



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 1 June 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/2016/00809

AGENDA

Submitted to Council: 1 June 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, 1 June 2016** commencing at **2:00pm**.

Yours sincerely

Jack O'Hara
GENERAL MANAGER

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Submitted to Council: 1 June 2016

..... General Manager Mayor



- 7. Notice of Motion

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

- 9. Management Review Report WO/2016/00778

- 10. Committee Reports
- 10.1 Minutes of the Walcha Council Preschool Advisory Committee Meeting held at the Walcha Preschool on Monday, 9 May 2016. WO/2016/00787

- 11. Delegate Reports
- 11.1 Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council Meeting held in the Armidale Office on Tuesday, 2 February 2016. WI/2016/02321
- 11.2 Delegates Report from the NSW Public Libraries Association North West Zone Meeting held at Tamworth Library on Thursday, 5 May 2016. WO/2016/00799
- 11.3 Minutes of the Namoi Councils Joint Organisations Meeting held at Gwydir Shire Council "Living Class Room" on Thursday, 5 May 2016. WI/2016/02420

- 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: 1 June 2016

..... General Manager Mayor



Present:

Apologies:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 27 April 2016:

Matters arising from the Ordinary Meeting held on Wednesday, 27 April 2016:

Submitted to Council: 1 June 2016

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 27 April 2016

at

2:06pm

at

Walcha Council Chambers

PRESENT: Cllr JM Archdale (Chairman) Mayor together with Councillors KW Ferrier, WJ Heazlett, L Levingston, CM Lyon and MJ Woods.

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

1. APOLOGIES:

153 **RESOLVED** on the Motion of Councillors Lyon and Levingston that the apology received from Cllr Schmutter, due to work commitments, and the apology received from Cllr Thomson, due to illness, be **ACCEPTED**.

MINUTES



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

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

CONFIRMATION OF THE EXTRA ORDINARY MEETING MINUTES HELD ON THURSDAY, 7 APRIL 2016:

155 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that the Minutes of the Extra Ordinary Meeting held on Thursday, 7 April 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

Nil.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

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

6.1 Draft Budget 2016 – 2017

WO/2016/00357

157 **RESOLVED** on the Motion of Councillors Lyon and Levingston that the Draft Budget for the year 2016 – 2017 be **ADOPTED** by Council and placed on public exhibition for a period of 28 days **FURTHER THAT** the Budget be included in the annual Operational Plan.

6.2 Request for Sponsorship of a local Sportsperson representing Australia
WO/2016/00572

158 **RESOLVED** on the Motion of Councillors Woods and Ferrier that Council give Public Notice for a period of 28 days that it proposes to provide \$2,000 financial



sponsorship to Jack Feltham to assist with his costs to represent Australia as an Australian Team Rider at the Mountain Bike Championships in Nove Mesto, Czech Republic in June 2016.

6.3 School Crossing Grant Application

WO/2016/00571

159 **RESOLVED** on the Motion of Councillors Woods and Levingston that Council note the applications for the grant projects:

- ◆ North Street Far East, Walcha - \$49,599
- ◆ Angle Street, Walcha - \$18,214

6.4 Shooting in National Parks and State Forests

WO/2016/00513

It was **MOVED** Councillor Lyon Seconded Councillor Ferrier that Council write to the Minister requesting that all State Forests in the Walcha Shire be removed from the recreational shooting list.

Councillor Woods **FORESHADOWED** a **MOTION** that Council request the Minister to increase the policing of illegal shooting in the State Forests.

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

6.5 Draft Social Media Policy

WO/2016/00618

161 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council **ADOPT** the Social Media Policy as submitted.

**Walcha Council
Draft Social Media Policy**



Introduction

Social Media is a two way form of communication between Council, residents, the community, partners and stakeholders. It offers an opportunity to disseminate information immediately and swiftly as well as being a tool for consultation and engagement.

Walcha Council accepts social media has the potential to improve communication with stakeholders including residents, partners and business and industry organisations. Council also recognises the value of social media as a listening mechanism to improve the understanding of community expectations and to respond as it sees fit.

This policy sets out the purpose, responsibilities, management and other issues concerning the use of social media and also outlines Council’s expectations of staff in regards to personal use of social media.



Purpose & Objectives:

Social Media use at Walcha Council:

Social media refers to internet-based tools for sharing and discussing information by people. Social media includes but is not limited to:

- ✓ *Social networking sites (such as Facebook and Linkin, Google=+)*
- ✓ *Video and photosharing (Youtube, Flickr, Instagram)*
- ✓ *Blogs*
- ✓ *Micro-blogging (Twitter)*
- ✓ *Forums, discussion boards and groups (Google groups, hangout)*
- ✓ *Wikis (Wikipedia, wikispaces)*
- ✓ *Vodcasts and Podcasts*
- ✓ *Instant messaging and chat services*

Purpose of Policy:

The purpose of Council utilizing social media platforms is to:

- ✓ *Complement and enhance other council communication channels and objectives including traditional media, Council's dedicated websites, face-to-face communication*
- ✓ *Provide an efficient method of delivering factual, up-to-date information*
- ✓ *Provide a listening mechanism to gather information about Council or the town.*
- ✓ *Provide a listening mechanism to inform Council, Council business and facilities on community expectations.*
- ✓ *To enhance Council's ability to be transparent, accessible and responsive to the community through encouraging dialogue and two-way communication.*

The Objective of this Policy is:

- ✓ *To ensure Council's use of social media conforms with its corporate identity standards*
- ✓ *To define roles and responsibilities for the management of social media tools on behalf of the Organisation*
- ✓ *To ensure Council's use of social media platforms is aligned with Council's communication objectives*
- ✓ *To inform Council employees of their responsibilities when using social media.*

Roles & Responsibilities

Staff:

All Staff have a responsibility to act ethically and honestly when making comment on social media platforms. In addition staff should take measures to ensure personal comments cannot be mistaken for an official comment of Council.

Corporate Administration:

The Corporate Administration section will maintain a register of approved social media platforms and channels used within Walcha Council. The Section will also maintain a register of Authorised Social Media Officers, login details and passwords for each platform/channel. The General Manager will authorise appropriate Social Media Officers.

Authorised Social Media Officers:

Only Authorised Social Media Officers (ASMOs) may comment via social media channels on behalf of Walcha Council. The Authorised Media Officer for each channel is responsible for developing a



strategy for social media use in consultation with the General Manager, monitoring and reporting of the respective channel.

General Manager:

The General Manager is the approving officer of all requests for new social media channels.

Procedures:

Content:

All Authorised Social Media Officers must exercise sound judgement in regard to content and material communicated via Council's social media channels. All material published or communication via Council's social media channels must:

- ✓ *Comply with all related Council policies, including the Code of Conduct.*
- ✓ *Be approved by relevant staff when and where appropriate*
- ✓ *Be a high standard*

- ✓ *Not plagiarise or breach copyright*
- ✓ *Comply with the Privacy and Personal Information Protection Act 1998.*

The following content is not appropriate to be communicated via Council's social media channels:

- ✓ *Un-associated commercial advertising and sponsorship*
- ✓ *Intentionally misleading or inaccurate information.*

Authorised Social Media Officers are responsible for establishing rules of use for the relevant social media channel and monitor and moderate that channel appropriately.

Dealing with inappropriate content and behaviour:

Walcha Council will not publish User Generated Content, UGC (content on a social media site that is created by the audience), or will remove any previously published UGC, that:

- ✓ *Defames any individual, group or organisation*
- ✓ *Vilifies any individual, group or organisation because of their political affiliation, race, religion, cultural background, gender, age or sexual identity*
- ✓ *Contains obscene, racist, sexist, threatening or otherwise offensive language or images*
- ✓ *Breaches copyright*
- ✓ *Is or potentially unlawful*
- ✓ *Contravenes any policies or guidelines set forth by Walcha Council.*

Copyright:

Walcha Council respects the copyright of others and will protect the copyright of its own materials. Walcha Council retains the copyright on all material created by Walcha Council and posted to Council's social media channels.

Authorised Social Media Officers will ensure content posted on Walcha Council's social media channels does not breach copyright and that Council copyrighted material is approved for acceptable use on social media.



Record Management, Measures & Reports:

Records of all social media correspondence will comply with Council’s Record Management Policy. Any post to a social media site is defined as a Council record in accordance with the State Records Act 1998 and must be recorded in Council’s electronic management system (TRIM).

Personal Use of Social Media:

Walcha Council accepts employees will engage social media for professional and personal reasons. Staff should be aware that comments, including personal comments, made on social media regarding the organisation are connected to the organisation and as such relate to their employment with Council.

When using social media staff should at all times:

- ✓ *Ensure personal online activities do not interfere with the performance of duties*
- ✓ *Clearly distinguish personal comments from official comments*
- ✓ *Do not disclose confidential information obtained through your role*
- ✓ *Act lawfully*
- ✓ *Do not post defamatory, disrespectful or deliberately misleading comments.*

In appropriate behaviour may lead to a breach of Council’s policies or Code of Conduct. This breach may result in disciplinary action including formal warnings and/or dismissal.

6.6 Warra-li Northern Region E-Waste Agreement WO/2016/00600

162 **RESOLVED** on the Motion of Councillors Woods and Lyon that the Northern Region E-Waste Facility Agreement be executed by the General Manager on behalf of Council, thereby providing initial support for the supply of E-Waste feedstock to an E-Waster Recycling Facility in Inverell.

7. NOTICE OF MOTION

Nil.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS WO/2016/00607

163 **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 Traffic Committee Meeting held in the Council Chambers, Hamilton Street, Walcha on Wednesday, 30 March 2016.
WO/2016/00476**

11. DELEGATE REPORTS

- 11.1 Minutes of the New England Transport Forum held on Wednesday, 10 February 2016 at Moore Park Inn, Armidale WI/2016/02002**
- 11.2 Minutes of the Meals on Wheels / Food Forum Meeting held on Thursday, 10 March 2016 at Guyra Home & Community Care. WI/2016/02003**
- 11.3 Minutes of the Namoi Councils Joint Organisation Meeting held at Narrabri Shire Council Chambers on Thursday, 7 April 2016.
WI/2016/01895**

12. COMMITTEE OF THE WHOLE

Nil.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3:10PM.



Item: 6

Senior Officers'
Reports

Submitted to Council: 1 June 2016

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2016/00788
Title: Adoption of Operational Plan 2016 / 2017 including Budget 2016 2017, Fees & Charges 2016 2017 AND Rates & Charges for 2016 / 2017
Author: General Manager
Previous Items: April 2016 – Draft Budget 2016-2017 – WO/2016/00357
Attachment: Operational Plan is available upon request.

Introduction:

This report is submitted to allow Council to formally adopt the Operational Plan 2016/2017, which includes the Budget 2016/2017 and the Fees & Charges 2016/2017, and to make the Rates and Charges for 2016/2017.

Report:

a) ADOPTION OF DRAFT OPERATIONAL PLAN FOR 2016/2017

In accordance with the provisions of the Local Government Act 1993, the Draft Operational Plan for 2016/2017 was placed on public exhibition and public comment invited.

At the time of writing this report Council has not received any submissions on the draft plan.

b) MAKING OF THE RATES AND CHARGES FOR 2016/2017

General Fund Rates

That whereas Council has adopted Estimates of Income and Expenditure of the General Fund for the period 1 July 2016 to 30 June 2017, it has determined pursuant to Sections 534 and 535 of the Local Government Act 1993 that the following Ordinary Rates be set for the 2016/2017 year:

- a) Farmland Rate of 0.337941 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$425.
- b) Residential Rate of 0.289554 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$425.
- c) Residential - Walcha Rate of 0.757687 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$425.
- d) Mining Rate of 1.182883 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$425.

Submitted to Council: 1 June 2016

..... General Manager Mayor



- e) Business Rate of 0.724197 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$425.
- f) Business - Walcha Centre Rate of 1.041261 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$425.
- g) Business - Walcha Industrial Rate of 0.865711 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$425.

Walcha Water Supply Charges

That whereas Council has adopted Estimates of Income and Expenditure for the Walcha Water Supply Local Fund for the period 1 July 2016 to 30 June 2017, it has determined pursuant to Section 540 of the Local Government Act 1993 that the following Walcha Water Supply Annual Access Charges be set:

Connection Type & Size	Access Charge
Treated Residential – 20 mm	\$220.50
Treated Residential – 25 mm	\$336.00
Treated Residential – 32 mm	\$546.00
Treated Residential – 38 mm	\$777.00
Treated Residential – 50 mm	\$1344.00
Treated Residential – 100 mm	\$5376.00
Residential Vacant Treated	\$220.50
Treated Non Residential – 20 mm	\$220.50
Treated Non Residential – 25 mm	\$336.00
Treated Non Residential – 32 mm	\$546.00
Treated Non Residential – 38 mm	\$777.00
Treated Non Residential – 50 mm	\$1344.00
Treated Non Residential – 75mm	\$3024.00
Treated Non Residential – 100 mm	\$5376.00
Non Residential Vacant Treated	\$220.50
Untreated – 20 mm	\$220.50
Untreated – 25 mm	\$336.00
Untreated – 38 mm	\$777.00
Untreated – 50 mm	\$1344.00

That whereas Council has adopted Estimates of Income and Expenditure for the Walcha Water Supply Local Fund for the period 1 July 2015 to 30 June 2016, it has determined pursuant to Section 540 of the Local Government Act 1993 that the following Walcha Water Supply Usage Charges be set:

- Treated Residential \$2.86 per kilolitre for 300 kilolitres or less
- Treated Residential \$4.16 per kilolitre for greater than 300 kilolitres
- Treated Non Residential \$ 2.86 per kilolitre
- Untreated \$ 1.43 per kilolitre

Submitted to Council: 1 June 2016

..... General Manager Mayor



Walcha Sewerage Charges

That whereas Council has adopted Estimates of Income and Expenditure of the Walcha Sewerage Local Fund for the period 1 July 2015 to 30 June 2016, it has determined pursuant to Section 540 of the Local Government Act 1993 that the following annual Walcha Sewerage charges be set:

For residential customers, the best practice guidelines have been adopted with a uniform sewerage bill for all properties based on the estimated volume of sewerage discharged from all residential customers. The annual residential sewerage bill is calculated as the Sewer Discharge Factor (SDF) times the annual non-residential sewerage access charge plus SDF times the product of the sewer usage charge (UC) and the average residential consumption. That is

$$B_R = (SDF \times AC_{20}) + (SDF \times C_R \times UC)$$

where

- BR = Annual residential sewerage bill (\$)
- SDF = Sewer Discharge Factor – the proportion of total residential water consumption that is discharged to the sewerage system. A typical value for NSW is SDF = 0.70
- SAC₂₀ = Sewer Annual Access Charge for non residential customers. Calculated to be \$450.00 for Walcha.
- C_R = Average annual residential water consumption (kL). For Walcha last year this figure was 146 kL.
- UC = Sewer usage charge (\$/kL). This has been set at \$0.99 /kL which is within the recommended range.

Based on the above formula the sewerage charge for residential customers be set at \$460.00 per year. The unoccupied sewerage charge for residential customers be set at \$230.00 per year.

For non-residential customers, the sewerage bill is similar and is as follows

$$B = (SDF \times AC) + (SDF \times C \times UC)$$

where

- B = Annual non-residential sewerage bill (\$)
- SDF = Sewer Discharge Factor – the proportion of total water consumption that is discharged to the sewerage system
- AC = Customers Annual Access Charge $AC = AC_{20} \times \frac{D^2}{400}$
- C = Customer’s annual water consumption (kL).
- UC = Sewer usage charge (\$/kL). This has been set at \$0.99/kL which is within the recommended range.

The non-residential sewer access charge is set at \$450.00 per user, per annum.
 The Vacant Non residential sewer access charge is set at \$220.00 per user per annum.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Trade Waste

Council has adopted the best practice guidelines which recommend that Council's responsible for sewerage must levy appropriate trade waste fees and charges as all its liquid trade waste dischargers in addition to the non-residential sewerage bills.

Council's liquid trade waste recommended fees and charges in 2015/2016 are:

- Application fee – fee based on category with a minimum charge of \$169.00
- Annual Trade Waste Fee:
 - Classification A \$82.50
 - Classification B \$165.00
 - The annual fee for Classification C dischargers will be set on a case by case basis depending on the complexity of monitoring required (for charging purposes and other administrative requirements).
- Re-inspection fee - \$79.00
- Trade Waste usage charge - \$1.50/kL with appropriate pre-treatment.
- Trade Waste usage charge - \$13.86/kL without appropriate pre-treatment.
- Food waste disposal charge - \$26.42/bed.
- Portable toilet - \$15.95/kL.
- Septic Waste
 - Normal (combined effluent and sludge) - \$2.59/kL.
 - Effluent only - \$2.15/kL.
 - Sludge only - \$22.34/bed.

Dischargers requiring nil or minimal pre-treatment of their liquid trade waste will only pay an annual trade waste fee together with a re-inspection fee where required. That is

$$TW = A + I$$

where

- TW = Total annual trade waste fees and charges (\$)
- A = Annual trade waste fee (\$)
- I = Re-inspection fee (\$) (where required)

Dischargers with prescribed pre-treatment will pay a trade waste usage charge per kL plus the annual trade waste fee. That is

$$TW = A + I + (C \times UC_{TW} \times TWDF)$$

where

- TW = Total annual trade waste fees and charges (\$)
- A = Annual trade waste fee (\$)
- I = Re-inspection fee (\$) (where required)
- C = Customer's annual water consumption (kL)
- UC_{TW} = Trade waste usage charge (\$/kL) of \$1.50/kL
- TWDF = Trade waste discharge factor

The TWDF represents the estimated proportion of a customer's metered water consumption that is discharged to the sewerage system as liquid trade waste.

Submitted to Council: 1 June 2016

..... General Manager Mayor



The following table represents sewerage and trade waste discharge factors.

Sewer and Trade Waste Discharge Factor

Business Description	Discharge Factor	
	Sewer	Trade Waste
Bakery	95	25
With a residence attached ¹	70	18
Bed and Breakfast/Guesthouse (max. 10 persons)	75	NA ²
Butcher	95	90
With residence attached ¹	70	65
Cakes/Patisserie	95	50
Car Detailing	95	90
Caravan Park (with commercial kitchen)	75	25
Caravan Park (no commercial kitchen)	75	NA ²
Club	95	30
Community Hall (minimum food only)	95	NA ²
Craft/Stonemason	95	80
Day Care Centre	95	NA ²
Delicatessen, mixed business (no hot food)	95	NA ²
With residence attached	70	
Dental Surgery with X-ray	95	80
With a residence attached ¹	70	60
Hairdresser	95	NA ²
High School	95	25 ⁵
Hospital	95	60
Hotel	100	25
Joinery	95	10
Laundry	95	92 ⁵
Mechanical Workshop ³	95	70
Mechanical Workshop with car yard	85	70
Medical Centre	95	25 ⁵
Motels small (breakfast only, no hot food)	90	NA ²
Motel (other than breakfast only, no hot food)	90	20
Nursing Home	90	50
Office Building	95	NA ²
Panel Beating/Spray Painting	95	70
Primary School	95	10 ⁵
Printer	95	85
Restaurant ⁴	95	50
Self Storage	90	NA ²
Service Station	90	70
Supermarket	95	70
Swimming Pool (commercial)	85	NA ²
Take Away Food	95	50
Veterinary (no X-ray), Kennels, Animal Wash	80	NA ²

Notes:

¹ If a residence is attached, that has garden watering, the residential SDF should be applied.

² A trade waste usage charge is not applicable for this Category 1 activity.

³ Includes lawn mower repairers, equipment hire.

