



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 27 July 2016

2:00pm

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

WO/2016/01219

AGENDA

Submitted to Council: 27 July 2016

..... General Manager Mayor



Dear Mayor and Councillors

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

Yours sincerely

Jack O'Hara
GENERAL MANAGER

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Submitted to Council: 27 July 2016

..... General Manager Mayor



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

9. Management Review Report WO/2016/01194

10. Committee Reports

- 10.1 Minutes of the Walcha Traffic Committee Meeting held at the Walcha Council Chambers, Hamilton Street Walcha on Wednesday, 29 June 2016.
WO/2016/01164
- 10.2 Minutes of the Walcha & District Beautification & Tidy Towns Committee Meeting held at the Walcha Council Chambers, Hamilton Street, Walcha on Wednesday, 6 July 2016
WO/2016/01182
- 10.3 Minutes of the Walcha Council Staff Consultative Committee Meeting held at the Walcha Council Chambers, Hamilton Street, Walcha on Thursday, 14 July 2016.
WO/2016/01182
- 10.4 Minutes of the Walcha Mountain Festival Committee Meeting held at the Walcha Council Chambers, Hamilton Street, Walcha on Thursday, 20 July 2016.
WO/2016/01216

11. Delegate Reports

- 11.1 Minutes of the Namoi Councils Joint Organisations Meeting held at Walcha Council Chambers, Hamilton Street Walcha on Thursday, 7 July 2016.
WI/2016/03802

12. Committee of the Whole

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

Resolution to move into Open Council.

Resolution to adopt Committee of the Whole Report and Recommendations.

Submitted to Council: 27 July 2016

..... General Manager Mayor



Present:

Apologies:

**Confirmation of the Ordinary Meeting Minutes held on Wednesday,
29 June 2016:**

Matters arising from the Ordinary Meeting held on Wednesday, 29 June 2016:

Submitted to Council: 27 July 2016

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 29 June 2016

at

2:40pm

at

Walcha Council Chambers

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

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

1. APOLOGIES:

185 **RESOLVED** on the Motion of Councillors Ferrier and Heazlett that the apology received from Clr Thomson, having to leave at Afternoon Tea due to work commitments, be **ACCEPTED** and it is **NOTED** that Clr Woods is on a Leave of Absence.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 1 JUNE 2016:

186 **RESOLVED** on the Motion of Councillors Levingston and Heazlett that the Minutes of the Ordinary Meeting held on Wednesday, 1 June 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

Nil.

4. DECLARATIONS OF INTEREST

Item 12.2 – Council Land Leases – Various

WINT/2016/01358

Clr Levingston declared a non-serious non-pecuniary interest in this matter due to a relative being one of the tenderers.

5. MAYORAL MINUTE

187 **RESOLVED** on the Motion of Councillor Archdale that the following Mayoral Minute be **ADOPTED** by Council.

I wish to thank Council for giving the General Manager and me the opportunity to attend the Australian Local Government Association Annual Conference held in Canberra last week. The Conference was officially opened by Governor-General, Sir Peter Cosgrove who said his aim is to visit as many places as he can and asked his staff to place pins on the map of Australia where the two previous Governor-Generals had not been. He is a little taken back by the number of pins! He stressed the importance of Local Government as it touches the lives every person, every day. “Local expertise makes sure Council works for local issues and Local Government is vital to the success of the Commonwealth”.

George Megalogenis (Journalist and Author) asked why the 21st century demands a different role of government and went on to explain the reason for the volatility in governments now compared to 5 or 6 decades ago. He said the reason for this is that 50 years ago there was a stable 40:40 ration of long-standing conservative and labour voters with 20 swinging, that ratio has now become 30:30:40. The volatility is therefore structural and the voting numbers of the entry level into government is now much lower than in the 40’s through to the 70’s and those 40:40 levels will never happen again. One reason for this is the changes social media has created. For example there is 24 hour news and instant news and people respond more to ‘one liner or 1 paragraph’ journalism rather than researched written journalism which would explain results, reason and reactions.

Pip Marlow is the Managing Director of Microsoft and was a very entertaining and informative speaker. She described how work environments are changing and even though she is the managing director of Microsoft she does not have an office, she does not even



have a desk. There are computer work stations and she goes there if she needs to use a computer, there are rooms with lounges and she takes people in there for meetings, there are desks and long tables and she uses these as needed. These are available for every employee and dispel ownership and pecking orders. Pip works from her home, her car, the offices and her quote that stuck with me is “Work is not a place where you go it is what you do”. My only concern with this is when are you not at work??

There were around 4 or 5 speakers from Boston as it has become an example of how local government has implemented changes to create incredible economic growth. They did this by driving a culture of innovation, collaboration and fabric to create new business. An old industrial area of 1,000 acres was developed into art, shopping, apartment, hotel precinct and has created over 8,000 jobs. They did some things that did not work but learned from these and adapted the ideas differently. One change from conventional planning is they have created buildings that do not have reception/foyer areas at the front, they have cafes as this relaxes people when they enter and encourages them to spend more time in that area.

The most inspirational speaker by far was Robert de Castella who runs the indigenous Marathon Foundation, IMF. This program selects indigenous and Torres Strait Islanders to run in the New York Marathon and the positive repercussions of achievement ripple right back through the runner’s family and community. The stories evoke happiness, pride, laughter but also great sadness, overriding though is how important and successful this program is. Most of all, what can be achieved by a program that started off slowly and insignificantly to one that now has over 180 people applying for 12 positions annually. Successful applicants do not just learn to run, they learn to commit and take control, they do a Cert 3 in Fitness, a coaching certificate, first aid and other relevant courses. They go back to their communities as graduates with qualifications and they share their experiences and become leaders and motivators.

Walcha Council chooses to attend the ALGA Conference once every three years, in the year of the Federal Election. They year was to our disadvantage as there was little representation from our Federal Members at the Conference due to the fact that they are busy campaigning in their electorates. The attendance of high profile politicians is a highlight of ALGA and I think that this Council should consider attending annually, sending the Mayor, General Manager and one other councillor and base the decision to attend on the content of the Conference and speakers.

Returning from Canberra, we stopped in Sydney to meet with the Minister for Local Government, Paul Toole, and local Member Kevin Anderson. The meeting was productive and the way forward for Walcha distinct. We have been given an opportunity despite both delegates recommending mergers. The Minister made it clear that it is time for us to get on with business and build on the positive improvements we have made. Commitments made by this Council and our community through the local government reform process regarding abolishing wards and reducing councillor numbers cannot be done before the upcoming September elections however, the Minister informed that Council could have taken steps before the Fit for the Future merger results and can now take steps to implement these changes for the 2020 elections.



6. SENIOR OFFICERS REPORT

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

6.1 Consultation Paper on Joint Organisations – Towards a New Model for Regional Collaboration **WO/2016/01003**

189 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that Council make a submission requesting that the boundaries of the new Joint Organisation be the same as the Namoi Councils Joint Organisation of Councils.

6.2 Aboriginal Claim 35231 at Walcha **WO/2016/01002**

190 **RESOLVED** on the Motion of Councillors Schmutter and Ferrier that Council reply stating the claimed land the land used and occupied is not needed for any essential purpose.

6.3 Local Government Remuneration Tribunal Annual Review **WO/2016/00995**

It was **MOVED** Councillor Schmutter **Seconded** Councillor Levingston that the fees remain the same, that is Councillor Fee is \$10,000 and Mayoral Fee is \$20,000.

A **Foreshadowed Motion** was **MOVED** Councillor Heazlett **Seconded** Councillor Ferrier that the Councillor Fees be set at \$11,000 and the Mayoral Fee be set at \$21,000.

191 The **Original Motion** was put to the Vote and **CARRIED**.

6.4 Timber Bridges Update **WO/2016/01014**

The Report was **NOTED** by Council.

LATE REPORTS:

1. General Fund Loan – Water Treatment Plant (WTP) Automation Project **WO/2016/01071**

192 **RESOLVED** on the Motion of Councillors Schmutter and Ferrier that Council approve an internal loan of \$100,000 from the General Fund to the Water Fund for the Water Treatment Plan Automation Project **FURTHER THAT** the loan will be over 10 years with quarterly repayments and a fixed interest rate in line with rates adopted by the National Australia Bank.

2. Affix Common Seal to Central Northern Regional Libraries Agreement **WO/2016/01097**

193 **RESOLVED** on the Motion of Councillors Heazlett and Thomson that Council approve the affixing of the Common Seal to the Central Northern Regional



Library Agreement **FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.

3. The Mikado Opera at Langford – Wrap Up

WO/2016/01102

194 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that Council agree to market the proposed Opera at Langford in 2017 to a value of \$5,000 on the condition that the cost be reimbursed from the promoters share of ticket sales.

Afternoon Tea

Council adjourned for afternoon tea at 3.30pm and the Meeting resumed at 3:50pm. Councillor Thomson left the Meeting at this time.

6.5 Committee of the Whole Referral – Tenders for Lease of Council Land & Walcha Town & District Beautification & Tidy Towns Committee Membership & Write Off Bad Debts

WO/2016/01013

195 **RESOLVED** on the Motion of Councillors Lyon and Levingston that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of lease of Council land be referred to be discussed in Committee of the Whole for the reason that it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business AND the matters of Walcha Town & District Beautification & Tidy Towns Committee Membership and Write Off Bad Debts be referred to be discussed in Committee of the Whole for the reason that they relate to information on personnel matters concerning particular individuals.

COMMITTEE OF THE WHOLE

196 **RESOLVED** on the Motion of Councillors Levingston and Ferrier 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 one report 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 and the other two relate to information on personnel matters concerning particular individuals.

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

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

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



1. Walcha Town & District Beautification & Tidy Towns Committee Membership
WINT/2016/01359

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Schmutter that Council appoint the three applicants, being Joanne Ireland, Caroline Street and Beverley Betts to the Committee and amend the Structure to reflect the membership.

2. Council Land Leases – Various
WINT/2016/01358

It was **MOVED** Councillor Heazlett **Seconded** Councillor Levingston that the Committee **RECOMMEND** that Council **ACCEPT** the tenders, from the following, for the lease of various parcels of land within the Council area, for a five (5) year period commencing 1 July 2016, subject to the conditions set out in the tender specification:

Lease No.:	Successful Tenderer:	Amount:
2	Mr T & Mrs P Donnelly	\$1,000.00
4	Mrs D Britten	\$95.00
5	Nil.	
8	Nil.	
9	Mr S & Mrs M Wellings	\$150.00
12	Mr M Hoy	\$300.00
14	Mr NR Breeze	\$80.00
19	Nil.	
20	Mr A & Mrs S Harrison	\$160.00
21	Mrs D Britten	\$225.00

An **Amendment** was **MOVED** Councillor Lyon **Seconded** Councillor Schmutter that the Committee **RECOMMEND** that Council **ACCEPT** the tenders, from the following, for the lease of various parcels of land within the Council area, for a five (5) year period commencing 1 July 2016, subject to the conditions set out in the tender specification:

Lease No.:	Successful Tenderer:	Amount:
2	Mr T & Mrs P Donnelly	\$1,000.00
4	Ms T Bell	\$150.00
5	Nil.	
8	Nil.	
9	Mr S & Mrs M Wellings	\$150.00
12	Mr M Hoy	\$300.00
14	Mr NR Breeze	\$80.00
19	Nil.	
20	Mr A & Mrs S Harrison	\$160.00
21	Mrs D Britten	\$225.00



The **Amendment Recommendation** on being put to the Vote was **CARRIED**.

It then became the **Substantive Recommendation** and was put to the **VOTE** and **LOST**.

The Committee **RECOMMENDED** on the Motion of Councillors Heazlett and Levingston that Council **ACCEPT** the tenders, from the following, for the lease of various parcels of land within the Council area, for a five (5) year period commencing 1 July 2016, subject to the conditions set out in the tender specification:

Lease No.:	Successful Tenderer:	Amount:
2	Mr T & Mrs P Donnelly	\$1,000.00
4	Mrs D Britten	\$95.00
5	Nil.	
8	Nil.	
9	Mr S & Mrs M Wellings	\$150.00
12	Mr M Hoy	\$300.00
14	Mr NR Breeze	\$80.00
19	Nil.	
20	Mr A & Mrs S Harrison	\$160.00
21	Mrs D Britten	\$225.00

FURTHER THAT the Committee **RECOMMENDED** on the Motion of Councillors Lyon and Ferrier that Council authorise the General Manager to negotiate with all unsuccessful tenderers to offer the other leases at an agreed rate.

3. Write Off Bad Debts

WINT/2016/01412

The Committee **RECOMMENDED** on the Motion of Councillors Schmutter and Lyon that Council write-off the balance of the accounts listed within the Report.

ADOPTION OF COMMITTEE OF THE WHOLE

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

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

7. NOTICE OF MOTION

Nil.



8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS

WO/2016/01000

199 **RESOLVED** on the Motion of Councillors Levingston and Ferrier that items included in the Management Review Report, numbered 1 to 15 inclusive, be **NOTED** by Council.

10. COMMITTEE REPORTS

10.1 Minutes of the Walcha Council Community Care Meeting held on Tuesday, 16 February 2016 at the Day Centre Rooms WO/2016/01022

200 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that Council formally adopt the amended Walcha Council Community Care Procedures and the Walcha Council Community Care and Early Intervention Policy Manual documents.

11. DELEGATE REPORTS

11.1 Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council Meeting held in Armidale on Wednesday, 27 April 2016. WI/2016/03373

11.2 Minutes of the Namoi Councils Joint Organisations Meeting held at Moree Plains Shire Council Chambers on Thursday, 2 June 2016. WI/2016/03036

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:25PM.



Item: 6

Senior Officers'
Reports

Submitted to Council: 27 July 2016

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2016/1198
Title: Proposed Changes to Organisational Structure
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Report:

Council’s Staff Consultative Committee met on Thursday, 14 July 2016 and considered the attached Report.

The Committee made the following recommendation to Council:

RECOMMENDATION: *That the Committee RECOMMEND that Council:*

- ◆ *Alter the Project Manager position to Asset Technical Officer in the Organisational Structure.*
- ◆ *Alter the Bridges Supervisor position to the Bridges / Drainage Supervisor in the Organisation Structure*
- ◆ *Alter the Position Supervisor Projects to Supervisor – Regional Roads in the Organisational Structure*
- ◆ *Add the position of Small Plant Operator to the Organisational Structure.*
- ◆ *Add the position of Assistant Storeman / Labourer position to the Organisational Structure.*

RECOMMENDATION:

That Council:

- ◆ **Alter the Project Manager position to Asset Technical Officer in the Organisational Structure.**
- ◆ **Alter the Bridges Supervisor position to the Bridges / Drainage Supervisor in the Organisation Structure**
- ◆ **Alter the Position Supervisor Projects to Supervisor – Regional Roads in the Organisational Structure**
- ◆ **Add the position of Small Plant Operator to the Organisational Structure.**
- ◆ **Add the position of Assistant Storeman / Labourer position to the Organisational Structure.**

Submitted to Council: 27 July 2016

..... General Manager Mayor



Item: 4.1 **Ref:** WO/2016/01143
Title: Proposed Change to Organisational Structure
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Report:

Council have a number of positions in the Engineering Department that need changes and this report is to identify and alter the Organisational Structure to reflect those changes as well as recommending the addition of two positions.

Alteration of Current Positions

Asset Technical Officer

Council’s Organisational Structure has a Project Manager Position which is currently vacant. Based on the existing nature of projects, it is recommended to alter the position to Asset Technical Officer. Council already has a Project Engineer who is handling projects successfully.

Council has still a lot of work to do in the Asset Management such area such as capturing and maintaining the data. Council’s Engineering Department is seeking an Asset Technical Officer to fill the gap with their primary function will assist to develop and more importantly maintain Councils asset management system.

The officer will be a part of Council’s Asset Management Team and will have the following responsibilities:

- ◆ Assisting with the inspection, condition assessment and collection of physical data on Council’s assets for inclusion in the Council’s Asset Management System (AMS) (CIVICA) and Intra Maps;
- ◆ Update asset records in the Council’s AMS and Intra Maps (GIS) to maintain asset attribute information following improvement, renewal and maintenance works;
- ◆ Maintain and regularly update asset information within the Council’s AMS, including audits of the data and data collection processes;
- ◆ Assisting with the development of best practice Asset Management Plans by providing timely and accurate information; reports, trends, data analysis and recommending options for treatments;
- ◆ Assisting to develop and continually refine the capital improvement, renewal and maintenance programs.

Bridges / Drainage Supervisor

Currently, there is a vacant position of Bridge Supervisor within the organisational structure. However it is proposed to change the title to Bridges / Drainage Supervisor. This is because the nature of the role is changing to mainly focus on concrete drainage structures. Council’s bridge replacement program will be completed over the coming years, leaving no need for the “Bridge Carpenter” component of the role. The role will transform into maintaining the new concrete bridges and installing pipe culverts throughout Council’s local roads and for the RMS under the RMCC contract.

The candidate should be multi-skilled and able to maintain general timber components in the short term, however there should be a focus on reinforced concrete and pipe laying experience.

Submitted to Council: 27 July 2016

..... General Manager Mayor



Supervisor – Regional Roads:

Currently Council has a vacant position, Supervisor Projects is it proposed to alter this position Supervisor Regional Roads. At the moment the Senior Supervisor – Regional and State Roads has one employee responsible for supervising the maintenance of the Oxley Highway and Regional Roads. Due to increased expenditure on the Oxley Highway, Council’s Regional Roads (Thunderbolts Way and Topdale Road) haven’t received the attention required. It is proposed that another supervisor role is created for the regional roads, who will be responsible for tracking defects, accomplishing works, monitoring vegetation, and supervising maintenance a construction works on the Regional Roads. This role will ensure that the Regional Roads have the required attention and that maintenance and construction works occur in the areas that require it the most rather than focusing on State Roads

Proposed New Positions

Small Plant Operator

Currently Council has only one small plant specialist operator, mainly due to the interest of most skilled operators seeking to operate a Grader. Overall, the reason for this is an increased wage an opportunity to become a supervisor. The same skills are required to operate the bobcat blade, which forms a small grader – and the specialist operator should be left to supervise the crew.

This role would entail operating the bobcat profiler (mixer) and blade; and supervise the other roles within the small patches crew. There is a total of \$600,000 of heavy patching to occur next financial year, of which could be completed predominately by this crew (some patches may be too large particularly for the spreader).

