



BUSINESS PAPER  
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 30 November 2016

**2:00pm**

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

WO/2016/01982

AGENDA

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Submitted to Council: 30 November 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, 30 November 2016** commencing at **3:00pm**.

Yours sincerely

Jack O'Hara  
GENERAL MANAGER

## INDEX

- 1. Apologies
- 2. Confirmation of Previous Minutes
  - 2.1 Minutes of the Ordinary Meeting Minutes held on Wednesday, 26 October 2016 at Walcha Council Chambers WO/2016/01818
- 3. Business Arising
- 4. Declarations of Interest
- 5. Mayoral Minute  
Nil.
- 6. Senior Officers Reports
  - 6.1 Working Funds 2015-2016 Annual Financial Statements WO/2016/01945
  - 6.2 Quarterly Review of Operational Plan & Budget as at September 2016 WO/2016/01946
  - 6.3 Rental of Squash Courts by Walcha Community Gym and Walcha Squash Club WINT/2016/02256
  - 6.4 Arrangements for Staff over Christmas 2016 WO/2016/01937
  - 6.5 Review of Gates & Grids on Public Roads Policy WO/2016/01950
  - 6.6 Naturally Occurring Asbestos at Nowendoc WO/2016/01949
  - 6.7 Container Deposit Scheme Registration of Interest WO/2016/01960
  - 6.8 Water Security Feasibility Study WO/2016/01959
  - 6.9 Referral to Committee of the Whole – Tender for Bitumen and Emulsion WO/2016/01942
- 7. Notice of Motion  
Nil.

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Submitted to Council: 30 November 2016

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



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

9. Management Review Report WO/2016/01914

10. Committee Reports

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

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

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

11. Delegate Reports

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

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

11.3 Minutes of the NSW Public Libraries Association North East Zone Meeting held at Coffs Harbour City Council on Thursday, 3 November 2016.  
WI/2016/07628

11.4 Minutes of the Country Mayors Association General Meeting & Annual General Meeting held at Parliament House, Sydney on Friday 4 November 2016.  
WI/2016/07275

11.5 Minutes of the Walcha Community Consultative Committee Meeting held in the Council Chambers Hamilton Street Walcha on Tuesday, 8 November 2016.  
WO/2016/01987

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.

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Submitted to Council: 30 November 2016

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



**Present:**

**Apologies:**

**Confirmation of the Ordinary Meeting Minutes held on Wednesday,  
26 October 2016:**

**Matters arising from the Ordinary Meeting held on Wednesday, 26 October 2016:**

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Submitted to Council:                      30 November 2016

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



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 26 October 2016

at

3.08pm

at

Walcha Council Chambers

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

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

### **1. APOLOGIES:**

Nil.

MINUTES



**2. CONFIRMATION OF THE EXTRA ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 28 SEPTEMBER 2016:**

53 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that the Minutes of the Ordinary Meeting held on Wednesday, 28 September 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

**CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 28 SEPTEMBER 2016:**

54 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that the Minutes of the Ordinary Meeting held on Wednesday, 28 September 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

**3. BUSINESS ARISING**

**Bridge Tenders**

The Director – Engineering Services provided the following update on the Bridge Tenders.

Bergen Bridge Tender:

- ◆ The tender was adopted at the last meeting and was awarded to Bridge Build & Civil.
- ◆ Investigations have satisfied the Director – Engineering Services and will now be sent to Council’s insurers, Statewide, for final review and adoption.
- ◆ The tenderer has used this time to begin working towards final construction drawings and to develop the site specific documentation.
- ◆ Pre-Tender negotiations will be finalised at a meeting booked in the coming week. At this meeting, there will be discussions about specifications, environmental documentation and quality management.

Five Bridges Tender:

- ◆ The tender was adopted at the last meeting and was awarded to Waeger Constructions
- ◆ The tenderer has used this time to begin working towards final construction drawings and to develop the site specific documentation.
- ◆ A meeting is scheduled for the coming week to discuss specifications, environmental documentation and quality management and mutually beneficial program for Council and Waeger.
- ◆ Final design works are progressing and Waeger will present these final documents to Council at this Meeting.





**Telecommunications**

It was **MOVED** Lyon **Seconded** Ferrier that Council continue to work with the NSW Farmers in an advocacy role to improve the telecommunications service within the shire.

IT was **MOVED** Councillor Lyon **Seconded** Ferrier that Council approach Telstra requesting that they donate a data boosting device to be provided to Council to loan to community members for a week at a time to ascertain if the device will improve their service.

On being put to the **VOTE** the Motion was **LOST**.  
Clr Lyon recorded his Vote **FOR** the **MOTION**.

**4. DECLARATIONS OF INTEREST**

**Item: 6.1 Part Day Public Holiday Application for 2017, 2018 & 2019.**

Clr Ferrier declared a pecuniary interest being an executive of the Walcha Jockey Club.

**5. MAYORAL MINUTE**

Nil.

**Afternoon Tea**

The Council adjourned for afternoon tea at 3:28pm and resumed the Meeting at 3:54pm. During afternoon tea Council presented the Rates Incentive Scheme winner, Jody Lawrence, with her prize of \$500 shopping vouchers in Walcha.

**6. SENIOR OFFICERS REPORT**

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

**6.1 Part Day Public Holiday for 2017, 2018 & 2019 Walcha Races**

**WO/2016/01767**

Clr Ferrier left the Chambers and took no part in the debate.

56 **RESOLVED** on the Motion of Councillors Kealey and Kermode that Council:

- ◆ Endorse the application for a Part Day Public Holiday from 12 noon to 6pm on Friday, 10 February 2017 for the Walcha Races.
- ◆ Propose to survey the community and key stakeholders directly after the 2017 Part Day Public Holiday on Friday, 10 February 2017 to ensure that Council



receive a true and fresh account of the positives and/or negatives of holding the part day public holiday.

Clr Ferrier returned to the Meeting and the Chairperson conveyed the resolution.

**6.2 Grants for Junior Sporting /Coaching Clinics – Walcha Milo Cricket**  
**WO/2016/01779**

57 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council **APPROVE** the application by the Walcha Milo Cricket for a Junior Sporting / Coaching Clinic Grant in the amount of \$1,500.

**6.3 Water and Sewer Capital Projects Overview** **WO/2016/01768**  
The Report was **NOTED** by Council.

**6.4 Timber Bridges Update** **WO/2016/01553**  
The Report was **NOTED** by Council.

**6.5 IPART Draft Report on the Review of the Local Government Rating System**  
**WO/2016/02257**

58 **RESOLVED** on the Motion of Councillors Kermode and Lyon that Council **NOTE** IPART’s Draft Report on the Review of the Local Government Rating System.

**6.6 Annual Review of Agency Information Guide** **WO/2016/01646**

59 **RESOLVED** on the Motion of Councillors Ferrier and Kermode that Council **ADOPT** the Draft Agency Information Guide 2016/2017.

**6.7 Records Management Policy and Procedures for Councillors**  
**WO/2016/01770**

60 **RESOLVED** on the Motion of Councillors Heazlett and Kermode that Council **ADOPT** the “Records Management Policy and Procedures for Councillors” as submitted.

**Records Management Policy and Procedures for Councillors**

**Contents**

- 1 Purpose, authority and application of this document
- 2 State records
- 3 Records as a resource
- 4 Creation and capture of records
- 5 Registration of records by Council
- 6 Security and confidentiality of records
- 7 Access to records of Council
- 8 Borrowing records of Council





- 9 Unauthorised access or disclosure of information
  - 10 Handling and storage of records
  - 11 Disposal of records
  - 12 For more information
  - 13 Approval
- Appendix A – Legislative requirements for recordkeeping  
 Appendix B – Best practice guidance for recordkeeping  
 Appendix C – Glossary of terms  
 Appendix D – Web references for publications referred to in this document

## 1 Purpose, scope, authority and application of this document

### 1.1 Purpose of this document

The purpose of this document is to ensure that full and accurate records (see Appendix C: Glossary) of the activities and decisions of Councillors, in the course of their official duties for Council, are created, managed and disposed of appropriately to meet the Council’s organisational needs and accountability requirements.

### 1.2 Application of this document

All Councillors must comply with this document in their conduct of official business for Council. Official business includes business relevant to the performance of the function and duties of the office of Councillor. This document applies to records in all formats, including electronic records (eg emails).

## 2 State records

### 2.1 Some Councillors’ records are State records

Public offices are bound by the *State Records Act 1998* which establishes rules for best practice for recordkeeping in NSW Government, encouraging transparency and accountability. Councils are identified as public offices under the Act (section 3(1)). When discharging functions of Council, Councillors are subject to the State Records Act when they create or receive ‘State records’.

A State record is ‘any record made and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office’ (section 3(1)).

### 2.2 Examples of State records

Examples of State records include (but are not limited to):

- correspondence, including emails, regarding building and development matters
- a petition received from a community group
- declarations concerning a Councillor’s pecuniary interests
- speech notes made for addresses given at official Council events, and
- complaints, suggestions or enquiries by rate payers about Council services.

### 2.3 Examples of records that are not State records

Conversely, records which are created, sent or received by Councillors when they are **not** discharging functions of Council are **not** considered to be State records for the purposes of the *State Records Act 1998*.

Examples of records that are not State records include (but are not limited to):



- records relating to political or electoral issues e.g. lobbying for votes, supportive emails from members of the community regarding elections or political stances
- communications regarding matters of personal/general interest rather than Council interest e.g. information from environmental or other interest groups not specific to issues being considered by Councillors or Council
- records relating to attendance at sports functions, church fetes, community functions when the Councillor is not representing Council
- personal records of councillors such as personal emails, character references for friends, nomination for awards, letters to local newspapers etc that are not related to Council business.

**3 Records as a resource**

Records are a vital asset to council. Many records created and received by Councillors have the potential to:

- support the work of Councillors and Council’s program delivery, management and administration
- help Councillors and Council to deliver customer services in an efficient, fair and equitable manner
- provide evidence of Councillors’ actions and decisions and establish precedents for future decision making, and
- protect the rights and interests of the Council, Councillors and its clients and rate payers.

A small percentage of records created and received by Councillors will become archives (See Appendix C: Glossary), part of the cultural resources of the State.

**4 Creation and capture of records**

**4.1 What records to create and capture**

Councillors should create and capture full and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business can include:

- providing advice, instructions or recommendations
- drafts of documents for Council containing significant annotations or submitted for comment or approval by others
- correspondence received and sent relating to their work undertaken for Council.

Council is responsible for:

- creating and capturing records of Council or committee meetings where the Council is the secretary
- capturing any State records it sends to Councillors regarding Council business.

**Creation of records of a confidential nature**

On some occasions Councillors are approached and asked to keep matters discussed relating to Council business confidential. In this case they should refer the person to Council’s General Manager. This indicates that confidential conversations/correspondence must still be recorded and registered into Council recordkeeping systems if they refer to Council business. There are policies and security controls in place to ensure these records have limited access (see Section 6 Security and confidentiality of records), but these records may still need to be produced under relevant legislation, e.g. subpoena or the *Government Information (Public Access) Act 2009*. With security controls in place records are likely to be less at risk than if they were not in recordkeeping systems.



**4.2 How to create records**

Details of significant advice, commitments etc made during telephone or verbal conversations or via SMS should be recorded using the Council supplied iPad and emailed to the General Manager. These records should be made **as soon as possible** after the event to ensure the information is accurate. See Section 6 Security and confidentiality of records for information about the treatment of confidential matters.

**4.3 How to capture records**

Records of Council business that are created or received by Councillors (with the exception of those sent from Council as they are already captured) should be saved into official Council recordkeeping systems as soon as is practicable so that Council can assist with their long term management.

**Paper records**

Records created or received in paper format should be given to the General Manager. If records are of a sensitive or confidential nature, the Councillor should alert the General Manager to this fact so that appropriate security controls can be applied.

**Email and electronic records**

Email and other electronic records should be forwarded to the General Manager promptly for registration. If records are of a sensitive or confidential nature, the Councillor should mark the records as CONFIDENTIAL so that appropriate security controls can be applied. See Section 6 Security and confidentiality of records for information about security controls for sensitive records.

**Councillors' copies**

If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only while needed for current Council business. Once they are no longer needed they should be given to the Records Manager who will arrange for the secure destruction of these records. The routine destruction of copies of records is permitted under the *State Records Act* (section 21(2)). See Section 11 Disposal for more information. It is important to recognise that these copies should be treated like the originals with regard to security controls applied (see Section 10 Handling and storage of records).

**5 Registration of records by Council**

**5.1 Councillors' mail (including email)**

Mail addressed to the Councillor and marked as PRIVATE or CONFIDENTIAL will be opened by the General Manager. If the mail is found to be personal it will be passed on to the relevant Councillor. If mail is Council business, it will be registered into Council record management system and tasked to the General Manager. The Councillor will receive a copy of this mail. All mail not marked as private or confidential will be opened and treated the same as all Council incoming correspondence. Councillors will receive a copy of this mail if it is relevant to them.

**6 Security and confidentiality of records**

**6.1 Building controls**

Council's paper records are kept securely to protect against unauthorised access.



**6.2 System controls**

The Council’s records management software which controls both paper and electronic records restricts access according to security levels.

**6.3 Rules for Council staff and Councillors**

Council staff and Councillors are bound by Council’s *Code of conduct*, preventing unauthorised access or disclosure of Council records.

See Section 10 Handling and storage of records for advice regarding Councillors’ security responsibilities when storing records.

**7 Access to records of Council**

**7.1 Access relating to civic duties**

Councillors need to have access to information held by Council to help them make informed decisions on matters under their consideration. This information should be relevant and appropriate to the discharge of their obligations e.g. records relating to matters before Council or due to be listed for which there is notification.

As a first step, Councillors should contact the General Manager to request access.

Records can be made available for viewing during normal business hours. Records must be viewed in the presence of the Records Manager.

**7.2 Access relating to personal interest**

Councillors wishing to access records in relation to a matter of personal interest have the same rights as other members of the public. Access may be obtained, for example, under:

- the *Privacy and Personal Information Protection Act 1998*
- the *Health Records and Information Privacy Act 2002*
- the *State Records Act 1998*, or
- the *Government Information (Public Access) Act 2009*.

**7.3 Refusal of access**

If a Councillor is refused access to records, they should refer to any appeal provisions of the relevant Act.

**7.4 More information on access**

More information on gaining access to Council records can be obtained from the General Manager.

See also Section 9 Unauthorised access or disclosure of council records.

**8 Borrowing records of Council**

**8.1 Borrowing paper-based records**

Under section 11(1) of the *State Records Act*, Councils are required to ensure the safe custody and proper preservation of records they are responsible for. Councillors will not be able to borrow paper-based Council records. Viewing of these records must be arranged by contacting the General Manager.

**8.2 Borrowing records in electronic form**

Electronic records required by Councillors will be made available in PDF format only so they cannot be altered.



### 8.3 Archives

Council policy regarding archives is that they are **not** to be borrowed. They should rather be viewed within Council offices during normal working hours in the presence of a records officer. Photocopies of relevant pages can be made available to Councillors if restrictions on copying do not apply.

## 9 Unauthorised access or disclosure of Council records

The *Local Government Act 1993* section 664(1) prohibits the disclosure of information obtained in connection with the administration or execution of the Act, except in certain specific circumstances. Councillors are also bound by the Council’s *Code of conduct* [or other relevant document] **not** to:

- attempt to access records they are not authorised to see
- provide unauthorised access to other parties while Council records are in their care
- disclose confidential information about Council business, or
- disclose personal information of employees, clients etc without the subject’s consent.

These rules help to ensure that Council and its staff and clients are protected and that that the requirements of relevant legislation, such as privacy legislation, are met (see [Appendix A](#)).

## 10 Handling and storage of records

### 10.1 Damage or neglect of records is an offence

Damage or neglect of a State record is an offence under section 21 of the *State Records Act*. Councillors should apply the storage and handling rules below to ensure records are protected.

## 11 Disposal of records

### 11.1 Disposal in accordance with the State Records Act

State records held by Councillors must be disposed of in accordance with the *State Records Act 1998*.

State Records NSW has issued *General Retention and Disposal Authority - Local Government records (GA39)*, which outlines classes of records and how long they should be kept before being legally destroyed or transferred to archives. Periods specified are based on relevant legislation, guidelines and standards. Failure to keep records for the length of time specified in the GDA may put Councillors and Councils at risk.

Other forms of authorised disposal include:

- by order of a court or tribunal
- ‘normal administrative practice’ (NAP) where ephemeral, duplicate or facilitative records can be destroyed. State Records has produced *Guidelines on Normal Administrative Practice (NAP)* which provide further information on the application of NAP.

### 11.2 Liaison with Council for disposal

Councillors should liaise with the General Manager regarding the disposal of any records of Council business as Council is responsible for:

- ensuring legislative requirements are met
- ensuring destruction is undertaken appropriately (e.g. that no sensitive information is released due to inappropriate destruction methods), and
- documenting disposal decisions for accountability purposes.



The Council’s records management staff should be primarily responsible for the disposal of State records. Draft notes when file notes are registered with Council, notes of meetings when Council is recording the official version etc. are permitted to be destroyed by the Councillor.

**12 For more information**

For more information about the use of this policy and procedures, contact the General Manager.

**13 Approval**

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgment:** The Council acknowledges the use of State Records NSW, *Sample records management policy and procedures for Councillors* which draws on policy/procedure documents of State Library of NSW, State Records NSW, Armidale/Dumaresq Council, Shoalhaven City Council, and the Council of the City of Sydney.

**Appendix A – Legislative requirements for recordkeeping**

- *Environmental Planning and Assessment Act 1979* available at:  
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+203+1979+cd+0+N>
- *Evidence Act 1995* available at:  
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+25+1995+cd+0+N>
- *Government Information (Public Access) Act 2009* available at:  
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+52+2009+cd+0+N>
- *Health Records and Information Privacy Act 2002* available at:  
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+71+2002+cd+0+N>
- *Local Government Act 1993* available at:  
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+30+1993+cd+0+N>
- *Privacy and Personal Information Protection Act 1998* available at:  
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+133+1998+cd+0+N>
- *State Records Act 1998* – including standards and retention and disposal authorities issued under the Act - available at:  
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+17+1998+cd+0+N>
- *State Records Regulation 2010* available at:  
<http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+450+2010+cd+0+N>

[Note: This list is not exhaustive. It is the responsibility of managers to examine legislation and government directions which govern their activities, and ensure that records arising from these activities conform with recordkeeping requirements.]

**Appendix B – Best practice guidance for recordkeeping**

- Australian Standard, AS ISO 15489-2002, *Records management*
- Australian Standard AS5090-2003, *Work process analysis for recordkeeping*
- NSW Ombudsman, *Good Conduct and Administrative Practice: Guidelines for state and local government*, 2003, available at:





<http://www.ombo.nsw.gov.au/publication/PDF/guidelines/Good%20Conduct%20and%20Administrative%20Practice.pdf>

- NSW Premier’s Department, *Model Code of Conduct for NSW Government agencies*, 1997, available at: [http://www.premiers.nsw.gov.au/our\\_library/conduct/Model\\_Code\\_of\\_Conduct.pdf](http://www.premiers.nsw.gov.au/our_library/conduct/Model_Code_of_Conduct.pdf)

[Can include internal documents such as code of conduct, records management policy and procedures, professional, ethical and quality standards etc that the Council follows and that includes requirements for recordkeeping].

**Appendix C - Glossary of terms**

This glossary has been compiled from the *State Records Authority Glossary of Recordkeeping Terms*. Sources of terms include Australian and international standards on records management.

**Access** – right, opportunity, means of funding, using or retrieving information. *AS ISO 15489 Part 1 Clause 3.1*

**Appraisal** - The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations. *AS 4390 Part 1 Clause 4.3*

**Archives** - Those records that are appraised as having continuing value. *AS 4390 Part 1 Clause 4.5*

**Disposal** - a range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records. *AS4390 Part1 Clause 4.9*

**Recordkeeping** - Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information. *AS 4390-1996, Part 1.4.19*

**Recordkeeping systems** - Information systems which capture, maintain and provide access to records over time. *AS 4390-1996, Part 1. Clause 4.20*

**Records** - Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business. *AS ISO 15489 Part 1 Clause 3.15*

Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. *State Records Act 1998 (NSW)*

**Records management program** - A records management program encompasses the management framework, the people and the systems required within an organisation to manage full and accurate records over time. This includes the identification and protection of records with longer-term value that may be required as State archives.

**Retention and Disposal Authority** - Documents authorised by the Board of State Records NSW that set out appropriate retention periods for classes of records.

**State archive** - A State record that the State Records Authority of New South Wales has control of under the *State Records Act, 1998 (NSW)*.

**Appendix D – Web addresses for publications referred to in this document**

See also Appendix A for links to legislation.

Government Chief Information Office, *Guide to labelling sensitive information*, 2002, available at: <http://www.gcio.nsw.gov.au/pages.asp?CAT=764&ID=779>

State Records, *Guideline 3 - Destruction of records*, revised 2010, available at: <http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/guidelines/guideline-3>



State Records, *General retention and disposal authority: local government records* (GDA10), revised 2006, available at: <http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/rules/general-retention-and-disposal-authorities/local-government-records-gda-10>

State Records, *Guideline 8 - Normal administrative practice*, 2005, available at: <http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/guidelines/guideline-8>

State Records, *Recordkeeping in Brief 14 - Handle with care*, 2000, available at: <http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/recordkeeping-in-brief-14>

See also Independent Commission Against Corruption, *Lobbying local government councillors*, 2006, available at: [www.icac.nsw.gov.au](http://www.icac.nsw.gov.au) which includes recommendations for recordkeeping.

**6.9 End of Employment Policy**

**WO/2016/01778**

61 **RESOLVED** on the Motion of Councillors Lyon and Kermode that Council **ADOPT** the “End of Employment Policy” as submitted.

**ADMINISTRATION POLICIES**  
**END OF EMPLOYMENT POLICY**



**INTRODUCTION**

Walcha Council’s End of Employment Policy has been designed to support Council’s Corporate Goal “to provide effective, efficient and responsive government for our community.” This is achieved by employees complying with their responsibilities under the State Records Act 1998 and ensuring corporate records are retained and stored correctly within Council’s electronic document management system.

**POLICY**

This Policy and related procedure will:

- ❖ Provide documented evidence of Walcha Council’s commitment to complying with the State Records Act 1998 and best practice;
- ❖ Provide opportunities for continuously improving performance at all levels of the organisation.

Employees leaving the employ of Walcha Council must ensure that the End of Employment Procedure and Checklist (WINT/15/2427) is completed.

The main objectives of the End of Employment Policy are to:

- ❖ Maintain the highest possible integrity for services provided by Walcha Council;
- ❖ Retain Walcha Council’s information assets and enhance corporate memory;
- ❖ Create an environment where all Walcha Council employees will understand their personal responsibility for creating and filing corporate records into Councils electronic document management system;
- ❖ Achieve and maintain legislative compliance;

**END OF EMPLOYMENT PROCEDURE AND CHECKLIST**

It is each employee’s responsibility (as stated in all position descriptions) to correctly file into Councils official electronic document management system, any corporate correspondence they create or receive. Employees leaving the employ of Walcha Council are expected to ensure that the following tasks are completed before they leave.



Task to be completed	Date	Signed
All relevant council emails (including sent items) have been TRIMMED to the correct files		
All outstanding tasks in TRIM have been reassigned		
All council records stored in the personal "my documents" area have been TRIMMED to the correct files		
All password protected documents or files have been unprotected		
All personal emails received via my individual @walcha.nsw.gov.au email address have been unsubscribed from or updated with my new contact email address		
A notification has been sent to the senders of council emails that are received directly to my individual email address, requesting that the contact email address be updated to <a href="mailto:council@walcha.nsw.gov.au">council@walcha.nsw.gov.au</a>		
All of my personal records stored on Council systems have been removed eg, in "my documents", saved emails etc		
Out of office notification has been turned on to inform of new email contact of <a href="mailto:council@walcha.nsw.gov.au">council@walcha.nsw.gov.au</a>		
Civica support has been requested to start a redirection of my individual council email address to <a href="mailto:council@walcha.nsw.gov.au">council@walcha.nsw.gov.au</a>		

**I CERTIFY THAT NO COUNCIL RECORDS HAVE BEEN COPIED OR TAKEN BY ME, OR PASSED ON TO ANOTHER PARTY.**

**I CERTIFY THAT I HAVE NOT DELETED OR DESTROYED COUNCIL RECORDS WITHOUT THE WRITTEN AUTHORISATION OF THE RECORDS MANAGER.**

Name:	Witness Name:
Signed:	Witness Signature:
Date:	Date:

**6.10 Annual Review of Investment Policy**

**WO/2016/01643**

62 **RESOLVED** on the Motion of Councillors Ferrier and Wellings that Council NOTE that a review of the Investment Policy has been carried out and ADOPT the Investment Policy as presented.

**ADMINISTRATION POLICIES**

**Investment Policy**

**Table of Contents**

1	Definitions	3
2	Background	4
3	Investment Policy	5
4	Legislative Requirements	5





5	Delegation of Authority	5
6	Prudent Person Standard	6
7	Ethics and Conflicts of Interest	6
8	Approved Investments	6
9	Prohibited Investments	7
10	Risk Management Guidelines	7
11	Investment Advisor	8
12	Benchmarking	8
13	Reporting and Review of Investments	8
14	Review of Investment Policy	8
Appendix 1	Local Government Act 1993 – Ministerial Investment Order	

**1. DEFINITIONS**

**ADI-** Authorised Deposit-Taking Institutions (ADI) are corporations that are authorised under the *Banking Act 1959* (Commonwealth) to take deposits from customers.

**AFMA BBSW-** Australian Financial Markets Association Bank Bill Reference Rate.

**Bill of Exchange** – A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.

**Credit Risk** - Credit risk is the risk of loss to an investor due to the failure of the institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.

**Debentures-** A debenture is a document evidencing an acknowledgement of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.

**DLG** - NSW Division of Local Government, Department of Premier and Cabinet.

**Interest Rate Risk** - Interest rate risk is the risk that the fair value or future cash flows of an investment will fluctuate because of changes in market interest rates.