⁴ Includes café, canteen, bistro, etc.

⁵ A trade waste usage charge applies if appropriate pre-treatment has not been installed or has not been properly operated or maintained.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Waste Management Charges

That in accordance with Section 504 of the Local Government Act 1993 that the 2016/2017 Annual Waste Management Charges be as follows:

Domestic Waste Management (DWM)	Per annum	\$451.00
DWM – Additional 140L General Waste Charge	Per annum	\$204.00
DWM – Additional 240L Recycling Waste Charge	Per annum	\$153.00
Commercial Waste Management (CWM)	Per annum	\$459.00
CWM – Additional 240L Green Waste Charge	Per annum	\$36.00
CWM – Additional 240L General Waste Charge	Per annum	\$306.00
CWM – Additional 240L Recycling Waste Charge	Per annum	\$153.00
Waste Management Charge – Rural	Per annum	\$127.50
Waste Management Charge – Unoccupied town	Per annum	\$102.00
Commercial Recycling – cardboard & paper only – Woolpack Collection Service	Per service	\$15.00
Commercial Recycling – Cardboard & paper only – 240L Bin Collection Service	Per service	\$7.50

Extra Charges on Overdue Rates

That the Extra Charges on overdue rates for the period 1 July 2016 to 30 June 2017, be fixed at 8.50% per annum simple interest calculated daily in accordance with Section 566 of the Local Government Act 1993.

RECOMMENDATION:

That in accordance with the provisions of Section 406 of the Local Government Act 1993, Council ADOPT the Draft Operational Plan for 2016/2017 FURTHER THAT the Rates and Charges for 2016/2017 for the General, Water and Sewerage Funds, as detailed in the Report be made by Council STILL FURTHER THAT the General Manager be authorised to arrange for the preparation and the service of the 2016/2017 rate notices.

Submitted to Council:

1 June 2016

..... General Manager Mayor



Item: 6.2 **Ref:** WO/2016/834
Title: Quarterly Review of Operational Plan & Budget as at March 2016
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes – Quarterly Budget Review Statements attached separately.

March Quarter Budget Review

The March Quarter Budget Review is attached for adoption by Council.

General Fund

The December Quarter review predicted an operating Surplus of \$4,009,693 this is now expected to be a Surplus of \$4,011,054. When Capital Grants and additional Roads to Recovery Funding are removed the surplus is \$659,450. After Capital Movements is estimated that there will be an increase in working funds of \$179,606

General Fund Major Budget Variation Items - Quarter Ending March 2016

Income Item	Amount	Favourable/ Unfavourable	Reason
Sundry Administration Income	\$6,158	Favourable	Increased fees and trainee subsidies
Responsible Pet Ownership grant	\$12,500	Favourable	Joint funding with Uralla Shire Council
Stormwater drainage state grant	\$38,571	Favourable	Funding to carry out flood study
WCCC various funding	\$9,266	Unfavourable	Funding was overbudgeted
Cemetery user charges	\$8,000	Favourable	Increased user charges
Sport & recreation donation	\$10,000	Favourable	Donation from Walcha Rotary for Exercise Equipment
Swimming pool revenue	\$3,800	Favourable	Increased user charges
Tourism revenue	\$5,101	Favourable	Increase sundry income and reimbursements
Truck wash bay revenue	\$3,000	Favourable	Increased user charges
Nowendoc landfill upgrade	\$54,324	Favourable	NSW Environment Trust – capital funding (2016-17)
Woolbrook landfill upgrade	\$81,900	Favourable	NSW Environment Trust – capital funding (2016-17)

Submitted to Council: 1 June 2016

..... General Manager Mayor



Expenditure Item	Amount	Favourable/ Unfavourable	Reason
Admin legal fees	\$35,000	Unfavourable	Legal action against amalgamation
Workwear & Personal Protective Equipment	\$10,258	Unfavourable	Insufficient budget
Depreciation Expense	\$26,816	Unfavourable	RFS -\$14,880 Stormwater -\$47,805 Waste Management \$20,217 Recreation & Culture -\$8,111 Roads & Bridges \$76,869
Responsible Pet Ownership	\$12,500	Unfavourable	Grant funding \$12,500 council contribution \$12,500
Animal control wages	\$5,450	Unfavourable	Reinstate some wages reduced in prior review
Stormwater Flood Warning Study	\$45,000	Unfavourable	Grant funding \$38,571 council contribution \$6,429
WCCC expenses	\$16,734	Unfavourable	Increase expenditure budget to match income budget
Cemetery maintenance	\$11,500	Unfavourable	Increase budget to cover survey costs (\$5700) and increased costs
Street lighting electricity	\$20,000	Favourable	Reduce budget due to better electricity pricing and LEDs
Tourism wages	\$5,357	Unfavourable	Increase to budget offset by increased income
Community Recycling Centre	\$26,000	Favourable	Tip Shop not going ahead, return Council's contribution to reserves
Preschool upgrade to play area	\$6,090	Unfavourable	Install concrete footpath, funding from Preschool reserve
Exercise equipment on Levee Bank	\$49,107	Unfavourable	\$10,000 donation from Walcha Rotary, Council contribution \$39,107
Sporting Ground bore works	\$7,248	Unfavourable	Total cost of bore \$27,703, partially funded by NRL
Truck Wash Bay water recycling system	\$30,000	Unfavourable	Transfer work from Water Fund – council asset

Note: \$63,078 in capital works budget was identified as non capital items and transferred to the operating budget (McHattan Park landscaping and LED Streetlights). These amounts are not included above.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Reserve Transfers

In view of the current financial position, the following Reserve transfer is recommended:

- + \$26,000 be transferred to Internal Reserve for Woolbrook & Nowendoc capital works scheduled for 2016/17.
- + \$136,224 be transferred to External Reserve for Woolbrook & Nowendoc capital works scheduled for 2016/17
- + \$6090 be transferred from External Reserves for the footpath at the Preschool

The forecast balances for internal reserves at 30 June are as follows:

Internal Reserve	June 2016 Balance
Plant & Equipment	\$594,228
Employee Leave Entitlement	\$557,000
Infrastructure Replacement	\$857,635
Preschool	\$324,442

Water Fund

The December budget review predicted a deficit of \$167,000, funded from the Reserves. The projected year end result after the March Review is a reduced deficit of \$137,000. This is due to an increase to the depreciation budget and decrease in capital works.

Income Item	Amount	Favourable/ Unfavourable	Reason

Expenditure Item	Amount	Favourable/ Unfavourable	Reason
Depreciation expense	\$39,368	Unfavourable	Correction to the budget
Truck Wash Bay Water recycling system	\$30,000	Favourable	Council asset, transfer to General Fund

Sewer Fund

The December budget predicted a deficit of \$169,764, funded from the Reserves. The projected year end result at the March quarter is an increased deficit of \$173,804. This is mainly due to a correction to Depreciation and Council Rates, net movement of \$1847.

Income Item	Amount	Favourable/ Unfavourable	Reason

Submitted to Council: 1 June 2016

..... General Manager Mayor



Expenditure Item	Amount	Favourable/ Unfavourable	Reason
Depreciation expense	\$5,887	Favourable	Correction to the budget
Council rates & charges	\$4,040	Unfavourable	Correction to the budget

RECOMMENDATION:

That Council adopt the March 2016 Quarterly Budget Review Statements FURTHER THAT Council approve the variations in Income and Expenditure votes as detailed.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2016/00822
Title: Disability Inclusion Action Plan
Author: Environmental Services Manager
Previous Items: Not Applicable
Attachment:

Introduction:

In accordance with the *Disability Inclusion Act 2014*, the NSW Government is committed to disability inclusion to build a strong and equitable community. The NSW Government supports the fundamental right of all people to make choices about how they live their lives, to access opportunities and enjoy the benefits of living and working in our society. People with disabilities have these rights too.

All Councils in NSW will be developing plans to address these issues.

Walcha Council is developing a **Disability Inclusion Action Plan (DIAP)** which aims to provide strategies and a planning framework for achieving this. Council is required to have its DIAP in place by 1 July 2017.

Report:

The plan will have the objective of ensuring that people with a disability have every opportunity to fully participate in the social, community and business life of Walcha and the surrounding area.

The DIAP will have four (4) Focus Areas:

1. Positive community attitudes and behaviours;
2. Liveable Communities;
3. Supporting access to meaningful employment;
4. Improving access to services through better systems and processes.

Council has engaged *Strategy to Action* consultants to develop the DIAP. Strategy to Action will be collecting information from locals about what is important for people with a disability, and what improvements could be made to enhance their quality of life. Walcha Council will include the most important goals in their strategic planning processes.

Actions to achieve the goals may include:

- ✚ Working with local organisations or businesses to raise awareness of the needs of people with a disability, and how to address those needs
- ✚ Looking at the design of facilities and buildings to improve access to them
- ✚ Making sure Walcha Council policies take the needs of people with a disability into account
- ✚ Making sure that information about services are easily available to people with disabilities and their carers and in formats that are appropriate to their needs

In the context of a DIAP, Council is not just looking at people with a diagnosed or permanent disability, but anyone in the community for whom there are barriers to

Submitted to Council: 1 June 2016

..... General Manager Mayor



achieving full participation, whether they are the result of physical, cognitive, sensory disability, mental health, chronic illness or frail ageing.

A Checklist has been prepared by the Disability Council NSW as a guide to best practice in Disability Inclusion Planning:

- 1) Does the plan include details of consultation with people with disability, as is required under s 12 of the *Disability Inclusion Act*? The plan should include details about:
 - a) the opportunities people with disability were given to provide input into the development of the DIAP
 - b) the supports provided to ensure a diverse range of people with disability were consulted e.g. documents in accessible formats and various languages, advocates and interpreters
 - c) the people with disability and representative organisations that were engaged during DIAP consultations (including if these people were from Aboriginal and Torres Strait Islander or Culturally and Linguistically Diverse backgrounds)
 - d) how the insights of people with disability gained from consultations were incorporated into the DIAP
 - e) the opportunities people with disability will be given to provide ongoing feedback about the DIAP and how well the strategies are/are not working.
- 2) Does the plan have regard to and reflect the Disability Principles outlined in section 4 of the *Disability Inclusion Act*?
- 3) Does the plan have regard to and reflect the Disability Principles recognising the needs of particular groups outlined in section 5 of the *Disability Inclusion Act*?
- 4) Does the plan provide, as is required under s 12 of the *Disability Inclusion Act*, an explanation of how the plan supports the goals of the NSW Disability Inclusion Plan?
- 5) Does the plan comply with the Department of Family and Community Services NSW Disability Inclusion Action Planning Guidelines?
- 6) Does the plan contain strategies, as required under s 12 of the *Disability Inclusion Act* which:
 - a) ensure that people with disability will have equal access to buildings, events and facilities
 - b) ensure that people with disability are able to exercise their right to access information
 - c) accommodate the specific needs of people with disability
 - d) support the employment of people with disability
 - e) encourage and create opportunities for people with disability to access the full range of services and activities available in the community?
- 7) For each of the aforementioned strategies, does the plan:
 - a) give specific details about each strategy;
 - b) explain how the effectiveness of each strategy will be measured;
 - c) give realistic and appropriate timeframes for each strategy;
 - d) assign responsibility for each action to a specific business unit; and
 - e) outline what resources will be allocated to implement each strategy?

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..... General Manager Mayor



- 8) Does the plan provide details on monitoring, evaluation and reporting including:
 - a) who or what group is responsible for the overall implementation and monitoring of the plan
 - b) how people with disability will be engaged to provide feedback on the plan
 - c) what requirements will be imposed to ensure continuous monitoring, evaluation and reporting on all aspects of the plan
 - d) how feedback from monitoring, evaluation and reporting will be used to improve the plan?
- 9) Does the plan use appropriate terminology that respects the dignity and autonomy of people with disability?
- 10) Has the plan been provided in accessible formats, including:
 - a) languages other than English
 - b) easy English
 - c) Auslan
 - d) sans serif font (Arial), minimum font size 12 point
 - e) PDF and Word
 - f) without tables and textboxes (to ensure compatibility with screen reading software)
- 11) Has the plan been completed within the relevant timeframe?
- 12) Has the plan been made publically accessible (for example, published on the public authority's website)?
- 13) Has the link to the plan been submitted to the Disability Council

A document review has identified some key issues which apply to the broader community, but which will also be significant for people with a disability including:

- + Public transport, including local and to centres such as Tamworth and Armidale
- + Infrastructure for the safe movement of pedestrians and cycle traffic
- + Adequate parking
- + Education and training programs for young people
- + Access to information about health services and other specialist services
- + Activities that promote participation in community events
- + Library, sporting and leisure facilities
- + Participation in decisions about the local community
- + Access and involvement in local organisations
- + Minimising crime and antisocial behaviour

These identified issues will be used as a basis for community consultation with people with a disability, carers, specialist disability service providers, mainstream service providers, and representatives of the business community. Additional priorities will also be sought.

RECOMMENDATION:

For Councillor's information.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Item: 6.4 **Ref:** WO/2016/00794
Title: Request for Sponsorship of a local Sportsperson representing Australia – Jack Feltham
Author: General Manager
Previous Items: Yes – April 2016 – WO/2016/00572
Attachment: No

Report:

Council at its Ordinary Meeting held on 27 April 2016 considered a request to sponsor local sportsperson Jack Feltham as he has been selected to represent Australia by Mountain Biking Australia as an Australian Team Rider to attend the Mountain Bike Championships in Nove Mesto, Czech Republic in June 2016.

Under Section 356 of the Local Government Act, 1993, Council can provide financial assistance to an individual but must first give 28 days notice of its intention to do so. Council have advertised their intention and the 28 days noticed closes on Friday, 27 May 2016. To date Council have received no objections to their intention to donate \$2,000 towards Jack Feltham’s expenses.

RECOMMENDATION:

That Council provide \$2,000 financial sponsorship to Jack Feltham to assist with his costs to represent Australia as an Australian Team Rider at the Mountain Bike Championships in Nove Mesto, Czech Republic in June 2016.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Item:	6.5	Ref: WO/2016/00779
Title:	Declaration of Fossicking Districts	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	Map of NSW Fossicking Districts	

Introduction:

Council have received correspondence from Department of Industry, Resources & Energy and the NSW & ACT Prospector and Fossicking Association requesting Council consider declaring Walcha shire as a Fossicking District. The Government is planning on expanding the number of declared fossicking districts to make regional areas more attractive as a destination for fossickers.

Report:

Fossicking is not just about gold; there are many sorts of minerals and stones that are of interest to fossickers. It is particularly popular among retirees and international travellers, and could make a significant contribution to regional economies. There are already a number of fossicking areas that cover various regions of the state, as illustrated in the attached map. Declaring more areas as fossicking districts has the potential to unlock new opportunities for regional tourism by making it easier for fossickers to access land. Councils could market their fossicking district status as a tourism opportunity in their area, with benefits to the local economy.

Declaring an area as a fossicking district will not provide open access to land for recreational fossickers. For example, fossicking activities are prohibited in National Parks. In addition, fossickers must follow the guidelines and requirements as set out by the Division of Resources & Energy in the NSW Guide to Fossicking. The Guide outlines the basic rules for fossicking, whether permission to fossick is required, and how to obtain it, as well as the amount of material that can be taken during a 48 hour period, and the penalties incurred if the fossicking requirements are breached. A copy of the Guide can be viewed at:

www.resourcesandenergy.nsw.gov.au/data/assets/pdf_file/0007/363544/A-Guide-to-Fossicking-in-New-South-Wales.pdf

The legal effect of a declared fossicking district is that fossickers do not need the permission of the holder of a mineral or petroleum exploration licence over the land in question. However, they will still need the permission of local landholders, assessment and mining lease holders, and holders of mineral claims or opal prospecting licences.

Any final decision on the declaration of new fossicking areas will need to balance the concerns of existing mineral and petroleum exploration licence holders, as well as those of local landholders.

There are no additional costs or reporting requirements for Council if we agree to this, however, we are welcome to use the “Fossicking District” label to market our locality and attractions to fossickers. All that is required by Council is to reply to the

Submitted to Council: 1 June 2016

..... General Manager Mayor



Letter from Department of Industry, Resources & Energy indicating that we are happy for our LGA to be declared a Fossicking District.
The following points were provided by the NSW & ACT Prospectors and Fossickers Association Inc.

The advantages of being a Fossicking District are:

- + Gives your LGA a marketing edge in attracting fossickers to your area. This is because it reduces cumbersome ‘red tape’ that fossickers need to work with in order to fossick according to NSW regulations.
- + <http://www.northerndailyleader.com.au/story/1081705/new-district-for-fossickers-to-find/>
- + Unlike ‘travel through’ visitors, fossickers often stay in locations for days and even weeks and get to enjoy the full attractions of an area. They will spend money in your area and are likely to be repeat visitors.
- + May small towns in Victoria, Queensland and Western Australia currently benefit from the inflow of fossicking dollars – many of them from NSW fossickers who find it difficult to access areas in NSW.
- + There is no cost or reporting requirements to your council to be a declared “Fossicking District”.

