



BUSINESS PAPER  
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 25 November 2015  
2:00pm

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

WO/2015/02131

AGENDA

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Submitted to Council: 25 November 2015

..... 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, 25 November 2015** commencing at **2:00pm**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jack O'Hara'.

Jack O'Hara  
GENERAL MANAGER

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  - 6.9 Referral to Committee of the Whole – Proposed Tourism Event AND Relocation of Visitor Information Centre WO/2015/02159

Submitted to Council: 25 November 2015

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



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- 7. Notice of Motion
  
  - 8. Matters of Urgency  
(Resolution to admit matters of urgency before being further considered by Council).
  
  - 9. Management Review Report WO/2015/02132
  
  - 10. Committee Reports
    - 10.1 Minutes of the Walcha Council Community Care Advisory Committee Meeting held on Tuesday, 20 October 2015 WO/2015/02138
  
  - 11. Delegate Reports
    - 11.1 Minutes of the New England Weeds Authority Meeting held on Tuesday, 25 August 2015 at Armidale. WI/2015/06873
    - 11.2 Minutes of the Mid North Weight of Loads Group held on Monday, 14 September 2015 at Taree City Council. WI/2015/05996
    - 11.3 Minutes of Namoi Councils Joint Organisation Meeting held on Thursday, 29 October 2015 at Narrabri Shire Council Chambers WI/2015/06423
    - 11.4 Briefing on the Central Northern Regional Libraries Annual General Meeting and Ordinary Meeting held on Wednesday, 4 November 2015 at Tamworth Regional Council. WO/2015/02149
    - 11.5 Minutes of the Country Mayors Association General Meeting held on Thursday, 5 November 2015 at Country Embassy, Sydney. WI/2015/06961
    - 11.6 Minutes of the Country Mayors Association Annual General Meeting held on Thursday, 5 November 2015 at Country Embassy, Sydney. WI/2015/06961
  
  - 12. Committee of the Whole
    - 12.1 "The Mikado" by Co-Opera in 2016 WINT/2015/03037
    - 12.2 Relocation of Visitor Information Centre WINT/2015/03039

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: 25 November 2015

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



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**Present:**

**Apologies:**

**Confirmation of the Ordinary Meeting Minutes held on Wednesday, 28 October 2015:**

**Confirmation of the Extra Ordinary Meeting Minutes held on Wednesday, 11 November 2015:**

**Matters arising from the Ordinary Meeting held on Wednesday, 28 October 2015:**

**Matters arising from the Extra Ordinary Meeting held on Wednesday, 11 November 2015:**

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Submitted to Council: 25 November 2015

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



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 28 October 2015

at

2.52pm

at

Walcha Council Chambers

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

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

**1. APOLOGIES:**

Nil.

MINUTES



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## **2. CONFIRMATION OF MINUTES**

### **2.1 Confirmation of the Extra Ordinary Meeting Minutes held on Wednesday, 30 September 2015:**

60 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that the Minutes of the Extra Ordinary Meeting held on Wednesday, 30 September 2015, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

### **2.2 Confirmation of the Ordinary Meeting Minutes held on Wednesday, 30 September 2015:**

61 **RESOLVED** on the Motion of Councillors Thomson and Schmutter that the Minutes of the Ordinary Meeting held on Wednesday, 30 September 2015, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

## **3. BUSINESS ARISING**

Nil.

## **4. DECLARATIONS OF INTEREST**

### **Item: 6.1 Sewer Treatment Plant Upgrade and Reuse Options Working Summary WO/2015/01965**

Clr Archdale, Mayor, declared a non-pecuniary non-serious interest in this matter due to her spouse being a owner of a stock and station agent in Walcha and therefore part owner of the Walcha Saleyards.

## **5. MAYORAL MINUTE**

As indicated in my report to Council at the September meeting there is a sense of uncertainty for the future Local Government in NSW and therefore for Walcha Council.

The Premier and Minister for Local Government both attended and addressed the LGNSW Conference held earlier this month. It was made very clear by the Premier that “less councils will give better services” and “although there will be resistance the government is determined to complete this process to give ratepayers the best outcomes”. The Minister for Local Government the Hon Paul Toole said he was disappointed that only 9 councils had put forward voluntary merger proposals and that every Council will know by the end of the year where it stands. There is no doubt that forged mergers will occur.





It is now Council's responsibility to consult with all neighbouring councils and the General Manager and I have met with Uralla and Tamworth so far. The Mayor of Port Macquarie Hastings Council has also contacted me to discuss the feasibility of a merger between our two Councils, a meeting with Armidale will occur next week as will contact with Gloucester. The General Manager and I met with our Local Member Kevin Anderson MP and requested an urgent meeting with the Minister for Local Government. This occurred yesterday and it is now vital that Council show leadership in assessing the best way forward for our community and also ensure that our community's wishes are represented in our final template submission due by 18 November 2015.

The workshop that we hold following our monthly meeting today will be one of the most important to date and I thank Councillors in advance for your commitment and determination in keeping the best interests of our community at the fore.

Our representative body LGNSW, will certainly play a major role in the coming months regarding the reform of Local Government in NSW and I would like to take this opportunity to congratulate retiring Board Member Councillor Maria Woods for the commitment and responsibility she has devoted to the Shires Association and LGNSW over the last 6 years. The merging of the two associations into one has been onerous and has taken unsurpassed commitment of the President and his elected board members to make the transition as smooth as possible.

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

## **6. SENIOR OFFICERS REPORT**

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

### **6.1 Sewer Treatment Plant Upgrade and Reuse Options Workshop Summary WO/2015/01965**

The Report was **NOTED** by Council.

### **6.2 Water Carting WO/2015/01961**

64 **RESOLVED** on the Motion of Councillors Woods and Lyon that Council approve:

- ❖ The cessation of water carting services by Council to Walcha residents when the local contractor has the required approvals and health and safety requirements.
- ❖ The provision of a written undertaking to the local contractor stating such.

Councillors Heazlett, Thomson and Schmutter recorded their vote **AGAINST** the Motion.



**6.3 Request to Rename McKeaten’s Bridge**

**WO/2015/01963**

65 **RESOLVED** on the Motion of Councillors Heazlett and Schmutter that Council proceed with the renaming of the bridge from “McKeaten’s Bridge” to “Sgt Andrew Russell Bridge” in accordance with the NSW Land & Property Information requirements.

**6.4 Model Code of Conduct Complaints Statistic Report**

**WO/2015/01977**

66 **RESOLVED** on the Motion of Councillors Lyon and Levingston that Council, under Part 12 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW – March 2013*, **ADOPT** the submitted Report on Code of Conduct Complaints Statistics for the reporting period 1 September 2014 to 31 August 2015 as presented **FURTHER THAT** Council send the Report to the Office of Local Government.

**7. NOTICE OF MOTION**

Nil.

**8. MATTERS OF URGENCY**

Nil.

**9. MANAGEMENT REVIEW REPORTS**

**WO/2015/01959**

67 **RESOLVED** on the Motion of Councillors Levingston and Ferrier that items included in the Management Review Report, numbered 1 to 13 inclusive, be **NOTED** by Council.

**Afternoon Tea**

Afternoon Tea commenced at 3:30pm and the Meeting resumed at 3:55pm.

**10. COMMITTEE REPORTS**

**10.1 Minutes of the Walcha Preschool Advisory Committee Meeting held at the Walcha Preschool on Monday, 13 October 2015.**

**WO/2015/01962**

**6.1 Setting of Fees**

68 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council **ADOPT** the proposal to set fees at \$28.00 per day, \$14.00 per day for HCC holders and \$10.00 for ATSI fees.





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6.2 Committee Membership

69 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that Council appoint Lucie Street to the Preschool Advisory Committee for a further 2 years and that nominations for a Committee member be advertised in February 2016.

**11. DELEGATE REPORTS**

**11.1 Minutes of the New England Public Libraries Zone Committee Meeting held at South West Rocks on 10 September 2015. WO/2015/01990**

**11.2 Minutes of the Namoi Councils Joint Organisation Meeting held at Moree Plains Shire Council on Thursday, 1 October 2015. WI/2015/06493**

**12. COMMITTEE OF THE WHOLE**

Nil.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:20PM.**



## EXTRA ORDINARY MEETING OF COUNCIL

held on

Wednesday, 11 November 2015

at

5:33pm

at

Walcha Council Chambers

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

**IN ATTENDANCE:** Mr JG O'Hara, General Manager and Mrs LJ Latham, Environmental Services Manager.

### **1. APOLOGIES:**

70 **RESOLVED** on the Motion of Councillors Heazlett and Schmutter that the apology received from Clr Lyon, absent due to work commitments, be **ADOPTED** by Council.

MINUTES



## **2. SENIOR OFFICERS REPORT**

71 **RESOLVED** on the Motion of Councillors Schmutter and Levingston that the Senior Officers' Reports be **RECEIVED** for further consideration.

### **2.1 IPART Assessment Submission WO/2015/02093**

72 **RESOLVED** on the Motion of Councillors Woods and Ferrier that Council submit to the Office of Local Government the response, copy below, as submitted in the Report.

### **SUBMISSION**

#### **Comment on IPART Assessment**

*Walcha Council was dismayed at IPART's assessment of its Fit for the Future submission as "Not being Fit" Walcha Council has over the last three years made structural and operational changes which has resulted in a dramatic improvement in its efficiency and financial position which was reflected in Councils 1.2 million operating surplus for the 2014/15 financial year.*

*Council met all the financial benchmarks and only failed the Scale and Capacity criteria. Council has been a member of the Namoi Joint Organisation Pilot and any perceived lack of scale and capacity is being gained through this organisation.*

*Walcha Council now requests the State Government to permit it to continue as an independent stand alone Council into the future as a member of Namoi Councils. This will allow Council to continue its improvement and implement its proposed Governance changes of eliminating Wards and reducing Councillor numbers.*

#### **Merger Preferences:**

1. *Uralla Shire Council*
2. *Tamworth Regional Council*

#### **Comment on Preferences:**

*Walcha Council and Uralla Shire Council are like minded and share a mutual respect. The two Councils have a long history of cooperation and also share a number of common systems.*

*Walcha and Tamworth have numerous sporting, cultural and service delivery ties. Walcha is also in the Tamworth State electorate.*

*The Walcha community resolved at a recent public meeting to strongly appose any possible merger with Armidale Dumaresq Council*

Clr Thomson recorded his **VOTE AGAINST** this Motion.