Assistant Storeman / Labourer

Currently Council employs a full time Storeman / Purchasing Officer, who focuses on purchasing, goods receipts, stock items, plant hire management among other duties. In order to assist the storeman and relieve his duties while he is away from the store, the engineering department is proposing an assistant storeman / labourer.

Generally, the daily operation of the depot needs some improvement. The assistant storeman will be in charge of organising storage sheds, stockpile areas, depot safety, public relations and site visitors. The role will be quite diverse, and will be intensive for the first 3-6 months until the depot is in a more acceptable state. Once this has been completed, the role will change into a split between depot maintenance, trainee storeman and general floating labourer.

RECOMMENDATION: That the Committee RECOMMEND that Council:

- ◆ **Alter the Project Manager position to Asset Technical Officer in the Organisational Structure.**
- ◆ **Alter the Bridges Supervisor position to the Bridges / Drainage Supervisor in the Organisation Structure**
- ◆ **Alter the Position Supervisor Projects to Supervisor – Regional Roads in the Organisational Structure**
- ◆ **Add the position of Small Plant Operator to the Organisational Structure.**
- ◆ **Add the position of Assistant Storeman / Labourer position to the Organisational Structure.**

Submitted to Council:

27 July 2016

..... General Manager Mayor



Item:	6.2	Ref: WO/2016/01197
Title:	Purchase of Plant	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Introduction:

Following from Council Report – Proposed Changes to the Organisational Structure and additional Positions, it is now proposed to purchase additional plant to ensure viability and sustainability for the future in heavy patching.

Report:

The additional Staff member, Small Plant Operator, would supervise staff within the small patches crew and the following plant would need to purchase to ensure that Council can solely complete large amounts of patch work and additionally outsource the crew for extra income when idle.

Crew Plant Requirements:

Spreadmaster – is a product that is loaded with 1T bulka bags of lime, towed by a utility to spread the lime over patches.



Submitted to Council: 27 July 2016

..... General Manager Mayor



Bobcat & Profiler – the bobcat has many useful attachments, one of those is a profiler. The profiler is used to mix the road pavement and stabiliser to correct any road deformations. These profilers have great access characteristics and can be used in town alongside kerb and gutters. Additionally, the profiler can be used to prepare asphalt sections by removing a desired depth of pavement.



Bobcat & Blade – Council already owns the last piece of the puzzle, the bobcat and blade combination.



It is to be noted that Councils in the region pay as much as \$5,000 per day for a crew made up of the above machines and operators – when they become efficient they can complete a large amount of patch work daily.

Submitted to Council: 27 July 2016

..... General Manager Mayor



Overall Cost of Plant:

Plant Item:	Needed?	Cost:
Spreadmaster	Yes	\$25,000
Profiler Attachment	Yes	\$25,000
Bobcat	A second bobcat would be useful particularly a larger machine. Currently Council have a S650 but a S750 or A770 bobcat skids tree would be ideal.	\$80,000 – \$100,000

RECOMMENDATION:

That Council allocate \$140,000 to purchase the following Plant:

- ◆ Spreadmaster
- ◆ Profiler attachment for Bobcat
- ◆ New S750 or A770 bobcat skids tree

Submitted to Council: 27 July 2016

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2016/01213
Title: Installation of Gazebo at Walcha Baths
Author: Director – Engineering Services
Previous Items:
Attachment: Letter from Walcha Rotary Club – WI/16/3929

Introduction:

Council has received a request from Walcha Rotary Club to install a prefabricated gazebo at the Walcha Baths. This report recommends that Council note and approves the request received.

Report:

Council has received a request from Walcha Rotary Club for a consent, guidance and installation of a prefabricated Gazebo for BBQ purpose for general public, by Council at the Walcha Baths. The Club has provided a technical specification and plans. Copies are available upon request. The Club has also requested to have consent to install a Rotary Club sign on the Gazebo. The Gazebo will be supplied by the Rotary Club on site.

A copy of their letter is attached for your information.

RECOMMENDATION:

That Council approve the installation of a prefabricated Gazebo at the Walcha Baths with the assistance of the Walcha Rotary Club as per the Plans submitted.

Submitted to Council: 27 July 2016

..... General Manager Mayor



WALCHA COUNCIL RECEIVED	
DATE	18/07/16
GDA REF	
TRIM FILE	W12/165
DOC NO	
H/C FILE	W1/16/3929

ROTARY CLUB OF WALCHA

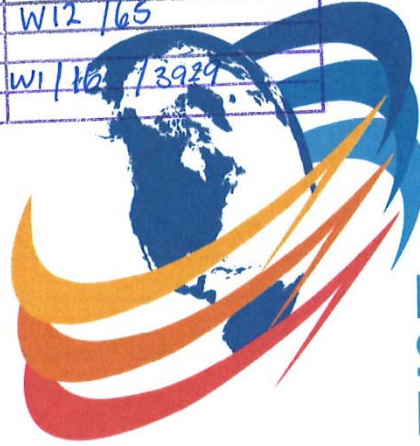
P.O. BOX 123

WALCHA 2354

President STUART BAYLEY

Secretary JAMES LEVINGSTON

Treasurer STEPHEN McCOY



15th July 2016

The Manager
Walcha Council
Hamilton Street
WALCHA NSW 2354

Dear Sir,

Re: Proposed Installation of Gazebo at Walcha Swimming Pool

We would advise that the Walcha Rotary Club desires to assist Walcha Council by installing in situ at the Walcha Swimming Pool a gazebo, as per the attached plans, with the intention that in that gazebo there will be installed a BBQ for enjoyment of the general public.

We seek Council's consent to the proposal and guidance as to where to install the building.

It is noted also that the Rotary Club will again be seeking through Rotary Downunder.

Yours faithfully,
JAMES LEVINGSTON, Secretary
Walcha Rotary Club

Per;

Submitted to Council: 27 July 2016

..... General Manager Mayor



Item: 6.4 **Ref:** WO/2016/01153
Title: Entering & Sealing of Rate Book – 2015/2016 Year
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Report:

The Final Reconciliation of Rates for the 2015/2016 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 2015/2016 Rate Book Reconciliation and be attested to by the Mayor and the General Manager.

Item: 6.5 **Ref:** WO/2016/01153
Title: Initial Reconciliation of Valuations to Rates Levied – 2016/2017
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Report:

The Initial Reconciliation of valuations to rates levied as at the 1 July 2016 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 2016 and be attested to by the Mayor and General Manager.

Submitted to Council: 27 July 2016

..... General Manager Mayor



Item: 6.6 **Ref:** WO/2016/01217
Title: Committee of the Whole Referral – Legal Action Lehman Brothers
Author: General Manager
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 matter to Committee of the Whole is sought because the reports relate to advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

RECOMMENDATION:

That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of “Legal Action Lehman Brothers” be referred to be discussed in Committee of the Whole for the reason that they relate to advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional.

Submitted to Council: 27 July 2016

..... General Manager Mayor



Item: 6.7 **Ref:** WO/2016/01220
Title: Stores Stocktake as at 29 June 2016
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes

Introduction:

A Stocktake was carried out on all Walcha Council store items on 29 June 2016.

Report:

The result is a write on of \$783.68. The stores requiring adjustments are detailed in the attached schedule.

The total inventory was valued at \$150,407.17 on the day of the Stocktake. The overall variation represents a 0.005% adjustment. This can be considered a very satisfactory outcome.

RECOMMENDATION:

That stock value adjustments totaling \$783.68 write on be made to inventory items detailed in the schedule.

Submitted to Council: 29 April 2015

..... General Manager Mayor



Walcha Stocktake June 2016 Required Adjustments

Stock Item	Description	Computer Record	Counted	Write on (gain)	Write Off (loss)	Total Cost
100009	10mm Aggregate	78.25	80.00	1.75		\$112.64
100012	20mm Aggregate	32.53	30.00		2.53	-\$126.51
100014	7mm Precoated Aggregate	-0.80	0.00	0.80		\$20.05
100015	Crusher Dust	389.35	390.00	0.15		\$5.70
100025	Sand Bag – Nylon	27.00	26.00		1.00	-\$5.12
100183	Plough Bolt – Short	30.00	36.00	6.00		\$4.89
100213	Bracket – Single	164.00	183.00	19.00		\$76.95
100224	Paint Brush – 100mm	5.00	7.00	2.00		\$15.44
100226	Paint Brush – 50mm	7.00	10.00	3.00		\$28.38
100266	Bulb Light Compact Fluro	12.00	13.00	1.00		\$30.70
100276	Cement GP 20kg Bag	47.00	48.00	1.00		\$6.75
100279	Cement Rapidset 20kg Bag	59.00	57.00		2.00	-\$13.50
100375	Coolant	172.00	170.00		2.00	-\$5.67
100378	Cord Starter 3.5mm	228.00	220.00		8.00	-\$4.79
100456	Distillate	8224.33	8300.00	75.67		\$83.65
100460	Blade Grader	85.00	87.00	2.00		\$119.28
100466	Edge Wear Strip – Short	3.00	2.00		1.00	-\$36.99
100467	Edge Wear Strip – Long	4.00	3.00		1.00	-\$57.92
100974	Grommet 5K1458	23.00	22.00		1.00	-\$2.70
101121	Nut Plough 4K0367	250.00	253.00	3.00		\$0.89
101134	Oil Synth S 10W/40	26.00	25.00		1.00	-\$7.44
101135	Durablend Semisynthetic 10W/30	77.00	80.00	3.00		\$9.95
101137	Diesel Extra 15W/40 Valvoline	379.00	375.00		4.00	-\$12.22
101142	Ultramax 46 Valvoline	365.00	370.00	5.00		\$12.44
101143	Ultramax 68 Valvoline	160.00	165.00	5.00		\$13.80
101169	Petrol Two Stroke	164.00	165.00	1.00		\$1.24
101256	Post Cap Galvanised	47.00	50.00	3.00		\$3.90
101300	Retainer Pin 5K1459	17.00	15.00		2.00	-\$31.77
101330	Sand Fine	13.58	20.00	6.42		\$296.57
101813	Armidale Coarse Sand	343.31	350.00	6.69		\$242.25
101815	Farm Plus Hydratrans	279.00	280.00	1.00		\$2.84
						\$783.68

Submitted to Council:

29 April 2015

..... General Manager Mayor



Ref: WO/2016/01194

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

Item 9:
Management
Review Reports

Submitted to Council: 27 July 2016

..... General Manager Mayor



FINANCE AND ADMINISTRATION

1. Librarian’s Report:

No report has been submitted.

Librarian

2. Listing of Bank Balances for the Month of June 2016

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

<u>June</u>	<u>2016</u>	<u>2015</u>
General	\$1,307,862.67	\$2,759,669.06

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

	<u>2016</u>	<u>2015</u>
Interest Earned (YTD)	\$ 38,585.03	\$ 34,306.19

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

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

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

Overdraft Limit

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

Jack O’Hara
GENERAL MANAGER

Submitted to Council: 27 July 2016

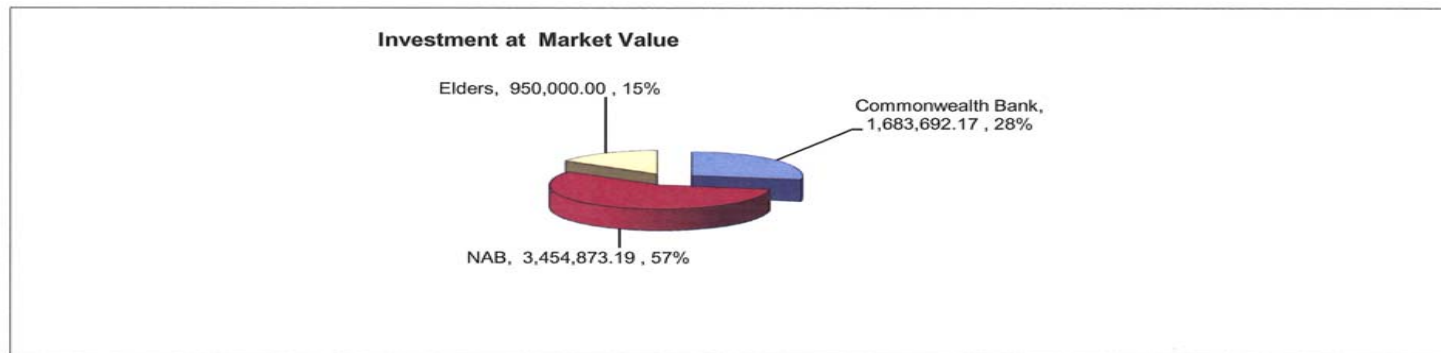
..... General Manager Mayor



REGISTER OF INVESTMENTS TO 30/06/2016

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/06/16	MV % of Portfolio
Commonwealth Bank	Term Deposit	30/06/2016	30	30/07/2016	2.35%	967.62	965.75	500,965.75	-	500,965.75	8.21%
Commonwealth Bank	Term Deposit	30/06/2016	30	30/07/2016	2.35%	1644.95	1641.78	851,641.78	-	851,641.78	13.96%
National Australia Bank	Term Deposit	20/04/2016	104	02-Aug-16	3.00%	4273.97	924.66	500,000.00	-	500,000.00	8.20%
Commonwealth Bank	Term Deposit	17/01/2016	240	17-Sep-16	2.80%	6095.59	6642.18	331,084.64	-	331,084.64	5.43%
Elders Rural Bank	Term Deposit	29/02/2016	213	28-Sep-16	2.95%	16354.32	28476.53	950,000.00	-	950,000.00	15.57%
National Australia Bank	Term Deposit	20/05/2016	133	30-Sep-16	2.92%	5320.00	2260.28	500,000.00	-	500,000.00	8.20%
National Australia Bank	Term Deposit	17/03/2016	213	16-Oct-16	3.10%	17517.44	18327.64	968,327.64	-	968,327.64	15.87%
National Australia Bank	Term Deposit	1/06/2016	153	01-Nov-16	2.95%	6228.61	3698.64	503,698.64	-	503,698.64	8.26%
National Australia Bank	Term Deposit	9/03/2016	159	15-Nov-16	2.95%	12775.25	28551.17	994,129.79	-	994,129.79	16.30%
						71,178	91488.63	6,099,848.24	-	6,099,848.24	100.00%

Capital Value of Portfolio	6,099,848.24
Redeemed Value of Portfolio	-
Market Value of Portfolio 30/06/16	<u>6,099,848.24</u>
Estimated Profit/(Loss) 30/06/16	<u>6,099,848.24</u>



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

Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 27 July 2016

..... General Manager Mayor



4. Work, Health & Safety

Workplace Incidents – Council recorded two incidents within the workplace – neither incident resulted in a Workers Compensation Claim or lost time.

Public Liability – Nil.

Motor Vehicle – Council has recorded one Motor Vehicle Incident during the month of June.

5. Tourism Report

June 2016

Number of Visitors to Visitor Information Centre (VIC)

JUNE	2016	2015	2014	2013
Walk in's	304	365	333	316
Phone enquiries	31	31	24	24
Email enquiries	0	0	1	0

Destination NSW (DNSW) Restructure

As stated in previous tourism reports the Regional Tourism Organisation (RTO), Inland NSW, which Walcha was a member, was put into administration in March along with most other RTO's in NSW. All of these incorporated associations have been/are being de-registered and DNSW are restructuring themselves to handle grants and funding more directly through their new restructure. We are now part of a group, labelled by DNSW as a "Destination Network". The Destination Network that Walcha is a part of is the largest group in NSW and is called Country & Outback NSW. It is imperative that we maintain a good relationship with DNSW, keep the lines of communication open and make ourselves present in their minds and plans. However in the restructure there is no mention of "Quarantined Funding" (funding that was quarantined for each individual RTO in the old structure) so inevitably it will be more difficult to access funding in the newly created, more competitive arena. It will take a year or so for the new structure to settle down and for us to have a handle on the more intricate workings of the new structure. The good news is that there is no mention of a membership contribution, it would just be matched funding, so there is not that ongoing cost as there was previously.

New England High Country

New England High Country had a campaign approved through Inland NSW before it went into administration. DNSW are honouring approved campaigns so this will go ahead in September for a few months, focussing on Adventure Touring - mainly caravanning, but also road trip, and motorbike travellers. We have a meeting with Bauer Media and the New England High Country group in Armidale next week to discuss this further.

Susie Crawford
 Walcha Tourism Manager

Submitted to Council: 27 July 2016

..... General Manager Mayor



ENGINEERING SERVICES

6. Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
52	19/06/2016	66.50	2,918.92
53	26/06/2016	165.00	8,423.22
1	03/07/2016	93.50	4,322.05
2	10/07/2016	51.25	2,343.87
TOTAL		376.25	\$18,008.06

7. Shire Roads Maintenance

Local Roads & Bridges - Projects:

Mooraback Bridge Rehabilitation:



The final timber bridge rehabilitation project is now complete. The bridge was successfully completed by Walcha Council, after some assistance in the early stages from Armidale Regional Council's Bridge Team Leader.



The Council employees that worked on this project should be proud of their workmanship & have completed this bridge to a high standard and within the expected timeframe.

Submitted to Council: 27 July 2016

..... General Manager Mayor



Moona Plains Bridge Replacement #5379:

This bridge upgrade is an innovative way to extend the life of a timber bridge. I beams were driven into the ground to an approximate depth of 4.5-5m in which was the point of refusal. Following that, the beams were cut to the correct height and another steel beam was placed across the two driven beams (as shown to the right). The image on the top left shows the two driven beams and the placed headstock beam.



The steel was joined using certified welds. The image on the bottom left shows the crane and driving rig getting ready to drive the steel pile. This innovative option has reinforced the current abutment and has extended the life of the bridge. The project was completed under the allocated budget.

Moona Plains Bridge Replacement #5355:

The Moona Plains bridge replacement is one of two bridges that are having pre-cast concrete decks placed on the existing abutments. The two images below show the existing abutments with the old timber bridge removed. The pre-cast deck unit has been customised to suit the abutment shown below.



