the erection of a public gate and delegate's authority to the General Manager to administer sections 128 to 137 of the Roads Act 1993 in accordance with this policy.

All new (replacement) public gates and ramps will be subject to the following requirements.

1. New public gates and ramps will not be allowed on any roads managed by Council.
2. The replacement of existing public gates and ramps will be permitted when required, however the new ramp must meet Council's standard requirements as seen in Attachment 1.
3. Ramps must be removed where road reserves are fenced.
4. The gate and ramp will be installed, maintained and administered in accordance with the requirements of Section 128 to 137 of the Roads Act 1993, and Section 67 to 70 of the Roads (General) Regulation 2000).
5. All costs associated erection of the public gate and ramp shall be met by the owner.
6. Despite the yearly maintenance fee described below, all costs associated with the maintenance of the ramp and concrete base structure shall be met by the owner.
7. Council reserves the right to order the maintenance, replacement or removal of a ramp that does not meet the standard requirements listed in Attachment 1.
8. Council will implement in accordance with the below table, a notification of defect system, that outlines the defect on the ramp and provides a timeline for maintenance, replacement or removal depending upon the degree of deterioration:

Defect Group	Time Permitted to Rectify the Notified Defect
Defect that poses an extreme risk to public safety	48 Hours
Defect that poses a high risk to public safety	7 Days
Ramp defect of moderate risk to public safety	14 Days
Ramp defect of minor risk to public safety	1 Month
Ramp requiring removal notice	1 Month
Ramp requiring replacement notice	1 Month

9. If the owners of the ramp do not complete the required works within the above defect response time, Council reserves the right to order the removal of the ramp to ensure public safety.

Submitted to Council: 26 July 2017

..... General Manager Mayor



Ongoing Maintenance of Ramps:

In order to ensure the safe, effective and ongoing maintenance of public ramps, Council will assume the responsibility of maintaining the ramp surrounds. In doing so, Council will charge the following annual fees for the maintenance of each public ramp.

Service:	Annual Fee (Ex GST)
Yearly Maintenance Fee	\$125.00
Cleaning of Gravel / Debris in the Ramp	Quoted for each occasion.
Maintenance of Ramp and Concrete Base	Quoted for each occasion.

The yearly maintenance fee is for the following services:

- Maintenance of the road to the ramp (grading, pothole patching, drainage).
- The administrative requirements of gathering, storing and updating insurances and certification of the ramp.
- The administrative requirements of inspecting and reporting on ramp integrity.

Delegation of Authority

The implementation of this policy is bound by the requirements of Division 2, Part 9 of the Roads Act 1993 and the supporting regulations which provide the Council, as the roads authority, with the power to issue and revoke permits for the installation of public gates and bypass structures across public roads. For the purpose of exercising this function, Council has delegated the function to the General Manager pursuant to section 322 of the Local Government Act. The delegation includes the creation and ongoing review of guidelines to assist the public to apply for, construct and maintain public gate infrastructure.

*Supersedes Previous "Transport & Communication Policies – Ramps" – DD/2410
Adopted Council Meeting 26 August 2009 – Minute No.: 25/2009-2010*

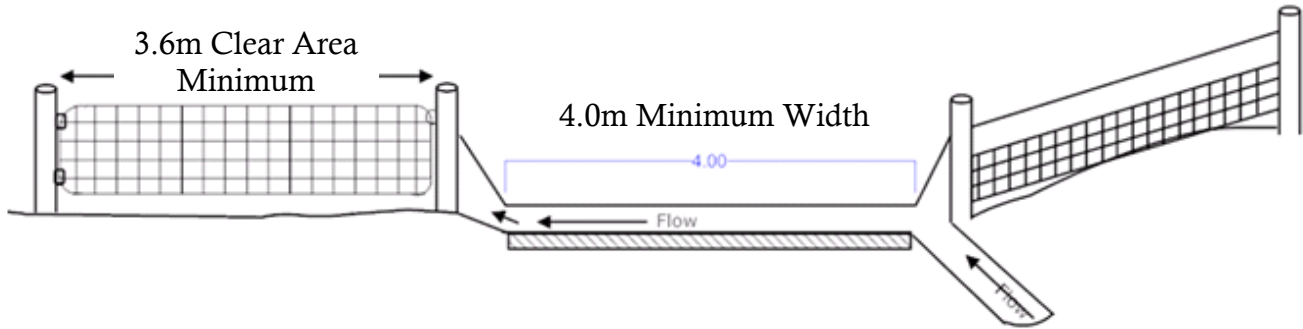
Submitted to Council: 26 July 2017

..... General Manager Mayor



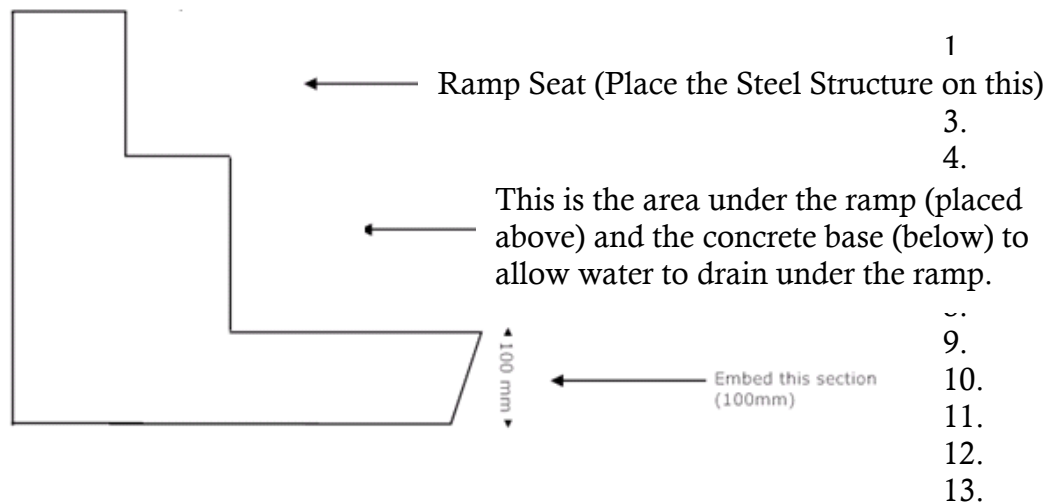
Attachment 1:

Walcha Council Standard Ramp Specifications (Note that this can be reversed with the gate and / or channel on the other side of the ramp)



Standard Ramp Outlay:

Standard Ramp Concrete Base (Left Hand Side) – Cross Sectional View:



1. A gate with a clear opening of at least 3.6 metres shall be erected to one side of the existing road alignment.
2. A stock ramp shall be installed with its centreline corresponding to the centreline of the existing road.
3. The ramp must be installed with a concrete base that allows water to flow under the ramp as specified in the above drawings.
4. The ramp must be installed with appropriate “wings” that do not face oncoming traffic.
5. The ramp shall be certified by a structural engineer as being capable of carrying normal highway loading to comply with the current Australian Standard.
6. The ramp shall have a clear opening of at least 4.0m.
7. The road pavement 10 metres either side of the new ramp shall be sealed with a 2-coat bitumen seal.



Item: 6.2 **Ref:** WO/2017/01199
Title: Integrated Planning & Reporting Framework – Workforce Management Plan 2017-2021 and Long Term Financial Plan 2017/2018 – 2026/2027
Author: General Manager
Previous Items: Not Applicable
Attachment: Draft Workforce Plan – WINT/2017/01695
Draft Long Term Financial Plan – WINT/2017/01798

Introduction:

Under the Integrated Planning & Reporting Framework, all NSW Councils are required by the Local Government Act 1993 to develop a Community Strategic Plan. Among the requirements the plan **must** provide for a resourcing strategy that describes how community assets will be used in the future, how the Council workforce will be managed to deliver the desired plan outcomes and a financial plan to show how the plan will be funded.

This report is to update the Workforce Management Plan and the Long Term Financial Plan (LTFP).

Report:

Workforce Management Plan:

Council’s Workforce Planning process is a continual process designed to match workforce requirements with organisational objectives, now and in the future. It provides us with clear direction and helps identify our future desired workforce. At the simplest level, our Plan aims to have the right people in the right place at the right time, all the time, so that we are not caught out and left ill equipped to deal with the needs of our Community. A copy of the Draft Workforce Management Plan is provided under separate cover.

Long Term Financial Plan 2017-2018 to 2026-2027:

The LTFP provides a decision making as well as a problem solving tool and is flexible, enabling Council to respond to issues as they arise. It is not intended to be a fixed financial plan, but rather a model to allow Council to identify financial issues as they arise and to see the long term affects of decisions and events. It also provides a roadmap of how Council will finance Community expectations as outlined in the Community Strategic Plan Walcha 2027. A copy of the Draft Long Term Financial Plan 2017/2018 to 2026/2027 is provided under separate cover.

RECOMMENDATION:

That Council review and ADOPT the Workforce Management Plan 2017 – 2021 and the Long Term Financial Plan 2017-2018 to 2026-2027.

Submitted to Council: 26 July 2017

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2017/01166
Title: Draft Fees & Charges for Community Services
Author: General Manager
Previous Items:
Attachment: No.

Introduction:

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

Report:

Proposed Fees and Charges for Library 2017/18

A new copier is being installed at the library which will offer a colour copying option. As the library has only had a black and white copier/printer in the past, new charges are proposed.

Unlike copying at the Council office, the library customers do their own copying and printing from the public access computers, so the proposed fees reflect this.

	Fee Description		Fee Type	GST Y/N	Fee
A4	Black and White	Single sided	D	Y	\$ 0.20
A4	Black and White	Double sided	D	Y	\$ 0.30
A4	Colour	Single sided	D	Y	\$ 0.80
A4	Colour	Double sided	D	Y	\$ 1.20
A3	Black and White	Single sided	D	Y	\$ 0.40
A3	Black and White	Double sided	D	Y	\$ 0.50
A3	Colour	Single sided	D	Y	\$ 1.60
A3	Colour	Double sided	D	Y	\$ 2.40

Note: FEE TYPE D – Full Operating Cost Recovery – The price for these items have been set to cover the operating cost of providing the item.

Submitted to Council: 26 July 2017

..... General Manager Mayor



Proposed Fees and Charges for WCCC 2017/18

Under the funding terms and conditions for the Walcha Council Community Care programs, Council is now required to raise at least 15% of the funding amount as user fees. The WCCC fees and charges have been reviewed and the new fees proposed to be charges are below.

Fee Type:

Fee Description	Fee Type	GST Y/N	Current	Proposed
Walcha Community Transport Bus - Individual (each way)				
Walcha	B	N	\$ 3.00	\$ 4.00
Walcha - outside town limits	B	N	\$ 4.00	\$ 5.00
Armidale	B	N	\$ 7.50	\$ 10.00
Tamworth	B	N	\$ 9.00	\$ 12.50
Walcha Community Transport Bus - Group (full cost) (CT eligible groups only)				
Walcha	B	N	\$ -	\$ 20.00
Uralla	B	N	\$ -	\$ 60.00
Armidale	B	N	\$ -	\$ 90.00
Tamworth	B	N	\$ -	\$ 120.00
Social Group Cost				
Daily attendance - inhouse	C	N	\$ 5.00	\$ 8.00
Daily attendance - inhouse inc. WCT bus	C	N	\$ 5.00	\$ 12.00
Daily attendance - outing	C	N	\$ 15.00	\$ 25.00
Individual Support Cost				
Medical Drive - Walcha	B	N	\$ 10.00	\$ 12.00
Medical Drive - Armidale	B	N	\$ 25.00	\$ 30.00
Medical Drive - Tamworth	B	N	\$ 25.00	\$ 35.00
Shopping - Walcha	B	N	\$ -	\$ 12.00

B – Minimal Cost Recovery – The price for these items is set to meet a small contribution towards the cost of the item. The majority of the cost of this item is met from either general revenues, grants, contributions or various combinations of same.

C – Majority Cost Recovery – The price for these items is set to make a substantial contribution towards the cost of service.

RECOMMENDATION:

That Council place the Draft Fees & Charges for the Walcha Library and Walcha Council Community Care on public exhibition inviting public submissions for a period of 28 days as per the Local Government Act 1993.

Submitted to Council: 26 July 2017

..... General Manager Mayor



Item: 6.4 **Ref:** WO/2017/01055
Title: Entering & Sealing of Rate Book – 2016/2017 Year
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Report:

The Final Reconciliation of Rates for the 2016/2017 year has now been completed and a copy is tabled for Council’s information. Approval is now sought for the document to be signed by the Mayor and the General Manager under the Common Seal of Council.

RECOMMENDATION:

That the Common Seal be affixed to the 2016/2017 Rate Book Reconciliation and be attested to by the Mayor and the General Manager.



Item: 6.5 **Ref:** WO/2017/01055
Title: Initial Reconciliation of Valuations to Rates Levied – 2017/2018
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Report:

The Initial Reconciliation of valuations to rates levied as at the 1 July 2017 has now been completed and a copy is tabled for Council’s information. Approval is now sought for the Common Seal to be affixed to this document.

RECOMMENDATION:

That the Common Seal be affixed to the Initial Reconciliation of valuations to rates levied as at the 1 July 2017 and be attested to by the Mayor and General Manager.

Submitted to Council: 26 July 2017

..... General Manager Mayor



Item: 6.6 **Ref:** WO/2017/01161
Title: Update – McHattan Park Upgrade
Author: Director of Engineering Services
Previous Items:
Attachment: Yes

Introduction:

During the April 2017 Ordinary Council Meeting, it was resolved that Council would allocate an additional \$10,000 from working funds to the McHattan Park Upgrade to fund the project as presented in the Council Meeting. Recent correspondence from the Town and Country Committee detailed the committee’s decision to donate an additional \$4,000 to the McHattan Park Upgrade, this report summarises the way in which the committee intends to spend the funds and the implication on the project.

Report:

The Town and Country Committee met on 5 July 2017 and decided to donate a further \$4,000 to the McHattan Park Upgrade Project, the following summarises their elected donations:

- ◆ Super Chuter 2600mm - \$1281 Ex GST and Freight.
- ◆ Naughts and Crosses Panel - \$1209 Ex GST and Freight.
- ◆ Poles for Panel - \$334 Ex GST and Freight.
- ◆ Reed Talking Tubes - \$784 Ex GST and Freight.

The total cost of the above donations equates to \$3,608 Ex GST and Freight.

This donation is very generous; however Council should be aware of the following:

- ◆ The total cost of the abovementioned equipment is \$3,608 ex GST and freight, meaning that once freight is considered, the total cost will be in the region of \$4,608.
- ◆ The Equipment will need to be installed, which will require additional labour, supervision, management, site preparation, material and space within the park.
- ◆ The total cost impact of the above points will total to be an additional cost to the project of \$8,528.75, less the \$4,000 donated by the Town and Country Committee, leaves \$4,528.75 to be funded by Council.

As a recommendation, the Town and Country Committee could donate the following, to eliminate the need for Council to fund further works:

- ◆ Donate two of the above items and fund their installation.
- ◆ Fund Ancillary items such as seating, a bubbler or landscaping.

RECOMMENDATION:

That Council accept the generous donation from the Town and Country Committee FURTHER THAT request that the Super Chuter be removed from the donation in order to fund the freight and installation component of these items STILL FURTHER THAT Council install a plaque within McHattan Park acknowledging the Town and Country Committee.

Submitted to Council: 29 March 2017

..... General Manager Mayor



Correspondance:

Hi Everyone,
Walcha Town and Country Committee had their meeting last night and have indicated this morning that they are going to donate a further \$4000 to the McHattan Park Project. Which is fantastic and generous.
They decided that they would like to donate the following if possible from aspace:

- Super Chuter 2600mm- \$1281 ex GST & frieght.
- Naughts and crosses panel - \$1209 ex GST & frieght.
- Poles for panel - \$334 ex GST & frieght.
- Reed talking tubes - \$784 ex GST & frieght.

The reed talking tube (\$392 each end) also requires purchasing PVC pipe to be simply joined to the end of the tube and installed under softfall, which Aspace indicated was minimal when I spoke to them asking about some of the prices for the committee a few weeks ago.

Non of their choices require softfall, but obviously would need to factor in an appropriate space for the super chuter.

Town and Country also hoped that if there were remaining funds from their total \$9000 being donated, that it could be put towards a bubbler or if we don't end up buying a bubbler, paint towards freshening up the existing equipment poles.

They realise there might not be any money left. But when they found out how much the bubblers were, they decided that they would prefer their money spent on equipment first.

Hopefully we have some funds left at the end to do either the bubblers or paint. But if not we can always put it on the agenda for consideration in the future.

They also would like a plaque in the playground or actually on each piece they have donated.

Below are the photos of the equipment and what colours choices they would like the equipment to be if possible. (They selected from colours we were already, using to match in). It's drawn on a piece of paper to hopefully make things clearer.

Hope all of this makes sense, but if not feel free to contact me or Kimberley Lisle from the committee.

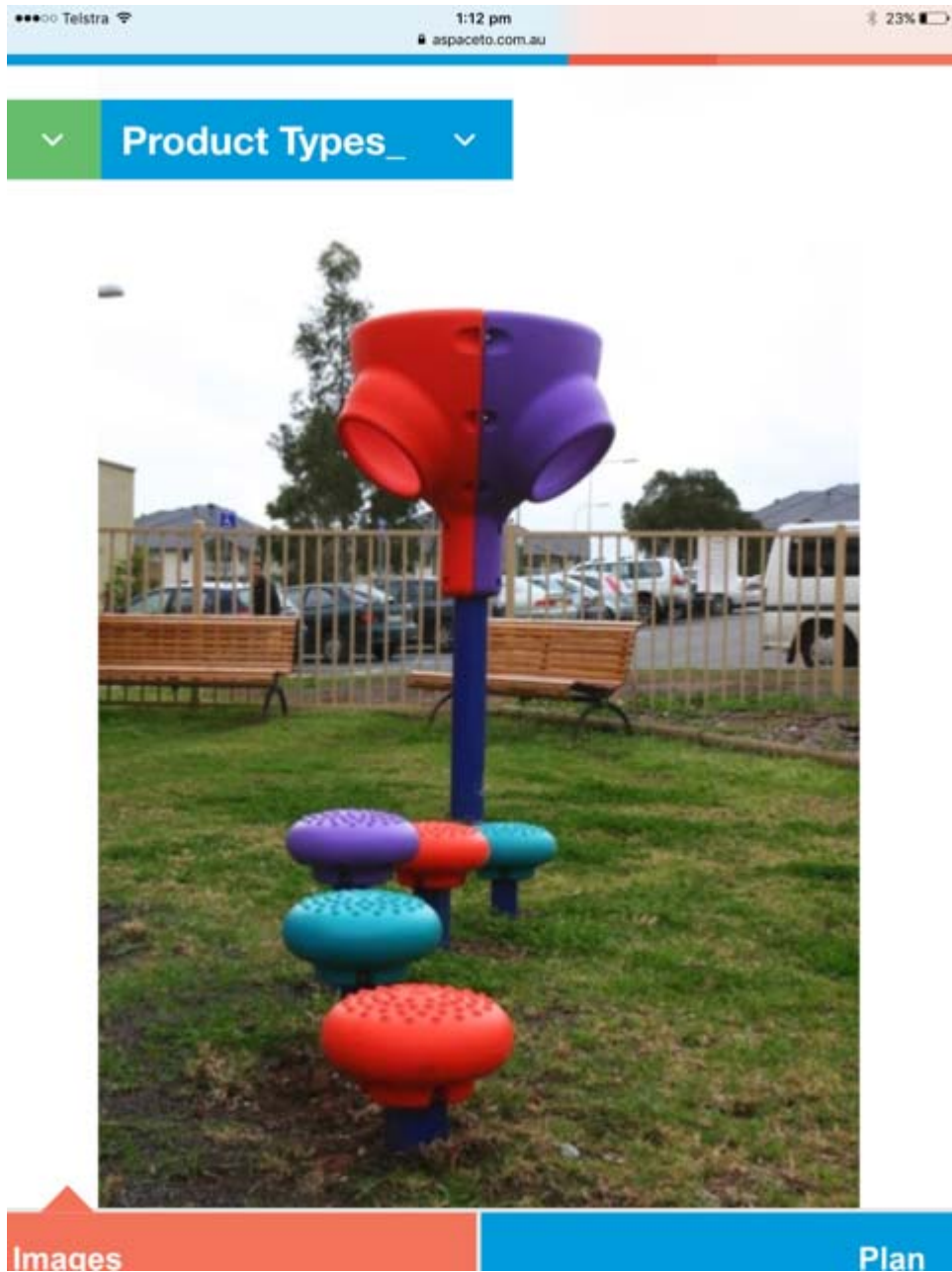
When I called Aspace said it usually has a 4 week turn around from date of order. If the equipment is ordered soon will we have it in time to be installed with the other equipment?