Tourism benefits and support for Prospecting and Fossicking

In NSW there are national, state and local organisations that actively promote prospecting and fossicking to the public and their members. Some examples are linked below:

Geological tourism has been recognised by the Geological Society of Australasia which has formed a Standing Committee which focuses on geology and landscape as the basis for providing visitor engagement, learning and enjoyment in Australia. Particular reference to NSW is stated below:

<https://www.ausimmbulletin.com/news/geotourism-continues-to-grow-in-australia/>

The NRMA holiday and route planner has suggested fossicking activities in many areas of NSW. The New England area is one of these linked below:

<http://mynrma.com.au/travel/holiday-ideas/nsw/gonefossicking-in-nsw.htm>

The Northern NSW Fossickers Way touring route is detailed at:

<http://www.fossickersway.com/home/.aspx>

Lapidary World provides an extensive list of gem and mineral localities in NS and ACT including detailed maps and instructions:

http://www.lapidaryworld.com/maps_NSW.html

Treasure Enterprises of Australia who are an equipment supplier list the gold prospecting locations in NSW and the ACT including history, geology, localities and nuggets:

http://www.treasureenterprises.com/Gold%20Prospecting%20Information/gold_prospecting_locations_within_Australia.htm

Prospecting and fossicking receives regular news coverage in the media and a recent article from November 2014 on the release of Doug Stones gold atlas is shown:

Submitted to Council:

1 June 2016

..... General Manager Mayor



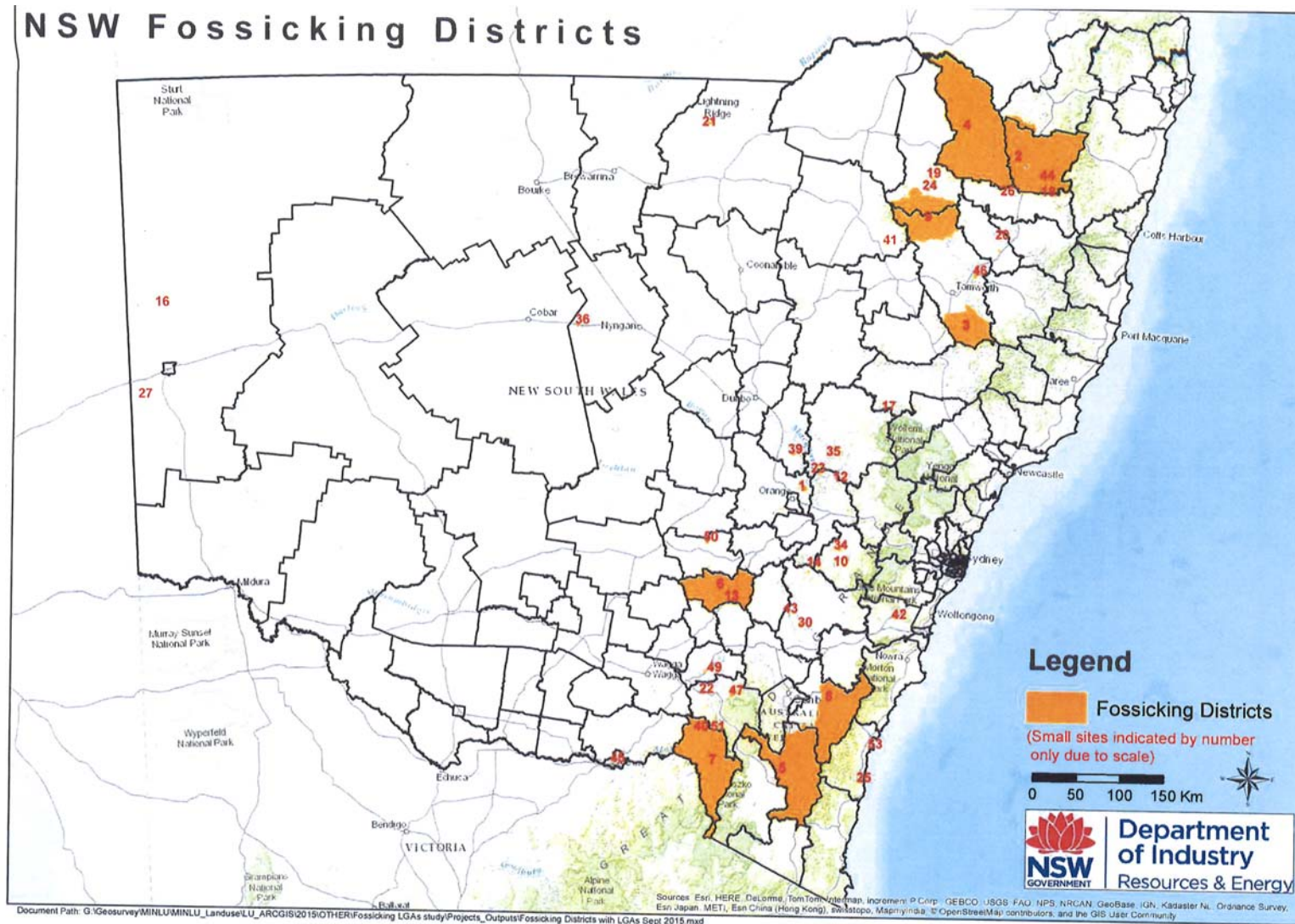
<http://www.shm.com.au/nsw/gold-rush-treasure-map-matches-gold-seams-with-public-land-in-nsw20141114-11kvz2.html>

RECOMMENDATION:

That Council write to the Department of Industry Resources & Energy advising that Council are happy for our Local Government Area to be declared a Fossicking District.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Submitted to Council: 1 June 2016

..... General Manager Mayor



Item: 6.6 **Ref:** WO/2016/00821
Title: National Youth Week 2016
Author: Environmental Services Manager
Previous Items: Not Applicable
Attachment:

Introduction:

Council received a grant of \$1,230 from the Minister for Ageing, Disability Services and Multiculturalism to be spent on youth based activities and events for young people during Youth Week. Council also received a shuttle bus grant of \$750 towards transport to and from these activities as Walcha does not have public transport options available.

This report outlines the activities that were conducted and the expenditure of the funding.

Report:

Walcha Youth had the opportunity to attend various Youth Week activities in Tamworth and Armidale. A small group of girls went to Tamworth on the WCCC bus to attend a “Glamour” workshop and learnt tips about applying makeup, hair and nail techniques.

Later that week 23 youths travelled by bus to Armidale Sport and Recreation Centre for a morning of ten pin bowling, skating and laser tag including lunch. After lunch the group went to the Armidale Youth Festival at the skate park and joined other youths from our region including Armidale, Uralla, Glenn Innes and Guyra.

There were a host of activities for everyone including skating, scooter and BMX competitions. While none of the Walcha youth participated in the competitions they did have a great time watching the skills and mixing with other youths.

There was a fairy floss machine which the kids had a great time spinning their own fairy floss, some of the girls participated in the drumming activities performed by a local group. Others got involved with the graffiti workshop, there was also a hip hop performance, including a DJ and break dancing.

The following week a coach took a group to the Belgrave Theatre in Armidale. The theatre provided subsidised tickets as part of the Youth Week campaign and students had a choice of seeing either Eddie the Eagle or Jungle Book.

Using the ideas from this year’s Youth Week, it is intended that in following years, Council may, dependant on funding, run Youth Week activities within the Shire.

Ideas include:

- ✚ a lawn bowls competition between Uralla and Walcha Youth, with the possibility for members of the bowling community to mentor and coach students.

Submitted to Council: 1 June 2016

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- + Use our local hairdressers and beauty therapists to conduct workshops and tuition
- + Other workshops, for example music, art, photography, cooking
- + Instruction and competition for activities such as skate boarding, scooters, BMX, rock climbing
- + Dog walking group

Council will continue to develop ideas to promote activities for youths within our Shire in line with Council’s Community Strategic Plan; continued funding to assist with Youth Week Activities will support the implementation of programs. Another effort at trying to form a Youth Advisory Committee, made up of a Councillor, Council staff and youth representatives, will further secure keeping youth active and involved within our community.

RECOMMENDATION: For Councillor’s information.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Item: 6.7 Ref: WO/2016/00783
Title: Update Transport & Communications Bus Stops Policy
Author: Director – Engineering Services
Previous Items:
Attachment: WINT/2010/00354 – Bus Stop Policy

Introduction:

The existing policy on Transport & Communications – Bus Stops is due for review. This report provides background information in relation to the authorization and maintenance of bus stops and is recommended that Council note and reviews the policy.

Report:

The existing policy was reconfirmed on 30 September 2009 (Minute No 54/2009). Additional information which is in italicised text has been added in the proposed review policy attached.

RECOMMENDATION:

That Council ADOPT the amended Transportation & Communications Bus Stops Policy as presented.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Transport & Communications Policies
Bus Stops

Objective

To ensure the provision of an efficient, safe and effective road system for the community.

Policy

Bus stops on *Council* roads shall only be provided where

- a) The cost of the bus stop is minimal or
- b) The bus stop is adjacent to and can be easily and economically included as part of some other specific capital works approved in the Plan of Management or
- c) Council has made provision in its *Delivery Program* for the construction of a bus stop.

When bus stops improvements are being considered for inclusion in the Plan of Management, priority shall be determined based on the number of residential properties served by the bus stop and the level of risk to the safety of those using the bus stop.

Responsibilities

Council's responsibilities:

It is the responsibility of Council to assess all school bus stops and bus routes and, where appropriate, approve those routes and stops for use after consultation with the Local Traffic Committee.

Applications for approval may come from a bus operator or directly from the funding authority.

Council should prepare a Traffic Management Plan for the use of each unique bus stop, proposed and existing. The plan should be provided to the bus operator for distribution to users, parents and guardians.

Bus Operators Responsibilities

Bus operators must ensure that they obtain approval for all routes and stops from Council prior to lodging an application for funding with Transport for NSW.

Bus operators must only operate on approved bus routes and approved bus stops using a bus of approved size. The operation of a bus on a non-approved route or a non-approved stop may be a breach of the contract conditions the operator has established with Transport for NSW.

Where the approved route is not an all-weather road, the onus is on the bus operator to determine whether the road surface is safe for use on any particular day or at any particular time.

Bus operators are responsible for ensuring that users and their parents/guardians are aware of the Traffic Management Plan for the bus stop they utilise and that they adhere to the requirements of the Plan when using the bus stop.

Parental Responsibilities

It is the parent's or guardian's responsibility to ensure that their child gets to and from the bus stop safely.

At a rural school bus stop, parents are responsible for their child prior to boarding and directly after embarking the bus. While on the bus, the child is the responsibility of the bus operator.

Parents should familiarise themselves with the Traffic Management Plan for their child's bus stop to ensure that they understand where the child should and shouldn't walk, where to wait and where to board and disembark from the bus and where the designated car parking area is located (if necessary).

Transport for NSW Responsibilities

Transport for NSW is responsible for the funding of the school bus system. This Ministry contracts individual bus operators to provide services in both rural and urban locations for the purpose of school transported.

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..... General Manager Mayor



Transport for NSW only contracts bus operators on receiving proof of an approved route and stops from the road authority, i.e. Council.

Once the evidence has been noted, Transport for NSW will determine the funding for the proposed service or service modification.

If Transport for NSW is funding the proposed service, then the route and all the bus stops on the route that have been approved by Council, must be included in the service contract with the bus operator.

PROCEDURE:

- 1).Application /s received from bus operator*
- 2).Reference to Guideline in order to undertake assessment*
- 3).Assessment undertaken –as per considerations in this document*
- 4).Information submitted to the Local Traffic Committee for Consideration*
- 5).Traffic Committee recommendation submitted to Council for Consideration*
- 6).Bus Operator informed of approval and construction details*
- 7).Approval is entered into Dataworks through PIMP and construction priority is assigned based on risk and needs*
- 8).Funding to be sought as required*
- 9).Begin works process*

ASSEMENT PROCESS:

Assessment and Approval Process for Rural School Bus Routes

The assessment and approval of a new rural school bus route or the modification of an existing route is the responsibility of the local road authority and, in most cases, this will be Council.

Once Council has assessed and approved a route, Transport for NSW then makes a decision as to whether the route or stop will be approved for funding.

All requests for a new rural school bus route, or a modification of an existing route, should be lodged with Council, either via the bus operator or the funding authority.

Once Council has received the request, the matter is to be referred to the Local Traffic Committee for discussion and recommendation to Council. In determining the suitability of a route, Council and the Local Traffic Committee should consider the route’s proposed use, the ability of the bus to manoeuvre and, where required, turn around.

Reason

To ensure that bus stops are provided at locations of most need and within funding allocations approved by Council.



Item: 6.8 **Ref:** WO/2016/00750
Title: Timber Bridges Update
Author: Director – Engineering Services
Previous Items: Monthly Reports
Attachment: Nil

Introduction:

This report provides Council with an update on the Timber Bridges.

Report:

The 31 Timber Bridges within the Walcha Council had been assessed by Local Government Engineering Solution in 2014/2015. The Results of the assessment were submitted on July 2015 Council meeting which are:

- 3 Bridges – closures required (Campfire Road Bridge, Hartford Road Bridge, Old Brookmount Road Bridge)
- 3 Bridges – very poor in condition (5 tonne)
- 8 Bridges – Poor in condition (35-60 % capacity)
- 4 Bridges – Moderate (64-75 % capacity)
- 8 Bridges – Short term adequate (works required within 12 months) and
- 5 Bridges – Satisfactory.

Based on the priority basis, the work has been carried out to facilitate services. The details are in the table given below.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Asset #:	Road	Bridge Name	Load Limit	2015/16	Remarks
4985	Flags Niangala Road	Avondale	5T	(1) Bypass installed (2) Will be replaced by concrete deck this year (RTR funding)	Design for pre-cast deck units complete. The unit will be cast alongside Moona Plains (Rizzi) bridge and will be installed in 2016/2017.
5124	Harford Road	Maineys Creek	Single Axle – 10T Tandem Axle – 10T Tri-Axle – 10T (50%)	Bypass track has been installed alongside load limit signage	(1) Fisheries approval has been received. (2) Will be replaced by concrete bridge (R2R funding) 2016/17
5698	Old Brookmount Road	Emu Creek	Out of service	(1) Bypass installed. (2) Waiting for survey and hydrological data. (3) Council will design box culvert and construction (RTR funding)	Has been scheduled for 2017/2018
5764	Sams Flat Road	Macleods Creek	No limit		
5414	Mooraback Road	Oldfields	5T	Has been scheduled from 30/03/2016. Nature of works are replacing timber girder and piles)	Bypass track has been installed. USC bridge crew will be employed to finalise the bridge rehabilitations 2016/17.
5010	Glen Morrison Road	Stephen's	Single Axle – 10T Tandem Axle – 15T Tri-Axle – 15T (75%)	Completed	
5729	Old Brookmount Road	Dog Trap Creek	Single Axle – 10T Tandem Axle – 14T Tri-Axle – 14T (70%)	Install by-track	
5792	Sams Flat Road	Black Gully	No limit		
6214	Winterbourne Road	Winterbourne	No limit		

Submitted to Council: 1 June 2016

..... General Manager Mayor



Asset #:	Road	Bridge Name	Load Limit	2015/16	Remarks
4739	Bishops Road		No limit		
4852	Chinnocks Road	Erratts	No limit		
5852	Tia Diggings Road		No limit		
10811	Tia Diggings Road		No limit		
5665	Ohio Road		No limit		
11368	Scrubby Gully Road		No limit		
5601	Niangala Road	Herbornes	10T	(1) Fisheries approval has been received. (2) Will be replaced by precast concrete deck this year	10T limit has been reported to the industry – 2016/2017
6274	Wollun Road	Congi Creek	Single Axle – 10T Tandem Axle – 12T Tri-Axle – 12T (60%)		Load limit has been reported to the industry
5258	Lakes Road		10T	(1) Bypass installed. (2) Will be replaced by culvert in 2016/17	
5461	Niangala Road	Boxley	No limit		
4878	Englefield Road		No limit		
5507	Niangala Road	Keatons	10T		Load limit has been reported to the industry. A letter is being sent to the Army regarding replacement.
4574	Aberbaldie Road	Spitzbergen Creek	Single Axle – 10T Tandem Axle – 15T Tri-Axle – 15T (75%)	Bypass track and Load Limit signage installed	Concrete bridge construction will be in 2016/2017 (BRP and FCR Funding)
5194	Kangaroo Flat Road	Warnes River	No Limit		
11366	Campfire Road	Tressa Vale	Take out of Service	Completed (replaced by culvert)	

Submitted to Council: 1 June 2016

..... General Manager Mayor



Asset #:	Road	Bridge Name	Load Limit	2015/16	Remarks
5355	Moona Plains Road	Rizzi	Single Axle – 7T Tandem Axle – 7T Tri-Axle – 7T (35%)		Fisheries approval has been received & Bypass track has been installed. Pre-cast deck units design is complete. Casting is in progress and will be installed in June.
5632	Niangala Road	McHatton's	No limit	Completed	
5099	Glen Morrison Road	Wirribilla	Single Axle – 10T Tandem Axle – 10T Tri-Axle – 10T (50%)	Completed	
5159	Hartford Road		Out of service		(1) Bypass installed. (2) Construction (Concrete bridge) will be in 2016/17 (RTR Funding)
5218	Kangaroo Flat Road	Washpool	Single Axle – 10T Tandem Axle – 13T Tri-Axle – 13T (64%)	Bypass track will be in the form of a wet crossing.	Has been scheduled for 2016/2017
5379	Moona Plains Road	Ciicilini	Single Axle – 7T Tandem Axle – 7T Tri-Axle – 7T (35%)	(1) Design completed. (2) Construction will be carried out this year – steel pile & head stock	Steel Piles are being fabricated and will be installed alongside the installation of Moona Plains (Rizzi) Bridge – June 2016
4919	Flags Niangala Road	Halls Creek	5T	5T Load Limit currently in place	(1) Waiting for fisheries approval. (2) Construction (concrete bridge) will be in 2016/2017 (Bridge Repair Program)

RECOMMENDATION: For Council's information.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Item: 6.9 **Ref:** WO/2016/00796
Title: Committee of the Whole Referral – Expression of Interest in Property
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 that 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.

RECOMMENDATION:

That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of “Expression of Interest in Property” 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.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Ref: WO/2016/00778

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

Item 9:
Management
Review Reports

Submitted to Council: 1 June 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 April 2016

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

	<u>2016</u>	<u>2015</u>
<u>April</u>		
General	\$1,068,188.11	\$876,935.10
Interest Earned (YTD)	\$ 35,585.03	\$ 28,900.42

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 April 2016

Please see the following Report for the investments placed in April 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.

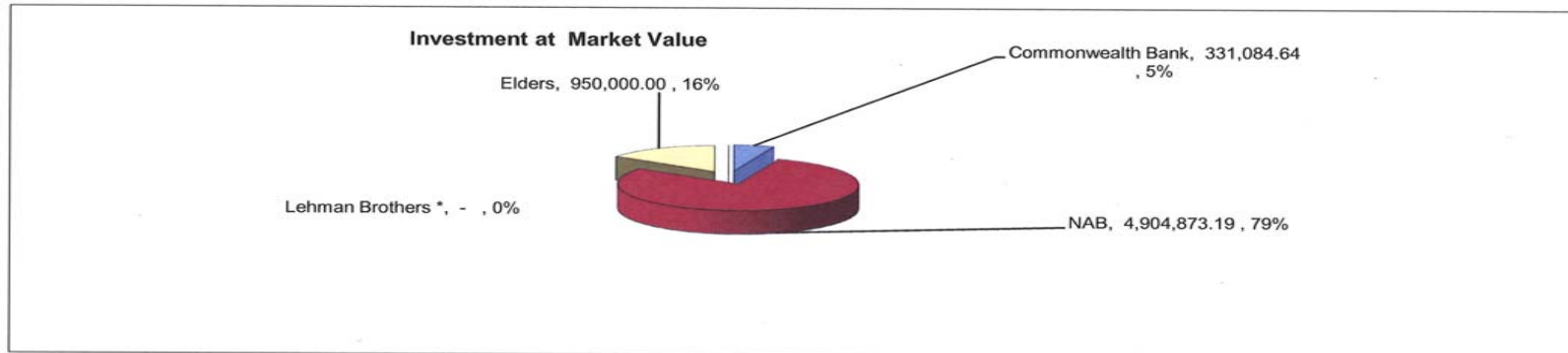
Jack O’Hara
GENERAL MANAGER



REGISTER OF INVESTMENTS TO 30/04/2016

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/04/16	Estimated Loss CDO and FRN	Actual Loss CDO and FRN	MV % of Portfolio
Commonwealth Bank	Term Deposit	17/01/2016	240	17-Sep-16	2.80%	6095.59	6642.18	331,084.64	-	331,084.64	0.00		5.35%
National Australia Bank	Term Deposit	17/03/2016	213	16-Oct-16	3.10%	17517.44	18327.64	968,327.64	-	968,327.64	0.00		15.65%
Elders Rural Bank	Term Deposit	29/02/2016	213	28-Sep-16	2.95%	16354.32	28476.53	950,000.00	-	950,000.00	0.00		15.36%
National Australia Bank	Term Deposit	20/04/2016	104	02-Aug-16	3.00%	4273.97	924.66	500,000.00	-	500,000.00	0.00		8.08%
National Australia Bank	Term Deposit	21/03/2016	60	20-May-16	2.75%	2260.27	0.00	500,000.00	-	500,000.00	0.00		8.08%
National Australia Bank	Term Deposit	3/03/2016	60	02-May-16	2.70%	2219.18	0.00	500,000.00	-	500,000.00	0.00		8.08%
National Australia Bank	Term Deposit	3/03/2016	90	01-Jun-16	3.00%	3698.63	0.00	500,000.00	-	500,000.00	0.00		8.08%
National Australia Bank	Term Deposit	5/12/2015	183	05-Jun-16	2.90%	13812.74	2778.09	950,000.00	-	950,000.00	0.00		15.36%
National Australia Bank	Term Deposit	9/03/2016	92	09-Jun-16	3.05%	7584.24	20966.93	986,545.55	-	986,545.55	0.00		15.95%
						73,816	78116.03	6,185,957.83	-	6,185,957.83	0.00		100.00%
Lehman Brothers		Prior to											
Morgan Stanley	CDO	30/06/2009	365	20/06/2015	4.20%	-	0.00	12,000.00	12,000.00	-	0.00	0.00	0.00%
						-	-	12,000.00	12,000.00	-	0.00	0.00	0.00%
grand totals						78,116.03	78,116.03	6,197,957.83	12,000.00	6,185,957.83	0.00	0.00	100.00%

Capital Value of Portfolio	6,197,957.83
Redeemed Value of Portfolio	12,000.00
Market Value of Portfolio 30/04/16	<u>6,185,957.83</u>
Estimated Profit/(Loss) 30/04/16	<u>0.00</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: 1 June 2016

..... General Manager Mayor



4. Work, Health & Safety

April 2016

Workplace Incidents: Council recorded one incident within the Workplace, this incident has resulted in a Workers Compensation Claim been lodged against Council. The result of this claim is pending and the result of lost time occurring cannot yet be determined.