Submitted to Council:

27 July 2016

..... General Manager Mayor



Flags Niangala Bridge Replacement #4985:



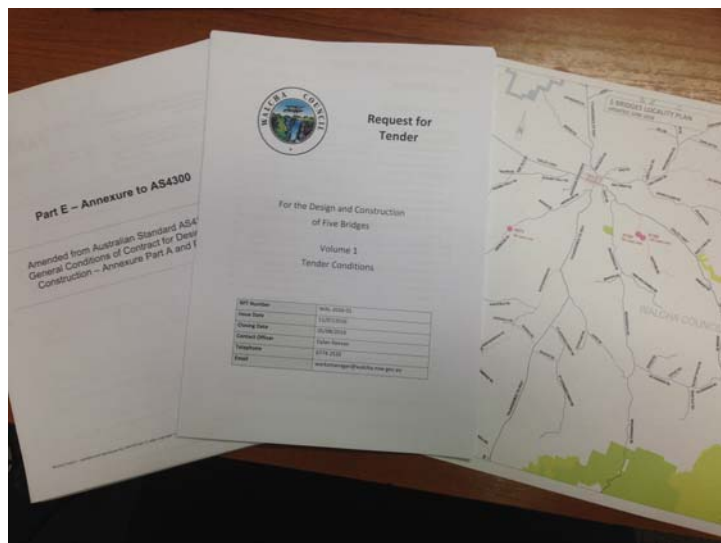
The Flags Niangala Bridge Replacement is the second bridge that is being replaced by pre-cast concrete deck units.

The image to the left shows the steel within the pre-cast mould during the engineering inspection of the pre-cast yard.

This mould will be filled with certified concrete and left to cure (which is now nearing completion). Following this, the decks will be transported directly to the prepared sites (as shown above) for installation.

Design and Construct – Five Bridges Tender.

Councils design and construct tender has been released on Tenderlink. Applications close on 5 August, with assessments to follow soon after. A Tender Meeting is to be held on Wednesday 20 July, which will discuss the tender request with prospective tenderers.



Submitted to Council: 27 July 2016

..... General Manager Mayor



State and Regional Roads – Projects:

Apsley Falls Widening Project:

This project was aimed at providing extra space for vehicles turning into the Apsley Falls and to allow for fast moving vehicles to pass the slowing vehicles turning into the falls.

By widening both sides of the road, this goal can has been achieved. In addition to the widening, Council also upgraded drainage and graded the high vehicle access into the falls.



The image above shows the widening leading into the falls (looking towards Walcha).

The image on the left shows the widening opposite to the falls entrance (looking away from Walcha).

Culvert Replacements and Relining:



The Culvert Replacement and Relining project is now complete, after the final replacement of culvert 511599 (shown on the left) as well as placing the sandbag headwalls on the relined culverts (shown on the below right).



As a result of environmental concerns during the previous culvert replacement program, RMS requested that Council place stabilised sand bag headwalls instead of precast headwalls (as photographed) in environmentally sensitive areas. In order to place a concrete headwall in areas as photographed on the right, a large amount of clearing would be required to get machinery to the outlet. The sandbag method allows for just a small foot access track to be formed, with a satisfactory structural outcome. The

Submitted to Council:

27 July 2016

..... General Manager Mayor



stabilised sand bags are filled with a sand / cement mix, which will harden and remain in place over time.

Oxley Highway End Terminal Program:



The RMS has initiated a program that aims to remove all outdated End Terminals along the Oxley Highway. This year, 38 terminals were replaced (as shown in the photo on the left). This program will continue next year, with the total amount of terminals to be determined.

Urban Roads – Projects:

Jamieson Street Soft Edges:

The Engineering Department is aware of soft areas showing along the recently installed Kerb & Gutter at Jamieson Street.

The cause of the problem can be traced to inclement weather that occurred during the final stages of construction and an inadequate primerseal. Cracking of the pavement has allowed water to enter, which is leading to further strength issues.

The final stage of Jamieson Street will be completed this year, at which time these soft areas will be rectified using the established plant.





Completed Maintenance Snapshot:

Local Roads	
Maintenance Grading:	Roads:
	Cleveland
	Winterbourne
	Weenganimbee
	Lakes
	Hazeldene
	Uruga
Tree Limb Removal	Roads:
	Kangaroo Flat
	Aberaldie
Fallen Tree Response	Roads:
	Various throughout shire
Sign Repair	Roads
	Ohio North
State & Regional Roads	
Oxley Highway Maintenance:	Tasks:
	Repair Potholes
	Vegetation Control
	Servicing Rest Areas
	Wire Rope Maintenance
Regional Roads:	Tasks:
	Repair Potholes
	Vegetation Maintenance
Urban Roads	
Urban Maintenance:	Tasks:
	Tree, Garden & Park Maintenance
	Sporting Ground Maintenance
	Drainage, vegetation and garden maintenance at Nowendoc. This work has led to a significant change in the aesthetics of the town area.

Proposed Works for the Coming Period:

Shire Roads:

- ◆ Grading will take place on Blue Mountain, Gill's, Oklahoma, Scrubby Gully, Willow Tree, Ruby Hills, Tallara, Kilburnie, Hurricane Gully and Abbotsley Roads
- ◆ Gravel Re-Sheeting will occur on Scrubby Gully Road.
- ◆ The pre-cast bridge decks are nearing completion at the pre-cast yard, with the bridge sites currently going through final preparations for installation. The bridge decks will be installed on #5355 Moona Plains Road and #4985 Flags Niangala Road Bridges as discussed above.
- ◆ Engage the successful Tenderer for the replacement of 5 bridges, under the Design and Construct Tender.

Submitted to Council: 27 July 2016

..... General Manager Mayor



State & Regional Roads:

- ◆ Begin the “Blackspot Program” on the Thunderbolts Way, between the Mukki Creek and “Hellhole”. This work will include vegetation control, installation of guardrail & wire rope and upgraded signage throughout the area.
- ◆ Commence the “Pandora” Rehabilitation, which is an extension of the “Yerrawun” Rehabilitation on the Thunderbolts Way.
- ◆ Maintenance:
 - Pothole Patching.
 - Vegetation Maintenance.
 - Drainage Works

Works In Town:

- ◆ Sporting grounds maintenance.
- ◆ Commence the “Streetscape” upgrade project. This will focus on upgrading the footpath in front of the Apsley Hotel through to the corner of Hamilton and Derby Streets.

Dylan Reeves
Works Manager

8. Water Matters

Level 1 – introduced 29 June 2016 – Targe Usage 190 – 230 Litres / Person / Day

Water usage for the month of June 2016 was as follows:

- ❖ Monthly Usage – 13.45 Megalitres (5 week month)
- ❖ Daily Usage – 448 Kilolitres
- ❖ Usage per person per day – 259 Litres

WTP Augmentation

The WTP Augmentation project has been scheduled to be implemented mid October and to be completed by December 2016. The procurement of materials and chemical systems has been completed.

Off Creek Storage No2

No further work carried out on this project. Awaiting the July/August 2016 announcements for the National Stronger Regions Funding application previously submitted.

Aspley River Dam Feasibility Study

Council shall approach the Hon Barnaby Joyce’s office regarding the previously announced \$100,000 for Council to undertake a preliminary feasibility study.

Submitted to Council: 27 July 2016

..... General Manager Mayor



9. Sewer

Sewer Treatment Plant (STP) Upgrade

Preliminary survey and geotechnical investigations have been completed and the detailed design and costing to be undertaken by NSW Public Works has commenced. Preparatory work for the Review of Environmental Factors at the site are underway with site inspections for the Heritage Assessment (including Aboriginal heritage) and the Environment Assessment having been carried out last week.

STP Crown Land Acquisition

The Office of Local Government has verbally advised the application for compulsory acquisition has been approved by the Minister. Council is awaiting formal approval advice from OLG to then proceed with the land purchase.

10. Waste

Community Recycling Centre (CRC)

Construction on the new hazardous waste drop off shed (CRC) is complete, except for the installation of a water tank due to manufacturer delays. Staff training with the chemical collection agency 'ToxFree' is scheduled this week. Road works may need to be delayed until there is warmer weather.

Container Deposit Scheme (CDS)

Council is awaiting the announcement by the NSW Government of the successful tender for the NSW CDS Coordinator role. Once the State Coordinator is announced Council expect to be informed of the requirements for collection depots, such as the Walcha Waste Depot.

Proposed upgrades of Woolbrook & Nowendoc landfills:

Woolbrook Landfill – The Woolbrook Landfill Closure and Conversion to Waste Transfer Station Project – a community meeting has been scheduled for 7pm Wednesday, 3 August at the Woolbrook Community Hall.

Nowendoc Landfill – 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. Planning to commence on this project.

Tess Dawson
Manager Water, Sewer & Waste



ENVIRONMENTAL SERVICES

11. Development

Development Approvals and Refusals for June 2016

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

Development Applications					
Approvals:					
DA No.	Description	Location	Applicant	Determined	Determination
Nil					
Monthly Estimated Value of Approvals: \$0.00					
Refusals:					
DA No.	Description	Location	Applicant	Determined	Determination
Nil					

Development Applications Outstanding				
DA No.	Description	Location	Applicant	Status
10.2016.7	Construct new single storey dwelling	733 Geraldine Road, Walcha	Mr IM Notley	Under Assessment
10.2016.8	Shed	61N Lagoon Street, Walcha	Mr ABR Haslem	On Notification
				Total: 2

Complying Development Applications					
Approvals:					
CDC No.	Description	Location	Applicant	Determined	Determination
Nil					
Issued by Private Certifier					
Nil					
Monthly Estimated Value of Approvals: \$0.00					

Complying Development Applications Outstanding				
CDC No.	Description	Location	Applicant	Status
Nil				
				Total: 0

s149 Planning Certificates

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

Submitted to Council: 27 July 2016

..... General Manager Mayor



Section 149 Planning Certificates Completed 2015/2016	
	Number
July	11
August	6
September	21
October	8
November	14
December	11
January	5
February	6
March	12
April	13
May	11
June	7

S149 Planning Certificates Completed – Comparative Data	
	Number
2013/2014	91
2014/2015	126
2015/2016	125

12. Environment

Environmental & Public Health Complaints

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

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

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

Environmental Services Complaints June 2016		
Public buildings / Amenities	1	
Other	2	abandoned vehicles poultry

Environmental Services Complaints 2015/2016	
Barking dogs	23
Dog attacks	9
Roaming dogs	20
Other animals / stock	8

Submitted to Council: 27 July 2016

..... General Manager Mayor

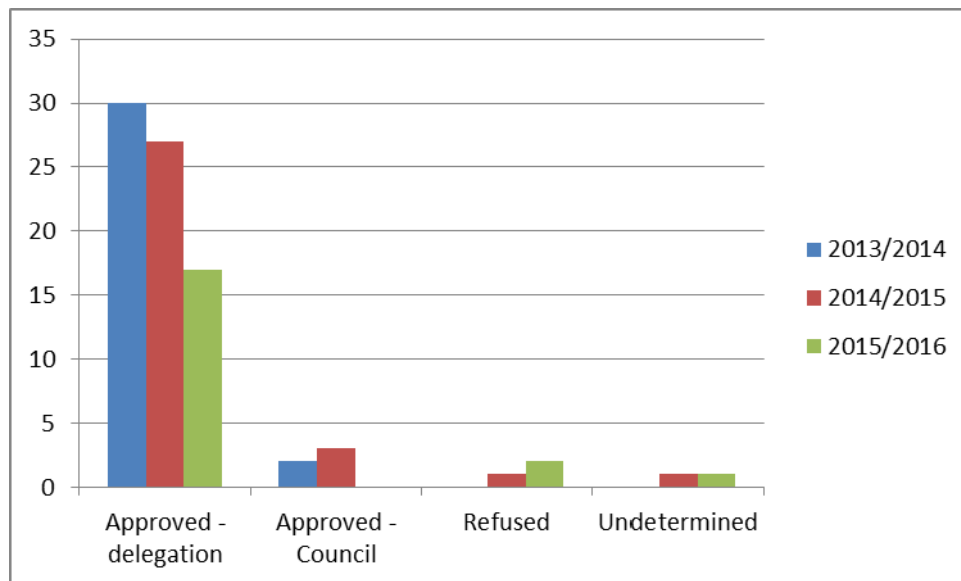


Public buildings / amenities	1
Food premises	2
Overgrown land	6
Accumulation of waste	2
Environmental pollution	3
Illegal building works	0
Other	7

Tree Management Applications

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

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



Tree Management Applications – Comparative Data

Submitted to Council: 27 July 2016

..... General Manager Mayor



13. Public Health

Immunisation Clinic

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

Immunisation Records 2015/2016	
July	3
August	3
September	1
October	7
November	2
December	1
January	4
February	4
March	7
April	5
May	9
June	6

Immunisation Records – Comparative Data	
2014/2015	57
2015/2016	52

Food Premises Surveillance

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

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

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

Submitted to Council: 27 July 2016

..... General Manager Mayor



14. Animal Control

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

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

Companion Animals Registrations 2015/2016						
	Desexed	Non desexed	Pensioner desexed	Recognised breeder	Working	Value \$
Jul	1	2	1	0	0	\$457.00
Aug	6	3	0	15	8	\$1,668.00
Sep	1	1	0	0	1	\$244.00
Oct	1	1	0	0	0	\$244.00
Nov	0	0	1	0	0	\$21.00
Dec	1	1	0	0	0	\$244.00
Jan	2	3	0	0	0	\$680.00
Feb	0	0	2	0	0	\$42.00
Mar	1	0	0	0	0	\$52.00
Apr	1	4	0	0	0	\$820.00
May	16	0	10	0	2	\$1,042.00
June	6	0	3	0	5	\$375.00

Desexed Purchase Pound Category - \$26 – in June – Total Amount: \$401.00

Companion Animals Registrations – Comparative Data						
	Desexed	Non desexed	Pensioner desexed	Recognised breeder	Working	Value \$
2014/2015	15	7	7	14	5	\$2,935.00
2015/2016	36	15	17	15	16	\$5,889.00

Submitted to Council: 27 July 2016

..... General Manager Mayor



Companion Animals Seizures 2015/2016						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen
Jul	3	0	3	0	0	0
Aug	5	1	3	1	1	0
Sep	1	1	0	1	0	0
Oct	2	1	1	1	0	0
Nov	1	0	1	0	0	0
Dec	2	0	2	0	0	0
Jan	6	1	5	0	1	0
Feb	3	0	0	1	1	1
Mar	1	1	0	0	1	0
Apr	4	0	2	0	1	1
May	0	0	0	0	0	0
June	2	0	0	0	2	0

Companion Animals Seizures – Comparative Data						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen
2013/2014	27	2	12	0	14	1
2014/2015	24	8	19	3	12	0
2015/2016	30	5	17	4	7	2

Submitted to Council: 27 July 2016

..... General Manager Mayor



15. Walcha Council Community Care

June 2016

Groups

Women’s Group and Wanderer’s Group

1 June 2016 – 26 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms.

8 June 2016 – the Wanderer’s Group morning tea held in the Community Day Centre Rooms. The group enjoyed the morning doing craft projects.

15 June 2016 – 20 clients attended the themed day in the Community Day Centre Rooms. The Queens 90th Birthday Celebrations was rejoiced with a special, very fancy High Tea and lunch. The day was a huge success with many organized fun activities to fill in the day and was enjoyed by all who attended.

22 June 2016 – the Wanderers Group trip included a visit to the UNE in Armidale where follow up research was made into the history of Inglebah and the family connections with the area. An enjoyable lunch was at the Armidale Bowling Club.

Men’s Group

14 June 2016 – Morning tea was held in the Community Day Centre Rooms where 17 men attended the day. The guest speakers for the morning were Tim McGeoch and dietician, Anna Hicks from HealthWise New England North West. The group showed a lot of interested about the topic and was engaged in conversations about healthy ways to improve both their diet and wellbeing.

28 June 2016 – 24 clients attended the mixed group trip to Tamworth for the day. Morning tea was enjoyed at the Botanic Gardens. Everyone appreciated the chance to soak up the sunshine on one of Tamworth’s glorious mornings after our very frosty start in Walcha. While at the park some of the group ventured up the hill a little further to watch a group of school children riding the miniature train that was set up around the side of the hill adjacent to the gardens. They were lucky enough to have had perfect timing between groups and were thrilled to score a ride on the train.

The morning included a visit to the Golden Guitar and Tamworth Tourist Information Centre. The Wax Museum and the amazing collection of memorabilia at the Sir Donald Bradman Museum was a highlight of the day. Lunch was at Jo McGuire’s Hotel before returning to Walcha with a tour of the housing estate areas of Forest Hills and Windmill Hills north of Tamworth.



Lloyd and Pauline Levingston having a chat with Chad Morgan at the Wax Museum



Barbara Barker and Yvonne Schlenert posing with Troy Cassar-Daley in the Wax Museum



Some members of the Group at the Golden Guitar in Tamworth



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

14 June 2016 – 7 clients attended the outing for the day.

28 June 2016 – 5 clients enjoyed the morning in the Community Day Centre Rooms. The clients continued to work on their individual projects. Each client brought along their own lunch and all had a very enjoyable and productive day.

Transport - June

Medical drives – 11 clients utilized the service with 22 trips.

Access bus – 9 clients used the service making 62 trips.

Bus to Tamworth – 6 clients used the service on 24 June 2016.

Bus to Armidale numbers were as follows:

- ◆ 7 June 2016 – 6 clients – Walcha Service
- ◆ 14 June 2016 – 4 clients – Uralla Service using TCT Bus and Driver
- ◆ 21 June 2016 – 6 clients – Walcha service
- ◆ 28 June 2016 – 4 clients – Uralla Service using TCT Bus and Driver

Meals on Wheels

8 clients received 158 meals in June 2016.

Rural and Remote Exercise Groups

6 clients attended at Niangala during June 2016.

11 clients attended at Nowendoc during June 2016.

Feedback and Complaints

See attached survey report for a Volunteer Medical Driver and Group Activities helper survey.

Meetings and Training

9 June 2016 – Dementia Support Group Meeting held at the Community Day Care Rooms.

16 June 2016 – Manual handling training facilitated by Sally Rutherford was attended by medical driver volunteers and WCCC staff members.