Submitted to Council: 29 March 2017

..... General Manager Mayor



Rachael
PHOTOS
Super Chuter 2600mm

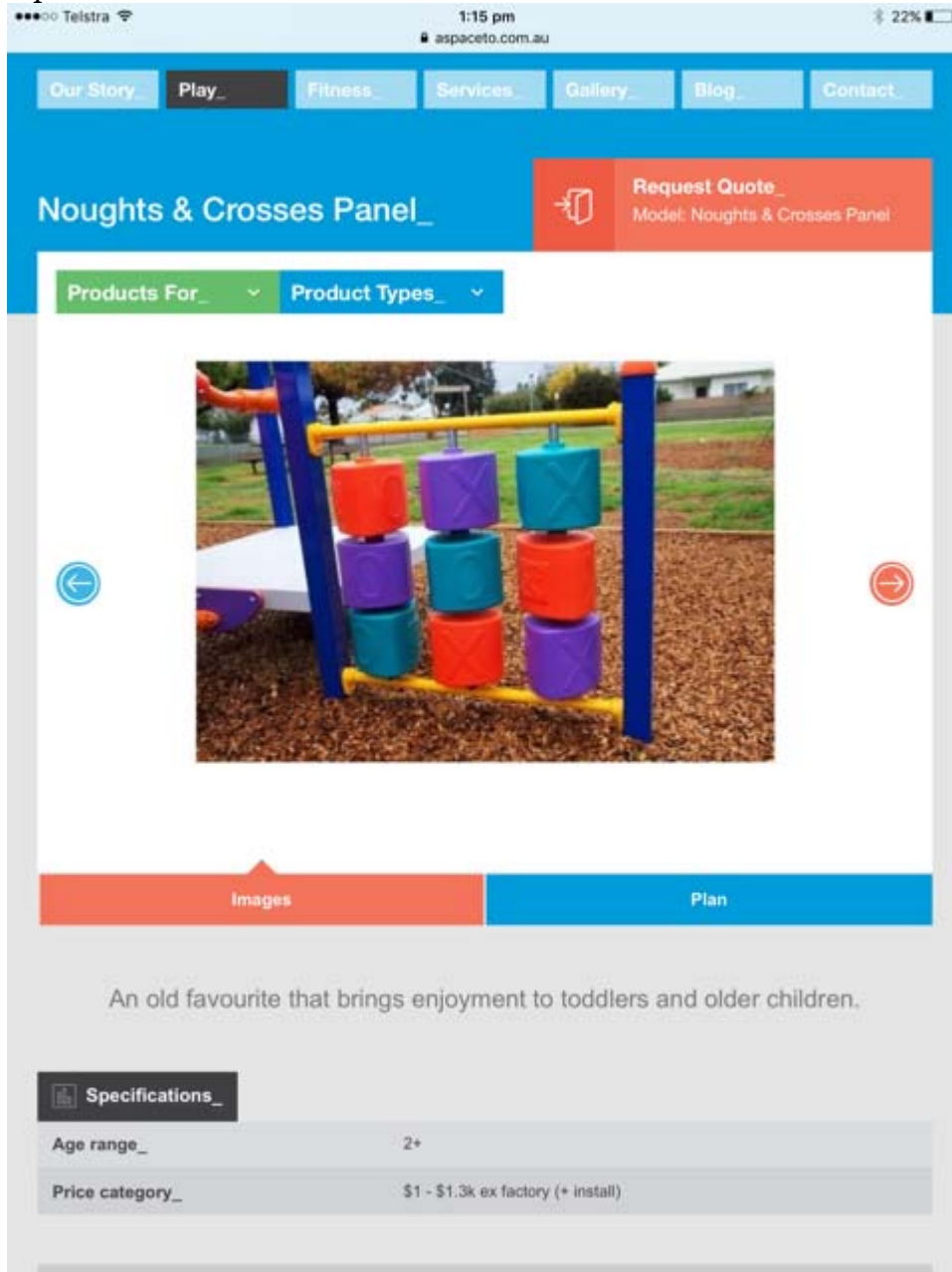


Submitted to Council: 29 March 2017

..... General Manager Mayor



X's and O's panel

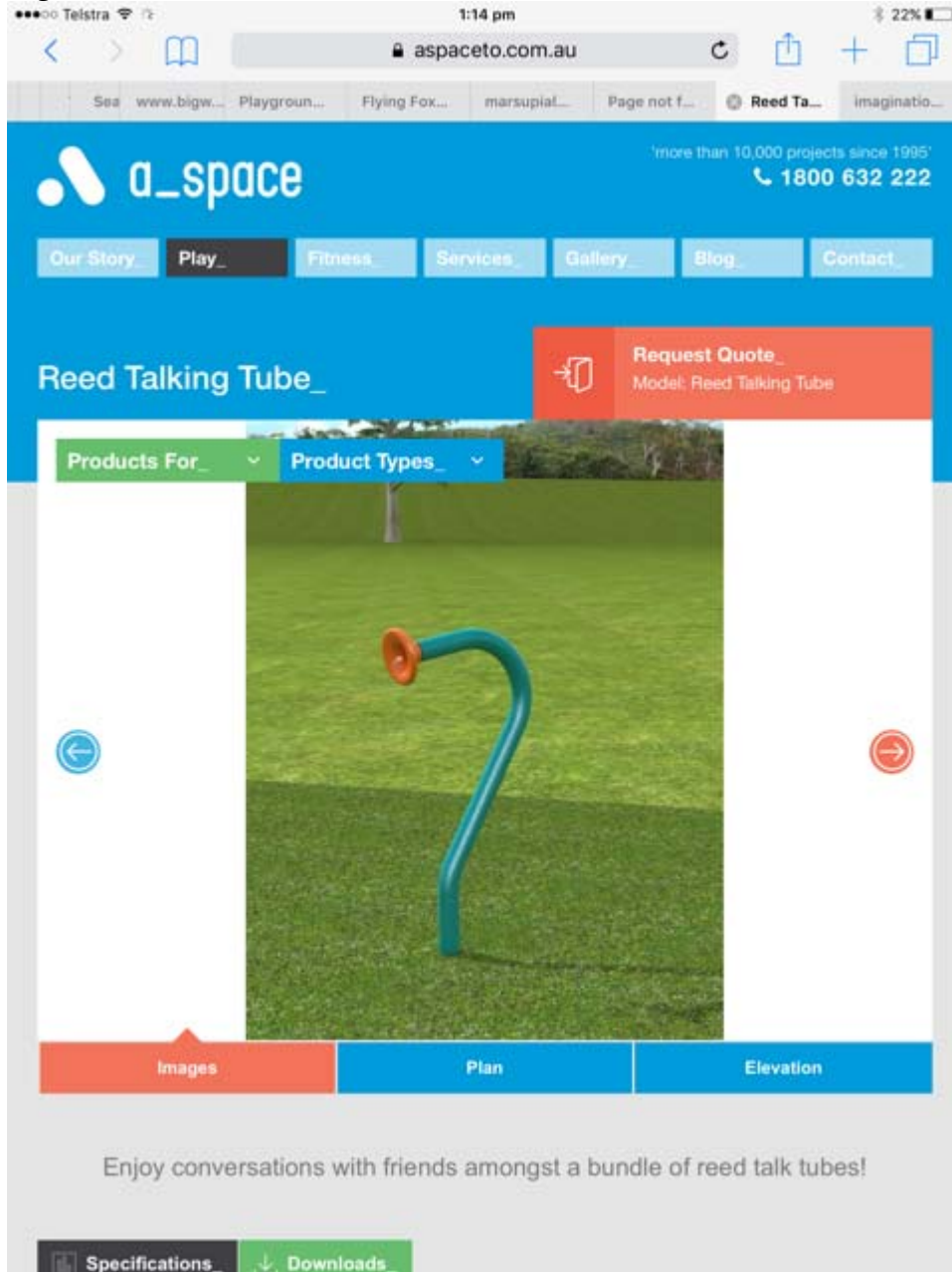


Submitted to Council: 29 March 2017

..... General Manager Mayor



Reed talking tube

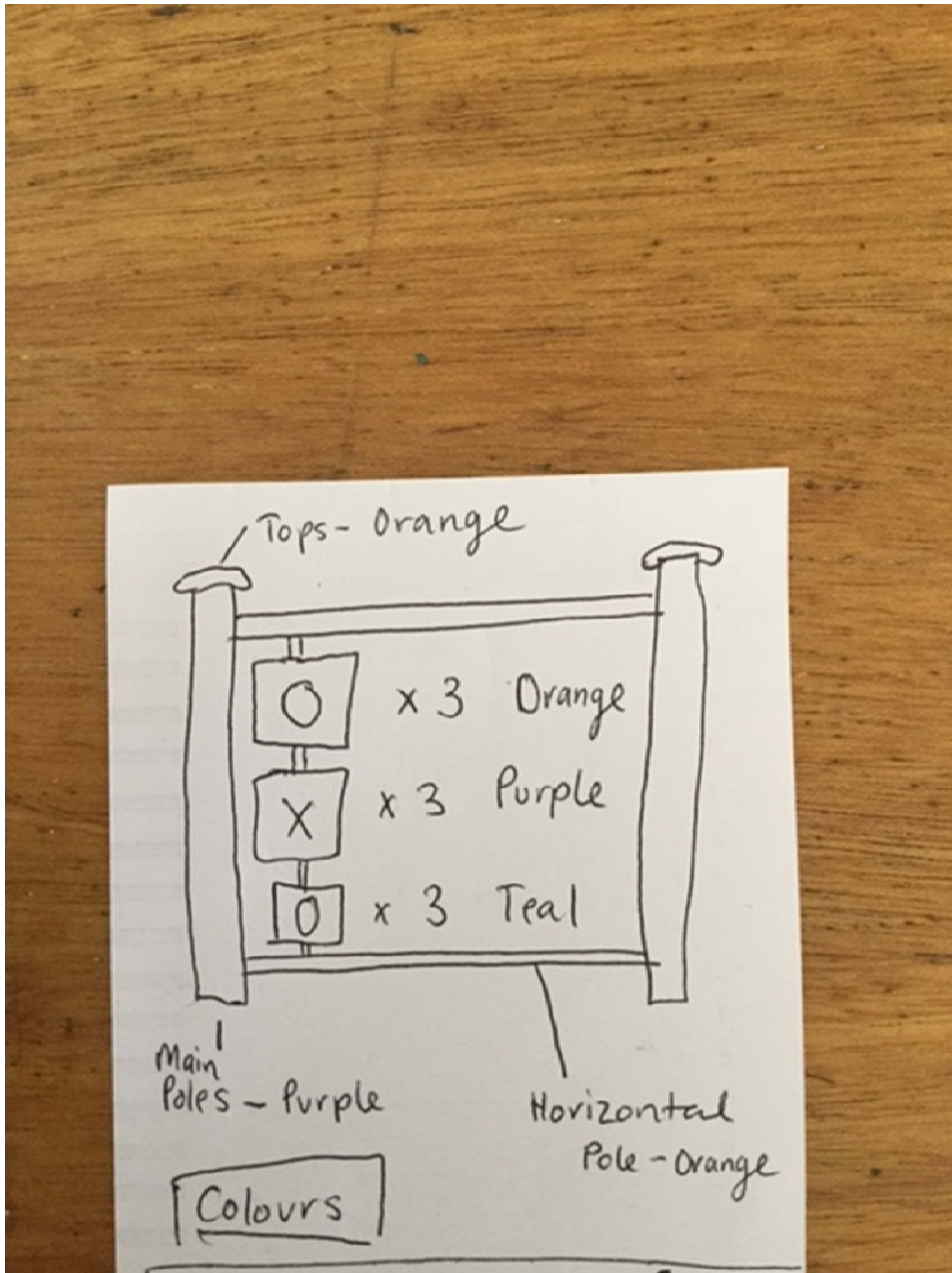


Submitted to Council: 29 March 2017

..... General Manager Mayor

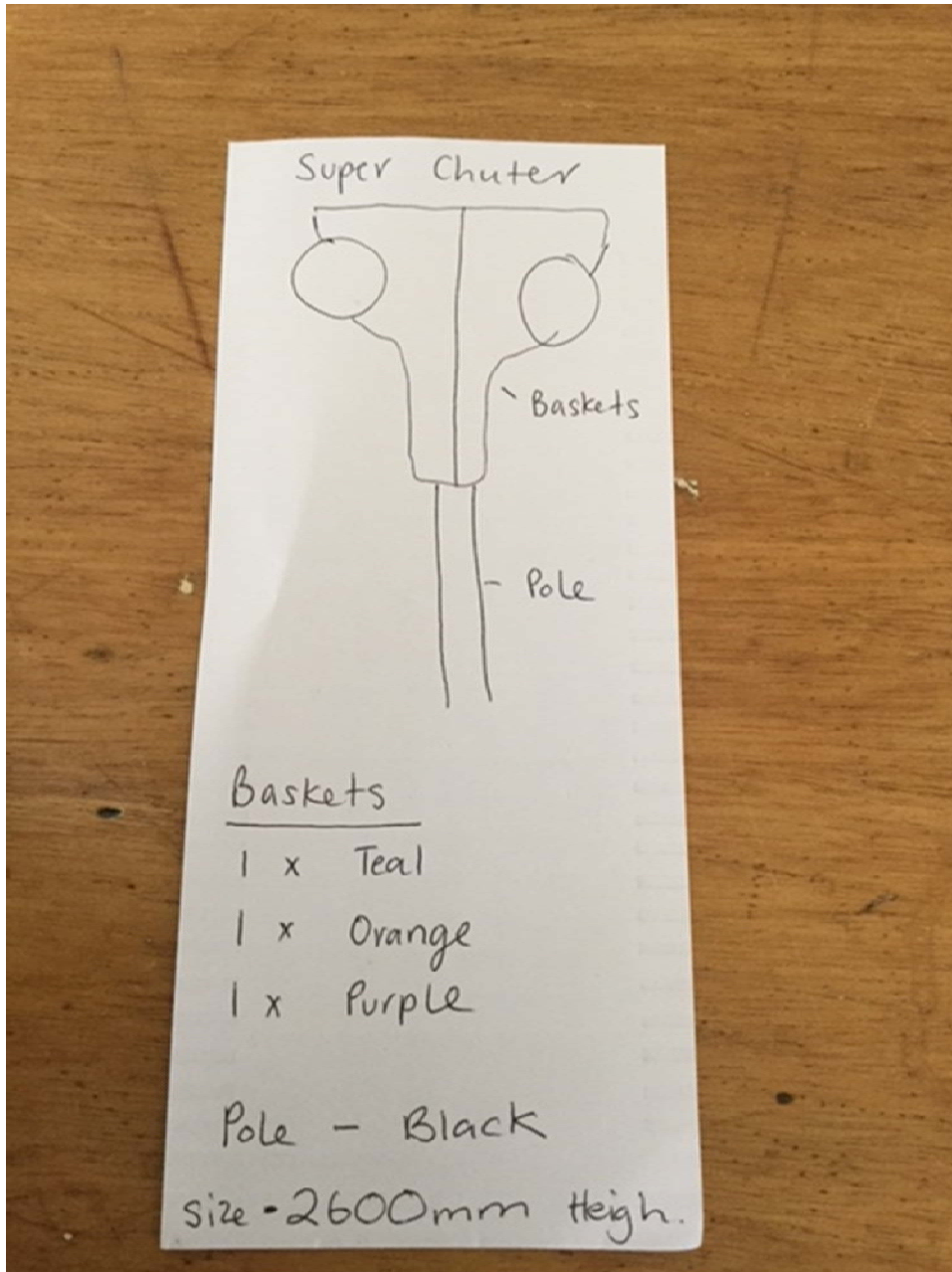


Colours
choices:



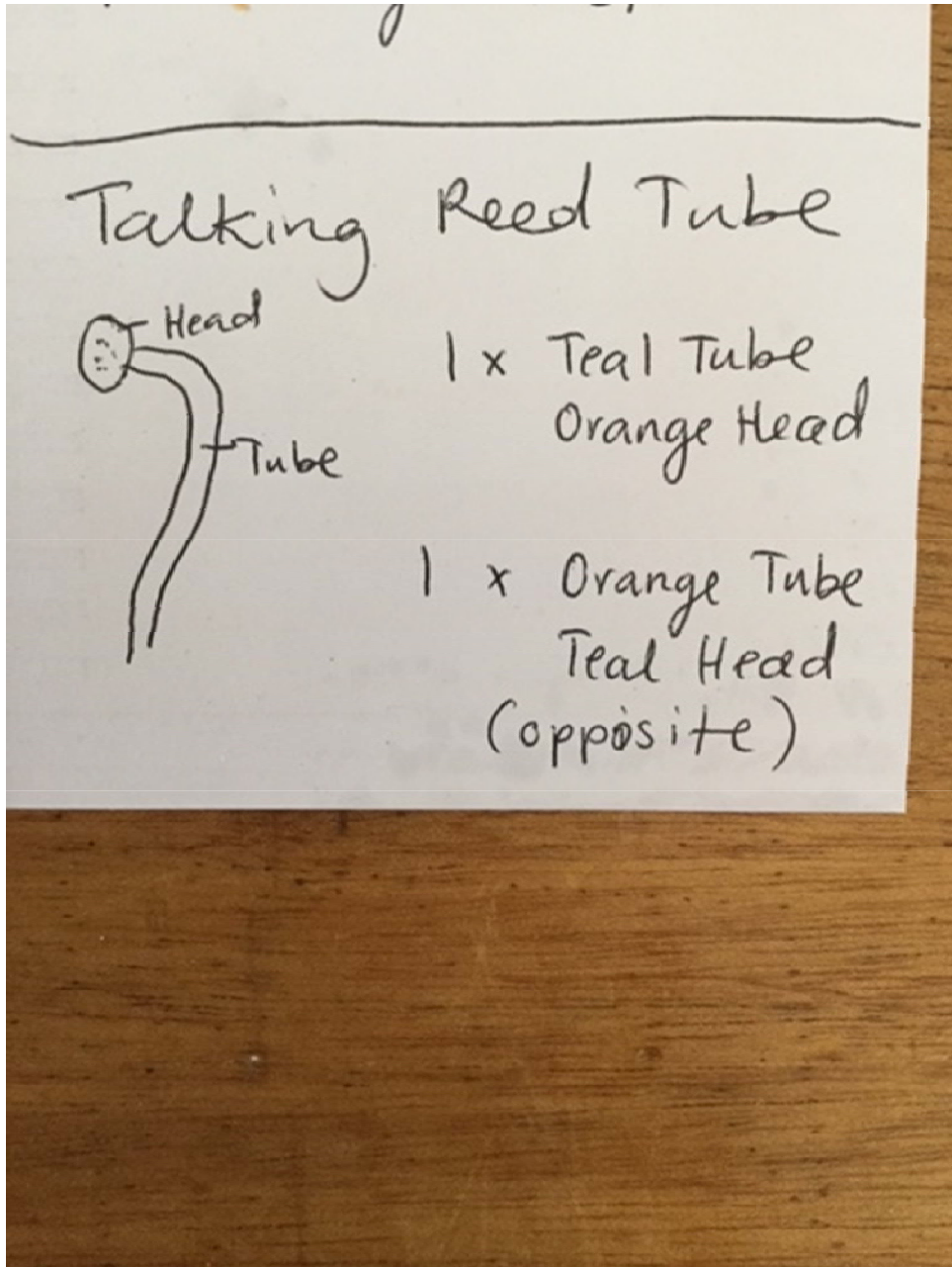
Submitted to Council: 29 March 2017

..... General Manager Mayor



Submitted to Council: 29 March 2017

..... General Manager Mayor



Submitted to Council: 29 March 2017

..... General Manager Mayor



Item:	6.7	Ref: WO/2017/01133
Title:	Grant Funding Available	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Report:

The State Government has released various funding opportunities and this report is to advise on some that are applicable to Council.

Funding Programs:

2017 Community Building Partnership Program

Seeking funding applications for community infrastructure projects that:

- o Promote community participation, inclusion and cohesion.
- o Deliver positive social, environmental and recreational outcomes.

Highly competitive program with \$300,000 available to each state electorate, which makes \$20,000 the average amount awarded to each project.

Local Council applications are required to provide **matching cash contributions** for projects they submit.

Applications Open: 26 June 2017
Applications Close: 9 August 2017

Eligibility:

- o Incorporated, community based not-for-profit organisations.
- o NSW local councils

Note: Organisations with two or more unacquitted CBP projects from 2010-2015 rounds are in eligible to receive a 2017 grant. Eligibility will be assessed on 2010-2015 project paperwork received by CBP team on or before 31 July 2017.

Criteria:

Project must:

- o Be for construction of new community infrastructure; or
- o Refurbishment, repair and maintenance to existing community infrastructure;
or
- o The purchase of capital equipment items with a minimum individual asset value of \$2,500 and a projected life expectancy of 5+ years.
- o Be completed by 31 March 2019.

Program Assessment Criteria:

All projects will be assessed against all other projects lodged within a State Electorate. All projects assessed on merit against the following program criteria:

Submitted to Council: 26 July 2017

..... General Manager Mayor



- **Enhance facilities:** the project develops a vibrant, sustainable and inclusive community through the enhancement or construction of community infrastructure.
- **Meet community need:** the project supports activities and services needed by local communities.
- **Increase community participation:** the project encourages participation in activities or services needed by a broad section of the community.
- **Organisations capacity:** the applicant has the capacity to deliver the project on time and within scope.

Potential projects:

Refurbishment of Community Care Centre	\$25,000
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Submitted to Council: 26 July 2017

..... General Manager Mayor



Regional Growth Fund

‘Growing economies and supporting communities’

The Regional Growth Fund will invest in projects that facilitate regional development through six funds. These funds aim to enable essential infrastructure, support arts and culture, enhance and build sporting infrastructure, improve regional voice and data connectivity, invest in our mining-impacted communities, spur job creation and deliver local infrastructure.

Applications will be open to local government, regional organisations, industry and other community organisations.

The Six funds are split into two buckets of funding.

Economic Activation Funds - \$1 Billion

1. Connecting Country Communities.

To invest in communications infrastructure and deliver improved regional voice and data connectivity. This fund will build and upgrade mobile phone base stations, connect businesses to global markets and schools with innovative learning resources. Program opens: Late 2017.

Currently there is no further information. General Manager will be attending a teleconference on Monday 17 July 2017 with the Department of Industry.

2. Regional Sports Infrastructure.

To foster the benefits of sport in communities. This fund will invest in new and existing venues to improve the participation and performance in sports at all levels. Program Opens: July 2017.

Currently there is no further information but it should be available in the near future. General Manager will be attending a teleconference on Monday 17 July 2017 with the Department of Industry.

3. Growing Local Economies.

To develop the enabling infrastructure to grow regional centres. This fund will invest in the crucial projects needed to support job creation and economic growth in regional NSW.

Program opens: July 2017.

Currently there is no further information but it should be available in the near future. General Manager will be attending a teleconference on Monday 17 July 2017 with the Department of Industry.



4. Resources for Regions Fund

The Resources for Regions Program aims to deliver improved local infrastructure to mining-affected communities and improve economic growth and productivity in NSW. This fund will help build infrastructure across health, water, road, education, tourism and CBD renewals to attract new business, tourists and residents.

Program Opens: July 2017.

Eligibility:

The 2017-2018 Round of Resources for Regions is open to all regional local government areas that can demonstrate that they are mining affected to a significant degree.

Although Walcha Council has been identified on the website that funds are available under this grant for our area, in the application we would have to describe the role of mining in the region and demonstrate that the presence (or withdrawal) of mining is having a significant impact on infrastructure and/or services to the community.

Community Amenity Funds - \$300 Million

1. Regional Cultural Fund.

The Regional Cultural Fund has been established by the NSW Government to ensure regional NSW receives its fair share of arts and cultural infrastructure and the associated recreational and educational benefits. The Fund will invest \$100 million over four years to drive growth in arts, screen, cultural and heritage infrastructure for the social, cultural and economic benefit of communities in regional NSW.

The Fund will support the creation of cultural infrastructure including buildings and structures that support or accommodate the arts, cultural expression and heritage, such as: visual arts, crafts, media arts, performing arts, heritage, museum, archives, libraries, publishing, sound recording, film, audio visual, radio and television.

It will also fund operational funding for museums and galleries to support the delivery of services and operational funding or capital funding to support touring in the regional areas of existing exhibitions or collections.

There are four categories of funding:

- o Large scale regional cultural infrastructure projects over \$1 million
- o Medium scale regional cultural infrastructure projects between \$60,000 and \$1 million.
- o Small scale regional cultural infrastructure project under \$60,000.
- o Operational Projects.

The Regional Cultural Fund Program will open on Monday, 17 July 2017. More information will be available soon.

Program Opens: July 2017.

Submitted to Council: 26 July 2017

..... General Manager Mayor



Potential projects:

2. Stronger Country Communities Fund

The *Stronger Country Communities Fund* is part of new funding under the NSW Government’s \$1.3 billion *Regional Growth Fund* designed to improve economic growth and productivity with investment in regional communities. The Stronger Country Communities Fund is investing in infrastructure projects in regional NSW communities to improve the lives of residents and enhance the attractiveness of these areas as vibrant places to live and work.

The fund will support projects that involve:

- o **Building new community facilities** (such as parks, playgrounds, walking and cycle pathways).
- o **Refurbishing existing local facilities** (such as community centres and libraries)
- o **Enhancing local parks and the supporting facilities** (such as kitchens and toilet blocks).

Local Councils must consult with their communities to identify project proposals that meet community needs and aspirations. Evidence of consultation activities and findings will need to be provided. We will give priority to projects that provide local jobs and support local businesses.

Available Funding:

Each rural and regional local government area will receive a base allocation with additional funding calculated in accordance with population size and a loading that accounts for variation in costs of construction across NSW. The Stronger Country Communities Fund is seeking projects of at least \$100,000, but typically in the range of \$250,000 to \$1 million. Where there is a significant financial co-contribution, larger projects (above \$1 million) will be considered. The General Manager and the Mayor met with the Local Member Kevin Anderson on Thursday and he advised that \$764,873 had been allocated the Walcha Local Government Area

Applications will be called for on an annual basis over the next two years. Council’s will be assigned a time frame, during which they can apply. Projects submitted should be able to commence within a 12 month time period and ideally be complete within two years of funding approval.

Walcha Council is in Tranche A and this means that:

Applications Open: 7 July 2017

Applications Close: 9 August 2017

Submitted to Council: 26 July 2017

..... General Manager Mayor



Do we need to make a co-contribution?

No, Councils can apply for full funding but will need to contribute financially if their proposed project is a planned upgrade of existing infrastructure in a forward program of capital works project proposals or if the value of the project is above their allocated funding.

Eligible Applicants:

NSW local councils. State government agencies and non-government organisations can submit eligible community infrastructure projects, in partnership with local councils.

Eligibility:

The following information will be required:

- **Clear definition of project, purpose, scope, costs and who it shall benefit.**
- **Evidence or data** on how the project will help boost the liveability of the local community. This might include consideration of how it will build more vibrant, sustainable and inclusive communities.
- **Supporting information** could include estimated take-up numbers, survey feedback or direct community feedback.
- Additional evidence could include how the proposal aligns with the **Council Community Strategic Plan**.
- **They are seeking projects of at least \$100,000 and typically in the range of \$250,000 to \$1 million.** Larger projects will be considered where there is significant financial co-contribution.
- **Deliverability.** Evidence that the project can commence within 12 months and ideally be complete and funds acquitted within two years of funding approval.
- **Evidence the project is cost effective** will be required including a clearly defined budget. At least two quotes should be provided. Projects must give consideration to the processes and procedures outlined in the capital expenditure review guidelines issued by the Office of Local Government.
- **Details about co-contribution.** Organisations will need to contribute if the project chosen is a planned upgrade of existing infrastructure in their forward program of capital works project proposals.
- **Details about the use of local suppliers.** Supporting data might include competitive quotes, how it will contribute to local employment and local skills development.
- **The capacity to maintain any new infrastructure funded.** Projects must be sustainable and be able to be operated and maintained beyond the funding period.