Public Liability: Council received one public liability claim for damages totalling \$800. The incident occurred as a result of tripping on the footpath in the district resulting in a broken arm.

Motor Vehicle: Council has recorded no Motor Vehicle incidents during the month of April.

5. Tourism Report

May 2016

Inland Tourism

Inland NSW has gone into voluntary administration. Inland NSW is the RTO (Regional Tourism Organisation) that Walcha is a part of. Inland NSW is our means of accessing quarantined funding from DNSW. The fear in losing Inland NSW (and all regional tourism organisations) is that it will be more difficult to access funding; we may be in competition with the entire state rather than only the organisations within Inland NSW.

I had a teleconference meeting with the administrators and other creditors on 6 May 2016. The outcome of the meeting was to allow the administrators another 20 days to come to an outcome which best suits all of the stakeholders. I have submitted a creditors request on behalf of Walcha Council through the administrators, this was received and mentioned in the teleconference meeting as being received.

New Walcha Tourism Website

The new Walcha website looks fantastic. The website still has the same domain name www.walchansw.com.au Please have a look, it is fun and bright with fabulous imagery, it is easy to navigate and above all tablet friendly. Kate Durack and Michael Luchich have been the creators with much input and editing from Lisa Kirton and myself.

Relocation of the Visitor Information Centre

The Walcha Visitor Information Centre will be moving to the old Frog Crossing building towards the end of May. This is a great new space, which is bigger and closer to town making it safer for staff and volunteers working alone and hopefully dragging more traffic into the shopping precinct. Our new address is 29w Fitzroy St.

Events

Walcha Farmers Market_– Saturday 16 April 2016

Walcha Farmers Market_– Saturday 21 May 2016 –last farmers market until after winter.

Susie Crawford
Walcha Tourism Manager

Submitted to Council: 1 June 2016

..... General Manager Mayor



ENGINEERING SERVICES

6. Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
43	17/04/2016	67.75	2,952.52
44	24/04/2016	52.75	2,483.99
45	01/05/2016	39.75	1,787.01
46	08/05/2016	56.75	2,545.40
TOTAL		217.00	\$9,768.92

7. Shire Roads Maintenance

Local Roads & Bridges - Projects:

Bridge Works & Bypass Tracks:



Hartford Road Bypass Track has been installed, and proved to be a great success for Council. Staff installed a large amount of erosion and sediment control devices due to the highly sensitive environment. Clean rock fill supported the steep batters, sand bag check dams retained disturbed material within the site and sediment fences kept material from entering the disturbed area. A 1500mm pipe culvert has been installed, ensuring access for local residents.

Mooraback Road Bypass Track has been installed with similar success to the Hartford road bypass. This bypass will allow for the timber bridge rehabilitation to be completed without traffic interrupting the works. The 5t load limited bridge will be rehabilitated over the coming weeks to enable the bridge to carry heavy vehicle loads.



Bridge Load Limit Signage - The final stages of load limit signage have begun. All local freight companies have been made aware of the affected bridges. This will finalise the local bridge program, aimed at ensuring safety of the travelling public. This marks the final stage of by-pass track and signage installation throughout the Council.

Submitted to Council: 1 June 2016

..... General Manager Mayor



State and Regional Roads – Projects:

Oxley Highway Vegetation Maintenance:



Walcha Council has sought approval from the RMS to undertake an ongoing program of vegetation maintenance within the heavily forested areas of the Oxley Highway. Although gaining environmental approval and staying within the stipulated limits is quite difficult, these works are considered a priority by Council Staff.

As can be seen within the photos, sight distance has been greatly improved, and so has the safety of passing motorists.

Council staff have received numerous compliments from the travelling public, particularly from heavy vehicle operators who are generally concerned about travelling this section of the Highway.



This work will continue until late May, and will extend into following financial year, until the program is complete.





Urban Roads – Projects:

Jamieson Street:



The Jamieson street rehabilitation is all but complete, only requiring drainage work between Middle Street and Brian Smith Timber Transport. Overall, the project has been a success and has been completed on time and within budget.

The scope was increased during work to include an asphalt overlay on the Pakington and Jamieson Street Intersection (as seen above).

The asphalt overlays were installed in order to prevent damage from heavy vehicles turning.

The next phase of the Jamieson street upgrade will involve extending the pavement adjacent to the showground to allow for increased parking space, which is programmed for next financial year.



Fitness Equipment:

The fitness equipment project is now complete. Surrounding landscaping works is also complete, however the area remains barricaded until the surrounding vegetation matures and the fill material settles.





Completed Maintenance Snapshot:

Local Roads	
Maintenance Grading:	Roads:
	Glen Morrison
	Cells River
	Wirribilla
	Millbank
	Rosedale
	Mirani
	St Leonards Creek
Gravel Re-Sheeting:	Roads:
	Winterbourne
	Weenganimbee
Heavy Patching	Roads:
	Emu Creek
Culvert Repair	Roads:
	Brackendale Road
State & Regional Roads	
Oxley Highway Maintenance:	Tasks:
	Repair Potholes
	Pavement Edge Repairs
	Servicing Rest Areas
Regional Roads:	Tasks:
	Repair Potholes
	Pavement Edge Repairs
	Vegetation Maintenance
Urban Roads	
Urban Maintenance:	Tasks:
	Tree, Garden & Park Maintenance
	Sporting Ground Maintenance

Proposed Works for the Coming Period:

Shire Roads:

- The final bridge rehabilitation of #5414 Mooraback Road Bridge will be completed.
- Grading will take place on St Leonards Creek, Winterbourne, Table Top, Florida, Hazeldene, Blue Mountain, Gills, Forest Way, Cowsby, Ruby's Knob, Wauch's and Scrubby Gully Road (Scrubby Gully is water availability dependant).
- Gravel Re-Sheeting will occur on Uruga, Hazeldene, Table Top and Winterbourne Roads.
- Culvert Replacements will occur on Uruga Road.
- Drainage works are planned to take place on Winterbourne, Bark Hut and Moona Plains Roads.
- Pre-cast bridge decks are to be delivered in Early June for installation. The bridge decks will be installed on #5355 Moona Plains Road and #4985 Flags Niangala Road Bridge.

Submitted to Council: 1 June 2016

..... General Manager Mayor



- ◆ Steel members are being manufactured and delivered in late May for the #5379 Moona Plains Bridge, with installation to proceed soon after delivery.

State & Regional Roads:

- ◆ Undertake the Oxley Highway End Terminal Replacement Program.
- ◆ Start the 2015-2016 Culvert replacement program.
- ◆ Complete the Apsley Falls Widening Project (Design and RMS approval complete).
- ◆ Complete Heavy Patching on the Thunderbolts Way, in which will be contracted out to Stabilcorp, due to staff unavailability.
- ◆ Maintenance:
 - Pothole Patching.
 - Vegetation Maintenance.
 - Drainage Works

Works In Town:

- ◆ Complete remaining drainage work on Jamieson Street.
- ◆ Sporting grounds maintenance.
- ◆ Begin “Streetscape” footpath upgrades.

Dylan Reeves
Works Manager

8. Water Matters

Level 2 – introduced 6 April 2016 – Targe Usage 190 – 230 Litres / Person / Day
Water usage for the month of April 2016 was as follows:

- ❖ Monthly Usage – 12.24 Megalitres (4 week month)
- ❖ Daily Usage – 408 Kilolitres
- ❖ Usage per person per day – 295 Litres

Ground Water

DPI Water gave approval for Council to cease investigations into a ground water source for an emergency ground water town supply (Chris Hennessey 11 Feb 2016), but have since requested Council ‘moth ball’ the test bore at the Aberaldie Rd off creek storage (i.e. purchase a pump and associated materials, and install a monitoring bore) so that it would be equipped for immediate use (Chris Hennessey 11 Apr 2016).

Quotes have been received for equipment (pumps, power, etc) for the existing bore at the Aberaldie Road Off Creek Storage and approval is pending for the construction of a monitoring bore to be located half way between the Off Creek Storage and the nearest neighbouring bore at D & N Bazeley’s, 169 Aberaldie Road.

WTP Augmentation

24/7 pumping capabilities at the WTP was a critical finding of the Secure Yield Study. The planning and design work for the WTP Augmentation is in its final stages now that

Submitted to Council: 1 June 2016

..... General Manager Mayor



the wireless survey for the communications link from the river pump to the water treatment plant has been completed. The total project cost will be finalised in the coming weeks.

Off Creek Storage No2

The MOU's to carry out preliminary design investigations have been executed with the owners of two prospective sites.

An application under the National Stronger Regions Funding was submitted 14 March for the construction of a second 170ML town water storage as per the findings of the Secure Yield Study. The successful applications will be announced July/August 2016.

Aspley River Dam Proposal

Council has not received a reply from the Minister for Lands & Water, the Hon Niall Blair MLC, regarding the request for funding to carry out a feasibility study.

9. Sewer

Sewer Treatment Plant (STP) Upgrade

DPI Water granted formal approval 27 April to proceed to the detailed design phase. NSW Public Works have submitted a draft proposal for the preparation of the detailed design. The final aspects of the design proposal will be determined in the coming weeks.

STP Crown Land Acquisition

The Office of Local Government application for compulsory acquisition was submitted last week for approval by the Minister and Governor. Further, a DPI-Lands licence application has been submitted to request approval to commence preliminary design investigations for the STP upgrade prior to the acquisition being finalised.

10. Waste

Community Recycling Centre (CRC)

Construction has commenced on the new hazardous waste drop off shed (CRC) with the shed erection now expected to be completed by mid June. Staff training, signage and ancillary works are planned to be completed by the end of June for an official opening (date to be advised).

Container Deposit Scheme (CDS)

The NSW Government has announced the introduction of a recycling scheme for drink containers that will go into effect in July 2017.

- ✚ 10 cents will be paid for drink containers returned to a depot.
- ✚ The containers must display a NSW CDS Label and be between 150ml and 3 litres.
- ✚ Wine, milk and juice will not be eligible.
- ✚ Collection depots will be both large-scale operations and small-scale (such as Council recycling depots or scout depots).
- ✚ Drinks containers can still be disposed of in council-run kerbside recycling collection schemes, but the household won't receive a refund – the 10c will go to the councils, which will go towards waste collection costs in their local area.

Submitted to Council: 1 June 2016

..... General Manager Mayor



- ✚ The 10c refund and administration and handling fees, will be covered by the beverage industry.

The NSW Government is currently tendering for a single state co-ordinator to manage the scheme. Once the co-ordinator is announced workshops are expected to be run for Councils.

Tess Dawson, Manager Water, Sewer & Waste

Submitted to Council: 1 June 2016

..... General Manager Mayor



ENVIRONMENTAL SERVICES

11. Development

Development Approvals and Refusals for April 2016

Information is being provided on development approvals and refusals for the month of April 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 applications and construction certificates outstanding with a status has also been provided.

Development Applications					
Approvals:					
DA No.	Description	Location	Applicant	Determined	Determination
10.2016.2	Shed	127S Derby St, Walcha	Mr S R Carter	4/04/2016	Granted (under delegation)
10.2016.3	Sun enclosure	8 Sempill Cr, Walcha	Mr G W Hawkins	4/04/2016	Granted (under delegation)
10.2015.27.2	Subdivision of land	218E Fitzroy St, Walcha	Mrs J Taylor	26/04/2016	Granted (under delegation)
Monthly Estimated Value of Approvals: \$31,600.00					
Refusals:					
DA No.	Description	Location	Applicant	Determined	Determination
Nil					

Development Applications Outstanding				
DA No.	Description	Location	Applicant	Status
10.2016.4	Shed	9N Lagoon St, Walcha	Ms M A Singleton	Under assessment
10.2016.5	Shed	3E Jamieson St, Walcha	Mr D G Scott	Under assessment
Total: 2				

Construction Certificates					
Approvals:					
CC No.	Description	Location	Applicant	Determined	Determination
11.2016.2	Shed	127S Derby St, Walcha	Mr S R Carter	4/04/2016	Issued
11.2016.3	Sun enclosure	8 Sempill Cr, Walcha	Mr G W Hawkins	4/04/2016	Issued
Issued by Private Certifier					
CC No.	Description	Location	Applicant	Determined	Determination
Nil					
Monthly Estimated Value of Approvals: \$31,600.00					

Submitted to Council:

1 June 2016

..... General Manager Mayor



Construction Certificates Outstanding				
CC No.	Description	Location	Applicant	Status
11.2016.4	Shed	9N Lagoon St, Walcha	Ms M A Singleton	Under assessment
11.2016.5	Shed	3E Jamieson St, Walcha	Mr D G Scott	Under assessment
				Total: 2

Complying Development Applications					
Approvals:					
CDC No.	Description	Location	Applicant	Determined	Determination
18.2016.4	Shed	177W Evans St, Walcha	Mr G W Partridge	11/04/2016	Issued
Issued by Private Certifier					
Nil					
Monthly Estimated Value of Approvals: \$17,000.00					

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.

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

Submitted to Council: 1 June 2016

..... General Manager Mayor



S149 Planning Certificates Completed – Comparative Data	
	Number
2013/2014	91
2014/2015	126
2015/2016 (YTD)	107

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 April 2016		
Barking dogs	2	
Other animals	1	Poultry
Other	1	Electric fence

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

Submitted to Council: 1 June 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	6
February	0
March	6
April	5

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 30 April 2016 is provided.

Food Premises Surveillance 2015/2016				
Category	Number of Premises	Inspections Conducted	Re-inspections Required	Re-inspections Conducted
High Risk	26	14	3	3
Medium Risk	7	3	0	0
Low Risk	6	0	0	0
Mobile	2	0	0	0
Temporary	2	0	0	0

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*.

Submitted to Council: 1 June 2016

..... General Manager Mayor



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

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

15. Walcha Council Community Care

April/May 2016

Groups

Women’s Group

6 April 2016 – 27 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms. The ladies then listened to a very informative talk by Debra Sweeney about changes to Home Care and their merger to Australian Unity. Changes to the new My Aged Care portal and services available on packages was also explained in detail.

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

Submitted to Council: 1 June 2016

..... General Manager Mayor



20 April 2016 – Green Valley Farm was a mixed group trip consisting of 35 people. We stopped for morning tea at the river at Bundarra and there followed a barbeque lunch at Green Valley Farm. The group enjoyed looking at the animals as well as the museum and watching the children playing on the rides and slides.



Phillip & Olive Chandler



Syreene Kitchener, Elaine Bartholomew & Hope Strudwick



The Group at Green Valley Farm

27 April 2016 – the Wanderers went to the Nundle Historic Cemetery viewing aboriginal and family history graves.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Men's Group

12 April 2016 – Morning tea was held in the Community Day Centre Rooms where 16 men attended the day. The day provided information relevant to the group about their rights and responsibilities as a client and Advocacy. Christine Foord from Disability Advocacy came to the session to provide information about Advocacy and the implementation of the National Disability Insurance Scheme that is to be rolled out in the New England area on 1 July 2016.

26 April 2016 – Men from their group took a trip out to Cheyenne to visit Burgh & Sue Blomfield. Burgh has an amazing collection of old wares, antique stationary motors that are in working order as well as a collection of antique tractors and a Jeep. Not only were these of interest but the views were spectacular and the men had a great morning reminiscing. Lunch was held in Walcha at the Apsley Arms Hotel.



Morning tea was held in Burge's shed where everyone was checking out the tractors and machinery



Bryan Hughes & Don Lisle



Submitted to Council: 1 June 2016

..... General Manager Mayor



What a great view!!

**UFO (UnFinished Objects) Group –
Craft & Hobby Group**

A new group has been formed out of the CTP funding from Transport for NSW that we recently received, where we are obligated to meet 310 trips each year in the Walcha area to meet our outputs required for the funding. By having the group, we can not only claim the 2 trips for each person but also group Social Support hours for each person as well. Our community bus is being used for the transport to and from each weekly meeting. There are people in the community that have crafts and hobbies at home they have started and never seem to be able to get them finished. This group gives them an opportunity to not only finish their project but also enjoy each others company with a social aspect over a cuppa. Each has been happy to bring along their own packed lunch which is keeping their individual cost to a minimum. 6 committed people have been attending this group on a regular basis each week for the last 2 months.

Transport - April

Medical drives – 13 clients utilized the service with 31 trips.

Access bus – 8 clients used the service making 60 trips.

Bus to Tamworth – 8 clients on 29 April 2016.

Bus to Armidale numbers for April 2016 was as follows:

- 5 April 2016 – 5 clients – Walcha Service
- 12 April 2016 – 4 clients – Uralla Service using TCT Bus and Driver
- 19 April 2016 – 8 clients – Walcha service
- 26 April 2016 – 7 clients – Uralla Service using TCT Bus and Driver

Meals on Wheels

7clients received 126 meals in April 2016.

Rural and Remote Exercise Groups

6 clients attended at Niangala during April 2016.

8 clients attended at Nowendoc during April 2016.

Strength and Balance Exercise Group

The exercise group is now well into the 10 week program with improvement in strength and balance already recognized in those people that have been participating in the program. The exercise group is still operating and is being well attended and appreciated.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Feedback and Complaints

On 4 May a feedback was provided to the Coordinator as follows:

“On travelling to Tamworth on the Community Bus I have to compliment driver Denise Wall on her superb driving. It was a pleasure to be driven by such a good caring driver. Also for her good attention to passengers and company. It was very good to be driven by such an experienced driver.”

Meetings and Training

1 & 22 April 2016 – Act Now NDIS Workshops

Elaine attended both one day workshops #3 and #4. Workshop #3 was structured around understanding the key elements that contribute to individual wellbeing and understanding the influence of cultural identity in achieving wellbeing as well as avoiding burnout. In addition participants explored the concept of wellbeing and the importance of work/life balance in achieving a state of wellbeing and gaining insights into avoiding or managing compassion fatigue. Workshop #4 supported Aboriginal service delivery and staff with increased insight into Aboriginal culture pre and post non-aboriginal occupation and how this relates to Aboriginal staff in their everyday lives including work life. It also increased awareness and understanding of cultural challenges Aboriginal staff face that can impact on their workplace role.

14 April 2016 – Dementia Support Group meeting was held at the Community Day Care rooms.

Cathy Noon
Community Care Coordinator

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



Item 10:

Committee
Reports

Submitted to Council: 1 June 2016

..... General Manager Mayor

**MINUTES OF THE MEETING OF THE WALCHA PRESCHOOL
ADVISORY COMMITTEE MEETING HELD AT THE WALCHA
PRESCHOOL ON MONDAY 9 MAY 2016**

PRESENT: Clint Lyon (Chairperson), Karen Kermode, Zoe Herbert, Amber Poflotski & Rachael Wellings.