21 June 2016 – WCCC Advisory Committee Meeting held in the Community Day Centre Rooms.

Cathy Noon
Community Care Coordinator

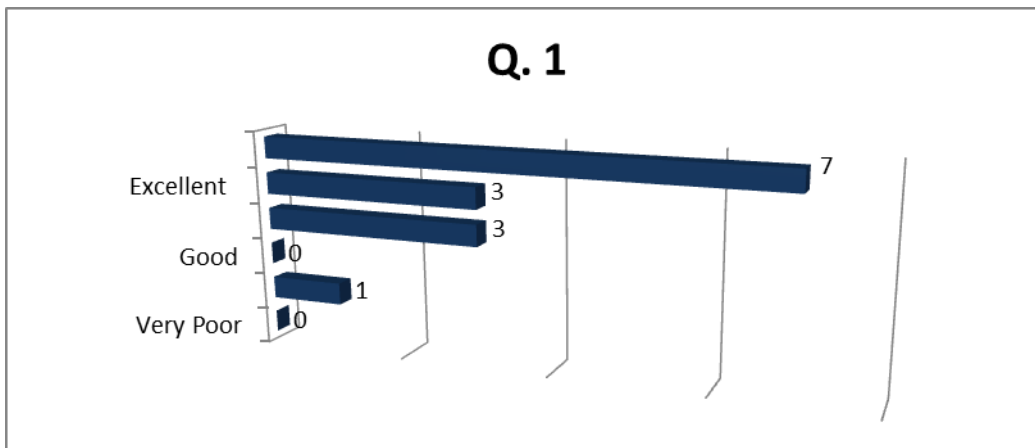


**WALCHA COUNCIL COMMUNITY CARE
Volunteer Medical Drivers and Group
Activities Survey Report**



Walcha Council Community Care conducted this medical drive and group activities survey recently. Walcha Council welcomed feedback, ideas and thanks the participants and appreciated the time taken to answer the following questions by 7 people.

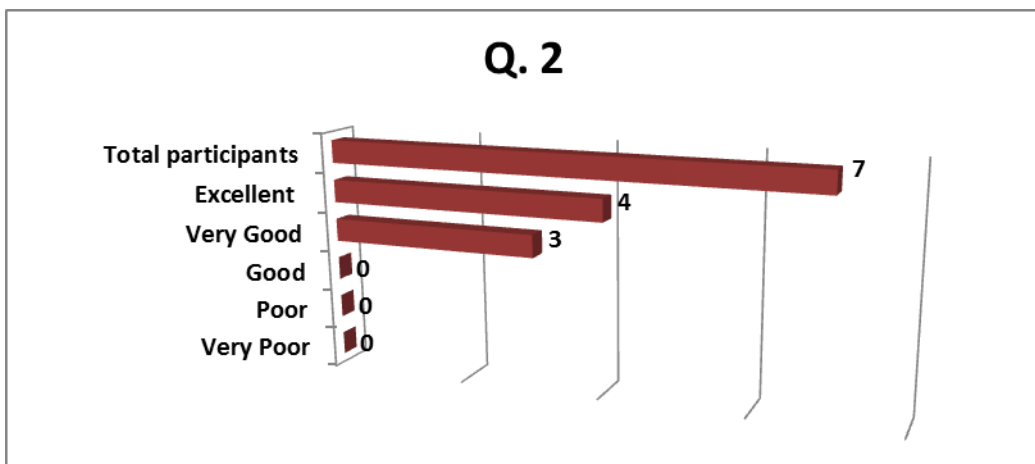
Q1. How do you find the attitude of the paid staff of the HACC Service?



Q1a. Comments

There were no comments offered to this question.

Q2. Are you kept informed and up to date on any changes to the Service?

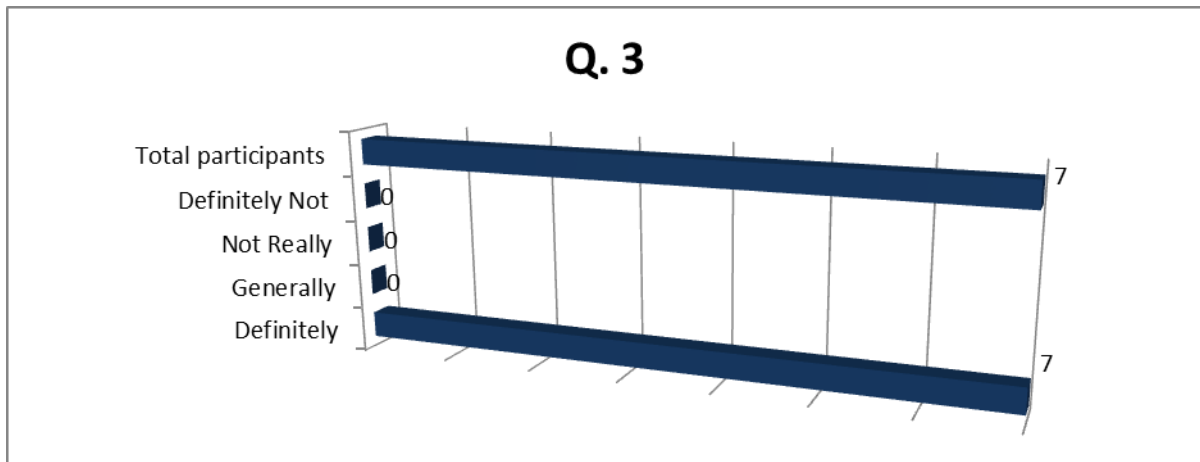


Q2a. Comments

There were no comments offered to this question.



Q3. Do you receive the kind of service and support you need from the Coordinator?



Q3a. Comments

There were no comments offered to this question.

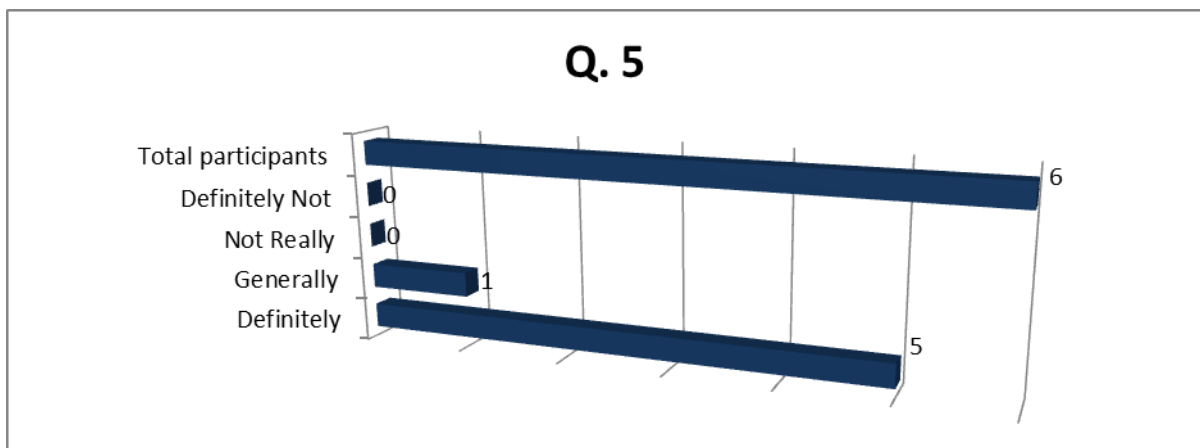
Q4. Is there anything that the Coordinator or Staff could do to make your job easier?

More availability at office times. Persons not answering machines

Not at this stage

To have a mail box at HACC so we could use when no-one is there, when we only have letters to deliver. **This has since been actioned.**

Q5. Do you feel comfortable in putting forward suggestions to the Coordinator?

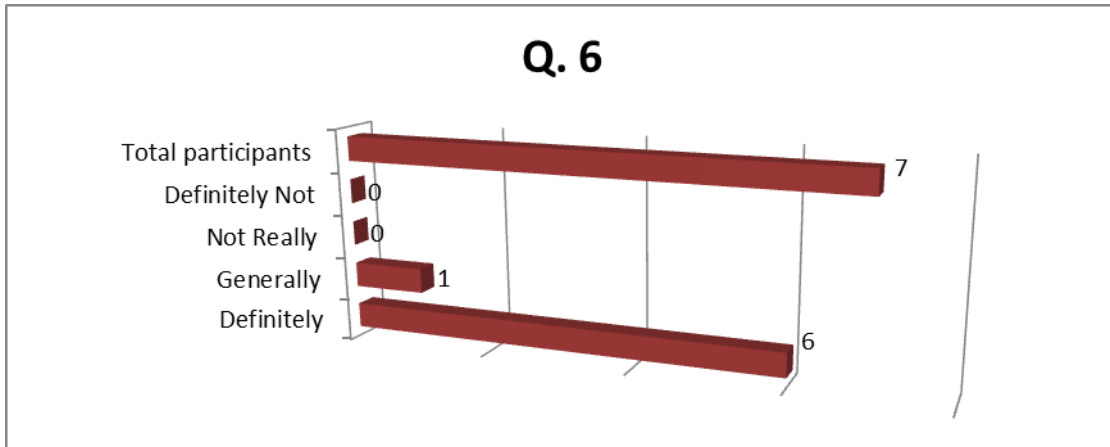


Q5a. Comments

As yet I haven't had to.



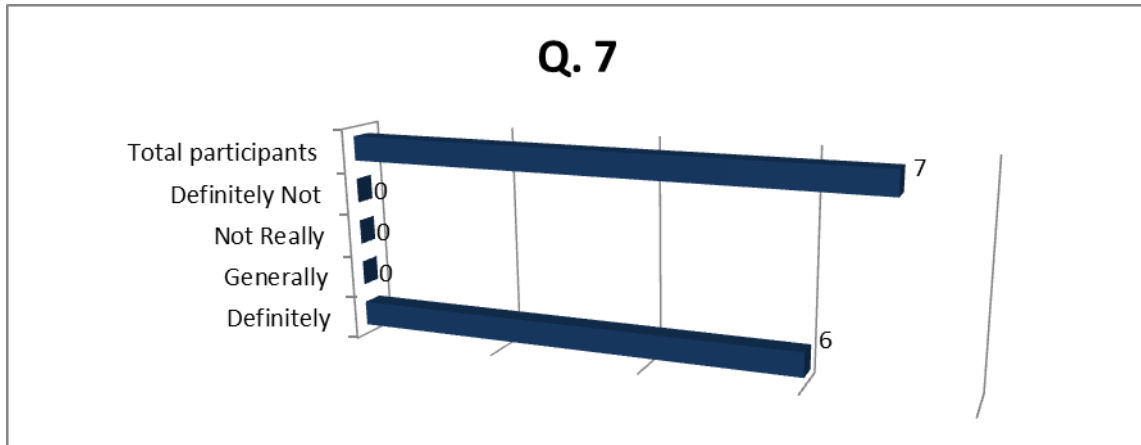
Q6. Do you think that you are given adequate information to provide service to the clients?



Q6a. Comments

There were no comments offered to this question.

Q7. Has the Coordinator provided adequate training for you to be able to provide a safe and effective service to the clients and yourself?

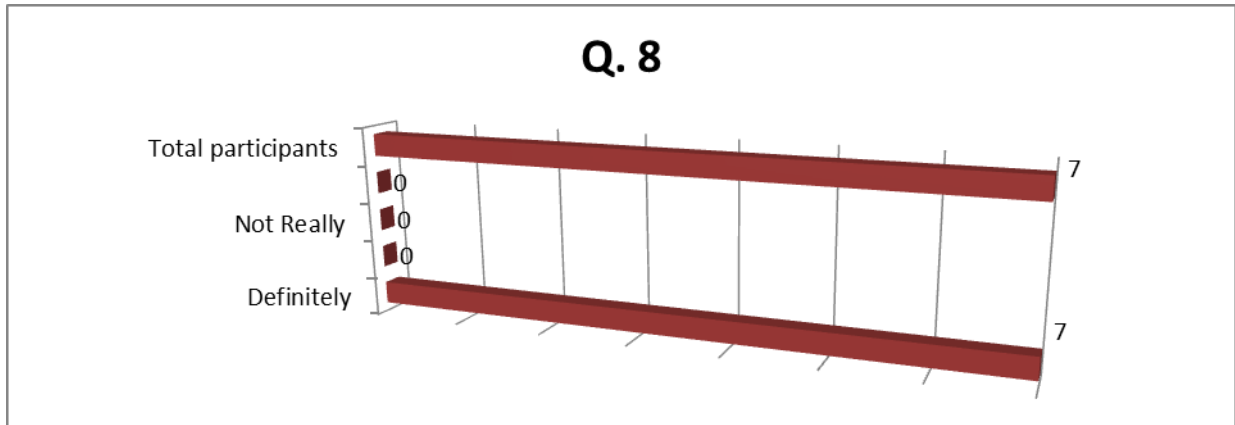


Q7a. Comments

I have done medical driving for RiverView Aged Care before coming here. I do have a fair idea as to what is needed



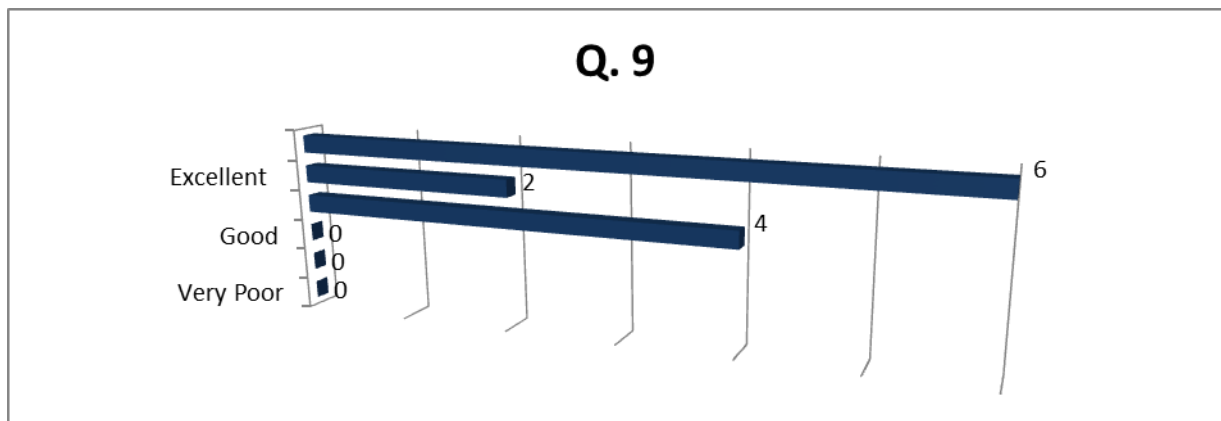
Q8. Has the Coordinator been effective in giving clear and up-to-date information?



Q8a. Comments

There were no comments offered to this question.

Q9. How would you rate the quality of service provided to the clients that use Walcha HACC Transport?



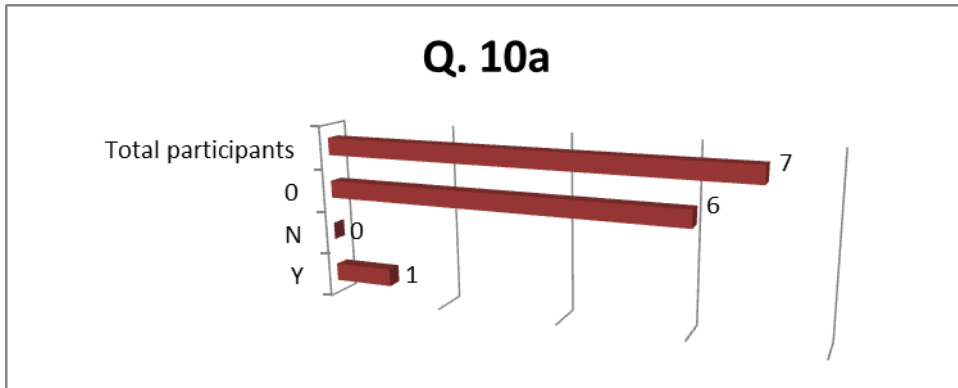
Q9a. Comments

There were no comments offered to this question.

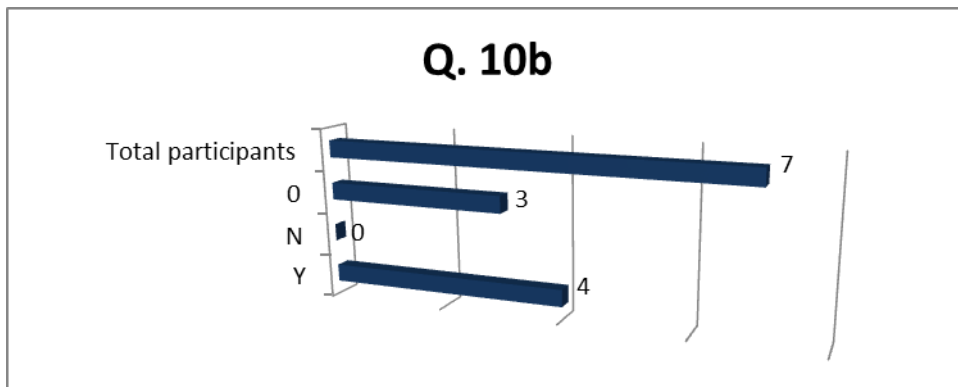
Q10. Would you be interested in hearing from a Guest Speaker sometime? If so, what areas would you like covered?