Potential Projects:

Walcha Preschool, Total Cost \$1,000,000	Possible Grant	\$660,000
Yarrowitch Toilet Block		\$100,000
Sporting Facilities upgrade (underground watering Walcha Oval, installing lighting John Oxley)		\$100,00
Refurbish Walcha Swimming Pool	\$180,000	

Submitted to Council: 26 July 2017

..... General Manager Mayor



RECOMMENDATION: that Council submit an application under the 2017 Community Building Partnership Program for \$25,000 to refurbish the Community Care Centre and further that Council submit application under the Stronger Country Communities Fund for the following projects with the attached priority:

Priority 1 Walcha Preschool	\$660,000
Priority 2 Sporting Facilities upgrade	\$120,000
Priority 3 Refurbish Walcha Swimming Pool	\$126,000

Submitted to Council: 26 July 2017

..... General Manager Mayor



Item: 6.8 **Ref:** WO/2017/01207
Title: Committee of the Whole Referral – Tender for the DrumMuster Container Collection EX00018
Author: Director – Engineering Services
Previous Items: Not Applicable
Attachment: No

Introduction

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

Report

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

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

RECOMMENDATION:

That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of tender for the DrumMuster Container Collection be referred to be discussed in Committee of the Whole for the reason that they relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Submitted to Council: 26 July 2017

..... General Manager Mayor



Ref: WO/2017/01170

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

Item 9:
Management
Review Reports

Submitted to Council: 26 July 2017

..... General Manager Mayor



FINANCE AND ADMINISTRATION

9.1 Listing of Bank Balances for the Month of June 2017

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

	<u>2017</u>	<u>2016</u>
General	\$2,627,679.37	\$1,307,862.67

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

	<u>2017</u>	<u>2016</u>
Interest Earned (YTD)	\$ 38,027.86	\$ 38,585.03

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

Please see the following Report for the investments placed in June 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

Submitted to Council: 26 July 2017

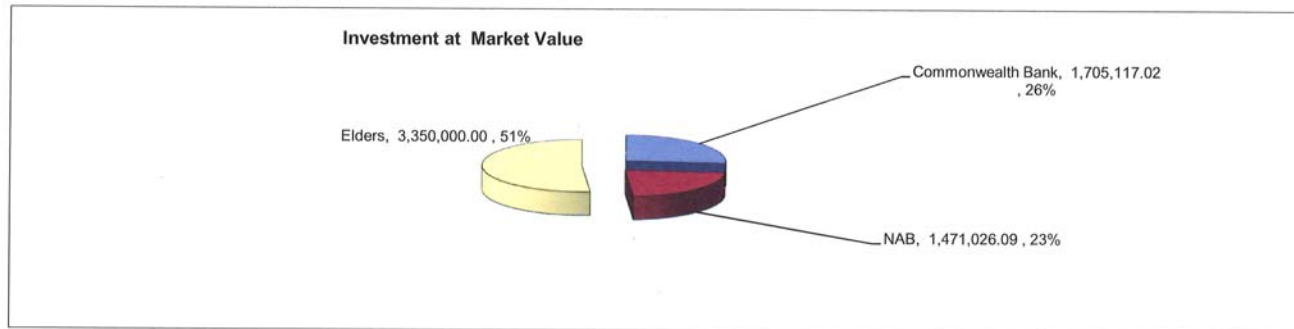
..... General Manager Mayor



REGISTER OF INVESTMENTS TO 30/06/2017

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/06/17	MV % of Portfolio	
National Australia Bank	Term Deposit			30-Jan-17			9560.62	-	509,927.26	-	0.00%	
National Australia Bank	Term Deposit			30-Mar-17			4966.40	-	504,966.40	-	0.00%	
National Australia Bank	Term Deposit			30-May-17			14888.49	-	499,999.00	-	0.00%	
National Australia Bank	Term Deposit			16-Jun-17			17047.14	-	485,846.09	-	0.00%	
National Australia Bank	Term Deposit			17-Jun-17			27290.26	-	499,999.00	-	0.00%	
National Australia Bank	Term Deposit	1/03/2017	134	13-Jul-17	2.45%	8642.64	16748.95	960,878.74	-	960,878.74	14.72%	
Elders Rural Bank	Term Deposit	29/04/2017	120	29-Aug-17	2.55%	5449.32	13201.69	650,000.00	-	650,000.00	9.96%	
Commonwealth Bank	Term Deposit	17/09/2016	365	17-Sep-17	3.00%	10118.45	6197.18	337,281.82	-	337,281.82	5.17%	
Commonwealth Bank	Term Deposit	30/11/2016	296	26-Sep-17	2.65%	10887.16	5639.88	506,605.63	-	506,605.63	7.76%	
Elders Rural Bank	Term Deposit	28/03/2017	180	28-Sep-17	2.65%	12415.07	22516.41	950,000.00	-	950,000.00	14.56%	
Elders Rural Bank	Term Deposit	4/04/2017	180	04-Oct-17	2.65%	7841.10	0.00	600,000.00	-	600,000.00	9.19%	
Commonwealth Bank	Term Deposit	30/11/2016	326	26-Oct-17	2.66%	20460.93	9587.79	861,229.57	-	861,229.57	13.20%	
National Australia Bank	Term Deposit	28/04/2017	210	28-Nov-17	2.50%	7337.74	14421.33	510,147.35	-	510,147.35	7.82%	
Elders Rural Bank	Term Deposit	20/06/2017	180	17-Dec-17	2.60%	7052.05	0.00	550,000.00	-	550,000.00	8.43%	
Elders Rural Bank	Term Deposit	20/06/2017	240	15-Feb-18	2.62%	10336.44	0.00	600,000.00	-	600,000.00	9.19%	
							100,541	162,066	6,526,143.11	2,500,737.75	6,526,143.11	100.00%

Capital Value of Portfolio	6,526,143.11
Redeemed Value of Portfolio	2,500,737.75
Market Value of Portfolio 30/06/17	6,526,143.11
Estimated Profit/(Loss) 30/06/17	6,526,143.11



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: 26 July 2017

..... General Manager Mayor



9.3 Work, Health & Safety

June 2017

Workplace Incidents – One minor workplace incident which did not result in a Workers Compensation Claim.

Motor Vehicle – One plant incident was recorded which resulted in an insurance claim involving a third party vehicle.

Public Liability – Nil.

9.4 Tourism Report

June 2017

Number of visitors to VIC

June	2017	2016	2015	2014
Walk in's	386	337	365	333
Phone enquiries	30	31	31	24
Email enquiries	4	0	0	1

Website	June	May	April	March
Visits	3,126	2,580	3,656	4,781
No of Hits	109,728	119,834	151,660	147,496

New England High Country (NEHC) and Adventure Group Holdings (AGH)

Adventure Group Holdings, is a content and marketing business which operates multi-channel brands within the caravan, camping and domestic tourism space (*media and staff assets were acquired from Bauer Media in late 2016*).

AGH and NEHC met to discuss our marketing plan for 2017-18. The focus is to build on our already successful “*My Favourite Corner*” campaign, this will be the third phase, (aimed at motorcycles and secondly, general self drive traffic). Our other focal point will be golfing and bushwalking experiences.

Some serious glitches and navigational issues for our jointly owned* website, *Travel In* were raised by myself, I am now working directly with AGH to iron these issues out on behalf of New England High Country.

*jointly owned by Adventure Group Holdings and the LGA's that previously made up Inland Regional Tourism Organisation

New England North West (NENW) meeting with Adam Marshall

On 13 June NENW tourism group met with Adam Marshall to discuss regional tourism and access to funding for regional tourism through Destination NSW.

Since *Inland Regional Tourism Organisation* (RTO) (and all other NSW RTO's) went into voluntary administration in April 2016, Destination NSW has taken on the role of the RTO's, they are now called *Destination Networks*. The boundaries have changed, Walcha and all NENW LGA's are now part of a 'Destination Network' called **Country & Outback**. This area is extremely large, covering approximately half of NSW.

Destination Networks are as follows

- **Country & Outback** – Oberon, Mid-Western Regional Council, Liverpool Plains, Tamworth and New England High Country then everything north and west to the state borders including Broken Hill.

Submitted to Council: 26 July 2017

..... General Manager Mayor



- Riverina Murray – Bland, Temora, Gundagai then south and west to the state borders
- North Coast – Coastal LGA’s from the QLD border to the Mid-coast council
- Southern NSW – Hilltops & Upper Lachlan, south to the border
- Sydney surrounds south – Woolongong and Shoalhaven
- Sydney surrounds north – Blue Mountains, Hawkesbury, Port Stephens and the Hunter Valley

The boards for the Destination Networks have only recently been announced and they are yet to have financial structure in place to be completely operational.

Country & Outback Destination Network – Board meeting

New England High Country members and Tamworth Tourism met with the new board of Country & Outback Destination Network on 6 July in Armidale, we discussed issues with accessing DNSW funding for regional tourism, accomplishable measurement of KPI’s, and the stringent guidelines to access funding such as having to use photographers and graphic designers from a narrow list of Sydney, DNSW approved, providers.

Events

Walcha Tourism are currently involved in organising:

- Walcha Mountain Festival – October 2017.
- Proposed Walcha Sculpture Symposium, autumn 2018, dependant on funding.
 - Grant applications and general discussions.
 - In conjunction with Walcha Arts Advisory Committee members.
- John Oxley Bicentenary 8 – 9 September 2018 and brochure September 2017.
 - Request for funding for the brochures from Kevin Andersons office.
 - In conjunction with the Walcha District Historical Society.

Susie Crawford
Tourism Manager



9.5 Grant Information

Grants Currently Applied for:

Name of Grant:	Purpose of Grant:	Amount Requested:	Council Contribution:	Outcome:
Fixing Country Wash Bay Grants	Truck Wash Bay	\$578,000	\$22,000	Successful
ClubGrant, Local Arts and Cultural Infrastructure.	Increase Participation and Drive Cultural Tourism.	\$300,000	TBD – multiple submissions	Unknown.
Transitional Assistance Program for Local Councils	Assistance to implement the NDIS	\$10,000	Nil	Unknown
OLG – Innovation Fund Round 2	Purchase & implement LG Solutions Financial Control Centre	\$24,250	\$17,500	Closing Date: 090617
OLG – Innovation Fund Round 2	Implement reciprocal internal audit function with Uralla Shire Council	\$30,000	\$10,250	Closing Date: 090617
Regional Growth – Marketing & Promotion Fund	Promote Walcha as a great place to live, work and conduct business	\$13,387	\$5,000	Unsuccessful
Regional Growth – Marketing & Promotion Fund	Attend GP17 RACGP conference	\$6,290	\$1,000	Unsuccessful
Youth Opportunities Program	Establishment of a homework and learning support centre	\$38,590	\$4,000	Oct 2017
Way Ahead – Mental Health Association NSW	Youth mental health speaker and workshop during Mental Health month.	\$1,000	\$500	Unknown

Submitted to Council: 26 July 2017

..... General Manager Mayor



Grants Currently Being Investigated:

Name of Grant:	Purpose of Grant:	Closing Date:
Arts Projects – Organisations Community Building Partnership Youth Opportunities Funding Regional Arts NSW website:		Various times
Start Strong Community Preschool Capital Works Grants	To create new preschool places. Programs that may be eligible include construction of a new preschool facility, extending an existing preschool facility	18 August 2017
Community Building Partnership	For community infrastructure projects that deliver positive social, environmental and recreational outcomes. Internal fit out of Walcha Council Community Care building.	9 August 2017
Federal and State Blackspot Program	For the identification of dangerous sections of roads, to be nominated for selective treatments and required safety upgrades.	31 July 2017
Fixing Country Roads	For the identification of road related projects that if completed will lead to productivity enhancements for communities. This grant particularly focuses on freight productivity.	1 September 2017
Active Transport – Walking and Cycling	For the creation of a walking and cycling access plan and following this plan the implementation of projects that will create links and extend on the existing network.	31 July 2017

Website Links:

- <https://www.liquorandgaming.justice.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants/arts-and-cultural-funding-round.aspx>
- <http://regionalartsnsw.com.au/grants>
- <https://www.liquorandgaming.justice.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants/arts-and-cultural-funding-round.aspx>
- <http://www.fitforthefuture.nsw.gov.au/content/innovation-fund>
- <http://www.lgnsw.org.au/files/imce-uploads/127/cremf-introduction-1.pdf>
- <http://youth.nsw.gov.au/youth-opportunities/>
- <http://mentalhealthmonth.wayahead.org.au/apply-for-a-small-grant/>
- <http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care/funding/start-strong/capital-works-grants-program>
- <http://www.communitybuildingpartnership.nsw.gov.au/>
- <http://investment.infrastructure.gov.au/funding/blackspots/>
- <https://www.transport.nsw.gov.au/projects/programs/fixing-country-roads>
- https://infrastructure.gov.au/infrastructure/pab/active_transport/

Submitted to Council: 26 July 2017

..... General Manager Mayor



ENGINEERING SERVICES

9.6 Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
51	12/06/2017	90.50	4,228.97
52	19/06/2017	69.50	3,336.17
1	26/06/2017	51.50	2,700.01
2	03/07/2017	121.00	6,170.84
TOTAL		332.50	\$16,435.99

9.7 Shire Roads Maintenance

Local Roads & Bridges - Projects:
Design and Construct – Five Bridges Tender.



Waeger Constructions have all but completed their works on site for the Kangaroo Flat, Aberbaldie and Flags Niangala Bridges. The Kangaroo Flat Bridge requires some abutment works and Guardrail installation which is expected to be complete shortly. Aberbaldie and Flags Niangala Bridges will be open by Monday 24 July.

As the pictures quite clearly show, the Flags Niangala (Pictured below) is very near to being ready to open and the Kangaroo Flat Bridge (Above and right) is nearing completion.



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..... General Manager Mayor



Regional Roads – Projects:
Bergen Bridge Widening:



The Bergen Bridge Widening is progressing very well. The Bridge construction works is now complete. Guard Rail has been installed on the opposing side of the bridge widening.



Finalisation of the widening works is progressing well, however some soft unsuitable material has been encountered. Where this has been located, geosynthetics have been employed to help separate the fresh

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gravel from the underlying material (as pictured). Stabilisation of the road surface will be complete with a primer seal applied by 20 June. The bridge will be open to traffic on 26 July.

Pandora Rehabilitation:



The Pandora Rehabilitation – Roadworks Component commenced on 23 May 2017.

This portion of the work will include placing a 170mm overlay of crushed gravel, stabilising the pavement with 70/30 slag lime and compacting the mixed pavement. Some minor curve amendments and shoulder widening will allow for greater safety on this section of the Thunderbolts Way.

The project is progressing well, with the overlay complete. Delays were seen due to the delay of the crushed Millbank Material, however this material has led to a high quality end result. The project has been sealed and is now open to traffic.



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State Roads – Projects:

Bergen Culverts Project:

The Bergen Culverts Project is an additional request from the RMS to install a six cell 1200mm pipe culvert structure on the Oxley Highway. This includes the installation of the currently functional bypass track, culverts and a 15m long in-situ concrete headwall.



The project is currently running well, with pipe placement expected to occur from 25 July, with completion expected in early August.

Urban – Projects:

Streetscape:

Streetscape is now completed for the 2016-17 portion of this greater project. This year the parks and gardens crew successfully advance to pass NAB and finish on the corner of Derby and Apsley Streets. The project progressed very well, and has greatly improved the aesthetics and quality of the footpath in the area. A new garden and seat has been installed between the Council Chambers and NAB, making for a great spot to rest along this central footpath.



Completed Maintenance Snapshot:

Local Roads	
Maintenance Grading:	Roads:
	Chinooks
	Echo Point
	Riverside
	Bukeiro
	Brooklyn
	Lakes
	Geraldine
	Cotley
	Rowley's Creek
Gravel Re-Sheeting:	Roads:
	Kangaroo Flat Road
Vegetation Control	Roads:
	Wollun
	Bergen
	Niangala
State & Regional Roads	
Oxley Highway Maintenance:	Tasks:
	Sign Maintenance & Repair
	Servicing Rest Areas
	Vegetation Control
Regional Roads:	Tasks:
	Repair Potholes
	Vegetation Maintenance
	Service Rest Areas
Urban Roads	
Urban Maintenance:	Tasks:
	Sporting Ground Maintenance
	Town Street Cleaning
	Parks and Garden Maintenance

Proposed Works for the Coming Period:

Shire Roads:

- ◆ Grading will take place on Kangaroo Flat, Mooraback, Blomfield, Mitchell Hill Road, Careys Road, Chandlers Road, Upper Yarrowitch River Road.
- ◆ Gravel Re-Sheeting to occur on Kangaroo Flat Road.
- ◆ Continue works on the Design and Construct 5 Bridges Contract, with the aim of finalising these projects early in the new financial year.

State & Regional Roads:

- ◆ Complete the Bergen Culverts Project on the Oxley Highway.
- ◆ Complete the Bergen Bridge Widening Project and open the bridge.
- ◆ Maintenance:

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- Pothole Patching.
- Drainage Works.
- Vegetation Maintenance.

Works In Town:

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

Dylan Reeves
Director – Engineering Services

9.8 Water

Level 1 Restrictions– introduced 29 June 2016, target usage 250 – 290 Litres/Person/Day
Water usage for the month of June 2017 was as follows:

- ◆ Monthly Usage – 11.86 ML
- ◆ Usage per person per day – 286 Litres

Water Treatment Plant (WTP) Augmentation

Final testing of all of the new chemical dosing systems has been carried with all systems now operational.

The dedicated workstation for the monitoring systems has proven to be defective and a replacement has been built and scheduled for installation in the next couple of weeks.

9.9 Sewer

Sewer Treatment Plant (STP) Upgrade

Preparatory work has commenced on this project. Site inductions were carried out on Monday 17 July in preparation of earthworks commencing Monday 24 July.

STP Crown Land Acquisition

The acquisition has been finalised and Council continues to pursue the request for the land to be ‘gifted’ to Council by Crown Lands.

9.10 Waste

New Park Bins

Northern Inland Regional Waste (NIRW) received an \$88,000 grant from the NSW Environment Protection Authority (EPA) to reduce litter across the region. Seven recreational parks across the New England North West were chosen, Anzac Park in Tamworth, Curtis Park Armidale, Rotary Park Tenterfield, Kirkby Park Moree, Collins Park Narrabri, Gunnedah Sports Ground and McHattan Park Walcha. Walcha received two new bin surrounds at cost of \$3,500 per surround (installation costs were also subsidised) – see photos below.

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This litter project is the beginning of NIRW’s regional campaign against litter. “Local government, ratepayers and the environment bear the cost of littering. We want to reduce litter, reduce costs to Councils, and reduce damage to the environment” says NIRW Program Coordinator, Alison Leckie. By raising community awareness about littering, and installing new waste bins, NIRW expects to see greater than a 20% reduction in litter in the project locations.



McHattan Park public toilet



McHattan Park children’s play area

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Community Recycling Centre (CRC)

The CRC (hazardous waste collection) facility is to be officially opened Monday 24 July. Council will undertake community advertising and promotion of this new facility post the official opening.

Walcha Landfill

Council has requested a proposal to prepare a master plan from waste industry engineering consultants. The plan is to include concept designs of the main items/key concerns from the waste strategy, such as leachate and storm water management and construction of a new landfill cell. And ultimately the master plan will form the basis for estimated costings for operational costs and future costs (which include building reserves for capping, remediation and asset replacement). The completion of a master plan is expected to take 4-6 months.

Proposed upgrades of Woolbrook & Nowendoc landfills:

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

The security fencing installation is complete and work has commenced on a ‘Closure Plan’. Unfortunately suitable capping material is not available from Council’s stocks so alternate capping material is being sourced. The closure plan is to be submitted to the EPA prior to further works being undertaken.

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.

The new design work is progressing well and requests for quotes to undertake the earthworks have been received. Work is projected to commence mid August.

Tess Dawson
Senior Manager - Water, Sewer & Waste



ENVIRONMENTAL SERVICES

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

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

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2025, Delivery Program 2013-2017 and Operational Plan 2016-2017.

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

9.11 Development

Development Application (DA) Data		
	2015/2016	2016/2017
Total Number of DAs Determined	35	22
Number of DAs Outstanding	-	2
Average Determination Time (days)	28.17	30.6
Value of DAs	\$3,866,140	\$4,024,495
Number of Single New Dwellings	6	7
Residential	1	1
Village / Large Lot Residential	2	1
Rural	3	5
Number of Multi Unit Dwellings	1 (9 units)	0
Number of Commercial Developments	3	3
Number of Industrial Developments	2	0
Withdrawn	0	0
Refused	0	0

Complying Development Application (CDC) Data		
	2015/2016	2016/2017
Total Number of CDCs	6	8
Value of CDCs	\$659,900	\$324,300
Number of Single New Dwellings	1	0
Residential	1	0
Village / Large Lot Residential	0	0
Rural	0	0

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..... General Manager Mayor



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

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

DA Number	Description	
10.2017.8	Erect new shed	183W North Street, Walcha
10.2017.10	2 lot residential subdivision of land	161W Fitzroy Street, Walcha
10.2016.10.3	2 lot residential subdivision of land and construct new single storey	190W Apsley Street, Walcha
CDC Number	Description	
Nil		

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

Nature of Interest	Number Received 2015/2016	Number Received 2016/2017	Number Received this period
Political Gifts and Donation	0	0	0
Applicant or owner is an employee of Walcha Council or a Councillor	1	0	0
Applicant with any relationship to staff or Councillor	2	1	0

s149 Planning Certificates

Section 149 Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*, it provides information on the relevant planning regulations which apply to any particular piece of land. It is compulsory for every property sold to be accompanied by a s149 Planning Certificate.

S149 Planning Certificates	2015/2016	2016/2017	This Period
Number Issued	125	137	7

9.12 Environment & Regulatory

Environmental & Public Health Regulatory Services

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

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- *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

Penalty Notices

No fines were issued for this period

Notices and Orders Issued

Description		2015/2016	2016/2017	Issued this Period
Overgrown allotment (Order Number 21, Section 124 Local Government Act 1993)	Warning	5	5	0
	Intention	0	0	0
	Order	0	0	0
Accumulation of waste (Order Number 22, Section 124 Local Government Act 1993)	Warning	3	3	0
	Intention	0	0	0
	Order	0	0	0
Keeping of animals (Schedule 2 Local Government Regulation 2005 & Council Policy)	Warning	8	6	0
	Intention	2	1	0
	Order	0	0	0
Nuisance dog (Section 32A Companion Animals Act 1998)	Warning	0	0	0
	Intention	0	2	0
	Order	0	0	0
Dangerous dog (Section 34 Companion Animals Act 1998)	Warning	0	0	0
	Intention	1	1	1
	Order	0	1	1
Roaming dog (Section 12A Companion Animals Act 1998)	Warning	5	2	0
	Intention	0	0	0
	Order	0	0	0
Companion animal microchipping & registration (Sections 8 & 9 CA Act 1998)	Warning	0	4	0
	Intention	0	0	0
	Order	0	1	0
Vehicles and traffic on nature strip (NSW Road Rules 2014)	Warning	0	13	0
	Intention	0	0	0
	Order	0	0	0
Abandoned vehicle (Road Transport (Vehicle and Driver Management) Act 2005 and Impounding Act 1993)	Warning	4	0	0
	Intention	0	0	0
	Order	0	0	0
Noise Abatement (Protection of the Environment Operations Act 1997)	Warning	0	0	0
	Intention	0	0	0
	Order	0	0	0
Environmental Pollution (Protection of the Environment Operations Act 1997)	Warning	0	1	0
	Intention	0	0	0
	Order	0	0	0

Submitted to Council:

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

Environmental Services Customer Requests June 2017	
Barking dogs	1
Dog attacks	3
Roaming dogs	3
Roaming stock	0
Other animal issues	0
Public buildings / amenities	4
Food premises	0
Overgrown land	
Accumulation of waste	0
Environmental pollution	0
Illegal building works	0
Other	1

Tree Management Applications (TMAs)

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

TMAs	2015/2016	2016/2017	This Period
Lodged	20	27	2
Approved (under delegation)	17	26	3
Approved (Council)	0	0	0
Refused	2	0	0

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 Clinic	2015/2016	2016/2017	This Period
Attendance Record	52	53	2

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 30 June 2017 is provided.

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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	27	6	0	2	2	37
No. Re-inspections	2	0	-	-	0	2
No. additional Re-inspections	0	-	-	-	-	0
No. FSS Required	21					21
No. FSS Current	19					19

9.13 Animal Control

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

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

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
Feb	0	0	0	0	0	0	\$0.00
Mar	2	2	1	0	0	0	\$518.00
Apr	0	0	0	0	0	0	\$0.00
May	1	0	2	0	0	0	\$97.00
June	0	0	0	0	0	0	\$0.00

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Companion Animals Seizures 2016/2017						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen/Escaped
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
Feb	1	0	0	0	1	0
Mar	1	0	0	0	1	0
Apr	3	0	0	0	1	2
May	1	0	1	0	0	0
June	1	0	1	0	0	0

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COMMUNITY SERVICES

9.14 Walcha Council Community Care

June 2017

Women’s Group and Wanderer’s Group

7 June 2017 – 23 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms.

21 June 2017 – 21 ladies attended the day. Morning tea was held in the Community Day Centre Rooms. Following morning tea the ladies travelled to Bendemeer where they all enjoyed a walk around the park like gardens on the river bank at the Bendemeer Hotel before lunch.

Wanderer’s Group

14 June 2017 – The group enjoyed morning tea at the Community Day Centre Rooms.

28 June 2017 – The Wanderer’s Group travelled to Tamworth to visit the Marsupial Park. Unfortunately the weather was wet so the group had a change of plan and decided to visit the Botanic Gardens where morning tea was enjoyed under the covered area.

Men’s Group

13 June 2017 – 11 gentlemen attended morning tea in the Community Day Centre Rooms.

16 June 2017 – The theme for International Men’s Health was Healthy Body – Healthy Mind: Keeping the Balance. Local Yarrawitch grazier, Peter O’Keefe was the guest speaker at the event held at the Walcha Men’s Shed. Peter held the attention of all who attended the day with his very personal story about the horrific accident that left Peter with full thickness burns to 46% of his body. Peter described the journey that he and his family faced during his long road to recovery, both physically and mentally. Having a positive state of mind and the continual support from family, friends and the community was vital to Peter’s recovery.

The day was very well attended and the Men’s Shed was a great venue for the event as people could also call in during their lunch break to say hi and grab a sausage sandwich.

Men’s Shed members enjoying the sausage sizzle



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26 July 2017

..... General Manager Mayor



27 June 2017 – 12 gentlemen attended the trip to Manilla. The group visited the Manilla Heritage and Rural Museum which also included morning tea in the courtyard at the back of the Museum. The group found lots of very interesting old machinery and memorabilia. Lunch was held at the Manilla RSL Club before doing some sight seeing around Manilla to see the local attractions.



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

June 2017 – The UFO Group were in recess, however the group are looking forward to resuming in the new financial year.

Transport – June

Medical drives –11 clients utilized the service with 19 trips during June 2017.

Access bus – 8 clients used the service making 64 trips during June 2017.

Bus to Tamworth – 7 clients used the service on 30th June 2017.

Bus to Armidale numbers for June were as follows:

- ◆ 6 June 2017 – 5 clients – Walcha Service
- ◆ 13 June 2017 – 4 clients – Uralla Service using TCT Bus and Driver
- ◆ 20 June 2017 – 5 clients – Walcha Service
- ◆ 27 June 2017 – 7 clients – Uralla Service using TCT Bus and Driver

Taxi Vouchers –11 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in June with a total of 113 Taxi Vouchers returned.

Meals on Wheels

For the period of 1/6/2017 to 30/6/2017, there were 14 clients who received hot main meals with 2 of those clients also receiving frozen meals for the weekend. There were 4 clients who received frozen meals. The total number of meals for the month of June was:

- ◆ 232 Hot meals,
- ◆ 94 frozen meals and
- ◆ 181 desserts.

Rural and Remote Exercise Groups

11 clients attended at Nowendoc during June 2017.

Feedback and Complaints

Nil Feedback to report for June.