73 **RESOLVED** on the Motion of Councillors Woods and Levingston that Council write a letter to Local Member for Tamworth, Kevin Anderson MP, expanding on Council’s submission with a copy sent to Local Member for Northern Tablelands, Adam Marshall MP.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:50PM.**



Item 6:  
Senior Officers'  
Reports

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Submitted to Council: 25 November 2015

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



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**Item:** 6.1 **Ref:** WO/2015/02154  
**Title:** Change of Meeting Date for December 2015 & January & February 2016  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Yes

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**Report**

The Meeting for December is scheduled to be held on 30 December 2015 DURING THE Christmas close down period, and it is therefore suggested that the Meeting be brought forward to Wednesday, 23 December 2015. Alternatively, Council usually bring it forward two weeks, which would make the date 16 December 2015.

Council is also scheduled to meet on Wednesday, 27 January 2016. In past years, Council has cancelled the January meeting due to Councillors and Senior Staff being away on holidays. It is therefore suggested that the January 2015 Ordinary Meeting be likewise cancelled.

In view of this it is proposed to bring the February 2016 Council Meeting forward to the middle of February, that being Wednesday, 10 February 2016.

The Local Government Act, 1993 requires that Council meet at least 10 times in the year, each time in a different month. Council can cancel the January meeting and still satisfy this requirement.

In accordance with policy, Council's offices will be closed between Christmas and New Year and staff granted special leave with pay in recognition of unpaid hours worked during the year.

**RECOMMENDATION:**

**That the December 2015 Ordinary Council Meeting be held on Wednesday, 23 December 2015 FURTHER THAT the January 2016 Ordinary Council Meeting be cancelled and the February 2015 be held on Wednesday, 10 February 2016.**

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Submitted to Council: 25 November 2015

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





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**Item:** 6.2 **Ref:** WO/2015/02141  
**Title:** Re-establishment of Alcohol Free Zone at Walcha Skate Park  
**Author:** Environmental Services Manager  
**Previous Items:** WO/2011/989 JUL11 Request For Alcohol Free Zone At Skate Park  
**Attachment:** No.

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**Introduction:**

Council established an Alcohol Free Zone at the Walcha Skate Park in late 2011; this zoning expires on 31 December 2015 with consideration now being made to re-establish the Skate Park as an Alcohol Free Zone for a further period.

**Report:**

In May 2011 Council was requested by the Community Consultative Committee to declare the Skate Park an alcohol free zone due to anti-social activities occurring, primarily the consumption of alcohol, as a result the area was declared an Alcohol Free Zone for a four year period.

Under Section 644B(4) of the *Local Government Act 1993*:

*“An alcohol-free zone may be re-established from time to time, in accordance with this Part, for further periods each not exceeding 4 years”.*

Council has consulted with Sergeant Anthony Smith of Walcha Police who advised, that whilst issues with alcohol have not been recorded in this area, graffiti has been a major issue of concern, and if the zoning was removed it may present a problem in the future. As a result Walcha Police have requested that the Skate Park as currently identified remain an Alcohol Free Zone.

To re-establish the Skate Park as an Alcohol Prohibited Area Council must:

- ❖ Publicly notify the re-establishment of the zone.
- ❖ Declare the Alcohol Free Zone has been re-established
- ❖ Specify the period for which the zone is to operate

The Zone would operate in accordance with Chapter 16 Part 4 of the *Local Government Act 1993*.

**RECOMMENDATION:**

**For Council’s consideration.**

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Submitted to Council: 25 November 2015

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



**Item:** 6.3 **Ref:** WO/2015/02155  
**Title:** Arrangements for Staff over Christmas 2015  
**Author:** General Manager & Director – Engineering Services  
**Previous Items:** Not Applicable  
**Attachment:** No

**Introduction:**

This reports 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 2015 are:

*Outdoor Staff:*

- ❖ Staff will cease work at 12 noon on Thursday, 17 December 2015.
- ❖ All staff, except for an emergency crew, will be on leave from Friday, 18 December 2015 until Monday, 4 January 2016.
- ❖ Staff not taking any additional leave will return to work on Monday, 4 January 2016.

*Indoor Staff:*

- ❖ Staff will cease work on Thursday, 24 December 2015 at 5:00pm.
- ❖ All Staff will be on leave from Friday, 25 December 2015 until Monday, 4 January 2016.
- ❖ Staff not taking any additional leave will return to work on Monday, 4 January 2016.

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 17 December 2015 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, 17 December 2015 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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..... General Manager ..... Mayor



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**Item:** 6.4 **Ref:** WO/2015/02142  
**Title:** Participation in NSW Food Authority Scores on Doors Program  
**Author:** Environmental Services Manager  
**Previous Items:** Not applicable  
**Attachment:** Yes – Food Premises Assessment Report

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**Introduction:**

Scores on Doors is the NSW hygiene and food safety scoring program that displays the results of food premises regular inspections. It lets the public know how well local restaurants, takeaway shops, bakeries, pub bistros and cafes are complying with NSW hygiene and food safety requirements.

The Scores on Doors program was reviewed and enhanced in 2013 based on feedback from the previous trial and consultation with stakeholders.

The changes included:

- ❖ the program is now ongoing
- ❖ score certificates are more self explanatory
- ❖ there is no agreement to sign
- ❖ scores and certificates can be awarded pro-actively
- ❖ the assessment checklist has been updated
- ❖ explanatory materials for businesses, consumers and councils have been updated and expanded.

In February this year the NSW Food Authority wrote to Councils to encourage a stronger uptake of the Scores on Doors initiative, believing that it not only informs consumer choice, but provides an incentive for businesses to improve and / or maintain higher standards of food safety and hygiene.

It is not currently compulsory to participate in the program, nor is it compulsory for food businesses to display their certificates; there are 48 Councils that have joined the program thus far.

This report is presented for Council to determine if it would like to participate in the Scores on Doors program.

**Report:**

The Scores on doors program is for retail food businesses which process and sell food in NSW that is ready-to-eat, potentially hazardous (i.e. requires temperature control), and for immediate consumption.

These businesses include:

- ❖ Restaurants
- ❖ Take away shops
- ❖ Pub bistros
- ❖ Hotels
- ❖ Cafes

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- ❖ Bakeries
- ❖ Clubs

The program is not intended for supermarkets, delicatessens, low risk food premises or those selling pre-packaged food such as service stations, greengrocers, temporary food businesses, mobile food vending vehicles or retail premises licensed and separately audited by the NSW Food Authority, such as butchers.

Walcha Council has 26 high risk food premises, 7 medium risk premises and 6 low risk premises. Scores on doors applies to 19 out of the 26 high risks businesses on our list. Of these 19 only 15 are in Walcha. Hours of trade vary depending on the outlet, many have reduced hours of trade, and several provide evening sit down meals. The list is tabled below:

OUTLET	OPERATING HOURS	RISK	SCORES ON DOORS
Pie Shop & Gallery	7 days 9am-3pm	P1	Yes
Drew's Seafood		P2	No
Walcha Showground		P2	No
Walcha Saleyards		P2	No
Nowendoc Motel		P3	No
Nowendoc General Store	Early til late	P2	Yes
Walcha Senior Rugby League Kiosk		P2	No
Valley Views Cottage B&B		P4	No
Eagle Ridge Retreat B&B		P2	Yes
Cheyenne Wilderness Retreat B&B		P2	Yes
Brookmount Retreat B&B		P4	No
Anglea House B&B		P3	No
Walcha Rugby Union Kiosk & Kitchen		P1	No
Mountain Motors		P4	No
King's Pharmacy		P4	No
Walcha Pool	Seasonal	P3	No
Walcha Road Hotel	Tues-Sun	P2	Yes
Apsley Arms Hotel	12-2pm Mon-Sat lunch & 6:30-8:30pm dinner Sun?	P2	Yes
Cafe Graze	9am-5pm Mon-Sat	P2	Yes
Walcha IGA Supermarket		P2	No
Cafe Amor & Pizzeria	Sun-Tues 7:30am -5:30pm, Wed 7:30am-4:30pm, Thurs-Sat 7:30am -8pm	P2	Yes
Thunderbolts Way Cafe	Sun-Tues 7:30am -5:30pm, Wed 7:30am-4:30pm, Thurs-Sat 7:30am -8pm	P2	Yes
Walcha Bowling and Recreation Club		P2	Yes
Walcha Chinese	Tues-Sun evening meals,	P2	Yes

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Restaurant	lunches Wed-Sun		
Walcha Royal Cafe	7am -5pm Mon-Sun	P2	Yes
Think Naturally Fruit & Veg		P3	No
Marta's Kitchen	9am- 5pm 5 days	P2	Yes
Apsley Takeaway	9am -	P2	Yes
Foodworks Walcha		P2	No
Moons Bakery	9am -5pm Mon-Fri	P1	Yes
Walcha Newsagency		P4	No
Embers Restaurant	For groups of 20 plus room service for guests	P2	Yes
Walcha P & C Canteen		P2	No
St Patrick Primary School		P2	No
Walcha Caravan Park		P4	No
Commercial Hotel	7 days/weeks lunch and dinner	P2	Yes
Walcha Ex-services Memorial Club		P2	Yes
Home Ice Cream Pty Ltd		P4	No
Apsley Motors Service Station		P3	No
West End Store Takeaway	Open 7 days	P2	Yes

Currently none of the Local Government Areas within the Northern Region Food Surveillance Group participate in the Scores on Doors program. Tamworth Regional Council, Armidale Dumaresq Council, Gunnedah Shire Council, Inverell Shire Council, Glenn Innes Severn Council, Uralla Shire Council, Guyra Shire Council, and Liverpool Plains Shire Council operate a closed scoring program similar to Walcha Council. Tamworth Regional Council, Armidale Dumaresq Council and Glenn Innes Severn Council are contemplating adopting the program next year.

Many of the towns within these Local Government Areas have mixed feelings as to the benefits of the program and have concerns the impact it may have for food outlets in small regional areas who are grateful for the business they do receive, be it local or tourist trade.

Council officer's use the unannounced periodic inspection system currently in place to conduct food premises inspections using the Food Premises Assessment Report (FPAR) report. The FPAR report is based on legislative requirements of the Food Standards Code, the NSW Food Act 2003 and the Food Regulation 2015.

The FPAR is used as a checklist and includes the Scores on Doors point system from which hygiene and food safety is scored:

- ❖ Good 3 stars
- ❖ Very Good 4 stars
- ❖ Excellent 5 stars

Points of the FPAR are issued for certain breaches related to the level of food safety risk, ranging from 1 point (minor) to 8 points (critical). Where a "critical" food safety breach

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is found, that is a score of 8 points, the business is automatically ineligible for a rating and is assigned to No Grade, irrespective of total points accrued.