**Investment Portfolio** - The total pool of all of the council’s investments.

**LGGR** - Local Government (General) Regulation 2005 (NSW)

**Liquidity Risk** - Liquidity risk is the risk an investor is unable to redeem the investment at a fair price within a timely period.

**Market Risk** - Market risk is the risk that the fair value or future cash flow of an investment will fluctuate due to changes in market prices.

**Maturity Risk** - Maturity risk is the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

**Preservation of Capital** - Preservation of capital refers to an investment strategy with the primary goal of preventing losses in an investment portfolio’s total value.

**Prudent person standard** - Prudent person standard is a legal standard restricting the investing and managing of a client’s account to what a prudent person seeking reasonable income and preservation of capital might exercise for his or her own investment.

**Responsible accounting officer** - Responsible Accounting Officer (RAO) of a council means a member of the staff of the council designated by the General Manager, or if no such member has been designated, the General Manager. (LGGR, clause 196).

**Securities** - For financial markets these are the many types of financial instruments (ie, documents) that are traded in financial markets (except futures contracts), eg, bonds and shares.

**2. BACKGROUND**

Council can have on average \$2-3 Million of surplus funds invested at any one time. Interest on these investments represents a significant contribution to the total income of Council and it is essential that Council has clear policy guidelines as to how funds can be invested. This policy aims to clearly state the institutions with which Council can invest the maximum proportion of funds that may be placed with individual organisations and the types of investments entered into.



**3. INVESTMENT POLICY**

**3.1 Objectives**

**3.1.1** To provide a framework for the investing of Council’s funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

**3.1.2** While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

a) Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

b) Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.

c) Investments are expected to achieve a market average rate of return in line with the Council’s risk management guidelines.

**4. LEGISLATIVE REQUIREMENTS**

**4.1** Investments are to comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting,;
- Australian Accounting Standards; and
- Division of Local Government Circulars.

**5. DELEGATION OF AUTHORITY**

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993.

The General Manager may in turn delegate the day-to-day management of Council’s Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers’ delegated authority to manage Council’s investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role

**6. PRUDENT PERSON STANDARD**

Council’s investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council’s investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

**7. ETHICS AND CONFLICTS OF INTEREST**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council’s investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

**8. APPROVED INVESTMENTS**

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government. Refer Appendix 1 Local Government Act 1993 – Investment Order attached.

**9. PROHIBITED INVESTMENTS**

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and





- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

**This policy also prohibits the use of leveraging (borrowing to invest) of an investment.**

**10. RISK MANAGEMENT GUIDELINES**

Investments obtained are to be considered in light of the following key criteria:

- a) Preservation of Capital** – the requirement for preventing losses in an investment portfolio’s total value (considering the time value of money);
- b) Institutional Diversification** –
  - Not less than three(3) quotations shall be received when an investment is made;
  - Individual investments shall not exceed \$1,000,000
  - All term deposits investments are to be made with authorised deposit taking institutions covered by the Australian Government Guarantee.
- c) Market / Credit Risk** - consideration shall be given to the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices, or the risk of failure to repay principal or pay interest of an investment.
- d) Liquidity Risk** – Investment maturity shall correspond with cash flow requirements.
- e) Maturity Risk** - the investment portfolio shall be invested within the following maturity constraints.

Institution Term Rating	OVERALL PORTFOLIO MATURITY		
AAA to AA	Portfolio % < 1 year	Minimum 20%	Maximum 100%
AA to A+	Portfolio % >1 year, < 3years	Minimum 0%	Maximum 50%

**11. INVESTMENT ADVISOR**

Should Council engage an investment advisor, the advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

**12. BENCHMARKING**

The performance of the investment portfolio shall be compared as follows:

Cash	11am Cash Rate
Direct Investments	AFMA BBSW Rate: Average Mid - 90 day

**13. REPORTING AND REVIEW OF INVESTMENTS**

The General Manager/ Responsible Accounting Officer shall be responsible for reconciling the investment register on a monthly basis and ensuring sufficient records are maintained including:

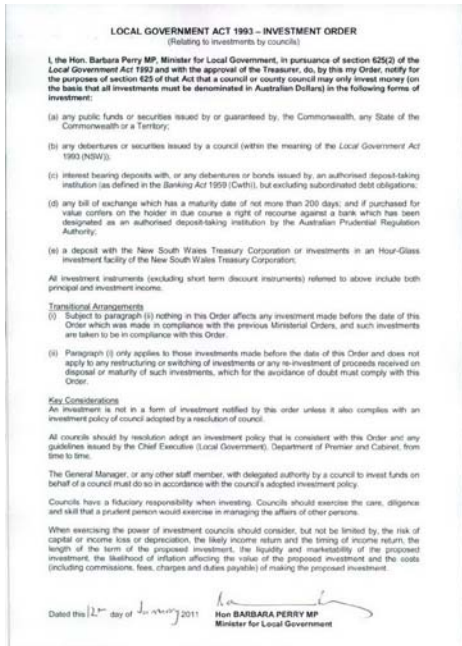
- The source and amount of money invested;
- Particulars of the security or form of investment in which the money was invested;
- The term of the investment; and
- The rate of interest to be paid and the amount earned, in respect of the money invested.

A report shall be provided to each Council meeting, detailing the investment portfolio in terms of performance, investment institution and amount of each investment.

**14. REVIEW OF INVESTMENT POLICY**

This policy shall be reviewed annually and any amendments, if necessary, shall be approved by a resolution of Council.





Adopted Council Meeting 30 March 2011 – Minute No.: 156/2010-11.  
Adopted Council Meeting 24 April 2013 – Minute No.: 180/2012-13  
Adopted Council Meeting 29 July 2015 – Minute No.: 005/2015-16

**LATE REPORTS:**

**1. Draft Drought Management Plan**

**WO/2016/01764**

63 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council place the “Walcha Council Drought Management Plan September 2016” on public exhibition inviting public submissions for a period of 28 days as per the *NSW DPI-Water Best Practice Management of Water Supply and Sewerage Guidelines (DWE 2007)*.

**2. Update Credit Card Policy**

**WO/2016/01801**

64 **RESOLVED** on the Motion of Councillors Ferrier and Kealey that Council cancel the credit cards issued to the Library Manager and the Works Manager **FURTHER THAT** Council provide the Community Services Manager, Senior Manager – Waste, Sewer & Water and the Library Youth Officer a credit card **STILL FURTHER THAT** amend the Credit Card Policy to reflect the changes as follows:

**ADMINISTRATION POLICIES**

**CREDIT CARDS**

**Objective:**

To provide a framework for the efficient and effective administration of Council and ensure that the community is well informed of Council’s decisions.

**Policy:**





That employees holding the following positions with Council shall be issued with Credit Cards to operate on Council’s Business Card Expense Account for use on office Council business:

<u>Position</u>	<u>Set Limit of Card</u>
General Manager	\$6,000
Director – Engineering Services	\$6,000
Manager – Environmental Services	\$3,000
Chief Financial Officer	\$3,000
Human Resources Manager	\$3,000
Storeman	\$2,000
Preschool Nominated Supervisor	\$2,000
Walcha Council Community Care Co-ordinator	\$2,000
Library Manager	\$2,000
Mayor	\$2,000
Manager – Community Services	\$2,000
Senior Manager – Waste, Sewer & Water	\$2,000
Library Youth Officer	\$2,000

Reason:

To reduce the administration and financial costs associated with the payments of accounts primarily resulting from employees carrying out Council business outside the Walcha Council area, through the efficient use of credit cards.

**7. NOTICE OF MOTION**

Nil.

**8. MATTERS OF URGENCY**

Nil.

**9. MANAGEMENT REVIEW REPORTS**

**WO/2016/01763**

**5. Tourism Report – September 2016**

65 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that Council thank Councillor Ferrier for his efforts in running the Billy Cart Derby at the Walcha Mountain Festival.

**10. Waste**

Council agreed that the December Council Meeting will be held on 14 December 2016 commencing at 9am with the Workshop for the Walcha Council Waste Committee followed by Strategic Planning session and concluding with the Ordinary Council business Meeting after the Workshops.

Council also agreed that there will be no Meeting in January 2017 but that the February 2017 be brought forward to Wednesday, 15 February 2017.



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

**10. COMMITTEE REPORTS**

**10.1 Minutes of the Walcha Council Community Care Advisory Committee Meeting held at the Community Care Day Centre Rooms on Tuesday, 18 October 2016. WO/2016/01774**

67 **RESOLVED** on the Motion of Councillors Ferrier and Kealey that Council place the Draft Disability Inclusion Action Plan on public exhibition inviting submission for the period of 28 days.

**11. DELEGATE REPORTS**

**11.1 Minutes of the Namoi Councils Joint Organisation Meeting held at Gunnedah Shire Council on Thursday, 6 October 2016. WI/2016/06375**

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



Item 6:  
Senior Officers'  
Reports

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Submitted to Council: 30 November 2016

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



**Item:** 6.1 **Ref:** WO/2016/01945  
**Title:** Working Funds 2015-2016 Annual Financial Statements  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Yes – Auditors Report

### **WORKING FUNDS**

General Fund has a net current asset figure as at 30 June 2016 of \$4,693,000. This is an artificially high figure and the following adjustments have to be taken into account to give a true indication of the financial position of the fund.

<b>Restricted Assets</b>	
Internally Restricted Assets	2,316,184
Externally Restricted Assets	322,872

<b>Carry Overs from 2015-16</b>	
<b>Funding Carry Over</b>	
Flood Study Grant Funding – Operating	-38,571
RDA funding - Thunderbolts Way upgrade - Capital	-439,200
Restart NSW/RMS – Bergen Bridge Widening - Capital	-1,000,000
NIRW – Community Recycling Centre – Capital	-18,326
<b>Total Funding Carry Over</b>	<b>-1,496,097</b>
<b>Operational</b>	
Administration – internal audit & IP&R	39,000
Environment – Flood Study	41,000
Community Services – education	3,000
Junior Sport Development	5,500
Tourism Marketing	15,600
<b>Total Operational Carry Over</b>	<b>104,100</b>
<b>Capital</b>	
Croudace Street House – internal paint	10,000
Cemetery – Niche Garden	10,000
Community Recycling Centre	38,653
Public Art Acquisition	3,620
Library – repoint brickwork	5,000
Captain Cook Park Toilets – paint & repair	3,000
John Oxley Oval Toilets – replace ceiling	3,000
Bergen Bridge widening	1,000,000
Urban Roads gravel resheeting	5,000
Thunderbolts Way rehab (RDA)	439,200
Truck Wash Bay Upgrade	26,340
<b>Total Capital Carry Over</b>	<b>1,543,813</b>
<b>Net Carry Over Works</b>	<b>151,816</b>

Submitted to Council: 30 November 2016

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



Adjusted Working Funds as at 30 June 2016

Net Current Assets	4,693,000
Restrictions	-2,693,056
Net Carry Over Works	151,816
<b>Working Funds</b>	<b>1,902,128</b>

**Water Services**

The following projects have been carried forward to 2016/17 for the Water Fund:

Water Security Funding	-423,645
WTP Automation – emergency works	464,919
<b>Net Carry Over Works</b>	<b>41,274</b>

The Net Current Assets for the Water Services is \$251,000. After allowing for this carry forward the net working funds is \$209,726 and is considered adequate given the size of the fund.

**Sewerage Services**

The following projects have been carried forward to 2016/17 for the Sewer Fund:

Sewer Relining Work	6,811
Land Acquisition	26,919
Sewer Pump Station – new board & pump	8,996
<b>Net Carry Over Works</b>	<b>42,726</b>

The Net Current Asset level of the Sewerage Services is \$1,294,000 as at 30 June 2016. After allowing for the carry forward amounts the working fund is \$1,251,274. Again this is considered adequate given the size of the fund.

**Internal Restricted Assets**

Below is a summary of Council’s internally restricted assets at 30 June 2016

	<b>Balance 30/06/16</b>
Plant Replacement	356,356
Infrastructure Replacement	857,635
Employee Leave Entitlement	\$557,000
Preschool	\$14,224
Tip Site Remediation	\$40,200
Quarries Remediation	\$121,685
Community Recycling Centre	\$12,000
Mirani Bus Committee	\$331,084
Nowendoc & Woolbrook Landfill	\$26,000
<b>Total</b>	<b>\$2,316,184</b>

Submitted to Council: 30 November 2016

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





Due to the healthy nature of Councils it is recommended to transfer the following amounts from working funds to restricted assets.

Employment Leave Entitlements	\$50,000
Infrastructure Replacement	\$550,00
Plant Replacement	\$150,000

**Auditors Report**

A copy of the Auditors Report is attached to this report.

**RECOMMENDATION:**

**That the Report be NOTED by Council FURTHER THAT the following amounts be transferred to Restricted Assets:**

<b>Employment Leave Entitlements</b>	<b>\$50,000</b>
<b>Infrastructure Replacement</b>	<b>\$550,000</b>
<b>Plant Replacement</b>	<b>\$150,000</b>

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Submitted to Council: 30 November 2016

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

**Armidale**

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Forsyths Business Services Pty Ltd  
ABN 66 182 781 401

13 October 2016

The Mayor  
Walcha Council  
PO Box 2  
WALCHA NSW 2354

Dear Mr Mayor

**AUDIT OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 30<sup>th</sup> JUNE 2016**

We are pleased to report that we have completed the audit of Council's financial statements and records for the year ended 30<sup>th</sup> June 2016 and have reported on the general purpose financial statements and special purpose financial statements as required by the provisions of Section 417(2) of the *Local Government Act 1993*.

Under Section 417(3) of the *Local Government Act 1993* we are also required to report on the conduct of the audit.

***Council's responsibilities***

The Council is responsible for preparing financial statements that give a true and fair view of the financial position and performance of the Council, and comply with Accounting Standards in Australia, in accordance with the *Local Government Act 1993*. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial statements.

***Audit Objectives***

We conducted an independent audit of the financial statements in order to express an opinion on them to the Council. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our audit responsibility does not extend to the Original Budget figures included in the Income Statement and Statement of Cash Flows and the Original Budget disclosures in Notes 2 and 16 and accordingly, we express no opinion on them.

Audit procedures were primarily aimed at achieving audit objectives and did not seek to confirm for management purposes the effectiveness of all internal controls. The planning of the audit procedures was based on an assessment of the risk of the existence of errors and/or irregularities which could materially affect the financial statements.



The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial statements present fairly, in accordance with the *Local Government Act 1993*, Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Council's financial position, and its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial statements, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Council.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

We performed procedures to assess whether the substance of business transactions was accurately reflected in the financial statements. These and other procedures did not include consideration or judgement of the appropriateness or reasonableness of the business plans or strategies adopted by the Council.

We have issued our audit opinion on the basis of the foregoing comments.

### **Matters Relating to the Electronic Presentation of the Audited Financial Statements**

This auditor's report relates to the financial statements of Walcha Council for the year ended 30 June 2016 included on Walcha Council's website. Council is responsible for the integrity of its website. We have not been engaged to report on the integrity of the Council's website. The auditor's report refers only to the statements named above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial statements to confirm the information included in the audited financial statements presented on this website.

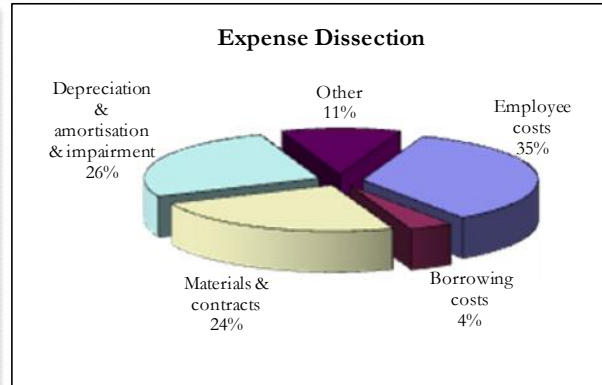
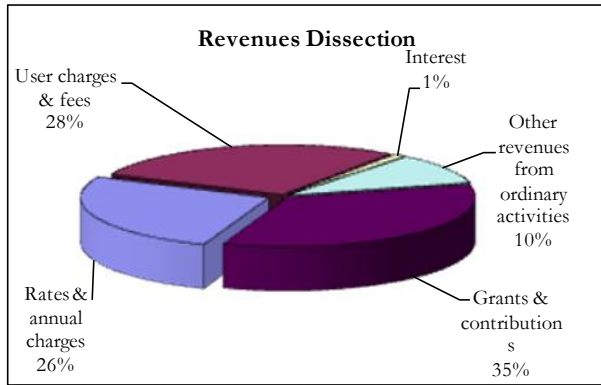


**Additional Reporting Requirements**

In accordance with Section 417(3) of the *Local Government Act 1993* we make the following comments in relation to the results and financial trends.

The Income Statement for the year ended 30<sup>th</sup> June 2016 discloses the following result:

INCOME STATEMENT	Budget	Actual	Actual	Variance	
	2016	2016	2015	Actual	Budget
	\$'000	\$'000	\$'000	%	%
<b>INCOME FROM CONTINUING OPERATIONS</b>					
Rates & annual charges	4,200	4,253	4,106	3.6%	1.3%
User charges & fees	3,025	4,526	4,493	0.7%	49.6%
Interest	113	178	148	20.3%	57.5%
Other revenues from ordinary activities	128	1,615	230	602.2%	1161.7%
Grants & contributions for operating purposes	4,076	4,385	3,681	19.1%	7.6%
Grants & contributions for capital purposes	4,446	1,233	277	345.1%	-72.3%
Gain from sale of assets	72	13	163	-92.0%	-81.9%
<b>Total income from continuing operations</b>	<b>16,060</b>	<b>16,203</b>	<b>13,098</b>	<b>23.7%</b>	<b>0.9%</b>
<b>EXPENSES FROM CONTINUING OPERATIONS</b>					
Employee benefits & oncosts	4,156	4,690	4,822	-2.7%	12.8%
Borrowing costs	36	57	74	-23.0%	58.3%
Materials and contracts	3,429	4,704	3,574	31.6%	37.2%
Depreciation & amortisation	2,480	2,296	2,383	-3.7%	-7.4%
Other expenses from ordinary activities	1,117	1,065	1,040	2.4%	-4.7%
<b>Total Expenses from continuing operations</b>	<b>11,218</b>	<b>12,812</b>	<b>11,893</b>	<b>7.7%</b>	<b>14.2%</b>
<b>OPERATING RESULT FROM CONTINUING OPERATIONS</b>	<b>4,842</b>	<b>3,391</b>	<b>1,205</b>	<b>181.4%</b>	<b>-30.0%</b>
<b>NET OPERATING RESULT BEFORE CAPITAL GRANTS AND CONTRIBUTIONS</b>	<b>396</b>	<b>2,158</b>	<b>928</b>	<b>132.5%</b>	<b>444.9%</b>



The financial statements report a surplus of \$3.4m compared with a surplus of \$1.2m for 2015. This result includes grants and contributions for capital purposes of \$1.2m. The expenditure of these grants is not recorded in this statement but in the statement of financial position and when excluded the surplus decreases to \$2.2m.

Revenues increased by 23.7% during 2015 mainly as a result of increases in rates & annual charges, interest, other revenues from ordinary activities and operating grants and contributions explained as follows:

- Rates & annual charges increased principally due to rate pegging increases.
- Interest increased due to an increase in the level of funds held in term deposits.



- Other revenues from ordinary activities increased due to the settlement of the legal action relating to Lehman's and the return of CDO funds previously written off.
- Operating grants increased due to additional funding received for Roads to Recovery, funding for fixing country roads and timber bridge assessment funding.
- Capital grants increased due to the receipt of Regional Development Funding as part of a joint project with Uralla and Gloucester Shire Councils.

Expenditure increased by 7.7% mainly due to increases in materials and contracts and other expenses which were partially offset by decreases in employee benefits & oncosts, borrowing costs and depreciation & amortisation explained as follows:

- Employee costs decreased mainly due to a reduction in contract accounting costs that had been coded to employee costs other than materials and contracts in the prior year;
- Materials and contract costs increased mainly due an increase the maintenance work on state roads and an increase in capital projects;
- Depreciation and amortisation decreased as a result of the revaluation of roads and related infrastructure in the 2015 year; and
- Other expenses increased due mainly to increased sponsorships for local groups, contributions to library and an increase in the fees for Councillor's (due to their involvement in the Namoi Councils Joint Organisation) and a change in the disclosure for a number of line items including bank charges, postage printing & stationary previously disclosed as part of Materials and Contracts.

The budget amounts included above are those adopted in the original budget and exclude re-votes from the previous year and variations to the budget during the year. The actual operating surplus for the year of \$3.4m compares with the original budget surplus of \$4.8m. The variation between the actual results and the original budget of \$1.4m is primarily due to the following:



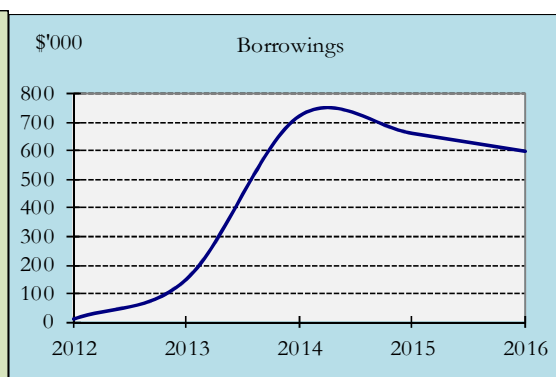
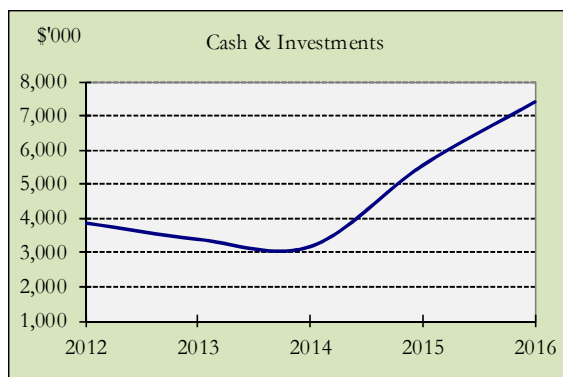
Significant Budget Variations > 10% and >\$0.1m		Comment
User charges & fees	\$1,501,000	Favourable to budget due to additional funding received from the Government for the maintenance of State Roads.
Other revenues from ordinary activities	\$1,487,000	Favourable to budget due to the settlement in relation to the Lehmans CDO's, increased revenue from diesel fuel rebates, insurance rebates and staff FBT contributions which were not included in the budget.
Grants & contributions for capital purposes	(\$3,213,000)	Unfavourable to budget mainly due the Bergen Bridge project being deferred to the 2016/17 year. Therefore the funding will not be received until the work commences. Water service had budgeted for a grant of \$1.5m which was not received.
Gain from sale of assets	(\$59,000)	Unfavourable to budget as the sale of assets did not realise the amounts expected.
Employee benefits & oncosts	(\$534,000)	Unfavourable to budget due to additional workloads in relation to maintenance carried out on State Roads and other roads and increases to the leave provisions.
Borrowing costs	(\$21,000)	Unfavourable due to the unwinding of the present value discounts on the Tips and Quarries not being included in the original budget.
Materials & Contracts	(\$1,275,000)	Unfavourable to budget due to the increase in materials and contracts for the additional maintenance work carried out on State Roads and the legal costs associated with the Lehmans settlements.





The following schedule of assets and liabilities has been extracted from the statement of financial position as at 30<sup>th</sup> June 2016. This schedule discloses the consolidated assets and liabilities of all functions.

SCHEDULE OF ASSETS & LIABILITIES	2016 \$'000	2015 \$'000	Variance %
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	4,943	5,532	-10.6%
Investments	-	12	0.0%
Receivables	1,991	2,014	-1.1%
Inventories	526	757	-30.5%
<b>TOTAL CURRENT ASSETS</b>	<b>7,460</b>	<b>8,315</b>	<b>-10.3%</b>
<b>CURRENT LIABILITIES</b>			
Payables	508	1,744	-70.9%
Overdraft	-	-	0.0%
Borrowings	66	63	4.8%
Provisions	1,623	1,603	1.2%
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,197</b>	<b>3,410</b>	<b>-35.6%</b>
<b>NET CURRENT ASSETS</b>	<b>5,263</b>	<b>4,905</b>	<b>7.3%</b>
<b>NON-CURRENT ASSETS</b>			
Inventory	-	20	0.0%
Infrastructure, Property Plant & Equipment	419,517	418,013	0.4%
<b>TOTAL NON-CURRENT ASSETS</b>	<b>421,975</b>	<b>418,033</b>	<b>0.9%</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	1,081	1,054	2.6%
Borrowings	533	599	-11.0%
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,622</b>	<b>1,653</b>	<b>-1.9%</b>
<b>NET ASSETS</b>	<b>425,616</b>	<b>421,285</b>	<b>1.0%</b>



The major movements in the statement of financial position for 2016 was as follows:

- Increase in net cash and investments is a result of increased cash from operations.
- Inventories decreased due to an decrease in gravel stocks at year end.
- Payables decreased due to a change in the treatment of the grant for the joint project for the rehabilitation of Thunderbolts Way.
- Infrastructure, property, plant and equipment increased by \$1.5m due mainly to asset additions of \$3.1m, community land, other structures & other assets revaluation increment of \$0.6m, indexation of water and sewer assets of \$0.3m, being partially offset by depreciation of \$2.3m.
- Borrowings decreased due to scheduled loan repayments.



**NET CURRENT ASSETS**

The Net Current Asset position at year end is an important financial indicator as it discloses the working capital available to Council to fund day to day operations and finance infrastructure and new community projects. However, included in Current Assets are assets which are “Restricted” by regulation or other externally imposed requirements and therefore are not available other than for their restricted purpose.