Meetings and Training

6 June – Walcha Council Community Care Advisory Committee meeting held in the Community Day Centre Rooms.

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

22 June – Cathy and Karen attended the Social Support Forum held at the Quality Hotel Powerhouse, Armidale. Regional Assessment Service (RAS), Richard Briley from HNEAH attended the forum to discuss and address current referral, assessment and system management issues through the My Aged Care.

27 -28 June – Elaine, Denise, Syreene and Cathy attended a training session, Aboriginal Cultural Awareness Training, facilitated by Felicity Ryan. The training was funded through New England Sector Support Team. The training was useful to develop skills in working with Aboriginal people in ways that recognise and respect the diversity of Aboriginal cultures, and support the strengths in Aboriginal individuals, families and communities.

Cathy Noon
Community Care Coordinator

9.15 Library

June 2017

June was a busy month at the library, with 10 new memberships and almost 800 loans. Unfortunately these statistics don't include apps like BorrowBox, however I am sure if they were included we would have easily reached the 1,000 mark! We are getting more and more enquiries about the services we offer at the library, such as BorrowBox (free downloadable audio and e-audio books) and Zinio (free downloadable magazines). It is fantastic to see people utilising these free services.

We have recently joined up with Bingara library to do bulk exchanges. This is different to our normal exchange as we are only swapping 1 or 2 particular genres and in bulk. There are some avid readers in town who have read through all the books we have in their desired genre, so this partnership is working great to create a fresh new collection of books. I mentioned last month we had to delay the start of the '1,000 Books Before School' program, however it is now up and running. Start up packs can be collected from the library so spread the word!

Cathy Noon approached me recently and asked if there was a possibility of continuing 'Brain Games' at the library (previously run at the Community Care Centre). I have said yes to this and am hoping to have this up and running early August. For those of you who haven't heard of Brain Games, they are aimed at older people to keep their brain stimulated which is said to improve their mood, memory, focus and attention span. It is also said to be beneficial for people who suffer/suffered from brain damage, cardiovascular issues and varying stages of dementia. Brain games include games such as puzzles, maths games, memory games and bingo. I'm hoping to have this occur weekly out the back of the library.

Next month you'll be hearing all about the July school holiday activities!

Madison Garrad
Library Coordinator/Youth Worker

Submitted to Council: 26 July 2017

..... General Manager Mayor



9.16 Preschool

Due to school holidays a Preschool report was not submitted.

Zoe Herbert
Preschool Nominated Supervisor

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

Submitted to Council: 26 July 2017

..... General Manager Mayor



Item 10:

Committee
Reports

Submitted to Council: 26 July 2017

..... General Manager Mayor

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

PRESENT: Karen Kermode (Acting Chairman - Manager Community Services), Zoe Herbert (Nominated Supervisor), Lucie Street, Bonnie Brown, Melika McKinnon and Kimberley Lisle.

IN ATTENDANCE: Nil

The Manager Community Services opened the meeting with a welcome to our new members, and thanks to our continuing members.

1. **APOLOGIES:** Rachael Wellings, Amber Poflowski.

2. **CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 31 OCTOBER 2016**

The minutes were circulated and **ADOPTED** as a true record of the meeting.

3. **BUSINESS ARISING**

Nil

4. **FINANCIAL REPORT**

A full financial report (as attached) was presented to the Committee and **ADOPTED** by the Committee.

5 **NOMINATED SUPERVISORS REPORTS**

5.1 **Term 2 Report:**

A written report was provided by the Nominated Supervisor to the Committee.

It highlighted the following:

- ◆ Change of operational hours made necessary by the Strong Start funding model. New standard hours are 8.30am to 4.00pm each day, with extended hours still available on Tuesday, Wednesday & Thursday of 8.00 am to 5.00pm.
- ◆ Extended hours numbers are low, with Tuesday the busiest day. No families are using Thursday afternoon at the moment.
- ◆ Bus Numbers are very low.
- ◆ Polar Bear room have been having regular excursions to the library, using the community transport bus.
- ◆ An additional School Based Trainee has commenced at the preschool. Our original school based trainee has completed her theory, and is only required to complete her practical hours and she will be finished her Cert III.
- ◆ Numbers are very high with an additional educator being employed on Wednesday, and the possibility of doing this for Monday as well. There are 73 children currently enrolled at the preschool.

6 **MANAGER COMMUNITY SERVICES REPORTS**

6.1 **Grant Applications update**

The Manager Community Services gave an update and background information to the committee about the grant application to build a new preschool building. The committee had the opportunity to look at the plans of this building. The Manager indicated that 2 further funding opportunities are expected to open this year.

The architect is continuing to work on the preschool design and plans. The hope is that they will be completed prior to the funding rounds opening so this project is “shovel ready”.

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

6.2 Start Strong Funding Model

The Manager Community Services tabled an information sheet produced by the Department of Education which sets out the requirements and funding arrangements under the Start Strong Funding Model.

7 GENERAL BUSINESS

7.1 Quality Improvement Plan Area 1 review

This agenda item was moved to the next meeting.

7.2 Policies for Review

The Manager Community Services told the new committee members about the policy review and adoption process. The following policies were reviewed, and no changes were made.

Ethical Conduct, Management Communication, Professional Development & Training, Educators and Parent Relationship, Educators, Educators Meeting, Educators Induction, Educator to Educator Interaction, Early intervention, Interactions with Children, Multicultural/Cultural Diversity, Preschool Bus Service, Program, Education & Development, Excursion.

7.3 New Policies

The following new policies were reviewed, and no changes were made.

Emergency and Evacuation, Determining Responsible Person.

The committee RECOMMENDS that the existing and new policies as presented be ADOPTED by Council.

7.4 Business Plan 2017/18

The Business Plan was tabled for discussion by the committee. No changes were made to this plan.

The committee RECOMMENDS that the Business Plan 2017/18 be ADOPTED by Council

7.5 Preschool Excursion Vests and Shirts

During a staff meeting the option of purchasing “vests” for the children to wear whilst away from the preschool on excursions was discussed. The committee supported this as a means to make identifying children with your group. The purchase of “hi-viz” vests was discussed, however with many other services doing this, they then become equally as difficult to identify. The option of having vests made out of an easy to identify fabric was raised. This was the preferred option.

During a staff meeting the possibility having “preschool shirts” available for families to purchase was discussed. Polo style shirts with Walcha Preschool screen printed onto the shirts was the preferred option. The committee agreed that this would be a great idea for families to purchase. A selection of shirts and colours will be purchased in bulk and screen printed. The shirts will be sold on a cost recovery basis to keep the price as low as possible.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5.25PM.

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Attachment for Item 4: Financial Report

Preschool Budget v's Actuals as at 15th May 2017

Account Description	Revised Budget	Actuals YTD	Difference
Income			
Preschool Fees (normal Hours)	\$ 160,160.00	\$ 89,780.00	70380.00
Preschool Library Fee (not longer levied)	\$ 1,200.00	\$ 711.00	489.00
Preschool Enrolment Fee	\$ 810.00	\$ 1,675.00	-865.00
Preschool Fundraising Levy (no longer levied)	\$ 2,431.00	\$ 1,290.00	1141.00
Preschool Fees (Extended Hours)	\$ 10,710.00	\$ 7,911.00	2799.00
State Grants & Subsidies	\$ 333,463.00	\$ 428,901.95	-95438.95
PDSP Grant Preschool	\$ 11,250.00	\$ 11,250.00	0.00
CPOG Preschool Grant	\$ 15,000.00	\$ 15,000.00	0.00
Other Sundry Income	\$ -	\$ 1,200.02	-1200.02
Total Income	\$ 535,024.00	\$ 557,718.97	-22694.97
Expenditure			
preschool extended hours wages	\$ 16,887.00	\$ 20,034.16	-3147.16
preschool wages and employee costs	\$ 320,000.00	\$ 244,936.19	75063.81
preschool affordability subsidy costs	\$ 19,000.00	\$ 15,166.00	3834.00
cleaning (council operated)	\$ 23,280.00	\$ 16,238.08	7041.92
preschool advertising	\$ 710.00	\$ 954.15	-244.15
preschool bad debts	\$ 5,000.00	\$ -	5000.00
preschool bus hire	\$ 25,000.00	\$ 14,675.64	10324.36
preschool extra curricular activities	\$ 1,500.00	\$ 1,380.00	120.00
preschool electricity, gas and heating	\$ 7,000.00	\$ 3,294.82	3705.18
preschool insurance	\$ 7,000.00	\$ 7,465.15	-465.15
preschool library expense	\$ 700.00	\$ -	700.00
office supplies & equipment	\$ 1,000.00	\$ 914.94	85.06
preschool r & m building	\$ 16,500.00	\$ 30,459.93	-13959.93
preschool r & m computer	\$ 500.00	\$ 1,008.69	-508.69
playground maintenance	\$ 30,974.00	\$ 6,909.16	24064.84
preschool staff development	\$ 5,524.00	\$ 1,897.79	3626.21
preschool subscriptions	\$ 1,600.00	\$ 1,453.55	146.45
preschool subsidy aboriginal fees	\$ 15,000.00	\$ 4,886.00	10114.00
preschool teaching equipment	\$ 15,300.00	\$ 9,694.93	5605.07
preschool phone	\$ 510.00	\$ 319.18	190.82
preschool water and sewer rates	\$ 3,535.00	\$ 2,776.27	758.73
PDSP Grant Costs (preschool)	\$ 11,250.00	\$ 4,461.96	6788.04
Community Preschool Operational Grant	\$ -	\$ 472.73	-472.73
Total Expenditure	\$ 527,770.00	\$ 389,451.82	138318.18

Figures as at 15 May 2017

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Attachment for Item 7.2 Policies for Review

Ethical Conduct Policy - NQA4

Aim

Walcha Preschool has adopted the Walcha Council Code of Conduct which ensures the expected behaviour requirements for the educators employed at Walcha Preschool. The Code guides educators to act appropriately and assist them in fulfilling their duty of care and obligations to act honestly and professionally in their interactions with other educators, children, families, community members and visitors.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Interactions with Children Policy
Educators and Parent Relationship Policy
Educators Policy

Who is affected by this policy?

- Educators
- Management

Implementation

GENERAL OBLIGATIONS

- You must act lawfully, honestly and exercise diligence.
- You must treat others with respect at all times.

Fairness and Equity

Educators have an obligation to consider issues fairly and consistently. That being, you must take all relevant facts into consideration and you must not take irrelevant matters into consideration when making decisions.

Harassment and Discrimination

You must not harass or discriminate against others, or support those who do the same.

Development Decisions

It is your duty to ensure that decisions are properly made and that parties involved are dealt with fairly.

If there is any uncertainty about the ethical issues around an action or decision you are about to take, you should consider these four points:

- Is the decision or conduct lawful?
- Is the decision or conduct consistent with Council policy and objectives?
- What will the outcome be for management, work colleagues, parents, children and any other parties?
- Do these outcomes raise a conflict of interest?

You have the right to question any instruction or direction given to you which you consider to be unethical. If you are uncertain you can seek advice from your manager or Nominated Supervisor or from the NSW Ombudsman
02 9286 1000.

RELATIONSHIPS

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Obligations of educators

The Nominated Supervisor is responsible for the efficient and effective operation of Walcha Preschool. Employees have an obligation to:

- Give their attention to the business of Walcha Preschool while on duty.
- Ensure that their work is carried out efficiently, economically and effectively.
- Carry out lawful directions given by any person having authority.

Obligations during meetings

You must respect management, other educators, parents or visitors present during meetings. You must:

- Protect confidential information
- Only access information needed for Centre business
- Not use confidential information for any non-official purpose
- Only release confidential information if you have authority to do so
- Only use confidential information for the purpose it is intended
- Only release information in accordance with established Walcha preschool policies and procedures and in compliance with relevant legislation
- Be scrupulous in your use of preschool property. Do not permit misuse by any other person or body.

REPORTING BREACHES, COMPLAINT HANDLING PROCEDURES:

Reporting breaches of the code of conduct

You should report suspected breaches of the Code of Conduct to the Nominated Supervisor, preferably in writing. Where you believe that the Nominated Supervisor has failed to comply with this code, you should report the matter to the Director of Environmental Services or next in charge, preferably in writing.

Complaint handling procedures- educators conduct (excluding the Manager)

Where appropriate the Nominated Supervisor/Director of Environmental Services will make enquiries into breaches of the code of conduct regarding members of educators. Where the Nominated Supervisor/Director of Environmental Services has determined not to enquire into the matter, the Nominated Supervisor/Director of Environmental Services will give the complainant the reason/s in writing.

Enquiries made into all educators' conduct which might give rise to disciplinary action must occur in accordance with the relevant local government award and make provision for procedural fairness.

Relevant Legislation and Key Resources

- Early Childhood Australia Code of Conduct www.earlychildhoodaustralia.org.au
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Reviewed	31/7/2013	Minute No. 19/2013-14
Staff Review	23/05/2016	
Nominated Supervisor		

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Management Committee Representative:	
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Management Communication Policy - NQA4 & NQA7 (to be repealed)

Aim

The management of the Preschool will effectively communicate with educators and have educators effectively communicate with them to assist in the running of Walcha Preschool.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Educators to Educators Interaction Policy
Educators Orientation Policy
Educators Meeting Policy

Who is affected by this policy?

- Educators
- Management

Implementation

To allow effective communication to take place between educators and the management different methods of communication must be made available. These include:

- Verbal communication in person.
- Phone Communication including SMS messaging if appropriate.
- Via a communication book.
- Educators meetings.
- Via other forms of written word such as letters, emails etc.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Parents
- Interested Parties.

Date Reviewed	31/7/2013	Minute No. 19/2013-14
Staff Review	23/05/2016	
Nominated Supervisor		
Management Committee Representative:		

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Professional Development and Training Policy - NQA4 & NQA7

Aim

Walcha Preschool ensures the highest quality of child care through its educators to determine their work performance, provide high job satisfaction and opportunities for advancement, further training and development.

Walcha Preschool ensures that we will provide the highest possible level of care for your child/ren. This will be done by providing a supportive management team for the educators in order to allow them to reach their full potential.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Educators to Educators Interaction Policy

Student and Volunteer Policy

Educators Meeting Policy

Who is affected by this policy?

- Educators
- Management

Implementation

We endeavour to employ caring, loyal and capable educators who bring to Walcha Preschool a high skill level, appropriate qualifications and a wide and varying amount of experience to help implement Walcha Preschool's philosophy.

The Nominated Supervisor or Service Provider will ensure that all primary educators have:

- The correct qualifications to care for children.
- An understanding of their responsibilities under the law.
- The appropriate personality to care for children.

New educators will undergo an appraisal process. They will be introduced to this process during orientation. After 3 months at Walcha Preschool the new educator will undergo appraisal to ensure they are aware of their duties and responsibilities. Annual appraisals will follow after that.

The educators and the Nominated Supervisor or Service Provider will mutually agree on a date at least 2 weeks prior to the appraisal meeting. The appraisal meeting will be linked to the educators job description and will include the following:

- Appraisal for the employee's job description.
- Clarification of the educator's job role and its expectations.
- Self assessment.
- Two way feedback.
- A discussion of future opportunities within the position.
- A discussion on an action plan for further training.
- Feedback about how the appraisal process could be improved.

The appraisal process will be used as a tool for identifying any need for further educators training. Also, the appraisal process is the best way to show evidence of continued poor work performance and allows formal written warning to occur if necessary.

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

As this process identifies the need for training, the Nominated Supervisor or Service Provider will ensure that funds are set aside for educators training and development in the annual budget. Training will be provided on an equal basis and can be in one of the following formats:

- Shared experiences by all educators.
- An outside presenter runs a workshop.
- Educators attend external workshops, seminars etc.
- Educators complete short TAFE, college or University courses.
- Educators learn through changes in their position at Walcha Preschool.
- Educator exchanges with educators from other Centres.
- Appropriate Resources (books, movies, documentaries etc).

Educators need to respect the knowledge, experiences and skills of other educators. It is important not to criticise each other but rather work together so Walcha Preschool runs to the best of the educators combined abilities.

All educators must hold a current first aid certificate which is renewed when it becomes necessary.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Date Reviewed	31/7/2013	Minute No. 19/2013-14
Staff Review	23/05/2016	
Nominated Supervisor		
Management Committee Representative:		

Educators and Parent Relationship Policy - NQA4 & NQA6

Aim

Walcha Preschool's philosophy focuses on the children and the importance of their extended families. We aim to provide an environment where families can help educators increase their understanding of their children. We also aim to provide an environment where educators help families increase their confidence in their parenting abilities.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Related Policies

Parental and Family Involvement Policy

Who is affected by this policy?

- Children
- Educators
- Families

Implementation

The guidelines below will help educators develop positive relationship with preschool families:

- Educators should respect families.
- Educators should ask families questions about their children.
- Educators should involve families in decisions made about their children.
- Educators should work to establish a pattern of communication with families upon a child's arrival and departure.
- Educators should keep in mind that family members are more than just a child's caregiver. They have lives too. Show an interest in the families' life away from Walcha Preschool. This will give educators an insight into the child's home life.
- Educators should be accepting of individual ways of parenting.
- Educators should accept that some parents may not be able to give a lot of time to the preschool at particular times in their lives.
- Educators should know their own limits and be ready to refer families to other support persons if the situation is beyond your level of training.
- Educators will ensure that all families receive orientation upon a child's enrolment and from that point in time educators will be available to discuss a child's progress with a family member at any time.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Reviewed	31/7/2013	Minute No. 19/2013-14
Staff Review	23/05/2016	
Nominated Supervisor		
Management Committee Representative:		

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Educators Policy - NQA4 (to be repealed – Council Grievance Policy is relevant policy to be used)

Aim

Walcha Preschool aims to ensure that educators have a productive and supportive work environment in which to work in.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Management Communication Policy

Who is affected by this policy?

- Educators
- Management

Implementation

Educators who have a grievance should talk directly to the educator they have grievance with. Both should try to resolve the issue and develop solutions to ensure that the problem doesn't happen again. Ethically, other educators or parents/caregivers should not be involved in an individual concern and it is not ethical for that concern to affect other inter-educators relationships.

If unable to resolve the situation, Walcha Preschool's Nominated Supervisor or Service Provider should be called upon to conflict resolution to both sides. The Nominated Supervisor or Service Provider's role is to be non-bias and fair when dealing with a problem and to maintain confidentiality. Only necessary educators will be informed of the outcome of any conflict resolution.

If applicable, educators can also contact their trade union official.

Educators are encouraged to communicate openly with the Nominated Supervisor or Service Provider. Problems can be discussed formally, informally or at an educators meeting. Team-work is encouraged amongst educators and having respect for other team members is crucial.

Educators who belong to a trade union may contact the union at any time if they have major concerns.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Parents
- Interested Parties

Date Reviewed	31/7/2013	Minute No. 19/2013-14
Staff Review	23/05/2016	

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Nominated Supervisor	
Management Committee Representative:	

Educators Meeting Policy - NQA4 & NQA7

Aim

By having regular educators meetings, Walcha Preschool aims to allow all educators to have input into the decision making process of Walcha Preschool, voice opinions, and discuss new information.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Educators to Educators Interaction Policy
Student and Volunteer Policy

Who is affected by this policy?

- Educators
- Management
- Children
- Families

Implementation

Walcha Preschool will hold one educators meeting per term at a time convenient for all educators. This will take place after hours so all educators can attend and so that adult/child care ratio needed during hours is not jeopardised. Additional meetings can be planned when necessary.

Meetings will follow this structure:

- They will run for a maximum of 2 hours.
- An agenda will be produced prior to each meeting.
- Any educator who wishes to raise an issue or speak can add items to the agenda via the noticeboard in the office.
- Educators will speak to their own agenda items.

In the meeting educators are able to:

- Raise concerns
- Receive, share and discuss new information.

All decisions made will be made on a trial basis and their effectiveness may be discussed at the next meeting. Minutes are to be taken of all educators meetings and all educators will receive a copy of them.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Date Reviewed	31/7/2013	Minute No. 19/2013-14
Staff Review	23/05/2016	
Nominated Supervisor		
Management Committee Representative:		

Educators Induction Policy - NOA4 & NOA7

Aim

Walcha Preschool will provide all new educators with an appropriate orientation and induction that explains their working arrangements along with introducing them to Walcha Preschool's policies, philosophy and procedures before the commencement of their duties.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Educators to Educators Interaction Policy
Management Communication Policy

Who is affected by this policy?

- Children
- Families
- Educators

Implementation

Before a new educator commences their job management will:

- Show the new educator around the preschool and introduce them to other educators.
- Give the new educator a copy of the Educators Handbook.
- Highlight relevant policies including Walcha Preschool's philosophy.
- Highlight relevant legislation including Equal Opportunity, Confidentiality, Records, and Anti-Discrimination.
- Show new educators where Walcha Preschool's Policy and Procedures Manual is along with a copy of the Award/Industrial agreement and advise that they are available at all times.
- Induct and show the new educator technique and relevant legislation in regards to Workplace Health and Safety.
- Provide new educator with necessary forms in regards to taxation, superannuation and payment of salary.
- Provide the new educator with a copy of Council's organisation structure and their Job Description and go through it with them.
- Clarify any questions the new educator has.

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

- Allow the educator to spend some time in their designated room so they can be introduced to other educators, children and families.

During the educators first week the Nominated Supervisor or Service Provider will continue to offer support and further clarify any questions or the job role.

Relevant Legislation and Key Resources

- Work Health and Safety Act 2011 (WHS Act)
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Staying Healthy in Child Care Preventing Infectious Diseases in Child Care (4th Edition).

Review

The policy will be reviewed as necessary. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Date Reviewed	31/7/2013	Minute No. 19/2013-14
Staff Review	23/05/2016	
Nominated Supervisor		
Management Committee Representative:		

Educators to Educators Interaction Policy - NQA4

Aim

A major influence of the atmosphere in a Centre is created by the way in which educators relate to each other. A major factor in Walcha Preschool’s environment is that both children and parents/guardians have a feeling of security and trust as a result of positive and communicative educators.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Educators Orientation Policy
Student and Volunteer Policy

Who is affected by this policy?

- Children
- Educators
- Families

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Implementation

- All educators will maintain positive, trustworthy and co-operative relationships with their co-workers.
- Show respect for all educators and it will be returned.
- Accept differences in educators, we are a diverse country.
- Show appreciation of each educators background, any unusual skills and unique contributions to Walcha Preschool will promote Walcha Preschool in a positive manner.
- Always look for and support the strengths in educators.
- Resources and information will be shared amongst educators.
- Educators will offer each other support in meeting their professional development and needs.
- Co-workers will be given due recognition for professional achievements by all educators.
- Policies and working conditions will encourage competence, well being and self esteem for all educators.
- Where possible all educators will provide professional support, thoughtful input and resources for other educators as they may be required.
- Respect will be shown for all members of the team and consideration given to their feelings, values and opinions no matter how they may differ from your own.
- Information and observations regarding all of Walcha Preschools' children will be shared.
- Information relative to the families of Walcha Preschools' children which affects individual children will be shared.
- Educators will treat each other with empathy, respect and courtesy.
- Educators will endeavour to develop positive working relationships, which will provide a positive role modelling of social skills for the children.
- Educators will consider each other and work as a team in order to share the workload. Decisions concerning children and programs shall utilise the appropriate training, experiences and expertise of each other.
- Educators will be honest and open when resolving differences of opinion or personal conflicts amongst themselves. These will be resolved quickly and always away from the children.
- Educators will approach the educators directly involved about any grievances you may have with them. They won't complain or gossip to other educators or parents/guardians – see Council's Grievance Policy.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Date Reviewed	31/7/2013	Minute No. 19/2013-14
Staff Review	23/05/2016	

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Nominated Supervisor	
Management Committee Representative:	

Preschool Bus Service – NQA1

Aim

To provide rural and Aboriginal children who are in their final year of preschool (transition room) with a bus service to and from preschool. This is to encourage children to attend a minimum of 15 hours of preschool per week in the year before school. This policy is in line with the National Partnership on Universal Access to Early Childhood Education which requires NSW to target funding towards children in the year before school.

Policy

The preschool provides a bus service for children in their final year of preschool in the morning and afternoon of Monday, Tuesday, Wednesday and Thursday. The child must fulfil both the following criteria:

- be enrolled in the transition room.
- live outside of the town boundary (outside 50km speed zone), OR be of Aboriginal or Torres Strait Islander descent.

An educator from the preschool will accompany the children on the bus from the central school to the preschool.

The approximate timetable of the bus services is as follows:

AM	8.30	A preschool educator will be at the central school to assemble children after getting off school buses.
	8.50	Preschool bus will transport children to preschool.
	8.55	Arrival at preschool.
		Children will be signed in by the educator.
PM	2.55	Children will be signed out by the educator.
	3.00	Preschool bus collects children from preschool and transports them to central school
	3.10	Preschool educator to assemble children ready to board buses.

A signed permission note must be submitted to the preschool before the child will be permitted to use the bus service. Any permanent changes to the bus arrangements must be given in writing to the preschool. Changes to bus arrangements on a day-to-day basis MUST be phoned in to the preschool. A message left on the phone or emailed IS NOT acceptable, as messages are not checked regularly throughout the day.

As children accessing the preschool bus service will also utilise the local school bus services to the central school, families must seek permission from the school bus operator for their area. The bus operator is under no obligation to accept preschool children on the regular school runs, and it will depend on the availability of seats and any other conditions that the operator may wish to impose.

Relevant Legislation and Key Resources

- Children (Education and Care Services) National Law and Regulations 2011
- National Quality Framework
- National Partnership on Universal Access to Early Childhood Education

Review

This policy will be reviewed annually. This review will be conducted by:

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

- Management
- Employees
- Families
- Interested Parties

Date Adopted	27/5/2015	Minute 201/2014-15
Staff review	29/5/2017	
Nominated Supervisor		
Management Representative	Committee	

Program, Education and Development Policy - NQA1

Aim

Walcha Preschool providers programs that reflect the individual and changing needs of children, follow the National Quality Framework (NQF) and the Early Years Learning Framework (EYLF).