On an FPAR report there are 9 food safety and hygiene requirements that can attract a score of 8. Three of these requirements are issues directly relating to the premises with the potential for a further 12 points to be accrued due to issues that are related to the premises and possibly the responsibility of a landlord.

At the end of the inspection the council officer can discuss the rating with the business contact. The certificate then may be displayed at each public entrance to the food business or in a prominent location where food is ordered.

Walcha Council during its last routine inspections undertook to complete a “Closed” Scores on Doors scoring system with a large number of food premises, whereby the officer explained the score which the premises would receive were Council participating in the program. The results of the FPAR scores achieved during primary inspection were as follows:

- ❖ Number of premises with 5 star Scores on Doors ratings determined (i.e. 0-3 points) or with no or only very small numbers of issues found at primary inspection?  
- 12
- ❖ Number of premises with 4 star Scores on Doors ratings determined (i.e. 4-8 points) or with small numbers of issues found at primary inspection?  
- 5
- ❖ Number of premises with 3 star Scores on Doors ratings determined (i.e. 9-15 points) or with multiple issues but no enforcement action required at primary inspection?  
- 5
- ❖ Number of premises with “no star” Scores on Doors ratings determined (i.e. more than 15 points or any single 8 point breach) or with critical food safety failures at primary inspection?  
- 2

The NSW Government has many reasons why participating in NSW Scores on Doors can benefit Council:

No additional works:

- ❖ This program is underpinned by the standard NSW inspection checklist Food Premises Assessment Report (FPAR) that most council’s already use to conduct food premises inspections.
- ❖ NSW Food Authority provides the display certificates at no cost for each of the 3 rating grades

Visible inspection activity:

- ❖ Scores on Doors rating certificate displayed by a food business is a street-level reminder that council is actively working to maintain and promote high standards of hygiene and food safety in business.

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- ❖ Council can recognise consistently good compliance by reducing inspection frequency.

More efficient use of resources:

- ❖ Public visibility of Scores on Doors helps create competition and incentive for food premises to maintain and improve their food safety culture.
- ❖ This can lead to greater levels of compliance and therefore less need for follow up visits and resources.

Stronger local economy:

- ❖ Council and the community benefits from the local food industry and rely on the role it plays in a diverse local economy. The program rewards those who do the right thing.
- ❖ Certificates can be a tool for businesses to attract greater custom
- ❖ Can help draw more customers into the area for dining and food service

Reasons why participating in the Score on Doors may not benefit our community

There is no real competition between food premises, we have 8 food outlets operating during the day with only a few open 7 days a week with several offering extended hours of trade mostly for take aways. These include take away food, coffee shops and general store. We have 3 pubs and 2 clubs only one of these offers meals 7 days per week. We do not have any fine dining or specialty restaurants open for food services in the evenings.

Food premises in the Walcha LGA are predominantly leased premises. Many of the businesses are dealing with premises that do not meet the Australian Standards. In reporting to the NSW Food Authority it was outlined the issues of leasees not being able to get assistance from building owners or landlords for maintenance or renewal of non compliant areas. Unfortunately Council does not have any authority to issue orders on owners or landlords of the leased properties to fix, maintain or upgrade to the current Australian Standard requirements.

This program evaluates the food premises by point based system from the FPAR report, giving a score of 3, 4 or 5 stars. The program does not allow for low volume areas or towns relying on travelling patrons. The program can discourage a patron from entering an establishment because of a lesser score to that of a neighbouring competitor. The program would be detrimental to our businesses having to display the certificate in the front window of the premises and may place the Council and elected members to unwanted pressure for equal compliance throughout the Shire which is already guaranteed with the FPAR report form.



FOOD PREMISES ASSESSMENT REPORT (FFAR V.2, 10/12)

Trading name  
 Proprietor/Company  
 Business details

Food Notify #  
 Phone Landlord  
 ABN Issues  
 FSS name  
 FSS Cert no. Potentially Critical

Indicate the following - compliance ✓, non-compliance ✗, or not observed -

General requirements

- 1 Food business has notified details to NSW Food Authority 1
- 2 If needed, FSS is appointed and certificate is on the premises 1
- 3 Food handlers have skills & knowledge to handle food safely 1
- 4 No sale of food that is damaged, deteriorated or perished; no use of cracked or dirty eggs or food past use by date 4

Food handling controls FSS 3.2.2 cl 5-12

- 5 Food protected from the possibility of contamination food receipt, storage, preparation, display and transport 4
- 6 Names and addresses are available for manufacturer, supplier or importer of food 1
- 7 Potentially hazardous food (PHF) is under temperature control: food receipt, storage, display and transport; less than 5°C, above 60°C. Frozen food is hard frozen 1
- 8 Processing of foods; items thawed correctly; processed quickly; no contamination risk. 4
- 9 Cooked PHF is cooled rapidly \* 8
- 10 Reheating of PHF is rapid - oven, stove top or microwave but not bain marie 8
- 11 Self serve food bar is supervised, has separate utensils and sneeze guard 1
- 12 Food wraps and containers will not cause contamination 1
- 13 Food for disposal is identified & separated from normal stock 1

Health and hygiene FSS 3.2.2 cl 13-18

- 14 Food handlers wash and dry hands thoroughly using hand wash facilities 4
- 15 Food handlers avoid unnecessary contact with ready-to-eat food or food contact surfaces by use of utensils, a gloved hand, food wraps 1
- 16 Food handlers do not spit or smoke in food handling areas or eat over exposed food or food contact surfaces 4
- 17 Food handlers have clean clothing, waterproof bandages 1
- 18 Food handlers wash hands before commencing/recommencing work and after: using the toilet, sneezing, smoking, handling raw meat, cleaning 8
- 19 Food handlers do not handle food if ill (vomiting, gastro) \* 8
- 20 Hand washing facilities easily accessible and used only for washing of hands, arms and face 1

Cleaning and sanitising FSS 3.2.2 cl 19-20

- 21 Premises, fixtures, fittings and equipment maintained to an appropriate standard of cleanliness 4
- 22 Food contact surfaces, eating and drinking utensils in a clean and sanitary condition/appropriate sanitising method in use (chemicals or dishwasher) \* 8

Miscellaneous FSS 3.2.2 cl 22-23

- 24 Accurate temperature measuring device readily accessible (digital probe thermometer - accurate to +/- 1°C) 1
- 25 Single use items protected from contamination and not reused (drinking straws, disposable utensils) 1

Animal and pests FSS 3.2.2 cl 24

- 26 Animals not permitted in areas in which food is handled 1
- 27 Practical pest exclusion measures used (screens, seals) 1
- 28 Practical measures to eradicate and prevent harbourage of pests used (housekeeping, stock rotation, pest controller) 1

No signs of insect infestation or rodent activity in premises (faeces, egg casings, teeth marks) 1

Design and construction FSS 3.2.3

- 30 General design and construction of premises appropriate 1
- 31 Adequate supply of potable water available 1
- 32 Premises has adequate sewerage and waste water disposal system 1
- 33 Premises has adequate storage facilities for garbage and recyclables 1
- 34 Premises has sufficient lighting 1
- 35 Floors are able to be effectively cleaned 1
- 36 Walls, ceilings are sealed and able to be effectively cleaned 1
- 37 Fixtures, fittings and equipment are able to be effectively cleaned and, if necessary, sanitised 1
- 38 Adequate ventilation provided within the premises 1
- 39 Premises has adequate storage facilities (chemicals, food) 1

Maintenance FSS 3.2.2 cl 21

- 40 Premises, fixtures, fittings and equipment in a good state of repair and working order 1
- 41 No chipped, broken or cracked eating or drinking utensils observed 1

Labelling

- 42 Food labelling complies with the Food Standards Code, 1.2 1
- 43 For 'Standard Food Outlet', nutrition information displayed n/a

Total points (4 or 8 point items may significantly impact food safety and should be addressed as a priority)  
 \*\*\*\*\* (0-3) □ \*\*\*\* (4-8) □ \*\*\* (9-15) □  
 No grade (>15 or any critical 8 point \* food safety failure) □

Scores on Doors certificate issued □

Notes

FFAR □ Left onsite □ emailed □ posted  
 Business satisfactory □ or further action required □  
 Re-inspection □ Warning Letter □  
 Improvement Notice □ Prohibition Order □ Penalty Notice □  
 Other □

I have read this report and understand the contents.

Owner/Employee signature: \_\_\_\_\_

AB: Assessment report contains findings from date/time of inspection only

Officer's Name \_\_\_\_\_ Officer's signature \_\_\_\_\_ Date/Times \_\_\_\_\_

Submitted to Council: 25 November 2015

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



**Explanatory notes and definitions**

**(Food Standards Code Ch.3, Standards 3.2.2 and 3.2.3)**

This assessment report is based on guidance in the Safe Food Australia (2001) publication: A Guide to the Food Safety Standards. The Guide should be consulted if assistance with interpretation of the food safety standards is required. The assessment is set up as a checklist. It might not be possible to observe all the areas in a single inspection. Despite the presence of a list each item is a single issue of compliance. The assessment focuses on the foodborne illness risk factors identified by the US Centres for Disease Control. The key targets for inspection are: inadequate cooling and cold holding temperatures; food prepared ahead of planned service; inadequate hot holding temperatures; poor personal hygiene and infected food handlers; inadequate reheating and inadequate cleaning of equipment.

**Food handling controls**

- 5. Protection from the possibility of contamination includes appropriately covering food so that it is protected from potential contamination sources and includes keeping ready to eat foods separated from raw foods.
- 7. 'Potentially hazardous food' is food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food. Examples of potentially hazardous food include meat, seafood, dairy and foods such as salads and some out fruits.
- 7. Temperature control means maintaining potentially hazardous food at a temperature of:
  - (a) 5°C or below, or
  - (b) 60°C or above, or
  - (c) another temperature if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it will be maintained, will not adversely affect the microbiological safety of the food.
- 9. A food business must when cooling cooked potentially hazardous food, cool the food:
  - (a) within two hours – from 60°C to 21°C, and
  - (b) within a further four hours – from 21°C to 5°C.
- 10. A food business must when reheating previously cooked and cooled potentially hazardous food to hold it hot, use a process that rapidly heats the food to a temperature of 60°C or above, eg heating in an oven, microwave or on a stove top.
- 11. A food business must, when displaying unpackaged ready to eat food for self service:
  - (a) ensure the display of food is effectively supervised so that any food that is contaminated by a customer or is likely to have been contaminated is removed from display without delay,
  - (b) provide separate serving utensils for each food or other dispensing methods that minimise the likelihood of the food being contaminated, and
  - (c) provide protective barriers that minimise the likelihood of contamination by customers.