IN ATTENDANCE: Nil

APOLOGIES: Lucie Street, & Lisa Patterson-Kane, Anna Mulligan

**CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON
13 OCTOBER 2015**

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

BUSINESS ARISING:

There was no business arising.

FINANCIAL REPORT

A full financial report was presented to the Committee and **ADOPTED** by the Committee.

NOMINATED SUPERVISORS REPORT:

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

It highlighted the following:

- Bus numbers are stable
- Extended hours numbers are stable, with Tuesday and Wednesday the busiest days.
- Emma and Natasha have commenced Maternity Leave. Their positions have been filled using existing permanent part time and existing casual staff.
- A new footpath has been installed next to the carpark. It will be completed in the new financial year when the outdoor staff have time. A concrete slab will be installed in the lunch area during the September school holidays.

6.1 Policies for Review

The policies up for review were:

- ◆ Environmental Awareness Policy
- ◆ Equipment Policy
- ◆ Excursion Policy

**MINUTES OF THE MEETING OF THE WALCHA PRESCHOOL
ADVISORY COMMITTEE MEETING HELD AT THE WALCHA
PRESCHOOL ON MONDAY 9 MAY 2016**

- ◆ Food and Nutrition Policy
- ◆ Hazardous Plants Policy
- ◆ HIV & AIDS Virus Policy
- ◆ Managing and Preventing Recurrent Otitis Media Policy
- ◆ Personal Hygiene Policy
- ◆ Hygiene Policy
- ◆ Physical Activity & Small Screen Time Policy
- ◆ Protective Behaviour Policy
- ◆ Sun Protection Policy
- ◆ Supervision of Children Policy
- ◆ Treatment of Children with Special Needs Policy
- ◆ Access & Equity Policy
- ◆ Water Safety Policy
- ◆ Child Protection Policy

The Committee RECOMMENDED that Council ADOPT the Environmental Awareness Policy, Equipment Policy, Excursion Policy, Food and Nutrition Policy, Hazardous Plants Policy, HIV & AIDS Virus Policy, Hygiene Policy, Physical Activity & Small Screen Time Policy, Protective Behaviour Policy, Sun Protection Policy, Supervision of Children Policy, Access & Equity Policy, Water Safety Policy, Child Protection Policy as presented.

The Committee RECOMMENDED that the Council REPEAL the Treatment of Children with Special Needs, Personal Hygiene Policy, Managing and Preventing Recurrent Otitis Media Policy as they have been incorporated into existing policies.

7.1 Preschool Administration Managers Report

A written report was submitted by the administration manager and it highlighted the following:

- ◆ The Operational Support Program will commence in May 2016, which will provide mentoring support, budgeting, fee setting and business planning support to build capacity over a 12 week program. This program is provided free of charge by the Department of Education and Communities.
- ◆ Community Preschool Capital Works Grants Program expressions of interest are now open. The aim of this grant is to increase the number of preschool places available to 4 year olds in the year before school. We plan to submit an application to replace the old section of the preschool building. As we have no waiting list in the 4 year old room, our chances of being successful are small. However as the infrastructure is old, this may effect future availability. We have been told that this may fulfil the grant criteria.

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- ◆ New permanent playground equipment – Some new equipment will be purchased for the playground if funds are available closer to the end of the financial year.

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON CLOSED THE MEETING AT 4:45 PM.

CONFIRMED: _____ (Signature of Chairperson)

DATE: ___/___/___

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Environmental Awareness Policy

Aim

Walcha Preschool promotes environmental awareness and sound practices.

Legislative Requirements

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

Relevant legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Workplace Health and Safety Act 2011 www.workcover.nsw.gov.au

Who is affected by this policy

- Child
- Staff
- Families
- Management

Reduce

Walcha Preschool will minimise its impact on the environment and conserve scarce resources wherever possible. In particular:

- Staff will supervise hand washing and encourage children to reduce water wastage.
- All appliances will be turned off when not in use, to minimise the waste of electricity.
- When new appliances are being purchased, preference will be given to those which have a high energy efficiency rating.
- The garden will be mulched at each terms' working bee, to reduce the need for watering.
- Wherever possible, preference will be given to recycled paper products.
- Phosphate free cleaning products will be used, to minimise the impact on waterways.
- Preference will be given to low toxicity cleaning products.
- The use of pesticides will be minimised, and preference will be given to low toxicity products.

Re-use

Walcha Preschool will re-use materials that might otherwise be wasted. In particular:

- Parents will be encouraged to donate craft materials such as cardboard boxes and paper.
- Wherever possible, printer paper will be used on both sides.
- Craft activities will include "found objects" regularly.
- Children will be encouraged in their resourcefulness, to substitute used and found materials for new materials in craft activities.

Recycle

Walcha Preschool will recycle materials wherever possible. In particular:

- The Preschool will support council recycling projects, and recycle paper, glass and aluminium.

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- Green waste, such as food scraps and grass clippings, will be composted or used for chicken or other pet feed, wherever practical.

Other strategies

Walcha Preschool will aim for best practices in all aspects of its environmental management. In particular:

- When planting new trees and shrubs, preference will be given to bird attracting native species that do not pose irritation or danger to children.
- Preference will be shown when purchasing new resources for products that use lead free paint and plantation or recycled timber.
- The centre will obtain Material Safety Data Sheets (MSDS), emergency details and have correctly labelled containers. The MSDS will be clearly displayed where any hazardous chemicals or substances are stored. When required MSDS will be available in different languages.

Staff training - Staff will receive ongoing training in the use of potentially dangerous products.

Review

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

- management,
- employees,
- parents
- interested parties.

Date Adopted	31/7/2013	Minute No. 19/2013-14
Nominated Supervisor		
Management Committee Representative:		

Equipment Policy - NQA2 & NQA3

Aim

Walcha Preschool will purchase toys and equipment that are suited to Australian safety standards and appropriate to the developmental stages, interests, and social and cultural considerations of each child at Walcha Preschool. Toys which encourage violence or inappropriate behaviour will not be purchased.

Educators will ensure that all toys and equipment are maintained, used and stored in a safe, clean, hygienic condition. Children will be educated on how to use equipment appropriately.

Management will liaise with educators to determine which equipment is most appropriate for Walcha Preschool, taking into account; durability, easy maintenance, cost, benefit to the children's program.

Legislative Requirements

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

Related Policy

Work Health and Safety Policy

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Who is affected by this policy?

- Children
- Families
- Educators
- Management

Implementation

- The Walcha Council will maintain an up to date inventory of equipment at Walcha Preschool.
- The Walcha Council will be ultimately responsible for any purchases of equipment.
- Educators will compile a list for the council of equipment which needs maintenance on a prioritised basis, when necessary.
- Walcha Preschool will actively seek the input of parents/guardians regarding large equipment at Walcha Preschool.
- All new equipment will be checked against Australian Safety Standards.
- Children will be introduced to new toys and pieces of equipment and taught how to use and care for them appropriately
- Equipment which involve the use of water will be used under the direct supervision of educators. All equipment will be emptied of water when not in use and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition.
- The council will advise the educators and parent committee about the purchase of new equipment and ensure a risk assessment is carried out.
- All equipment purchased for Walcha Preschool will be within budget limitations.

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011;
- Work, Health and Safety Act 2011 and Regulations 2011 (NSW);
- Australian Standards for toys, equipment and glass in buildings
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
Nominated Supervisor		
Management Committee Representative:		

**MINUTES OF THE MEETING OF THE WALCHA PRESCHOOL
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Excursion Policy – NQA1 & NQA2

Legislative Requirements

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

Who is affected by this policy?

Children
Educators

Introduction

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

Goals – What are we going to do?

Educators will:

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

Strategies – How will it be done?

Planning and Preparations

All excursions will be planned in advance to:

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

All excursions will be thoroughly researched to ensure:

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

When planning for an excursion educators will:

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

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

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

Risk Assessment

The Nominated Supervisor will:

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

The risk assessment conducted will consider:

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

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

- Appoint a Certified Supervisor to be in charge of the excursion.

Authorisations for Excursions

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

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

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

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

Families and Volunteers

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

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

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

All volunteers/family members 'details will be entered into the appropriate staff record for the day. Non family volunteers will be required to undergo a working with children check. Family members are exempt for working with children check requirements if their child is in attendance.

Traffic and Transport

Safety of children will be considered in the choice of route and mode of transport. The preschool will follow all applicable NSW road rules as well as the Kids and Traffic best practice recommendations for transporting young children safely in buses. Every reasonable precaution will be taken to protect children from harm and any hazard likely to cause injury. Educators will ensure children obey road rules and cross roads at a crossing or lights where available. Educators will remain vigilant to ensure no child runs ahead or lags behind the group. One Educator will walk at the front of the group and one at the back of the group.

Supervision

Supervision on excursions will ensure the safety and wellbeing of all children for the duration of the excursion, taking into account ratios and all risks and hazards likely to be encountered. The venue will be assessed as safe for all children and adults on the excursion and will be easily supervised an accessible.

Water Hazards

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

Conducting the Excursions

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

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

If both rooms are going on the excursion, a notice will be prominently displayed which includes:

- Itinerary and timetable; and

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- Mobile phone contact number.

Items to be taken on excursions include:

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

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

Evaluation

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

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/10/2014 – Minute No. 78-2014/15
Nominated Supervisor	
Management Committee Representative:	

Food and Nutrition - NQA2

Aim

Walcha Preschool aims to provide children with food and nutrition that is supported by national dietary guidelines. We also aim to support and provide adequately for children with food allergies or specific cultural practices. This dietary information will also be provided to families so they can plan nutritious home meals.

Legislative Requirements

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

Related Policies

Work Health and Safety Policy
Allergies and Anaphylaxis Policy
Food and Nutrition Policy
Child Health Policy

Multicultural/Cultural Diversity Policy
Enrolment Policy
Allergy and Anaphylaxis Policy

Who is affected by this policy?

Child
Educators
Families
Management

Implementation

We feel we have a responsibility to help children and their families develop good food habits and attitudes.

In order to achieve these habits and attitudes, Walcha Preschool will:

- Cater to individual children’s needs whether they be cultural, lifestyle-based or medical.
- Develop awareness and act to the best of our abilities on cross-cultural eating patterns and related food values.
- Make meal times a relaxed and pleasant experience and timed to meet the needs of the children.
- Discuss food and nutrition with the children.
- Encourage children to be independent and develop social skills at meal times.
- Establish healthy eating habits in the children by incorporating nutritional information into our program.
- Provide fresh drinking water at all times of the day, and encourage children to drink regularly.
- Encourage parents to the best of our ability to continue our healthy eating message in their homes. This information will be provided upon enrolment and as new information becomes available.
- Encourage educators to present themselves as role models. This means maintaining good personal nutrition and eating with the children at meal times.
- Provide nutrition and food safety training opportunities for all educators including an awareness of other cultures food habits.
- Children’s food is not to be heated in the microwave at the preschool. Parents who wish their child to have a warm meal, must packed it in a thermos at home. Children will be encouraged to check the temperature of the food before eating.
- Parent should place an ice brick in the child’s lunch box & morning tea bag, to ensure that the food inside stays cold and safe to eat.
- Parents should not send lollies, sweets, chips or fizzy drinks. These items will be sent home.

Relevant Legislation and Key Resources

- NSW Health www.mhcs.health.nsw.gov.au National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Food Act 2003
- Caring for Children – Food, Nutrition and Fun Activities, 4th Edition 2006

Review

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

- Management
- Employees
- Parents
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
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Nominated Supervisor	
Management Committee Representative:	

Hazardous Plants Policy - NQA2

Aim

Walcha Preschool is aware that lots of plants are poisonous, dangerous or capable of causing highly allergic reactions. Few actually do lasting harm but some should be treated with care and respect. The preschool's aim is to minimise the risk to children in relation to hazardous plants.

Legislative Requirements

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

Background

There are no common characteristics of form, colouring, odour or taste, which distinguish a poisonous or harmful plant from a non-poisonous plant. But as a general rule of thumb, plants with a bitter taste, funny smell, milky sap or red seeds or berries may be poisonous. To avoid poisoning, we need to learn to recognise and avoid poisonous plants so that Walcha Preschool is free from Hazardous Plants.

Practices

The Nominated Supervisor will ensure that any vegetation in the children's play area is identified and maintained to ensure that it does not present a hazard to the children.

To minimise the risk Walcha Preschool will:

- Not plant any hazardous plants.
- Remove all poisonous plants
- Make available to all staff the latest information on poisonous plants
- Supervise children at all times
- Teach children not to eat anything straight from a bush or plant
- Keep the Poison information number 131126 programmed on the phone
- Recognise the symptoms of poisoning:
 - Vomiting
 - Stomach cramps
 - Burning of the mouth
 - Irregular heart beat
 - Convulsions

If any of the above symptoms occur staff will ring the Poison Information number 131126 or call 000 if the child is having difficulty breathing, is unconscious or fitting.

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011;
- Work, Health and Safety Act 2011 and Regulations 2011 (NSW)
- National Quality Framework
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

- The Children’s Hospital at Westmead: www.chw.edu.au
<http://www.chw.edu.au/parents/factsheets/safhomej.htm>
- Poison information Centre:
www.poisonsinfo.nsw.gov.au <http://www.chw.edu.au/parents/poisons/>
- Staying Healthy in Child Care, NHMRC, 2001
- Children’s Centres Model Policies and Practices (No. 2), University of NSW, 2003.

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
Nominated Supervisor		
Management Committee Representative:		

HIV and AIDS Virus Policy - NQA2

Aim

Walcha Preschool aims to effectively care for any child/ren that may be infected and also minimise the risk of exposure to HIV through effective health and safety practices.

Legislative Requirements

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

Related Policies

- Inclusion Policy
- Privacy, Dignity and Confidentiality Policy
- Accident and Illness and Emergency Treatment Policy
- Retention of Preschool Records Policy

Who is affected by this policy?

- Child
- Educators
- Families
- Community
- Visitors
- Management

Implementation

It is the Nominated Supervisor responsibility to educate and inform educators and parents about HIV/AIDS. One of the main problems surrounding HIV/AIDS is a lack of understanding which leads to an unfounded fear to the virus. The following is some basic information on HIV/AIDS.

AIDS is a medical condition which can damage a bodies’ immune system. It is caused by a virus which is transmitted through the exchange of bodily fluid and is primarily passed on through sexual contact.

The AIDS virus can be transmitted through blood products. However, the risk of contracting AIDS from a blood transfusion is minimal and said to be about one in 1,000,000. There is no evidence of the spread of the virus to children through other means at this time.

The confidentiality of medical information must be adhered to regarding an infected child. Any information disclosed to the Nominated Supervisor or Service Provider regarding a child/ren from family members must not be passed on to any other educators member unless the child/ren's caregivers provide written authorisation.

Children with HIV will be accepted into Walcha Preschool.

Walcha Preschool's educators will carry out routine hygiene precautions to Australian standards at all times to prevent the spread of any infections.

Educators will exercise care in regards to the exposure of bodily fluids and blood and Walcha Preschool's hygiene practices will be used to prevent the spread of infection.

Similarly, if the need arises to perform CPR on a child infected with HIV a disposable mouth to mouth mask will be used.

Children who are infected with HIV will be assessed by their Doctor before they are excluded from Walcha Preschool. Children who have abrasions or open wounds will cover them while at Walcha Preschool. If these abrasions cannot be covered for any reason unfortunately the child will have to be excluded from Walcha Preschool until the wound has healed or can be covered.

Educators who have been infected by HIV are not obliged to inform their employer but are expected to act in a safe and responsible manner at all times to minimise the risk of infection.

No child, educator, parent or other visitor to Walcha Preschool will be denied First Aid at any time.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.cecqa.gov.au
- Work Health and Safety Act 2011 (WHS Act)
- Anti Discrimination Act 1997
- Staying Healthy in Child Care Preventing Infectious Diseases in Child Care (4th Edition).

Review

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

- Management
- Employees
- Families
- Interested Parties.

Date Adopted	31/7/2013	Minute No. 19/2013-14
Nominated Supervisor		
Management Committee Representative:		

Managing and Preventing Recurrent Otitis Media Policy - NQA2

Aim

Walcha Preschool will facilitate effective care of children who have or are at risk of recurrent otitis media or its complications, and utilise strategies that help reduce the risk of recurrent infections and complications.

Legislative Requirements

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

Background

Otitis media with effusion ('glue ear') following an episode of acute otitis media occurs in 10% to 20% of children although most will resolve. In some cases recurrent or chronic otitis media occurs and has a high risk of complications such as perforation of the eardrum, hearing loss, and possibly impacts on speech and language development. Children in day care are at higher risk of otitis media with the highest risk in children under 1 year. Aboriginal children also have a higher prevalence of acute, recurrent and chronic ear infections and hearing loss than non-Aboriginal children do.

Relevant Legislation and Key Resources

- National Education and Care Legislation 2011
- I'm Hearing You, Lady Gowrie Child Centre, Sydney, 2000.
- Healthy Little Ears, Mid Western Area Health Service (NSW), 1999.

Practices

To facilitate effective care for children who have or are at risk of recurrent otitis media or its complications, and utilise strategies that help reduce the risk of recurrent infections and complications, Walcha preschool should:

- Use the strategies to help reduce the risk of recurrent ear infections and complications outlined in the key resource information booklet 'I'm Hearing You' which are:
 - using infection control strategies, particularly hand-washing, to prevent transmission of respiratory infections
 - washing toys that have been handled or mouthed by children
 - regularly wiping noses, using gloves, and hygienic disposal of gloves and tissues
 - teaching children the Blowing, Breathing, Coughing program for prevention of ear infections.
- Other strategies to use also include :
 - provide information to parents about effects and risks of passive smoking

Ensure any medication, especially antibiotics, is administered in accordance with its accompanying instructions and until the course is complete.

Review

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

- management,
- employees,
- parents
- interested parties.

Date Adopted	31/7/2013	Minute No. 19/2013-14
Date Repealed	To be combined with Hygiene policy	

Nominated Supervisor	
Management Committee Representative:	

Personal Hygiene Policy - NQA2

Aim

Educators should be role models for the children in regards to appropriate standards of personal hygiene.

Legislative Requirements

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

Related Policies

Work Health and Safety Policy

Who is affected by this policy?

- Educators
- Families
- Child
- Management
- Visitors

Implementation

In accordance with keeping up a high level of personal hygiene educators are asked to:

- Avoid coming to work if unwell.
- Maintain healthy and clean habits including clean nails and hair and securing long hair off the face.
- Help the children learn concepts of good personal hygiene, good food handling habits and procedures for washing hands from your guidance and also seeing you as a role model.

Hand washing is the most effective way to prevent the spread of disease. Hands should always be washed at the following times:

- Upon arrival.
- After using the toilet or assisting a child use the toilet.
- Before and after changing nappies.
- Before and after giving medication to yourself or a child.
- Before or after giving First Aid.
- After wiping your own nose or a child's nose.
- Before going home.

To effectively wash hands it is estimated that you should wash them for the amount of time it takes to sing 'Happy Birthday' twice. All surfaces of the hands should be cleaned including the sides and between the fingers.

Posters which promote hand washing will be placed near hand basins. Hand basins should not be used for food or drink preparation, rinsing soiled clothes or cleaning potty chairs.

Relevant Legislation and Key Resources

- National Quality Framework

- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Staying Healthy in childcare Fourth Edition

Review

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

- Management
- Employees
- Families
- Interested Parties.

Date Adopted	31/7/2013 Minute No. 19/2013-14
Date Repealed	to be combined with Hygiene Policy
Nominated Supervisor	
Management Committee Representative:	

Hygiene Policy – NQA2

Aim

Walcha Preschool aims to provide, promote and encourage the maintenance of a safe and healthy environment to ensure the safety and wellbeing of all children. The policy must be upheld by all educators, children, families, visitors or other persons attending the preschool at any time.