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Inclusion Policy
Treatment of Children with Special Needs Policy
Privacy, Dignity and Confidentiality Policy

Who is affected by this policy?

Children
Educators
Families

Observations and Programme Development

As required by the NQF the preschool must complete observations on every child who attends the service. The quantity of these observations per child will depend on the child's attendance pattern i.e. Children who attend one day per week will have fewer observations than a child whom attends preschool four days per week. All educators at the preschool, with the exception of casual staff, will complete observations on the children; educators will be provided office time off the floor to complete observations on the children.

Observations may include references to:

- Date
- Observation
- Reflection
- Links to Principles
- Links to Practices
- Learning Outcomes
- Links to Philosophy
- Follow up or extension
- Evaluation
- Date to be programme for
- A Family Feedback Area

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

These observations shape the weekly programme, by using the children's interest, either as an individual or as a group. Guided by the Early Years Learning Framework (EYLF) there are principles, practices and learning outcomes which holistically promote every child's learning. The preschool philosophy is also taken into consideration when documenting children's learning and developing the weekly programme.

As per the regulations copies of the children's observations and preschool's weekly programmes must be retained by the preschool for three years. For this to occur electronic copies will be created and maintained so families may take hard copies upon the child's exit from preschool.

Early Years Learning Framework

The Early Years Learning Framework is made up of three main elements these are **Principles, Practices and Learning Outcomes** that bring together each child's sense of **Belonging, Being and Becoming** and places children's learning at the core of programme development. This framework has been developed by the Department of Education, Employment and Workplace Relations for the Council of Australian Governments and must be used by all Early Childhood and Care Services. This framework develops the children as a whole therefore when it is followed all aspects of every child will reach their full potential.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Date Adopted	27/5/2015	Minute 201/2014/15
Staff Review	29/5/2017	
Nominated Supervisor		
Management Representative:	Committee	

Interactions with Children Policy NQA1, NQA5

Aim

Walcha Preschool encourages educators to interact with the children in a positive way that makes them feel safe and supported in Walcha Preschool. Educators will encourage children to interact with their peers in a positive way including interaction amongst the age groups.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Related Policies

Inclusion Policy

Educators and Parent Relationship Policy

Who is affected by this policy?

Children

Educators

Implementation

In order to provide an environment where children feel safe and supported and families are happy to leave their children we will:

- Frequently have educators talk with families to gather information, and get an idea of the non-verbal forms of communication used by their children in order to convey messages such as hunger, needing the toilet, tiredness and emotions.
- Work with a child when he/she has a melt down. Melt downs can occur as a way of releasing frustration. When this happens educators will work with the child to calm him/her down and then reassure the child. The educators will then if possible offer the child a solution to his/her problem.
- Reassure a child that he/she is safe in Walcha Preschool. Some young children become anxious when away from their families. Educators will reassure the child and work with the family in order to make the child feel safe and happy at Walcha Preschool.
- Utilise Walcha Preschool's routines in order to initiate meaningful interactions with children and encourage independent behaviour when safe to do so.
- Encourage children to have their own opinions, ideas and comments. Educators should support children with this and let them know that their ideas are valued.
- Build a rapport with the children and their families. This can be achieved with the children by offering them information from your own life that they can relate to. For example, if a child tells you he got a new dog on the weekend, tell them a little about your own pet.
- Allow time to talk to parents about their children. This allows educators to gain insight into their home life.
- Use positive guidance. When a child is doing the wrong thing, let them know that what they are doing is wrong by telling them the right thing to do "We walk on the pavement" rather than "No running on the pavement."
- Be attentive to children at all times. In an attempt to prevent attention seeking behaviour educators will at all times acknowledge each child to the best of their ability.

In regards to children interacting with each other educators will encourage children to:

- Verbalise their feelings and ideas
- Listen to each other
- Respect each other
- Develop strong social skills
- Be accepting of other children's race, religion, values and culture
- Co-operate with educators and other children
- Have meaningful/valued relationships
- Share their experiences
- Accept routine
- Seek help from other children or educators when they're frustrated

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

- Be relaxed and happy
- Contribute to group activities
- Have self confidence
- Respect other children's space and privacy

Relevant Legislation and Key Resources

National Quality Framework

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	27/5/2015	Minute No. 200/2014-15
Staff Review	29/5/2017	
Nominated Supervisor		
Management Representative:	Committee	

Early Intervention – NOA1

Walcha Preschool supports the provision of Early Intervention services for children in our community.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Auspice

Walcha Council acts as the auspice for funds provided by the NSW Department of Education and Communities for Early Intervention services in the Walcha District. The project is separately managed, by the Walcha Council. Any staff employed in the Early Intervention service are accountable to the Walcha Council.

Financial administration

Walcha Council provides financial administration services to the Early Intervention Service. A percentage of the total income is charged for administration costs and overhead expenses.

Representation

The Early Intervention Service is entitled to have a non-voting delegate on the Walcha Preschool Advisory Committee as per the roles and structures of the Committee.

Relevant Legislation and Key Resources

Education and Care Services National Law and Regulations 2011

Work, Health and Safety Act 2011 and Regulations 2011 (NSW)

Australian Standards for toys, equipments and glass in buildings

National Quality Framework

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Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

Australian Children's Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
	27/5/2015	Minute No. 200/2014-15
Staff review	29/05/2017	
Nominated Supervisor		
Management Committee Representative:		

Multicultural/Cultural Diversity Policy - NQA1 & NQA5

Aim

Walcha Preschool aims to provide a program and environment that is culturally diverse. This means that we aim to provide an environment where groups from varying ethnicities can co-exist while still maintaining their own cultural practices while recognising that every person is an individual.

Our program aims to highlight the differences but also the similarities between many different cultures while teaching the importance of equality. We aim to support families with non-English speaking backgrounds. We also aim to introduce the children to many cultures not just those represented within Walcha Preschool.

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Related Policies

Inclusion Policy

Who is affected by this policy?

Children
Families
Educators
Community

Implementation

We will seek to encourage children and families to feel that we are supportive of their home language and cultural beliefs. This will be done by:

- Including one-on-one time with Educators for children from culturally and linguistically diverse background
- Encouraging family members to come in as guests to teach children about their culture through traditional practices such as crafts, food, dancing, songs and dress

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- Providing children with relevant activities from other cultures including books, games, songs, craft, clothing, dolls, puzzles, play equipment, posters and utensils to help them understand the differences and similarities between some cultures
- Consulting with families about their child when there may be a conflict of Centre philosophy and a family's culture
- Encouraging educators to attend multicultural awareness training
- Monitoring activities of children and other educators as well as material entering Walcha Preschool to ensure that nothing of a discriminatory nature enters Walcha Preschool.

Relevant Legislation and Key Resources

Education and Care Services National Law and Regulations 2011;

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Review

The policy will be reviewed annually. Review will be conducted by:

- Management
- Employees
- Families
- Interested Parties.

Date Adopted	31/7/2013 27/5/2015	Minute No. 19/2013-14 Minute No. 200/2014/15
Staff Review	29/5/2017	
Nominated Supervisor		
Management Representative:	Committee	

Excursion Policy – NQA1 & NQA2

Legislative Requirements

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

Who is affected by this policy?

Children
Educators

Introduction

Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children's experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all. Walcha Preschool is committed to providing experience and enjoyment for all. By providing excursions that are well considered

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and planned, provide meaningful experiences and ensures the health, safety and wellbeing of children at all times.

Goals – What are we going to do?

Educators will:

- Make excursions a part of the program of education and care;
- Plan for excursions with careful consideration of the safety of children and adults;
- Carry out excursions only where full documentation and permissions have been completed and obtained;
- Undertake full risk assessments, consideration of value of educational excursions, and plan for first aid requirements.

Strategies – How will it be done?

Planning and Preparations

All excursions will be planned in advance to:

- Maximise both children's developmental experiences and their safety;
- Reflect the age, capacity and interests of the children;
- Ensure they are properly supervised and conducted in a safe manner; and
- Are conducted with fully informed written parental permission.
- Adult to child ratio for excursions is 1:5

All excursions will be thoroughly researched to ensure:

- Supervision is adequate so children cannot be separated from the group;
- Access to hazardous equipment and environments are minimised;
- There is adequate access to food, drink and other facilities (toilets, hand washing etc);
- Consideration is given to the mobility and supervision requirements of children with additional needs;
- That adequate sun protection is available.

When planning for an excursion educators will:

- Assess the requirements for the excursion;
- Conduct a risk assessment;
- Arrange quotes and book transport to venues;
- Make alternative arrangements for adverse weather conditions;
- Inform families of the details of the excursion including destination. Objectives and outcomes, and what the child should bring;
- Provide families with an excursion permission form to complete to authorise their child to participate on the excursion;
- Request additional adult participation on the excursion where required;
- Arrange for a suitably equipped first aid kit (including EpiPen) and mobile phone to be taken on excursion.

Educators must make alternate arrangements for any children who are not attending the excursion, and ensure that any dialogue or pre-planning for the excursion does not alienate such children from social networks.

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Additional factors need to be considered in the planning of excursions for children with additional needs. Where possible, our service will uphold the right for all children to access all excursions and engage in meaningful ways while on excursions.

Risk Assessment

The Nominated Supervisor will:

Ensure a risk assessment is conducted prior to any excursion to identify and assess the risk the excursion may pose to the safety, health and wellbeing of any child whilst on the excursion, and will specify how the service will manage any risks identified.

The risk assessment conducted will consider:

- Destination and duration of the excursion;
- Potential water hazards or any hazard associated with water based activities;
- Transport to and from destination;
- Number of educators, responsible persons, and children involved;
- Proposed activities, and
- Items to be taken on the excursion eg: mobile phone, emergency contact numbers etc.

If the excursion is a regular occurrence a risk assessment will only be carried out once, provided the circumstances around the excursion have not changed in any way since the initial risk assessment was conducted.

The Nominated Supervisor will also:

- Appoint a Responsible Person to be in charge of the excursion.

Authorisations for Excursions

For all excursions parents or legal guardians will be given an excursion permission form with full details of the excursion including:

- Date, description, duration and destination of proposed excursion;
- Method of transport to be used;
- Reason for the excursion, and proposed activities to be conducted on the excursion;
- The anticipated adult:child ratio – outlining numbers of educators and staff and other adults attending;
- A statement that a risk assessment has been prepared and is available at the service for parents to view.

If the excursion is a regular outing, authorisation is required once in a 12 month period. All parents or legal guardians will be asked to sign permission forms for regular excursions on enrolment and at the beginning of each subsequent year.

No child will be taken on an excursion unless written permission from parents or legal guardian has been received.

Families and Volunteers

Families will be encouraged to participate in excursions to assist in maintaining suitable child/staff ratios. If the parent needs to bring their child's sibling, the siblings must be included in the ratio.

If additional adults are required volunteers will be invited. Volunteers will be mature, responsible people who are aware of the hazards and responsibilities of taking a group of children out of the service.

Family members/volunteers are not to be left in sole charge of children and must be supervised by an educator at all times.

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All volunteers/family members 'details will be entered into the appropriate staff record for the day. Family members and volunteers will be required to undergo a working with children check.

Traffic and Transport

Safety of children will be considered in the choice of route and mode of transport. The preschool will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury.

Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group. One Educator will walk at the front of the group and one at the back of the group.

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered.

The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised and accessible.

Water Hazards

No excursions will be conducted to a swimming pool or other water related activity. Where there are significant water hazards (such as rivers, lakes or beaches), risk management strategies will be identified and implemented.

Conducting the Excursions

All educators, volunteers and children attending will be informed of excursion timetable/itinerary, special requirements, safety procedures, grouping of children and responsibilities.

A list of children on the excursion will be left at the service and a copy carried by the delegated Certified Supervisor.

Before leaving on the excursion, a notice will be prominently displayed which includes:

- Itinerary and timetable; and
- Mobile phone contact number.

Items to be taken on excursions include:

- A suitable stocked first-aid kit including EpiPen;
- A mobile phone;
- Children's emergency contact numbers;
- Children's medication, if required; and
- Other items as required eg sunscreen, drinking cups, jackets etc.

If a child is lost on an excursion, the police will be notified immediately. We will leave a staff member behind to liaise with police and to help look, while the other Educators and adult helpers escort the children back.

Evaluation

All excursions are conducted in a safe manner and evaluated. Any improvements identified in the risk assessment prior to conducting the excursion or the evaluation of the excursion is addressed and actioned to ensure children's safety.

Review

The policy will be reviewed annually. The review will be conducted by:

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- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/10/2014 Minute No. 78-2014/15
Staff review	29/5/2017
Nominated Supervisor	
Management Committee Representative:	

Minutes of Walcha Preschool Advisory Meeting held 5 June 2017 commencing at 4.00pm

Attachment for Item 7.3 New Policies

Determining Responsible Person – NQA 4 & NQA 7

Policy Aim

An Approved Provider operates the service with an appointed Nominated Supervisor. The Nominated Supervisor does not have to be in attendance at the service at all times, but in their absence, a Certified Supervisor is to be placed in charge as the Responsible Person.

Our Preschool will ensure a Responsible Person is physically present at the service at all times children are being educated and cared for.

Details of the Responsible Person on duty will be communicated and displayed for all users of the service.

Goals – What are we going to do?

Legislation requires that a Responsible Person is physically in attendance at all times the service is educating and caring for children. The Responsible Person is the Approved Provider, the Nominated Supervisor, or a Certified Supervisor who has been placed in day-to-day charge of the service.

Definitions

Approved Provider

An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12,13 and 14 of the National Law) to operate one or more education and care services.

Nominated Supervisor

A person who is a Certified Supervisor and has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.

Responsible Person

The Approved Provider, Nominated Supervisor or Certified Supervisor who has been placed in a day-to-day charge of the service in accordance with the National Regulations.

Supervisor Certificate

From June 2014, regulatory authorities will grant a service supervisor certificate for each approved education and care service.

Service supervisor certificates will not be issued to a particular person. Instead they may apply to any person working at the service who has been identified by the approved provider within the service as:

- Responsible for the day to day management of the service or
- Exercising supervisory and leadership responsibilities for part of the service or

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This means a person working in one of the above roles can be covered under the service supervisor certificate.

Strategies – How will it be done?

Appointing a Responsible Person

The Approved Provider is responsible for ensuring the safety and wellbeing of children at the service and will consider a persons qualifications, experience and age when deciding whether they are suitable to be placed in day to day charge.

A person is covered, and may be placed in day to day charge of the service, when:

- The Approved Provider or the Nominated Supervisor identifies that they meet the criteria to hold a service supervisor certificate and
- They give their written consent to be placed in day to day charge of the service (required under regulation 54).

Criteria to be determined a Responsible Person

Educators at the service who have been deemed suitable by the Approved Provider or Nominated Supervisor as a Certified Supervisor and wish to be considered based on:

- Their practical knowledge of the day-to-day responsibilities of being an educator at the service, including how to work through unexpected problems.
- Must be over 18 years of age
- A demonstrated understanding of:
 - Education and Care Services National Law Act 2010, and the Education and Care Services National Regulation 2011
 - Equal Opportunity Employment Conditions
 - Health and Safety, including Child Protection responsibilities
 - Privacy, Confidentiality and Equal Opportunity/Anti-Discrimination policies and procedures
 - Education and care services policies and procedures.
- Consideration will be also given regarding whether the individual has been subject to compliance action or disciplinary proceedings under children’s services law, education law, or a previous education and care services law, in any state or territory.

Roles and Responsibilities

Role	Authority/responsibility for
Approved Provider	<ul style="list-style-type: none"> • Ensuring there is a Responsible Person on the premises at all times the service is delivering education and care programs for children. • Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Ensuring that the name of the Nominated Supervisor is displayed prominently at the service. • Notifying the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor. • Ensuring that, in the absence from the premises of a Nominated Supervisor, the Responsible Person is placed in day-to-day charge of the service.

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	<ul style="list-style-type: none"> • Ensuring that the Nominated Supervisor and Certified Supervisor have a sound understanding of the role of Responsible Person. • Ensuring there are sufficient staff with Supervisor Certificates to meet the legislative requirement for a Responsible Person at the service during periods of leave or illness.
Nominated Supervisor	<ul style="list-style-type: none"> • Providing written consent to accept the role of Nominated Supervisor. • Ensuring that, in their absence from the service premises, another Certified Supervisor is placed in day-to-day charge of the service. • Ensuring they have a sound understanding of the role of Responsible Person. • Ensuring that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Developing rosters in accordance with the availability of Responsible Persons, hours of operation and the attendance patterns of children. • Notifying the Approved Provide and the Regulatory Authority within 7 days of any changes to their personal situation, including a change of mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check care or teacher registration, or it they are subject to disciplinary proceedings.
Responsible Person	<ul style="list-style-type: none"> • Providing written consent to accept the role of Responsible Person. • Checking that the name and position of the Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service. • Ensuring they have a sound understanding of the role of Responsible Person. • Understanding that a Responsible Person placed in day-to-day charge of an approved service does not have the same responsibilities under the National Law as the Nominated Supervisor.
Families	<ul style="list-style-type: none"> • Reading and understanding this policy. • Being aware of the Responsible Person at the service on a daily basis.

Monitoring, evaluation and review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 2 years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R.172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Relevant Legislation and Key Resources

- Education and Care Services National Law Act 2010: Section 5, 44, 56, 106-109, 114, 115, 118, 161, 162, 172, 291(5)

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- Education and Care Services National Regulations 2011: Regulations 35, 46-49, 146, 168 (2) (i)(ii), 173, 176(2)(c)
- National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA) Information sheets
- ACECQA Guide to the National Law and National Regulations
- ACECQA Compliance History Statement

Date Adopted	
Staff Review	23/05/2016
Nominated Supervisor	
Management Committee Representative:	

Emergency and Evacuation – NQA 2

Policy Statement

Our preschool is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:

- Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations.
- Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development.
- Ensure regular rehearsal and evaluation of emergency and evacuation procedures.

Goals – What are we going to do?

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre is paramount.

Strategies – How will it be done?

Risk Assessment for potential emergencies:

In preparing the emergency and evacuation procedures, a risk assessment is conducted to identify potential emergencies relevant to our service.

The Emergency Management Folder is kept in the preschool office and contains:

- Detailed risk assessment and control measures of potential emergencies the service may be exposed to. Documentation is assessed and updated periodically and when needed as circumstances change.
- Detailed, specific procedures to follow in the event of any emergency or evacuation including:
 - Natural disaster
 - Fire or smoke
 - Bomb threat
 - Snake or other potentially dangerous animal
 - Act of terrorism

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- Chemical or hazardous leaks and spills
- Intruders
- Outbreak of infectious disease or illness
- Death of a child or adult
- A copy of the emergency and evacuation floor plan and instructions are displayed in a prominent position in the foyer near each exit at the service.
- Staffing rosters ensure that at least one Educator who holder a current approved first aid qualification and has undertaken current approved anaphylaxis management training and approved emergency asthma management training will be immediately available in the event of an emergency.
- Emergency telephone numbers are clearly displayed above every telephone.

Discovering an Emergency

- Educators who discover an emergency are required to alert the Responsible Person immediately so that they can determine and implement control measures.
- After immediate assessment, the Responsible Person will then call LOCKDOWN, LOCKOUT or an EVACUATION depending on the type of emergency.

Evacuation Drills and Emergency Evacuation

Evacuation drills are carried out every three months without notice, at different times of the day, in accordance with the education and care service national regulations.

- Each drill is documented to include the date, time, how many people in the building according to attendance registers, how many people evacuated, the time it takes to evacuate, what simulated emergency conditions (if any), any problems encountered, weather conditions, and any additional notes. This documentation is kept for a minimum of three years.
- Simulated emergency conditions consider a variety of practice styles such as scenarios in the rooms, around the yards, and out of the grounds.

After the Emergency is Over

- In the event that the building is unsafe to return to, the Responsible Person will notify parents or emergency contacts to collect each child.
- If able to return to the building, with reassurance and calmness, walk back to the preschool following the safety procedures, recheck that all children have been returned and discuss as developmentally appropriate the emergency that has taken place.
- Consider counselling services for anyone affected by the emergency.

Roles and Responsibilities

Role	Authority/responsibility for
Approved Provider	<ul style="list-style-type: none"> ● Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury. ● Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations. ● Ensure the following documents are attached to this policy: <ul style="list-style-type: none"> ○ Risk assessment – reviewed at least on an annual basis; ○ Emergency and evacuation procedures; and ○ Emergency evacuation floor plan. ● Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.

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	<ul style="list-style-type: none"> • Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use. • Ensure that emergency equipment is tested as recommended by recognised authorities.
<p>Nominated Supervisor</p> <p>Responsible Person</p>	<ul style="list-style-type: none"> • Implement duties as listed above and directed by the Approved Provider. • Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these. • Ensure that all staff are trained in the emergency evacuation procedures. • Ensure that all staff are aware of emergency evacuation points; and • Ensure that families are regularly reminded of the emergency procedures in place at the service. • Ensure the rehearsal of evacuation procedures is regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures. • Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events; and • Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children. • Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed. • Ensure all emergency contact lists are updated as required.
<p>Early Childhood Educators</p> <p>Certified Supervisors</p>	<ul style="list-style-type: none"> • Ensure the sign-in book accurately records the attendance of each child. • Ensure the time of arrival and departure is noted in the sign-in book for every child. • Sign yourself in/out on the staff attendance record. • Display the emergency procedure plan for your room in a prominent position. • Practice the external procedure by different exits. • Practice the internal procedure. • Familiarise yourself with evacuation procedures in each area of the service. • Familiarise relievers, students and visitors with the procedure at the beginning of the shift. • Ensure all items in the emergency bags are present. • Check the number of children in your care regularly throughout the day. • Provide children with learning opportunities about emergency evacuation procedures. • Be alert to the immediate needs of all children throughout the scheduled and spontaneous evacuation drills. • Assist the Nominated Supervisor in identifying risks and potential emergency situations. • Assist the Nominated Supervisor in developing procedures to lessen the risks associated with emergency evacuations. • Ensure they are aware of the placement of operating communications equipment and emergency equipment, and are confident in their ability to operate them.
<p>Families</p>	<ul style="list-style-type: none"> • Familiarise selves with the service’s emergency and evacuation policy and procedures and the services Emergency Management Plan.

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	<ul style="list-style-type: none">• Ensure you complete the attendance record on delivery and collection of their child.• Provide emergency contact details on their child's enrolment form and ensure that this is kept up to date.• Following the directions of staff in the event of an emergency or when rehearsing emergency procedures.
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Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R.172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charges or the way in which fees are collected.

Relevant Legislation and Key Resources

- Education and Care Services National Law Act 2010: Section 167, 169
- Education and Care Services National Regulations 2011: Regulations 97, 98, 168 (2)(e)
- Work Health and Safety Regulation 2011 Regulation 43
- National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA) Information sheets
- ACECQA Guide to the National Law and National Regulations
- ACECQA Compliance History Statement

Date Adopted	
Staff Review	23/05/2016
Nominated Supervisor	
Management Committee Representative:	



Walcha Preschool
Business Plan for 2017 & 2018

Attachment for Item 7.4



Walcha Preschool

*Providing a high quality early education and care program for the children and families of
Walcha and surrounds since 1972*

Karen Kermode
Manager Community Services

May 2017

Commercial-in-confidence



**Walcha Preschool
Business Plan for 2017 & 2018**

DRAFT

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The format for this business plan was provided by [CCSA](#).

Section A: Summary of Preschool Business Information

Walcha Preschool is a community-based Preschool providing approved education and care for children aged 3 to school age in Walcha and surrounds

Category	Details
Registered Business Name	Walcha Council
Trading Name	Walcha Preschool
Street Address	215N Uralla Road, Walcha NSW 2354
Phone Number	02 – 6777 2117
Email	preschool@walcha.nsw.gov.au
Website	www.walcha.nsw.gov.au
Provider Approval Number	PR-00004936
Service Approval Number	SE-00009468
Number of Approved Places	42
ACECQA Rating	Exceeding
Business Structure	Local Government
Office of Fair Trading number	
Date of NSW Registration of Business	Not Applicable
ABN	24 780 320 847
Deductible Gift Recipient Status	Not Applicable
Income Tax Exempt Charity Status	Not Applicable
ACNC Status	Not Applicable
NSW Office of State Revenue Status	Not Applicable
Charitable Fundraising Status	Not Applicable
Building Fund Status	Not Applicable
GST Status	Registered

Section B: About the Preschool Business Plan

1. Introduction

This is a business plan for Walcha Preschool covering 2017 and 2018.

It is a formal document adopted by the Council on xxxxxxxx.

It has been developed as a living document that forms the basis of Preschool planning and evaluation over the next few years as well as a format for future Preschool Business Plans.

Section C: Part 3 of this business plan describes a best-fit operational plan designed to meet standard Preschool design and service delivery principles:

- Sustainable
- Affordable
- Accessible
- High quality
- Well managed
- Safe

The following key elements of Section C: Part 3 Operational Plan can be reviewed at any depth required as circumstances change and new information requires the re-setting of the forward plan: Enrolment and attendance patterns; Staffing allocation and complement; Costings; Revenue strategy, including Start Strong Income and Fee Income.

2. Sequence in business planning

The business plan follows the standard sequence in business planning:

- Part 1: Describing the big ideas that drive an organisation: Vision; Purpose; Philosophy
- Part 2: Collecting and analysing information [Evidence] on issues that have or will have an impact on the future of an organisation
- Part 3: Deciding on and setting a plan over the next period

3. The Preschool Business Plan and the Operational Support Program

This document has been developed as a key product of the Department of Education's [DoE] Operational Support Program [OSP], delivered by CCSA, which has a focus on service sustainability and quality.