The following table discloses unrestricted net current assets by function:

	Water \$'000	Sewerage \$'000	General \$'000	Total \$'000
Current Assets	251	1,294	5,915	7,460
Current Liabilities	-	-	2,197	2,197
<b>Net Current Assets</b>	<b>251</b>	<b>1,294</b>	<b>3,718</b>	<b>5,263</b>
<b>Plus: Employee Entitlements Payable &gt;12mths</b>	<b>-</b>	<b>-</b>	<b>975</b>	<b>975</b>
<b>Total Funds before Restrictions</b>	<b>251</b>	<b>1,294</b>	<b>4,693</b>	<b>6,238</b>
<b>LESS: Restricted Cash &amp; Investments</b> (Included in Revenue)				
Developer Contributions	-	-	21	21
Unexpended Grants	-	-	302	302
	-	-	323	323
<b>NET FUNDS AVAILABLE</b>	<b>251</b>	<b>1,294</b>	<b>4,370</b>	<b>5,915</b>
<b>LESS Internal Restrictions</b>	<b>-</b>	<b>-</b>	<b>2,316</b>	<b>2,316</b>
<b>Net Funds After All Restrictions</b>	<b>251</b>	<b>1,294</b>	<b>2,054</b>	<b>3,599</b>

<b>INTERNAL RESTRICTIONS</b>	<b>Opening \$'000</b>	<b>Transfer to \$'000</b>	<b>Transfer from \$'000</b>	<b>Closing \$'000</b>
Employee leave entitlements	457	100	-	557
Infrastructure replacement	103	755	-	858
Plant replacement	490	524	658	356
Landfills Upgrade (Woolbrook & Nowenc	-	26	-	26
Preschool	7	7	-	14
Tip site remediation	22	18	-	40
Quarries remediation	58	64	-	122
Mirani Bus Committee	324	7	-	331
Community recycling centre	38	-	26	12
	<b>1,499</b>	<b>1,501</b>	<b>684</b>	<b>2,316</b>

After funding both external and internal restrictions Council’s general fund has unrestricted funds of \$2.1m (\$2.4m 2015) which is considered adequate to cover working capital requirements.

Council has set aside \$0.6m to fund employee leave entitlements provisions. This amount represents 32% (27% in 2015) of the total liability. The level of employee leave funding appears low when compared to Councils of similar size and the age profile of employees. We recommend a review and increase of the level of internal restriction in relation to leave entitlements.



**LOCAL GOVERNMENT INDUSTRY PERFORMANCE INDICATORS**

The Code of Accounting Practice requires the mandatory disclosure of certain performance indicators. These financial indicators are useful in assessing performance, financial position and the likely financial burden to be placed on ratepayers.

The key financial indicators disclosed in the Financial Statements are:

RATIO	PURPOSE	2016	2015	2014	Benchmark
OPERATING PERFORMANCE RATIO	To assess councils ability to meet operating expenditure within operating revenue.	14.3%	6.0%	-4.8%	>0% (3 yrs)
OWN SOURCE OPERATING REVENUE	To assess the degree of reliance on external funding sources.	65.3%	69.4%	65.2%	>60% (3 yrs)
UNRESTRICTED CURRENT RATIO	To assess the adequacy of working capital after excluding all restricted assets and liabilities.	4.59	2.59	2.57	>1.5
DEBT SERVICE COVER RATIO	To assess the availability of operating cash to service debt including interest, principle and lease payments.	37.48	23.87	25.57	>0 <20 (3 yrs)
OUTSTANDING RATES	To assess the impact of uncollected rates and charges on liquidity and the adequacy of recovery efforts.	3.3%	4.3%	9.7%	<10%
CASH EXPENSE COVER RATIO	To assess the number of months council can pay its expenses without additional cash inflow.	7.24	7.10	4.13	>3

*Operating performance*

An operating performance surplus of 14.3% indicates that Council’s operating revenue, excluding capital grants and contributions are sufficient to cover operating expenditure, especially depreciation of infrastructure assets. This compares to the State average deficit of 58% and Group 9 average deficit of 12.2% for 2015. The improvement in this ratio is due the increase in revenue during the year. The benchmark is that Council’s should average breakeven or better over a three year period.

*Own source operating revenue*

A ratio of 65.3% highlights that Council has a lower dependence on grants and contributions compared to the Group 9 average of 54.8% and compares to the State average of 66.9% for 2015. The benchmark for sustainability is to have a ratio of greater than 60% over a three year period.



*Unrestricted Ratio*

The unrestricted ratio excludes all current assets and liabilities that are restricted to specific purposes such as water, sewer, domestic waste management functions and specific purpose unexpended grants & contributions and adjusting for employee entitlements not expected to be settled within 12 months. This ratio is before setting aside cash to fund internal restrictions relative to the general function. The ratio of 4.59 indicates that there is \$4.59 of unrestricted current assets for every \$1.00 of current liabilities. Council's ratio of 4.59 compares to the average of 4.72 for category 9 Council's and the State average of 3.92 for 2015. The ratio is above the benchmark of greater than 1.5.

*Debt service cover ratio*

The debt service cover ratio of 37.48 times indicates that Council has \$37.48 before interest and depreciation to pay every \$1 of interest and principal repayments on current borrowings. This compares to the Group 9 average of 35.6 and the State average of 104.13 for 2015. The benchmark for sustainability is to have a ratio of greater than 2.0.

The ratio indicates Council could increase its borrowings to fund infrastructure renewal if required.

*Outstanding rate ratio*

The outstanding rates and charges ratio of 3.3% has improved on the previous and demonstrates that Council has been working on rates recovery. Council's outstanding rates ratio is lower than the Group 9 average of 9.85% and the State average of 5.85% for 2015. The benchmark for rural Council's is to have an outstanding rates ratio of less than 10%. The ratio is an indicator of Council's debt collection activities.

*Cash expense ratio*

The cash expense ratio indicates that Council can pay 7.24 months of its expenses without additional cash inflows. This compares to the Group 9 average of 11.7 and the State average of 11.4 for 2015. The benchmark is to have reserves to meet at least 3 months of operating expenditure



**Key performance indicators by fund**

The key financial indicators by fund disclosed in the Financial Statements are:

RATIO	PURPOSE	Water	Sewer	General
OPERATING PERFORMANCE RATIO	To assess councils ability to meet operating expenditure within operating reveune.	-34.2% -42.0%	10.9% 14.6%	16.7% 8.2%
OWN SOURCE OPERATING REVENUE	To assess the degree of reliance on external funding sources.	77.1% 98.5%	98.0% 97.9%	63.7% 67.0%
UNRESTRICTED CURRENT RATIO	To assess the adequacy of working capital after excluding all restricted assets and liabilities.		1338	4.59 2.59
DEBT SERVICE COVER RATIO	To assess the availability of operating cash to service debt including interest, principle and lease payments.	0 0	0 0	36.56 23.21
OUTSTANDING RATES	To assess the impact of uncollected rates and charges on liquidity and the adequacy of recovery efforts.	10.0% 16.3%	7.1% 10.1%	2.6% 3.3%
CASH EXPENSE COVER RATIO	To assess the number of months council can pay its expenses without additional cash inflow.	4.32 5.84	47.11 53.92	6.26 5.58

*Operating performance*

An operating performance ratio by fund shows that the sewer fund and general fund have sufficient operating revenue, excluding capital grants and contributions to cover operating expenditure. However, the water fund has been unable to cover all of its operating expenses, especially depreciation expense. The general fund and the water fund ratio has improved in 2016 due to the increase in revenue during the year.

*Own source operating revenue*

The ratios show the Council’s reliance on grant and contribution funding within the general fund.

*Unrestricted Ratio*

The unrestricted ratios show that each of the funds have sufficient working capital. The water fund and the sewer fund has been shown as Nil as they currently do not have any liabilities.

*Debt service cover ratio*

The debt service cover ratio by fund shows that Council may have potential to increase borrowings within all funds. The water and sewer funds have been shown as Nil as they currently don’t have any borrowings.



*Outstanding rate ratio*

The outstanding rate ratio by fund shows that the outstanding rates, except for the water fund, meet the Fit for the Future benchmarks for rural Council's to have an outstanding ratio of less than 10%. The water fund ratios are impacted by the timing of water billings compared to sewer and general fund.

*Cash expense ratio*

The ratio indicates that the water and sewer funds have sufficient short term cash reserves and Council has improved the general fund short term cash reserve levels.

**Infrastructure Asset Performance Indicators (unaudited)**

With the emphasis on "Fit for the Future" we have included comments on unaudited infrastructure asset performance measures disclosed in the Special Schedule 7 are as follows:

RATIO	PURPOSE	2016	2015	2014	Benchmark
BUILDING AND INFRASTRUCTURE RENEWALS RATIO	To assess the proportion spent on infrastructure renewals vs infrastructure deterioration.	71.9%	91.3%	166.6%	>100% (3 yrs)
INFRASTRUCTURE BACKLOG RATIO	To assess the infrastructure backlog against the total value of councils infrastructure.	8.3%	8.5%	10.4%	<2%
ASSET MAINTENANCE RATIO	To assess the actual vs required annual maintenance expenditure.	1.18	1.08	0.69	>100% (3 yrs)

*Asset Renewal Ratio*

The asset renewals ratio outlines Council's performance with renewing its infrastructure assets against the level of estimated infrastructure asset deterioration (as represented by depreciation expense). For 2016 Council spent \$0.72 for every \$1 in estimated asset deterioration. The Group 9 for 2015 ratio was \$1.05 and the State average for the asset renewal ratio was \$0.92 for the 2015 year. The Fit for Future benchmark is to have a three year average of greater than \$1.00.

The current trend in the ratio highlights that Council has been decreasing expenditure on asset renewals compared to the estimated reduction in asset condition over the past three years and therefore, based on this ratio, Council's expenditure on infrastructure is no longer keeping pace with estimated deterioration of infrastructure assets. We note that Special Schedule 7, which is an unaudited statement prepared in conjunction with the financial report, discloses that the estimated cost to bring infrastructure assets to a satisfactory standard is \$16.5m.

Council should aim to ensure infrastructure spending keeps pace with "wear and tear" and continue to improve asset condition.

*Infrastructure backlog ratio*

An infrastructure backlog ratio 8.3% indicates that the infrastructure backlog represents 8.3% of the value of Councils infrastructure and compares to a Group 9 average of 4.6% and State average of 4.6% for 2015. The benchmark is a ratio less than 2% which Council is presently unable to achieve.

*Asset maintenance ratio*

The Asset Maintenance ratio of 1.18 indicates that Council has undertaken sufficient maintenance to keep pace with required maintenance requirements as determine by Council's engineers and





maintenance staff. This is higher than the Group 9 average of 1.13 and the State average of 1.00 for 2015. A ratio of greater than 1.0 is considered acceptable.

The changes in cash and investments reflected in the statement of financial position is also evident in the following table extracted from the Statement of Cash Flows.

CASH MOVEMENTS	Actual 2016	Actual 2015	Variance
	\$'000	\$'000	%
<b>CASH INFLOWS</b>			
Operating Receipts	16,952	14,980	13.2%
Proceeds from Assets Sales	246	25	884.0%
Repayment from Deferred Debtors	0	10	0.0%
Proceeds from sale of investments	12	500	-97.6%
Proceeds from Borrowings	0	0	0.0%
<b>TOTAL RECEIPTS</b>	<u>17,210</u>	<u>15,515</u>	10.9%
<b>CASH OUTFLOWS</b>			
Operating Payments	12,205	9,295	31.3%
Purchase of Assets	3,073	3,474	-11.5%
Repayment of Loans	63	61	3.3%
<b>TOTAL PAYMENTS</b>	<u>17,799</u>	<u>12,830</u>	38.7%
<b>TOTAL CASH MOVEMENT</b>	<u>(589)</u>	<u>2,685</u>	-121.9%
Cash and cash equivalents	4,943	5,532	-10.6%
Investments	0	12	0.0%
<b>Total Cash &amp; Investments on Hand</b>	<u>4,943</u>	<u>5,544</u>	-10.8%

The decrease in cash and investments for 2016 was mainly due to an increase in operating payments in relation to the increase in expenditure for materials and contracts.

Cash outflows for Purchase of assets included roads and bridge construction of \$2.1m of which \$1.2m is capital works in progress.

### SPECIAL PURPOSE FINANCIAL STATEMENTS

Council is required to report the financial results of identified Business Units in accordance with National Competition Policy guidelines. The reports are known as Special Purpose Financial Statements and are subject to audit. Council has identified Water, Sewerage, Private Contract Works and Concrete Batching as Category 2 Business Units.



## WATER SUPPLY FUNCTION

The Special Purpose Financial Statements disclose that the Water Supply function recorded an operating deficit of \$217,000 before capital grants and after allowing for depreciation of \$210,000. The Net Current Asset position records a positive balance of \$251,000 compared to \$344,000 for the previous year. The net current asset position is considered sufficient to cover medium term working capital needs especially given the function having no debt and Special Schedule 7 (unaudited) discloses that the water function is required to spend \$0.1m on its infrastructure to bring it back to a “satisfactory” condition.

## SEWERAGE SERVICES

The Special Purpose Financial Statements disclose that the Sewerage Services function recorded an operating surplus of \$48,000 after allowing for depreciation of \$70,000. The Net Current Assets position show a surplus of \$1,294,000 compared with \$1,337,000 for the prior year. The net current asset position is considered sufficient to cover medium term working capital needs especially given the function having no debt and Special Schedule 7 (unaudited) discloses that the sewer function is required to spend \$0.2m on its infrastructure to bring it back to a “satisfactory” condition.

## PRIVATE CONTRACT WORKS AND CONCRETE BATCHING

The Special Purpose Financials Statements disclose that the private contract works recorded a surplus of \$41,000 and the concrete batching operations broke even.

## GENERAL

### *Reporting obligations under the Local Government Act*

It is pleasing to report that Council’s core accounting systems and records have been well maintained during the year and the audited financial statements will be submitted to the Office of Local Government and within the prescribed time provided for in Division 2 of the *Local Government Act 1993*.

Matters of a technical nature have been documented in a management letter to the General Manager.

We take this opportunity of thanking the General Manager and his staff for their co-operation and assistance during the course of the audit.

Under section 419 of the *Local Government Act 1993*, Council is required to give public notice of a Council meeting for the purpose of presenting the audited financial statements and the auditor's report. A Principal of this firm is available to attend this meeting to address any questions in respect of the audit report or the conduct of the audit.

Yours faithfully

**FORSYTHS BUSINESS SERVICES PTY LTD**

**Paul R Cornall**  
**Principal**



**Item:** 6.2 **Ref:** WO/2016/01946  
**Title:** Quarterly Review of Operational Plan & Budget as at September 2016  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Yes

**September Quarter Budget Review**

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

**General Fund**

The original 2016/2017 budget predicted a small deficit of \$963. This is now predicted to be a deficit of \$65,632. When carry over works are taken into account the actual budget variation is a surplus of \$73,000.

Council was unsuccessful in its application for Fixing Country Roads Funding so Aberbaldie Road and Kangaroo Flats Roads Bridge repairs will now be partially funded from the Infrastructure Reserve. These and the other major variations are listed below

**General Fund Major Budget Variation Items - Quarter Ending September 2016**

Income Item	Amount	Favourable/ Unfavourable	Reason
Chem collect grant	3,750	Unfavourable	This program is discontinued due to the Community Recycling Centre
Preschool CPOG grant	15,000	Favourable	NSW Dept Education
Roads to Recovery	178,846	Unfavourable	Adjustment to additional funding
Financial Assistance Grants	87,648	Favourable	Adjustment to FAGS
Black Spot Funding	739,180	Favourable	Funding for Thunderbolts Way
Bridge Repair Program	248,500	Favourable	Adjust BRP – Aberbaldie Bridge
Fixing Country Roads	238,500	Unfavourable	Unsuccessful grant application
<b>TOTAL INCOME AMENDMENT</b>	<b>669,232</b>		

Expenditure Item	Amount	Favourable/ Unfavourable	Reason
Legal fees	9,000	Unfavourable	Settlement – Nowendoc landfill fire
Chem collect expenses	8,000	Favourable	Program discontinued
Waste Engineering & Supervision costs	5,750	Favourable	Reduce budget

Submitted to Council: 30 November 2016

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Yarrowitch & Kangaroo Flat waste management	10,000	Unfavourable	Divert Chem collect and waste management savings to fund waste management
Preschool bus hire	15,000	Unfavourable	From CPOG funding
Moona Plains Road timber bridge AM 5355	29,193	Unfavourable	R2R adjustment reflecting actual construction costs for the first quarter of 2016-17.
Moona Plains Road timber bridge AM 5379	4,730	Unfavourable	R2R adjustment reflecting actual construction costs for the first quarter of 2016-17.
Mooraback Road timber bridge AM 5414	8,900	Unfavourable	R2R adjustment reflecting actual construction costs for the first quarter of 2016-17.
Flags Niangala Road timber bridge AM 4985	30,667	Unfavourable	R2R adjustment reflecting actual construction costs for the first quarter of 2016-17.
Englefield Road timber bridge AM 4878	384,000	Favourable	Removal of Englefield Road Bridge Replacement due to R2R funding agreement being smoothed out over the life of the program. This saw \$403,449 removed from 16-17 and placed into 17-18.
Hartford Road timber bridge AM 5159	179,000	Unfavourable	R2R adjustment to reflect the tendered price of the bridge as approved by Council.
Jamieson Street rehab	107,451	Unfavourable	R2R adjustment used to fund the second stage of Jamieson Street and fulfil the original project scope
Sealed Roads – reseals	50,000	Favourable	R2R adjustment to account for the increased cost of the Hartford Road Bridge Replacement.
Sealed Roads – heavy patching	104,787	Favourable	R2R adjustment to account for the increased cost of the Hartford Road Bridge Replacement.
Thunderbolts Way – Black Spot	739,180	Unfavourable	Fully funded project
Aberbaldie Bridge Repair	468,210	Unfavourable	BRP / Council Reserve
<b>TOTAL EXPENSES AMENDMENT</b>	<b>1,013,544</b>		

Comments in the above table stating “R2R adjustment reflecting actual construction costs for the first quarter of 2016-17” are costs that were incurred for projects scheduled to be completed in the 2015-16 financial year. These costs are attributed to works carrying over into July and committed expenses that went unclaimed. All projects with the abovementioned comment are now finalised.

Submitted to Council: 30 November 2016

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<b>Carry Overs from 2015-16</b>	
<b>Funding Carry Over</b>	
Flood Study Grant Funding – Operating	-38,571
RDA funding - Thunderbolts Way upgrade - Capital	-439,200
Restart NSW/RMS – Bergen Bridge Widening - Capital	-1,000,000
NIRW – Community Recycling Centre – Capital	-18,326
<b>Total Funding Carry Over</b>	<b>-1,496,097</b>
<b>Operational</b>	
Administration – internal audit & IP&R	39,000
Environment – Flood Study	41,000
Community Services – education	3,000
Junior Sport Development	5,500
Tourism Marketing	15,600
<b>Total Operational Carry Over</b>	<b>104,100</b>
<b>Capital</b>	
Croudace Street House – internal paint	10,000
Cemetery – Niche Garden	10,000
Community Recycling Centre	38,653
Public Art Acquisition	3,620
Library – repoint brickwork	5,000
Captain Cook Park Toilets – paint & repair	3,000
John Oxley Oval Toilets – replace ceiling	3,000
Bergen Bridge widening	1,000,000
Urban Roads gravel resheeting	5,000
Thunderbolts Way rehab (RDA)	439,200
Truck Wash Bay Upgrade	26,340
<b>Total Capital Carry Over</b>	<b>1,543,813</b>
<b>Net Carry Over Works</b>	<b>151,816</b>

**Reserve Transfers**

The following Reserve transfers are recommended:

- ◆ \$206,156 from Plant Replacement Reserve, being the net amount of budget purchases less sales. This leaves \$172,700 in the reserve.
- ◆ \$458,210 from Infrastructure Replacement Reserve to co-fund Aberbaldie Road and Kangaroo Flats Road bridge repairs with BRP funding. This leaves a balance of \$344,425 in the reserve.
- ◆ \$12,000 from Reserves to complete the Community Recycling Centre, which represents Council’s contribution to the project.

Submitted to Council: 30 November 2016

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**Water Fund**

The original 2016/2017 budget predicted a surplus of \$44,926. Following the quarterly review the projected year end result is a reduced surplus of \$3,652. This is due to the following carry over works not completely funded by Water Security.

<b>Income Item</b>	<b>Amount</b>	<b>Favourable/ Unfavourable</b>	<b>Reason</b>
Water Security Funding	\$423,645	Favourable	Carry over

<b>Expenditure Item</b>	<b>Amount</b>	<b>Favourable/ Unfavourable</b>	<b>Reason</b>
WTP automation – emergency works	464,919	Unfavourable	Carry Over

**Sewer Fund**

The original 2016/2017 budget predicted a small surplus of \$1704. At the September review this is now a predicted deficit of \$41,022. This is due to the following adjustments.

<b>Expenditure Item</b>	<b>Amount</b>	<b>Favourable/ Unfavourable</b>	<b>Reason</b>
Sewer inspections – Interflow	50,000	Unfavourable	Funded from Sewer Relining
Sewer relining	43,189	Favourable	Carry over \$6,811 from 2015/16 Transfer budget for current year to sewer inspections, \$50,000
Land acquisition	26,919	Unfavourable	Carry over
Sewer Pump Station & Boards	8,996	Unfavourable	Carry over

**RECOMMENDATION:**

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

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Submitted to Council: 30 November 2016

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Walcha Council  
Ordinary Council Meeting  
30 November 2016

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**Item:** 6.3 **Ref:** WINT/2016/02556  
**Title:** Rental of Walcha Squash Courts by Walcha Community Gym and Walcha Squash Club  
**Author:** Environmental Services Manager  
**Previous Items:** WINT/2014/00767  
**Attachment:** Nil

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**Introduction:**

At the May 2014 Meeting of Council, a proposal was considered for local residents to start up a local community fitness studio at the Walcha Squash Courts, by becoming a registered incorporated club with insurance for up to 50 users through Guild Insurance, so long as the operation is conducted as a community facility, not a commercial operation. The applicants sought for Council to offer the space free of charge, until their purchase of equipment was paid off over two (2) years, with an affordable and acceptable rental fee to then be negotiated.

A meeting was held with committee members of the Walcha Squash Club Inc and the Walcha Community Fitness Club Inc to seek agreement for operating the Gym and Squash courts cooperatively and in conjunction with each other, as well as to discuss financial contributions towards the costs of operating and maintaining the Walcha and District Sports Centre (Squash Courts), 11N Middle Street, Walcha.

**Report:**

Items discussed included:

1. Available space
2. Security / access
3. Vandalism / repairs
4. Sauna usage
5. Operational costs / rent

Some adjustments are able to be made up stairs, and consensus reached to allow enough room for both clubs to run in the Squash Courts.

There have been several incidents of vandalism within the squash courts, attributed to the current access code system to the key, and the availability and free distribution of the code. All in attendance at the meeting agreed the preferred option is to investigate a card access system subject to costings and approval of Council, as well as suitable casual card access for intermittent gym users. Environmental Services Manager will investigate.

It has been raised with Council that the sauna maybe being used by members accessing the gym, the sauna cannot be operated without a key; how a key may have been obtained is unknown. Action to be taken to request users cease use unless borrowing a key from the Council office and paying the associated hire charges being \$5.61 / hour for the first hour, and \$3.37 / hour thereafter.

From a budget of \$86,630 for all sporting ground maintenance and sporting ground building maintenance, it is estimated that the Squash Courts cost Council approximately \$13,186 to run in 2015-16 inclusive of:

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Submitted to Council: 30 November 2016

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Building Insurance:	\$2,625
Rates & Waste:	\$3,250
Water & Sewer:	\$1,031
Electricity:	\$1,777
Cleaning & Other Sundry:	\$2,503
Estimated R& M:	<u>\$2,000</u>
	\$13,186

Whilst there is not a usage hire fee imposed on sporting clubs specifically, sporting organisations e.g. Walcha Rugby Union Football Club and Walcha Rugby League do contribute to the cost of ground upgrades and electricity for light usage etc.

The outdoor sporting grounds are utilised by a larger percentage of residents to the benefit and betterment of the wider community, for example John Oxley Sportsground holds some 330 touch football participants, and cricket players in summer; and inter-town soccer and junior rugby players in winter; as opposed to less than 80 people using the Squash Courts annually.

Contributing costs should be attributed to general wear and tear on sporting grounds as opposed to deterioration e.g. of up stairs flooring of Squash Courts due to damage from use not for its intended purpose.

It was discussed at the meeting that in light of this, Council would seek a rental agreement with the Walcha Squash Club Inc and the Walcha Community Fitness Club Inc for contribution towards operation and maintenance of the building.

The Walcha Squash Club agreed in principle they could contribute \$125.00 per month towards rent, and the Walcha Community Fitness Club agreed in principle they could contribute \$150.00 per month towards rent, with no further costs to be incurred, taking into consideration both Clubs operate on a semi not-for-profit basis, contributing funds received back towards its members and the community through additional equipment and donations etc.

An updated annual agreement will be prepared for signing outlining conditions of use.

**RECOMMENDATION:**

**For Council's consideration.**




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**Item:** 6.4 **Ref:** WO/2016/01937  
**Title:** Arrangements for Staff over Christmas 2016  
**Author:** General Manager & Director – Engineering Services  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Introduction:**

This report advises of the proposed arrangements for closure over Christmas and New Year and seeks Council approval for a donation towards both Christmas parties.

**Report:**

The proposed arrangements for Christmas 2016 are:

*Outdoor Staff:*

- ❖ Staff will cease work at 12 noon on Thursday, 15 December 2016.
- ❖ All staff, except for an emergency crew, will be on leave from Friday, 16 December 2016 until Tuesday, 3 January 2017.
- ❖ Staff not taking any additional leave will return to work on Tuesday, 3 January 2017.

*Indoor Staff:*

- ❖ Staff will cease work on Friday, 23 December 2016 at 5:00pm.
- ❖ All Staff will be on leave from Monday, 26 December 2016 until Tuesday, 3 January 2017.
- ❖ Staff not taking any additional leave will return to work on Tuesday, 3 January 2017.

Christmas Party:

*Outdoor Staff:*

The Outdoor Staff have written to Council asking permission to hold their Christmas Party during work hours on the afternoon of 15 December 2016 and for a donation towards the cost. A donation of \$700 was made last year.