**Health and hygiene requirements**

- 14. Thorough hand washing includes using the designated hand washing facility to wash hands, fingers and wrists using warm water and soap for a recommended 15 seconds, thorough rinsing of hands under warm water and drying thoroughly on single use towel.

- 18. A food handler must wash his or her hands whenever their hands are likely to be a source of contamination of food. This includes:
  - before working with ready to eat food after handling raw food,
  - immediately after using the toilet,
  - before commencing or recommending handling food,
  - immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking or using tobacco, and
  - after touching his or her hair, scalp or a body opening.
- 19. A food business must ensure the following persons do not engage in the handling of food for the food business where there is a reasonable likelihood of food contamination:
  - (a) a person known to be suffering from a foodborne disease, or who is a carrier of a foodborne disease, and
  - (b) a person known or reasonably suspected to have a symptom that may indicate he or she is suffering from a foodborne disease.

**Cleaning and sanitising**

- 22. Food premises and fixtures, fittings and equipment must be maintained to a standard of cleanliness where there is no accumulation of:
  - (a) garbage, except in garbage containers;
  - (b) recycled matter, except in containers;
  - (c) food waste;
  - (d) dirt;
  - (e) grease; or
  - (f) other visible matter
- 23. Clean and sanitary condition means a food contact surface or utensil is:
  - (a) clean; and
  - (b) has had applied to it heat and/or chemicals or other process so that the number of microorganisms has been reduced to a safe level.

**Design and construction**

- 30. General requirements for design and construction of food premises must:
  - (a) be appropriate for the activities for which the premises are used;
  - (b) provide adequate space;
  - (c) permit effective cleaning and, if necessary, sanitising and
  - (d) to the extent that is practicable exclude dirt, dust, fumes, smoke, not permit the entry or harbourage of pests.
- 31. Adequate supply of potable water means water that is acceptable for human consumption and available at an adequate volume, pressure and temperature for hand washing, cleaning and food processing requirements.
- 33. Adequate storage facilities for garbage and recyclable matter means facilities that will contain the volume and types of garbage and recyclable material produced by the food business and not provide a breeding ground for pests and be capable of being easily and effectively cleaned.
- 34. Lighting must be sufficient to enable food handlers to readily see whether areas or equipment are clean, to detect signs of pests and to clearly see food and equipment they are handling.
- 38. Adequate ventilation (natural or mechanical) must be provided to remove fumes, smoke, steam and vapours from the food premise.

**RECOMMENDATION:**

**For Council's determination**

Submitted to Council:

25 November 2015

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





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**Item:** 6.5 **Ref:** WO/2015/02153  
**Title:** Changes to Neighbour Notifications for Complying Development  
in Rural and Regional Areas  
**Author:** Environmental Services Manager  
**Previous Items:** Nil  
**Attachment:** No

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**Introduction:**

The NSW Government is making straightforward development easier in most rural and regional areas by reducing neighbour notification times.

The recent changes mean in regional and rural areas neighbours are not required to be notified prior to a complying development certificate being issued. However, neighbours will still need to be notified two days before construction work begins.

Although there is no formal requirement to notify neighbours before a complying development is approved, applicants are encouraged to discuss building plans with their neighbours as early on in the design process as possible, preferably before detailed plans are drawn up, and before an application is lodged. This means that any concerns or suggestions neighbours may have can be considered as part of the design process.

**Report:**

Under clause 130AB of the Environmental Planning and Assessment Regulation 2000 (the Regulation), development to be carried out on land in an applicable local government area that has a boundary within 20 metres of the boundary of another lot on which a dwelling is located is required to advise of applications for certain complying development certificates. With the recent updates to the legislation Walcha Council is now not considered an applicable local government area so is not required to give notice of applications for a complying development certificate prior to the complying development certificate being issued.

Under clause 130AA of the Regulation the time limit for determining an application for complying development is 20 days for development that requires a notice to be given under clause 130AB of the Regulation, or 10 days in any other case, which is now the case for the Walcha LGA.

Under clause 136AB of the Regulation the applicant is required to give two days notice in writing of the persons intention to commence the work authorised by the certificate to the occupier of each dwelling that is located on a lot that has a boundary within 20 metres of the boundary on the lot on which the work is to be carried out.

Unlike neighbour notification before complying development is approved the pre-construction neighbour notification applies irrespective of the development type of the zoning of the land.

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Submitted to Council: 25 November 2015

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



These changes are in response to extensive consultation with councils, industry and businesses.

**RECOMMENDATION:**

**For Council's information.**

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Submitted to Council: 25 November 2015

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



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**Item:** 6.6 **Ref:** WO/2015/02111  
**Title:** Review of Ward Boundaries – Submit to NSW Electoral Commission  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No.

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**Introduction:**

As per Section 210A of the Local Government Act, 1993, Council must publicly exhibit proposed changes to Ward Boundaries for at least 28 days which ended on Thursday, 5 November. Submissions may be made to Council on the Ward Boundary plan for a period of not less than 42 days, which finishes on Friday, 20 November 2015.

**Report:**

Currently no submissions have been received and therefore Council, by resolution, must endorse the alterations made to the Ward Boundaries and submit them by Monday, 14 December 2015.

**RECOMMENDATION:**

**That Council ADOPT the publicly exhibited Ward Boundaries FURTHER THAT Council submit them to the NSW Electoral Commission before 14 December 2015.**

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Submitted to Council: 25 November 2015

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





**Item:** 6.7 **Ref:** WO/2014/02367  
**Title:** Working Funds 2014-2015 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 2015 of \$4,198,000. 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	1,499,822
Externally Restricted Assets	326,616

<b>Carry over's</b>	
<b>Operational</b>	
Halls & Community Centres Contributions	2,400
Junior Sports Development	3,618
Tourism promotion	18,500
<b>Capital</b>	
Thunderbolts Way, Glen Eagle	33,052
Cemetery – Aboriginal Reflection Area	2,040
Cemetery – Niche Garden	10,000
Community Recycling Centre	38,000
Replace Street Lighting with LED	37,000
Public Art Acquisition	6,413
Oxley Cairn – plant photinias	5,000
Library – repaint brickwork	5,000
Sporting grounds	10,000
McHattan Park Toilets – complete surrounds	10,000
Captain Cook Park Toilets – paint & repair	3,000
John Oxley Oval Toilets – replace ceiling	3,000
Jamieson Street – tree planting	5,000
Niangala Stock Route – 2 <sup>nd</sup> Causeway	50,000
Niangala Stock Route – 1 <sup>st</sup> Causeway	30,000
Aerodrome Road bench corners at Highway	10,000
<b>Total Carry Over Works</b>	<b>\$240,927</b>

After these adjustments are taken into account the net current asset position of the fund is approximately \$2.13 million.

Submitted to Council: 25 November 2015

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



**Water Fund**

The following projects have been carried forward to 2015/16 for the Water Fund:

Drought Management Plan	65,000
<b>Total</b>	<b>65,000</b>

The Net Current Assets for the Water Fund is \$344,000. After allowing for this carry forward the net current asset level of the water fund is \$279,000 and is considered adequate given the size of the fund.

**Sewer Fund**

There are no projects to be carried forward to 2015/16 in the Sewer Fund.

The Net Current Asset level of the Sewer Fund is \$1,337,000 as at 30 June 2015. 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 2015

	<b>Balance 30/06/15</b>
Plant Replacement	490,000
Infrastructure Replacement	103,000
Employee Leave Entitlement	457,000
Preschool	331,000
Tip Site Remediation	22,000
Quarries Remediation	58,000
Community Recycling Centre	nil
<b>Total</b>	<b>\$1,461,000</b>

**Auditors Report**

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

**RECOMMENDATION:**

**That the Report be ADOPTED by Council.**

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Submitted to Council: 25 November 2015

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

**Armidale**

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Forsyths Business Services Pty Ltd  
ABN 66 182 781 401

23 October 2015

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 2015**

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 2015 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 2015 included on Walcha Council's web site. Council is responsible for the integrity of its web site. We have not been engaged to report on the integrity of the Council's web site. 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 web site.

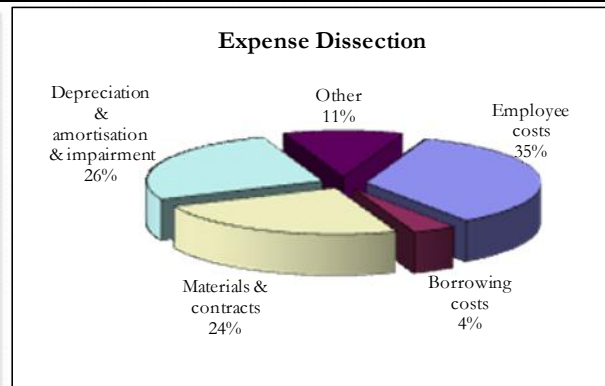
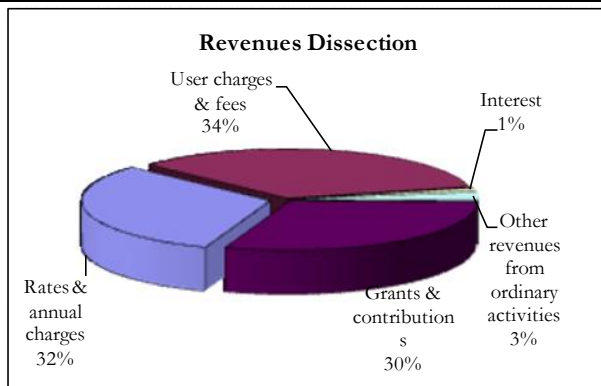


**Additional Reporting Requirements**

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 2015 discloses the following result:

INCOME STATEMENT	Budget	Actual	Actual	Variance	
	2015	2015	2014	Actual	Budget
	\$'000	\$'000	\$'000	%	%
<b>INCOME FROM CONTINUING OPERATIONS</b>					
Rates & annual charges	4,114	4,106	3,964	3.6%	-0.2%
User charges & fees	2,570	4,493	2,755	63.1%	74.8%
Interest	175	148	152	-2.6%	-15.4%
Other revenues from ordinary activities	173	230	233	-1.3%	32.9%
Grants & contributions for operating purposes	3,280	3,681	3,371	9.2%	12.2%
Grants & contributions for capital purposes	926	277	428	-35.3%	-70.1%
Gain from sale of assets	40	163	65	150.8%	307.5%
<b>Total income from continuing operations</b>	<b>11,278</b>	<b>13,098</b>	<b>10,968</b>	<b>19.4%</b>	<b>16.1%</b>
<b>EXPENSES FROM CONTINUING OPERATIONS</b>					
Employee benefits & oncosts	4,783	4,822	4,291	12.4%	0.8%
Borrowing costs	39	74	57	29.8%	89.7%
Materials and contracts	5,603	3,574	2,844	25.7%	-36.2%
Depreciation & amortisation	4,197	2,383	2,622	-9.1%	-43.2%
Other expenses from ordinary activities	1,038	1,040	1,166	-10.8%	0.2%
<b>Total Expenses from continuing operations</b>	<b>15,660</b>	<b>11,893</b>	<b>10,980</b>	<b>8.3%</b>	<b>-24.1%</b>
<b>OPERATING RESULT FROM CONTINUING OPERATIONS</b>	<b>(4,382)</b>	<b>1,205</b>	<b>(12)</b>	<b>-10141.7%</b>	<b>-127.5%</b>
<b>NET OPERATING RESULT BEFORE CAPITAL GRANTS AND CONTRIBUTIONS</b>	<b>(5,308)</b>	<b>928</b>	<b>(440)</b>	<b>-310.9%</b>	<b>-117.5%</b>



The financial statements report a surplus of \$1.2m compared with a deficit of \$12,000 for 2014. This result includes grants and contributions for capital purposes of \$0.3m. 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 \$0.9m.