Section C: Part 1: The Big Ideas

1.1 Vision Statement

1.2 Purpose

1.3 Philosophy

Here at Walcha Preschool our Educators believe:

- The Dughutti people are the traditional owners of the land.
- In recognising all Aboriginal mobs
- Children have the right to feel safe, secure and respected.
- Through a play based program children learn.
- Families are the children's primary teachers.
- Educators, families and the community should work together to educate and stimulate children.
- In respecting the uniqueness of each family and endeavour to learn more about them.
- The environment provided will allow children to develop, learn and explore at their own pace.
- Families are crucial to a child's wellbeing, their feedback and involvement is valuable to Walcha Preschool.
- Children will be encouraged as they play for their efforts, successes and positive behaviour.
- Communication between all stakeholders is paramount for high quality care and education of the children at Walcha Preschool.
- The programme planned for the children will be guided by the Early Years Learning Framework including the principles, practices and outcomes to encompass Belonging, Becoming and Being.
- Walcha Preschool embeds sustainable practices into the everyday routine and believes these strategies will educate children through creating learning opportunities.
- All children will be observed equally.
- All children are individual, unique and have amazing ideas to share.
- Music encourages holistic learning and is an integral part of our programme.
- Physical activity and healthy eating are important for children as these good habits will serve children well into a happy adulthood.
- Intentional teaching is an important part of the program and of each child's learning.
- Values significant to our families are important to practice these include: Being grateful, kind, thankful, together, cool, caring, happy, helpful, apologetic, soulful, crazy and having fun. Friendships, teamwork, respect, love, forgiveness and saying please and thank you is also significant to our families.

1.4 Preschool History

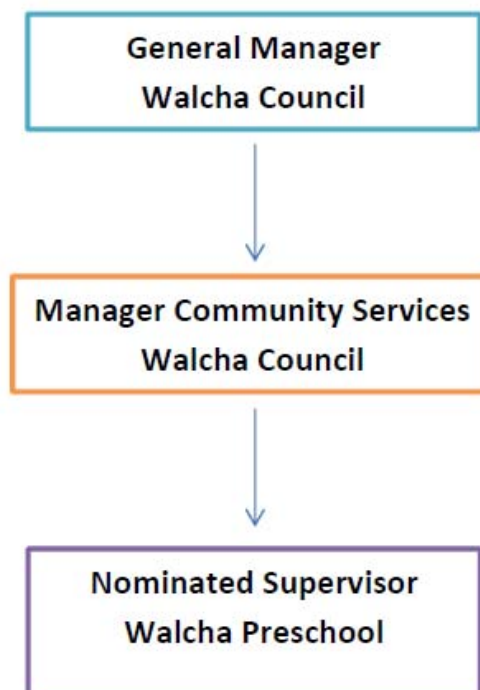
- Walcha Preschool was a community run preschool started in the early 1970's
- Council was asked to take over accounting and basic administration functions in 2000
- The licence and full management was transferred to the Council in 2001
- A parent advisory committee was established to keep parent involvement in the management of the preschool.

1.5 Priority of Access

Preschool providers are required to adhere to the Early Childhood Education and Care Grants Program Priority of Access Guidelines. These guidelines require services to give priority access to:

- Children who are at least 4 years old on or before the 31 July in that preschool year and not yet in compulsory schooling
- Children who are at least 3 years old on or before 31 July and from a disadvantaged background (ie from a family holding a low income Health Care Card and/or is Aboriginal)
- Children with English as a second language (ESL)
- Children with disabilities
- Children who are at risk of significant harm (from a child protection perspective).

1.6 Organisation Chart (Preschool)



Walcha Preschool Business Plan 2017 & 2018

1.7 Preschool Parent Advisory Committee 2017

Walcha Preschool's Parent Advisory Committee is made up of:

- 4 or 5 parent representatives serving 2 year terms
- Nominated Supervisor
- Manager Community Services
- 1 Councillor
- Early Intervention Co-ordinator invited to attend

Role of Parent Advisory Committee:

- To advise Council on policy matters and strategic issues regarding management of the Walcha Preschool
- 4 meetings per year – 1 per term
- Nominations for parent representatives are called for in February of each year

Representative Committee members 2017:

- Amber Poflowski
- Lucy Street
- Bonnie Brown
- Melika McKinnon
- Kimberley Lisle
- Rachael Wellings (Councillor)

1.8 Preschool Staff 2017

1 Zoe Herbert	Nominated Supervisor – Early Childhood Teacher – Penguin Room Leader
2 Alice Flanagan	Preschool Administration Officer
3 Debbie Williamson	Educator – Polar Bear Room Leader
4 Emily Lordanic	Educator
5 Angie McGuire	Educator
6 Natasha Haines	Aboriginal Educator
7 Emma Wauch	Educator
8 Sakulsri Wechakul	Educator

End of Section C: Part 1

Section C: Part 2: Strategic Analysis: The Evidence

2.1 Analysis of the Operational Environment: Knowing the ECEC Sector

2.1.1 Analysis of the 'big picture' factors affecting ECEC services

Projected issues in the Regulation of the ECEC sector

The last 5 years has seen significant change across all areas of the Early Childhood Education and Care Sector.

Regulation of ECEC Services:

In January 2012 the introduction of the National Quality Framework (NQF) brought in assessment and rating of NSW preschools for the first time.

As part of the new NQF, preschools were required to develop a Quality Improvement Plan, embed this document in service practices and update it regularly as a live document, with a full review at least annually.

NSW preschools were also required to begin using the Early Years Learning Framework (EYLF) as the basis for development of their educational curriculums.

A new federal regulatory body, ACECQA (the Australian Children's Education and Care Quality Authority) was formed to oversee the quality of preschools nationally, while the NSW Department of Education approves, regulates and funds preschools in our state.

Regulatory requirements for minimum qualification levels of preschool educators were phased in between 2012 and 2014.

Government Funding:

In September 2016, the NSW Department of Education and Communities announced a new funding model for NSW preschools called the Start Strong funding model. This model replaced the former funding model called the Preschool Funding Model (PFM).

The Start Strong model bases its funding allocation on a scale of enrolled hours. Children enrolled for a minimum of 600 hours per year will receive the maximum funding amount, with additional funding for Aboriginal and Torres Strait Islander and low income families.

Three year olds NOT from an ATSI or low income family continue to be unfunded.

Projected other issues in the ECEC sector

Continued support and funding of the ECEC sector from Federal and State Governments

Walcha Preschool Business Plan 2017 & 2018

Due to the size constraints of our 3 year old room, a maximum of 2 days enrolment has been introduced to help deal with the expected demand.

2.1.2 Analysis of Competitors

As we are the only ECEC service in Walcha and due to our remote location, the competitors are only Family Day Care providers.

2.1.3 Analysis of Partners in Service Delivery

Walcha Council
Local Schools
Early Intervention Service

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2.2 Analysis of the Community: Knowing our Community

2.2.1 Demographic and Economic Analysis

The following key findings are from the 2011 census and it is noted that the 2016 census data is due for release in June 2017.

- Walcha is located in an Outer Regional Area of Australia. As such, under the Start Strong Funding Model (SSFm) it attracts an Outer Regional funding loading.
- Walcha has very low population density of 0.7 people per square km, reflecting its remote, isolated, rural location. (The population density for NSW is 8.6 people per square km.)
- 6.1% of the Walcha population were aged 0-4 in the 2011 census, slightly lower than the state average of 6.6%. Walcha LGA had a similar proportion of the population in the 0-4 age range at 6%.
- 1.4% of the Walcha population in the 2011 census reported speaking a language other than English in the home. This is dramatically lower than the state average of 22.5%. Enrolments at the preschool reflect between 0 & 3% ESL children enrolled for the years 2013-2016.
- 29.2% of 0-4 year olds in Walcha in the 2011 census were attending education which is higher than the state average of 23.4%.
- The average weekly household income in 2011 was \$872, significantly lower than that of the state average (\$1,237 per week) and slightly higher than the Walcha LGA average of \$826 per week. Low income families made up 29-39% of enrolments from 2013-2016.
- 7.6% of the population of Walcha reported as Indigenous in the 2011 census. This is significantly higher than the state average of 2.5% and slightly higher than the Walcha LGA average of 7.3%. There were 21 Indigenous 0-4 year old children reported in Walcha in 2011, representing 13.6% of all 0-4 year old children in Walcha (state average: 2.5%). The Australian Early Development Census 2012 reports higher numbers of Indigenous children (34.2% of children surveyed in Walcha were identified as being from an Indigenous background.) Walcha Preschool's enrolment history shows between 10.8% and 15.2% ATSI enrolments from 2013-2016
- The very low numbers in the population statistics for Walcha is noted and caution in drawing conclusions is recommended.
- Walcha experience negative population growth between 2013 and 2014 of -0.3%. The state average is 1.5%. The birth rate for 2013 was 2.53 around children per female, higher than the state average (around 1.9).
- The Australian Early Development Census (completed as children enter school) for 2015 was not able to collect data for the town of Walcha but data is available for Walcha and surrounds. 89.5%

Walcha Preschool Business Plan 2017 & 2018

of children from Walcha attended Preschool in the year before school, higher than the state average of 74.7%. Small numbers are again noted.

2.2.2 Catchment Area

Walcha preschool draws enrolments from the town of Walcha and villages of Niangala, Woolbrook, Yarowitch, Nowendoc & Kentucky.

2.2.3 Analysis of the barriers to accessing the Preschool

- Distances that some farming families need to travel to access preschool – this is addressed by providing a free bus service from the local schools to the preschool on 4 days per week.

2.3 Analysis of Preschool Families: Knowing our Families and Children

2.3.1 Analysis of Family and Child Needs and Issues

An analysis of family and child needs has not been undertaken. This analysis will be undertaken during 2017, for future planning purposes.

2.3.2 Analysis of Family Satisfaction Surveys

Family survey has not been carried out recently. Surveys will be undertaken in the 2nd and 4th term.

2.3.3 Analysis of Utilisation: Past and Current

Table 4: Summary of enrolment from 2013 to 2017 and projections for 2018

Ref	Child Ages	2013	2014	2015	2016	2017	2018 Projected
1	4 year old & older equity	10	19	13	19	23	20
2	4 year old & older non-equity	26	16	17	12	31	30
3	3 year old equity	20	17	19	14	8	10
4	3 year old & younger non-equity	18	20	22	21		
	Unfunded (3yo non-equity)					12	10
	Total enrolled	74	72	71	66	74	70
5	4 year old and older ATSI	2	7	4	5	4	
6	3 year old ATSI	6	4	5	2	1	
7	4 year old and older Equity	8	12	9	14	18	
8	3 year old Equity	14	13	14	12	7	
9	4 year old English Language Assistance	1	1	0	1	1	
10	3 year old Equity English Language Assistance	0	0	1	2	0	

*3 year old enrolments increase throughout the year.

2.4 Analysis of the Organisational Environment: Knowing our Business

2.4.1 About Governance

The preschool is run by the Council. A preschool advisory committee meets each term. The committee is made up of 1 councillor, 4 or 5 parent representatives, the Nominated Supervisor and the Manager Community Services.

2.4.2 About Finances

The preschool has a balanced budget, however the Start Strong funding model has affected the future viability of the preschool with the non-equity 3 year olds no longer receiving funding.

Restructuring of the preschool rooms and opening times has occurred (commencing January 2017) to ensure maximum funding is received. Mandatory 2 day enrolments have been introduced for funded children. An additional 3rd day has been offered in the Penguin Room at the unfunded rate of \$30 per day.

Walcha Preschool Business Plan 2017 & 2018

The restructuring and mandatory 2 day enrolment has had a positive effect on the funding received under the Start Strong funding model. An increase in funding has been received, and 75% of this increase has been passed on to families as reduced fees, as per the terms of the funding agreement.

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Walcha Preschool Business Plan 2017 & 2018

2.4.3 About Staffing

Staff costs are the single largest expense for the preschool. Increasing staff costs will continue to be the most difficult cost to manage. Educator to Child ratios must be maintained at all times, with a minimum of 2 educators per room for 1-20 children. An extra educator needs to be used for 21-30 children (per room).

2.4.4 About Professional Development

Professional development is encouraged and supported by the Walcha Council. Educators are paid and provided with transport to attend training sessions. Having highly qualified and supported educators has a positive effect on morale, staff retention and overall family satisfaction with the preschool.

Qualification training is paid for by Council, and support is given with paid time off to attend work placement when necessary.

2.4.5 About the Quality and Regulatory aspects of the Preschool

Walcha Preschool was rated in 2014 as “Exceeding” the National Quality Standards (NQS).

The NQS comprises guiding principles, quality areas, standards and elements. There are seven quality areas in the NQS, which capture aspects critical to the provision of quality early childhood education and care and outside school hours care services, including educational concept and practice, structural quality, interactions between educators and children and targeting services to meet the needs of families and local communities.

The new rating system provides clear and accurate information for families and services. Services receive one of five ratings for each of the seven quality areas of the NQS along with an overall rating.

The ratings indicate whether the service is meeting, exceeding or not meeting the National Quality Standard. They are designed to provide parents with a comprehensive understanding of the quality of a service. They also allow services to highlight areas where they perform well, even when they may be unable to meet a particular standard in a quality area.

ACTIONS

Walcha Preschool is expecting a quality review to occur during 2017. Preparations are underway for this review, and the preschool continues to focus on Quality Improvement through:

- regularly reviewing our QIP and policies
- undertaking the self-assessment process
- ensuring all stakeholders have the opportunity to be involved with the QIP process

By continuing to focus on quality we will meet community expectations of providing high quality early education in addition to increasing our attractiveness to prospective enrolments.

2.4.7 About Industry Standards

The preschool was rated as exceeding. Only one of our educators has a Cert III, with all other educators at Diploma or higher. Our Nominated Supervisor has completed her 4 year teaching degree in 2017, and our Preschool Room leader has completed her 3 year teaching degree in 2017.

2.4.8 About Policies and Procedures

The preschool's policies undergo constant review. Each staff meeting a selection of policies are reviewed. Each policy is reviewed on average every 2 years. Additional policies are created when a need arises.

2.4.9 About Demand for Preschool Places in the future

2017 has seen our numbers increase significantly. The reason for this is two-fold. The number of enrolled children is higher than past years, and also our introduction of mandatory 2 day attendance for all funded children. We now have the transition room full, with a waiting list in place. The preschool room also has high enrolment numbers.

The current preschool building is almost 100 years old. Having such an old building means escalating maintenance costs in the future. The outdoor undercover awning was poorly designed and constructed, which is causing structural damage to the under cover area, and the preschool building in general. The building is not insulated which makes it very inefficient to heat and cool. The layout and design is poor, leading to an inefficient use of space.

During 2016 the preschool applied for a grant under the Community Preschool Capital Grants Program. In early 2017 we were notified that we were not successful. A further round will be announced in late 2017 which we intend to submit an application for.

The capital grant application is for a replacement building to be built on the existing site, utilizing the existing playground facilities and leaving the Early Intervention Service in place. Plans for this replacement building are almost complete. The building has been designed to be licensed for 59 places. The Early Intervention building will then only be utilized by the preschool during exceptionally high demand, which will enable the Early Intervention service to be more flexible for families and allow it the ability to expand under the National Disability Insurance Scheme.

A new 59 place preschool (an increase of 17 places) will ensure that quality affordable preschool education will continue to be delivered to the children of Walcha well into the future. The building is designed with solar passive properties, and will be well insulated. Efficient heating will be installed. The building is designed for purpose and will enhance the preschool experience for educator and families alike.

End of Section C: Part 2

Section C Part 3: The Operational Plan for 2017 and 2018

3.1 Annual Service Delivery Plan

3.1.1 Preschool Objectives

To remain financially viable, whilst continuing to provide a high level of education and care service to the families of Walcha and its surrounds.

3.1.2 Preschool Performance Measures

The performance measures for the Preschool are:

1. To meet the Preschool Annual Service Delivery Plan objectives
2. To meet the Preschool Staff Plan objectives
3. To meet the Preschool Financial Plan objectives

Information and analysis against objectives to be reported to the Committee each quarter..

3.1.3 Preschool Service Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
OPEN	8.30am	8am	8am	8am	8.30am
CLOSE	4.00pm	5pm	5pm	5pm	4.00pm
Age groups	3-4yo & 4-5yo	3-4yo & 4-5yo	3-4yo & 4-5yo	3-4yo & 4-5yo	Combined group: 3-5yo

3.2 Staff Plan

3.2.1 Staff Allocation across the week

Total approved number of places : 39

Room 1

Room name:	Penguins	Capacity:	20	Children's Ages:	4-5
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		M*	T	W*	Th	F
Maximum capacity	➔	27	20	27	20	13
No of children attending	➔	20	20	26	20	13

* Additional Educator employed on Monday and Wednesday due to demand for additional days

Staff Contact hours

Staff No.	Qual.	Status	M (hrs)	T (hrs)	W (hrs)	Th (hrs)	F (hrs)	Total contact hrs	Total non-contact hrs	Notes
1	ECT	PFT	7	7.5	7.5	7	0	29		Director contact
1	ECT	PFT		1				1		Director bus run
7	Dip	PPT	5.5	8				13.5		Educator contact
6	Dip	PPT			7	7.5	6.5	21		Educator contact
6	Dip	PPT			1			1		Educator bus run
6	Dip	PPT	4.25	2.25				6.6		Floater between rooms; covers breaks
8	Dip	FXT				2		2		Floater between rooms; covers breaks
9	Cert3	CAS			2.25			2.25		Floater between rooms; covers breaks

Staff Non-contact hours

1	ECT	PFT	1				7		8	Director admin/programming
1			.5	.5	.5	.5	.5		2.5	Director lunch
7	Dip	PPT	.5	.5					1	Educator lunch

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7	Dip	PPT	2					2	Educator Programming
6	Dip	PPT		.5	.5	.5		1.5	Educator lunch
6	Dip	PPT	2			.5		12.5	Educator programming
8	Dip	FXT		.5				.5	Educator lunch
6	Dip	PPT				.75		.75	Educator set up

Room 2	Room name:	Polar Bears	Capacity:	15	Children's Ages:	3
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		M*	T	W*	Th	F
Maximum Capacity	➔	12	15	12	15	7
No. of children attending	➔	11	15	12	10	7

*Numbers reduced to allow for more children to attend in Penguin Room

Staff Contact hours

Staff No.	Qual.	Status	M (hrs)	T (hrs)	W (hrs)	Th (hrs)	F (hrs)	Total contact hrs	Total non-contact hrs	Notes
3	Dip	PFT	7	7	7.5	6.5	5	33		Room Leader contact
4	Dip	PPT	6	6.5	6	7	4.75	30.25		Educator contact
5	Cert3	PPT		6.5				6.5		Educator Contact Funding
6	Dip	PPT	1	1				2		Floater between rooms; covers breaks
3	Dip	PFT	1					1		Room leader bus run
4	Dip	PPT				1		1		Educator bus run
8	Dip	FXT				3		3		Floater between rooms; covers breaks
9	Cert3	CAS			3			3		Floater between rooms; covers breaks

Staff Non-contact hours

3	DIP	PFT	.5	.5	.5	.5	.5		2.5	Room leader lunch
3	DIP	PFT				2	2		4	Room leader programming
4	Dip	PPT			2		.5		2.5	Educator programming
4	Dip	PPT	.5	.5	.5	.5			2	Educator lunch

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5	Cert3	PPT		.5					.5	Educator funding lunch
5	Cert3	PPT		1					1	Educator funding programming
3	DIP	PFT	.25				.75		1	Cleanup

3.2.2 Staff Register

Staff Register for 2017: Walcha Preschool									
Staff Name/Code: Educators Admin & others	Position / Role	Status	Hours per week	Days per Week	Mon	Tue	Wed	Thu	Fri
1 Zoe Herbert	Nominated Supervisor – Early Childhood Teacher	PFT	38	5	8.30 to 5.00	8.00 to 5.00	8.00 to 4.00	8.30 to 4.00	9.00 to 4.30
2 Alice Flanagan	Preschool Administration Officer	FXT	7.5	1			8.30 to 5.00		
3 Debbie Williamson	Preschool Room Leader	PFT	38	5	8.15 to 4.00	8.00 to 3.30	9.00 to 5.00	8.00 to 5.00	8.15 to 4.30
4 Emily Lordanic	Preschool Educator	PPT	32.75	5	9.00 to 3.30	9.00 to 4.00	8.30 to 5.00	8.00 to 3.30	10.00 to 3.15
5 Angie McGuire	Preschool Educator	PPT	7.5	1		9.00 to 5.00			
6 Natasha Haines	Aboriginal Preschool Educator	PPT	32.75	5	10.00 to 3.15	10.00 to 3.15	8.00 to 3.30	9.00 to 5.00	8.15 to 4.30
7 Emma Wauch	Preschool Educator	PPT	15.5	2	8.30 to 4.30	8.30 to 5.00			
8 Sakulsri Wechakul	Preschool Educator	FXT	11.75	2			8.30 to 3.30	10.00 to 3.15	
9 Jenn Berryman	Preschool Educator	CAS							

Staff Register for 2017 cont ...					
Staff Name/Code: Educators Admin & others	Qualification Certification	Award	Pay Grade & Step	Increment Date	Hourly \$
1 Zoe Herbert - Teacher	Bachelor Teaching – Early Childhood	Local Government (State) Award 2014	Grade 9, Step 3	01/07/2017	\$39.7132
2 Alice Flanagan - Admin	Cert II Business Services	Local Government (State) Award 2014	Grade 2, Step 1	01/07/2017	\$19.6100
3. Debbie Williamson - Educator	Diploma Children’s Services	Local Government (State) Award 2014	Grade 4, Step 4	01/07/2017	\$27.0658

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4 Emily Lordanic - Educator	Diploma Early Childhood Education and Care	Local Government (State) Award 2014	Grade 2, Step 4	01/07/2017	\$22.2163
5 Angie McGuire - Educator	Cert III Early Childhood Education and Care	Local Government (State) Award 2014	Grade 2, Step 5	01/07/2017	\$23.2042
6 Natasha Haines - Educator	Diploma Early Childhood Education and Care	Local Government (State) Award 2014	Grade 2, Step 5	01/07/2017	\$23.2042
7 Emma Wauch - Educator	Diploma Early Childhood Education and Care	Local Government (State) Award 2014	Grade 2, Step 5	01/07/2017	\$23.2042
8 Sakulsri Wechakul - Educator	Diploma Children's Services (Early Childhood Education and Care)	Local Government (State) Award 2014	Grade 2, Step 1	01/07/2017	\$19.6147
9 Jenn Berryman – Casual Educator	Cert III Working Towards	Local Government (State) Award 2014	Grade 2, Step 1	N/A	

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Walcha Preschool Business Plan 2017 & 2018

3.3 Financial Plan

Description	2016/17 Budget	Proposed 2017-18 budget
Revenue		
Preschool Fees (normal Hours)	160,160.00	88,600.00
Preschool Library Fee	1,200.00	0.00
Preschool Enrolment Fee	810.00	1,800.00
Preschool Fundraising Levy	2,431.00	0.00
Preschool Fees (Extended Hours)	10,710.00	5,268.00
State Grants & Subsidies	309,049.00	373,332.00
PDSP Grant Preschool	0.00	15,000.00
CPOG Preschool Grant	0.00	0.00
Other Sundry Income	0.00	0.00
Total Revenue	484,360.00	484,000.00
Expenditure		
preschool extended hours wages	16,887.00	10,000.00
preschool wages and employee costs	320,000.00	350,000.00
Other employee costs	0.00	0.00
Maternity and Other Leave Costs	0.00	0.00
preschool affordability subsidy costs	19,000.00	19,000.00
cleaning (council operated)	4,000.00	21,060.00
preschool advertising	710.00	1,000.00
preschool bad debts	5,000.00	5,000.00
preschool bus hire	10,000.00	8,811.00
preschool extra curricular activities	1,500.00	1,000.00
preschool electricity, gas and heating	7,000.00	7,000.00
preschool insurance	7,000.00	7,614.00
preschool library expense	700.00	700.00
office supplies & equipment	1,000.00	1,000.00
preschool r & m building	500.00	17,007.00
preschool r & m computer	500.00	500.00
playground maintenance	2,500.00	8,500.00
preschool staff development	0.00	2,000.00
preschool subscriptions	1,600.00	1,600.00
preschool subsidy aboriginal fees	15,000.00	5,000.00
preschool teaching equipment	15,300.00	5,000.00
preschool phone	510.00	520.00
preschool water and sewer rates	3,535.00	3,588.00
	0.00	0.00
Total Expenditure	477,106.00	475,900.00
Operating Profit	7,254.00	8,100.00

End of Section C: Part 3

Appendices

Appendix 1: Fee Schedule: History and Projected Fees

	2013	2014	2015	2016	2017	2018 (proposed)
4yo	\$17.00	\$19.00	\$22.00	\$28.00	\$18.00	\$20.00
4yo equity	\$8.50	\$9.50	\$11.00	\$14.00	\$5.00	\$6.00
3yo	\$17.00	\$19.00	\$22.00	\$28.00		
3yo (unfunded)					\$30.00	\$30.00
3yo equity	\$8.50	\$9.50	\$11.00	\$14.00	\$5.00	\$6.00
ATSI	\$5.00	\$5.00	\$5.00	\$10.00	\$5.00	\$6.00

Appendix 2: Summary of enrolments from 2013 to 2017 and projections for 2018 and 2019

Table 4: Summary of enrolment from 2013 to 2017 and projections for 2018 & 2019

Ref	Child Ages	2013	2014	2015	2016	2017	2018 Projected	2019 Projected
1	4 year old & older equity	10	19	13	19	23	15	15
2	4 year old & older non-equity	26	16	17	12	31	30	30
3	3 year old equity	20	17	19	14	8	10	10
4	3 year old & younger non-equity	18	20	22	21	12	15	15
	Total enrolled	74	72	71	66	74	70	70
5	4 year old and older ATSI	2	7	4	5	4		
6	3 year old ATSI	6	4	5	2	1		
7	4 year old and older Equity	8	12	9	14	18		
8	3 year old Equity	14	13	14	12	7		
9	4 year old English Language Assistance	1	1	0	1	1		
10	3 year old Equity English Language Assistance	0	0	1	2			

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Walcha Council Community Care Advisory Committee Meeting Minutes

held on

Tuesday, 6 June 2017

at

2:00 pm

at

Walcha Day Centre Room

PRESENT:

Clr Kevin Ferrier (Chair), Syreene Kitchener, Sue Reardon, Pat Laurie, Ron Denham, Cathy Noon (Community Care Coordinator), Elaine Bartholomew (ATSI Community Care Coordinator), Karen Kermode (Community Services Manager) and Olivia Wood (Manager Riverview Walcha)

1. APOLOGIES:

Kate Hoy, Davina Young, Debra Sweeney.