*Indoor Staff:*

Over the last couple of years the Indoor Staff have held a Christmas get together, inviting all indoor members of Council, which includes Community Care, Tourism, Preschool, Library and Council. This function is normally held after hours at a licenced venue. The Indoor Staff are also requesting a donation from Council towards this function. Last year a donation of \$500 was made.

**RECOMMENDATION:** That Council allow the Outdoor Staff Christmas Party to be held during working hours on Thursday, 15 December 2016 at 12:30pm **FURTHER THAT** a donation of \$700 be made towards the cost of the function **STILL FURTHER THAT** a donation of \$500 be made towards the Indoor Staff Christmas Function.

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Submitted to Council: 30 November 2016

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




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**Item:** 6.5 **Ref:** WO/2016/01950  
**Title:** Review of Gates & Grids on Public Roads Policy  
**Author:** Director – Engineering Services  
**Previous Items:** Not applicable  
**Attachment:** WO/09/2461 – Public Gates Policy – Ramps – Transport & Communications Policy

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**Introduction:**

The existing policy Transport & Communications – Gates and Grids on Public Roads Policy is due for review. This report provides background information in relation to the authorization and maintenance of grids on public roads and is recommended that Council note and reviews the policy.

**Report:**

The existing policy was adopted at the Ordinary Meeting of Council held on 26 August 2009 – Minute No.: 25/2009-2010. The proposed additional information is highlighted in yellow on the attached policy.

**RECOMMENDATION:**

**That Council ADOPT the amended Policy as presented.**

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Submitted to Council: 30 November 2016

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



**TRANSPORT & COMMUNICATIONS POLICIES**

**PUBLIC GATES AND GRIDS (RAMPS) ON PUBLIC ROADS POLICY**

**Objective**

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

Corporate Plan – 3.3.1

**Policy**

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

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

Class	Description	Allowed	Minimum Width of Ramp (m)
A	Regional	No	N/A
B	Local - Primary	No	N/A
C	Local - Secondary	Yes	6.0
D	Access – Primary	Yes	4.0
E	Access – Secondary	Yes	4.0

1. New public gates without ramps (**grids**) will not be allowed on any roads managed by Council.
2. New public gates and ramps will only be allowed on roads where ramps already exist. Ramps shall be removed when road reserves are fenced.
3. The gate and ramp will be installed, maintained and administered in accordance with the requirements of Section 128 to 137 of the Roads Act 1993, and Section 67 to 70 of the Roads (General) Regulation 2000).
4. A gate with a clear opening of at least 3.6 metres shall be erected to one side of the existing road alignment.
5. A stock grid/ramp shall be installed with its centreline corresponding to the centreline of the existing road.
6. The grid shall be certified by a structural engineer as being capable of carrying normal highway loading.
7. The grid shall have a clear opening of at least the minimum width specified in the above table for the relevant road class.
8. The road pavement 10 metres either side of the new ramp shall be sealed with a 2-coat bitumen seal.

Submitted to Council: 30 November 2016

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



1. All costs associated erection and removal of the public gate and ramp shall be met by the owner.
2. If the owner of the grid does not maintain the public gate or ramp to a satisfactory condition then Council shall give the owner one (1) month's notice in writing to bring the grid up to the required standard.
3. If the problem is not rectified, the public gate or grid will be removed by Council at the owner's expense.

**Policy Review**

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

**Delegation of Authority**

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

\*\*\*\*\*

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

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Submitted to Council: 30 November 2016

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





**Item:** 6.6 **Ref:** WO/2016/01949  
**Title:** Naturally Occurring Asbestos at Nowendoc  
**Author:** Director – Engineering Services  
**Previous Items:**  
**Attachment:** Yes

**Introduction:**

A thorough investigation, completed by *WSP Parsons Brinkerhoff*, of the Nowendoc Police Station, was completed after a site inspection proved that Naturally Occurring Asbestos was identified on the driveway.

**Report:**

A representative from the Police Property Group has been in contact with Council regarding the material due to the following two reasons:

1. The Police Property Group has no record of constructing the gravel driveway access and believes Council may have constructed the access.
2. Council had a Serpentine Quarry (closed) close to Nowendoc, with the Serpentine now known to have Naturally Occurring Asbestos (NOA) within its structure. This quarry was used for local roads and properties in the area when the quarry was operational.

Following the site inspection detailed above, the Asbestos Investigation Report confirmed with laboratory testing that Chrysotile asbestos is present in the driveway gravel.

The detailed report states that the current level of Asbestos concentration in the air is considered “Ambient” and hence safe for occupation. However, during windy days and dry weather the possibility of exposure is increased.

The report recommended two courses of action:

- ◆ Remove the gravel containing NOA and replace the gravel with a geologically stable material.
- ◆ Cover the gravel containing NOA with a bituminous seal. This option would require the presence of NOA be placed on the title of the land to ensure that future works on the driveway considered the risks associated with the material.

**RECOMMENDATION:**

**That Council Instruct the Police Property Group to proceed with the Environmental Protection Authority’s recommendation to remove the layer of Serpentine gravel AND replace the layer with a geologically stable material FURTHER THAT Council collaboratively work with the Police Property Group and WorkSafe NSW to ensure safety and the successful removal of the material.**

Submitted to Council: 30 November 2016

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




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**Item:** 6.7 **Ref:** WO/2016/01960  
**Title:** Container Deposit Scheme Registration of Interest  
**Author:** Director – Engineering Services  
**Previous Items:** Monthly Water, Sewer & Waste Reports  
**Attachment:** No

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**Introduction:**

The NSW Environment Protection Authority (EPA) is asking for registrations of interest for potential *Collection Point Operators* in the [NSW Container Deposit Scheme](#) (CDS). The aim of the EPA’s register is to help potential Network Operators to connect with potential collection point operators across the state. Council is investigating participating in the Scheme as a Collection Point Operator.

**Report:**

The structure of the proposed NSW CDS is:

- ◆ A Scheme Coordinator appointed by the Government, who is responsible for meeting the schemes coverage and access targets, collect fees and pay handling fees and refunds.
- ◆ Network Operators appointed under contract by the Government to set up and run a state-wide network of collection points, and will claim refund amounts from the Scheme Coordinator.
- ◆ Collection Point Operators will be appointed by a Network Operator and will be paid refund amounts by the Network Operator.

The NSW Government is committed to starting a CDS by July 2017, which is a very ambitious commencement date. For Council to stay up-to-date with who the potential Network Operators may be it is recommended Council register an interest.

**RECOMMENDATION:**

**That Council register an interest with the NSW Environmental Protection Authority in operating a Container Deposit Scheme Collection Point.**

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Submitted to Council: 30 November 2016

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



**Item:** 6.8 **Ref:** WO/2016/01959  
**Title:** Water Security Feasibility Study  
**Author:** General Manager  
**Previous Items:**  
**Attachment:** No

**Introduction:**

Council has received a draft agreement for the Walcha Water Security Options Investigation from the Department of Industry. The document details the project plan for Water Security Investigations in Walcha. It details how the project will be managed and provides a baseline for measuring progress and outcomes.

**Report:**

\$100,000 has been allocated by the Federal Government for water security investigations in Walcha, with a focus on the feasibility of a dam on the Apsley River. These funds are to be managed by the Department of Primary Industry–Water (DPI Water), and Council will complete the investigations in consultation with DPI Water.

The investigations are to include reconsideration of the potential demands of any possible future industry or agriculture if additional water security is provided. This will enable a range of scenarios to be developed and assessed as part of Councils Integrated Water Cycle Management (IWCM) Strategy under the NSW Government's Best-Practice Management of Water Supply and Sewerage Framework.

The stages of the project plan are as follows:

1. An assessment of the potential for water driven growth and resulting future water demand requirements for Walcha (both the urban area and the whole of catchment) assuming water security is not constrained.
Council input required to define potential opportunities including demand. Estimated cost \$10k
2. A desk top assessment of feasible dam site options for constructing a dam on the Apsley River
Review of existing topography and geomorphology to examine possible locations for a dam, with particular consideration of the outcomes of Item 1 and including feasibility considerations such as water availability (statutory plans and requirements) and environmental considerations. Estimated cost \$20k
3. Complete a secure yield assessment in accordance with DPI Water guidelines to confirm what storage size would be required to provide for increased demands
Consultant to develop a model for the Apsley system, and to re-run the model for the existing Macdonald system analysis, to understand storage requirements for all growth scenarios and options. Estimated cost \$25k

Submitted to Council: 30 November 2016

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



4. Options assessment including cost estimates for water security for all feasible options
Consider two demand scenarios i.e. present projections (minimal growth) and enhanced growth scenario, whereby water security is provided from either the Macdonald River or the Apsley River, or both. Estimated cost \$40k
5. Include outcomes in IWCM issues paper (optional if funds allow)
IWCM issues paper to be updated to consider the outcomes of the investigations. This will be used to inform the development of the IWCM strategy and the range of scenarios that will be considered. Estimated cost \$5k

The Project Plan states the maximum available funding is \$100,000 with no additional funds available from the Commonwealth for this study. The study must be completed and submitted to DPI Water by March 2018 to enable DPI Water to meet the April 2018 Milestone deadline in the funding agreement with the Commonwealth Government

The report recommends two courses of action:

1. Council sign off the agreement (which includes the Project Plan, Deed and Risk Management Plan) with DPI Water.
2. A quote is requested from Regional Development Australia Northern Inland (RDANI) to facilitate *Stage 1 – the assessment of the potential for ‘economic’ growth in the ‘urban area and the whole of catchment assuming water security is not constrained’.*

‘Regional Development Australia Northern Inland ([RDANI](#)) is jointly funded by both the Australian and the New South Wales State Governments. RDA Committees are strong advocates for their region and drivers of change and play a pivotal role in fostering regional economic development.

The RDA network strengthens partnership across all three tiers of government, regional business and the wider community to boost the economic capability and performance of regions.’

**RECOMMENDATION:**

**That Council**

1. **Sign off the agreement with Department of Primary Industry – Water based on this project plan.**
2. **Request a quote from Regional Development Australia Northern Inland to undertake Stage 1 of the project plan.**




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**Item:** 6.9 **Ref:** WO/2016/01942  
**Title:** Referral to Committee of the Whole –Tender for Bitumen & Emulsion  
**Author:** Director – Engineering Services  
**Previous Items:**  
**Attachment:** No

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**Introduction:**

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

**Report:**

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

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

**RECOMMENDATION:**

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

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Submitted to Council: 30 November 2016

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



Ref: WO/2016/01914

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

Item 9:  
Management  
Review Reports

Submitted to Council: 30 November 2016

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





# FINANCE AND ADMINISTRATION

## 1. Listing of Bank Balances for the Month of October 2016

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

	<u>2016</u>	<u>2015</u>
General	\$1,577,989.22	\$3,165,034.70

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

	<u>2016</u>	<u>2015</u>
Interest Earned (YTD)	\$ 8,327.63	\$ 18,872.32

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

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

### **Overdraft Limit**

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

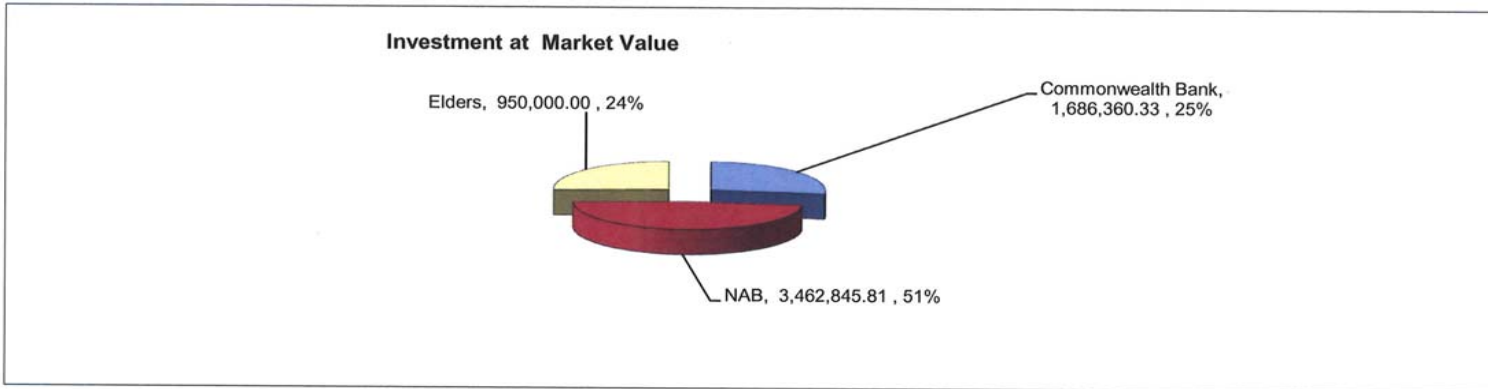
Jack O'Hara  
GENERAL MANAGER



**REGISTER OF INVESTMENTS TO 31/10/2016**

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/10/16	MV % of Portfolio
Commonwealth Bank	Term Deposit	17/09/2016	365	17-Sep-17	3.00%	10118.45	6197.18	337,281.82	-	337,281.82	4.98%
Elders Rural Bank	Term Deposit	28/09/2016	90	28-Dec-16	2.55%	5973.29	16309.63	950,000.00	-	950,000.00	14.04%
National Australia Bank	Term Deposit	30/09/2016	241	30-May-17	2.90%	9573.95	5320.00	499,999.00	-	499,999.00	7.39%
National Australia Bank	Term Deposit	16/10/2016	243	17-Jun-17	2.90%	9653.41	17517.45	499,999.00	-	499,999.00	7.39%
National Australia Bank	Term Deposit	16/10/2016	243	16-Jun-17	2.90%	9380.16	0.00	485,846.09	-	485,846.09	7.18%
National Australia Bank	Term Deposit	1/06/2016	153	01-Nov-16	2.95%	6228.61	0.00	503,698.64	-	503,698.64	7.44%
National Australia Bank	Term Deposit	9/06/2016	159	15-Nov-16	2.95%	12677.79	0.00	986,545.55	-	986,545.55	14.58%
Commonwealth Bank	Term Deposit	30/07/2016	120	27-Nov-16	2.75%	4538.21	988.21	501,953.96	-	501,953.96	7.42%
Commonwealth Bank	Term Deposit	30/07/2016	120	27-Nov-16	2.75%	7714.96	1679.95	853,321.73	-	853,321.73	12.61%
National Australia Bank	Term Deposit	2/08/2016	120	01-Dec-16	2.85%	4684.93	4273.98	500,000.00	-	500,000.00	7.39%
Elders Rural Bank	Term Deposit	2/08/2016	135	15-Dec-16	2.85%	6851.71	0.00	650,000.00	-	650,000.00	9.60%
						<b>87,395</b>	<b>52286.40</b>	<b>6,768,645.79</b>	<b>-</b>	<b>6,768,645.79</b>	<b>100.00%</b>

Capital Value of Portfolio	6,768,645.79
Redeemed Value of Portfolio	-
Market Value of Portfolio 31/10/16	6,768,645.79
Estimated Profit/(Loss) 31/10/16	6,768,645.79



**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: 30 November 2016

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

**3. Work, Health & Safety****September & October 2016**

Workplace Incidents - No incidents occurred during the reporting period.

Motor Vehicle – Council recording one minor incident within the workplace which did not result in an insurance claim.

Public Liability Update – On 1 August 2016 a fire was caused at the Nowendoc tip which spread to local residents property causing damage. Claims have been against Council and two claims have been settled.

**4. Tourism Report****October / November 2016****Number of Visitors to Visitor Information Centre (VIC)**

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

**KTM Motorcycling Events**

The tourist office was approached last month to help find accommodation and dining options for a potential KTM Motorcycling event. This event we were told would bring 200 people to the town with riders & support crew. These numbers were beyond what our in town accommodation holding capacities are. Lisa Kirton investigated camping out at Langford homestead in the shearing shed and with tents, this then made Walcha a viable option for the KTM event. So on Wednesday 8 March 2017 Walcha is part of the KTM Australia Adventure RallyE. The event has limited numbers and was booked out by 25 October, 5 days after the event had been launched. Accommodation in Walcha is booking out quickly for that date already. This is a great win for Walcha both in the immediate effect of a mid-week economic boost and further exposing our motorcycling assets to some pretty keen riders and the motorcycling world.

**Walcha Mountain Festival – further interest for 2017 event**

We have had interest and enquiry about next years festival already. Armidale are hosting the NSW classic car rally in 2017 and they are very interested in making the date around the Walcha Mountain Festival. The Armidale Classic Car Club, among other clubs, have attended the Festival for the past 3 years and love the day. This will be advantageous to the event by bring a larger crowd to the festival with the Classic Car rally but also attracting anywhere between 60-100 very unique cars (and others that will follow) which will be an additional attraction for the day. A group from the Tamworth Caravan and Camping association is also interested in incorporating the Festival into a 3 day stay in Walcha as a club trip next year. So the event is beginning to pop up on more peoples radar as an attractive event to attend.

**Aero Club Fly-In & Open Day – Saturday, 5 November 2016**

The day was a huge success, organisers and attendees alike were thrilled to have the Herculeses in attendance and the event seems to be gaining momentum.

---

Submitted to Council: 30 November 2016

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



**Northern Inland Innovation Awards – Friday, 18 November at Inverell**

New England High Country was named as a finalist in the *Retail, Tourism and Leisure Category* for this years’ Regional Development Australia - Northern Inland Innovation Awards. We won the award for our category. This submission was for the ‘*My Favourite Corner – Phase 1*’ campaign. Through Inland NSW we created a partnership with Bauer Media, through Bauer Media’s connections, BMW shipped nine brand new motorcycles (3x Road Riding (sports bikes), 3x Luxury Touring (soft on-road) and 3x Adventure (off road bikes)) up to Coffs Harbour for the journalists to use for filming and creating promotional material. Bauer Media subsequently gave New England High Country a spread of several pages in three of their motorcycling publications specific to each type of motorcycling (ie Touring, Luxury, Adventure Off-Road). It was the innovativeness shown to create partnerships enabling access to otherwise unaffordable opportunities that impressed the panel. We were personally approached after the award was announced and were told that the campaign and foundation of the partnership created was thought of as very impressive and stood out as a clear winner.

**Oxley Highway – RMS considering Speed Limit Reduction**

I attended a meeting at Mt Seaview on 6 October regarding the proposal by RMS to reduce speed limits on the Oxley Highway. Wauchope, Port Macquarie and Walcha operators were in attendance some of who are also motorcycle enthusiasts. Speed limit changes is thought to be largely damaging to the motorcycle numbers riding the road and therefore visiting Walcha

- ◆ **Economic Effect** - Private Operators expressed their concerns about the effect this decision would have on the economy
  - Motorcyclists spend on average \$160-180/day, they cant carry anything with them so have to spend in the towns which they stop
    - Brad Keable and Toni Heagney, Walcha Royal Café, said that around 90% of their accommodation business is let out to motorcyclists and around 60-70% of their café business is to the same market.
    - Andy Wright, Walcha Motel said a large number of his clientele are also motorcyclists.
    - They weren’t present at the meeting but I know that the Apsley Arms and Commercial Hotel also host a large percentage of motorcyclists as clientele in their accommodation, restaurant and pub.
    - Mt Seaview, Long Flat and Gingers Creek also thought it would ruin them and they would have to eventually shut down because of it.
  - One gent, spoke of a situation at Cowan (a town on the Sydney side of the Hawkesbury River) where they reduced the speed limits and it has all but killed off the motorcyclists travelling through. A café there called “Pie in the Sky” used to have hundreds of motorbikes parked out the front each weekend, now lucky to get 10 passing through the café a day.
  - I have also since had motorcycle enthusiasts talk to me in the Visitor Information Centre regarding towns in Victoria with a similar demise, a dramatic decrease in motorcycle visitation on a normally massive weekend, leading up to Phillip Island, is now quiet, due to restrictions to motorcyclists and being targeted by police it is believed.

Submitted to Council: 30 November 2016

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



- Everyone agreed that the Oxley was renowned as THE number one bike ride in Australia
- ◆ New England High Country’s main campaign focus at the moment is motorcycling, aiming to have the whole area known as the ‘Motorcycling Mecca of Australia’
- ◆ Speed limits
  - An observation was put forward; that there were speed recommendation signs on every corner 25 / 35 / 45 / 55 so you were constantly reminded (on all 380 corners) of the severity of the corner you were next approaching. A constant reminder to slow down.
  - Cars would have difficulty getting up to 100km between bends anyway so the 100 km zone by no means encourages them to go faster.
    - Hence it is only really the motorcycling fraternity that is effected by the proposed speed limit changes.
  - Brad Keable suggested he could help the RMS with 2-3 corners that need more signage or slower recommendations
  - Suggestion was put forward of perhaps implementing a temporary speed limit reduction on the mountain in wet weather (as they do on the F3, on the northern side of the Brooklyn Bridge)
  - Brad & Toni (Walcha Royal Café) and other operators (Long Flat Pub, Gingers Creek, Mount Seaview, Wauchope & Laurieton riders) believe there has been a dramatic rise in motorcycle traffic in the past 5-10 years
- ◆ The RMS were asked if they can they break down the cause of the accidents recorded in the documentation and report back to the group. Yes they can as the only accidents recorded are those attended to by police
  - Alcohol/substance abuse
  - Wildlife
  - Wet conditions
  - Speed
  - Fatigue
  - Mobile phone using
  - Vulnerable drivers – P platers / elderly
  - Unavoidable health incident – ie aneurism / heart attack (it is believed that this is the cause of the one and only fatality in the timeline of the report).

On Saturday 5 November there was a protest ride hoping to raise the profile of this issue. The ride went from both Walcha and Wauchope to Gingers Creek with reports of over 600 riders in attendance. Organisers were happy with the numbers

Susie Crawford  
Tourism Manager





# ENGINEERING SERVICES

## 5. Wages & Overtime Summary

September &amp; October 2016

Pay Period	Week Ending	Overtime Hours	Amount (\$)
12	18/09/2016	55.00	2,805.47
13	25/09/2016	54.50	2,658.59
14	02/10/2016	51.25	2,645.27
15	09/10/2016	85.50	4,082.36
16	16/10/2016	139.25	7,674.30
17	23/10/2016	71.00	3,515.89
18	30/10/2016	79.75	3,702.67
19	06/11/2016	76.26	3,776.60
20	13/11/2016	110.00	5,502.27
21	20/11/2016	84.75	4,195.19
<b>TOTAL</b>		<b>807.26</b>	<b>\$40,558.61</b>

## 6. Shire Roads Maintenance

### Local Roads & Bridges - Projects:

#### *Gravel Re-Sheeting Baringa Road:*

Gravel Re-sheeting was recently completed on Baringa Road. Gravel was utilised from the Bellevue quarry, conveniently located on the Baringa Road. Due to recent rains and Council trucks using the road to transport gravel, the road was in poor condition. The newly placed layer of gravel has been compacted with a tractor and Grid Roller and has achieved a great result on the road.

#### *Rural Roads Reseals:*

This year's reseal program has commenced with the Rural Roads. Brackendale Road, from the township of Nowendoc to the School has been sealed, with a total accomplishment length of close to 3.7km. The works were completed on 22 November with good results.

#### *Design and Construct – Five Bridges Tender:*

The tender process is now complete; Council approved the recommendation to select Waeger Constructions as the successful tenderer. Council's engineering staff will be liaising with Waeger regarding the construction program and the process for getting all quality, environmental and safety requirements resolved. Concept designs have been received for the Aberbaldie Bridge, with Flags Niangala and Kangaroo Flat designs due on Thursday 24 November 2016.

Submitted to Council: 30 November 2016

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



Regional Roads – Projects:

*Black Spot Program – Safety Upgrades:*



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

notoriously bad section of road. The wire rope works have commenced and the signage works are soon to commence and will be completed by early December.

At the completion of this project, it is considered that a vast improvement in safety will be achieved and the incidence of crashes along this section of road will be reduced significantly. These statistics will be monitored and further improvements will be made if required.







*Thunderbolts Way – Irish Town Upgrade:*  
Works on the “Irish Town” upgrade on the Thunderbolts Way are all but complete. The works while remaining under budget, took longer than anticipated due to very soft and unsuitable sub-grade material. The moist clay located close to the road pavement made finalising the works difficult on the Northern end of the project. The Northern side has been left unsealed while the upgraded pavement settles. Councils project team will be monitoring the progress of this pavement and sealing when ready. The remainder of the rehabilitated pavement is now sealed and open to traffic.

*Bergen Bridge Widening Tender:*



For the Widening Construction  
of Bergen Bridge  
Volume 1  
Tender Conditions

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

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

the New Year.

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

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Submitted to Council: 30 November 2016

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



State Roads – Projects:

*State Highway & Regional Road Reseals and Preparatory Works:*

The extensive gravel transportation and stockpile creation has been completed on the 24<sup>th</sup> of November. In total, 2235t of aggregate has been transported by Walcha Council trucks with some assistance from contracted trucks over the past month. The total tonnage mentioned above includes the State Highway, Regional Roads, Rural Roads and Urban Roads Reseals. This is a fantastic achievement, with 11 different stockpile sites and three different aggregate sizes being transported and stockpiled safely, on time and correctly. The Regional Roads Reseals are scheduled for Monday the 28<sup>th</sup> of November, with the State Highway Reseals scheduled for the 5<sup>th</sup> of December.

Urban Roads – Projects:

*Urban Roads Reseals:*

The Urban Roads Reseals will commence on the 13<sup>th</sup> of December and will include a seal on Lagoon Street, between North and the Cul De Sac and Angle Street, from Emu Creek Road to end of the Segment. Short delays will be experienced; however Council will be notifying residents.

*Footpath – Linking Riverview to the Levee Bank:*

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



Submitted to Council: 30 November 2016

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





*Jamieson Street – Drain finalisation and Stage 2:*



Drainage works have been completed at Jamieson Street. Asphalt has been used to seal up to the drain and ensure that water effectively runs off the road pavement and into the drain.

Stage 2 of the Jamieson Street upgrade will commence in January, and will include widening the pavement adjacent to the showgrounds (Southern Side of the Road) from the Thunderbolts Way Intersection, to the truck entrance of the showgrounds. This pavement widening will be complimented by kerb and gutter to allow for formalised parking along Jamieson Street during events and meetings.