Revenues increased by 19.4% during 2015 mainly as a result of increases in rates & annual charges, user charges & fees and operating grants and contributions explained as follows:

- Rates & annual charges increased principally due to rate pegging increases.
- User charges & fees increased mainly due to RMS charges in relation to additional work on the Oxley Highway during the year.



- Operating grants increased due to the cessation of the prepaid instalments of the Financial Assistance Grant in the 2014 year.

Expenditure increased by 8.3% mainly due to increases in employee costs and materials and contracts which were partially offset by decreases in depreciation & amortisation and other expenses explained as follows:

- Employee costs increased due to award increases and an increase in leave provision expenses.
- Materials and contract costs increased mainly due to a reduction in the capitalisation of materials and contract costs into capital projects.
- Depreciation and amortisation decreased due to the revision of depreciation rates after a review of useful lives across Council's core infrastructure assets and adjustments to the asset reinstatement costs during the prior year.
- Other expenses decreased due mainly to a reduction in electricity charges during the year and a reduction in NSW Rural Fire Service Levy charges.

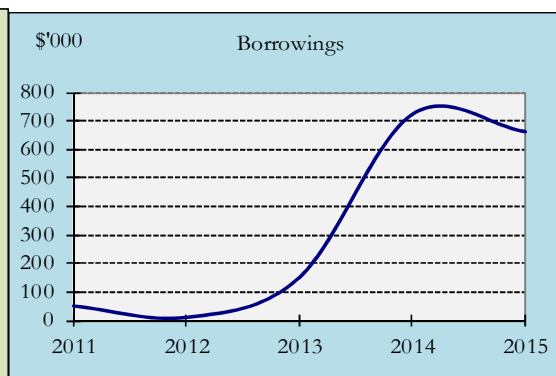
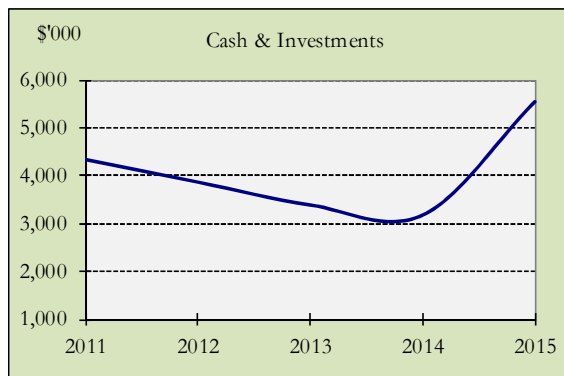
The budget amounts included above are those adopted in the original budget and exclude re-votes from the previous year and variations to the budget during the year. The actual operating surplus for the year of \$1.2m compares with the original budget deficit of \$4.4m. The variation between the actual results and the original budget of \$6.6m is primarily due to the following:

Significant Budget Variations > 10% and >\$0.1m		Comment
User charges & fees	\$1,923,000	Favourable to budget due to additional funding received from the Government for the maintenance of State Roads.
Grants & contributions for operating purposes	\$401,000	Favourable to budget due to the cessation of the prepaid financial assistance grant instalments and the reclassification of Roads to Recovery funding from capital to operational.
Grants & contributions for capital purposes	(\$649,000)	Unfavourable to budget mainly due to the reclassification of roads to recovery funding to operational and RDA grant funds were not received as the work on Thunderbolts Way was not complete.
Gain from sale of assets	\$123,000	Favourable to budget at \$0.5m was received for Longreach Global Capital for a Property Note that had been written down to \$0.3m.
Materials & Contracts	\$2,029,000	Favourable to budget due as the budget not anticipating the transfer of capital costs to projects.
Depreciation & amortisation	\$1,814,000	Favourable to budget due to revisions of depreciation methodologies as a result of the revaluation of roads and related infrastructure in the prior year.



The following schedule of assets and liabilities has been extracted from the statement of financial position as at 30<sup>th</sup> June 2015. This schedule discloses the consolidated assets and liabilities of all functions.

SCHEDULE OF ASSETS & LIABILITIES	2015 \$'000	2014 \$'000	Variance %
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5,532	2,964	86.6%
Investments	12	327	-96.3%
Receivables	2,014	2,092	-3.7%
Inventories	757	616	22.9%
<b>TOTAL CURRENT ASSETS</b>	<b>8,315</b>	<b>5,999</b>	<b>38.6%</b>
<b>CURRENT LIABILITIES</b>			
Payables	1,744	688	153.5%
Overdraft	-	117	0.0%
Borrowings	63	61	3.3%
Provisions	1,603	1,576	1.7%
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,410</b>	<b>2,442</b>	<b>39.6%</b>
<b>NET CURRENT ASSETS</b>	<b>4,905</b>	<b>3,557</b>	<b>37.9%</b>
<b>NON-CURRENT ASSETS</b>			
Inventory	20	20	0.0%
Infrastructure, Property Plant & Equipment	418,013	417,864	0.0%
<b>TOTAL NON-CURRENT ASSETS</b>	<b>418,033</b>	<b>417,884</b>	<b>0.0%</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	1,054	1,183	-10.9%
Borrowings	599	662	-9.5%
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,653</b>	<b>1,845</b>	<b>-10.4%</b>
<b>NET ASSETS</b>	<b>421,285</b>	<b>419,596</b>	<b>0.4%</b>



The major movements in the statement of financial position for 2015 were as follows:

- Increase in net cash and investments is a result of increased cash from operations.
- Inventories increased due to an increase in gravel at year end..
- Payables increased due to amounts owing in relation to the rehabilitation of Thunderbolts Way project at year end.
- Infrastructure, property, plant and equipment increased by \$0.2m due mainly to asset additions of \$2.6m, indexation of water and sewer assets of \$0.3m being mostly offset by depreciation of \$2.4m and net adjustments of \$0.3m.





- 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	344	1,338	6,632	8,314
Current Liabilities	-	1	3,409	3,410
<b>Net Current Assets</b>	<b>344</b>	<b>1,337</b>	<b>3,223</b>	<b>4,904</b>
<b>Plus: Employee Entitlements Payable &gt;12mths</b>	-	-	975	975
<b>Total Funds before Restrictions</b>	<b>344</b>	<b>1,337</b>	<b>4,198</b>	<b>5,879</b>
<b>LESS: Restricted Cash &amp; Investments</b> (Included in Revenue)				
Developer Contributions	-	-	21	21
Unexpended Grants	-	-	305	305
	-	-	326	326
<b>NET FUNDS AVAILABLE</b>	<b>344</b>	<b>1,337</b>	<b>3,872</b>	<b>5,553</b>
<b>LESS Internal Restrictions</b>	-	-	<b>1,499</b>	<b>1,499</b>
<b>Net Funds After All Restrictions</b>	<b>344</b>	<b>1,337</b>	<b>2,373</b>	<b>4,054</b>

INTERNAL RESTRICTIONS	Opening \$'000	Transfer to \$'000	Transfer from \$'000	Closing \$'000
Employee leave entitlements	457	-	-	457
Infrastructure replacement	-	103	-	103
Plant replacement	285	292	87	490
Preschool	-	7	-	7
Tip site remediation	-	22	-	22
Quarries remediation	-	58	-	58
Mirani Bus Committee	-	324	-	324
Community recycling centre	-	38	-	38
	742	844	87	1,499

After funding both external and internal restrictions Council’s general fund has unrestricted funds of \$2.4m (\$1.6m 2014) which is considered adequate to cover working capital requirements.

Council has set aside \$0.5m to fund employee leave entitlements provisions. This amount represents 27% (29% in 2014) 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	2015	2014	2013	Tcorp Benchmark
OPERATING PERFORMANCE RATIO	To assess councils ability to meet operating expenditure within operating revenue.	6.0%	-4.8%	-27.6%	Tcorp >-4% FFF >0% (3 yrs)
OWN SOURCE OPERATING REVENUE	To assess the degree of reliance on external funding sources.	69.4%	65.2%	65.8%	Tcorp >60% FFF >60% (3 yrs)
UNRESTRICTED CURRENT RATIO	To assess the adequacy of working capital after excluding all restricted assets and liabilities.	2.59	2.57	2.78	Tcorp >1.5
DEBT SERVICE COVER RATIO	To assess the availability of operating cash to service debt including interest, principle and lease payments.	23.87	25.57	26.72	Tcorp >2 FFF >0 <20 (3 yrs)
OUTSTANDING RATES	To assess the impact of uncollected rates and charges on liquidity and the adequacy of recovery efforts.	4.3%	9.7%	7.7%	Tcorp <10%
CASH EXPENSE COVER RATIO	To assess the number of months council can pay its expenses without additional cash inflow.	7.10	4.13	3.80	Tcorp >3

*Operating performance*

An operating performance surplus of 6.0% and indicates that Councils 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 8.76% and Group 9 average deficit of 12.9% for 2014. The improvement in this ratio is due the increase in revenue during the year. The Fit for Future benchmark is that councils should average breakeven or better over a three year period.

*Owned source operating revenue*

A ratio of 69.4% highlights that Council has a lower dependence on grants and contributions compared to the Group 9 average of 57.0% and the State average of 70% for 2014. The TCorp benchmark for sustainability is to have a ratio of greater than 60% and the Fit for Future benchmark is to average 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 2.59 indicates that there is \$2.59 of unrestricted current assets for every \$1.00 of current liabilities. Councils ratio of 2.59 compares to the average of 4.27 for category 9 Councils and the State average of 3.61 for 2014. The ratio is above the TCorp benchmark of greater than 1.5.