2. CONFIRMATION OF MEETING MINUTES HELD ON TUESDAY 14 MARCH 2017 AND 7 APRIL 2017:

RESOLVED: On the motion of Laurie and Kitchener that the Minutes of the Walcha Council Community Care Advisory Committee Meeting held on 14 March 2017 and 7 April 2017 copies of which have been distributed to all members, be taken as read and confirmed a true record.

3. Business Arising

- 3.1 The Community Services Manager advised that the disabled toilet signs for the McHattan Park toilets have been ordered and should be installed shortly.
- 3.2 The Community Services Manager advised that the new Community Transport bus delivery has been delayed. The bus is now expected to be delivered during September.

4. Meals on Wheels

The meals on wheels service continues to increase in numbers and is going smoothly. Olivia Wood stated that things are also going well from Riverview's perspective. A meeting will be need to be held between Riverview and Council as the agreed number of hot meals to be provided daily has almost been reached.

5. Community Care Coordinator Report – March and April 2017 – Attached

The Community Care Coordinator report from March and April 2017 was presented to the Committee.

The Coordinator advised the Committee that the Quality Review has taken place, and we have received a MET rating against the 18 Home Care Standards. Third party verification against the Disability Service Standards will now be arranged.

6. ATSI Community Care Officer Report – Attached

The ATSI Community Care Officer flyer for June 2017 was presented to the Committee.

7. Financial Report – Attached

A statement of income and expenditure as at 15 May 2017 was tabled and presented to the Meeting.

8. Feedback and Complaints

The Co-ordinator has provided this information as a part of her Report. Positive feedback was also received from the quality review assessors.

10. General Business

Olivia Wood asked how the lease arrangements with the building are progressing. Manager Community Services advised that this still under discussion with Hunter New England Health and that they are preparing a draft licence to occupy. Once this draft licence has been received a meeting will be held with representatives of Council and Hunter New England Health to finalise the details.

11. Next Meeting

The next meetings of the advisory committee are proposed to be held on 25 September and 18 December 2017.

There being no further business the Chair declared the meeting closed at 2:31pm.

CONFIRMED _____ (Signed)

Date: ___ / ___ / ___ Chairperson

Attachment for item 5 - Community Care Co-ordinator Report – March & April 2017

March 2017

Groups

Women's Group and Wanderer's Group

1 March 2017 – 29 clients from the Women's Group and the Wanderer's Group attended morning tea at the Community Day Centre Rooms.

15 March 2017 – 18 ladies attended the trip to visit Booloominbah at the UNE in Armidale. The first stop was morning tea at the Arboretum Park going into Armidale. The next place to sight see was a picturesque drive out to Dumaresq Dam before going to lunch at the restaurant at Booloominbah. The historic house at The University of New England, is built around one of the nation's most magnificent country houses, Booloominbah. The house is one of the many buildings designed by John Horbury Hunt which is now listed by the National Trust. UNE graduates have memories of graduation ceremonies on the lawns of Booloominbah overlooked by this beautiful nineteenth-century homestead.

Wanderer's Group

8 March 2017 – the group was cancelled today as the members chose to attend the Seniors Week Festival Luncheon event at the Walcha Bowling Club.

22 March 2017 – The Wanderer's Group travelled to Glen Innes for the day. The group met with members of the Glen Innes Aboriginal Elders. Lunch was held at the Glen Innes Bowling Club.

Men's Group

14 March 2017 – 18 gentlemen attended morning tea in the Community Day Centre Rooms. Roy Westfold was the Guest Speaker for the morning and spoke about the plans and fund raising efforts for the RSL Sub Branch Monument to be erected in Walcha Memorial Park. The new monument will recognise those in the Walcha district who served in conflicts since World War II, including Malaya, Korea, Borneo, Vietnam, Gulf War, Afghanistan, Iraq, East Timor and ISIL.

28 March 2017 – 14 gentlemen attended the bowling day at the Walcha Bowling Club. The weather was glorious and the social game of bowls was enjoyed in the sunshine. Lunch was held in the dining room at the Bowling Club with a few refreshments to quench everyone's thirst after the bowling game.

Seniors Festival 2017

The theme for Seniors Week Festival 2017 was "Let's Do More Together". Walcha Seniors Week Festival certainly lived up to the theme and was full of intergenerational activities and lots of fun for all age groups. There were activities throughout the week that catered for various interests. Everyone that attended found something new to take part in and enjoyed the diverse activities that were held throughout the week.

Monday 6 March - "Cultural Food Safari"

The week began on Monday with a "Cultural Food Safari", having Alex Blomfield and Sakulsri providing a cooking demonstration for the Seniors and the Walcha Pre-School Monday group of children. The group of seniors and the children had a fantastic hands on experience helping Sakulsri cook a very tasty Thai meal and Alex cooking Russian.

Tuesday 7 March – “Pastels with Paula”

Tuesday held the creative activity where seniors could come along to the pastel art class with Paula Jenkins. Paula bought out the artist in everyone with some drawing tips and lots of fun and surprises were had during the morning. Those that attended had a fabulous morning and were keen to continue on with their new found talents.

Wednesday 8 March – Seniors Week Festival Luncheon

The biggest event held in Walcha for the 2017 Seniors Week Festival was on the Wednesday with around 85 people attending the Seniors Festival Morning tea and Luncheon held at the Walcha Bowling Club. An assortment of entertainment was provided on the day, including students from St Patrick’s School with a singing performance and many other talented artists combining to make the day lots of fun.

Thursday 9 March – “Tech Savvy Seniors”

The activity for Thursday during Seniors Week Festival was around technology and how to use it. The Walcha Library hosted the Tech Savvy Seniors event and the morning was very popular with seniors bringing along mobile phones, tablets and other technological gadgets.

Friday 10 March – Healthy Living Forum

The final Senior’s Week Festival activity in Walcha was the Healthy Living Forum event held at the Council Chambers. HealthWise Dietitian, Kimmy Peacey spoke to the small group of seniors about healthy nutritious meals and Maree Brazel led the group through a gentle strength and balance exercise class. The forum was extremely informative and those that attended found the session very valuable.

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

13 March 2017 – The UFO Group had a day in the Community Day Centre Rooms where projects were completed for entry into the Walcha Show. Syreene Kitchener and Hope Strudwick were delighted to be given a first place for their lovely wall hanging that they both created.

Transport – March

Medical drives –10 clients utilized the service with 24 trips in March 2017.

Access bus– 28 clients used the service making 71 trips in March 2017.

There is a significant rise in outputs in both clients using the service and number of trips made during March. This rise is due to Walcha Community Transport providing transport to the Preschool children and Supervisors for access to the Walcha Library and back to the Preschool.

Bus to Tamworth – 6 clients used the service on 31 March 2017.

Bus to Armidale numbers for March were as follows:

- ◆ 7 March 2017 – 8 clients – Walcha Service
- ◆ 14 March 2017 – 3 clients – Uralla Service using TCT Bus and Driver
- ◆ 21 March 2017 – 8 clients – Walcha Service
- ◆ 28 March 2017 –6 clients - Uralla Service using TCT Bus and Driver

Taxi Vouchers – 22 clients have been provided with Taxi Vouchers for the month of March 2017 with 32 vouchers being utilized during the month.

Meals on Wheels

For the period of 1/3/2017 to 31/3/2017, there were 12 clients who received hot main meals with a total of 184 meals delivered and 5 clients received frozen meals with a total of 122 meals delivered. The total number of desserts delivered was 138. The combined number of hot and frozen meals during March was 306. The Easter delivery of meals included two freshly cooked Hot Cross buns which were lovingly cooked by the Walcha Road Hotel and an Easter egg. Meals on Wheels volunteers Noelene and John Dickson were thrilled to play the Easter Bunny on the Thursday and the clients were all thrilled with their Easter package.

Rural and Remote Exercise Groups

9 clients attended at Nowendoc during March 2017.

Feedback and Complaints

- ◆ Feedback provided from the Seniors Week Festival activities were all positive with many people who attended commenting that the variety of activities were excellent and how much fun the intergenerational activities were.
- ◆ Meals on Wheels clients and volunteers are continually providing verbal feedback in regards to the quality of the meals from Apsley Riverview and are pleased that the meal portion size has increased.

Meetings and Training

The Community Services Manager, Karen Kermode, has recently been appointed to the Board of the New England Sector Support Team (NESST). NESST was formally known as the HACC Development Unit. NESST is a small non-government organisation which supports Aged Care Services and Disability Services. NESST promotes Aged Care Services and Disability Services by establishing and maintaining support networks, providing information about policy and guidelines, promoting good practices, and providing training to the community care sector.

The board meets monthly with each second meeting being held remotely. Further information about NESST can be found at <http://www.nesst.org.au/>

9 March – Dementia Support Group meeting held at the Community Day Centre Rooms.

13 March – WCCC Staff Meeting held in the Community Day Centre Rooms.

14 March – WCCC Advisory Committee meeting held in the Community Day Centre Rooms.

28 March – A representative from the Quality Review Agency provided an onsite visit to WCCC to discuss the Quality Review for WCCC on 2 May 2017.

April 2017

Groups

Women's Group and Wanderer's Group

5 April 2017 – 27 clients from the Women's Group and the Wanderer's Group attended morning tea at the Community Day Centre Rooms.

19 April 2017 – 10 ladies attended the trip to Tamworth for the day. The visit to the Powerstation Museum was the highlight of the day and the ladies were thrilled to

reminisce about some of the old appliances and paraphernalia that made up the museum collection. Lunch was held at the J & L restaurant at the Tamworth Services Club.

Wanderer's Group

12 April 2017– The group enjoyed morning tea at the Community Day Centre Rooms.

26 April 2017– The Wanderer's Group travelled to Lake Keepit where they had a barbeque lunch in the camp kitchen at the State Recreation Park. The group enjoyed the walk along the foreshore of the Lake before lunch. The return trip included a drive through Manilla with a brief stop to check out some of the shops and sights in Manilla.

Men's Group

11 April 2017 – 15 gentlemen attended morning tea in the Community Day Centre Rooms. The guest speaker for the morning was Peter Sargeant from National Clinical services in Armidale. Peter talked to the group about sleep apnoea and sleep hygiene. The group found the topic extremely interesting which generated a very free flowing discussion about sleep related studies.

25 April 2017 –The Men's Group outing was cancelled due to Anzac Day Public Holiday.

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

April 2017 – The UFO Group was in recess during April due to Public Holidays.

Transport – April

Medical drives – 4 clients utilized the service with 6 trips in April 2017.

Access bus – 14clients used the service making 65 trips in April 2017.

Bus to Tamworth – 6 clients used the service on 28 April 2017.

Bus to Armidale numbers for April were as follows:

- ◆ 4 April 2017 – 5 clients – Walcha Service
- ◆ 11 April 2017 – 3 clients – Uralla Service using TCT Bus and Driver
- ◆ 18 April 2017 – 6 clients – Walcha Service
- ◆ 25 April 2017 – Anzac Day Public Holiday

Taxi Vouchers – 9 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in April with a total of 70 Taxi Vouchers returned.

Meals on Wheels

For the period of 1/4/2017 to 30/4/2017, there were 12clients who received hot main meals with 2 of those clients also receiving frozen meals for the weekend. There were 3 clients who received frozen meals. The total number of meals for the month of April was:

- ◆ 146 Hot meals,
- ◆ 107 frozen meals and
- ◆ 159 desserts.

Rural and Remote Exercise Groups

6 clients attended at Nowendoc during April 2017.

Feedback and Complaints

Feedback provided from Meals on Wheels clients include:

15/03/2017 – The meals are beautiful, nice home cooked meals and beautiful sweets.

02/05/2017 - When receiving Meals on wheels from the hospital the meals were not very nice, but now that they are coming from Riverview the meals are much better. The service that I receive that I receive fro Walcha Council Community Care is great.

20/4/2017 – Glad to receive Meals on Wheels, it was the best thing I ever did. The staff at Walcha Council Community Care are very helpful, always thoughtful and very caring. Feedback provided from other WCCC clients include:

13/04/2017 – I am very happy with the meals at Riverview as they are very tasty. There is no way any changes are needed as everything is fine the way it is. The service from Walcha Council Community care is outstanding. The staff are very nice and caring. The medical drivers are lovely and they take good care of me at all times. I am very grateful for the care I get. I like to try and make things easier for you as I need to consider you as well and try and help you to. Many thanks.

24/04/2017 – The staff at Walcha Council Community Care are very helpful to me. They have helped me to fill out forms and I can't speak highly enough of the staff.

02/05/2017 – The Walcha Taxi Service owner commented that a client using the Taxi Vouchers said to her, "You have no idea how much independency the Taxi Vouchers have given me".

Meetings and Training

7 April – Walcha Council Community Care Advisory Committee meeting

13 April – Dementia Support Group meeting held at the Community Day Centre Rooms.

23 April – Elaine completed the St John's First Aid training.

27 April – Staff and Volunteer training topic: "Identifying and Responding to Abuse of the Older person". The training session was held in the Community Day Centre Rooms and was facilitated by the New England Sector Support Team.

Wow, April was a very busy month with the preparation for the Quality Review as well as maintaining our day to day services throughout the month. I am very pleased to say that Walcha Council Community Care passed the Quality Review, receiving a MET against each of the expected outcomes of the Home Care Standards which was based on the assessment conducted during the review.

The reviewers were very impressed with the quality of services provided to our clients and the support given for staff and volunteers. Around 25 clients and volunteers were interviewed during the morning with very pleasing feedback provided. The morning also included a visit to Apsley Riverview during our Meals on Wheels packing and delivering process and an inspection of our Community Bus.

As announced on 9 May 2017 as part of the 2017-18 Federal Budget, the Australian Government has agreed to extend funding arrangements for the Commonwealth Home Support Program (CHSP).

Funding arrangements have now been extended for an additional two years to 30 June 2020. The Department will negotiate new funding conditions with existing CHSP providers that will deliver more choice for consumers, and a greater focus on supporting independence and wellness.

The changes to conditions will aim to ensure that service delivery is more focused on understanding client strengths and goals, provides increased choice for consumers and a greater focus on pathways and activities to support independence and wellness.

Cathy Noon
WCCC Coordinator

Attachment for Item 6

Wanderers Activities June 7th 14th 21st 28th 2017.

Wednesday 7th June.

Combined Morning Tea with WCCC Ladies Group.

Cost \$5.00.

Bus P/UP from 9.15am

Wednesday 14th June.

Wanderers' Morning tea at Wccc Centre and activities

Wednesday 21st June

Combined outing with Wccc Ladies group to Bendemeer Pub for Lunch.

Buy your own lunch.

Morning tea along the way

Cost \$5.00

Wednesday 28th June

Wanderers outing to Tamworth to Visit Tamworth wild life Park.

Pick Up by Bus at 8.15am

Morning tea along the way

Cost \$5.00

Lunch to buy your own at 83 Restaurant.

Attachment for item 7 – Financial Report

WALCHA COUNCIL				
Period 11 2016-17 Monthly Financial Report				
Sub Account	Activity Account	Revised Budget	Actuals YTD	Available funds
WALCHA COUNCIL COMMUNITY CARE				
WCCC Transport				
Revenue				
other revenue	Other Sundry Income	0	3,545	-3,545
FACS CCSP funding	State Grants & Subsidies	4,600	3,831	769
CTP TfNSW funding	State Grants & Subsidies	44,880	44,673	207
DOHA CHSP Transport funding	Comm'th Grants & Subsidies	27,000	30,161	-3,161
CHSP Transport Client Contribution	Special Group User Fees	5,000	9,490	-4,490
CTP Transport Client Contribution	Special Group User Fees	2,500	1,600	900
Services - Full Cost Recovery	Outreach Group User Fees	0	934	-934
FACS Client Contribution	Special Group User Fees	500	608	-108
		84,480	94,843	-10,363
Operating Expenses				
WCCC - Tamworth CTP		6,700	5,137	1,563
WCCC - Armidale CTP/CHSP		17,234	14,109	3,125
WCCC - Walcha Access CTP/CHSP		8,500	8,023	477
WCCC - Woolbrook CTP		5,500	5,618	-118
WCCC - UFO Group CTP		3,050	2,083	967
WCCC - Medical Drives - CHSP Clients		18,100	17,860	240
WCCC - Medical Drives - CTP Clients		1,000	1,595	-595
WCCC - Medical Drives - Other Clients		600	399	201
WCCC - Administration		23,796	9,351	14,445
WCCC - Taxi Vouchers		0	899	-899
		84,480	65,074	19,406
	WCCC Transport Operating Result	0	29,769	-29,769
WCCC Social Support - Group				
Revenue				
contributions	Donations Received	0	5,000	-5,000
FACS CCSP funding	State Grants & Subsidies	7,154	6,191	963
DOHA CHSP Group SS funding	Comm'th Grants & Subsidies	53,000	55,370	-2,370
CHSP Group SS Client Contribution	Special Group User Fees	15,000	5,576	9,424
Services - Full Cost Recovery	Outreach Group User Fees	300	50	250
FACS Client Contribution	Special Group User Fees	1,000	72	928
		76,454	72,259	4,195
Operating Expenses				
WCCC - Organise Group Activities		4,200	4,045	155
WCCC - Shop for Group Activities		6,600	5,638	962
WCCC - Clean up after Group Activities		1,050	1,631	-581
WCCC - Face to Face Group Activities		30,523	30,711	-188
WCCC - Bus Hire Group Activities		6,240	5,247	993
WCCC - Bus Hire Group Social Support		12,000	12,600	-600
WCCC - Dementia Support Group		550	443	107
WCCC - Administration		15,291	1,862	13,429
		76,454	62,175	14,279
	WCCC Social Support - Group Operating Result	0	10,084	-10,084

Period 11 2016-17 Monthly Financial Report				
Sub Account	Activity Account	Revised Budget	Actuals YTD	Available funds
WCCC Social Support - Individual				
Revenue				
FACS CCSP funding	State Grants & Subsidies	3,150	2,752	398
DOHA CHSP Individual SS funding	Comm'th Grants & Subsidies	87,021	90,644	-3,623
CHSP Individual SS Client Contribution	Client Contribution	500	0	500
		90,671	93,396	-2,725
Operating Expenses				
WCCC - Administration		18,134	1,789	16,345
WCCC - Organise Group Activities		46,538	21,808	24,730
WCCC - Clean up after Group Activities		26,000	10,327	15,673
		90,672	33,924	56,748
	WCCC Social Support - Individual Operating Result	-1	59,472	-59,473
Outreach Exercise Program				
Revenue				
FACS R&R Outreach Funding	State Grants & Subsidies	3,548	3,228	320
		3,548	3,228	320
Operating Expenses				
WCCC - Administration		710	27	683
WCCC - Activities Coordinator		2,838	4,740	-1,902
		3,548	4,767	-1,219
	Outreach Exercise Program Operating Result	0	-1,539	1,539
NDIS				
Revenue				
Services - Full Cost Recovery	Outreach Group User Fees	2,000	-1,496	3,496
		2,000	-1,496	3,496
Operating Expenses				
WCCC - Administration		400	1,697	-1,297
NDIS		1,600	6,540	-4,940
		2,000	8,238	-6,238
	NDIS Operating Result	0	-9,733	9,733
Community Events				
Revenue				
		0	0	0
		0	0	0
Operating Expenses				
WCCC - Administration		0	164	-164
		0	164	-164
	Community Events Operating Result	0	-164	164
Seniors Week Festival				
Revenue				
user fees & charges	Special Group User Fees	0	1,390	-1,390
grants & subsidies recurrent	State Grants & Subsidies	0	600	-600
		0	1,990	-1,990
Operating Expenses				
WCCC - Event Organisation		0	3,848	-3,848
		0	3,848	-3,848
	Seniors Week Festival Operating Result	0	-1,858	1,858

Period 11 2016-17 Monthly Financial Report				
Sub Account	Activity Account	Revised Budget	Actuals YTD	Available funds
WCCC Operating Costs				
Revenue				
Operating Expenses				
WCCC - operating & admin		-14,715	0	-14,715
WCCC - Data Entry - Alchemy		7,000	7,908	-908
WCCC - Report Data FACS		595	467	128
WCCC - Report Data Transport 4 NSW		2,600	2,617	-17
WCCC - Organise Community & Provider Ser		0	804	-804
WCCC - Minutes - CC & Staff Meetings		2,700	2,456	244
WCCC - Meetings - CC, Staff, WHS, Adviso		580	1,074	-494
WCCC - Policies, Procedures, Reorts, etc		1,240	2,362	-1,122
		0	17,689	-17,689
WCCC Operating Costs Total		0	-17,689	17,689
WCCC Administration & Overheads				
Revenue				
Operating Expenses				
office rental		0	1,920	-1,920
WCCC Xmas party Suspense		0	-91	91
WCCC - Organise Group Activities		-13,137	33,344	-46,481
WCCC - Staff Training & Development		5,092	4,003	1,089
WCCC - Office Expenses		4,000	6,712	-2,712
WCCC - Volunteer Administration		4,045	6,673	-2,628
		0	52,561	-52,561
WCCC Administration & Overheads Total		0	-52,561	52,561
Meals on Wheels				
Revenue				
user fees & charges	Other User Charges (Sundry)	0	0	0
FACS CCSP funding	State Grants & Subsidies	3,150	2,832	318
DOHA CHSP Meals funding	Comm'th Grants & Subsidies	19,000	21,599	-2,599
CHSP Meals Client Contribution	Special Group User Fees	15,000	14,281	719
FACS Client Contribution	Special Group User Fees	0	288	-288
		37,150	39,000	-1,850
Operating Expenses				
MOW Community Group Funding		2,000	1,919	81
WCCC - Administration		18,730	14,613	4,117
MOW - Admin & Planning		1,000	0	1,000
MOW - Client Assessment		1,700	1,336	364
MOW - Meal Delivery		13,720	12,182	1,538
		37,150	30,051	7,099
Meals on Wheels Operating Result		0	8,949	-8,949
Operating & Admin expense				
Operating & Admin income				
Revenue		294,303	303,221	-8,918
Operating Expenses		294,304	278,490	15,814
Operating Result		-1	24,730	-24,731



Walcha Council Youth Advisory Committee Meeting

NEW
YAC Logo
here

Held on

Thursday, 22 June 2017

at

1:30pm

at

Walcha Library

PRESENT:

Clr Rachael Wellings – Chair, Karen Kermode – Community Services Manager (CSM), Madison Garrad – Library Coordinator/Youth Worker (LC/YW), Archie Little, Ali Nivison, William Swain, Ashleigh Wall, Nathan Brown, Bonnie Neal and Billy Imberger.

IN ATTENDANCE:

Aiden Williams – Walcha Central School teacher and Michael Ball – St Patrick's School teacher).

1. APOLOGIES:

Murdoch Chawner

MINUTES



2. GENERAL BUSINESS:

2.1 Welcome

St Patrick's School students were late to the Meeting so while we waited Clr Wellings welcomed all the members of the Committee to the Meeting and everyone introduced themselves. Clr Wellings also prompted discussion about the Youth Advisory Committee logo. The Youth Advisory Committee (YAC) members suggested bright and opposing colours for the logo. It was also suggested that perhaps we could use an animal in the logo. Animals suggested were a sheep and a yak.

2.2 What is the purpose of the Youth Advisory Committee (YAC)?

St Patrick's School members hadn't arrived at 1:45pm so it was agreed to commence the meeting. Clr Wellings explained the importance of the Youth Advisory Committee and explained the definition of Youth and indicated we want to focus on 5-18 year olds in the community. Clr Wellings reiterated what exactly their role is in the YAC. This is mainly to have their say about what they would like to see in their community. The Committee also emphasised that they should talk to their friends outside the YAC and gather ideas about it to bring back to our Meetings.

2.3 Meeting Protocol

Clr Wellings advised that the Meetings will be a lot more relaxed than official Council Meetings however there will still be a structure and an expected behaviour protocol. It was explained that there are general rules in Meetings such as not talking when someone else is and we will be meeting in the Council Chambers where the Chair and Secretary will sit at the front and the members will sit in the Councillor's chairs. CSM also explained that the recommendations are noted in the minutes which will go through to Council Meetings.

2.4 Brainstorming on Youth Related:

2.4.1 Health & Wellbeing

The Committee were asked where they would like to go if they felt sad about something or if they knew of any places they could go to get help. Answers were the hospital, Café Graze, the library and the Church/Minister. They explained that a lot of them are not aware of their options.