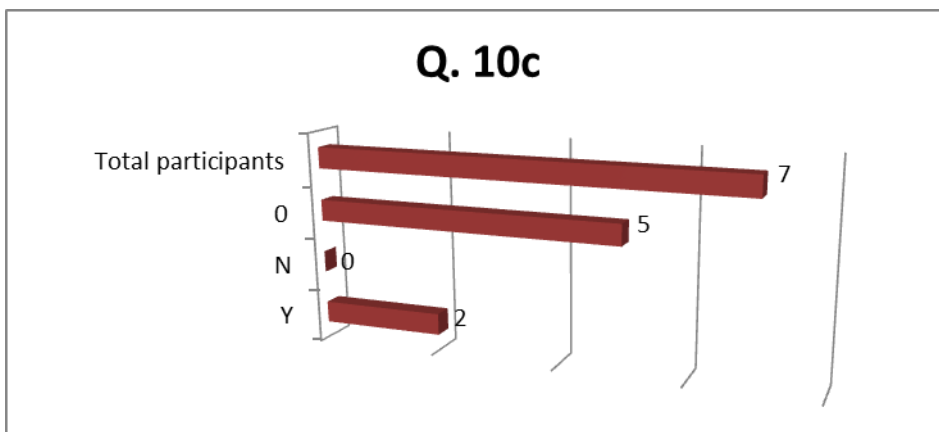
Q10a. Government Legislation



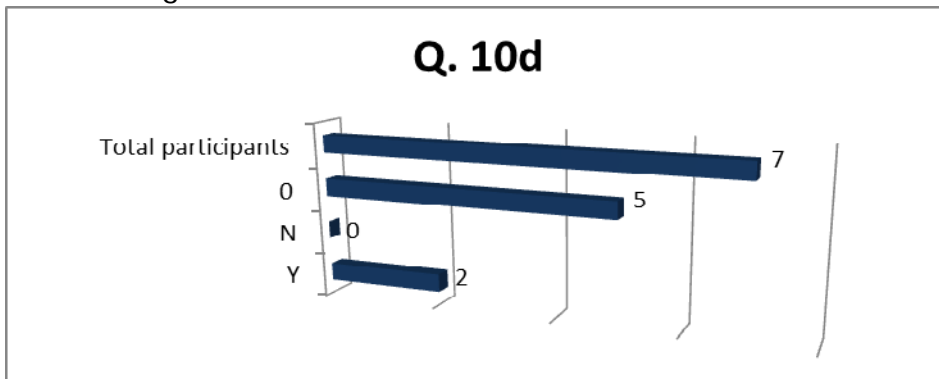
Q10b. Volunteer Liability



Q10c. Food Safety

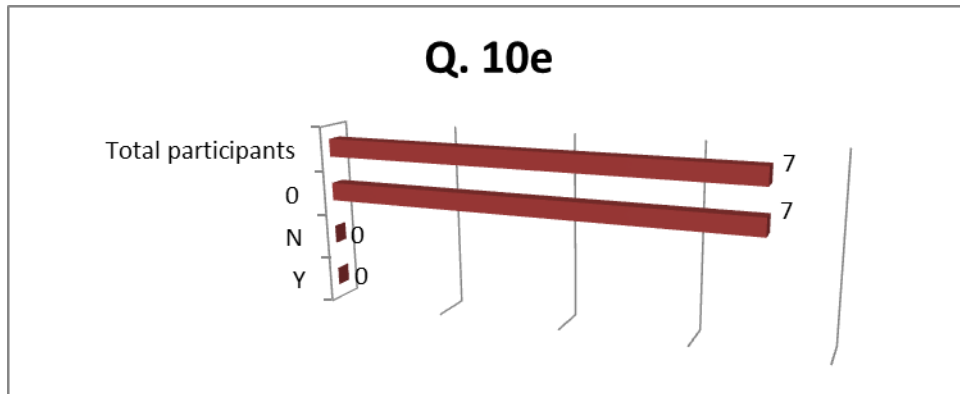


Q10d. Communicating with HACC clients

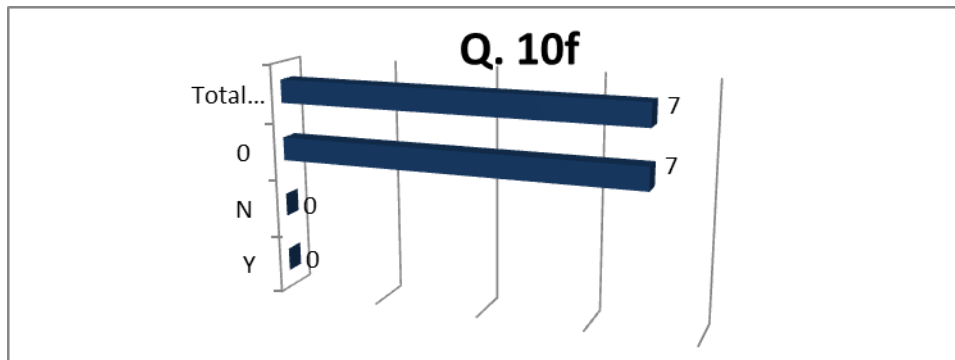




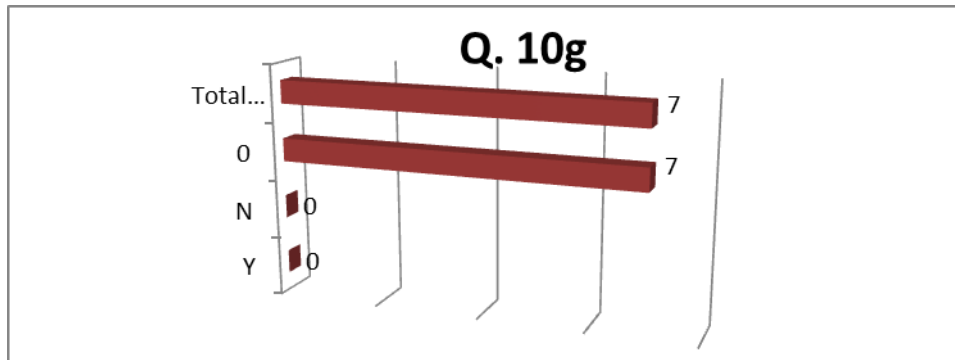
Q10e. Disabilities – How to assist



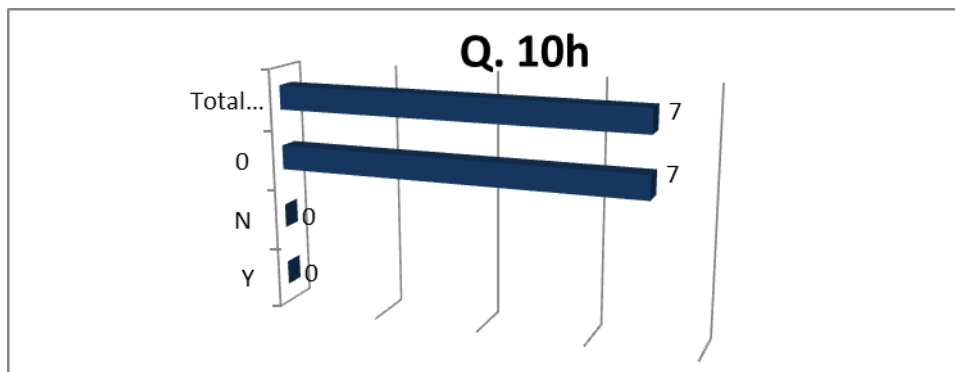
Q10f. Dementia related information



Q10g. Aging Statistics

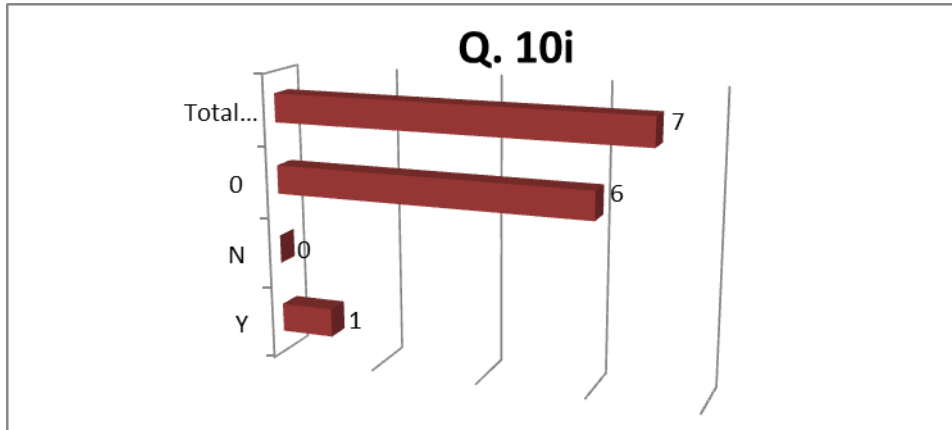


Q10h. Coping with Grief and Loss





Q10i. Driving cancer patients

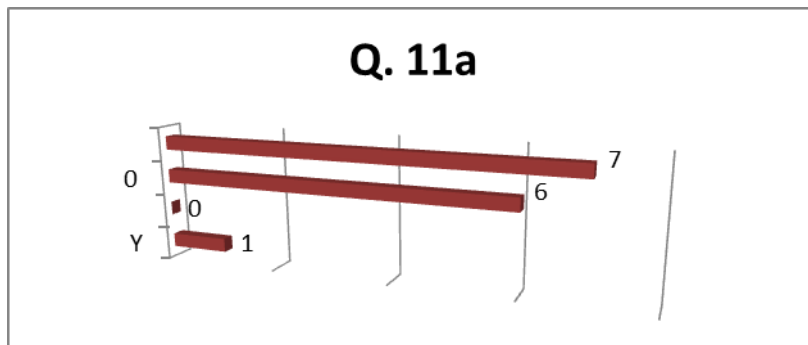


Q10j. Any other suggestions?

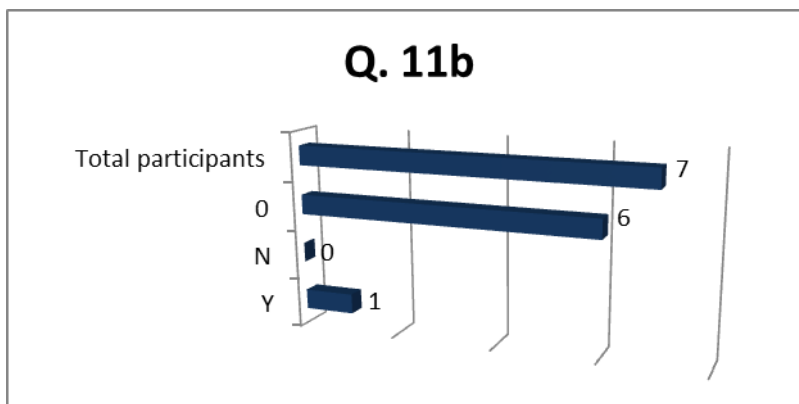
No comments were submitted

Q11. Is there any training you would like to undertake or to be made aware of that might help in your volunteer work within the service? For example:

Q11a. Food Safety

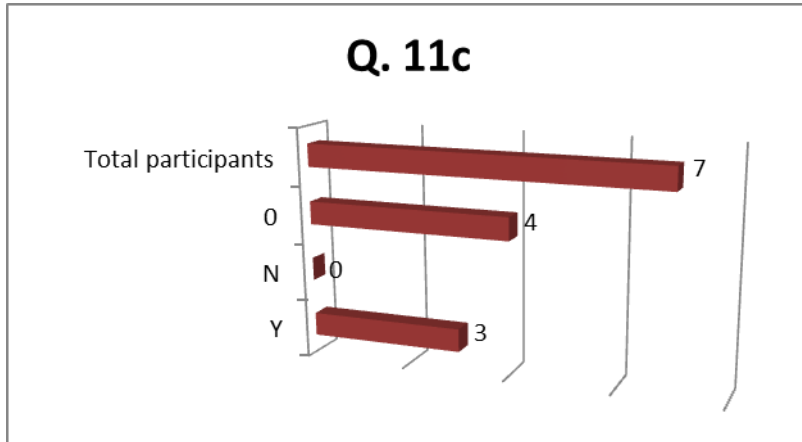


Q11b. Communicating with HACC clients

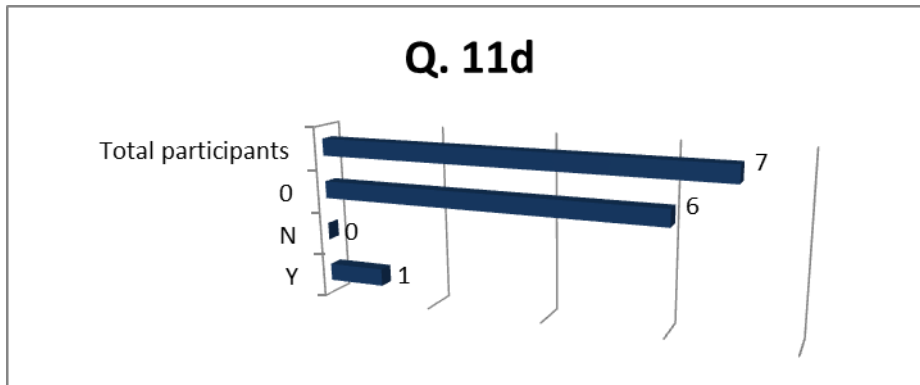




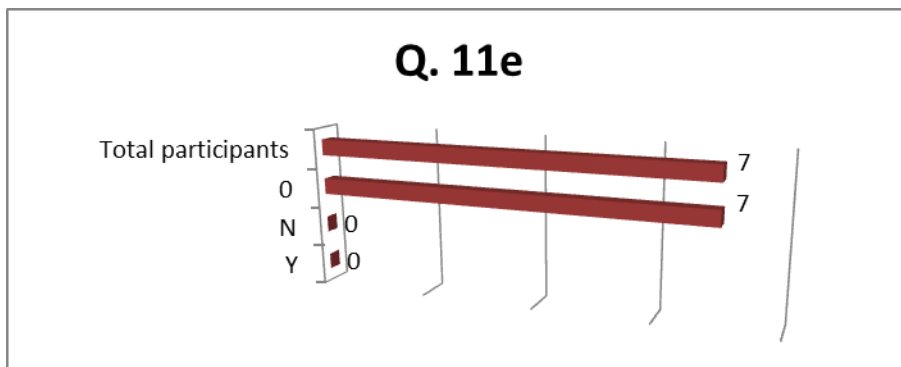
Q11c. Work Health & Safety



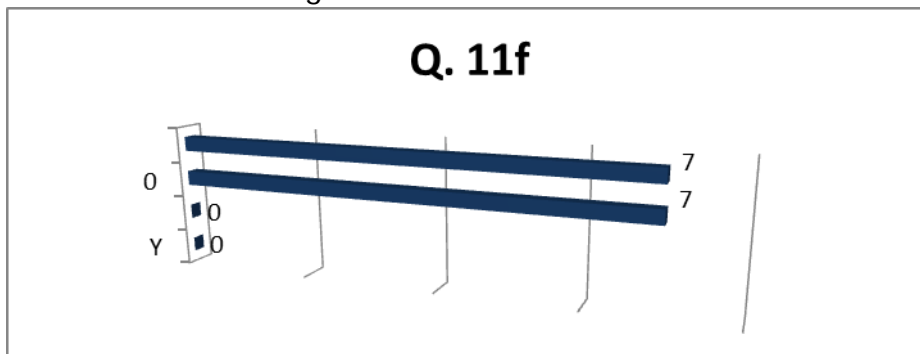
Q11d. First Aid



Q11e. Dementia – Related topics

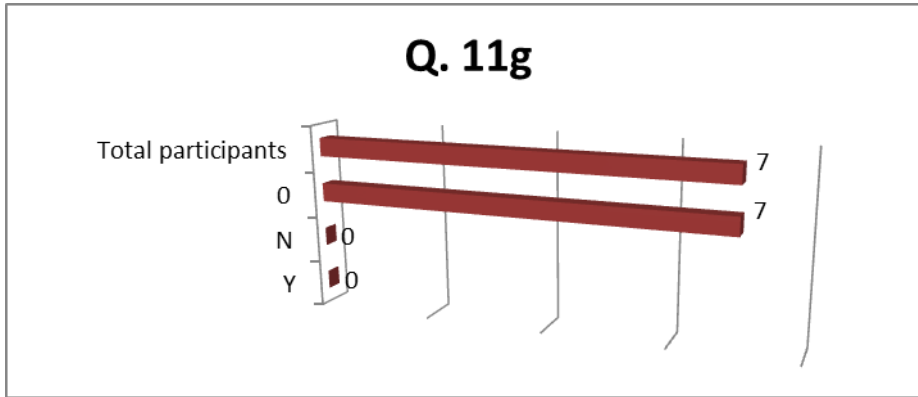


Q11f. Grief Counseling

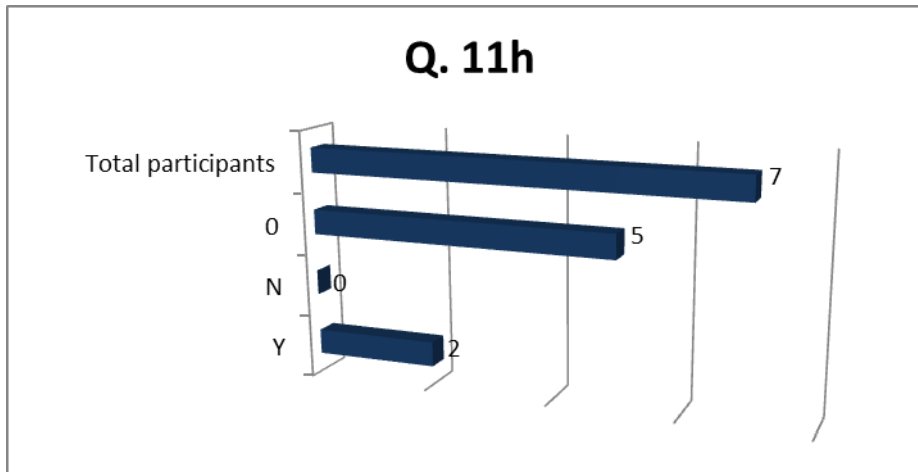




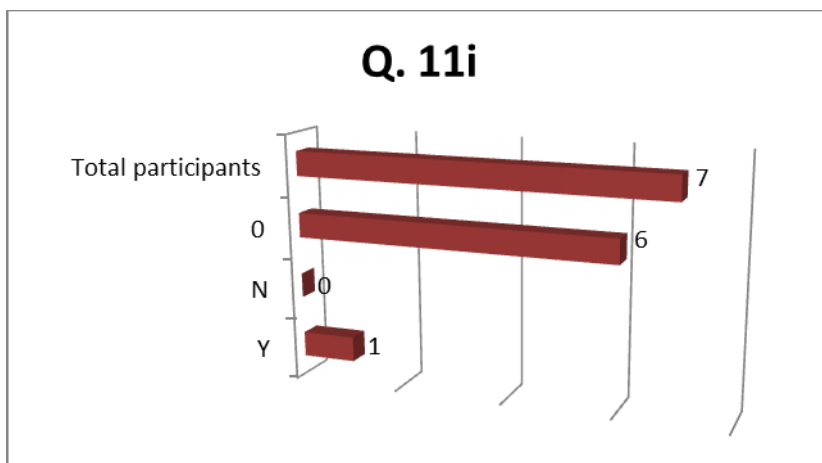
Q11g. Mental Health First Aid



Q11h. Volunteer Liability and Confidentiality

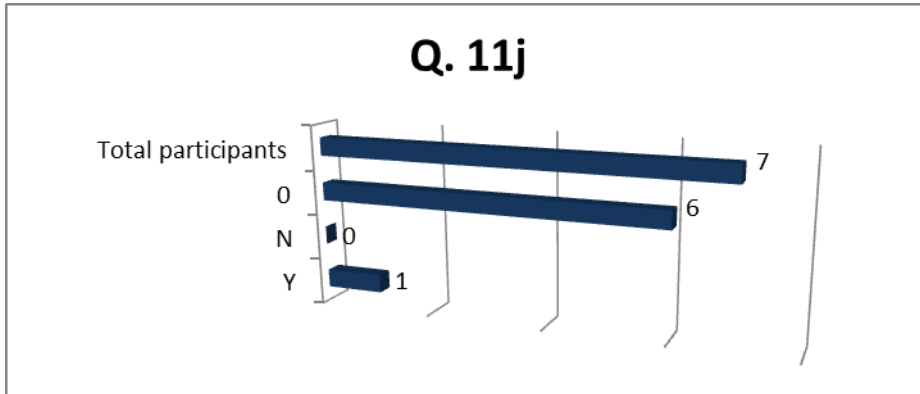


Q11i. Safe driving courses





Q11j. Safe Manual Handling and use of equipment



Q11k. Further suggestions

No further suggestions were forthcoming

Q12. Do you have any suggestions on how to improve the information and support given to volunteers and clients utilizing HACC Services?