**Completed Maintenance Snapshot:**

Local Roads	
Maintenance Grading:	Roads:
	Flags Niangala
	St Leonards Creek
	Wauch's
	Tia Diggings
	Earls
	Hartford
Patch Potholes	Roads:
	Englefield
	Chinooks
	Winterbourne
Signage Works	Roads:
	Moona
	Flags Niangala
Bypass Track Removal	Roads:
	Moona Plains
Bridge Repair	Bridges:
	Sams Flat
Repair Washouts	Roads:
	Nine Mile Church
Rural Addressing	Roads:
	Aerodrome
	Brackendale

Submitted to Council: 30 November 2016

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



<b>State &amp; Regional Roads</b>	
Oxley Highway Maintenance:	Tasks:
	Repair Potholes
	Servicing Rest Areas
	Slashing
Regional Roads:	Tasks:
	Repair Potholes
	Vegetation Maintenance
	Service Rest Areas
<b>Urban Roads</b>	
Urban Maintenance:	Tasks:
	Tree, Garden & Park Maintenance
	Sporting Ground Maintenance
	Town Mowing and Entrance Maintenance

**Proposed Works for the Coming Period:**

Shire Roads:

- ◆ Grading will take place on Cottley, Sams Flat, Tia Post Office, Riverglade, Tia Falls, Nine Mile Church, Bishops, and Kangaroo Flat Roads.
- ◆ Continue to liaise with the successful bridge contractor with the aim to commence works in the near future.
- ◆ Complete Reseals

State & Regional Roads:

- ◆ Continue the “Blackspot Program” on the Thunderbolts Way, between the Mukki Creek and “Hellhole”. This work will include finalisation of the wire rope and installation of upgraded signage throughout the project.
- ◆ The “Pandora” Rehabilitation which is an extension of the “Yerrawun” Rehabilitation on the Thunderbolts Way has been postponed due to large poplars having a great influence on the pavement. The trees will require removal (if approved) to allow for a successful rehabilitation.
- ◆ Complete Irish Town, following the time allowed for the soft edges to settle.
- ◆ Continue to liaise with the successful bridge contractor for the Bergen Bridge with the aim to commence works in mid December.
- ◆ Complete the Reseals.
- ◆ Maintenance:
  - Pothole Patching.
  - Slashing
  - Crack Sealing
  - Drainage Works

Works In Town:

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

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Submitted to Council: 30 November 2016

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



- ◆ Finalise the Footpath linking Riverview to the Levee Bank.

Dylan Reeves  
Director – Engineering Services

**7. Water Matters**

Level 1 – introduced 29 June 2016 – Targe Usage 250 – 290 Litres / Person / Day  
Water usage for the month of October 2016 was as follows:

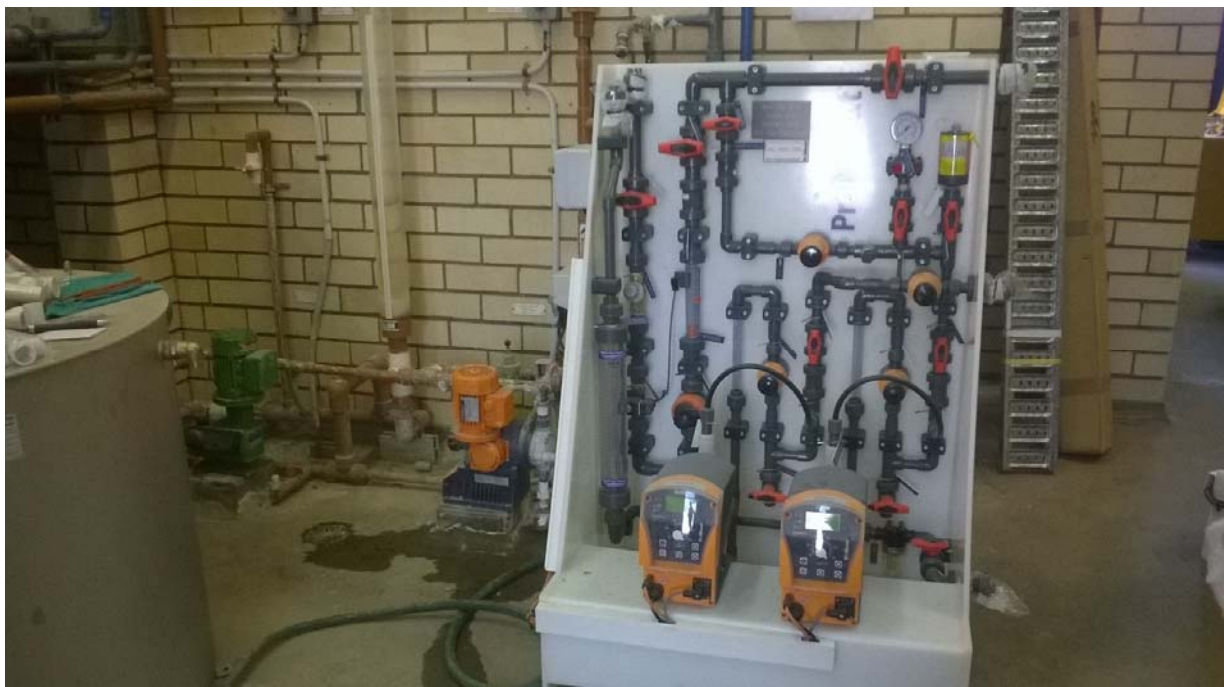
- ◆ Monthly Usage – 11.8 Mega Litres (4 week month)
- ◆ Daily Usage – 380 Kilolitres
- ◆ Usage per person per day – 284 Litres

Emergency Town Water Supply

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

Water Treatment Plant (WTP) Augmentation

Augmentation works to update the chemical dosing systems and telemetry system commenced 9 November. Completion is scheduled for mid December 2016.



Old aluminium dosing system on back wall (left) to be removed, new dosing system (right) to be installed.

Submitted to Council: 30 November 2016

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



Telemetry board being stripped and rewired in advance of the new telemetry program implementation.  
Left: Project Coordinator-Simon Cartwright, Southern Cross Consulting  
Right: Project Electrician – Mark Notley, ETE Services

**8. Sewer**

Sewer Treatment Plant (STP) Upgrade

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

DPI Water have advised Council that funding for the STP upgrade works under the Country Towns Water Supply and Sewerage Program was under threat due to the program drawing close June 2016. As such DPI Water have arranged for this project to transfer to the new Regional Water and Waste Water Backlog Program. This program is managed by Infrastructure NSW who have recently advised the process to apply for the funding.

STP Crown Land Acquisition

Council is waiting until early December (the required 90 days notice period) before publishing in the NSW Government Gazette the approved acquisition notice.

**9. Waste**

Community Recycling Centre (CRC)

Construction on the new hazardous waste drop off shed (CRC) is near complete after being delayed by weather conditions and a key staff member’s absence. The final signage and road works are now underway. The CRC facility has a revised soft launch date of mid December.

Submitted to Council: 30 November 2016

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





Container Deposit Scheme (CDS)

The NSW Environment Protection Agency (EPA) is aiming to appoint a single Scheme Coordinator by early 2017 to run the NSW CDS. Invitations to prequalify were announced last week and are open until 5 December. Applicants that are prequalified through the first stage will be invited to participate in the second stage of the appointment process, which will commence in mid-to late-December 2016.

The EPA is also asking for registrations of interest for potential *Collection Point Operators* in the CDS. Council is investigating participating in the Scheme as a Collection Point Operator – see report this month. There are two collections streams suitable under the scheme for Council to consider but until the Scheme Coordinator is appointed the operational details remain somewhat unclear.

Proposed upgrades of Woolbrook & Nowendoc landfills:

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

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

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

Earthworks on the Nowendoc Environmental Improvement project commenced last week.



Landfill site before the earthworks

Submitted to Council: 30 November 2016

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





Landfill site before the earthworks



Landfill site after the earthworks

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Submitted to Council: 30 November 2016

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



Landfill site after the earthworks

A fire incident was reported on Monday 1 August which originated from the Nowendoc Landfill. The RFS is fast tracking a Community Protection Plan (CCP) for the Nowendoc village. The draft Plan will be presented to the community and other stakeholders (including LLS, Council and NSW Police) at a community meeting scheduled to be held on Saturday, 26 November.

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

Tess Dawson  
Senior Manager – Water, Sewer & Waste

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Submitted to Council: 30 November 2016

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



# ENVIRONMENTAL SERVICES

## 10. Development

### Development Approvals and Refusals for October 2016

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

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

Development Applications Outstanding				
DA No.	Description	Location	Applicant	Status
10.2016.12	Shed	17 Campfire Rd, Woolbrook	Mr P J Lupica	Under assessment
10.2016.14	Single new dwelling	13987 Oxley Hwy, Walcha	Mr D R Law	Under assessment
<b>Total: 2</b>				

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

Complying Development Applications Outstanding				
CDC No.	Description	Location	Applicant	Status
18.2016.5	Single dwelling alterations & additions	206N Pakington St, Walcha	Mr J L Wellings	Under assessment
18.2016.6	Single dwelling alterations & additions	52W Legge St, Walcha	Mr O J Kuhr	Under assessment
<b>Total: 2</b>				

Submitted to Council: 30 November 2016

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





**s149 Planning Certificates**

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

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

S149 Planning Certificates Completed – Comparative Data	
	Number
2016/2017 YTD	31
This time last year	46

**11. Environment**

**Environmental & Public Health Complaints**

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

- *Companion Animals Act 1998* e.g. dogs not under effective control & nuisance dogs (barking),
- *Local Government Act 1993* e.g. overgrown land, and
- *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 August 2016	
Barking dogs	1
Roaming dogs	1
Stray stock	2
Other animals	1 (abandoned dog)

**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.

Submitted to Council: 30 November 2016

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



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

## 12. Public Health

### Immunisation Clinic

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

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

### Food Premises Surveillance

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

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

Food Premises Surveillance 2016/2017						
	High Risk Fixed	Medium Risk Fixed	Low Risk Fixed	Mobile	Temporary	TOTAL
Total No.	27	6	7	2	2	44
No. Primary Inspections	6	1	0	0	1	8
No. Re-inspections	2	0	-	-	0	2
No. additional Re-inspections	0	-	-	-	-	0
No. FSS Required	21					21
No. FSS Current	20					20

Submitted to Council: 30 November 2016

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



**13. Animal Control**

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

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

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

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

Submitted to Council: 30 November 2016

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



# COMMUNITY SERVICES

## 14. Walcha Council Community Care

October 2016

### Groups

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

5 October 2016 – 23 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms. The morning was a good opportunity to address the group with information about services that Walcha Council Community Care provides, including topics such as how to make a complaint and provide feedback and how and why you would appoint an advocate. Walcha Council Community Care brochures and Handbooks were given to each group member.

12 October 2016 – the Wanderer’s Group enjoyed morning tea at the Community Day Centre Rooms. The group completed craft activities and projects.

19 October 2016 – 37 clients attended the mixed group trip to Lake Keepit. The weather was glorious, which had everyone enthusiastic to take a walk along the edge of the water and enjoy the scenery. It was great to see the water level so high and the facilities at the park are fantastic, making catering for a larger group so much easier. Morning tea was at the Lions Park on the way into Tamworth and for lunch the group were treated to a barbeque in the camp kitchen at Lake Keepit. Ron, Alex and Denise did a great job at cooking the barbeque while Mary, Margie and myself organized the salads, fruit platters and tables. Everyone had a great day and really enjoyed the beautiful weather, fabulous meal and each others company.



The WCCC Mixed Group to Lake Keepit

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Submitted to Council: 30 November 2016

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





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Submitted to Council: 30 November 2016

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



26 October 2016 – The Wanderers Group outing was to Armidale where the group enjoyed the visit to the Archive Centre at the old Armidale Teachers College and New England Regional Art Gallery.

Men's Group

11 October 2016 – Morning tea was held in the Community Day Centre Rooms where 14 men attended the day.

25 October 2016 – 20 clients attended the mixed group trip to Inverell where the high light of the day was a visit to the National Transport Museum. Morning tea was a stop over at the popular picnic area on the river bank at Bundara and a barbeque lunch was enjoyed at the museum before returning to Walcha later in the afternoon.



Ivy Partridge  
and  
Hope Strudwick



Ollie Wall and  
Doug White





Submitted to Council: 30 November 2016

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



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

11 October 2016 – 8 ladies from the UFO Group travelled to Deepwater to visit “Treasures on Young”, which is a very interesting shop with lots of things to get your creative mind working, from beading and jewellery making, knitting, crochet, hand made soap to fossicking equipment and many more things that you could be tempted to do. After the group had a good look around the shop we headed down to the old pub for lunch which was recommended to us by the ladies in the shop. The Old Pub had lots of character and a very delicious meal was had by all. On the way home we called into the Strawberry Shop at Glen Innes for our taste buds to be tempted with the beautiful strawberry dishes that they make. The group enjoyed a 15 minute break to stretch their legs at Black Mountain Nursery. Arriving back in Walcha, the ladies said that they had a wonderful day and thoroughly enjoyed the trip.

24 October 2016 – the UFO Group meet at the Community day Centre Rooms finishing off some of those unfinished objects. The group also had to get the items together that we have been making for the ladies at the Presbyterian Church for the shoe boxes that are sent over seas to under privileged children, as it was packing day on the 29<sup>th</sup> of October. The ladies at the Presbyterian Church really appreciated all things that we made for them.

**Transport - October**

Medical drives – 13 clients utilized the service with 30 trips.

Access bus – 8 clients used the service making 54 trips.

Bus to Tamworth – 5 clients used the service on 28 October 2016.

Bus to Armidale numbers were as follows:

- ◆ 4 October 2016 – 6 clients – Walcha Service
- ◆ 11 October 2016 – 5 clients – Uralla Service using TCT Bus and Driver
- ◆ 18 October 2016 – 5 clients – Walcha service
- ◆ 25 October 2016 – 3 clients – Uralla Service using TCT Bus and Driver

**Meals on Wheels**

10 clients received 162 meals.

**Rural and Remote Exercise Groups**

5 clients attended at Niangala.

6 clients attended at Nowendoc.

**Feedback and Complaints**

18 October 2016 – Patricia Laurie commented at the WCCC Advisory Committee meeting that she was very happy with the information about the services available to clients and how one can access those services that were provided at the Women’s group morning tea earlier in the month. Patricia commented that she is now well informed as she was not aware of some of the services and if she was eligible and thanked Cathy for providing the information at the morning tea.

**Meetings and Training**

13 October 2016 – Dementia Support Group Meeting held at the Community Day Centre Rooms.

18 October 2016 – Walcha Council Community Care Advisory Group meeting.

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Submitted to Council: 30 November 2016

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





21 October 2016 – Cathy attended the Suicide Prevention Workshop.  
24 – 27 October 2016 – Cathy attended “Momentum”, Driving the Road to Change, the Community Transport Organisation Annual Conference held at Kingscliff.

The CTO Conference showcased the Community Transport Industry and featured a host of informed speakers providing industry knowledge and skills through presentations and workshops.

The Conference provided an interactive platform for discussion about core issues and developments affecting the Community Transport sector as well as an opportunity to gather resources and information. The Conference also offered networking opportunities for community transport managers and staff and the chance to listen to leaders in community transport, disability and aged care sectors and representatives from key government agencies and funding bodies.

The CTO Conference began with the Kokorek Aboriginal Dance Group from Kingscliff High School and the Bundjalung Tribal Group welcoming everyone to their country in traditional language and a cleansing dance. The Conference was opened by Sammy J, the comedian and MC for the CTO Conference. Some of the highlights of the Conference included speakers such as Transport and Infrastructure, Minister Andrew Constance; Transport for NSW, Terry Lee-Williams and other speakers from CHSP and the NDIS.

Peter Fraser, President of SARA, Safer Australian Roads and Highways, asked the community transport sector to commit to making Australia’s roads safe for vulnerable people. Peter delivered a very emotional speech and shared how the death of his daughter by a distracted driver led to the foundation of SARA.

The Conference dinner was a great night with a tasty meal and great entertainment provided by “Brotherhood of the Blues”. A ten piece blues band consisting of three young indigenous Australian men with disabilities, who all have a great passion for music. The band shared their story about how they started the band and launched their first CD.

The New England North West Region are very proud of two Community Transport Providers in our region gaining awards for the fantastic work they do in their communities. Wee Waa Community Transport received an award for the Overall Best Community Transport Service Provider in our region and Gunnedah GOCO receiving the Social Impact award as well as an award for volunteering efforts made in their organisation and community.



Submitted to Council: 30 November 2016

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



Highlights of the Annual  
Community Transport  
Organisation  
Conference 2016



Submitted to Council: 30 November 2016

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





Cathy Noon  
Community Care Coordinator

**15. Library**

The Library report has been missing in action since 2015 but we have things back on track and will be back to monthly reporting from now on. 2016 in the Library has seen some staff changes with Donna Garrad leaving after many years. Sarah Day and Madison Garrad have taken over the position in a job share role with Sarah working on Mondays and Tuesdays and Madison on Thursdays and Fridays.

The Library hours have remained the same open Monday, Tuesday, Thursday and Friday from 8:30am until 5:00pm, being closed for lunch between 1-2pm.

We continue to have two Book Groups, one within the library and an external group, with support again continuing through the book group kits supplied by Central Northern Regional Library (CNRL) coordinated by Walcha Library.

Children’s Storytime didn’t recommence after the summer school holidays earlier this year due to lack of support late in 2015 (Daycare ladies had too many babies making it difficult to get to the Library) and Nerida no longer wishing to continue running the group. Both Madison and Sarah are keen to have the Storytime group up and running and have some ideas and thoughts to get it going again.

The Library continues to support Riverview with a delivery of books once a month. Books are chosen by library staff with a selection of large print and audio books. We also provide a similar service to housebound residents and the Elizabeth Cross Wing. Quota Club look after collection and delivery.

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Submitted to Council: 30 November 2016

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





The 3D printer has made a visit twice this year; the printer is supplied by CNRL. It is always popular with the kids. CNRL have also recently purchased a Robot which they are hoping to bring to Walcha for a demonstration in early 2017.

During school holidays, Madison organised some programs which included craft, painting and coding. We are also hoping to organise another trip to Armidale to attend the Skateboard Workshop in 2017 as the 2016 program was extremely popular.

We have a small designated Maker Space, which was inspired by STEM (Science, Technology, Engineering, Mathematics) Workshop that Madison attended at Calrossy in Tamworth. The aim of this space is to have it available at all times for children to come in and create things, especially during school holidays.

We still have our three iPads which are available for public use. Our public computers received a long awaited program upgrade a couple of months ago and we increased the number of computers available to the public from four to five. All the computers now have up to date virus protection and the current version of Windows programs. We have also gained a self-serve machine. This allows borrowers to issue their own items. It hasn't been as popular as we had hoped, however we will still keep trying to familiarise people with it. We also have introduced a staff Samsung tablet. This has been very useful in allowing us to access the reservations list while at the shelves, it has also been great that we can walk around the library and have remote access to order books for people away from the counter.

Sarah Day/Madison Garrad  
Librarians

**16. Preschool**

Early in the term the preschool hosted Drumbeat, Mark Stewart came to play his drums and percussion instruments, some of the children were chosen to participate and at the end everyone had a turn at hitting the big drum. There were a few families who attended we encourage families to come along to these types of events so if you are free you are always welcome to bring your child along to enjoy the show.



Submitted to Council: 30 November 2016

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



Bus

With the grant money received for the bus the numbers have increased on Mondays from 1 to 4; there were 2 children who were eligible who did not take up the offer of riding the bus. Tuesdays and Thursdays are full with 10 children riding the bus and Wednesdays are also busy with 7 children using the bus.

Extended hours

Tuesday and Wednesdays are busy (6-8 children) in the afternoon and Thursdays are quiet (4 children). The mornings seem to follow the same pattern with Tuesday and Wednesday being busy and Thursday much quieter.

Numbers

The transition room has picked up in numbers in general with 2 new enrolments from families moving to town and other children who have increased their days from 2 to 3.

Quality Improvement Plan

With assessment and rating looming I have been working on it when I get a chance and all of the educators have been contributing to it during set up days and staff meetings. Family feedback is an essential part of our quality improvement.

Philosophy

Our philosophy is due to be reviewed please read and provide any feedback, it is an essential part of our quality improvement to have your thoughts and feedback. Some of the main changes are around recognition of aboriginal mobs, there has been a change in the spelling of Dunghutti as it was brought to our attention it was incorrect and the words from the coffee table experiment have been added into the philosophy.

Zoe Herbert  
Preschool Nominated Supervisor

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



Item 10:  
  
Committee  
Reports

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Submitted to Council: 30 November 2016

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

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

**IN ATTENDANCE:** Nil

**APOLOGIES:** Lisa Patterson-Kane and Anna Mulligan

**CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9 MAY 2016**

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. Monday numbers are very low.
- ✚ Extended hours numbers are stable, with Tuesday and Wednesday the busiest days.
- ✚ A child with additional needs will be starting. An additional educator will be employed for the Thursday, and this will also allow more children to attend on this day.
- ✚ Emma will return from maternity leave in term 4. Kailyn has started as a casual and is studying Cert III. Thank you to Lucie for reliving whilst Zoe was on leave.
- ✚ Maxine is unwell and we are unsure of her return date.
- ✚ NAIDOC week celebrations included an excursion to the central school, and a visit to the preschool from Uncle Fred for a dancing performance.
- ✚ Book week celebrations will be held each day this year, commencing with a performance by The Gigalees.
- ✚ A Facebook group has been started and is proving to be an effective communication tool.

**6.1 Policies for Review**

The policies up for review were:

- ✚ Behaviour Guidance Policy
- ✚ Inclusion Policy
- ✚ Orientation for Children Policy
- ✚ Enrolment Procedure Policy
- ✚ Parent Communication Policy
- ✚ Parent Grievance Policy

- + Parental and Family Involvement Policy
- + Priority of Access
- + Child and Staff Immunisation Policy
- + Fees Policy
- + Management Roles
- + Privacy, Dignity and Confidentiality Policy
- + Retention of Records Policy
- + Student and Volunteer Policy
- + Walcha Preschool Advisory Committee Policy

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

#### **7.1 Preschool Administration Managers Report**

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

- + Proposed Fees for 2017 & 2018 – The committee requested that the extended hours charge be reviewed in conjunction with income and expenditure, for 2018.
- + The operational support program has been completed. A business plan was produced along with a recommended fees structure for the next 2 years. A summary of the process was presented to the committee for their information.
- + An update on the current grant applications was given:
  - o Community Preschool Capital Works Grant – a second extension has been issued for notification.
  - o Rural and Remote Community Preschool Grant – Notification received today that the grant was successful for the full amount of \$16500 (inc GST). This will be used to pay for our bus service.
  - o Grandparents Day 2016 Grant – notification has not been received.

**The Committee RECOMMENDED that the Council ADOPT the fees proposed for 2017 and 2018 as presented.**

**THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON CLOSED THE MEETING AT 5.00 PM.**

**CONFIRMED:** \_\_\_\_\_ (Signature of Chairperson)

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Behaviour Guidance Policy – NQA 5**

**Aim**

It is widely accepted that positive interactions and behaviour guidance strategies enhance children's confidence and self-esteem and that children's development is enhanced by respectful and supportive relationships with adults who demonstrate respect for them as individuals.

All children have the right to feel safe within their environment. No child has the right to compromise the safety of others. It is necessary that inappropriate and dangerous behaviour is dealt with in an appropriate manner to ensure that all children and staff feel safe at all times when they are attending our service.

**Policy**

The preschool is responsible for providing a safe, stimulating and well planned program that aims to meet the needs of all children in care. Ideally, behaviour management should be a partnership between children, families, and educators. In order to support children's behaviour effectively it is recognised that they need an environment which shares common understandings, expectations and practices about the management of their behaviour. Unacceptable behaviour within the preschool will be dealt with in a fair and consistent manner. In the case of a child regularly displaying unacceptable or dangerous behaviour, all efforts will be made to provide effective strategies to assist the child in developing more appropriate behaviours. If all avenues have been exhausted the child will be excluded from the service.

**Procedures**

In following this procedure it will be recognised that:

- All individuals have the right to be treated with respect, always.
- Individuals choose their own behaviour.
- Families, educators, school, peers and significant adults influence children's choices.
- There are consequences for behaviour, whether it is positive or negative.
- Individuals must be responsible for their choices according to their developmental stage.

Educators will utilise positive behaviour guidance procedures and practices within the preschool at all times. In doing this educators will:

- Set positive guidelines for children to follow
- Use a calm voice when addressing a child about their behaviour
- Be conscious of your body language when speaking to children eg. getting down to the child's level
- Speak using positive language when dealing with children's behaviour
- Treat all children with respect
- Treat all children as individuals
- Provide an environment that encourages positive behaviour
- Encourage children to make choices
- Model appropriate and positive social behaviour
- Use praise for action eg. "I like the way you have ....." Rather than criticism
- Set appropriate limits and guidelines for children
- Support children experiencing separation anxiety
- Be open and honest with families strategies to be used at home as well as in care
- Suggest support of outside agencies as appropriate
- Maintain confidentiality and privacy of individuals
- Never use physical punishment
- Let children know if their behaviour is unacceptable, while reinforcing that they are still accepted as part of the group
- Children are made aware of limits, expectations and room rules before they are implemented



**Item 6: Policies for Review**

- All educators should use the same behaviour guidance strategies for each child
- Older children are encouraged to help set guidelines for appropriate behaviour within the room and centre
- Educators will keep accurate and non-bias records of any behaviour displayed by a child that they are concerned about.

**Challenging behaviour**

- Depending upon the age of the child, the room leader and or the nominated supervisor will talk to the child about their behaviour and the consequences that it will result in
- The nominated supervisor will then speak to the child’s parent/guardian about the behaviour that has been occurring and try to identify any reasons for the behaviour

**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
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA) [www.acecqa.gov.au](http://www.acecqa.gov.au)

**Review**

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

- Management
- Employees
- Families
- Interested Parties

Date Reviewed	
Nominated Supervisor	
Management Committee Representative:	

**Inclusion Policy - NQA5 & NQA7**

**Aim**

To provide children with a supportive environment that allows them to realise their full potential.