2.4.2 Infrastructure in Walcha

CSM explained that there are many places for kids in Walcha. It was further explained that the Council looks after the footpaths that many of them ride their bikes on, the sporting ovals, swimming pool, McHattan Park and the workout station on the levy banks.

2.4.3 Walcha Council run Programs and Events

LC/YW explained that she organises the school holiday and Youth Week programs. She further explained that she organises programs based on what she thinks the kids in



Walcha would like, however, it may not necessarily mean they do like them. LC/YW further explained that Council would really like to get their input into what types of holiday activities they would like. William Swain mentioned that he really liked Little Athletics. CSM explained that this was not coordinated by the Council and it relied heavily on volunteers. However, LW/YW mentioned to William Swain would a mini athletics carnival be something that could be on the school holiday program and he thought that would be good. St Patrick's students arrived at 2:17pm.

2.5 Designing a Logo for YAC

Previously discussed in item 2.1 – Welcome.

2.6 Homework & Learning Support Centre

The CSM and LC/YW asked the Committee what their thoughts were on an after school Homework and Learning Support Centre. The Committee thought it was a good idea and that it would definitely be something they could see themselves using and benefiting from. It was explained that Council are applying for a grant to help get this up and running and asked for their input on what they would like to see in the Centre. The Committee explained they didn't want it to be somewhere they had to work in silence and sit at a table. They stated they would like it to be a relaxed, informal area where they could do productive group work. CSM and LC/YW agreed that this was something they had thought about and explained that they had indicated in the grant funding expenditure that they would like to purchase couches and bean bags for the Centre, to allow for this informal setting.

2.7 Housekeeping

LC/YW, CSM and Clr Wellings asked the Committee to go home and think about something they might like to see happen in the community or a school holiday activity they might like. Suggestions included a community garden, animal obedience workshops, dog shows, music classes and cooking classes. It was also mentioned by the Committee that sport is already huge in Walcha therefore they would like to focus on other areas. School holiday program was handed out to gather input. Overall feedback was good.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 2:55PM.



Item 11:

Delegate Reports

Submitted to Council: 26 July 2017

..... General Manager Mayor

MINUTES OF THE MID NORTH WEIGHT OF LOADS GROUP

MEETING HELD AT KEMPSEY SHIRE COUNCIL 22 TOZER STREET, WEST KEMPSEY

MONDAY 6 MARCH 2017

The meeting commenced at 10.30am.

PRESENT

MidCoast Council – Gil Gendron – Group Supervising Eng
MidCoast Council – Tracey Stewart – Group Secretary
MidCoast Council – LRC Katheryn Smith – Group President
Bellingen Shire Council – John Starr
Kempsey Shire Council – Robert Scott
Armidale Regional Council - Rob Shaw
Port Macquarie Hastings Council – John Hanlon
Dungog Shire Council – Tony McKenzie
Nambucca Shire Council – Paul Gallagher & Cr Brian Finlayson
MNWOL Group Inspectors – Michael Elliott, Warren Johnson,

APOLOGIES

Coffs Harbour City Council – Glen O’Grady
Dungog Shire Council – Steve Hitchens
Kempsey Shire Council – Trevor Dickson
Muswellbrook Shire Council – Derek Finnigan
Liverpool Plains Council – Greg Tory & Cr Andrew Laurie
Tamworth Regional Council – Lincoln Cooper
Bellingen Shire Council – Cr Gary Carter
Uralla Shire Council – Terry Seymour
Upper Hunter Shire Council – Jeff Bush
Walcha Council – Dylan Reeves
Bruce Tester & Walter Markham

MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held at Uralla Shire Council Chambers, Uralla on Monday 5 September 2016 were adopted.

Moved: John Starr
Seconded: Gil Gendron

BUSINESS ARISING:

Change to Bellingen Minutes. Paul Gallagher & Cr Brian Finlayson were apologies.

1. Financial Report to 20 February 2017

The financial report to 20 February 2017 was noted.

2. Report by Secretary/Supervising Engineer

Supervising Engineer Gil Gendron reported on the National Roads Congress. This included an interesting talk given by NHVR.

Tim Hansen from NHVR was invited to this meeting but unfortunately it clashed with a meeting being held in Forbes on this same day. He sent his apologies and asked to be invited to the next meeting. He requested more notice to ensure his attendance at the next meeting.

Report adopted.

3. Statistics

Noted.

Report by Weight of Loads Liaison Inspector Michael Elliott

Michael reported that the recent Weight of loads conference held in Queanbeyan went very well. Good attendance statewide.

These conferences are predominately used for updating of WOL Policies and Procedures. They also provide an excellent platform for training sessions held by RMS. Inspectors were asked if the current vehicles were suitable for this type of work and Michael confirmed they were more suitable than the sedan which were used some years ago, as they are built for the task.

Weight in motion (WIM) scales are being used where possible. Councils have been asked by the inspectors on several occasions to provide them with suitable sites for the use of WIM scale setup. An area of approx. 60mts long is required to meet the current TCP.

General Business

1. Review of Member Contributions

Supervising Engineer explained the review of the contributions. Appendix 2 seems to be more appropriate.

SEWLOG have higher contribution rates.

NEWLOG are based on user pays.

It was recommended that the contributions for 17/18 be retained as per 16/17, due to the budgets already being set for Councils.

Recommendation Adopted

2. Statistics

Robert Scott would like to know if the overloaded vehicles have paperwork that shows the quarries / suppliers are overloading in the first instance. Suggested Mid North Weight of Loads should be targeting them prior to the vehicles getting

caught for overloading “contracts”. The Inspectors can visit the quarry operators and provide suitable education.

3. Meeting Invitations

An invitation to be sent to RMS, NHVR and Transport Australia to speak to the group at the next meeting.

NEXT MEETING

Next meeting is scheduled for Monday 7th August 2017 and will be held at Nambucca Shire Council.

There being no further business, the meeting closed at 11.30am.



NAMOI COUNCILS JOINT ORGANISATION

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BOARD MEETING MINUTES

DATE: 6 July 2017, 10am – 1.30pm

VENUE: The Living Centre, Bingara

ATTENDANCE

Members	Council	Email
Cr Andrew Hope (Chair) Donna Ausling	Liverpool Plains Shire Council	andrew.hope@lpsc.nsw.gov.au ron.vankatwyk@lpsc.nsw.gov.au
Cr Col Murray	Tamworth Regional Council	c.murray@tamworth.nsw.gov.au
Cr Gae Swain	Gunnedah Shire Council	jamiechaffey@infogunnedah.com.au
Cr Mick Pearce	Uralla Shire Council	mayor@uralla.nsw.gov.au
Cr Eric Noakes Jack O'Hara	Walcha Council	enoakes@walcha.nsw.gov.au johara@walcha.nsw.gov.au
Max Eastcott	Gwydir Shire Council	meastcott@gwydir.nsw.gov.au
Jan Willett	NSW DPC	jan.willett@dpc.nsw.gov.au
Rebel Thomson	Executive Officer	r.thomson@tamworth.nsw.gov.au
Observers	Council	Email
Cr Lindsay Brown	LG NSW Vice President	clrlindsay.brown@esc.nsw.gov.au

1. APOLOGIES

Member/Observers	Council	Email
Cr Cathy Redding Stewart Todd	Narrabri Shire Council	cr.redding@narrabri.nsw.gov.au gm@narrabri.nsw.gov.au
Paul Bennett	Tamworth Regional Council	p.bennett@tamworth.nsw.gov.au
Eric Groth	Gunnedah Shire Council	ericgroth@infogunnedah.com.au
Andrew Hopkins	Uralla Shire Council	ahopkins@uralla.nsw.gov.au
Alison McGaffin	NSW DPC	alison.mcgaffin@dpc.nsw.gov.au
Cr John Coulton	Gwydir Shire Council	jcoulton@gwydir.nsw.gov.au
Chris Presland	Office of Local Government	Chris.Presland@olg.nsw.gov.au

Motion Moved Tamworth Regional Council Seconded Walcha Council

THAT, the apologies are accepted.

2. MINUTES OF PREVIOUS MEETING

Motion Moved Tamworth Regional Council Seconded Walcha Council

THAT, minutes, actions and progress of JOLT are noted and endorsed.

3. DECLARATION OF INTERESTS

No declarations of interest relating to the business paper were declared.

4. REVISED 2017-2018 BUSINESS PLAN

Copy of the draft Business Plan is provided as ATTACHMENT C.



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The Chair offered apologies to the meeting from Chris Presland from the Office of Local Government due to a family emergency. The Chair provided advice that his understanding was that the NSW Government remained supportive of JO Legislation and that it was ready for the NSW Government to act upon.

The EO added that she had spoken to a couple of EO colleagues, one organisation is expecting to lose a newly recruited procurement specialist due to lack of resources and inaction. Another is looking for support to reinvigorate and motivate the Board. These are probably unexpected ramifications of inaction that won't impact the Namoi but for other groups are concerning and for the future of JO's and legislation alarming.

The EO confirmed that all of the JOs had held meetings with the Minister for Local Government, Minister Barilaro and local members seeking direction.

Jack O'Hara commented that all of the members had committed to moving forward with a JO organisation and that the status or entity of the organisation needed to be discussed. Max Eastcott said that there already was opportunity for the group to formalise in the existing legislation by either incorporating or applying to the Minister to be a County Council or a Company Limited by Guarantee.

The Chair suggested that the group continue to advocate to local members on the position of the JO and seek support and funding. The August meetings in Sydney are an excellent opportunity to continue to pursue the Government on its directions.

Cr Swain asked the membership about Plan B, should the Government not be forthcoming with directions.

The Chair sought confirmation from members who confirmed their willingness to continue in the current format. The Chair clarified that the organisation had agreed to spend retained earnings on the activity for this financial year.

Cr Murray said that the group shouldn't be focused on funding, the budget and retained earnings enable the organisation to operate and pursue projects and should additional activity be endorsed by members, funding could be sought from members on a project by project basis. Should the group become too focused on funding, project activity may stall and certainly non-activity by the group will cause members to disengage. Cr Murray urged members to continue to work together on the plan and activities provided.

The Chair confirmed that the projects and activity in the business plan, the working group activity and the strategic projects should commence. Max Eastcott commented that the strategic list of projects provided to the NSW Infrastructure Coordinator is a great example of the JOs support. A number of those projects are to be funded and demonstrates the benefit of collaboration by the organisation.

Max Eastcott also said that the organisation is working because of the established networks, not necessarily structures. The collaboration between the GMs and the Board is strong.

Cr Pearce said that the organisation had a strong relationship and pursuing projects that were achievable was the key. Uralla continues to participate in the New England Group however it will take some time for the organisation to reach the maturity of the Namoi group.

The Chair said that the group should also know that we are still well recognised within the Government as a collaboration that is achieving its objectives. Members will receive at the next meeting letters to take back to their Councils that will outline the achievements of 2016-2017 and outline the activity for 2017-2018. Members are asked to share this with their Councillors and staff.

The EO noted that the revisions to the 2017-2018 Business Plan were tracked in the document as well as outlined in the Business Paper.

Motion Moved Uralla Shire Council Seconded Gunnedah Shire Council

THAT, the 2017-2018 revised Business Plan and Budget is adopted and implemented.

5. STRATEGIC REGIONAL PROJECTS

5.1 Governance (Liverpool Plains Shire Council)

5.1.1 Delegations

The draft form for endorsement by member Councils was presented in ATTACHMENT D.



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Cr Murray suggested that the document is referred to the next meeting of the JOLT to review the wording and suggested that the wording need to contain a restriction either to the business plan and the budget.

Motion Moved Tamworth Regional Council Seconded Uralla Shire Council

THAT, the revised Delegations Form is amended by JOLT to reflect any acceptable restrictions and is then endorsed for action by the General Managers.

5.1.2 Finance Reports – ATTACHMENTS E AND F

Written reports were presented in the Business Paper, a final end of year position will be provided to the JOLT meeting on the 17 July 2017.

Motion Moved Tamworth Regional Council Seconded Walcha Council

THAT, the Finance Reports as presented is accepted as an accurate record of the organisations finances.

THAT, as per last year the JO accepts an offer from Tamworth Regional Council to complete the end of year Financial Statements for the Namoi Councils Joint Organisation.

5.1.3 JO Business Model

A written report was provided in the Business Paper.

The EO sought the advice for the JOLT group, members were asked to consider expanding the understanding of member definitions.

The Chair asked members to consider the attendance of the Chair and staff of Regional Development Australia at future meetings. The RDA was not a member of the organisation but was an important provider of advice at times when it is required.

Motion Moved Tamworth Regional Council Seconded Walcha Council

THAT, these definitions of Membership as provided in the Business Paper are adopted.

THAT, the EO updates the Members Handbook with these definitions.

THAT, the Chair express to the Chair of Regional Development Australia the importance of his organisation to the work of the JO, and that on occasion representatives of Regional Development Australia will be invited to meetings as an Observer.

5.1.4 Advocacy and Leadership

A written report was presented in ATTACHMENT G.

The EO explained that the report had been collated from member Community Strategic Plans. As the role of advocacy rests with the Board members are asked to review each of the 11 areas of interest and consider if the positions are appropriate for the group to advocate on, or the positions are the respective member Councils.

Cr Murray suggested that the table be referred to the JOLT to discuss and agree that should the Chair decide to delegate a Sponsor for each area, then that be non-specific to a member Council.

Motion Moved Tamworth Regional Council Seconded Walcha Council

THAT, the document is referred for rewording to the next meeting of the JOLT.

THAT, once the JOLT has agreed on the wording, each member Council seeks to have the delegation endorsed at the next Council meeting.

5.2 Economic Growth of the Region (Tamworth Regional Council/Gunnedah Shire Council)

5.2.1 International Engagement Strategy - Branding

Written report was provided in ATTACHMENT M.



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Cr Murray provided a report on behalf of Tamworth Regional Council and Gunnedah Shire Council.

Twelve members of the community and Councils participated in a Branding Workshop on the 30 June in Tamworth.

The purpose of the workshop was to develop a brand for Namoi Councils to increase visibility of the Namoi region internationally, with a focus on driving new investment as part of an International Engagement Strategy.

This brand does not replace that of the Namoi JO. It is instead a “program” brand to be developed and administered by the seven councils with the express purpose of enriching the region’s international reputation by showcasing our broad capabilities and achievements

The following Brand strengths and principles were confirmed amongst the group:

- We need to build trust with audiences and investors.
- We need to deliver on our promises and make it easy to do business with us.
- We need avoid bad brand extensions that chase short term profits at the expense of long-term brand value.

The Brand characteristics identified were:

- Australia
- Trade and investment
- Agricultural
- Agricultural innovation
- Food
- Clean and green
- Pastoral – secondary messaging if needed

The Brand positioning discussed:

- Premier agricultural region in Australia
- Can provide trade and investment opportunities
- Fast growing countries
- In Asia
- Seek food security and innovation in agriculture, whilst strengthening our own Region’s prosperity
- In an era of free trade

The Brand position identified by the group is *Namoi Unlimited*.

Cr Murray reported that work to deliver concepts for the brand and initiatives to protect the brand will continue and be presented to the next meeting. The program in this area also includes marketing and communications which will be developed as part of the International Engagement Strategy.

5.2.2 International Engagement Strategy

Cr Murray referred members to the framework provided in the Business Paper.

The sponsors have developed three opportunities for engagement and would like to recommend to members that the Ningbo region in China is the first priority for the group. There are natural links to this region that already exist, Gunnedah Shire Council has a sister city relationship with a region next door and the proprietor of Currabubula Station is also the Ningbo region.

Ningbo has a population of approximately 5.8million and in 2013 the GDP per capita was AUD \$18,059. Ningbo is the largest port city in China and has strategic links into Hong Kong.

The group agreed that establishing a relationship with an area of growth in China for the seven member Councils would be extremely powerful.

Motion Moved Gunnedah Shire Council Seconded Uralla Shire Council

THAT, the city of Ningbo be selected as the region of priority for a JO relationship.



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The EO has been tasked with developing content around an International Engagement Strategy by the end of July. The Sponsors will then determine what information and content will need to be prepared prior to implementing the strategy. The information and content will be in keeping with the protocols of Local Government here and in China.

ACTION 2017/07-001

That the EO prepares content for an International Engagement Strategy with the Sponsors. That once approved, documents seeking support of members to undertake the strategy and a delegation is pursued.

Max Eastcott suggested that the two Federal members of Parliament are kept informed of developments.

Cr Hope suggested that any delegation include Economic Development Officers of member Councils.

5.2.3 International Engagement Strategy – Business Engagement

Cr Murray reported that the group has also had initial discussions about how the JO can improve the regions access to resources to establish exports from the region.

One of the concepts being discussed is to develop a relationship and presence for businesses in the Namoi region to have access to expertise that can assist producers with actioning export opportunities. Services might include access to AusTrade expertise, information about FTAs, permits and access, and transport.

Motion Moved Liverpool Plains Shire Council Seconded Gunnedah Shire Council

THAT, the directions as described are endorsed.

5.3 Infrastructure (Narrabri)

5.3.1 Access to Government Infrastructure Programs (DPC)

Jan Willett provided information to the group about the Regional Growth Fund; applications can be made at any time. The Regional Growth Fund is \$3.1 billion over 4 years and will be administered by the Office of Regional Development. Local contacts will be Louise McMeeking and Darren Keegan. There is a new Regional Director, Ian Smith who is based in Dubbo.

The website is www.nsw.gov.au/regionalgrowth. There are a number of sub programs in the Program that all member Councils are eligible to apply for.

(The following text was extracted from the website and incorporated into the minutes, areas of funding were mentioned, and the context around each fund has been added by the EO.)

- Connecting Country Communities

To invest in communications infrastructure and deliver improved regional voice and data connectivity. This fund will build and upgrade mobile base stations, connect businesses to global markets and schools with innovative learning resources.

- Regional Sports Infrastructure

To foster the benefits of sport in communities. This fund will invest in new and existing venues to improve the participation and performance in sports at all levels.

- Regional Cultural Fund (external link)

To deliver investment to support bold and exciting regional arts and culture. This fund will encourage the rich diversity of the regions, build tourism potential and support young people.

- Growing Local Economies

To develop the enabling infrastructure to grow regional centres. This fund will invest in the crucial projects needed to support job creation and economic growth in regional NSW.

- Resources for Regions



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To support job creation and economic growth in mining communities in regional NSW. This fund will help build infrastructure across health, water, road, education, tourism and CBD renewals to attract new business, tourists and residents.

- Stronger Country Communities Fund

To support councils and community groups in delivering crucial local infrastructure to improve quality of life. This fund will support local projects such as upgrades to community facilities and playgrounds.

As a group of Councils, The JO may be eligible to apply for a regional significance project.

The group would need an entity, incorporated entity to manage.

5.4 Energy and Sustainability

Member Councils need confirm their participation in this strategic project and if they will be providing representation.

This item is referred to the next JOLT meeting.

6. WORKING GROUP REPORTS

A written report and written reports from each of the working groups was provided in the Business Paper and ATTACHMENTS H, I, J and K.

The Chair confirmed that he will be attending the next JOLT meeting and will discuss the function of the working groups and representation with members.

Motion Moved Gunnedah Shire Council Seconded Uralla Shire Council

THAT, the actions and progress of the working groups is noted.

Item 6.2.1 Regional Freight Connectivity Analysis – Final Report

A copy of the final report was provided in ATTACHMENT J.

Motion Moved Tamworth Regional Council Seconded Walcha Council

THAT, the report is accepted.

THAT, the EO have the members of the Roads and Transport Group identify any issues with HTML access, pinch points and bottle necks to freight connectivity and production in each council area, and into other areas that may be outside the Namoi region, as a matter of priority.

7. GENERAL BUSINESS

7.1 Biodiversity Reforms – Local Government Capacity Building Project

A written report was presented in the Business Paper.

Motion Moved Tamworth Regional Council Seconded Gunnedah Shire Council

THAT, Gwydir Shire Council's offer to partner with OEH on this initiative is endorsed by the JO.

THAT, Gwydir Shire Council recognise that this project is an 18month commitment to the employee.

THAT, the JO has no financial commitment to support the project.

7.2 Media Comments made by Cr Owen Hassler, Gunnedah Shire Council

Cr Swain declared that she would not participate in the JO discussion about the actions of Cr Hassler.

Max Eastcott expressed his concern for views expressed by one of Gunnedah Shire Council's Councillors without a thorough understanding of the workings of the JO or consultation with the member Council, this Councillor undertook media on NBN and the ABC New England North West radio, spreading false information about the JO and its activities.

Cr Swain confirmed to the group that it was not her position to comment on the actions of said Councillor and she would not be doing so at this meeting. However, she also said that the views expressed to the media by that Councillor were not her views and she didn't believe they were the views of the Gunnedah Shire Council.



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The Chair reported that he had spoken to Cr Chaffey about the media activity and had contacted the media.

Motion Moved Tamworth Regional Council Seconded Walcha Council

THAT, the JO writes to Gunnedah Shire Council expressing member's disappointment about the inaccurate remarks made in the media about the Namoi Councils Joint Organisation by Cr Hassler.

Cr Hassler conducted an interview with NBN Television last week the media stating that the organisation was not on a sustainable financial path and that the activity was unsustainable.

Max Eastcott believes that the comments were on the ABC and NBN were disrespectful to the EO.

The EO reported that the comments made by Cr Hassler were that the JO was not financially sustainable.

7.3 Access to TCORP Funding

Max Eastcott remarked that under the current assessment Gwydir Shire Council remains unfit and unmerged, and they have been advised they will not be provided with access to TCorp funds.

Similarly Walcha Council, Uralla Shire and Liverpool Plains Shire Council are in the same position.

Max Eastcott described the position as continuing a regime of punishment for those Councils endeavouring on reversing the unfit position.

Motion Moved Walcha Council Seconded Uralla Shire Council

THAT, the JO writes to the NSW Deputy Premier to seek a meeting to discuss access to TCorp funding for these member Councils. A copy of the correspondence is to be provided to all local members of the NSW Parliament.

7.4 Welcome to Country

Motion Moved Uralla Shire Council Seconded Gwydir Shire Council

THAT, the organisation acknowledge the lands on which we meet and that this acknowledgement continue as a standing agenda item.

7.5 Status of Joint Organisations of Councils

Motion Moved Tamworth Regional Council Seconded Liverpool Plains Shire Council

THAT, the JO writes to Kevin Anderson MP seeking urgent advice from the NSW Government on the status of JO.

7.6 Presentation of the Hunter Energy Plan, Garbis Simonian (via Teleconference)

A written presentation was provided as ATTACHMENT N in the Business Paper.

Cr Hope introduced Mr Simonian noting that Mr Simonian had made a presentation to the Liverpool Plains Shire Council, where Cr Hope determined this was a regionally significant project and referred it to the JO.

Cr Hope asked Mr Simonian to confirm what he is requesting from the JO. Mr Simonian is asking the Namoi JO to write to the NSW Government to endorse the following positions:

- That, the JO support the development of the Narrabri gas field;
- That, the Narrabri gas field has the potential to grow the regions jobs;
- That the gas from the Narrabri gas field be used for domestic supply only;
- That, the NSW Government not overburden the project with regulation so as to add cost to the gas for the domestic user, making the development of supply – unviable; and
- That, the current proponent for the pipeline be requested to develop the pipeline within a reasonable timeframe and should development not be forthcoming, that the permits to develop the pipeline are offered to other developers.



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Cr Swain asked about the timetable for the project, and Mr Simonian replied that the development timeline could be:

- The approval rests with the NSW Department of Planning, the public submissions period has expired and that it was expected that it would be referred to the PAC (Feb/Mar 2018)
- The conditions of approval would need to be assessed, if planning approval is given
- Final Investment decision would be expected by August 2018
- The development of the Gas field would be expected 2019-2020
- Gas could be flowing at the beginning of 2020.

Cr Murray said any endorsement of the project would be conditional on the towns along the proposed route receiving access to the gas pipeline including Tamworth.

Mr Simonian left the meeting at 1.36pm.

Members resumed the meeting.

ACTION 2017/07-003

Members agreed that a motion as requested would be formed when the EO provided some due diligence on Mr Simonian and his operations and that the views of Narrabri Shire Council are tabled to the Board, about the project, the community views and the impact on the community.

7.7 Closing Comments by Observers

The Chair thanked Cr Brown for attending the meeting.

Cr Brown reported that this was his initiative to meet with and discuss the business of Local Government NSW with regional organisations and that he would like to where possible attend future meetings.

Cr Brown spoke about some of the challenges and opportunities about JO directions and access to funding, the election cycle for the organisation and members from the sector.

Cr Hope commented that the demands on Mayor's in the smaller Councils was increasing and perhaps Councils would benefit from training programs in finance, governance, planning and strategic planning being coordinated within regions rather than metropolitan areas.

Cr Murray said the course coordinated by LGNSW on Local Democracy course would be welcomed in the JO region, having attended a training session in Sydney; it was about the changing role of community representatives.

Cr Hope also applauded the Mayoral Mentoring Service offered, saying that this was of great assistance.

Cr Hope asked Cr Brown to pursue an update to the Code of Conduct with the Office of Local Government as a matter of priority.

8. NEXT MEETING

8.1 Agenda for the JO meetings in Sydney 10-11 August

The EO provided members with a draft agenda (new ATTACHMENT O). The meetings in black have been confirmed, the meetings in red are still be sought.

Max Eastcott asked if a meeting could be sought with the Minister for Health, The Hon Brad Hassard.

ACTION 2017/07-001

That the EO prepares a briefing note for each meeting for members that included (1) the JO position, (2) an outline of what the JO is advocating for, and (3) related activity in the Business Plan or Budget.

Meeting closed 2.37pm