*Debt service cover ratio*

The debt service cover ratio of 23.87 times indicates that council has \$23.87 before interest and depreciation to pay every \$1 of interest and principal repayments on current borrowings. This compares to the Group 9 average of 12.8 and the State average of 4.29 for 2014. The TCorp 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 4.3% is significantly lower than the previous year. Council's outstanding rates ratio is lower than the Group 9 average of 10.2% and the State average of 6.25% for 2014. The TCorp 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 ratio indicates that Council can pay 7.1 months of its expenses without additional cash inflows. This compares to the Group 9 average of 10.8 and the State average of 9.79 for 2014. The TCorp 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.	2015: -42.0% 2014: -19.8%	2015: 14.6% 2014: 18.6%	2015: 8.2% 2014: -4.8%
OWN SOURCE OPERATING REVENUE	To assess the degree of reliance on external funding sources.	2015: 98.5% 2014: 98.6%	2015: 97.9% 2014: 97.8%	2015: 67.0% 2014: 61.5%
UNRESTRICTED CURRENT RATIO	To assess the adequacy of working capital after excluding all restricted assets and liabilities.	2015: Nil 2014: Nil	2015: 1338 2014: 609.5	2015: 2.59 2014: 2.57
DEBT SERVICE COVER RATIO	To assess the availability of operating cash to service debt including interest, principle and lease payments.	2015: 0 2014: 0	2015: 0 2014: 78	2015: 23.21 2014: 17.1
OUTSTANDING RATES	To assess the impact of uncollected rates and charges on liquidity and the adequacy of recovery efforts.	2015: 16.3% 2014: 16.2%	2015: 10.1% 2014: 9.9%	2015: 3.3% 2014: 9.3%
CASH EXPENSE COVER RATIO	To assess the number of months council can pay its expenses without additional cash inflow.	2015: 5.84 2014: 9.49	2015: 53.92 2014: 42.14	2015: 5.58 2014: 1.96

*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 ratio has improved in 2015 due to the increase in revenue during the year.

*Owned source operating revenue*

The ratios show the Councils 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 has been shown as Nil as it currently does 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 fun, meet the Fit for the Future benchmarks for rural councils 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	2015	2014	2013	Tcorp Benchmark
BUILDING AND INFRASTRUCTURE RENEWALS RATIO	To assess the proportion spent on infrastructure renewals vs infrastructure deterioration.	91.3%	166.6%	79.0%	Tcorp >100% FFF >100% (3 yrs)
INFRASTRUCTURE BACKLOG RATIO	To assess the infrastructure backlog against the total value of councils infrastructure.	8.5%	10.4%	10.0%	Tcorp <20% FFF <2%
ASSET MAINTENANCE RATIO	To assess the actual vs required annual maintenance expenditure.	1.08	0.69	0.69	Tcorp >100% FFF >100% (3 yrs)
CAPITAL EXPENDITURE RATIO	To assess the extent to which council is forecasting to expand its asset base with capital expenditure.	1.06	1.20	0.66	Tcorp >1.1

*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 2015 Council spent \$0.91 for every \$1 in estimated asset deterioration. The Group 9 for 2014 ratio was \$1.41 and the State average for the asset renewal ratio was \$0.87 for the 2014 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 expended similar levels 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 keeping pace with estimated deterioration of infrastructure assets. However, 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 \$17.0m.

Council should aim to ensure infrastructure spending keeps pace with “wear and tear” and Council should seek to improve asset condition.

*Infrastructure backlog ratio*

An infrastructure backlog ratio 8.5% indicates that the infrastructure backlog represents 8.5% of the value of Councils infrastructure and compares to a Group 9 average of 5.75% and State average of 8.7% for 2014. The TCorp benchmark is a ratio less than 20% and the “fit for future” benchmark is less than 2% which Council is presently unable to achieve.

*Asset maintenance ratio*

The Asset Maintenance ratio of 1.08 indicates that Council has undertaken sufficient maintenance to keep pace with required maintenance requirements as determined by Council's engineers and maintenance staff. This is higher than the Group 9 average of 0.94 and the State average of 0.91 for 2014. A ratio of greater than 1.0 is considered acceptable by TCorp.

*Capital expenditure ratio*

The capital expenditure ratio of 1.06 indicates that Council has expended \$1.06 on capital expenditure for every dollar of depreciation. The TCorp benchmark is for a Council to have a capital expenditure ratio of greater than 1.1.

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.

<b>CASH MOVEMENTS</b>	<b>Actual 2015</b>	<b>Actual 2014</b>	<b>Variance</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>%</b>
<b>CASH INFLOWS</b>			
Operating Receipts	14,980	10,590	41.5%
Proceeds from Assets Sales	25	146	-82.9%
Repayment from Deferred Debtors	10	10	0.0%
Proceeds from sale of investments	500	92	443.5%
Proceeds from Borrowings	0	600	0.0%
<b>TOTAL RECEIPTS</b>	<b>15,515</b>	<b>11,438</b>	<b>35.6%</b>
<b>CASH OUTFLOWS</b>			
Operating Payments	9,295	8,247	12.7%
Purchase of Assets	3,474	3,368	3.1%
Repayment of Loans	61	28	117.9%
<b>TOTAL PAYMENTS</b>	<b>12,830</b>	<b>11,643</b>	<b>10.2%</b>
<b>TOTAL CASH MOVEMENT</b>	<b>2,685</b>	<b>(205)</b>	<b>-1409.8%</b>
Cash and cash equivalents	5,532	2,964	86.6%
Investments	12	327	-96.3%
<b>Total Cash &amp; Investments on Hand</b>	<b>5,544</b>	<b>3,291</b>	<b>68.5%</b>

The increase in cash and investments for 2015 was mainly due to an increase in operational cash flows.

Cash outflows for Purchase of Assets included road and bridge construction totalling \$1.6m. This compares to the \$1.5m annual rate of depreciation of these assets. The other major assets purchased during the year were 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 \$249,000 before capital grants and after allowing for depreciation of \$208,000. The Net Current Asset position records a positive balance of \$344,000 compared to \$493,000 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 \$0.2m 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 \$61,000 after allowing for depreciation of \$68,000. The Net Current Assets position show a surplus of \$1,337,000 compared with \$1,217,000 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 \$89,000 and the concrete batching operations recorded a deficit of \$10,000.

## 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**

A handwritten signature in black ink, appearing to read 'Geoffrey W Allen', written over a horizontal line.

Geoffrey W Allen  
Principal



**Item:** 6.8 **Ref:** WO/2015/02191  
**Title:** Quarterly Review of Operational Plan & Budget as at September 2015  
**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 2015/2016 budget predicted a break-even result. This is now predicted to be a deficit of \$61,000. The major cause of the decline is \$567,000 of carry over works and capital expenditure variations. Much of this is offset by an increase in Roads to Recovery funding. These and the other major variations are listed below

**General Fund Major Budget Variation Items - Quarter Ending September 2015**

Income Item	Amount	Favourable/ Unfavourable	Reason
Roads to Recovery	\$348,920	Favourable	Funding increased from \$814,438 to \$1,163,358. This income has been moved from Capital to Operating Grants.
Financial Assistance Grants – General Purpose	\$73,116	Favourable	Additional Grant transfer to reserves
Financial Assistance Grants – Roads Component	\$35,502	Favourable	Additional Grant transfer to reserves
Insurance Claim – replace shed at depot	\$47,500	Favourable	Claim on completion of project
RDA grant – Thunderbolts Way	\$99,155	Favourable	Claim on completion of project
Community Recycling Centre	\$18,326	Favourable	Claim on completion of project

Expenditure Item	Amount	Favourable/ Unfavourable	Reason
Halls & Community Centres	\$2,400	Unfavourable	Carry Over
Tourism Development	\$18,500	Unfavourable	Carry Over
Junior Sport Development	\$3,618	Unfavourable	Carry Over
Swimming Pool Shade Sails	\$24,313	Unfavourable	External Restriction
Thunderbolts Way, Glen Eagle	\$132,207	Unfavourable	Carry Over, partly funded from Grant Funding (above)
Cemetery – Aboriginal Reflection Area	2,040	Unfavourable	Carry Over

Submitted to Council: 25 November 2015

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



Community Recycling Centre	\$179,819	Unfavourable	Carry Over, funded from External & Internal Restrictions plus Grant Funding (above)
Small Plant Shed, Depot	\$44,404	Unfavourable	Carry Over, funded from Insurance Claim (above)
Replace Street Lighting LED	\$37,000	Unfavourable	Carry over
Public Art	\$6,413	Unfavourable	Carry over
Oxley Cairn Plant Photinias	\$5,000	Unfavourable	Carry over
Library, repaint brick work	\$5,000	Unfavourable	Carry over
Sporting ground	\$10,000	Unfavourable	Carry Over
Cemetery Niche Garden	\$10,000	Unfavourable	Carry Over
McHattan Park Toilet Surrounds	\$10,000	Unfavourable	Carry Over
Jamieson St tree planning	\$5,000	Unfavourable	Carry over
Captain Cook Park Repair & Paint	\$3,000	Unfavourable	Carry Over
John Oxley Oval Replace ceiling	\$3,000	Unfavourable	Carry Over
Aerodrome Road Bench Corners	\$10,000	Unfavourable	Carry Over
Niangala Stock Route, 2 <sup>nd</sup> causeway	\$50,000	Unfavourable	Carry Over
Niangala Stock Route, 1 <sup>st</sup> causeway	\$30,000	Unfavourable	Carry Over
Bridges, local rural unsealed	\$350,000	Favourable	Reallocate R2R funding to Timber Bridge Repairs
Urban Roads, Jamieson St Rehab	\$154,080	Favourable	Reallocate R2R funding to Timber Bridge Repairs
Sealed rural local roads, reseals	\$150,000	Favourable	Reallocate R2R funding to Timber Bridge Repairs
Timber Bridge Renewals	\$1,003,000	Unfavourable	Reallocate R2R funding to Timber Bridge Repairs
Sealed rural local roads, heavy patching	\$80,000	Favourable	Postpone works
Sealed rural local roads, gravel resheeting	\$100,000	Favourable	Postpone works

**Reserve Transfers**

In view of the current financial position, the following Reserve transfers are recommended:

- ❖ \$200,000 be transferred to the Plant Replacement Reserve, taking the balance to \$690,000

Submitted to Council: 25 November 2015

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- ❖ \$308,618 be transferred to the Infrastructure Replacement Reserve, including the additional FAGs funding (\$108,618). This takes the Reserve balance to \$411,618.
- ❖ \$100,000 be transferred to the Employee Leave Entitlement Reserve, taking the balance to \$657,000, as recommended by the Auditors.