Legislative Requirements

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

Related Policies

Work Health and Safety Policy
Food and Nutrition Policy

Implementation

Hygiene

Hand washing is considered to be the most effective way of controlling infection in Walcha Preschool. Educators and children should wash their hands:

- Before all food related tasks e.g. handling and preparing food and eating.
- After all dirty tasks e.g. toileting, cleaning up faeces, vomit or blood, wiping a nose, playing outside, and handling animals.
- After removing gloves.
- Before and after giving a child medication.
- Before and after giving first aid.

Educators and children will be encouraged to wash their hands:

- When arriving at Walcha Preschool to reduce the introduction of germs.
- Before going home to prevent taking germs home.

Items returned to a child's home for laundering will have soiling removed and will be stored securely and not placed in the child's bag. The items will be placed in the laundry for collection by the parent.

Walcha Preschool will ensure that toilets and hand washing facilities are easily accessible to children. Children will be encouraged to flush toilets and wash hands after use.

- Educators will use separate cloths or tissues to wipe different children's faces and noses. Tissues will be disposed of immediately after wiping a child's nose.
- Each child will have their own bedding which will be supplied by the family. This will be sent home each holidays for laundering, and during the term if necessary.
- Walcha Preschool will wash mouthed toys daily using warm water and soap, and dry in the sun, clean books by wiping with moist cloth and drying, clean storage areas weekly.
- Surfaces will be cleaned with detergent after each activity and all surfaces cleaned thoroughly daily. The floor in each room will be washed every day. Areas contaminated with bodily fluids will be disinfected after washing.
- Educators will ensure that children do not eat food that has been handled by another child or that has been dropped on the floor.
- Food preparation facilities will be maintained according to Children's Services Amendment Regulation requirements.
- Walcha Preschool will ensure it meets all requirements for food handling premises in accordance with the FSANZ Food Safety Code.
- The rules of hygiene and dental care will be included in the child's program and educators will initiate discussion about these subjects with groups and individual children at appropriate times.
- Information on hygiene and dental care principles and practices will be displayed in the reception area and drawn to the attention of all parents on a regular basis.
- No alcohol or unlawful substances will be consumed on the premises of Walcha Preschool at any time when the service is being provided to the children.
- No smoking of any substance will be smoked on any part of the premises of Walcha Preschool at any time when the service is being provided to the children.

Otitis Media Prevention

Use the strategies to help reduce the risk of recurrent ear infections and complications outlined in the key resource information booklet 'I'm Hearing You' which are:

- Using infection control strategies, particularly hand-washing, to prevent transmission of respiratory infections
- Washing toys that have been handled or mouthed by children
- Regularly blowing noses, using gloves, and hygienic disposal of gloves and tissues
- Teaching children the Blowing, Breathing, Coughing program for prevention of ear infections.

Ensure any medication, especially antibiotics, is administered in accordance with its accompanying instructions and until the course is complete.

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011
- National Quality Framework
- Standards Australia
- Work Health and Safety Act 2011 (WHS Act)
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Environmental Health Fact Sheet – Petting Zoos
- Staying Healthy in Child Care, HMRC,2001:www.health.gov.au/nhmrc

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 Minute No. 19/2013-14 30/09/2015 Minute No. 50/2015-16
Date Reviewed	27/7/2015
Nominated Supervisor	
Management Representative:	Committee

Physical Activity and Small Screen Time Policy – NQA2

Aim

Walcha Preschool recognises the following important benefits of physical activity for young children:

- Promotes healthy growth and development
- Builds strong bones and muscles
- Improves cardiovascular fitness
- Improves balance, coordination, flexibility, posture and strength
- Assists with the development of gross motor and fine motor skills
- Provides the opportunity to develop fundamental movement skills
- Helps to establish connections between different parts of the brain
- Improves concentration and thinking skills
- Improves confidence and self-esteem
- Relieves stress and promotes relaxation
- Provides opportunities to develop social skills and make friends
- Helps to achieve and maintain a healthy weight

Walcha Preschool aims to implement the key physical Activity Recommendation for Children as outlined below:

National Physical Activity Recommendations for Children – Birth to 5 years

- Preschoolers (three to five years) should be physically active every day for at least three hours, spread throughout the day.
- Preschoolers should not be sedentary, restrained or kept inactive, for more than one hour at a time, with the exception of sleeping.
- For children three to five years of age, sitting and watching television and the use of other electronic media (DVDs, computer and other electronic games should be limited to less than one hour per day.

This policy seeks to promote physical activity and the development of fundamental movement skills through a range of planned play and spontaneous physically active learning experiences, as well as through everyday physical tasks.

Walcha Preschool also seeks to limit the amount of time children spend engaging in small screen recreation and sedentary behaviour.

Further, Walcha Preschool recognises the importance of supporting families to promote their children's physical activity, gross motor development and fundamental movement skills development, while limiting their children's small screen recreation and sedentary behaviour.

This policy aims to:

- Promote children's participation in a range of safe physically active learning experiences.
- Provide a positive environment for physical activity which reflects cultural and family values.
- Promote lifelong enjoyment of physical activity.
- Limit time spent engaging in small screen recreation (television, DVDs, computer, ipads and other electronic games) and sedentary behaviour whilst at the preschool.
- Encourage communication with families about physical activity, gross motor skills development, fundamental movement skills development and limiting small screen recreation and sedentary behaviour.

Relevant Legislation and Key Resources

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

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
Nominated Supervisor		
Management Committee Representative:		

Pool & Water Safety Policy - NQA2

Aim

Walcha Preschool will prevent child accidents and illnesses relating to swimming and wading pools and other water hazards and to comply with Regulations.

Legislative Requirements

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

Background

Drowning is the leading cause of death for children aged 1-4 years in Australia. Whilst most drownings occur in backyard swimming pools, it is important to be aware that children can drown in as little as 5cm of water. Other water hazards in relation to child injuries and illnesses are: nappy buckets, toilets, wading pools, spas, bathtubs, fish ponds, fountains, pet drinking bowls, dams, creeks, lakes and beaches.

Practices

To prevent child accidents and illnesses relating to swimming and wading pools and other water hazards and to comply with Regulations, centres should:

- Not install a swimming pool on the premises after the commencement of the Centre Based and Mobile Child Care Services Regulation (No.2) (NSW), 1996.
- Closely supervise children near water at all times, never leave children alone near any water, supervised by at least two adults if children are using a paddling pool.

Relevant Legislation

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

Key Resources

- The Children’s Hospital at Westmead: www.chw.edu.au ;
- Child and Youth Health: www.cyh.com;
- Staying Healthy in Child Care 4th Edition,
- <http://www.health.gov.au/nhmrc> ;
- Public Swimming Pool and Spa Guidelines, 1996,
- NSW Health at: www.health.nsw.gov.au .

Review

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

- management,
- employees,
- parents
- interested parties.

Date Adopted	31/7/2013 Minute No. 19/2013-14
Date Repealed	To be replaced with Water Safety Policy
Nominated Supervisor	
Management Committee Representative:	

Protective Behaviours Policy - NQA2 & NQA5

Aim

We aim to encourage all children to feel safe all the time and provide an environment where children can talk about their feelings or if they do not feel safe for any reason can tell someone at Walcha Preschool.

We aim to incorporate this into our everyday program through:

- Teaching children to recognise their feelings and express them verbally.
- Teaching children to express their feelings both verbally and non-verbally.
- Teaching children that they can utilise strategies to change the way they are feeling.
- Teaching children that they have a right to feel safe at all times.
- Teaching children to recognise the signs when they do not feel safe and when they need to be alert and think clearly.
- Teaching children the difference between ‘fun’ scared that is the feeling of adventure and appropriate risk taking and dangerous scared that is not ok.
- Teaching children to use their own skills to feel safe.
- Providing an environment at Walcha Preschool where everyone feels safe.

Legislative Requirements

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

Who is affected by this policy?

- Children
- Parents
- Educators
- Management

Relevant Legislation and Key Resources

- Children’s and Young Person Act (Care and Protection) Act 1998
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Review

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

- Management
- Employees
- Families
- Interested Parties.

Date Adopted	31/7/2013	Minute No. 19/2013-14
Nominated Supervisor		
Management Committee Representative:		

Sun Protection Policy - NQA2 & NQA7

Background

Australia has the highest rate of skin cancer in the world. Research has indicated that young children and babies have sensitive skin that places them at particular risk of sunburn and skin damage. Exposure during the first 15 years of life can greatly increase the risk of developing skin

cancer in later life. Preschool plays a major role in minimising a child's UV exposure, as children attend during times when UV radiation levels are highest.

Aim

This sun protection policy has been developed to protect all children and educators from the harmful effects of ultraviolet (UV) radiation from the sun.

Our sun protection strategies are:

Outdoor Activities

All adults and children will use a combination of sun protection measures whenever UV Index levels reach 3 and above. This will include:

- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- From April to September (excluding June and July) outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.
- In June and July sun protection is not required.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and play sessions.

Shade

All outdoor activities will be planned to occur in shaded areas. Play activities will be moved throughout the day to take advantage of shade patterns.

Staff and carers will provide and maintain adequate shade. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning additional shade requirements.

Hats

Adults and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is a:

- Legionnaire hat
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm)
- Broad-brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please note: Baseball caps or visors do not provide enough sun protection and therefore will not be worn.

Children attending Walcha Preschool are provided with a broad-brimmed hat to be worn when outside.

Clothing

When outdoors, adults and children are required to wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose-fitting shirts and dresses with sleeves and collars or covered neckline
- Longer-style skirts, shorts and trousers.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and are therefore not recommended.

Sunscreen

All adults and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapplied at intervals according to the recommendation on the bottle. Sunscreen is stored in a cool, dry place and the use-by date monitored.

Role Modelling

Staff and carers will act as role models by:

- Wearing sun safe hat, clothing and Australian Standard 1067 sunglasses (optional)
- Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- Using and promoting shade whenever possible.

Families and visitors are encouraged to use sun protective measures when participating in and attending outdoor activities.

Information

Children and their families will learn about sun protection. Sun protection information will be regularly communicated through newsletters, meetings and notice boards. The sun protection policy (including updates) will be provided to all staff and carers. Further information is available from the Cancer Council website www.cancercouncil.com.au/sunsmart. Parents will be informed of this sun protection policy (including hat, clothing and sunscreen requirements) and encouraged to practise SunSmart behaviours at all times.

Review

Management and staff should regularly monitor and review the effectiveness of the sun protection policy. A sun protection policy must be submitted every two years to the Cancer Council for review to ensure continued best practice. Refer to the Cancer Council's guidelines and website www.cancercouncil.com.au/sunsmart for further information.

Date Adopted	31/7/2013	Minute No. 19/2013-14
Nominated Supervisor		
Management Committee Representative:		

Supervision of Children Policy - NQA1, NQA2 & NQA5

Aim

The correct supervision will be provided to all the children while attending Walcha Preschool. The correct supervision of children takes into consideration the safety and welfare of every child.

Legislative Requirements

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

Related Policies

Child Protection Policy
Work Health and Safety Policy

Who is affected by this policy?

- Child

- Educators
- Family
- Volunteers
- Students
- Management

Implementation

At all times, Walcha Preschool will comply with the supervision ratios as set out in the Regulations. These are as follows:

- 1:10 for children who are 3 or more years of age but under 6 years of age.

Records will be maintained naming the Nominated Supervisor on duty at any time Walcha Preschool is in use.

Any time a child is present on the premises, there will be at least two primary contact educators present on the premises. We will further uphold our duty of care by:

- All educators, permanent and relieving, will be made aware of this policy regarding adequate and responsible supervision of children during the educator's induction.
- Educators rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.
- At no time will students or volunteers be included in the ratio of adults supervising children.
- Students and volunteers will never be left alone with a child or a group of children.
- The Nominated supervisor will ensure that The National Regulations in relation to the supervision of children are adhered to.

INDOORS

- A minimum of two educators (at least one being a permanent educator) will provide supervision when children are indoors.
- Supervising educators give their attention to the children and not to any other duties.
- When children are resting or sleeping they will be supervised.
- During hand washing and/or toilet times children will be supervised in the bathroom area.
- Children undergoing toilet training will not be left unsupervised in the bathroom.
- No child is to be left unattended when eating.

OUTDOORS

- The correct ratio will be met in outside play having a minimum of 2 educators where practicable.
- Where one educator is called inside for any reason, they must not go inside until another educator has come outside to replace them.
- Educators supervising outdoors, should position themselves to see as much of the play area as possible.
- One educator should be positioned close to the climbing frame as often as possible.
- Any water activity should be closely supervised by one educator at all times.
- Except for necessary discussions or concerns regarding children or matters relating to Walcha Preschool, educators will not congregate together outside where practicable.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards

- Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au
- Work Health and Safety Act 2011 (WHS Act) www.workcover.nsw.gov.au

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013	Minute No. 19/2013-14
Nominated Supervisor		
Management Committee Representative:		

Treatment of Children with Special Needs Policy - NQA2 & NQA5

Aim

Children with special needs will be encouraged with Walcha Preschool to make full use of all available support services. The individuality of each child will be respected, their needs considered, and their rights supported and protected.

Legislative Requirements

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

Related Policies

Inclusion Policy

Who is affected by this policy?

- Child
- Educators
- Families
- Management

Implementation

Walcha Preschool accepts children with special needs. On application an assessment will be made of the child’s need, support level required and an evaluation made of Walcha Preschool’s ability to enrol the child.

The Inclusion Support Agency (ISA) is funded by the Australian Government. Walcha Preschool can lodge an application for Special Needs Subsidy Support (SNSS) funding for additional support workers through the ISA. Funding will be granted when the child meets specific criteria. SNSS workers will help Centre educators with the integration of children with special needs and will assist educators in putting together an individual program for each child.

Australian Government funding is necessary in continuing the availability of support through ISA’s and SNSS Workers. Professionals such as speech and occupational therapist, paediatricians, and physiotherapists etc. may be consulted, with the consent of a Parent/Guardian, to aid educators with suitable strategies regarding the child.

Every child is treated as an individual and his/her own special need will always be supported.

Educators will be encouraged to attend various in-house training sessions conducted throughout the year regarding particular needs.

Educators will use effective current strategies with each child to accommodate special needs.

Relevant Legislation and Key Resources

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Disability Discrimination Act 1992
- Human Rights and Equal Opportunity Commission Act 1986

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 Minute No. 19/2013-14
Date Repealed	To be combined with Access and Equity Policy
Nominated Supervisor	
Management Committee Representative:	

Access and Equity – NQA1

Walcha Preschool promotes access of disadvantaged groups and individuals to the Preschool.

Legislative Requirements

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

Freedom from discrimination

No person will be harassed or discriminated against on the basis of gender, marital status, pregnancy, age, Aboriginality, ethnicity, nationality, physical, intellectual or sensory disability, sexual orientation, economic status, or religious or political conviction.

Cultural diversity

Walcha Preschool supports the right of all people to have equal opportunity to access society's resources, and to have recognition and understanding of their diverse languages, cultures, religious practices and values.

Walcha Preschool will actively encourage Aboriginal and Torres Strait Islander families to use the Preschool and have input about how it can best meet their needs in a culturally appropriate way. Links will be maintained with services such as the Amaroo Local Aboriginal Lands

Council, to encourage "word of mouth". Liaison will also be maintained with the Aboriginal Education Officer at local schools.

Children from a culturally and linguistically diverse (CALD) background are defined as those children who were born overseas in a country where English is not the dominant language or culture, or have one or both parents born in such a country. Families who are from a CALD background will be assisted in accessing any additional services needed for them to fully utilise Walcha Preschool, eg translation and interpreting services. The implications of the family's cultural and linguistic background are discussed with them during enrolment.

Walcha Preschool will fully respect any cultural or religious practices that the family wishes to have observed in their child's care and education.

Disadvantaged families

Children from disadvantaged and vulnerable families and communities are defined as those children who:

- Come from a family situation where they are at risk of abuse or neglect and may enter institutional care as a result
- Come from a family situation whose income level is below that set for the receipt of assistance under the NSW Children's Services Program Affordability Policy
- Come from a socially or geographically isolated area or community.

A socially or geographically isolated area or community is defined as:

Where there is a distance from, and/or there is no regular contact with, and/or there is a lack of reasonable and reliable access to other families, children, services and resources.

Other children requiring additional assistance/support are defined as those children who:

- Are assessed as being exceptionally gifted or talented
- Display challenging behaviour.

Walcha Preschool is committed to access and equity for disadvantaged families. These families will receive priority access to the Preschool should a waiting list be established. The Nominated Supervisor will maintain liaison with these families to ensure that the Preschool is appropriately meeting their special needs.

Family structures and beliefs

Whatever the personal beliefs, ideals, or customs of staff, they will respect and abide by those of the parents. Where a family's values differ significantly from those of the Preschool, for example in behaviour management practices, the Nominated Supervisor will discuss the matter with the parents.

The Preschool recognises and accepts non-traditional family structures, such as defacto relationships, single parents, blended families, and gay and lesbian parents. No child or family will be disadvantaged because of having different beliefs or a different family structure.

Staff should be particularly aware of these issues when programming for days such as Mother's Day, Father's Day, Easter, Christmas, etc.

Children with additional needs

Walcha Preschool uses the definitions of special needs that have been developed by the World Health Organisation. These definitions are:

Impairment:	An anatomical or functional abnormality which may or may not result in disability
Disability:	A loss or reduction of functional ability which results from an impairment.
Handicap:	A disability or impairment which significantly interferes with the individual's ability to lead a normal life
Learning difficulty:	A pupil with a learning difficulty is one whose delay in learning is not the direct result of disability in one or a combination of sensory, physical, psychological or intellectual areas.

Every effort will be made to provide an appropriate service for children with special needs. In particular, the Nominated Supervisor will liaise with families when a child with additional need is enrolled. This child is to have access to all areas and facilities of the preschool, support services and any specialised equipment or resources necessary. If the preschool is unable to provide care due to the extent of the child's support needs and the availability of staff, the Nominated Supervisor will liaise with the family to assist them to find care that meets their family's needs.

Rights of families

Families have the right to:

- Know about the Preschool, its scope and limitations;
- Receive fair, equitable and reasonable treatment;
- Be aware of their responsibilities to the Preschool;
- Be informed of decisions made by the Preschool and the reasons for making them;
- Involve an advocate of their choice at any time;
- Change their nominated advocate at any time;
- Be aware of the complaints procedure and their rights to use it;
- Be confident of privacy and confidentiality.

Responsibilities of families

Families who use the Preschool are responsible for:

- Respecting the rights of staff and other families;
- The decisions they make;
- Having their say and speaking up;
- Informing the Preschool of any medical needs their child has;
- Paying fees promptly;
- Keeping Walcha Preschool informed about their changing needs;
- Making Walcha Preschool aware of any problems they are having in regard to the Preschool.

Relevant Legislation and Key Resources

Education and Care Services National Law and Regulations 2011
 Work, Health and Safety Act 2011 and Regulations 2011 (NSW)
 Australian Standards for toys, equipment and glass in buildings
 National Quality Framework
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
 Australian Children’s Education and Care Quality Authority (ACECQA)- www.acecqa.gov.au

Review

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

- Management
- Employees

- Families
- Interested Parties

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

Outdoor Safety Policy - NQA3 & NQA7

Aim

Walcha Preschool will minimise risk of child accidents, injuries and illnesses in the outdoor environment.

Background

Research shows that the majority of reported injuries to children in New South Wales licensed child care services occur in the outdoor play environment. Almost 60% of these injuries are due to falls from equipment or falling over, with the majority occurring during mixed age group sessions. The outdoor play area needs to be carefully designed so children’s needs and interests are catered for and injuries are minimised.