Not at this stage

I think a part time casual may assist to help in office

Q13. Do you have any ideas on how to make the Group activities and outing trips more interesting and varied?

No, Very good at moment

Cathy and group in my opinion do an excellent job

The odd overnight stay is often asked of me. I feel these outings generally a good time to get to know group clients

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

Submitted to Council: 27 July 2016

..... General Manager Mayor



Item 10:

Committee
Reports

Submitted to Council: 27 July 2016

..... General Manager Mayor

**MINUTES OF THE WALCHA TRAFFIC COMMITTEE MEETING HELD
IN THE COUNCIL CHAMBERS HAMILTON STREET WALCHA ON
WEDNESDAY 29 JUNE 2016 COMMENCING AT 10:18 AM**

PRESENT:

Mr Raju Ranjit – Director - Engineering Services – Walcha Council
Mr Sgy. Anthony Smith – Walcha Police
Mr Dylan Reeves – Works Manager - Walcha Council
Mr Clr Kevin Ferrier – Local State Member of Parliament
Mr Stefan Wielebinski Roads and Maritime Service

APOLOGIES: Mr Terry Orvad – Roads and Maritime Service

CONFIRMATION OF MINUTES

It was agreed that the Minutes of the Traffic Committee meeting held on 30 March 2016, copies of which have been distributed to all members, be taken as read and confirmed a true record.

BUSINESS ARISING:

Local Member Representative

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

It was AGREED that the Director – Engineering Services would contact Kevin Anderson’s Office to nominate a person.

GENERAL BUSINESS ARISING

1. Shared Zone in front of Walcha Preschool

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

**MINUTES OF THE WALCHA TRAFFIC COMMITTEE MEETING HELD
IN THE COUNCIL CHAMBERS HAMILTON STREET WALCHA ON
WEDNESDAY 29 JUNE 2016 COMMENCING AT 10:18 AM**

Council have received the speed cushion design and specification and it has been delivered to the Depot and will be installed during school holidays in June 2016.

2. School crossing upgrade at Walcha Central School

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

3. Bergen Road Bridge Update

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

ACTION BY: N/A – For Information Only.

4. Late Item: Bus Zone on Oxley Highway

The Committee considered a request from a concerned member of public for a bus zone and appropriate signage on the Oxley Highway near the property "Yenda" 14362 Oxley Highway. The Roads & Maritime Services have looked at this location and suggested that if the concerned member of the public is only worried about eastbound traffic that Council erect a "school children" sign with "school bus stop ahead" underneath at this location.

Council have already erected this sign.

5 GENERAL BUSINESS

5.1 Amendment of 60 kmph speed sign to 50 kmph in Nowendoc

Raju Ranjit discussed re : existing speed sign 60 kmph in Nowendoc.

The Roads & Maritime Services will to inspect the site and report to next Walcha Traffic Committee meeting.

**MINUTES OF THE WALCHA TRAFFIC COMMITTEE MEETING HELD
IN THE COUNCIL CHAMBERS HAMILTON STREET WALCHA ON
WEDNESDAY 29 JUNE 2016 COMMENCING AT 10:18 AM**

5.2 Brackendale Road crash corner

Walcha Police enquired about the progress of work in crash corner on Brackendale Road. Council's Works Manager suggested that Council has reviewed the speed limit of the corner and installation of a curve advisory sign is in process.

NEXT MEETING: Wednesday 28 September 2016 at 10:00am.

**THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON CLOSED
THE MEETING AT 10:30AM.**

CONFIRMED: _____
(Signature of Chairperson)

DATE: ___ / ___ / ___



Walcha Town & District Beautification & Tidy Towns Committee Meeting Minutes

held on

Wednesday, 6 July 2016

at

4:00 pm

at Walcha Council Chambers

PRESENT:

Clr Robert Thomson (Chair), Raju Ranjit (Director – Engineering Services), Alex Smith, Jim Hallenan, Phyllis Hoy, Stephen Sweeney (Works Supervisor – Urban), Joanne Ireland and Beverley Betts.

1. APOLOGIES:

Felicity Nivison, Clr Clint Lyon , Caroline Street, Robyn Vincent

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

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

3. BUSINESS ARISING:

3.1 Middle Street – suitable tree species to replace existing trees

Jim mentioned that the site has been inspected couple of times. Phyllis mentioned that the pool side does not have an option due to the existing overhead powerlines.

Committee Minutes



The Committee RECOMMENDED to plant following trees in following location in 2016/2017 subject to the available budget:

- ◆ Top end of Middle Street to Plum Tree Street (under power line) – Prunus Elvins trees
- ◆ Top end of Middle Street to Bridge (Eastern side) – Pyrus Chanticleer trees
- ◆ Bridge to Jamison Street (Eastern Side) – Fraxinus Urbanite trees

3.2 Committee Membership – update

Clr Robert Thomson has declared that Council has appointed three new members Joanne Ireland, Beverley Betts and Caroline Street.

3.3 Memorial Park – Suitable species for planting

Stephen Sweeney , Alex Smith and Jim Hallenan will inspect the site. Stephen Sweeney will purchase Gallipoli Pine Tree and it will be planted in August 2016.

3.4 Fitzroy Street – Ginko Tree near bridge

The dead Ginko Tree will be repaced in this financial year from tree plantation budget.

4. GENERAL BUSINESS:

4.1 New committee members

Committee welcomed the new members Joanne Ireland, Caroline Street and Beverley Betts.

4.2 Trees in Nowendoc

Clr Robert Thomson briefed the Committee on an allocation budget for tree plantation in Nowendoc, Woolbrook, Walcha Road and Yarrowitch. Joanne Ireland advised that she is organising trees for Nowendoc. Stephen Sweeney has schedule to plant the trees on 8 July 2016. Regarding the Yarrowitch area, Phyllis requested to Council to approach the community for their planning and use the budget effectively.

4.3 South Street – Northern End - Tree replacement – Japanese maple to be replaced by Irish Strawberry tree (Arbutus)

The Committee RECOMMENDED On the Motion of Jim Hallenan and Joanne Ireland to replace Japanese Maple tree on South Street, northern end by 12 of Irish Strawberry trees.

4.4 Meridian Street - Any further planting opposite commercial hotel ?

The Committee were advised that half area has been planted based on the area availability and no further action is required.



4.5 Churchill Street- South Side - (Small evergreen trees for south side Banksia Intergrifolia dwarf form)

Jim Hallenan requested to committee for an action. The Committee RECOMMENDED that no action required as the road is too narrow.

4.6 Postponement of 15 June 2016 Meeting:

Phyllis Hoy mentioned that she was not happy about the postponing of the meeting without advanced notice. Raju Ranjit apologised and explained re: technical error.

4.7 Lawn mowing

Bev Betts advised that the grass is getting long on western side of Thunderbolts Way, north entry to town, and looks untidy. Needs regular maintenance. The Director – Engineers Services, Raju Ranjit, to discuss with Works Supervisor – Urban, Stephen Sweeney, regarding the schedule

4.8 Dead tree in Jamieson Street

Phyllis Hoy asked to take an action to replace the dead tree by suitable tree. The Works Supervisor – Urban to consider.

4.9 Outstanding issues on missing Cork trees and Box Elders on South Street, Fitzroy Street and Hamilton Street

Raju Ranjit enquired about the outstanding issue about the missing Cork trees and Box Elders on South Street, Fitzroy Street and Hamilton Street

Stephen Sweeney mentioned that:

- ◆ No further action required for Fitzroy Street;
- ◆ Parrotia Persica trees were planted near the Fire station in Hamilton Street in September 2015; and
- ◆ Acer Negundo Sensation (box tree) will be planted in South Street (Eastern side) in August 2016.

5. Next Meeting

The Next meeting of the Walcha Town & District Beautification & Tidy Towns Committee will be advised after consultation with General Manager.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:15PM.

CONFIRMED _____ (Signed)

Date: _____/_____/_____



Walcha Council Staff Consultative Committee Meeting Minutes

held on

Thursday, 14 July 2016

at

8:02am

at Walcha Council Chambers

PRESENT:

Clr Janelle Archdale (Mayor - Chair), Clr Scott Schmutter (Deputy Mayor), Jack O'Hara (General Manager) Raju Ranjit (Director – Engineering Services), Kevin Creighton (Outdoor USU Member) and Liz Hobbs (Indoor USU Member).

1. APOLOGIES:

RESOLVED on the Motion of Hobbs and Schmutter that the Apologies received from Lacey Latham (Manager – Environmental Health) and Bernard Lynch (Local Organiser of the USU) be **ACCEPTED**.

2. CONFIRMATION OF MEETING MINUTES HELD ON 16 MARCH 2015:

RESOLVED on the motion of O'Hara and Ranjit that the Minutes of the Walcha Council Staff Consultative Committee Meeting held on 16 March 2015, copies of which have been distributed to all members, be taken as read and confirmed a true record.

3. BUSINESS ARISING:

Update on Ranger Position

The General Manager advised that Council had re-advertised for the Ranger position, jointly with Uralla Shire Council, and there will be interviews held next week.

Committee Minutes





4. GENERAL BUSINESS:

4.1 General Managers Report – Proposed Changes to Organisational Structure

A copy of the Report is appended to these Minutes

The Committee **RECOMMENDED** on the Motion of O’Hara and Creighton that Council:

- ◆ Alter the Project Manager position to Asset Technical Officer in the Organisational Structure
- ◆ Alter the Bridge Supervisor position to the Bridge / Drainage Supervisor in the Organisational Structure;
- ◆ Alter the Projects Supervisor position to Supervisor – Regional Roads in the Organisational Structure;
- ◆ Add the position of Small Plant Operator to the Organisational Structure; and
- ◆ Add the position of Assistant Storeman / Labourer to the Organisational Structure.

4.2 Leaseback of Council Vehicles Policy

The Committee **RECOMMENDED** on the Motion of Creighton and Schmutter that Council **ADOPT** the Leaseback of Council Vehicles Policy as presented.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8:20AM.

CONFIRMED _____ **(Signed)**

Date: ____/____/____



Appendix A – General Manager’s Report

Item:	4.1	Ref: WO/2016/01143
Title:	Proposed Change to Organisational Structure	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Report:

Council have a number of positions in the Engineering Department that need changes and this report is to identify and alter the Organisational Structure to reflect those changes as well as recommending the addition of two positions.

Alteration of Current Positions

Asset Technical Officer

Council’s Organisational Structure has a Project Manager Position which is currently vacant. Based on the existing nature of projects, it is recommended to alter the position to Asset Technical Officer. Council already has a Project Engineer who is handling projects successfully.

Council has still a lot of work to do in the Asset Management such area such as capturing and maintaining the data. Council’s Engineering Department is seeking an Asset Technical Officer to fill the gap with their primary function will assist to develop and more importantly maintain Councils asset management system.

The officer will be a part of Council’s Asset Management Team and will have the following responsibilities:

- ◆ *Assisting with the inspection, condition assessment and collection of physical data on Council’s assets for inclusion in the Council’s Asset Management System (AMS) (CIVICA) and Intra Maps;*
- ◆ *Update asset records in the Council’s AMS and Intra Maps (GIS) to maintain asset attribute information following improvement, renewal and maintenance works;*
- ◆ *Maintain and regularly update asset information within the Council’s AMS, including audits of the data and data collection processes;*
- ◆ *Assisting with the development of best practice Asset Management Plans by providing timely and accurate information; reports, trends, data analysis and recommending options for treatments;*
- ◆ *Assisting to develop and continually refine the capital improvement, renewal and maintenance programs.*

Bridges / Drainage Supervisor

Currently, there is a vacant position of Bridge Supervisor within the organisational structure. However it is proposed to change the title to Bridges / Drainage Supervisor. This is because the nature of the role is changing to mainly focus on concrete drainage structures. Council’s bridge replacement program will be completed over the coming years, leaving no need for the “Bridge Carpenter” component of the role. The role will transform into maintaining the new concrete bridges and installing pipe culverts throughout Council’s local roads and for the RMS under the RMCC contract.



The candidate should be multi-skilled and able to maintain general timber components in the short term, however there should be a focus on reinforced concrete and pipe laying experience.

Supervisor – Regional Roads:

Currently Council has a vacant position, Supervisor Projects is it proposed to alter this position Supervisor Regional Roads. At the moment the Senior Supervisor – Regional and State Roads has one employee responsible for supervising the maintenance of the Oxley Highway and Regional Roads. Due to increased expenditure on the Oxley Highway, Council's Regional Roads (Thunderbolts Way and Topdale Road) haven't received the attention required. It is proposed that another supervisor role is created for the regional roads, who will be responsible for tracking defects, accomplishing works, monitoring vegetation, and supervising maintenance a construction works on the Regional Roads. This role will ensure that the Regional Roads have the required attention and that maintenance and construction works occur in the areas that require it the most rather than focusing on State Roads

Proposed New Positions

Small Plant Operator

Currently Council has only one small plant specialist operator, mainly due to the interest of most skilled operators seeking to operate a Grader. Overall, the reason for this is an increased wage an opportunity to become a supervisor. The same skills are required to operate the bobcat blade, which forms a small grader – and the specialist operator should be left to supervise the crew.

This role would entail operating the bobcat profiler (mixer) and blade; and supervise the other roles within the small patches crew. There is a total of \$600,000 of heavy patching to occur next financial year, of which could be completed predominately by this crew (some patches may be too large particularly for the spreader).

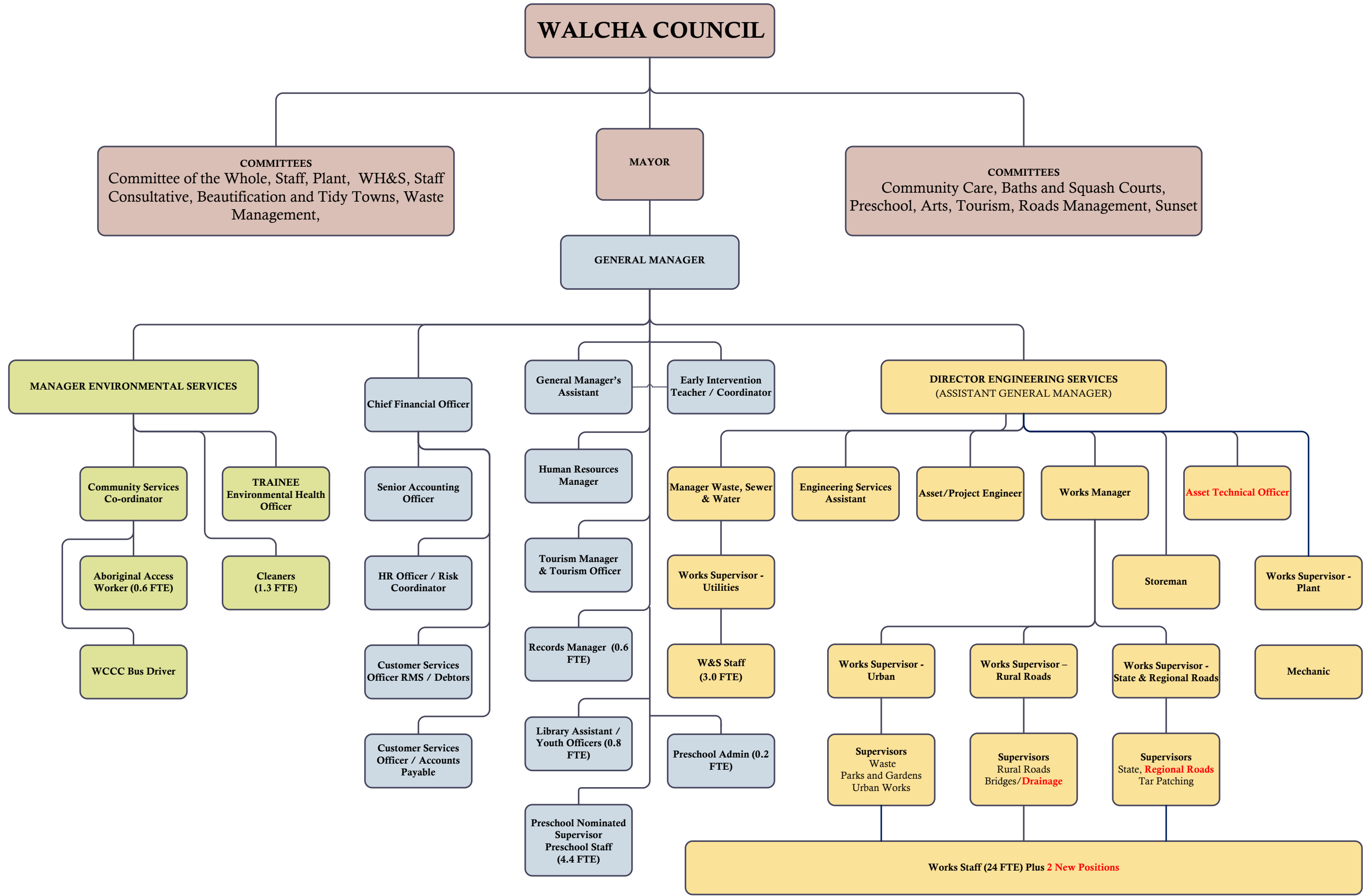
Assistant Storeman / Labourer

Currently Council employs a full time Storeman / Purchasing Officer, who focuses on purchasing, goods receipts, stock items, plant hire management among other duties. In order to assist the storeman and relieve his duties while he is away from the store, the engineering department is proposing an assistant storeman / labourer.