**Legislative Requirements**

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

**Related Policies**

HIV and AIDS Virus Policy  
Program, Education and Development Policy  
Treatment of Children with Special Needs Policy

**Who is affected by this policy?**

- Children

**Item 6: Policies for Review**

- Families
- Educators
- Community

**Implementation**

Walcha Preschool wants children to develop to the best of their personal ability. Every child attending is an individual and the preschool aims to promote and encourage this by:

- Helping children to develop ease with and have a respect for physical, racial, religious and cultural differences.
- To provide all children with accurate and appropriate material that provides information about their own and other’s disabilities and cultures.
- Presenting children with a wide range of male and female work roles, both within the home and the workplace, including nurturing roles.
- Encouraging children to develop friendships with each other based on mutual trust and respect.
- Including in our program and the preschools physical environment an awareness of cross-cultural and non-discriminatory practices.
- Encouraging families from non-English speaking backgrounds to contribute their knowledge and culture to the preschool to enhance the program.
- Making it clear to children through the educators that it is not acceptable for a child to say or do unfair thing to another person and that if this does occur a educators member will firmly step in.

**Relevant Legislation and Key Resources**

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

**Review**

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

- Management.
- Employees.
- Families.
- Interested Parties.

Date Reviewed	
Nominated Supervisor	
Management Committee Representative:	

**Orientation for Children Policy - NQA5 & NQA7**

**Aim**

To provide children and families with an orientation procedure that allows the child and family to feel comfortable and to have trust in Walcha Preschools educators and environment.

**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**

Enrolment Procedure Policy

Educators and Parent Relationship Policy

**Who is affected by this policy?**

- Children
- Families
- Educators

**Implementation**

We believe orientation is an important process where educators are able to get important information about the new child's needs and those of the family. This process helps to make the transition from home to care as smooth as possible with the aim to maintain continuity between home and preschool, which helps the child adjust to the new setting.

The nominated supervisor or service provider will arrange for the new child to attend the preschool (together with parent/s or guardian/s) to visit and meet the educators, and familiarise with the environment.

The children may participate in the activities if they so desire. Positive interactions at this time (between families, educators and the child) are important for the children to build positive attitudes to the preschool environment. Educators are aware that some children respond to new experiences faster than others and will adapt to the situation.

At this time, the daily timetable and program will be discussed, as well as routines and any special requirements for the child that may need to be accommodated. Families will also be encouraged to send any special comfort items (teddy etc) to help the child in the initial settling in period. Families will also be invited to phone and check on their child at any time if there are any concerns.

Part of this orientation visit is also to explain/collect the required documentation for the child (enrolment form, immunisation record and medicare number).

Educators will also discuss how best to help the child settle into daycare – with some parents choosing to gradually build up to a full day so the child is reassured that the parents will return to collect them. Educators will encourage parents to say goodbye when dropping off – and reassured that if the child remains distressed over a period of time, that educators will contact them.

Families are able to stay as long as needed to reassure their child, but sometimes its easier for the educators to settle the child if the families come earlier on collection to spend time with their child – rather than do this at drop off time.

Families will be kept informed about how their child is settling in on collection and are welcome to discuss any aspects with the nominated supervisor at a convenient time. Information on the Walcha Preschool child orientation policy will be available in different languages when required.

**Transition to school**

When a child first attends school, there is a great change for that child and for their family. We believe that the child's families are the most important link in this transition. The better the bridge between home and school, the better the education: that's the message of recent research.

The preschool will always talk about starting school in a positive manner that will reinforce a healthy attitude toward the transition.

**November 2016 Business Paper Page 94**  
**Item 6: Policies for Review**

**Relevant Legislation and Key Resources**

- Education and Care Services National Law and Regulations 2011;
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)-  
[www.acecqa.gov.au](http://www.acecqa.gov.au)

**Review**

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

- Management
- Employees
- Families
- Interested Parties.

Date Reviewed	
Nominated Supervisor	
Management Committee Representative:	

**Enrolment Procedure Policy - NQA6 & NQA7**

**Aim**

At Walcha Preschool all children attending the service must have a completed enrolment form and accompanying documents before they can attend.

**Background**

The regulations state that all children enrolled in a children's service must have detailed and specific information about them, this is written on the enrolment form. Therefore, it is essential for the child's health, safety and well being that all children have a completed enrolment form at the service.

**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
- Guide to the National Quality Standards
- Australian Children's Education and Care Quality Authority (ACECQA) -  
[www.acecqa.gov.au](http://www.acecqa.gov.au)
- Privacy and Personal Information Protection Act 1998 (NSW)

**Practices**

The preschool will ensure that the children have detailed records of their health, safety and well being by:

- The child being enrolled must be three to five years of age; the preschool will not accept children less than three years.
- Children cannot commence preschool unless the enrolment form has been completed with a copy of the child's immunisation or exemption form. These records are to be kept by the preschool.

**Item 6: Policies for Review**

- When vacancies exist children are able to commence once they turn three. If there is a waiting list, children are enrolled based on their position on the list.

A copy and proof of immunisation status must be provided upon enrolment and updated regularly. The preschool will follow the guidelines of the Department of Health in regards to the exclusion of children not immunised.

The family is to complete all information on the enrolment form and to supply any additional information as requested before or on the child's first day. If the family is unable to complete or understand any part of the enrolment form and conditions due to language barriers or a disability, the preschool will attempt to arrange an interpreter to assist in the enrolment procedure.

If the families are claiming subsidised fees, then proof of their Health Care Card (a copy will be taken) is an essential or full fee will be charged. These will be updated throughout the year.

Prior to enrolment families will be given a preschool orientation package, which includes:

- Walcha Preschool Handbook
- Enrolment form

**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:	

**Parent Communication Policy - NQA6**

**Aim**

Communications between families and Walcha Preschool are considered very important for a child to reach their full development. Therefore, we aim to provide an environment where there is a strong emphasis on family/preschool communication to allow consistency and continuity between the home and the preschool environment.

**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**

Parent and Educators Relationship Policy

**Who is affected by this policy?**

- Child
- Families
- Educators



**Item 6: Policies for Review**

**Implementation**

Walcha Preschool aims to provide as many outlets as possible for family/Centre communication. These include:

- Face to face
- A newsletter which will be emailed or put in the children’s cubbies to be taken home each term
- A notice board displaying upcoming events and notices
- Educators will communicate with families regarding their child, with the opportunity to plan formal meetings if necessary
- A suggestions book in the foyer where parents can anonymously (or give their names if desired) make suggestions to improve the preschool
- Short surveys regarding Walcha Preschools philosophy and how you feel your child/ren feel about the preschool
- Walcha Preschool Facebook group. This is a closed group and only families with children enrolled can access
- Skoolbag communication app

Each family will be allocated a ‘pocket’ where private correspondence between educators or the nominated supervisor or service provider and the family can take place. If necessary, educators have support and access to translation services to provide this information for non-English speaking families.

**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](http://www.acecqa.gov.au)

**Review**

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

- Management
- Employees
- Families
- Interested Parties

Date Reviewed	
Nominated Supervisor	
Management Committee Representative:	

**Parent Grievance Policy - NQA6 & NQA7**

**Aim**

Walcha Preschool’s aim is to welcome comments and concerns in any area of our work and encourage families to speak with us if you have any concerns or comments that may help us improve the preschool or our performance.

**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.

**November 2016 Business Paper Page 97**  
**Item 6: Policies for Review**

**Related Policies**

Parent Communication Policy  
Complaints Handling Policy

**Who is affected by this policy?**

- Child
- Families
- Educators
- Management

**Implementation**

Any parent/caregiver with a concern or complaint in relation to the running of Walcha Preschool either in administration or child interaction should do the following:

- Voice their complaint or concern with the nominated supervisor or service provider.
- Write their complaint or concern addressing it to the nominated supervisor or service provider. You will receive a personal response unless you have chosen to be anonymous.
- Families can speak to any educator about a specific complaint or concern. Educators will put in steps to address your concern or complaint as quickly as possible. However, educators do reserve the right to have the complaint put in writing.
- If a service wide problem has been brought to an educator's attention all families and educators will be informed of the contents of your complaint but not your name.

**Escalation Procedure**

If you are unsatisfied by the outcome, you have the option to escalate your complaint, using the Walcha Council Complaints Handling Policy.

**Relevant Legislation and Key Resources**

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

**Review**

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

- Management
- Employees
- Families
- Interested Parties.

Date Reviewed	
Nominated Supervisor	
Management Committee Representative:	

**Parental and Family Involvement Policy - NQA6**

**Aim**

Walcha Preschool aims to have family members involved in the operation of the preschool. Suggestions will be taken into account regarding our program and included if appropriate. Walcha Preschool values the input of its family members and welcomes them as a valued resource.

**November 2016 Business Paper Page 98**  
**Item 6: Policies for Review**

**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**

Multicultural/Cultural Diversity Policy  
Educators and Parent Relationship Policy

**Who is affected by this policy?**

- Child
- Families
- Educators
- Management

**Implementation**

- Families are welcome to visit at any time of the day
- Families are encouraged to make suggestions and offer critique on our program, philosophy or management
- Families are encouraged to share aspects of their culture with the educators and children as well as appropriate experiences
- Families are welcome to participate in the preschool's daily routine by helping with activities such as craft, the preparation of morning tea, special activities and afternoon tea.

**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](http://www.acecqa.gov.au)

**Review**

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

- Management
- Employees
- Parents
- Interested Parties.

Date Reviewed	
Nominated Supervisor	
Management Committee Representative:	

**Priority of Access– NQA7**

On 1<sup>st</sup> January 2014 the Preschool Funding Model (PFM) took effect. The Government's decision to target support for preschool access to children in their year before school is consistent with National and State plan targets for universal access to preschool. Under the National Partnership Agreement on Universal Access to Early Childhood Education with the Commonwealth, funding for early childhood education is to be targeted to children in the year before school.

**Item 6: Policies for Review**

**Eligibility under the Grants Program Guidelines**

To be eligible for grants under this program as a centre-based provider, service providers must:

- Comply with the Terms and Conditions of the Grants Program
- Be a not-for-profit, community-based provider
- Be an Approved Provider under the National Law and Regulations
- Deliver a preschool program that meets the definition of a preschool program consistent with The Early Years Learning Framework (providing a structured, play-based early childhood education) under the National Partnership Agreement on Early Childhood Education. The service is required to be open for at least 15 hours per week, 40 weeks per year, or 600 hours per year; delivered by a degree qualified early childhood teacher in accordance with the national Early Years Learning Framework.

**Priority of Access Guidelines**

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

- Children who are at least 4 years old on or before the 31 July in that preschool year and not yet in compulsory schooling; or
- Children who are at least 3 years old on or before 31 July and fit the following criteria:
  - Children with English as a second language (ESL)
  - Children with disabilities
  - Children who are at risk of significant harm (from a child protection perspective)
  - Children whose family hold a Health Care Card
  - Children who identify as Aboriginal or Torres Strait Islander

**Children who aren't eligible for government funding?**

Children who are 3, and NOT within the funded group listed above, are known as unfunded children. Preschools with spare capacity can continue to enrol and charge fees for unfunded children but will not receive government funding to reduce fees for these children.

**Relevant Legislation and Key Resources**

- Education and Care Services National Law and Regulations 2011
- 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](http://www.acecqa.gov.au)
- Priority of Access Guidelines for child care services
- Department of Education and Communities Funding Agreement

**Review**

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	
Review Date	
Nominated Supervisor	
Management Representative:	Committee

**Proposed Fees for 2017 & 2018**

A part of the Operational Support Program was the development of a Business Plan and the setting of the fees for 2 years using historical and predicated enrolments.

Last year, fees increased significantly from \$22 to \$28 per day as they had been held artificially low for a number of years. The preschool funding model has changed the way preschools are funded and this has put pressure on our fee structure. We receive no funding for the enrolment of non-equity 3 years olds.

The fees proposed for the next 2 years include a small increase per year. I am proposing to increase the enrolment fee which is charged yearly per child to cover the administration expenses involved in the enrolment process, and abolishing the library & fundraising fees.

Fee Type	2016 (current)	2017	2018
Daily Attendance	\$28.00	\$30.00	\$32.00
HCC	\$14.00	\$15.00	\$16.00
ATSI	\$10.00	\$13.00	\$16.00
Enrolment (yearly)	\$10.00	\$25.00	\$25.00
Library Fee (per term)	\$ 5.00	n/a	n/a
Fund Raising (per term)	\$10.00	n/a	n/a

Extended hours fee remains \$7.00 per hour or part thereof.

Anticipated Enrolments - 2016	
4yo and older Equity	23
4yo and older Other	21
3yo Equity	8
Other	17
<b>Total enrolled</b>	<b>69</b>
English Language	2

2017 PFM Funding	
Base rate funding	181,657.90
Equity Funding	59,165.01
English Language Loading	820.00
Regional Loading	45,305.00
Preschools for Sustainable Communities	16,041.10
<b>Total 2017 PFM Funding</b>	<b>302,989.00</b>
Funding Cap Scaling - 2016	0.0%
Operational Scaling - 2016	0.0%
<b>2017 PDSP UDL Funding</b>	<b>3,900.00</b>

Anticipated Enrolments - 2017	
4yo and older Equity	11
4yo and older Other	22
3yo Equity	20
Other	20
	73
English Language	1

2018 PFM Funding	
Base rate funding	185,151.32
Equity Funding	59,165.01
English Language Loading	410.00
Regional Loading	46,176.25
Preschools for Sustainable Communities	12,086.43
<b>Total 2018 PFM Funding</b>	<b>302,989.00</b>
Funding Cap Scaling - 2017	0.0%
Operational Scaling - 2017	0.0%
<b>2018 PDSP UDL Funding</b>	<b>3,975.00</b>



**Operational Support Program**

The Operational Support Program including the preparation of a Business Plan has been completed. The following is the final report supplied by Community Connections Solutions Australia who were contracted to undertake the OSP.

<b>Preschool/ Mobile Service</b>		Walcha Preschool	
		215N Uralla Road, Walcha, 2354	
<b>Stage 2 Principal Advisor</b>		CCSA Gloria Lindsay	<b>Advisor Contact details</b> Phone: 1800 991 602 Email: osp@ccsa.org.au
<b>Region</b>	Northern	<b>Reference Number</b>	154
<b>Date Allocated</b>	9 <sup>th</sup> May 2016	<b>Start Date</b>	9 <sup>th</sup> May 2016
<b>Service Agreed Final Report</b>		<b>DoE Approved Final Report</b>	
<b>Agreed by</b>	<b>Title/ Role</b>	General Manager, Walcha Council	<b>Approved by</b>
	<b>Name</b>	Jack O'Hara	<b>Title</b>
			<b>Name</b>
<b>Signature</b>		<b>Signature</b>	
<b>Date</b>	3 <sup>rd</sup> August 2016	<b>Date</b>	

<b>Consulted with/ Support provided to (Staff and Committee Members)</b>			
<b>Title/ Role</b>	<b>Name</b>	<b>Title/ Role</b>	<b>Name</b>
<b>Administration Manager</b>	Karen Kermode		
<b>Nominated Supervisor</b>	Zoe Herbert		

**Part A –Executive Summary**

<p><b>An overview of:</b></p> <ul style="list-style-type: none"> <li>• <b>support provided</b></li> </ul>	<p>Walcha Preschool (Walcha) is the only centre based early childhood education service in the regional town of Walcha.</p> <p>The Preschool is approved to educate and care for 42 children per day, 49 hours a week across 5 days. (The service offers extended hours on some days). The Preschool is managed by Walcha Council and the preschool Administration Manager is also employed in council offices making her a very effective liaison. The parent advisory committee has all positions filled with an extra position created in the past year in</p>
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response to parent interest.

The service is sensitive to the needs of Indigenous families through providing a bus pick up service, setting reduced fee levels based on recommendations from the local Aboriginal Land Council, employing an Indigenous staff member who is also on the Aboriginal Education Consultative Group and with links to the Aboriginal community.

The service is currently seeking financial support to extend the bus pick-up service to include children from low income families.

Walcha Preschool was assessed in 2013 and rated "Exceeding" the NQS.

Staffing is stable, with good retention of educators.

During the OSP Walcha Preschool was supported through:

- The preparation of a demographic profile for Walcha
- Projecting enrolment numbers and corresponding PFM income for 2017 & 2018
- Calculating a fee schedule for 2017 and 2018 with consideration of:
  - the need for a differential fee structure for children from Universal Access Groups, and
  - the service's philosophy and fee policy
- Tailored training on the use of CCSA's PFM calculator to calculate PFM income, enrolment fee income to achieve a break even I&E, and budget projections
- Reviewing budgets prepared by the service during OSP for 2016-2017 & 2017-2018
- The service was supported to compile critical elements into a two year business plan
- Additional networking and resources were provided as an option to augment existing networking and access to resources
- The Department of Education's latest version of the QIP template was provided together with resources on reviewing Quality Areas and support in identifying strategies to increase engagement from stakeholders in the QIP process
- CCSA provided a schedule of policy review for use to document the service's existing review process
- A workforce needs analysis was conducted
- An ECEC Professional Development Plan template was provided with links to the NQS and Professional Development resources for consideration by the service as they develop a PD planning document
- A QIP and Governance review.

<ul style="list-style-type: none"> <li>• <b>results achieved</b> against the program’s policy objective to support community preschools increase their funded cohort under the PFM, thereby becoming more sustainable and delivering against universal access objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Walcha Preschool now has a 2 year business plan.</li> <li>• A demographic profile has been prepared for the service to support their understanding of the community’s needs and provide evidence of the service’s focus on target groups.</li> <li>• Birth rate data, historical enrolment data and local knowledge combined to give confidence in projecting enrolments for the next 3 years to generate PFM projections.</li> <li>• Analysis of demographic data prompted the service to draft a new policy which will assist in managing the higher than usual enrolments expected in the next two years.</li> <li>• Walcha has a refreshed understanding of the PFM and PSC and its relationship to their enrolments, and has been trained in the use of the latest CCSA PFM calculator tool to enable accurate information to be included in the service budgets into the future.</li> <li>• The preschool now has budgets in place for 2016-2017 &amp; 2017-2018.</li> <li>• The budgets now include increased accuracy in PFM income projections for the next 2 years.</li> <li>• Fee schedules have now been prepared for 2017 &amp; 2018 with a differential fee for universal access children and with increases each year in line with the CPI.</li> <li>• The service has strategies, resources and templates in place to increase participation of stakeholders in the Quality Improvement planning process.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>recommendations for further action</b></li> </ul>	<ul style="list-style-type: none"> <li>• It is recommended that the service communicate to families the importance of reporting Indigenous status to the service to secure additional funding to further reduce barriers to access for these children.</li> <li>• Review PFM income projections as enrolments are confirmed for future years.</li> <li>• It is recommended the service review the Business Plan at key trigger points which could include; the release of 2016 ABS census data, confirmation of enrolment data for the new year, change of parent advisory committee, results of parent surveys.</li> <li>• The CCSA ECEC Professional Development Plan template is available to be used as an option to assist with planning Professional Development into the future, and could be inserted into the QIP.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>variance to the Action Plan</b></li> </ul>	<p>The high level of management and planning skills of the service’s management team resulted in more efficient time use than anticipated for the OSP project officer.</p>

## Part B–Workload Report

Deliverables	Planned Hours (Action Plan)	Actual Hours (Final Report)	Timeframe for delivery (week/s #)	Comment
<b>Action Plan</b>	3 hrs	3hrs 55 mins	Week 1 - 3	
<b>Childhood Specific advice and mentoring</b>				
Demographic Information	4 hrs	4hrs 35 mins		
PFM Enrolment Projection for a 2 year period	7 hrs	4hrs 55 mins		
PFM Financial Projections out to 2018	7 hrs	4hrs 40mins		
New Fee Structure	2 hrs	2hrs		
Income and expenditure projections for 2yrs min	5 hrs	5hrs		
Business Plan for 2yrs min	5 hrs 30 mins	3hrs 5mins		
<b>Service Quality Maintained and Improved</b>				
Quality Improvement Plan	4 hrs	4hrs 5mins		
Networking and resources review	1 hrs	40mins		
Policy and procedures review schedule	1 hrs	40mins		
Governance structure assessment	1 hrs	40mins		
<b>Quality Staff Attracted, Retained and Developed</b>				
Workforce Needs Analysis	2 hrs 30 mins	3hrs 50mins		
Professional Development Plan	1 hr	25mins		
Final Report	8 hrs	7hrs 50mins	Week 11 - 12	
Total Hours	52 hrs	46hrs 20mins		

Site Visit Schedule	No. of Days	Planned Dates (Action Plan)	Actual No. of Days	Actual Dates (Final Report)
Site Visit 1	1	13/5/16	1	13/5/16
Site Visit 2	1	24/6/16	1	24/6/16

## Part C – Development Areas Report

### Development Area 1: Service Sustainability is Optimised

Ref	Deliverable/Output	Key Actions	Status
6	Demographic Information	<p>At the start of the OSP the management and staff had excellent knowledge of local demographic information due to the Preschool's close connections with the community of approximately 2,500 residents. This knowledge was not documented.</p> <p>The project officer prepared a demographic profile of Walcha to support the service's understandings of the community's needs. Negative population growth of -0.3% for the Walcha LGA was recorded in the ABS census for 2011. Enrolment history for the years 2013 to 2016 show consistent numbers of enrolled children at close to capacity.</p> <p>The census indicated that the median household incomes were approximately 70% of the NSW state average. Walcha's enrolments from low income families have been between 30 &amp; 40% of all enrolments for the past four years.</p> <p>Walcha is in an area of higher than the state average of Indigenous residents (7.6% compared to 2.5%) and the Preschool has many initiatives in place to remove barriers to access for Indigenous families;</p> <ul style="list-style-type: none"> <li>• Offering a bus service for these families</li> <li>• Employing an Indigenous Educator</li> <li>• Active involvement on the Aboriginal Education Consultative Group</li> <li>• Collaborating with the Aboriginal Land Council when setting fees for Indigenous families</li> </ul> <p>The service enrolment history shows enrolments of between 10 &amp; 15% ATSI children which is reflective of the ABS census data of 13.6% 0-4 year olds. However the 2015 AEDC data for Walcha records indigenous enrolments of 34.2% of children starting school. 35/39 of total children starting school attended Walcha preschool prior to starting Kindergarten, and only 20% of these reported to the preschool their Aboriginality.</p>	Complete



		<p>During the OSP it was discussed that this would seem to indicate that the reporting level of Indigenous status is higher as children enter school than occurs when families enrol at the Preschool. The service was encouraged to communicate to families the importance of reporting Aboriginality to secure additional funding for the service to further reduce barriers to access for these children.</p>	
3 4	<p>PFM Enrolment Projection for a 2 year period</p> <p>PFM Financial Projections out to 2018</p>	<p>Using historical data from the Preschool Census together with the service's knowledge of the local community and the ABS census data, the project officer supported the service to make projections for future enrolments.</p> <p>The service estimates it attracts close to 100% of the target cohort of children in the catchment area with some families travelling to other centres for work where they access Long Day Care for their children.</p> <p>The service is projecting higher numbers of children in 2017 &amp; 2018 due to a higher than usual birth rate in 2014, resulting in the service's projected PFM income for 2019 for the first time exceeding levels necessary to attract PSC funding.</p> <p>CCSA's set of Utilisation Table templates enabled Walcha to accurately document attendance patterns over the past 3 years in a format compatible with the PFM calculator.</p> <p>PFM training was provided using Walcha's own data and the newest CCSA PFM tool. The breakdown in funding was analysed and linked with the Preschool's enrolments.</p> <p><u>2016 PFM enrolment projections are as follows:</u></p> <ul style="list-style-type: none"> <li>• 4 year old and older (non-equity): 21</li> <li>• 4 year old and older (equity): 23</li> <li>• 3 year old and younger (non-equity): 17</li> <li>• 3 year old and younger (equity): 8</li> <li>• Total equity: 31</li> <li>• Total enrolments: 69</li> <li>• English Language Assistance Required: 2</li> </ul>	Complete