**Water Fund**

The original 2015/2016 budget predicted a deficit of \$176,000, funded from the Reserves. The projected year end result after the September Review is an increased deficit of \$217,000. This is due to the following carry over works.

Income Item	Amount	Favourable/ Unfavourable	Reason
Water Security Funding	\$50,000	Favourable	Budget amount is \$550,000, should be \$600,000

Expenditure Item	Amount	Favourable/ Unfavourable	Reason
Water Catchment Yield Study & Emergency Ground Water Supply	\$26,009	Unfavourable	Carry Over, funded from additional \$50,000 grant funding (above)
Drought Management Plan	\$65,000	Unfavourable	Carry Over

**Sewer Fund**

The original 2015/2016 budget predicted a deficit of \$636,009, funded from the Reserves. At the September review there are no changes to the projected result.

**RECOMMENDATION:**

**That Council adopt the September 2015 Quarterly Budget Review Statements and FURTHER THAT Council approve the variations in Income and Expenditure votes as detailed.**

Submitted to Council: 25 November 2015

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



**QUARTERLY  
BUDGET REVIEW STATEMENTS**

**1 JULY 2015 to 30 SEPTEMBER 2015**

**STATEMENT BY RESPONSIBLE ACCOUNTING OFFICER**

**QUARTERLY BUDGET REVIEW STATEMENT FOR THE PERIOD  
1 JULY 2015 TO 30 SEPTEMBER 2015**

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Walcha Council for the quarter ended 30 September 2015 indicates that Council's projected financial position at 30 June 2016 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: 

Date: 19 November 2015

Rose Strobel

Responsible Accounting Officer



## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2015

## Income &amp; Expenses - Council Consolidated

(\$000's)	Original Budget 2015/16	Approved Changes		Revised Budget 2015/16	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	Remaining Allocation (Original)	Proposed change to Original Budget
		Carry Forwards	Other than by QBRs						
<b>Income</b>									
Rates and Annual Charges	- 3,864			- 3,864	-	3,864	- 3,851	- 13	-
User Charges and Fees	- 3,373			- 3,373	-	3,373	- 87	- 3,286	-
Interest and Investment Revenues	- 115			- 115	-	115	- 43	- 72	-
Other Revenues	- 102			- 102	- 48	149	- 20	- 82	- 48
Grants & Contributions - Operating	- 3,274			- 3,274	- 1,272	4,546	- 1,548	- 1,726	- 1,272
Grants & Contributions - Capital	- 5,260			- 5,260	- 647	4,613	- 768	- 4,492	- 647
Net gain from disposal of assets	- 72			- 72	-	72	- 29	- 44	-
<b>Total Income from Continuing Operations</b>	<b>- 16,060</b>	<b>-</b>	<b>-</b>	<b>- 16,060</b>	<b>- 673</b>	<b>16,733</b>	<b>- 6,346</b>	<b>- 9,715</b>	<b>- 673</b>
<b>Expenses</b>									
Employee Costs	4,316			4,316	5	4,321	1,169	3,147	5
Borrowing Costs	36			36		36	4	33	-
Materials & Contracts	3,625	25		3,649	5	3,654	1,359	2,265	30
Depreciation	2,480			2,480		2,480		2,480	-
Legal Costs	-			-		-		-	-
Consultants	-			-		-		-	-
Other Expenses	832			832		832	374	458	-
<b>Total Expenses from Continuing Operations</b>	<b>11,289</b>	<b>25</b>	<b>-</b>	<b>11,314</b>	<b>10</b>	<b>11,324</b>	<b>2,906</b>	<b>8,383</b>	<b>35</b>
<b>Net Operating Result from Continuing Operations</b>	<b>- 4,771</b>	<b>25</b>	<b>-</b>	<b>- 4,746</b>	<b>- 663</b>	<b>5,409</b>	<b>- 3,439</b>		<b>638</b>
Discontinued Operations - Surplus/(Deficit)									-
<b>Net Operating Result from All Operations</b>	<b>- 4,771</b>	<b>25</b>	<b>-</b>	<b>- 4,746</b>	<b>- 663</b>	<b>5,409</b>	<b>- 3,439</b>		<b>638</b>
<b>Net Operating Result before Capital Grants</b>	<b>489</b>	<b>25</b>	<b>-</b>	<b>514</b>	<b>- 1,309</b>	<b>796</b>	<b>- 2,671</b>		
Add: Book Value of Assets Sold	262			262		262	-		-
Add: Provision for Depreciation	2,480			2,480		2,480	-		-
Add: Loan Proceeds	-			-		-	-		-
Add: Increase Leave Entitlements	-			-		-	-		-
Add: Decrease Restricted Assets	539			539	186	725	-		186
	<b>3,281</b>	<b>-</b>	<b>-</b>	<b>3,281</b>	<b>186</b>	<b>3,467</b>	<b>-</b>		<b>186</b>
Less: Purchase of Fixed Assets	8,358	658		9,017	159	9,175	1,163	7,195	817
Less: Decrease Leave Entitlements	-			-		-	-		-
Less: Expenditure on Loans	62			62		62			-
Less: Increase Restricted Assets	443			443	109	552			109
	<b>8,864</b>	<b>658</b>	<b>-</b>	<b>9,522</b>	<b>268</b>	<b>9,790</b>	<b>1,163</b>		<b>926</b>
	<b>812</b>	<b>683</b>	<b>-</b>	<b>1,495</b>	<b>- 581</b>	<b>914</b>	<b>- 2,276</b>		<b>102</b>

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2015

## Income &amp; Expenses - General Fund

(\$000's)	Original Budget 2015/16	Approved Changes		Revised Budget 2015/16	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	Remaining Allocation (Original)	Proposed change to Original
		Carry Forwards	Other than by QBRS						
<b>Income</b>									
Rates and Annual Charges	- 3,371			3,371	-	3,371	3,851	- 7,222	-
User Charges and Fees	- 2,910			2,910	-	2,910	87	- 2,996	-
Interest and Investment Revenues	- 100			100	-	100	43	- 143	-
Other Revenues	- 52			52	48	100	20	- 72	48
Grants & Contributions - Operating	- 3,260			3,260	1,272	4,532	1,548	- 4,809	1,272
Grants & Contributions - Capital	- 2,685			2,685	697	1,988	768	- 3,453	697
Net gain from disposal of assets	- 72			72	-	72	29	- 101	-
<b>Total Income from Continuing Operations</b>	<b>- 12,451</b>	<b>-</b>	<b>-</b>	<b>12,451</b>	<b>623</b>	<b>13,073</b>	<b>6,346</b>	<b>- 18,796</b>	<b>623</b>
<b>Expenses</b>									
Employee Costs	3,329			3,329	5	3,334	1,169	2,160	5
Borrowing Costs	36			36		36	4	33	-
Materials & Contracts	3,624	25		3,648	5	3,653	1,359	2,264	30
Depreciation	2,234			2,234		2,234		2,234	-
Legal Costs	-			-		-		-	-
Consultants	-			-		-		-	-
Other Expenses	851			851		851	374	476	-
<b>Total Expenses from Continuing Operations</b>	<b>10,073</b>	<b>25</b>	<b>-</b>	<b>10,098</b>	<b>10</b>	<b>10,108</b>	<b>2,906</b>	<b>7,167</b>	<b>35</b>
<b>Net Operating Result from Continuing Operation -</b>	<b>2,377</b>	<b>25</b>	<b>-</b>	<b>2,353</b>	<b>613</b>	<b>2,965</b>	<b>9,252</b>	<b>- 11,629</b>	<b>588</b>
Discontinued Operations - Surplus/(Deficit)									
<b>Net Operating Result from All Operations</b>	<b>- 2,377</b>	<b>25</b>	<b>-</b>	<b>2,353</b>	<b>613</b>	<b>2,965</b>	<b>9,252</b>	<b>- 11,629</b>	<b>588</b>
<b>Net Operating Result before Capital Items</b>	<b>308</b>	<b>25</b>	<b>-</b>	<b>332</b>	<b>1,309</b>	<b>977</b>	<b>8,484</b>	<b>- 8,176</b>	<b>1,285</b>
Add: Book Value of Assets Sold	262			262		262	-	-	-
Add: Provision for Depreciation	2,234			2,234		2,234	-	-	-
Add: Loan Proceeds	-			-		-	-	-	-
Add: Increase Leave Entitlements	-			-		-	-	-	-
Add: Decrease Restricted Assets	539			539	186	725	-	-	186
	3,035	-		3,035	186	3,220	-	-	186
Less: Purchase of Fixed Assets	4,908	567		5,475	159	5,634	1,003	3,905	726
Less: Decrease Leave Entitlements	-			-		-	-	-	-
Less: Expenditure on Loans	61			61		61	-	-	-
Less: Increase Restricted Assets	443			443	109	552	-	-	109
	5,412	567		5,979	268	6,247	1,003		835
	-	592	-	592	531	61	10,255	- 11,629	61