Generally, the daily operation of the depot needs some improvement. The assistant storeman will be in charge of organising storage sheds, stockpile areas, depot safety, public relations and site visitors. The role will be quite diverse, and will be intensive for the first 3-6 months until the depot is in a more acceptable state. Once this has been completed, the role will change into a split between depot maintenance, trainee storeman and general floating labourer.

RECOMMENDATION: *That the Committee RECOMMEND that Council:*

- ◆ *Alter the Project Manager position to Asset Technical Officer in the Organisational Structure.*
- ◆ *Alter the Bridges Supervisor position to the Bridges / Drainage Supervisor in the Organisation Structure*
- ◆ *Alter the Position Supervisor Projects to Supervisor – Regional Roads in the Organisational Structure*
- ◆ *Add the position of Small Plant Operator to the Organisational Structure.*
- ◆ *Add the position of Assistant Storeman / Labourer to the Organisational Structure.*





Appendix B: Leaseback of Council Vehicles Policy

ADMINISTRATION POLICIES

Lease Back of Council Vehicles Policy



Introduction

The purpose of this policy is to:

- Establish a set of parameters for the use of Council owned motor vehicles by Councillors and staff;
- Provide a framework for the selection, management and replacement of these motor vehicles.

Definitions:

Responsible Officers – are those officers approved by the General Manager to have Private or Commuter Use of a Council owned motor vehicle. Responsible Officers also include the Mayor and General Manager.

Private Use – allows for the use of council owned motor vehicle by Responsible officers for non work related travel as part of their terms and conditions of employment. Private Use vehicles fully maintained (including fuel) and comprehensively insured.

Commuter Use – allows for Responsible Officers to travel between home and the worksite/workplace (taking the most direct route) using a Council owned motor vehicle as described in this policy. Commuter Use vehicles are to be marked, fully maintained (including fuel) and comprehensively insured.

Lease Back Payment – the after tax payroll deduction (including GST) as determined by the General Manager in relation to Private Use of the Council owned motor vehicle.

Fringe Benefits Tax (FBT) – tax payable by Council on the grossed up value of the vehicle provided. This tax may be reportable on the Employee Payment Summary and is reduced or fully offset by Lease Back Contributions.

1. Staff Access to Motor Vehicles

Council vehicles are available to all eligible members of Council (staff and councillors) for work related and authorised purposes during business hours of Council. During business hours all Council vehicles are considered as available for “pooled use”.

2. Entitlement

Entitlement to a motor vehicle will follow the requirements of the Local Government (State) Award 2010 as a minimum and may be based upon:

- The provision of a motor vehicle as part of a negotiated remuneration package;
- The provision of a motor vehicle as a ‘job facility’, eg positions which involve significant travel on behalf of the Council in fulfilling normal working requirements;
- The provision of a motor vehicle as a discretionary benefit for positions where it is considered appropriate to provide a Council vehicle;
- The provision of a motor vehicle as an incentive to attract and/or retain an employee;



- *Any exceptions to entitlement needing the approval of the General Manager;*
- *Any employee affected by a redeployment situation will have the 'entitlement' to a vehicle assessed in terms of their original conditions of employment. In a redeployment situation, Council may terminate this agreement in accordance with the Local Government State Award for conditions of employment;*
- *Employees must possess a current Australian Driver's Licence. Should any employee be disqualified from holding a driver's licence for any reason, they will be removed from the private use scheme and will not be permitted to drive any Council vehicle during the period of disqualification;*
- *Employees will be required to complete a detailed log book of both business and private kilometres travelled. This will allow Council to determine the usage charge for private travel and allow Council to choose the most cost effective FBT calculation method to be applied to the vehicle. The log book must be completed for a minimum three (3) month period when the normal usage for a vehicle changes or as required by the General Manager. This clause does not apply to vehicles that are Commuter Use only.*

3. Private Use Scheme

Motor Vehicle Allocation by Group

Table 1

LEVEL	RESTRICTIONS	EMPLOYEE CONTRIBUTIONS
GROUP 1 <i>General Manager</i>	<i>Nil</i>	<i>Nil – vehicle forms part of salary package</i>
GROUP 2 <i>Directors / Executive Managers</i>	<i>Fuel to be reimbursed for private travel outside Walcha Council area and during leave periods</i>	<i>Nil – vehicle forms part of salary package</i>
GROUP 3 <i>Non Executive Managers (above Grade 9)</i>	<i>Fuel to be reimbursed for long private trips and during leave periods</i>	<i>Sedans / 2WD \$100 pw Utes / 4WD \$120 pw</i>
GROUP 4 <i>Other Employees</i>	<i>Commuter Use only</i>	<i>Nil - No private usage of vehicle</i>

General Conditions

The vehicle will be available for Council use during working hours except when the Lessee is absent on approved paid leave or other approved absence. Use of the vehicle during working hours remains at the discretion of the Director - Engineering Services (DES) or General Manager.

Groups 1, 2 & 3 Lessees are entitled to full private use, subject to conditions in as per Table 1. Council is responsible for all costs including registration, insurance, maintenance, fuel or other expenditure approved by Council.



Council recognises that where an employee is granted full private use of a vehicle, this vehicle in many cases becomes that employee's family vehicle. Accordingly, Lessees are entitled to grant permission for other persons to drive the Council vehicle whilst on private use provided such person(s) hold a current driver's licence and is:

- The partner of the Lessee who permanently resides with the Lessee; or*
- Another suitably licensed person may also drive the vehicle only where the Lessee and /or partner is a passenger in the vehicle.*

Group 4 Lessees are entitled to Commuter Use as defined. Council is responsible for all costs including registration, insurance, maintenance, fuel or other expenditure approved by Council. Commuter use does not include:

- Transportation of family members or members of the public unless for work related purposes;*
- Transportation of other Council employees to and from work;*
- Visits to private or non-work related locations other than the odd occasion (such as stopping at a shop on the way home via the direct route); and*

Council vehicles are not permitted in any car rally or competition, or to be used for any commercial purpose outside of Council's own operations. Where a Lessee has obtained approval to have full private use of a Four Wheel Drive (4WD) vehicle, only appropriate recreational use of the vehicle is permitted. Appropriate off road use can be defined as utilising the vehicle only where access is provided by either a marked track/trail (eg camping ground access, fire trail, dirt roads), or where vehicular access is specifically allowed (eg beach driving). Where inappropriate private use of a 4WD results in damage to the vehicle, the Lessee will be responsible for all repair costs incurred.

Lessees may retain the use of the lease back vehicle for no more than four weeks annual leave per annum and a maximum of two weeks per annum of other forms of paid leave where the lease back of the vehicle is considered to be a discretionary benefit.

If an employee has been placed on workers compensation and provided that the appropriate lease back fee is still being paid, the allocation of a vehicle for private use is limited to four weeks. This period may be extended under the authority of the General Manager, where a workplace program has been established for the employee's return to work.

Any form of 'Leave Without Pay' taken by the Lessee, Council will require the motor vehicle to be returned to the Director - Engineering Services for general Council use (unless otherwise approved by the General Manager in writing).

Lessees absent at Conferences and Training, or overseas, where the vehicle is not required, may have to return the vehicle to the DES for retention in the Pool for general use during such periods or for allocation on a temporary basis to the Employee acting in the Lessee's position. Allocation for an Employee acting in the role will only be granted on the basis that the Employee makes the appropriate lease back payment. Lease back payments will cease during periods of leave of one week or more, where the Lessee does not have the vehicle. Adjustments to lease back payments will only be made following appropriate notification to the Finance Department.

Council may rotate the use of vehicles with the objective of ensuring that otherwise low mileage vehicles travel sufficient distances to reduce the level of FBT percentages for calculation of tax payable.

A Council vehicle may not be used for private purposes unless and until a formal agreement has been signed by both parties.



Employee Contributions

Lessees will be required to enter into a Lease Back Agreement with Council. The amount proposed will be reviewed annually as part of the budget process and Lessees will be given notice in accordance with the Local Government State Award requirements as a minimum of any change to the level of contribution. The amount will be deducted from post-tax salary and will include GST.

Lessees utilising a utility with a carrying capacity of less than one tonne on a Commuter Use basis only and who live in the Walcha Local Government Area are not required to make a contribution towards the running cost of the vehicle. This is reflective of the fact that these vehicles do not incur an FBT liability, and the Lessee is assisting Council in the garaging and general maintenance of the vehicle.

Fuel receipts for personal travel should be kept and handed to the Finance Department after 31 March each year to reduce the FBT liability for the vehicle.

Vehicle Options & Accessories

Vehicle accessories that are not required for business/operational purposes are not permitted given that their capital and FBT cost is often not recouped at sale or trade-in.

All vehicles provided under Lease Back arrangement may be fitted with the following standard accessories where available, and where they contribute to the safety and protection of the vehicle and/or driver:

- *Floor mats (front & rear);*
- *Mudflaps (front & rear);*
- *Air-conditioning;*
- *Anti-lock braking system (ABS);*
- *Cruise Control;*
- *Metallic or pearl paint.*

Council may fit additional accessories if they are required for safety or operational reasons.

Insurance

An excess of up to \$500 payable by the Lessee will apply to all 'at fault or deemed at fault' accidents relating to private use in any twelve (12) month period, regardless of the number of vehicles held by the Lessee during that period. This will be assessed by the General Manager on a case by case basis and the excess will be payable by the Lessee in situations where the Lessee is found to be negligent.

Where the driver of a vehicle in an accident has Commuter Use only, and the accident occurred outside the Lessee's lease parameters (eg driving on the weekend), the full cost of repairs will be levied on the Lessee.

Damage to Council vehicles whilst being officially used during bush fires, flood or other dangerous conditions would be deemed to be work related and Council would be liable for any excess.

If the Lessee, or any other person the Lessee allows control of the vehicle other than an authorised officer of Council for Council business, is convicted of a drink driving offence or other drug related offence in association with an accident involving the vehicle, the Lessee will pay the costs of associated repairs to the vehicle if Council's insurer refuses liability. The term 'an authorised officer' does not include the Lessee under this clause.

All Lessees are required to fully co-operate with any insurance related incidents or investigations.



The Lessee's personal items in the vehicle are not covered under the Council's insurance policy.

Non Compliance

Should the employee not comply with any of the clauses of this Agreement, the General Manager reserves the right to terminate the Agreement on immediate notice if considered necessary, or by giving fourteen (14) days written notice in other circumstances.

Termination of Lease Back

Upon the employee ceasing to be an employee of Council, or having this Agreement terminated by the General Manager, the vehicle, keys, fuel card (if issued) and any other associated items shall be returned to Council forthwith and all expenses and obligations of the employee shall be paid prior to termination of services. This agreement shall terminate on the employee's last active day of service with Council. Active service shall be deemed to exclude annual, sick or long service leave, accumulated time in lieu, other leave or public holidays following the employee's last day at work.

In addition, should an employee change position within Council, it will remain the General Manager's discretion as to whether a vehicle agreement is offered if the new position does not have a vehicle attached to it.

Lease Back Agreement Variation

Council reserves the right to vary the terms and conditions of this Agreement subject to three (3) months written notice.

4. Maintenance of Motor Vehicle

Vehicles are to be maintained in a condition that reflects Council in a positive manner, ie clean, tidy and well maintained. It is the responsibility of each employee allocated a vehicle to ensure that it is serviced and cleaned regularly in consultation with the employee's Supervisor/Manager and the Director - Engineering Services. It is the employee's responsibility to present the vehicle for service and maintenance upon request by the DES.

Lack of care of the vehicle by the employee will result in the vehicle being withdrawn. Circumstances that lead to the withdrawal of the vehicle as a result of lack of care shall be enforced through a process of written warnings. The vehicle will be withdrawn at the third written notification. Regular inspection of vehicles will be undertaken, and where a request to clean the vehicle is not acted upon within three (3) days, Council may have the vehicle cleaned and detailed, and the cost may be charged to the employee.

Note – during periods of water restrictions the outside of the vehicle may not be cleaned.

Employees should notify the DES of all defects in the operation of the vehicle within three (3) days of the incident occurring or damage to the vehicle being identified, however minor. This may entail the completion of a damage report.

5. Emergency Repair to Vehicles

Council vehicles should be repaired where possible at Council's workshop. The DES should be contacted as soon as possible and a decision will be made on where the repairs will be carried out.

The Lessee may authorise urgent repairs, including the replacement of parts, where necessary, in accordance with Council's Financial Delegations Policy. Reimbursement will be made to the Lessee on providing original receipts through the Finance Department. Where the breakdown or damage is of such a nature that the vehicle will be out of operation in excess of two (2) days, the Lessee should



contact the DES at the earliest opportunity. The DES will then take responsibility for the action required to recover or repair the vehicle in these cases.

6. Traffic & Parking Infringements

An employee or other authorised driver (as defined) fined for any traffic or parking infringements will be responsible for the payment of the fine. If an employee has his/her licence suspended or cancelled, the employee must report this immediately to their supervisor. The employee is not permitted to drive any Council vehicle whilst under such suspension or cancellation.

7. Non Smoking

Council's No Smoking Policy shall be observed at all times. There is strictly no smoking in any Council Vehicle or Plant.

8. Use of Fuel Card

It is preferable that all vehicles use the Depot fuel bowsers whenever possible.

If a fuel card has been issued, it should be used at all other times when fuelling Council's vehicles, at any service station which accepts the Fuel Card.

The Fuel Card shall only be used for the purchase of fuel (E10, ULP or Diesel) and oil for Council vehicles. No other purchases are permitted on the fuel card.

The use of the Fuel Card for obtaining bonus points (eg Flybuys Points) is prohibited, as Council will be liable for FBT.

Fuel cards must be surrendered to the DES upon termination of employment. Lost cards must be reported immediately to the DES who will facilitate cancellation of the card.

Employees will be reimbursed for normal running expenses incurred in the provision of the vehicle. Original tax invoices are to be provided to the Finance Department for reimbursement. Any significant expenditure or expenditure other than normal running costs must be approved by the General Manager prior to purchase.

9. Driver Conduct

Drivers must use the vehicle in strict compliance with all applicable federal or state laws. Council staff must not drive Council vehicles if affected by drugs or alcohol.

Staff using a Council vehicle must maintain a respectable standard of vehicle cleanliness, eg remove and dispose of rubbish.



Walcha Council Mountain Festival Committee



Held on

Wednesday, 20 July 2016

9:00am

at

Walcha Council Chambers
2W Hamilton Street, Walcha

Members:

Clr Kevin Ferrier – Chairperson
Tourism Manager – Susie Crawford, Tourism Officer – Lisa Kirton
Community Representatives – Cameron Greig, Vicki McIvor,
Ron Denham, Chris Feltham, Leanne Natty, Barry Marshall, Mick Wilson
(Westpac Rescue Helicopter), Ian Mackey & Michael Luchich

Quorum – 7 Members to be Present

MINUTES

PRESENT:

Chris Feltham, Adam Iuston, Cameron Greig, Ron Denham, Vicki McIvor, Ian Mackey, Lisa Kirton and Susie Crawford

1. Apologies

Mick Wilson, Kim Blanch (WRHS), Leanne Natty, Michael Luchich, Clr Kevin Ferrier

2. Minutes of previous meeting – 3 November 2015 (Appendix A)

It was Moved on the Motoin of Crawford and Denham that the Minutes of the Walcha Mountain Festival Committee Meeting, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. Business Arising

3.1 Meeting time

The meeting time of 9am Wednesday is suitable to everyone for future meetings.

3.2 Festival Date

Confirmed the Festival date is 15 & 16 October 2016.

3.3 Road Ride

3.3.1 Online bookings have been set up with Register now this year. Cameron Greig has also done a poster to go up on Festival website with links to Register now site . Crawford/Kirton to check this and put on Festival website.

3.3.2 Westpac Rescue Helicopter Service (WRHS) to also put on their website with link to Festival website. Crawford will follow up.

3.3.3 Road closure at end of race and signage has been organised with Council. Stop & Go at the showground.

3.3.4 Race will start at 8am from showground and finish in South Street at start of Billy Cart Derby. It was agreed this is not an ideal finish for riders. It was suggested to move the Billy Cart finish 30-40m back.

3.3.5 Greig to approach PKF Lawler for sponsorship. Look at possibility of a perpetual trophy for first rider and/or jerseys and a presentation at finish.

3.3.6 Briefing to include warning about finish line and billy carts. Also get some more signage. Suggestions (Bike Riders turn left 40m to finish, Beware of Billy Carts at finish)

3.4 Billy Carts

3.4.1 Road closure has been organised with Council.

3.4.2 Hay bale barriers are stored in shed. Crawford to check on Council barriers.

3.4.3 Indemnity Forms to be updated by Crawford/Kirton and put on website.

3.4.4 Walcha/Uralla Race – speak to Kevin Ferrier to see if this is best way forward.

3.4.5 Race Draw Sheet – Crawford has done these already.

3.5 Saturday BBQ

- 3.5.1 Order food/drink – Crawford to do. Denham will get lollies and bacon.
- 3.5.2 Source 2 extra helpers – all committee to think about who we could ask to help for a few hours on BBQ and selling raffle tickets.
- 3.5.3 Price list – same as last year.

3.6 Sunday Festival

- 3.6.1 Stallholders – some have already paid and registered for this year. If anyone thinks of any stallholders that we should approach let Susie Crawford or Lisa Kirton know. Crawford/Kirton to put a stallholder invitation and save the date in Apsley Advocate.
- 3.6.2 Entertainment – sourcing new band this year. Committee to view the suggested acts and get back to Susie Crawford or Lisa Kirton with feedback. A decision needs to be made ASAP on this. Crawford/Kirton to follow up. Rotary own a jumping castle now. Susie Crawford to write letter to Rotary asking for use of it for the Festival. Walcha radio will be playing music during the bands breaks and could also MC on the day. It was suggested a competition could be run on rock climbing wall fathers v sons. Crawford to organise SES demo again. Kirton to ask Brad Keable if he has any contacts for motor bike clubs so we can try and get bikes this year.
- 3.6.3 Sponsors/Raffle Prizes – Credit Union will collect dollar contribution for kids activities. Caravan Park will donate \$200 again to purchase prized from shops in town. Chris Feltham suggested we should be selling raffle tickets to MTB riders over at the lake. Crawford/Kirton to ensure this happens. Cameron Greig suggested having a sign on the rock climbing wall – Are you interested in sponsoring this wall?
- 3.6.4 BBQ/other food options – WCS P&C to do BBQ again. Cameron Greig to ask St Pats P&F if they would do a healthy food stall. Eg: salads, quiche, sushi, rice paper rolls. Ask Kevin Ferrier if he is interested in having a stall with lamingtons, scones.