	<p><u>2017 income projection:</u></p> <ul style="list-style-type: none"> <li>• Base rate funding: \$181,657</li> <li>• Equity funding: \$59,165</li> <li>• Regional loading \$45,305</li> <li>• English language loading: \$820</li> <li>• Total PFM: \$286,948</li> <li>• Preschools for Sustainable Communities: \$16,041</li> <li>• PFM + PSC: \$302,989</li> </ul> <p><u>2017 PFM enrolment projections are as follows:</u></p> <ul style="list-style-type: none"> <li>• 4 year old and older (non-equity): 22</li> <li>• 4 year old and older (equity): 11</li> <li>• 3 year old and younger (non-equity): 20</li> <li>• 3 year old and younger (equity): 20</li> <li>• Total equity: 42</li> <li>• Total enrolments: 73</li> <li>• English Language Assistance Required: 1</li> </ul> <p><u>2018 income projection:</u></p> <ul style="list-style-type: none"> <li>• Base rate funding: \$185,151</li> <li>• Equity funding: \$59,165</li> <li>• Regional loading \$46,176</li> <li>• English language loading: \$410</li> <li>• Total PFM: \$290,903</li> <li>• Preschools for Sustainable Communities: \$12,086</li> <li>• PFM + PSC: \$302,989</li> </ul> <p><u>2018 PFM enrolment projections are as follows:</u></p> <ul style="list-style-type: none"> <li>• 4 year old and older (non-equity): 20</li> <li>• 4 year old and older (equity): 20</li> <li>• 3 year old and younger (non-equity): 15</li> <li>• 3 year old and younger (equity): 15</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Total equity: 35</li> <li>• Total enrolments: 70</li> <li>• English Language Assistance Required: 1</li> </ul> <p><u>2019 income projection:</u></p> <ul style="list-style-type: none"> <li>• Base rate funding: \$192,138</li> <li>• Equity funding: \$66,799</li> <li>• Regional loading \$47,918</li> <li>• English language loading: \$410</li> <li>• Total PFM: \$307,266</li> <li>• Preschools for Sustainable Communities: -</li> <li>• PFM + PSC: \$307,266</li> </ul>																																				
5	New Fee Structure	<p>Walcha has consistently raised fees to help with financial sustainability of the service. During the OSP comparative fees of other Outer Regional services in a SEIFA band 11 indicated that Walcha’s fees are at the mid-range of the scale for the service type. The service projects small fee increases to keep pace with CPI.</p> <p>Walcha has collaborated with the local Aboriginal Land Council when determining fees for children from Aboriginal backgrounds to ensure fees are not a barrier to access for these children.</p> <p>A differential fee is also in place to reduce barriers to access for children from low income backgrounds.</p> <p>Walcha Preschool Fee Structure:</p> <table border="1" data-bbox="770 1110 1648 1407"> <thead> <tr> <th></th> <th>2015</th> <th>2016</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>Children in the year before school</td> <td>\$22</td> <td>\$28</td> <td>\$30</td> <td>\$32</td> </tr> <tr> <td>ATSI (4 yo)</td> <td>\$7</td> <td>\$10</td> <td>\$13</td> <td>\$16</td> </tr> <tr> <td>Low Income (4 yo)</td> <td>\$11</td> <td>\$14</td> <td>\$15</td> <td>\$16</td> </tr> <tr> <td>ATSI (3 yo)</td> <td>\$7</td> <td>\$10</td> <td>\$13</td> <td>\$16</td> </tr> <tr> <td>Low Income (3 yo)</td> <td>\$11</td> <td>\$14</td> <td>\$15</td> <td>\$16</td> </tr> <tr> <td>Unfunded children</td> <td>\$22</td> <td>\$28</td> <td>\$30</td> <td>\$32</td> </tr> </tbody> </table>		2015	2016	2017	2018	Children in the year before school	\$22	\$28	\$30	\$32	ATSI (4 yo)	\$7	\$10	\$13	\$16	Low Income (4 yo)	\$11	\$14	\$15	\$16	ATSI (3 yo)	\$7	\$10	\$13	\$16	Low Income (3 yo)	\$11	\$14	\$15	\$16	Unfunded children	\$22	\$28	\$30	\$32	Complete
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2	Income and expenditure projections for 2yrs min	<p>The project officer provided training in the use of the CCSA PFM calculator and budgeting tool at the second OSP meeting.</p> <p>Support was provided in reviewing the budgets for 2017-2018 and 2018-2019 and in particular, reviewing the PFM income estimates.</p> <p>The service projects positive I&amp;E outcomes for these years. PSC funding remains a critical component of the service’s projected income for these periods.</p> <p>A Financial Review was offered by CCSA. As the service is managed by Walcha Council who have in place comprehensive financial processes and reviews, the CCSA financial review was deemed unnecessary at this time.</p>	Complete
1	Business Plan for 2yrs min	<p>A dedicated Business Plan for Walcha Preschool was not yet in place at the start of the OSP.</p> <p>CCSA provided resources and guidance on business planning and an Early Childhood Education and Care (ECEC) Business plan template was provided.</p> <p>The service was supported to develop the critical components of a preschool business plan including 2 year projected budgets and summarises the work completed during the OSP:</p> <ul style="list-style-type: none"> <li>• Demographic Analysis</li> <li>• Utilisation Analysis (2013-2016)</li> <li>• Enrolment Projections (2017-2018)</li> <li>• PFM Income and Payment Schedule</li> <li>• Fee Schedule (2017-2018)</li> <li>• I&amp;E projections (2016/2017 &amp; 2017/2018)</li> <li>• Competitor Analysis</li> <li>• Staffing Plan</li> </ul> <p>Walcha now has a Business Plan for the next two years that can be added to, reviewed and updated in the future, giving the service information to guide strategic decision making in one document.</p> <p>Key trigger points for review could include; the release of 2016 ABS census data,</p>	Complete

		confirmation of enrolment data for the new year, change of parent advisory committee.	
<b>Further Action Required</b>			
	<p>Recommendations</p> <ul style="list-style-type: none"> <li>• The service is commended on its networks with the Indigenous community and commitment to reducing barriers to access for Indigenous families.</li> <li>• It is recommended that the service communicate to families the importance of reporting Indigenous status to the service to secure additional funding to further reduce barriers to access for children of Aboriginal descent.</li> <li>• Review PFM income projections as enrolments are confirmed for future years.</li> <li>• It is recommended the service review the Business Plan at key trigger points which could include; the release of 2016 ABS census data, confirmation of enrolment data for the new year, change of parent advisory committee, results of parent surveys.</li> </ul>		

**Development Area2: Service Quality Maintained and Improved**

Ref	Deliverable/Output	Key Actions	Status
1	Quality Improvement Plan	<p>Walcha was assessed in 2013 and rated as Exceeding the National Quality Standards.</p> <p>The service reported that their QIP is mostly embedded in the service practices.</p> <p>CCSA supported the service to identify strategies to increase staff and families engagement with the QIP process.</p> <p>Further resources were provided to further support the Nominated Supervisor's skills in leading the development of the QIP.</p>	QIP Review complete
2	Networking and resources review	<p>Walcha has excellent networking practices in place and good access to Early Childhood Education and Care resources.</p> <p>Walcha Preschool attends regular network groups with the Armidale Preschool Director's group.</p> <p>Walcha is a member of CCSA and Early Childhood Australia Armidale branch group.</p> <p>A close support network is in place with Walcha Early Intervention who are housed in the same building as the Preschool.</p>	Review complete



		<p>The Preschool networks with Indigenous organisations and early childhood development and family support professionals.</p> <p>The service has a staff representative on the Aboriginal Education Consultative Group (AECG).</p> <p>CCSA provided links to networking and resources opportunities as an option to augment existing excellent networking and resources.</p>	
3	Policy and procedures review schedule	<p>Walcha Preschool has a Policy and Procedure review system in place which is linked to Council requirements and new policies are drafted as required.</p> <p>CCSA provided a procedure review schedule template as an option for augmenting existing procedures. The CCSA schedule of review supports the service to identify key policies required by the National Law and Regulations to ensure these are regularly reviewed.</p>	Review complete
4	Governance structure assessment	<p>Walcha Preschool is managed by Walcha Council.</p> <p>A parent advisory committee represents the parent body on issues such as policy reviews and reviewing budgets.</p> <p>Roles and responsibilities are considered to be clear.</p> <p>All positions on the advisory committee are currently filled with families showing a high level of enthusiasm to support the Preschool in this capacity.</p> <p>The Preschool was assessed as having a very well-functioning governance structure.</p> <p>No further support was required.</p>	Assessment complete
Further Action Required			
	<p><u>Recommendations</u></p> <ul style="list-style-type: none"> <li>It is recommended the service continue its focus on quality and engaging all stakeholders in the Quality Improvement Process.</li> </ul>		

**Development Area3: Quality Staff Attracted, Retained and Developed**

Ref	Deliverable/Output	Key Actions	Status
1	Workforce Needs Analysis	A Workforce Needs Analysis was conducted by CCSA which confirmed that both staffing levels and qualifications were as required under the Regulations. No issues were flagged by the Workforce Needs Analysis.	Complete
2	Professional Development Plan	Walcha Preschool conducts staff appraisals once a year in line with Council policy and procedures.  CCSA provided an ECEC Professional Development Plan template as an option to assist with planning Professional Development linked to Staff Appraisals into the future. This plan could assist the service to maintain its focus on quality and can be inserted into the QIP.  Links to Early Childhood relevant management and leadership resources were also provided.	Complete
<b>Further Action Required</b>			
	<u>Recommendations</u> <ul style="list-style-type: none"> <li>The CCSA ECEC Professional Development Plan template is available to be used as an option to assist with planning Professional Development into the future, and could be inserted into the QIP.</li> </ul>		

**November 2016 Business Paper Page 113**  
**Minutes of Walcha Preschool Advisory Meeting**  
**held 31 October 2016 commencing at 6.30pm**

**PRESENT:** Rachael Welling (Chairperson), Karen Kermode (Manager Community Services), Zoe Herbert (Nominated Supervisor), Amber Poflowski, Lisa Patterson-Kane and Lucie Street.

**IN ATTENDANCE:** Nil

1. **APOLOGIES:** Anna Mulligan

2. **CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 29 AUGUST 2016**

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

3. **BUSINESS ARISING**

Manager Community Services informed the committee that the previous minutes had not been to Council because of the late changes to funding which have affected the recommended fees for 2017.

Extended hours lost \$13405 for the 2015/16 financial year. Due to the number of other changes happening in 2017, the committee recommends leaving the extended hours service in place for now. This will be reviewed again at the end of 2016/17.

4. **FINANCIAL REPORT**

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

5 **NOMINTATED SUPERVISORS REPORTS**

5.1 **Term 3 Report:**

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

It highlighted the following:

- ◆ Bus numbers have increased on Mondays due to the funding received to expand access. Tuesdays and Thursdays are full, and Wednesday has 7 children using the bus service.
- ◆ Extended hours numbers are stable, with Tuesday and Wednesday the busiest days.
- ◆ The transition room has increased enrolments due to new families to the area, and some families requesting an extra day.
- ◆ Emma and Natasha have returned from maternity leave. Chloe is due to complete her school based traineeship by the end of the year.

The question was raised about further SBAT opportunities and it was confirmed that we have agreed to take on another 1 or 2 SBAT's for 2017 to assist local school children in gaining qualifications.

5.2 **Quality Improvement Plan**

We are expecting to be advised of our review date early in the new year. Quality Area 1 responses were included to gain committee and family input.

5.3 **Preschool Philosophy for Review**

The service philosophy is due to be reviewed and is attached for comment. Family input has been included. A suggestion was made to ask which "mob" ATSI families are from. This will be included in future enrolment forms.

**November 2016 Business Paper Page 114**  
**Minutes of Walcha Preschool Advisory Meeting**  
**held 31 October 2016 commencing at 6.30pm**

The Committee RECOMMEND that Council ADOPT the preschool Philosophy as presented.

**6 MANAGER COMMUNITY SERVICES REPORTS**

**6.1 Start Strong Funding Package and proposed operational changes for 2017**

The Manager Community Services presented a written report and it is attached for your information.

She also explained that all children turning 4 before 31 July will be placed in the transition room opening up the possibility of having 2 funded years in this room. This will reduce the pressure on the smaller 3 year old room, and hopefully allow for an extra day of enrolment for the unfunded children.

The question was raised about allowing fundraising to assist with costs. It was explained that restraints other than funding have been taken into consideration when developing this proposal. For example, licenced capacity of the preschool service, staff to child ratio regulations all need to be considered.

**6.2 Proposed Fees for 2017**

The Committee RECOMMEND that the Council ADOPT the fees proposed for 2017 as below.

◆ Transition Room Full Fee	\$20.00
◆ Transition Room ATSI	\$10.00
◆ Transition Room HCC	\$10.00
◆ Preschool Room ATSI	\$10.00
◆ Preschool Room HCC	\$10.00
◆ Preschool Room (unfunded)	\$30.00
◆ Extended Hours 8.00am to 8.30am	\$ 5.00
◆ Extended Hours 4.00pm to 5.00pm	\$10.00
◆ Enrolment fee (once per year)	\$25.00
◆ The library fee and the fund raising fees have been removed.	

**6.3 Grant Applications Outstanding**

The Manager Community Services presented a written report and it highlighted the following:

- ◆ Grandparents Day grant application was unsuccessful.
- ◆ The expression of interest lodged for the Community Preschool Capital Grants was successful. The Council will receive an invitation to lodge a full grant application for the construction of a new preschool building.
  
- ◆ Expression of interest to design the preschool have been received from 8 architects, and the selection process has commenced.

**THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON CLOSED THE MEETING AT 8.22 PM.**

### 5.3 Preschool Philosophy for review

Here at Walcha Preschool our Educators believe:

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



### **6.1 Start Strong Funding Package and proposed operational changes for 2017**

The Start Strong preschool funding package was announced by the State Government a few weeks ago. The conditions attached to this increase in funding have forced us to change the way we deliver our preschool service.

In order to receive the increased funding, children from the **targeted** groups must attend preschool a minimum of 15 hours or more per week. Under our current opening times, this is 3 days per week.

The preschool receives money from the State Government as a contribution towards the costs of operating a preschool. Not all children who attend preschool receive government funding. Children in the **target** groups are called “**funded**” children and they are:

- All children who turn 4 before 31 July (*transition room*), and
- 3 year old children (*preschool room*) who identify as Aboriginal or Torres Strait Islander (ATSI) **OR** whose family have a Health Care Card (HCC).

Children who are enrolled in the preschool room and **DO NOT** identify as ATSI or whose family **DO NOT** have a HCC are called “**unfunded**”. This means that the State Government **DOES NOT** contribute money towards their preschool education.

In order to remain viable into the future and to also ensure we have enough preschool places for everyone’s benefit, some changes are proposed from January 2017.

#### ***What are the proposed changes?***

***Normal preschool hours will be 8.30am to 4.00pm*** - This will ensure 15 hours of preschool can be reached by attending 2 days per week.

#### ***2 day minimum enrolment – funded children***

***Transition Room*** - Children will be enrolled for 2 days. An optional 3<sup>rd</sup> day may be available depending on demand. Initial enrolments will be for 2 days only.

#### ***Preschool Room***

- **Funded** children will be enrolled for 2 days. No extra days will be available.
- **Unfunded** children will only be able to enrol for one day per week. If spaces are available then one extra day will be permitted. However, as we do not know what the demand will be, the additional day will not be allowed until the end of the first term.

#### **Extended Hours**

For 2017, extended hours will continue to be available on Tuesday, Wednesday and Thursday. Demand for this service will be reviewed at the end of 2017.

**MINUTES OF THE WALCHA TRAFFIC COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS HAMILTON STREET WALCHA ON WEDNESDAY 15 November 2016 COMMENCING AT 10:15 AM**

**PRESENT:**

Mr Sgt Anthony Smith – Walcha Police  
Mr Dylan Reeves – Works Manager - Walcha Council  
Mr Terry Orvad Roads and Maritime Service

**APOLOGIES:** Mr Clr Kevin Ferrier – Local State Member of Parliament

**CONFIRMATION OF MINUTES**

It was agreed that the Minutes of the Traffic Committee meeting held on 29 June 2016, copies of which have been distributed to all members, be taken as read and confirmed a true record.

**BUSINESS ARISING:**

**Local Member Representative**

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

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

**GENERAL BUSINESS ARISING**

**1. Shared Zone in front of Walcha Preschool**

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

Council have received the speed cushion design and specification and it has been installed in June 2016.

**2. School crossing upgrade at Walcha Central School**

The Committee reviewed the school crossing design completed by Council’s Project Engineer and suggested some changes to placement of signs, removal of two “no stopping” signs, addition of a “school children” sign with “school” underneath, addition of a “no stopping” sign and addition of a “no parking” sign. This will be given to the Project

**MINUTES OF THE WALCHA TRAFFIC COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS HAMILTON STREET WALCHA ON WEDNESDAY 15 November 2016 COMMENCING AT 10:15 AM**

Engineer to amend. The Roads & Maritime Services suggested that emulsion be used rather than black out paint of the road line markings so that they don't bleed through.

**3. Amendment of 60 Kmph speed sign to 50 Kmph in Nowendoc**

Terry Orvad discussed the site inspection carried out by Stefan Wielebinski and stated that the RMS had adopted the relocation of the 60Kmph Signage. Terry stated that the RMS will be required to complete a detailed speed zone review to reduce the speed to 50Kmph from 60Kmph. Terry advised that the RMS approve the relocation of the 60Kmph signage to the Thunderbolts Way side of the Nowendoc Bridge.

**4. Brackendale Road Crash Corner**

Dylan Reeves informed the committee that a curve advisory sign will be installed shortly on the Brackendale Road crash corner.

**5 GENERAL BUSINESS**

**5.1 Proposed Taxi Stand**

Terry Orvad stated that the RMS has delegated authority on approving the taxi stand due to it being located along the Oxley Highways corridor. Terry expressed concerns about the location of the taxi stand, being the last park prior to the roundabout. He discussed the possible implications around indicating to turn into the park and motorists thinking that the taxi is turning left at the roundabout. This possible misinterpretation would result in motorists not providing a safe space for the taxi to manoeuvre into the park. Although this would occur for any passing motorists, Terry outlined that the taxi would be using the parking space more frequently. As a result of this concern, Terry stated that the RMS will approve that taxi stand as requested, however the RMS will recommend that the risks be explained to the taxi operator and request that the taxi stand be moved further along the row of parking spaces.

Dylan Reeves will discuss the concerns expressed by the traffic committee and request the taxi stand to be moved. If the taxi operator would like to remain in the proposed space, Council and the Police will monitor the safety of the stand.

**5.2 Signage for Walcha Men's Shed**

Dylan Reeves commented on a request received from the Walcha Men's shed to have a sign placed on the Thunderbolts Way at the intersection of Apsley Street. This sign intends to inform passing motorists of the location of the Walcha Men's Shed. In addition, Council has already approved a timber sign to be placed at the end of Apsley Street, directing motorists into the Walcha Men's Shed Driveway.

Terry Orvad stated that RMS agrees to the installation, with the location to be confirmed.

**MINUTES OF THE WALCHA TRAFFIC COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS HAMILTON STREET WALCHA ON WEDNESDAY 15 November 2016 COMMENCING AT 10:15 AM**

**5.3 50Kmph Reminder Signs along North Street – Late Item**

Dylan Reeves discussed a concerning letter from a member of the public regarding North Street. It was requested in the letter that Council place 50Kmph reminder signage along North Street, near the intersections with Derby and Towers Streets.

Terry stated that Council can proceed with the installation of the signage. Terry also commented that the signs should be on one side of the road and double sided to the classified as reminder signs.

Council will arrange for the installation of the reminder signs.

**5.4 Thunderbolts Way, Blackspot Program – Late Item**

Dylan Reeves discussed the Blackspot Program Project that is currently under construction. Dylan notified the committee that there will be warning signage installed along the length from Hellhole Road to the Mukki Creek on the Thunderbolts Way. It was resolved that as this is a RMS managed project that the signage installed doesn't require any further approvals.

**5.5 Complaint about the Intersection of the Oxley Highway and Woolbrook Road – Informal Item.**

Terry Orvad discussed a complaint that was forwarded to him from Sheree Fogarty. Sheree was concerned about the limited sight distance available while turning out of Woolbrook Road onto the Oxley Highway.

Dylan Reeves noted that there was a \$50 Million budget for safety upgrades along the Oxley Highway.

Terry advised that Councils engineering department should conduct an investigation into cost effective ways to increase the sight distance and make turning onto the Highway safer. Once this process is complete, Terry will discuss possible funding with the RMS project manager of the \$50 Million funding.

**NEXT MEETING:** Wednesday 24 January 2016 at 10:00am.

**THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON CLOSED THE MEETING AT 11:15 AM.**

**CONFIRMED:** \_\_\_\_\_  
(Signature of Chairperson)

**DATE:** \_\_\_ / \_\_\_ / \_\_\_



# Item 11:

# Delegate Reports

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Submitted to Council: 30 November 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, 30 AUGUST 2016 COMMENCING AT 8:55AM**

**PRESENT:** Councillor M.Woods (Chair), Councillor M. Dusting and Armidale Regional Council Administrator, Dr Ian Tiley

**IN ATTENDANCE:** General Manager Mr W. Deer, Senior Weeds Officer Mr J Browning and Senior Financial Accountant, Armidale Regional Council, Mr J Duggan was present at the meeting from 8:53am to 9.03 am.

**APOLOGIES:** Nil

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON WEDNESDAY 15 JUNE 2016**

**33/16 RESOLVED** on the motion of Councillors Tiley and Dusting that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 15 June 2016, copies of which have been distributed to all members, are taken as read and confirmed a true record.

**MATTERS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON WEDNESDAY 15 JUNE 2016**

There were no matters arising

**CHAIRPERSON'S REPORT**

The Chair advised of the following:

- Clr Woods advised that she would not be standing for re-election at the local government elections to be held on 10 September 2016. She expressed her appreciation for being able to serve as the Walcha Council representative on the New England Weeds Authority for the past 16 years and for the privilege of being Chair for 14 of those years. The Chair thanked Councillors past and present for their support and made special mention of staff for their professionalism, hard work and dedication to their work. The Chair also made special mention of the Senior Weeds Officer, Mr James Browning as one of the original staff members when Clr Woods first came on to Council.
- Clr Dusting responded by expressing appreciation for the highly regarded leadership shown by Clr Woods during her term on Council and for the significant contribution she has made as Chair of the County Council, as well as to Local Government in general.  
The General Manager on behalf of staff thanked Clr Woods for her valued contribution, sense of team work and support of staff and the activities of Council.
- All present wished Clr Woods the very best for the future.

**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,  
30 AUGUST 2016 COMMENCING AT 8:53AM**

**GENERAL MANAGER'S REPORT**

**1. ORGANISATIONAL MATTERS (ITEM 7.1)**

**INVESTED FUNDS REPORT (ITEM 7.1.1)**

**34/16 RESOLVED** on the motion of Councillors Dusting and Tiley that:

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

**PECUNIARY INTEREST RETURNS (ITEM 7.1.2)**

**35/16 RESOLVED** on the motion of Councillors Tiley and Dusting that Council formally records that the Ordinary Returns of Pecuniary Interest required to be submitted by Councillors and the General Manager, for the period 1 July 2015 to 30 June 2016 have been submitted as required and have been tabled in accordance with the provisions of Section 450A of the Local Government Act, 1993.

**NSW STATE WEEDS COMMITTEE (ITEM 7.1.3)**

**36/16 RESOLVED** on the motion of Councillors Dusting and Tiley that the report on the State Weeds Committee and preparation of Regional Strategic Weed Management Plans be received and noted.

**STATEWIDE MUTUAL RISK MANAGEMENT ACTION PLAN (ITEM 7.1.4)**

**37/16 RESOLVED** on the motion of Councillors Tiley and Dusting that Council receive and note the report on the updated Statewide Mutual Risk Management Action Plan (July 2016-June 2017), as attached to the report.

**NEW ENGLAND WEEDS AUTHORITY BUSINESS ACTIVITY STRATEGIC PLAN  
2013-2023 – 4 YEAR DELIVERY PROGRAM PROGRESS REPORT (ITEM 7.1.5)**

**38/16 RESOLVED** on the motion of Councillors Tiley and Dusting that:

1. The report on the New England Weeds Authority, Business Activity Strategic Plan 2013-2023, Four Year Delivery Program be received and noted **AND FURTHER THAT** the staff be commended for their hard work, commitment and a sense of team work in achieving the excellent results of the past four years.
2. That a media release be issued on the success of the County Council in achieving the targets set under the Four Year Delivery Program.

**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, 30 AUGUST 2016 COMMENCING AT 8:53AM**

**ANNUAL FINANCIAL STATEMENTS 2015/2016 (ITEM 7.1.6)**

Senior Financial Accountant, Armidale Dumaresq Council, Mr J Duggan was in attendance during the discussion on this Item.

**39/16 RESOLVED** on the motion of Councillors Tiley and Dusting that:

1. The report on the Annual Financial Statements as at 30 June 2016 be received and adopted.
2. The signing of the certificate under Section 413(2) (c) of the Local Government Act 1993, as detailed in the attachment to the report, by the Chairperson, Deputy Chairperson and the General Manager/Responsible Accounting Officer be endorsed.

**2. WEED CONTROL MATTERS (ITEM 7.1.2)**

**2015/2016 WEEDS ACTION PLAN (ITEM 7.1.2)**

**40/16 RESOLVED** on the motion of Councillors Dusting and Tiley that the report on the 2016/2017 Weeds Action Program be received and noted.

**MATTERS OF URGENCY**

**1. GENERAL MANAGER'S ANNUAL PERFORMANCE REVIEW**

The Chair, Councillor M Woods advised of the General Manager's Annual Performance Review, which was conducted with all Councillors present prior to the commencement of the Council meeting.

Further information was provided on the endorsement of the General Manager's Performance Agreement for 2016/17 based on the Annual Operational Plan of Council and in accordance with the General Manager's Contract of Employment.

**41/16 RESOLVED** on the motion of Councillors Dusting and Tiley that Council:

1. Note the more than above satisfactory performance of the General Manager, Mr W. Deer following the performance review undertaken on the 30<sup>th</sup> August 2016.
2. Endorse the Performance Agreement 2016/17 as presented at the General Manager's performance review.
3. Review the General Manager's Contract of Employment including the term of appointment and remuneration following the local government elections on 10<sup>th</sup> September 2016.

**NEXT MEETING:**

The next meeting will be held on Tuesday, 25<sup>th</sup> October 2016 at 8:30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9:25 AM.**

**Minutes of the WALCHA & DISTRICT HISTORICAL SOCIETY Inc  
held in the Caretaker's Cottage  
Saturday 22 October 2016 commencing 1pm**

**OPENING:** Kate opened the meeting by welcoming Bill Heazlett, Walcha Council Representative, to our meetings. She also thanked everyone who cooked and/or helped at the Walcha Festival at Langford.

**PRESENT:** Kate Hoy, Don Murchie, Jane Morrison, Nerida Hoy, Bob Walsh, Vic Galvin, Coll King, David Salter, Julia Preston, Bill Heazlett & Jan Cross.

**APOLOGIES:** Kerry Dickson, Jillian Oppenheimer, Truda Newman, Bob & Lyn Burnell, Carolyn Salter, Pam Walsh, Ruth & Terry Watson, Sandra Galvin, Lloyd Levingston & Ron Morrison. Moved David, seconded Bob that the apologies be accepted. C/d

**MINUTES** of the September meeting were tabled as they had been posted or emailed to members.

Moved Jan seconded Jane that the minutes of the July meeting were correct. C'd

**BUSINESS ARISING:**

1. Ramp into the Caretaker's Cottage - this has commenced. It was noted that Danny Hoy is donating the sand, gravel and cement therefore a thank you be written to him.
2. Grants - Truda has applied for the one which will assist in improving the Aboriginal room.
3. Ella's Garden - Ricky will bring soil in March/April 2017.
4. Sand blasting on sign post is completed. Kate to organise someone to collect from Walcha Smash Repairs and take to Emma to do lettering on it.