Early childhood educators are responsible for planning and setting up safe play environments. The most important factor in playground safety is a well designed playground. Play areas need to support children’s development based on their abilities, needs and interests. Planning should take into account the uses and limitations of the available equipment and the outdoor environment.

A well-designed playground:

- allows easy supervision, especially of climbing structures and water play areas
- allows a safe flow of play between quiet and noisy activity areas
- provides age-appropriate areas
- provides plenty of shade
- provides adequate drainage
- is free of harmful plants
- complies with Australian Standards.

Legislative Requirements

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

Practices

To ensure that the outdoor environment is safe from hazards staff will:

- Establish a routine of checking the outdoor play area each morning before children arrive at the service to remove or manage any safety concerns.
- Supervise the children at all times
- An Outdoor Safety Checklist will be used.
- Equipment will checked daily, and maintained as required.
- Consider the height of the equipment –check for potential bumping, choking and entrapment hazards

- Take into account the age-appropriateness of the equipment - equipment that allows for a variety of play and set-up options for different stages of development – children will want to keep playing on equipment that provides greater challenges
- Consider the durability and quality of the equipment.
- Identify areas which may require more supervision, and assigning appropriate staff members
- Listening to the sounds of the environment such as laughter versus crying or whether it is too noisy or too quiet
- Review the physical environment before children enter a playground and continuing to monitor safety during play.
- Ensure a First Aid Kit is accessible, checked and maintained regularly.
- Identify and remove any hazardous plants
- Remove any animal droppings on equipment by using hot soapy water and dispose of the waste hygienically
- Educate and reinforce safe play rules to the children
- Cover the sandpit at the end of the day
- Place the equipment in a well-shaded area to avoid direct sunlight and continue to monitor the surface temperature during outdoor play time, this could result in equipment being packed away early when in summer routine.
- Water play equipment will be supervised at all times

Relevant Legislation and Key Resources

- Work, Health and Safety Act 2011 and Regulations 2011 (NSW); Australian Standards for play equipment and soft fall.
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Children’s Centres Model Policies and Practices (No. 2), University of NSW, 2003.
- Best Practice Guidelines in Early Childhood Physical Environments, Walsh CS,1996
- Kidsafe NSW Inc –www.kidsafensw.org.au

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Reviewed	31/7/2013	Minute No. 19/2013-14
Nominated Supervisor		
Management Committee Representative:		

Water Safety Policy – NQA 2

The safety and supervision of children in and around water is of the highest priority. Whilst water hazards at our services are kept to a minimum, we acknowledge that buckets, water troughs, sinks and toilets can all be hazardous for children and diligent supervision is required.

Aims

The preschool has a responsibility to protect the health, safety and wellbeing of each child at all times. Drowning is the leading cause of death for children aged 1-4 years in Australia. While most drowning occurs in backyard swimming pools, it is important to be aware that children can drown in as little as 6cm of water.

Strategies – How will it be done?

Water Safety

- Children will be supervised at all times in and around any body of water including water troughs, toilets and water play equipment.
- A risk assessment will be conducted prior to any excursion taking place. Particular attention will be focused upon water safety where the excursion is near a body of water.
- The thermostat on the hot water system is set to a medium temperature so children are not able to scald themselves when washing hands.
- Children requiring bathing will be bathed using a washcloth and warm water rather than immersed in a bath.
- Educators are not permitted to consume hot drinks in any area accessible to children.

Water Hygiene

- Water for pets at the preschool will be changed regularly and not accessible to children unless supervised by an adult.
- Water containers of any sort will be emptied and covered when not in use.
- Drinking water containers will be emptied and cleaned daily.

Roles and Responsibilities

Role	Authority/responsibility for
Approved Provider	<ul style="list-style-type: none"> • The preschool operates in line with the Education and Care Services National Regulations 2011.
Nominated Supervisor	<ul style="list-style-type: none"> • Children are adequately supervised, are not subject to inappropriate discipline, and are protected from harm and hazards. • Provide supervision, guidance and advice to encourage adherence to policy at all times. • Risk assessments for excursions planned near water identify a higher staff to child ratio to ensure adequate supervision. • Ensure First Aid and CPR qualifications and requirements are met at all times. • Provide families with community messages regarding safe water practices.
Early Childhood Educators	<ul style="list-style-type: none"> • Embed water safety messages into the children’s education program. • Water troughs or containers for water play are filled to a safe level and emptied or covered securely after use. • Empty buckets used for cleaning immediately after use. No cleaning buckets are to be left in areas or accessible to children.
Families	<ul style="list-style-type: none"> • Reinforce water safety practice with children.

Monitoring, Evaluation and Review

This policy will be monitored for compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every year.

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

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

Relevant Legislation, Guidelines, Standards and Frameworks

- Education and Care Services National Law Act 2010: section 167
- Education and Care Services National Regulations 2011: Regulation 168(2)(h) & (a) (iii)
- National Quality Standard, Quality Area 2: Children’s Health and Safety – Standard 2.3 & Standard 3.1

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Reviewed	
Nominated Supervisor	
Management Committee Representative:	

Child Protection Policy – NQA 2

Introduction

Our preschool is committed to providing an environment that fosters health, development, spirituality, self-respect and dignity, that is free from violence and exploitation. Under the Children and Young Persons (Care and Protection) Act 1998, children and young people must receive the care and protection necessary to ensure their safety, welfare and wellbeing.

All educators and volunteers of our service are Mandatory Reporters and are required to report to the **Child Protection Helpline (Phone: 133 627)** if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concerns about the safety, welfare or wellbeing of a child or young person where the concerns arise during or from their work. We are committed to ensuring all educators and staff have a full understanding of their responsibilities as a Mandatory Reporter and are supported in fulfilling these.

Goals - What are we going to do?

Our goal is to ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm. Our service (educators, staff, management and volunteers) has a responsibility to defend children’s right to care and protection to ensure their safety, welfare and wellbeing, and a responsibility to report any children at significant risk of harm.

Definitions

‘At risk of significant harm’ - in relation to a child or young person means that there are current concerns for their safety, welfare or wellbeing because of the presence to a significant extent of any one or more of the following circumstances.

- The child's or young person's basic physical or psychological needs are not being met or at risk of not being met;
- The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive medical care;
- In the case of a child or young person who is required to attend school in accordance with the Education Act 1990 — the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive and education in accordance with that Act;
- The child or young person has been, or is at risk of being, physically or sexually abused or ill-treated;
- The child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm;
- A parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm; or
- The child was the subject of a pre-natal report under section 25 of the Children and Young Persons Care and Protection Act 1998 and the birth mother of the child did not engage successfully with the support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report.

'Reasonable grounds' - means that you suspect a child may be at risk of significant harm based on:

- Your observations of the child, young person or family; or
- What the child, young person, parent or another person has told you. It does not mean that you are required to confirm your suspicions or have clear proof before making a report.

Strategies - How will it be done?

The Approved Provider/Nominated Supervisor will:

- Adults working directly with children must sign a Prohibited Employment Declaration Form and a Consent to a Working with Children Check, and ensure their clearance, prior to employment;
- Every adult working with children is made aware of the Children and Young Persons (Care and Protection) Act 1998 and Keep Them Safe: A shared approach to child wellbeing and of their obligations under this law and action plan (Education and Care Services National Regulation, Regulation 84, National Quality Standards QA 2);
- Orientate every working adult to this child protection policy, Keep Them Safe protocols and Mandatory Reporter responsibilities and ensuring their regular review of these;

Educators and staff will:

- Develop trusting and secure relationships with all children at the service;
- Make reports of current concerns for any child at risk of significant harm to the Child Protection Helpline for Mandatory Reporters; and
- Make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service.

Documentation of current concerns

The Approved Provider/Nominated Supervisor will:

- Support staff through the process of documenting and reporting current concerns of children at risk of significant harm; and
- Provide all staff and educators with clear guidelines around documentation and a template to support this.

Educators and staff will:

- Make a record of the indicators observed that have led to the belief that there is a current risk of harm to a child or young person. Information on indicators of risk of harm are outlined in the NSW Mandatory Reporter Guide which is accessible at www.keepthemsafe.nsw.gov.au/reporting_concerns/mandatory_reporter_guide
- Discuss any concerns with the Nominated Supervisor of the service.
- Advise the Nominated Supervisor of their intention to make a report to the Child Protection Helpline (133 627);
- Advise the Nominated Supervisor when a report has been made to the Child Protection Helpline.

Mandatory reporting

The Approved Provider/Nominated Supervisor will:

- Provide all staff and educators working directly with children with a copy of this Child Protection Policy and a copy of the Mandatory Reporter Guide to assist them in their reporting;
- Provide all staff and educators working directly with children with access to the Child Wellbeing and Child Protection NSW Interagency Guidelines; and
- Display the Child Protection Helpline number (133 627) on all phone and lists of emergency contact number in the interests of timely reporting.

Educators and Staff will:

1. In an emergency, where there are urgent concerns for a child's health or life, it is important to contact the police, using the emergency line '000';
2. Using the Mandatory Reporter Guide, answer the questions relating to concerns about a child or young person. At the end of the process, a decision report will guide as to what action to take. The Nominated Supervisor is available if staff require assistance to use this online tool;
3. If the Mandatory Reporter Guide determines that there are grounds to suspect a risk of significant harm to a child or young person, the staff member or educator will phone the Family and Community Services Helpline on 133 627. Reports can also be made using the Reporting Fax form, available from Family and Community Services website;
4. Mandatory reporters should note that the legislation requires that they continue to respond to the needs of the child or young person (within the terms of their work role) even after a report to the Child Protection Helpline has been made;
5. the Mandatory Reporter Guide determines that an educator or staff member's concerns do not meet the risk of significant harm threshold they do not need to make a report to the Family and Community Services Helpline, however, they should discuss the matter with the Nominated Supervisor to determine whether the child or family would benefit from the assistance of another agency;

6. The staff member or educator should monitor the situation and if they believe there is additional information that could be taken into account, please repeat steps 1 to 5 as required.

A Support Line for Mandatory Reporters is available 8am to 5pm Monday to Friday on 1800 772 479.

Disclosures of abuse

Educators and staff will:

- React calmly to the child making the disclosure;
- Listen attentively and later write down the child's **exact words**;
 - Provide comfort and care to the child.
 - Follow the steps for reporting as per the Mandatory Reporter Guide.
- Reassure the child or young person that:
 - It is not their fault;
 - It was right to tell;
 - It is not OK for adults to harm children - no matter what;
 - Explain what will happen now - that it is part of your job to tell people who can help the child or young person.

Educators and staff will not:

- Prompt the child for further details or ask leading questions which would make the child feel uncomfortable or has the potential to jeopardise any future legal proceedings that may arise as a result of any investigation.

It is important to understand that our role is solely to support the wellbeing of the child at all times, not to investigate further any disclosure made by the child.

Allegations of abuse against staff, educators, volunteers or students

The Approved Provider/Nominated Supervisor will:

- Develop and maintain a system of appropriate record keeping for all allegations to ensure detailed documentation is made and stored as required;
- Take all allegations of abuse seriously and clarify what is being alleged with the person who is making the allegation;
- Assess whether or not a child or young person is 'at risk of significant harm' and, if so, make a report to the Child Protection Helpline;
- Determine whether or not the allegation is a reportable allegation, a reportable conviction, or reportable conduct. For determination, reference will be made to: www.ombo.nsw.gov.au/publication/PDF/guidelines/Child%20Protection%20in%20the%20workplace.pdf;
- Inform the General Manager of Walcha Council of the incident;
- Report reportable allegations and reportable convictions to the Ombudsman within 30 days of receipt;
- Consider whether or not the police need to be informed of the allegation and if so, make a report;
- If a report is made to the police, complete a SI01 Notification Of Serious Incident Form and submit to Department of Education and Communities within 24 hours of the incident;

- If a report has not been made to the police, complete a NL01 Notification of Complaints and Incidents (other than serious incidents) Form and submit to the Department of Education and Communities within 7 days of the incident;
- Ensure confidentiality is maintained at all times and that systems are in place to deal with any breaches of confidentiality;
- Undertake a risk management approach following an allegation to ensure the protection and safety of children, staff and visitors to the service. Based on this risk assessment, decisions will be made in order to manage the risks that have been identified;
- Develop an investigation plan of the matter. Obtain relevant information from a range of sources. This may include a statement from the person who made the allegation; statements from witnesses and a statement from the person against whom the allegation has been made and any other relevant documentation;
 - If the allegation is being investigated by Family and Community Services or the Police, the service will be guided by their advice as to whether they should independently investigate the allegation;
 - If the investigation is carried out by the service, the information that has been gathered will be assessed and a finding made as to whether the allegation is false, vexatious, misconceived, not reportable conduct, not sustained or sustained. The reasons for the finding will be clearly recorded to ensure that the decision-making has been transparent;
- The educator, volunteer or student will be advised of the outcome of the investigation in writing. Advice will be provided about the investigation finding and any follow up action that may be required. Advice will also be provided about any rights of appeal and the person will be advised that the NSW Ombudsman has been notified and the Commission of Children and Young Persons also notified of the relevant employment proceeding (if relevant);
- **Part B** of the Ombudsman Notification form will be completed and sent to the Child Protection Division, NSW Ombudsman with all supporting documentation gathered during the investigation;
- Family and Community Services will also be informed of the outcome of the investigation.

Informing the Educator, Volunteer/Student

The Approved Provider/Nominated Supervisor will:

- Treat the staff member/educator/volunteer/student with fairness at all times and uphold their employee rights at all times;
- Depending on the nature of the allegation, arrange to inform the person immediately (though be guided by the advice of FaCS or the police);
- Arrange for the person against whom an allegation has been made, to have a support person attend the meeting. This support person must not participate in the discussions throughout the meeting;
- Make accurate documentation of all conversations, and ensure all records are kept confidentially;
- Offer counselling or support to the person subject to the allegation;

Rights of all parties

- The decision making process throughout the investigation will be based on the safety and well being of the child/ren and the staff/carers/carer's household members;

- Consideration will be taken in relation to actual or potential 'conflicts of interest' that may be held by the investigator
- All reportable allegations will be notified to the Ombudsman. The person, against whom the allegation has been made, will be notified of this and will also be notified of the investigation find and follow up action, including the notification to the Commission of Children and Young Persons, if relevant;
- The person, against whom the allegation has been made, will be notified of any appeal mechanisms if they are not satisfied with the investigation process or the outcome of the investigation;
- The Approved Provider, Nominated Supervisor, or other nominated person who conducts the investigation, will ensure that they act without bias, without delay and without conflict of interest; and
- All parties can complain to the Ombudsman if they are not satisfied with the conduct of the investigation.
- Depending on the nature of the allegation made, the person subject to the allegation may be suspended pending further investigation;
- After all investigations are completed, provide the educator/carer/ volunteer with verbal and written notification of the outcome of the investigation.

Further information on the Ombudsman can be obtained by phoning: 02 9286 1000 or 1800 451 524, emailing nswombo@ombo.nsw.gov.au or www.ombo.nsw.gov.au

Confidentiality

The service will handle any allegation of child abuse in a confidential manner.

Statutory Legislation & Considerations

- Children and Young Persons (Care and Protection) Act 1998
- Commission for Children and Young People Act 1998
- Ombudsman Act 1974
- Education and Care Services National Law Act 2010

References

- Council of Social Service of New South Wales 2010, Keep Them Safe: www.ncoss.orq.au
- NSW Government, Department of Human Services, Community Services, Resources for Mandatory Reporters, accessed from: www.community.nsw.gov.au/preventing_child_abuse_and_neglect/resources_for_mandatory_reporters.html
- NSW Government, Department of Premier and Cabinet, Child Wellbeing & Child Protection: NSW Interagency Guidelines, accessed from: www.keepthemsafe.nsw.gov.au/reporting_concerns/interagency_guidelines

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Reviewed	
Nominated Supervisor	
Management Committee Representative:	



Item: 11

Delegate Reports

Submitted to Council: 1 June 2016

..... General Manager Mayor

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY, 2ND FEBRUARY 2016 COMMENCING AT 8:35AM.

PRESENT: Councillor M. Woods-Chairman, Councillor A. Murat and Councillor M O'Connor.

IN ATTENDANCE: General Manager Mr W. Deer and Senior Weeds Officer Mr J Browning.

APOLOGIES: Councillor M. Dusting and Councillor D. Heagney.

1/16 RESOLVED on the motion of Councillors Murat and O'Connor that the apologies be accepted.

DECLARATIONS OF INTEREST

There were no declarations of interest.

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON WEDNESDAY 28th OCTOBER 2015.

2/16 RESOLVED on the motion of Councillors O'Connor and Murat that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 28th October 2015, copies of which have been distributed to all members, are taken as read and confirmed a true record.

BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON WEDNESDAY 28th OCTOBER 2014.

There were no matters arising.

CHAIRMAN'S REPORT

The Chair advised that matters pertaining to proposed mergers of Councils and developments in regard to the new Biosecurity legislation were the subject of reports contained in the business paper and would be best discussed in the meeting. There were no other matters for the Chair to report on.

1. FIT FOR THE FUTURE – COUNCIL BOUNDARY REVIEW (ITEM 7.1.1)

3/16 RESOLVED on the motion of Councillors O'Connor and Murat:

1. That the report on the Fit for the Future, Council Boundary Review be received and noted.
2. That a request be made through the local member for Northern Tablelands, Mr Adam Marshall for Council to meet with the Minister for Local Government, the Hon Paul Toole to discuss the advantages of retaining the New England Tablelands (Noxious Plants) County Council.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY, 2ND FEBRUARY 2016 COMMENCING AT 8:35AM

2. BIOSECURITY ACT 2015 – DEVELOPMENT OF SUPPORTING LEGISLATION (ITEM 7.1.2)

4/16 RESOLVED on the motion of Councillors Murat and O'Connor:

1. That the report on the development of the supporting framework and regulation to the Biosecurity Act 2015 be received and noted.
2. That Council endorse the response to the development of the regulation under the Biosecurity Act 2015, as attached to the report.

3. REGIONAL WEED COMMITTEES – NORTHERN TABLELANDS AND NORTH WEST LOCAL LAND SERVICES REGIONS (ITEM 7.1.3)

5/16 RESOLVED on the motion of Councillors O'Connor and Murat:

1. That the report on the inaugural meetings of the Northern Tablelands and North West Regional Weed Committees be received and noted.
2. That the General Manager or his nominated representative be Council's representative on the North West Regional Weed Committee.

4. ENTERPRISE RISK MANAGEMENT STRATEGY (ITEM 7.1.4)

6/16 RESOLVED on the motion of Councillors Murat and O'Connor:

1. That Council note the report on the annual review of the NEWA Enterprise Risk Management Strategy.
2. That Council reaffirm the NEWA Enterprise Risk Management Strategy as attached to the report.

5. DELIVERY PROGRAM PROGRESS REPORT (ITEM 7.1.5)

7/16 RESOLVED on the motion of Councillors O'Connor and Murat that Council receive and note the 6 monthly report to 31st December 2015 on the progress of the Principal Activities under Council's Delivery Program.

6. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.6)

8/16 RESOLVED on the motion of Councillors O'Connor and Murat:

1. That the six- monthly report to 31st December 2015 on Council's compliance with their obligations under the Public Interest Disclosures Act 1994 be received and noted.
2. That a copy of the report be forwarded to the NSW Ombudsman.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE
ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY,
2ND FEBRUARY 2016 COMMENCING AT 8:35AM**

7. INVESTED FUNDS REPORT (ITEM 7.2.1)

9/16 RESOLVED on the motion of Councillors Murat and O'Connor that:

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

8. DECEMBER 2015 QUARTERLY BUDGET REVIEW (ITEM 7.2.2)

10/16 RESOLVED on the motion of Councillors Murat and O'Connor that Council adopt the December 2015 Quarterly Budget Review and approve the Budget variations.