3.7 Mountain Bike Challenge

- 3.7.1 Registration/start time – Registrations to be done online through Mountain Bike Australia this year. This will take any worries about insurance out. Registrations on Saturday night at the Bowling Club. Chris Feltham wants to try and make this an event and see if Bowling Club will sponsor. Race starts at 8am on Sunday. Chris Feltham will have a separate poster done for MTB Challenge.
- 3.7.2 Cash prizes again this year - King & Queen of the Mountain. Chris Feltham is looking at having a time bonus if you do the Road Ride as well. Chris Feltham wants to try and include the community more by having a Sporting Club Challenge (team of 4 – one lap each person). It was suggested to have a trophy for fastest and best dressed, then a \$500 grant to the community group or club, either via a community raffle, people's choice or a point system. Crawford/Kirton/Feltham to confirm details of this so a promotion of Community Groups Challenge can go in Advocate ASAP.

3.7.3 Family Ride to take place again. A 5km ride, just pay on day. Different bike plates will be given to family riders.

3.8 Langford

3.8.1 Tours – Tours will run from 9am to 3pm hourly. Iuston to confirm with Barry Marshall the maximum he will take for each tour. Marshall to organise volunteers to take tours. Crawford/Kirton to organise Quota to sell tour tickets and raffle tickets and put tour time on tickets.

3.8.2 Food in Conservatory – Iuston to talk to Barry Marshall about food option that would also go well with beers and wines being sold at bar. Suggestions made were Tapas or Thai.

3.9 Quilt Exhibition

Runing over both days again. Entry by gold coin donation to WRHS. People to pay for cake and tea this time. Suggestion for wine/chees night on Friday or Saturday night at woolshed. Deferred until next meeting when Leanne Natty is in attendance.

3.10 Trail Ride

Ride will be shorter this year. Start at 8.30am and finish at 11am so riders can enjoy the full Festival program. Had 25 riders last year, hoping for the same. Riders have to register by 7.45am. Talked about the possibility of doing a loop around the car park and announce riders coming in to make them more a part of the Festival. Isuton to talk to Barry Marshall about this.

3.11 Marketing/Promotion

Sent posters/flyers to WRHS for printing this year. Crawford/Kirton to organise to have banners date changed. Suggestion for a facebook page for Festival. Talk to Madison at the Library or Mish. Crawford/Kirton to look into this.

4. General Business

5. Next Meeting

Wednesday 3 August 2016
9.00am
Council Chambers

MEETING CLOSE: . 11.20am



Item: 11

Delegate Reports

Submitted to Council: 27 July 2016

..... General Manager Mayor



MEETING

Held at

Walcha Council

Thursday 7 July 2016 commencing at 9.30am

MINUTES

PRESENT:

Tamworth Regional Council

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

Narrabri Shire Council

Cr Conrad Bolton, JO Deputy Chairperson/Mayor

Gunnedah Shire Council

Eric Groth, General Manager

Gwydir Shire Council

Cr John Coulton, Mayor and Max Eastcott, General Manager

Liverpool Plains Shire Council

Cr Andrew Hope, Mayor and Ron Van Katwyk, General Manager

Moree Plains Shire Council

Cr Katrina Humphries, Mayor and Lester Rodgers, General Manager via Video Conference link

Uralla Shire Council

Cr Mick Pearce, Mayor and George Cowan, Acting General Manager

Walcha Council

Cr Janelle Archdale, Mayor and Jack O'Hara, General Manager

NSW Department of Premier & Cabinet

Alison McGaffin, New England North West Regional Coordinator

Regional Development Australian Northern Inland

Russell Stewart, Chairperson and Nathan Axellson, Executive Officer

1 REGIONAL GOVERNANCE

1.1 WELCOME

Cr Janelle Archdale, Mayor, Walcha Council welcomed Namoi Councils Joint Organisation Board members to Walcha and expressed appreciation to member Councils for their support in the actions of Walcha Council to stand alone and not be merged with any adjoining Council or Councils.

1.2 APOLOGIES

Apologies were announced as having been received from Adam Marshall MP, Member for Northern Tablelands, Cr Owen Hasler Gunnedah Shire Council and Stewart Todd, General Manager, Narrabri Shire Council.

Declaration of Interest

Nil

1.3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

55/16

RESOLVED

MOTION

Moved Cr Pearce, Uralla and seconded Cr Archdale, Walcha

That the Minutes of the Meeting of Namoi Councils held on 2 June 2016, copies of which were circulated to all members, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

1.4 OUTSTANDING ACTION LIST 36

56/16

RESOLVED

MOTION

Moved Cr Bolton, Narrabri and seconded Cr Coulton, Gwydir

- (i) That Outstanding Action List 36 be received and noted; and
- (ii) That JOLT be requested to prepare a Template for Induction of Joint Organisation Board Members and Actions to be taken following the September 2016 Local Government Elections.

1.5 FINANCE REPORT

57/16 RESOLVED

MOTION

Moved Cr Bolton, Narrabri and seconded Cr Archdale, Walcha

That the Namoi Councils Financial Report as at 30 May 2016 be received and noted and that the Executive Officer be requested to include more information in the monthly Finance Report in respect of the nature of the expenditure incurred.

2 REGIONAL ADVOCACY

2.1 REGIONAL MEDIA ISSUES

58/16 RESOLVED

MOTION

Moved Cr Bolton, Narrabri and seconded Cr Hope, Liverpool Plains

That Namoi Councils issue Media Releases and forward Letters congratulating the Members of Parliament covering the Namoi Councils' Region elected to Parliament at the recent Federal Government Election.

2.2 MEDIA RELEASES ISSUED

Nil issued since last Board

2.3 OUTWARD CORRESPONDENCE

59/16 RESOLVED

MOTION

Moved Cr Bolton, Narrabri and seconded Cr Pearce, Uralla

That the Outward Correspondence Items 2.3.1 be noted.

2.4 INWARD CORRESPONDENCE

60/16 RESOLVED

MOTION

Moved Cr Bolton, Narrabri and seconded Cr Pearce, Uralla

- (i) That Inward Correspondence Items 2.4.2, 2.4.2 and 2.4.3 be received and noted;
- (ii) That the request for support from Griffith City Council in attempts to commission a feasibility study into diverting tributaries of the Clarence River into the Murray Darling River System to create more water for the lower Murray Darling Basin be referred for further consideration at the next Board Meeting; and
- (iii) That it be noted the Administrator and Interim General Manager of Armidale Regional Council attended the July 2016 Board Meeting in an observer capacity.

2.5 PRESENTATIONS

2.5.1 YAMBA RAIL PORT PROJECT

Mr Des Euen made a verbal presentation to the Board in respect of Yamba Rail Port Project which entails the regeneration and expansion of the existing northern NSW declared Port of Yamba. Mr Euen advised that Australia is the third most important maritime trading nation in the world by distance covered and tonnage carried and as a consequence, Australia's ports represent critical infrastructure for the nation's future security.

Located at the mouth of the Clarence River, Port Yamba is one of five internationally recognised ports in NSW, and provides maritime links for export timber and supply vessels to Norfolk Island, Lord Howe Island, New Zealand and other South-Pacific markets. Australia's most eastern seaport, located on the main north-south trade shipping lane, the route carries in excess of seventy percent (70%) of Australia's import/export containerised trade annually.

A unique and significant piece of transport infrastructure, the ports underlying potential to become a large-scale, multi-cargo import-export facility that would provide for bulk, general cargo, Ro Ro and containerised trade, has significantly increased in recent years.

Under the Australian Infrastructure Developments (AID) Plan, the Port of Yamba will be transformed from its limited domestic operational status into a globally significant "common-user" shipping hub capable of accepting a wide-range of vessel types. The port will provide capacity for up to 4 million TEU's and upwards of 50 million tonnes of additional import/export cargoes to include, but not limited to, agricultural products and machinery. It is envisaged that Stage 1 and 2 of the port development plan will open for trade by 2023 with stages 3 and 4 completed and in full operation by 2028. It is foreseen that cargo throughput will rapidly increase from 2026 onwards. Given Port Yamba will be the only eastern international gateway with direct unconstrained access to the broader national rail and road grid, it is fair to expect that this in conjunction with the inland rail would provide capacity upwards of 22% of the projected national freight task.

Mr Euen advised that a 30 minute Video Presentation of the AID Plan was nearing completion which would be supplied to all member Councils.

The Board expressed its appreciation to Mr Euen for delivering the Project Presentation.

2.5.2 ESSENTIAL ENERGY – DAVID CROUGH MANAGER COMMUNITY RELATIONS NORTHERN AND DEBBIE VOLTZ, MANAGER COMMERCIAL SERVICES

Representatives of Essential Energy delivered a presentation in respect of the following projects and activities:

Northern Lights Project

- Collaboration between Regional Development Australia – Northern Inland NSW, Councils and Essential Energy has provided for the installation of LED lights across 7 councils: Armidale, Glen Innes, Guyra, Gwydir, Inverell, Tenterfield and Walcha Councils.
- The Project is partially funded by Essential Energy, Councils with the addition of funding through the Community Energy Efficiency Program (CEEP).
- Installation commenced on 18 August, bulk replacement was completed by 29 February 2016, with remaining lights upgraded by Essential Energy field employees. A Total of 4,819 LED lights installed across 7 councils, two LED light types - 18W and 25W LED Lights with the lights evenly distributed across all areas.

Transition to LED - Cat P

- Standard Material List update involving addition of LED's for P4/5 and removal of decorative fittings (remain for maintenance only)
- Letter will be issued to Councils and ASP's for LED light standards (Cat P4/5) to use for new developments.
- Letter will be issued over the coming weeks once Cat P4/5 contracts executed.
- Trials will commence with Cat V LED pricing to be developed in conjunction with customers.
- Essential Energy will work with councils on LED upgrade strategies, options include:
 - Bulk upgrade in place of lamp replacement program
 - Bulk upgrade at agreed time
 - Progressive upgrade at end of life of existing lights

NSW Public Lighting Code

- NSW Department of Industry is proposing changes to the NSW Public
- Lighting Code which will be developed in conjunction with the NSW Public Lighting Forum. It will involve a complete re-write of the code which when completed will be mandatory.

2.5.3 NSW DEPARTMENT OF PRIMARY INDUSTRY – EUROPEAN CARP ERADICATION PROGRAM - MATT BARWICK

NSW DPI representative, Matt Barwick, delivered a very comprehensive presentation in respect of the Carp Eradication Program as the introduced freshwater pest fish now widespread throughout most of NSW, particularly in the Murray-Darling Basin and the river systems of the Mid NSW Coast and Tablelands. In many areas carp dominate the fish biomass at the expense of native species. Their range is expanding to include an increasing number of coastal catchments, particularly on the NSW North Coast. The reported impacts of carp include increased turbidity, algal blooms, riverbank damage and destruction of aquatic vegetation.

A recently identified candidate biological control agent is currently being assessed to keep carp numbers in check. CSIRO scientists are currently investigating a highly specific viral disease called *cyprinid herpesvirus-3*, also known as *koi herpesvirus* (KHV), to help manage carp numbers in Australia. The virus first appeared in Israel in 1998, and spread rapidly throughout much of the world, although not to Australia or New Zealand. It causes high death rates in common carp and in the ornamental koi carp. No other species of fish, including goldfish, are known to be affected by the virus. Carp herpes virus could stem the tide and over the next few years tests will continue into the susceptibility of other fish and amphibian species to CyHV-3 and address questions regarding the safety of possible widespread distribution of the virus, both for people and other animal species.

The Board expressed its appreciation to Mr Barwick for delivering a very comprehensive Presentation.

2.6 ISSUES SUBMITTED BY MEMBER COUNCILS

2.6.1 LIVERPOOL PLAINS SHIRE COUNCIL – INLAND NSW RTO

Cr Andrew Hope, Liverpool Plains Shire Council tabled concern regarding the insolvency of the body responsible for promoting tourism across most of inland north and western NSW - ***Inland NSW Regional Tourism Organisation*** - and referred to a recent announcement in the media that the NSW Government will invest \$43 million over four years in a major overhaul in the way regional and rural areas attract visitors, including the creation of six new Destination Networks throughout NSW. The media announcement advised the new networks will work closely with local government, tourism organisations and operators, as well as collaborate on campaigns with Destination NSW and a new Destination NSW regional division.

The 4 new regional destination networks are:

- Destination Riverina Murray
- Destination Southern NSW
- Destination North Coast
- Destination Country and Outback NSW.

The new networks were created after consultation with 93 key industry associations and stakeholders on ways to improve the outcomes for the Regional NSW visitor economy.

2.6.2 NOTICE OF MOTION – NARRABRI SHIRE COUNCIL

61/16 **RESOLVED**

MOTION

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

That the Namoi Joint Organisation remove the item of General Business from the Agenda of the Namoi Joint Organisation Board Meetings.

3 INTERGOVERNMENTAL COLLABORATION

3.1 KEVIN ANDERSON MP, MEMBER FOR TAMWORTH AND PARLIAMENTARY SECRETARY FOR REGIONAL ROADS AND RAIL

The State Member for Tamworth and Parliamentary Secretary for Regional Roads and Rail, Kevin Anderson MP, addressed the Board in relation to the following matters and issues:

- The enabling legislation for creation of Joint Organisations will be introduced in the State Parliament Spring Session August 2016.
- Amending legislation is proposed to create a 2 year term for the position of Mayor.
- Acknowledged the effective collaboration and communication with the Namoi Councils JO and stated that the Minister for Local Government, the Hon Paul Toole MP, held the Namoi JO in very high regard.
- The Member for Tamworth was requested to make representations on behalf of the Namoi Councils JO for the allocation of \$300,000 to fund the start-up of the JO following the passing of the enabling legislation by Parliament.
- In due course, an update will be provided in relation to the work of the NSW Freight Taskforce.
- Passenger daily return rail services to the New England North West Region and Newcastle remain very high priority. A detail study is currently underway for the purpose of establishing a much improved service model. A second round workshop is due to be held.

3.2 NSW DEPARTMENT OF PREMIER & CABINET REGIONAL COORDINATOR

The NSW Department of Premier & Cabinet Regional Coordinator, Alison McGaffin, addressed the Board in relation to the following matters and issues:

- NSW Office of Local Government representatives held at a Consultation Workshop at Bingara on 28 June 2016 which was attended by Namoi Councils JO member Council's GMs and Cr John Coulton of Gwydir Shire Council. The Workshop was very productive and it was most evident that the JO Model proposed by Namoi Councils is the model preferred by the NSW OLG.
- A Meeting of the Western Mining and Resource Development Taskforce is scheduled to be held on Monday 11 July 2016 and the Namoi Councils JO will be represented by the JO Chair, Cr Col Murray, and Executive Officer.

3.3 REGIONAL DEVELOPMENT AUSTRALIA NORTHERN INLAND

The Chairperson of Regional Development Australia Northern Inland (RDANI), Russell Stewart, addressed the Board in relation to the following matters and issues:

A Workshop for the Namoi Region Investment Prospectus is scheduled to be held on Friday 15 July 2016 in Tamworth with the Prospectus Governance Group to review progress to date.

RDA Northern Inland is in a position to continue their project management function of the Northern Lights project and referred to the communication by

Namoi Councils JO to the Federal Member for New England, the Hon Barnaby Joyce MHR, seeking funding for continuation of Project for roll-out to Tamworth, Liverpool Plains, Gunnedah, Narrabri and Moree Plains Councils.

4 REGIONAL STRATEGIC PLANNING AND PRIORITISATION

4.1 INLAND RAIL PROJECT – STANDING AGENDA ITEM

The Board discussed general aspects of the Inland Rail Project in relation to the economic benefit to member Councils, particularly Moree Plains and Narrabri Shire Councils.

MOTION

Moved Cr Bolton, Narrabri and seconded Cr Humphries, Moree

62/16

RESOLVED

That the discussion held in respect of the Inland Rail Project as national strategic infrastructure project be noted.

4.2 JOINT ORGANISATION LEADERSHIP TEAM (JOLT) MEETING REPORT AND RECOMMENDATIONS – 28 JUNE 2016

MOTION

Moved Cr Hope, Liverpool Plains and seconded Cr Pearce, Uralla

63/16

RESOLVED

That the Report of the Joint Organisation Leadership Team Meeting held on 28 June 2016 be received and adopted.

4.3 REPORT - JOINT ORGANISATIONS – TOWARDS A NEW MODEL FOR REGIONAL COLLABORATION

MOTION

Moved Cr Bolton, Narrabri and seconded Cr Humphries, Moree

64/16

RESOLVED

- (i) That the responses to the Joint Organisation Background Consultation Paper contained in Table 1 and the responses to the Minister's Overview of the proposed JO Model contained in Table 2 be adopted and submitted to the NSW Office of Local Government prior to the closing date of 15 July 2016 as a submission from the Namoi Councils Joint Organisation; and
- (ii) That the response in Table 2 at the bottom of page 56 and top of page 57 include the following:

“Individual Councils still reserve the right to opt in or opt out as an autonomous member Council”.

4.4 REPORT – NAMOI ROADS & TRANSPORT WORKING GROUP

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Bolton, Narrabri

64/16 RESOLVED

That that the recommendations of the Namoi Roads & Transport Working Group Meeting held on 14 June 2016 be received and adopted.

5 NAMOI COUNCILS SHARED SERVICES

NIL REPORTS

6 GENERAL BUSINESS

Nil

7 DATE AND VENUE FOR NEXT NAMOI COUNCILS JOINT ORGANISATION BOARD MEETING

Date: Thursday 4 August 2016 commencing at 9.30am

Venue: Uralla Shire Council

Closure: There being no further business, the Namoi Councils Joint Organisation Meeting concluded at 12.35pm

Cr Col Murray, Namoi Councils, Chairperson

7 July 2016

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