**CORRESPONDENCE:**

Moved Jan, seconded Coll that the correspondence be dealt with as read. C'd

1. Museum & Galleries "Windows Into Wartime" exhibition from October 2016-September 2017 exhibition. Nerida suggested we might like to take a group to Armidale when it is in exhibition there.
2. CWA letter and cheque for \$850 to cover cost of ramp to the Caretaker's Cottage. A thank you letter & receipt be sent to the CWA for its generous donation.

**FINANCE:**

Moved Kate in Kerry's absence, seconded Jane that the financial statement presented be accepted C/d The report is in the Minute book.

**REPORTS:**

**Museum** - the number of visitors is steady.

**History Centre** - enquiries

Lee Bayliss - Thurlow family

Brian Dawson - Dawson family

Carol Mott - Chandler family

Julie & Kevin Stephenson - Olrich graves & family tree

Julie Olrich - Wall & Olrich graves

Mark Heffernan - family reunion for Heffernan & Elks families

Kate White - Miss Susan Standing of Tia

Rhonda Riley - of aboriginal decent—which family?

Ruth Nieass - Charles Partridge of Niangla.

**Past Perfect** - Jane reported that the Cottage has been completed and they will start on the Museum soon.

Nerida reported that the **Ghost Night** which she organised with the help of Emma McLaren, was a huge success. Local parents were made aware that the Museum complex exists. The children were also awakened to history. The donations made were generous.

**High Tea, Saturday 12 November, 2pm** - Nerida made a request for card tables, sandwiches, sweet delicious slices & helpers. Emma will loan mannequins for costume display in the Wool Hall. Kate rang Peel Valley Coaches to notify them of the date, as they indicated a interest in coming this year.

**Garment Meeting** - as per attached report from Truda. One of the concerns relates to whether the garments the Historical Society holds, are able to be mended. Rosemary Shepherd comment that this is specialised work beyond our capabilities and would probably lead to more damage if tried to be repaired.

**GENERAL BUSINESS:**

1. Tonya Tucker, Val Davies' daughter, has a lot of her Brownie & Girl Guide gear. The Society will inspect & make a decision on whether it is suitable for the History Centre.
2. Walcha Festival - was a huge success for the Society selling cakes, slices etc. Several enquires were made, one in particular for membership. It was decided that we would apply for a stall next year selling only chocolate crackles (made by Bob Burnell), patty cakes & a chocolate slice, along with the WWI book & gift cards.
3. The computer at the Library is not working. Tim Sutton is dealing with problem.
4. Probus Club from Armidale visit Friday 25 November. We will provide morning tea which Kate has offered to organise & Bob would be available as tour guide.
5. It was decided to have another 100 brochures printed. The Caravan Park, Information Centre & Liz Elder's guest house are promoters of our complex.
6. The History Centre has been given the book Andrew Burgess wrote on part of his family in Canada & the trek to Australia.



7. Brookmount Wood Shed - the owners of the property reported that a tree branch has fallen onto the shed & damaged one corner. They would be happy to keep the shed for their use. Kate contacted Liz Gill, who gifted the Society the shed, who still feels strongly about having the shed on the Museum Complex. It will be a costly venture to bring the shed to town, then reconstruct it. The roof size is very large & requiring A police escort. The Society holds several items from the Gill family at Brookmount.  
Moved Bill, seconded Don that a letter be written to Liz explaining the difficulty in bringing the shed to town, and the expense of reconstruction. It is a bigger job than Rotary or the Historical Society can carry out voluntarily.
8. Over the Christmas period the Society usually did not meet. However as there is usually a lot of business to deal with, it was decided to hold a meeting on 21 January 2017.
9. It was decided to participate in Australia Day activities once again by having a tent on site. This assists in promoting the Historical Society.
10. In 2018 John Oxley bi-centennial functions will be held. How do we celebrate this? Ideas would be very much appreciated please.
11. Bill Heazlett, Council representative, reported that Council has strategic plans (1-15yrs) and if we need to request substantial assistance, we would need to submit it so it can be placed into Council plans.  
Bill also suggested that the Society extend an invitation to Councillors to visit the Museum Complex, as this would broaden the understanding and knowledge of the Society's aims and objectives for our local community leaders. Bob said he would be available to conduct a guided tour.  
Moved Don, seconded Jane that a letter be written to the Mayor inviting Councillors and Senior staff to visit the complex. C'd
12. It was decided to hold our **next meeting** and **Christmas Party** on **Saturday 3 December**, commencing **1pm** followed by the party.  
If family members do not wish to attend the meeting, they could arrive 2.30pm-ish. Therefore, everyone is welcome to attend so bring along the family, a plate of food to share and your drinks.

Meeting closed at 2.45pm

President:  
Kate Hoy

Secretary:  
Jan Cross

Delegates Report from Walcha & District Historical Society Meeting Minutes – Saturday 24 October 2016

TRIM Ref: WO/2016/01983

**Matters for Council:**

- ◆ Historical Society is linked to Council's website but they have their own website. The computer in the Historical section of the library is not connected to Council's internet. Could it be ?? At no charge??
- ◆ There is no major projects at the moment requiring Council support.
- ◆ Council will be asked to come and visit the Museum complex.
- ◆ Comprehensive reports were given on activities: Ghost night – 30 children; ancestral enquiries, historical garments looked at – provenance significant; will be part of Australia Day and Mountain Bike Festival 2017; pictures of gravestones in the General Cemetery now on Australian Cemeteries Index – Walcha.
- ◆ Society is now an incorporated body and if they (in the likely event) disband, where do the assets go?? **To Council.** What happens if Council is amalgamated?? They have changed their articles but it begs the question has or can Council direct where these assets would go in that eventuality?

Items for your Calendars:

Christmas Party – Saturday 3 December – 1pm at Museum – BYO, 1 plate and friends.

Bicentenary 2018 – John Oxley camped near Langford. How do we celebrate this? Start organising now. Who? Will be a whole community function.

Clr WJ Heazlett  
Delegate

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Submitted to Council: 30 November 2016

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

**North East Zone NSWPLA**

**Ordinary Meeting**

**Coffs Harbour – Thursday 3 November, 2016**

**Coffs Harbour City Council**

**Minutes**

**Commenced:** 1.10pm

**Chair:** Cnr Bill Heazlett, Walcha Shire Council

**Attendance:**

Jim Maguire	Port Macquarie – Hastings Library
Chris Jones	Midcoast Library
Ian Greenhalgh	Armidale Dumaresq Library
Sonya Lange	Inverell Shire Public Library
Cr Di Baker	Inverell Shire Council
Sharon Uthmann	Bellingen Shire Council
Jenny Campbell	Narrabri Shire Library
Cr Bill Heazlett	Walcha Shire Council
Megan Pitt	Central Northern Regional Library
Angie Meers	Kempsey Library
Kathryn Breward	Clarence Regional Library
Cr Sharon Cadwallader	Ballina Shire Council
Jo Carmody	Richmond Tweed Library
Enzo Accadia	Coffs Harbour City Council
Roslyn Cousins	Coffs Harbour City Council
Helen Carroll	Narrabri Council
Cr Peter Ellem	Clarence Valley Council
Cr John Macnish	Tenterfield Shire Council

**1. Apologies:**

Margie Kirkness	Manning Valley Libraries
Kay Delahunt	Central Northern Regional Library
Christiane Birkett	Gunnedah Shire Library
Cr Cathy Redding	Narrabri Shire Council
Gary Ellem	Richmond-Upper Clarence Regional Library
Cr Sally Townley	Coffs Harbour City Council
Cr Denise Knight	Coffs Harbour City Council
Tracey Ross	Nambucca Shire Library
Cr Karen Toms	Clarence Valley Council
Angela Clark	McLean Library
Aimee Hutton	Guyra Shire Library

Cr Dot Vickery  
Cr Sally Townley

Guyra Shire Council  
Coffs Harbour City Council

**Guest:** Keith Baxter, Office Local Government Manager Policy

**Welcome:** by Enzo Arcadia /Cr. Bill Heazlett and acknowledgement of Country.

**Apologies be accepted:** Moved: Cr. Di Baker /Seconded: Cr. Peter Ellem.

**2. Confirmation of Tamworth Minutes:** Moved: Sonya Lange /Seconded: Cr. Di Baker

**3. Business arising from Tamworth Meeting: Nil**

**4. State Library Report** Report circulated through the Zone e-list. General discussion regarding falling membership, membership drives. Membership still seen as a good reporting tool even though the library programs are a large part of many public libraries and it is where the growth generally seems to be.

**5. NSWPLA Executive Matters >**

The elected representation of the NSWPLA Executive was decimated by the May Council amalgamations, which made our two deputy vice presidents (Crs Hegarty and Gill) ineligible to hold office. The Executive then resolved to seek EOIs from interested eligible councillors to fill the vacancies on an interim basis until the 2016 NSWPLA Executive elections. There were three nominations (all from country councillors - not altogether surprising, as there were apparently only 8 metro councils that are unaffected by amalgamations) resulting in the appointment of Cr Dallas Tout (Wagga Wagga City Council) and Cr Carolyn Byrne (Tweed Council). As the president, Cr Graham Smith, did not stand for re-election in September, the Executive has lost a lot of library and Association knowledge.

Nevertheless, the Executive members have been busy with: SWITCH 2016 preparations in support of the conference committee - the Executive Office is looking after registrations, budget administration, website, welcome reception, and the final conference session.

Robert Knight, Riverina took on the role of Trade Exhibition & Sponsorship Program Convenor (the wisdom of which I question regularly) which has raised over \$115,000 in income to offset conference costs (notably delegate registration costs)

AGM administration

A project undertaken from June to October by Executive members for the development of a promotional program for libraries. Can't say too much about this as it will be launched at SWITCH 2016, but it is a strategy to aggregate some of the great things about libraries as a different way to bring attention to the importance of the sector.

Given the clear message from the Minister for the Arts that any further action on state funding for libraries is on hold "until the FFF process is finalised", the funding campaign in its previous form has similarly been placed on hold. The new Executive will need to consult with the membership to collect views on alternate lobbying strategies for improved state funding.

Moved: Cr Sharon Cadwallader/Seconded Cr John Macnish that:  
NSWPLA Executive notes be accepted.

**6. Keith Baxter, Office Local Government Manager Policy**

Keith presented a very interesting discussion/Powerpoint on the subject of Joint Organisations. The presentation started by providing context around JOs. Destination 2036 to Fit For the Future. Key reform program.

- Creating stronger Councils, new Councils.
- Improving Council performance and governance support for 'not fit' Councils.
- Strengthening the system of Local Government, modernise Local Government Act, improve financials.

Talk created general discussion and questions around amalgamations, Cr Di Baker voiced concerns around Jos being seen as another level of Government. Namoi example was discussed they have monthly meetings with Mayors and General Managers.

**Action:** Jo Carmody to send our Keith's PowerPoint Presentation to the group when he sends it through.

**7. Midcoast Amalgamation** – Library Manager Chris Jones talked to the group about their experiences of amalgamation of Great Lakes, Greater Taree and Gloucester to form Midcoast Council. General discussion regarding amalgamations.

**8. The Zone acknowledged and thanked Margie Kirkness** for the remarkable contribution she has made to the library industry in general and to the North East Zone in particular. The Zone wished her all the best in her new role as Manager Libraries & Museum with Shellharbour City Council.



### 9. Coffs Harbour City Council Library/Gallery and Precinct Planning

Staff Sian Nivision, Group Leader, Community & Cultural Services and Planning team member (CHECK NAME) provided two presentations regarding the future Coffs Harbour Gallery and Library as well as the precinct planning.

**Action:** Jo Carmody to send our PowerPoint Presentations to the group if available.

### 10. NSWPLA AGM Notices of Motion

It is recommended that the model proposed by the NSWPLA Executive be endorsed as the membership contributions model to be applied to the calculation of NSWPLA membership fees in

1) 2016-17 and beyond.

2)

That the following changes be made to the annual NSWPLA SWITCH Conference:

- a) Conference administration be undertaken by the NSWPLA Executive
- b) Conference sub-committees be convened as appropriate to assist with the development and presentation of the Conference
- c) The Conference rotates around the four geographic zones of Central, Northern, Southern, Western as follows:
  - 2017 – Central
  - 2018 – Northern
  - 2019 – Central
  - 2020 – Western
  - 2021 – Central
  - 2022 - Southern

3)

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**Wording of motion:**

That composition and membership of the Executive, as noted in various clauses of the Constitution, be amended to reflect the changing local government landscape, as follows:

President (restricted to those member representatives who are elected councillors of the member they represent)

Vice-President x 2 (from member representatives who are elected councillors, or Library Manager Members, of the member they represent)

Library Manager Member (Metropolitan)

Library Manager Member (Country)

Secretary/Treasurer (Library Manager Member)

General Discussion about the three motions

**11. General News:** Ian Greenhaugh talked about the National RDA/Dewey Study. Ian will create a motion for the NSWPLA Meeting.

**Action:** Ian to send out to the motion group before the November AGM.

### 12. Library News

**Action:** Jo to send out with an update of the Draft Minutes after the Conference:

Walcha  
Central Northern  
Manning Valley  
Tenterfield  
Narrabri, Wee Waa and Boggabri  
Libraries  
Gunnedah  
Inverell  
Clarence  
Bellingen

Armidale  
Richmond Upper Clarence  
Great Lakes  
Port Macquarie-Hastings  
Glen Innes Severn Public & TAFE  
Kempsey  
Coffs Harbour  
Richmond Tweed  
Guyra

**13. Zone meeting dates** May 11 2016 Inverell, September 21 2016 Yamba.

**14. Meeting Closed 4.49 pm**

**9. General Business**

Sonya Lange asked if anybody had been contacted by vendors of and/or used the News Bank product. No one at the meeting had. Sonya will pass the details on to Ross Balharrie so he can assess its wider appeal.

There was a query about progress on the idea of a national library card. The concept went to PLCC and they will be looking into how to discuss and further this idea.

Noted that the NSWPLA newsletter is in sections but these can't be done as a print preview.

Noted that Cllr Margaret Merrilees from Carrathoul Shire has been unwell and will retire but plans to make it to the Switch Conference in Ulladulla.

Vote of thanks by acclamation to Kay Delahunte for hosting the meeting and to all her staff for their support.

**Action:** Graeme Smith to raise the inability of using print preview with the online newsletter with Lyn Makin.

**Next Full Zone Meeting:** Coffs Harbour, 27 October, 2016

**Meeting closed:** 4.45 p.m.



# Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries  
PO Box 420 Moree NSW 2400  
02 6757 3222  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

FRIDAY, 4 NOVEMBER 2016, JUBILEE ROOM, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.30 am.

#### 1. ATTENDANCE:

Albury City Council, Cr Kevin Mack, Mayor  
Albury City Council, Mr Frank Zaknich, General Manager  
Armidale Dumaresq Council, Mr Greg Meyers, Acting General Manager  
Bega Valley Shire Council, Cr Kristy McBain, Mayor  
Bland Shire Council, Cr Tony Lord, Mayor  
Bland Shire Council, Mr Ray Smith, General Manager  
Carrathool Shire Council, Cr Peter Laird, Mayor  
Carrathool Shire Council, Cr Darryl Jardine, Deputy Mayor  
Coolamon Shire Council, Cr John Seymour, Mayor  
Coolamon Shire Council, Mr Tony Donoghue, General Manager  
Coonamble Shire Council, Cr Michael Webb, Mayor  
Eurobodalla Shire Council, Cr Liz Innes, Mayor  
Federation Council, Mr Patrick Bourke, Chairman LRC  
Forbes Shire Council, Mr Danny Green, General Manager  
Griffith City Council, Cr John Dal Broi, Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Hilltops Council, Ms Wendy Tuckerman, Administrator  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Narrabri Shire Council, Cr Catherine Redding, Mayor  
Oberon Council, Cr Kathy Sajowitz, Mayor  
Oberon Council, Mr Garry Wallace, General Manager  
Parkes Shire Council, Cr Barbara Newton, Deputy Mayor  
Shoalhaven City Council, Cr Amanda Findley, Mayor  
Shoalhaven City Council, Mr Russell Pigg, General Manager  
Snowy Monaro Regional Council, Mr Dean Lynch, Administrator  
Tamworth Regional Council, Cr Col Murray, Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Peter Petty, Mayor

Uralla Shire Council, Cr Michael Pearce, Mayor  
Wagga Wagga City Council, Cr Greg Conkey, Mayor  
Wagga Wagga City Council, Cr Rod Kendal  
Walcha Council, Cr Eric Noakes, Mayor

**APOLOGIES:**

As submitted

**SPECIAL GUESTS:**

Mr Justin Bear, Bluemont Pty Ltd  
Mr Gary White, Chief Planner, Department of Planning

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 12 August 2016 be accepted as a true and accurate record (Tamworth Regional Council / Inverell Council).

**3. Matters Arising from the Minutes**

NIL

**4. Membership**

RESOLVED That Tenterfield Shire Council be admitted as a member of the Association (Moree Plains Shire Council / Albury City Council)

**5. Presentation**

**Mr Justin Bear, Bluemont Pty Ltd**

Sandbagging is the old method of containing flooding but it takes a lot of time and effort particularly when there is a shortage of labour to undertake the work. There are a range of products on the market principally from overseas that can replace sandbagging and be more time efficient such as water filled barriers, barriers that form part of the road surface or driveways which can be activated automatically in time of flood, footplates, rock bags, and high volume watering pumps. The use of these systems are dependent on factors such as water height, deployment surface, lead time, people and resources and water velocity. Justin gave a practical demonstration of some of the products.

**6. CORRESPONDENCE**

Outward

- (a) Mr Dean Lynch, Administrator, Snowy Monaro regional Council, advising that Snowy Monaro Regional was admitted as a member of the Association
- (b) Cr Kathy Sajowitz, Mayor, Oberon Shire Council, advising that Oberon shire Council was admitted as a member of the Association
- (c) The Hon Jillian Skinner MP, Minister for Health, thanking her for her presentation on the 12 August 2016
- (d) Mr Mike Tom, NSW Department of Education, thanking him for his presentation on the 12 August 2016
- (e) Mr Daryl Macguire MP, Member for Wagga Wagga, thanking him for arranging the Jubilee Room, Parliament House, as our meeting venue

Inward

- (a) Mr Peter Bailey, Foundation for Regional Development, advising that the Minister for Regional Development, Local Government, Territories and Regional Communications, Senator Fiona Nash will be speaking at a Foundation lunch in Sydney on 20 March 2017

NOTED

**7. FINANCIAL REPORT**

RESOLVED That the financial reports for the last quarter were tabled and accepted (Albury City Council / Tenterfield Shire Council)

The Meeting was adjourned at 10.10am to allow the AGM to proceed and re-convened at 10.55am

**8. PRESENTATION**

**MR GARY WHITE, CHIEF PLANNER, DEPARTMENT OF PLANNING**

Australia's population is \$24 million and in NSW 40% of the States population lives in regional areas. \$138 billion is produced in areas outside of Sydney. The State Government is developing Regional Plans to cover the whole State Some have already been developed such as the Hunter, the Illawarra and North Coast , some are in the draft stages and some are yet to commence. The Government has responded to submissions prior to adopting Regional Plans. Town Planning is about equity in opportunity and sustainable development. There is a need to develop capacity in the regions. Major Regional Centres need to be strengthened to take advantage of opportunities particularly in Asia which has a growing middle class. Regions should take advantage of their locations and be strategic about what they want in the future. There is a good relationship between the Departments regional planners and council planners. The Government is looking at clearing away red tape to make it easier for some developments to proceed.

**7. General Business**

(a) National Stronger Regions Fund. Local Government needs to have input into new programs The Association to invite Senator Fiona Nash or a staff member to present at the March meeting

(b) Restart NSW Program. Yass are having difficulty getting a high priority water scheme approved because it is being assessed under another program. If a project has priority in one program it cannot get priority in another program Yass to supply more information

(c) Murray Darling Basin Plan The Report review to be released on 22 November

There being no further business the meeting closed at 12.06pm

CR Katrina Humphries  
Chair – Country Mayor's Association of NSW



# Country Mayors Association of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries  
PO Box 420 Moree NSW 2400  
02 6757 3222  
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## AGM MINUTES

### ANNUAL GENERAL MEETING

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Inverell Shire Council, Cr Paul Harmon, Mayor  
Kempsey Shire Council, Cr Liz Campbell, Mayor  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Narrabri Shire Council, Cr Catherine Redding, Mayor  
Oberon Council, Cr Kathy Sajowitz, Mayor  
Oberon Council, Mr Garry Wallace, General Manager  
Parkes Shire Council, Cr Barbara Newton, Deputy Mayor  
Shoalhaven City Council, Cr Amanda Findley, Mayor  
Shoalhaven City Council, Mr Russell Pigg, General Manager  
Snowy Monaro Regional Council, Mr Dean Lynch, Administrator  
Tamworth Regional Council, Cr Col Murray, Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Temora Shire Council, Mr Gary Lavelle, General Manager  
Tenterfield Shire Council, Cr Peter Petty, Mayor



Uralla Shire Council, Cr Michael Pearce, Mayor  
Wagga Wagga City Council, Cr Greg Conkey, Mayor  
Wagga Wagga City Council, Cr Rod Kendall  
Walcha Council, Cr Eric Noakes, Mayor

**APOLOGIES:**

As read

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the Annual General Meeting held on 5 November 2015 be accepted as a true and accurate record (Uralla Shire Council / Tamworth Regional Council).

**3. Chairman's Report**

Cr Rod Kendall read his Chairman's report to the meeting

RESOLVED That the Chairman's report be received and noted (Wagga Wagga City Council / Tamworth Regional Council)

**4. FINANCIAL REPORT**

RESOLVED That the financial reports for the 2015/16 year as tabled be accepted (Moree Plains Shire Council / Inverell Shire Council)

**5. Election of Office Bearers**

**5.1 Returning Officer**

RESOLVED That the returning Officer for the conduct of the elections be Mr Allan Burgess (Griffith City Council / Shoalhaven City Council)

**5.2 Chairman**

The Returning Officer advised that he had received two nominations in writing. Cr Katrina Humphries, Mayor, Moree Plains Shire Council, was nominated by Narrabri Shire Council and Coonamble Shire Council, and Cr Kevin Mack, Mayor, Albury City Council, was nominated by himself and Griffith City Council. The Returning Officer called for any further nominations for the position of Chairperson. No other nominations were received.

**5.3 Method of Election**

RESOLVED That the election proceed by Ordinary Ballot (Tenterfield Shire Council / Griffith City Council)

Following the counting of the votes the Returning Officer declared Cr Katrina Humphries elected Chairman for the 2016/17 year

**5.4 Ballot Papers**

RESOLVED That the ballot papers for the election of Chairman be destroyed (Inverell Shire Council / Warrumbungle Shire Council)

The meeting adjourned at 10.55am to allow the General Meeting to re-convene and re-convened at 12.06pm

### **5.5 Vice Chairman**

The Returning Officer advised that he had received one nomination in writing. Cr Michael Pearce, Mayor, Uralla Shire Council was nominated by Inverell Shire Council and Tenterfield Shire Council. The Returning Officer called for any further nominations for the position of Vice Chairperson. A further nomination was received. Cr Kevin Mack, Mayor, Albury City Council was nominated by himself and Griffith City Council

### **5.6 Method of Election**

RESOLVED That the election proceed by open voting (Bega Valley Shire Council / Albury City Council)

Following the counting of the votes the Returning Officer declared Cr Michael Pearce elected Vice Chairman for the 2016/17 year

### **5.4 Secretary/Public Officer**

RESOLVED That Mr Lester Rodgers General Manager, Moree Plains Shire Council, be appointed Secretary/Public Officer (Hilltops Council / Narrabri Shire Council)

### **5.5 Executive**

RESOLVED That the Mayors of the following Councils form the Executive of the Association for the 2016/17 year

- Albury City Council
- Bega Valley Shire Council
- Coonamble Shire Council
- Inverell Shire Council
- Moree Plains Shire Council
- Narrabri Shire Council
- Tenterfield Shire Council
- Uralla Shire Council

(Tamworth Regional Council / Griffith City Council)

## **6. SETTING OF ANNUAL MEMBERSHIP FEES**

RESOLVED That the fees for the 2016/17 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% \$562.50 (Tamworth Regional Council / Inverell Shire Council)

## **8. Secretariat**

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Bland Shire Council / Coonamble Shire Council)

**8. Meeting dates for 2016**

RESOLVED that the meeting dates for 2017 be 10 March, 16 June, 11 August and 3 November (Tenterfield Shire Council / Uralla Shire Council)

There being no further business the meeting closed at 12.16 pm.

Cr Katrina Humphries  
Chair – Country Mayor's Association of NSW

**Delegates Report from Walcha Community Consultative Committee Meeting  
Minutes – Tuesday, 8 November 2016**

TRIM Ref: WO/2016/01987

**Annual General Meeting**

Present: Clr WJ Heazlet, Lloyd Levingston, Sgt Anthony Smith, Vicki McIvor, Syreen Kitchener, Mary Hoare, Simon Warden, Michael Ball

Apologies: Hazel Cameron and Peter McNeil

Last AGM was held 18 February 2015.

Elections:

Chairman – Clr WJ Heazlett – only nomination.

Vice Chairman – Lloyd Levingston – only nomination.

Secretary – Simon Warden – only nomination.

General Business: None

**Ordinary Meeting:**

General Business:

Signage – concern that Club signage to the entrance of town has never been resolved.

Letter to RMS – no reply.

Police Report:

Some parents are not supporting the Policy by allowing teenagers to do what they like. They gather at the Skate Park, which is difficult to view. Skateboard riders are not legally required to have helmets. New Magistrate is cracking down on drugs – fines and convictions.

No other issues raised.

Meeting Closed: 12:50pm. The next Meeting is scheduled for the first Tuesday in February.

**For Council consideration:** The idea of these meetings is to provide a community forum to raise issues that could be concern (minimal at this meeting). It could also provide an opportunity to raise issues of concern from Council (perhaps issues in our Strategic Plan). This may need consideration at a briefing session.

Clr WJ Heazlett  
Delegate

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Submitted to Council: 30 November 2016

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