9. 2015/2016 WEEDS ACTION PLAN (ITEM 7.3.1)

11/16 RESOLVED on the motion of Councillors O'Connor and Murat that the report on the 2015/2016 Weeds Action Program be received and noted.

10. MATTERS OF URGENCY

Nil

NEXT MEETING:

The next meeting will be held on Wednesday, 27th April 2016 at 8.30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE
MEETING CLOSED AT 9:20 AM.**

**THE MEETING WAS FOLLOWED BY THE CHAIRMAN'S ANNUAL TOUR
OF THE COUNTY AREA.**



Item:	11.1	Ref: WO/2016/00799
Title:	Delegates Report from NSW Public Libraries Association	
Author:	Councillor Heazlett, Delegate	
Previous Items:	Not Applicable	
Attachment:	NSW Public Libraries Association Executive Report May2016	

NSW Public Libraries Association (NSWPLA) North West Zone Meeting held at Tamworth Library on Thursday, 5 May 2016.

Ross Balharrie from State Library presented a power point presentation on the work being done at State Library to make e-books more readily available at cheaper rates. Slow progress. The full presentation will be sent to each library. He also presented the State Library report. This is also available through the Library. Perhaps the main items: ALGA are developing a National Library Review Standard; the Living Learning Project is being updated; there are some free data bases available.

NSW Public Libraries Executive Report (attached)

The most important item was the first meeting of a Metropolitan Zone. Five councillors were present (a record) and nine apologies. "Fit for the Future" is also causing major disruption to City councils as the City take over the Chairmanship of Public Libraries Association for the next year, with the election to be held at the annual conference in November. This would normally see a full complement of Councillors available for election to the position. Now nobody knows who will be available, as some Council elections will have occurred but a large number deferred, a majority?? The rest of course in March 2017. This reinforces the old adage "Quick decisions are usually bad ones."

The Minister in charge of Library funding, Troy Grant, is using "Fit for the Future" as the excuse to do nothing on funding until it is over.

This year's annual conference will be at Ulladulla 22-25 November. In 2018 it will be in our Zone. Interested library services/communities have to meet travel and venue criteria to be eligible to host the conference. Consider interested parties at the next meeting.

Around the Region:

- CNRL – all libraries have tablets for staff, multicultural office now operational.
- Taree – working with indigenous history (2 trainees in Library), Manning Valley digital archive centre.
- Tenterfield – new GM (Michael O'Connor from Uralla) ran library tours for library staff.
- Narrabri – running successful science courses from preschool to adult.
- Gunnedah – brain training for seniors (colouring in and tangles).
- Inverell – movie app used by children in holidays to make a 60s movie shown publically.
- Clarence – arts walk of heritage trees; have a technical staff member 2hours/week to help library users master technology (book-in).
- Bellingen – making the library change agents.

Submitted to Council: 1 June 2016

..... General Manager Mayor



Armidale – Putting in \$30,000 side out of their budget to build a new library (at a cost of \$9m will take 300 years).

Richmond – put in CCTV (aggression to staff, caught a phone thief); Library taken over tourism (management, initial plan was to combine both).

Some of these good ideas deserve to be more widely used across the Library world.

Future:

Graham Jones is not contesting the next Council election at Cessnock which will be held in September and so steps down as President of NSWPLA. He was due to be replaced by a City councillor but a large number of them will be in the March 2017 elections. Nobody is sure as to how this will pan out.

Country councils are awaiting their fate within the next few months, then a further wait until March elections. The Chair of North West Zone is not standing for Council again. How do we function in the interim?

Bill Heazlett
Delegate



NORTH EAST ZONE

UPDATE FROM EXECUTIVE – MAY 2016

ADMINISTRATION

NSWPLA is in a good financial position, with ample funds to support operations and campaigns.

The structure of NSWPLA has taken some time to get in place. On Monday 22nd February the first Metropolitan Zone meeting was held. The current plan is to hold another Metropolitan meeting in July 2016 to allow for further reports regarding budget outcomes. The executive is working towards increasing Metropolitan Councillor involvement in the Association via the Metropolitan Managers meetings. 5 Councillors were present including Graham Smith and Julie Hegarty and 9 apologies from Councillors were received.

SWITCH 2016

Registrations for the Ulladulla conference are now open for early birds. The draft program is available on the website. Accommodation in the district is filling quickly, so if you are going, get your booking in!

NSW RESEARCH PROJECT

The Executive has approved an amended project brief for research towards a future directions document for the NSW public library network. Once the amended wording is finalized the project will go to tender, with a consultant to be selected at the next executive meeting in Sydney on 31 May

NATIONAL RESEARCH

The NSW project will dovetail with the national standards and guidelines and community indicators project which is rapidly approaching completion. This project's NSW consultation has just been held, and the draft document will be presented to a face-to-face meeting of the Australian Public Libraries Alliance in Sydney on May 23. It is anticipated that the document will be launched at a national event to be held at Parliament House, Canberra, during a sitting week later in the year.

ELECTORAL EDUCATION

Since the executive meeting, APLA has received an urgent request from the Australian Electoral Commission for support for an electoral education program in electorates where there is a high population of voters who have difficulty with the electoral process. The AEC has offered funding support for public libraries in these mainly urban electorates to implement a pilot program in twenty electorates. This offer has been coordinated through Jennifer Alp, metropolitan manager rep.

FRIENDS OF LIBRARIES AUSTRALIA

FOLA is currently engaged in a campaign to establish a national inquiry into public libraries and, despite advice from NSLA and ALIA/APLA that there is much work either completed or underway which would make much of the inquiry redundant, seems determined to proceed. If you have a friends group, and they are approached by FOLA, I would urge caution in committing anything in support of the proposal.

Submitted to Council: 1 June 2016

..... General Manager Mayor



FUNDING CAMPAIGN

The Executive is seeking to re-engage with the Minister regarding the budget process. Correspondence was sent to the Minister's office following up on his statement to Upper House estimates hearings that a decision would be made at the conclusion of Fit for the Future, and within twelve months of the hearing. A response was received from the Minister last week, which states that the new formula will be decided once Fit for the Future has been "announced and implemented". In my view this means no change until the 2017-18 budget at the earliest.

Jan Barham, Greens MLC, is seeking to establish an Upper House committee enquiry into public library funding, but that requires negotiation with the Opposition and cross-bench, so no feedback at this point.

FIT FOR THE FUTURE

Executive acknowledges that all may be under stress and all staff are encouraged to keep Cameron Morley and the State Library up to date with any issues. If anyone is experiencing any political issues that require support from the Executive or Local Government NSW then please ask the Executive for support.

AUSTRALIAN BOOK INDUSTRY AWARDS

The Australian Publishers Association will be offering places for two NSW public library members and their guests at the ABIA awards presentation later in the year. This will include travel expenses, attendance at the awards dinner and bed and breakfast in a 5 star Sydney hotel. The competition forms part of the promotion for the awards, with APA developing downloadable resources, including posters for public libraries to use in the leadup to the announcement of the winners.

ZONE MEETING CYCLE

Meetings for this cycle are Central East on March 18, Central West at Dubbo on April 1, South East at Goulburn on April 8, South West at Hay on April 28 and North East at Tamworth on May 5.

GRAHAM SMITH
President



MEETING

Held at

Gwydir Shire Council “*Living Class Room*”

Thursday 5 May 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 and Stewart Todd, General Manager

Gunnedah Shire Council

Cr Owen Hasler, Mayor

Gwydir Shire Council

Cr John Coulton, Mayor and Max Eastcott, General Manager

Liverpool Plains Shire Council

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

Moree Plains Shire Council

Cr Theo Tzannes and Angus Witherby, Acting General Manager

Walcha Council

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

Uralla Shire Council

Cr Bob Crouch, Deputy Mayor and George Cowan, Acting General Manager

NSW Department of Premier & Cabinet

Alison McGaffin

Regional Development Australian Northern Inland

Russell Stewart, Chairperson

1 REGIONAL GOVERNANCE

1.1 WELCOME

Cr John Coulton, Mayor of Gwydir Shire Council welcomed Board members to Bingara.

1.2 APOLOGIES

Apologies were announced as having been received from Cr Mick Pearce, Mayor, Uralla Shire Council, Cr Katrina Humphries, Mayor and Lester Rodgers, General Manager, Moree Plains Shire Council, Eric Groth, General Manager, Gunnedah Shire Council and Nathan Axelsson, Executive Officer, Regional Development Australia Northern Inland.

Declaration of Interest

Nil

1.3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

MOTION

Moved Cr Hasler, Gunnedah and seconded Cr Coulton, Gwydir

32/16

RESOLVED

That the Minutes of the Meeting of Namoi Councils held on 7 April 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 No 34

MOTION

Moved Cr Hope, Liverpool Plains and seconded Cr Archdale, Walcha

33/16

RESOLVED

- (i) That Outstanding Action List 34 be received and noted;
- (ii) That Namoi Councils Joint Organisation invite tenders for the supply of electricity and gas to member Councils from energy retailers on the basis of charges including energy from non-renewable and renewable sources;
- (iii) That representations for improvements to North West Country Passenger Train Services include a daily return high speed regional rail service from Armidale to Newcastle with connections to the Newcastle-Sydney Train Network for individuals and groups to connect with family, friends, business, professional services, legal services, health and medical appointments and services, education, employment, sport, recreation, tourism, arts, culture, connection to

intrastate, interstate and overseas travel thereby avoiding the current requirement for accommodation costs for at least one night, and in most cases, for two nights.

1.5 FINANCE REPORT

MOTION

Moved Cr Hasler, Gunnedah and seconded Cr Hope, Liverpool Plains

That the Namoi Councils Financial Report as at 30 March 2016 be received and noted.

2 REGIONAL ADVOCACY

2.1 REGIONAL MEDIA ISSUES

34/16

RESOLVED

MOTION

Moved Cr Hope, Liverpool Plains and seconded Cr Coulton, Gwydir

That the Joint Organisation Chairperson be authorised to issue a media release in respect of the support of the Namoi Councils Joint Organisation and member Councils for the Inland Rail Project to provide a high performance and direct interstate freight rail corridor between two of Australia's largest cities—Melbourne and Brisbane and in doing so, address the growing freight task by moving freight transport off the congested road network and increasing the productivity of rail freight services.

2.2 MEDIA RELEASES ISSUED

35/16

RESOLVED

MOTION

Moved Cr Hope, Liverpool Plains and seconded Cr Coulton, Gwydir

That the Media Release issued in respect of North West NSW TrainLink Passenger Rail Services to the North West be noted.

2.3 NOTICE OF MOTION – GUNNEDAH SHIRE COUNCIL

36/16

RESOLVED

MOTION

Moved Cr Hasler, Gunnedah and seconded Cr Hope, Liverpool Plains

- (i) That Namoi Councils Joint Organisation make representations to the Federal Members of Parliament covering the Namoi Region seeking an extension of the Northern Lights Program that will allow Joint Organisation member Councils who did not participate in the inaugural Program and to participate in a second Program;
- (ii) That in the meantime Namoi Councils Joint Organisation members develop a common position with regard to LED lighting for all new sub-divisions which would be particularly valuable to those communities experiencing significant growth; and

- (iii) That Essential Energy representatives be invited to the next Joint Organisation Meeting as it is considered appropriate to hear firsthand the Essential Energy position once again in regard to the matter as Essential Energy has prevaricated on this issue to date and specifically addressing issues regarding:
- ❖ Standard of Lighting
 - ❖ Australian Standard Compliant
 - ❖ Cost
 - ❖ Council Public Liability

2.4 OUTWARD CORRESPONDENCE

37/16 RESOLVED

MOTION

Moved Cr Hope, Liverpool Plains and seconded Cr Coulton, Gwydir

That the Outward Correspondence Item 2.4.1 to the NSW Treasurer in respect of the Emergency Services Property Levy be noted.

2.5 INWARD CORRESPONDENCE

38/16 RESOLVED

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Archdale, Walcha

- (i) That in respect of Inward Correspondence Item 2.5.1, the Namoi Councils Joint Organisation provide Moree Plains Shire Council with a letter of support for the Council's application for funding to re-open the first section of the old Inverell railway line from Moree continuing east to accommodate a transport facility and provide rail transport options for existing grain volumes;
- (ii) That Item 2.5.2 from the Australia Bureau of Statistics Extract of New England North West Local Government Area population levels be noted;
- (iii) That in respect of Item 2.5.3, Namoi Councils Joint Organisation make a submission to the Inquiry into the Augmentation of Water Supply for Rural and Regional NSW; and
- (iv) That Item 2.5.4 be referred to the Namoi Councils Regional Transport Working Group for attention.

2.6 REGIONAL LIVING EXPO 2016

The Chief Executive Officer of the Foundation for Regional Development Ltd, Mr Peter Bailey, made a presentation to the Board in respect of the Regional Living Expo 2016 scheduled to be held at the Sydney Showground on 6 and 7 August 2016.

39/16 RESOLVED

MOTION

Moved Bolton, Narrabri and seconded Cr Hope, Liverpool Plains

That participation in the Regional Living Expo 2016 be referred to the next JOLT Meeting for review and recommendation to member Councils.

3 INTERGOVERNMENTAL COLLABORATION

3.1 NSW DEPARTMENT OF PREMIER & CABINET REGIONAL COORDINATOR

The Department of Premier & Cabinet New England North West Regional Coordinator, Alison McGaffin, addressed the Board on a number of issues of which the following represents a summary:

“Making It Happen NSW”

The NSW Government is implementing reforms to drive better outcomes for regional communities.

The reforms consist of two distinct components:

1. “Making it Happen in the Regions” – to set actions in the regions that align with the Premier and State priorities and deliver outcomes on matters of key regional significance.
2. Strengthened and streamlined regional governance – a refreshed approach to drive accountability and develop solutions to issues at the regional scale.

Making it Happen in the New England North West will identify specific priority actions (approximately 12) that the Government is or will be undertaking. Initiatives can be sourced from specific actions included in implementation plans for the Premier’s Priorities or project delivery plans for the State Priorities; or regional initiatives identified jointly by agencies and local government through the Regional Leadership Group.

A Deputy Secretaries Committee with members nominated by the Secretaries Board will oversee development of “*Making it Happen in the Regions*”. In addition, the Secretaries Board is investigating development of a single set of state agency regional operating boundaries. Importantly, the Secretaries Board has authorised their regional staff to participate in identifying priority actions for each region and support DPC’s Regional Leadership Group as the single authorised governance framework for cross government matters in the regions.

Initiatives included in *Making it Happen in the New England North West* must be funded within agency budgets. They can have varying delivery time horizons. It is envisaged that initiatives will be reviewed annually so that completed actions can be removed and new emerging actions included; providing Government with the opportunity to share any success stories. Initiatives must be led or co-led by NSW Government.

Regional Parliamentary Secretaries will report the progress of all initiatives in a region as part of their reporting program to Cabinet every six months.

“Making it Happen in the Regions” is due for Cabinet consideration in August 2016. Given the tight timeframe for delivery, DPC has commenced the identification of initiatives by reviewing draft priorities and actions identified by the RLG in preparing for RAP 2015-2019; budget papers including election commitments; state-wide plans and strategies; and agency websites (major projects).

Western NSW Mining and Resource Development Taskforce

The Taskforce is established to identify opportunities and challenges relating to mining and the resource development sector and to provide advice and recommendations to Government on actions to maximise community benefit.

New England North West Regional Managers Network

The Network is scheduled to meet in Tamworth on 12 May 2016 and comprises NSW Government agency managers and the General Managers from local Councils in the region who meet three times a year to exchange information on key government initiatives and to discuss opportunities for multi-agency collaboration and responses. The Network is particularly focussed on improving ways the NSW Government and Local Government can partner to progress initiatives or respond to emerging regional issues. The Networks are part of the NSW Government’s regional governance framework and they report to the Regional Leadership Group (RLG).

3.2 REGIONAL DEVELOPMENT AUSTRALIA NORTHERN INLAND

The Regional Development Australian Northern Inland Chairperson, Russell Stewart, addressed the Board of which the following represents a summary:

Jobs NSW has been invited to visit the New England North West Region and advice has been received the funds are available for sustainable job creation within the Region. The Program is different to those offered in the past in so much as funding is provided upfront for a job creation project rather than when benchmarks have been achieved. Regional Development Australia Northern Inland is available at a reasonable service fee to assist applicants complete applications and meet the program guidelines.

A Namoi Investment Prospectus Project Working Group Meeting has been scheduled for 24 May 2016 to progress development of the joint project between RDANI and the Namoi Councils Joint Organisation.

4 REGIONAL STRATEGIC PLANNING AND PRIORITISATION

4.1 JOINT ORGANISATION LEADERSHIP TEAM (JOLT) MEETING REPORT AND RECOMMENDATIONS – 22 APRIL 2016

MOTION

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

40/16 RESOLVED

That Report of the Joint Organisation Leadership Team Meeting held on 22 April 2016 be received and noted.

5 NAMOI COUNCILS SHARED SERVICES

5.1 NAMOI WATER ALLIANCE TECHNICAL ADVISORY COMMITTEE MEETING – 13 APRIL 2016

MOTION

Moved Cr Hasler, Gunnedah and seconded Cr Hope, Liverpool Plains

41/16 RESOLVED

That the Minutes of the Namoi Water Alliance Technical Advisory Committee Meeting held on 13 April 2016 be received and noted.

6 GENERAL BUSINESS

6.1 YAMBA INTEGRATED PORT-RAIL-PORT INFRASTRUCTURE STRATEGY

Cr Theo Tzannes from Moree Plains Shire Council made a presentation to the Board in respect of a proposal by Australian Infrastructure Developments Pty Ltd for a fully integrated Port-Rail-Port Project from Moree to the Port of Yamba to deliver a holistic world-class infrastructure project designed to meet Australia's international and domestic trade growth and resulting freight task demands by 2025 and beyond.

Project information was circulated to all Board Members.

It was agreed that Mr Desmond Euen, Director/CEO of Australian Infrastructure Developments Pty Ltd, be invited to attend the next Joint Organisation Board Meeting scheduled to be held at Moree on 2 June 2016.

6.2 EUROPEAN CARP ERADICATION PLAN

Cr Conrad Bolton advised the Board of details surrounding a Federal Government Plan and Program to eradicate European Carp from the Murray-Darling River System using a strain of the herpes virus. Cr Bolton informed the Board of the unintended consequences and impacts of the Plan in relation to a pollution problem with dead fish littering waterways and the contamination of town water supplies along the Murray-Darling River System.

Cr Bolton said that environmental flows will be required to flush river systems of dead carp and that he held grave fears for community health and town water supplies. Councils must be fully engaged in the planning process so as to be aware of the potential impacts of the eradication plan and be a direct and informed participant in mitigation and remediation strategies.

MOTION

Moved Cr Bolton, Narrabri and seconded Cr Hasler, Gunnedah

42/16 RESOLVED

That the Executive Officer be requested to obtain all information relating to the European Carp Eradication Plan from the NSW Department of Primary Industries for review at the next Joint Organisation Board Meeting.

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

Date: Thursday 2 June 2016 commencing at 9.30am

Venue: Moree Plains Shire Council

Closure: There being no further business, the Namoi Councils Joint Organisation Meeting concluded at 12.07pm

Cr Col Murray, Namoi Councils, Chairperson

5 May 2016

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Minutes