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2015

## Income &amp; Expenses - Water Fund

(\$000's)	Original Budget 2015/16	Approved Changes		Revised Budget 2015/16	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	Remaining Allocation (Original)	Proposed change to Original
		Carry Forwards	Other than by QBRS						
<b>Income</b>									
Rates and Annual Charges	- 224	-	-	224	-	224	3,851	- 4,075	-
User Charges and Fees	- 400	-	-	400	-	400	87	- 487	-
Interest and Investment Revenues	- 2	-	-	2	-	2	43	- 45	-
Other Revenues	-	-	-	-	-	-	20	- 20	-
Grants & Contributions - Operating	- 9	-	-	9	-	9	1,548	- 1,557	-
Grants & Contributions - Capital	- 2,050	-	-	2,050	- 50	2,100	768	- 2,818	- 50
Net gain from disposal of assets	-	-	-	-	-	-	29	- 29	-
<b>Total Income from Continuing Operations</b>	<b>- 2,685</b>	<b>-</b>	<b>-</b>	<b>2,685</b>	<b>- 50</b>	<b>2,735</b>	<b>6,346</b>	<b>- 9,030</b>	<b>- 50</b>
<b>Expenses</b>									
Employee Costs	306	-	-	306	-	306	1,169	- 863	-
Borrowing Costs	-	-	-	-	-	-	4	- 4	-
Materials & Contracts	172	-	-	172	-	172	1,359	- 1,188	-
Depreciation	170	-	-	170	-	170	-	170	-
Legal Costs	-	-	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-	-	-
Other Expenses	123	-	-	123	-	123	374	- 252	-
<b>Total Expenses from Continuing Operations</b>	<b>771</b>	<b>-</b>	<b>-</b>	<b>771</b>	<b>-</b>	<b>771</b>	<b>2,906</b>	<b>- 2,135</b>	<b>-</b>
<b>Net Operating Result from Continuing Operation</b>	<b>- 1,914</b>	<b>-</b>	<b>-</b>	<b>1,914</b>	<b>- 50</b>	<b>1,964</b>	<b>9,252</b>	<b>- 11,166</b>	<b>- 50</b>
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-	-	-	-
<b>Net Operating Result from All Operations</b>	<b>- 1,914</b>	<b>-</b>	<b>-</b>	<b>1,914</b>	<b>- 50</b>	<b>1,964</b>	<b>9,252</b>	<b>- 11,166</b>	<b>- 50</b>
<b>Net Operating Result before Capital Items</b>	<b>136</b>	<b>-</b>	<b>-</b>	<b>136</b>	<b>-</b>	<b>136</b>	<b>8,484</b>	<b>- 8,348</b>	<b>-</b>
Add: Book Value of Assets Sold	-	-	-	-	-	-	-	-	-
Add: Provision for Depreciation	170	-	-	170	-	170	-	-	-
Add: Loan Proceeds	-	-	-	-	-	-	-	-	-
Add: Increase Leave Entitlements	-	-	-	-	-	-	-	-	-
Add: Decrease Restricted Assets	-	-	-	-	-	-	-	-	-
	170	-	-	170	-	170	-	-	-
Less: Purchase of Fixed Assets	2,260	91	-	2,351	-	2,351	147	2,113	91
Less: Decrease Leave Entitlements	-	-	-	-	-	-	-	-	-
Less: Expenditure on Loans	-	-	-	-	-	-	-	-	-
Less: Increase Restricted Assets	-	-	-	-	-	-	-	-	-
	2,260	91	-	2,351	-	2,351	147	-	91
	176	91	-	267	- 50	217	9,398	- 11,166	41

## Income &amp; Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2015

## Income &amp; Expenses - Sewer Fund

(\$000's)	Original Budget 2015/16	Approved Changes		Revised Budget 2015/16	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	Remaining Allocation (Original)	Proposed change to Original
		Carry Forwards	Other than by QBRS						
<b>Income</b>									
Rates and Annual Charges	- 304	-	-	304	-	304	3,851	- 4,155	-
User Charges and Fees	- 85	-	-	85	-	85	87	- 172	-
Interest and Investment Revenues	- 2	-	-	2	-	2	43	- 45	-
Other Revenues	-	-	-	-	-	-	20	- 20	-
Grants & Contributions - Operating	- 9	-	-	9	-	9	1,548	- 1,557	-
Grants & Contributions - Capital	- 525	-	-	525	-	525	768	- 1,293	-
Net gain from disposal of assets	-	-	-	-	-	-	29	- 29	-
<b>Total Income from Continuing Operations</b>	<b>- 925</b>	<b>-</b>	<b>-</b>	<b>925</b>	<b>-</b>	<b>925</b>	<b>6,346</b>	<b>- 7,270</b>	<b>-</b>
<b>Expenses</b>									
Employee Costs	261	-	-	261	-	261	1,169	- 908	-
Borrowing Costs	0	-	-	0	-	0	4	- 3	-
Materials & Contracts	85	-	-	85	-	85	1,359	- 1,274	-
Depreciation	76	-	-	76	-	76	76	-	-
Legal Costs	-	-	-	-	-	-	-	-	-
Consultants	-	-	-	-	-	-	-	-	-
Other Expenses	23	-	-	23	-	23	374	- 352	-
<b>Total Expenses from Continuing Operations</b>	<b>445</b>	<b>-</b>	<b>-</b>	<b>445</b>	<b>-</b>	<b>445</b>	<b>2,906</b>	<b>- 2,461</b>	<b>-</b>
<b>Net Operating Result from Continuing Operation -</b>	<b>480</b>	<b>-</b>	<b>-</b>	<b>480</b>	<b>-</b>	<b>480</b>	<b>9,252</b>	<b>- 9,731</b>	<b>-</b>
Discontinued Operations - Surplus/(Deficit)	-	-	-	-	-	-	-	-	-
<b>Net Operating Result from All Operations</b>	<b>- 480</b>	<b>-</b>	<b>-</b>	<b>480</b>	<b>-</b>	<b>480</b>	<b>9,252</b>	<b>- 9,731</b>	<b>-</b>
<b>Net Operating Result before Capital Items</b>	<b>45</b>	<b>-</b>	<b>-</b>	<b>45</b>	<b>-</b>	<b>45</b>	<b>8,484</b>	<b>- 8,438</b>	<b>-</b>
Add: Book Value of Assets Sold	-	-	-	-	-	-	-	-	-
Add: Provision for Depreciation	76	-	-	76	-	76	-	-	-
Add: Loan Proceeds	-	-	-	-	-	-	-	-	-
Add: Increase Leave Entitlements	-	-	-	-	-	-	-	-	-
Add: Decrease Restricted Assets	-	-	-	-	-	-	-	-	-
	76	-	-	76	-	76	-	-	-
Less: Purchase of Fixed Assets	1,190	-	-	1,190	-	1,190	13	- 1,177	-
Less: Decrease Leave Entitlements	-	-	-	-	-	-	-	-	-
Less: Expenditure on Loans	2	-	-	2	-	2	-	-	-
Less: Increase Restricted Assets	-	-	-	-	-	-	-	-	-
	1,192	-	-	1,192	-	1,192	13	-	-
	636	-	-	636	-	636	9,265	- 9,731	-

## Capital Budget Review Statement

Budget review for the quarter ended 30 September 2015

## Capital Budget - Council Consolidated

(\$000's)	Original Budget 2015/16	Approved Changes		Revised Budget 2015/16	Variations for this Sep Qtr	Projected Year End Result	Actual YTD figures	Remaining Allocation (Original)	Proposed change to Original
		Carry Forwards	Other than by QBRS						
<b>Capital Expenditure</b>									
New Assets									
- Plant & Equipment	888			888		888	110	778	-
- Land & Buildings		44		44		44	25	(25)	44
- Other	85	206		291		291	112	(27)	206
Renewal Assets (Replacement)									
- Plant & Equipment				-		-	-	-	-
- Land & Buildings		21		21		21	-	-	21
- Roads, Bridges, Footpaths	3,775	259		4,034	159	4,193	756	3,018	418
- Other Assets	100	36		136		136		100	36
- Water Infrastructure	2,260	91		2,351		2,351	147	2,113	91
- Sewer Infrastructure	1,190			1,190		1,190	13	1,177	-
Loan Repayments (Principal)	61			61		61		61	-
Other Expenditure...enter description here				-		-		-	-
Other Expenditure...enter description here				-		-		-	-
<b>Total Capital Expenditure</b>	<b>8,358</b>	<b>658</b>	<b>-</b>	<b>9,017</b>	<b>159</b>	<b>9,175</b>	<b>1,163</b>	<b>7,195</b>	<b>817</b>

## SUMMARY OF CARRY OVERS AND VARIATIONS

		Grant	Insurance	Restriction	Council
<b>CARRY OVERS</b>					
<b>GENERAL FUND - OPERATING</b>					
Halls & Community Centres contributions	2,400				2,400
Tourism development	18,500				18,500
Junior Sport Development	3,618				3,618
	<b>24,518</b>				<b>24,518</b>
<b>GENERAL FUND - CAPITAL</b>					
Swimming Pool Shade Sails (Cancer Institute funded)	24,313			24,313	-
Thunderbolts Way, Glen Eagle	132,207	99,155			33,052
Cemetery - Aboriginal Reflection Area	2,040				2,040
Community Recycling Centre	179,819	18,326		161,493	-
Small Plant Shed - Depot	44,404		47,500	-	3,096
Replace Street Lighting LED	37,000				37,000
Public Art acquisition	6,413				6,413
Oxley Cairn - plant photinias	5,000				5,000
Library repaint brickwork	5,000				5,000
Sporting ground	10,000				10,000
Cemetery Niche Garden	10,000				10,000
McHattan Park Toilets Complete Surrounds	10,000				10,000
Jamieson St - Tree Planting	5,000				5,000
Captain Cook Park - paint & repair	3,000				3,000
John Oxley Oval - replace ceiling	3,000				3,000
Aerodrome Road Bench Corners at Highway	10,000				10,000
Niangala Stock Route - 2nd causeway	50,000				50,000
Niangala Stock Route - 1st causeway	30,000				30,000
	<b>567,196</b>	<b>117,481</b>	<b>47,500</b>	<b>185,806</b>	<b>216,409</b>
<b>WATER FUND - CAPITAL</b>					
Water Catchment Yield Study	732	732			-
Emergency Ground Water Supply	25,277	50,000		-	24,723
Drought Management Plan	65,000				65,000
	<b>91,009</b>	<b>50,732</b>		<b>-</b>	<b>40,277</b>
<b>TOTAL CARRY OVERS</b>	<b>682,723</b>	<b>168,213</b>	<b>47,500</b>	<b>185,806</b>	<b>281,204</b>



		Grant	Insurance	Restriction	Council
<b>VARIATION TO CAPITAL WORKS PROGRAMME</b>					
Bridges local rural unsealed - R2R	-	350,000	-	-	-
Urban roads, Jamieson St rehab - R2R	-	154,080	-	-	-
Sealed rural local roads, reseals - R2R	-	150,000	-	-	-
Sealed rural local roads, heavy patching	-	80,000	-	-	80,000
Sealed rural roads, gravel resheeting	-	100,000	-	-	100,000
Public art		5,000			5,000
Jamieson St tree planting (should be Public Art)	-	5,000			5,000
Rural addressing	-	10,000			10,000
Timber bridge renewals - R2R		1,003,000			-
		<u>158,920</u>			
		<u>348,920</u>	-	-	<u>190,000</u>
<b>VARIATION TO OPERATING EXPENSES</b>					
Rural addressing		10,000			10,000
<b>TOTAL CARRY OVER &amp; VARIATIONS</b>		<u><u>851,643</u></u>			<u><u>101,204</u></u>
<b>Increase Income</b>					
Increase R2R funding	operating grant	348,920			
Insurance claim, shed	other revenue		47,500		
Additional water security	capital grant	50,000			
TBW, glen eagle	capital grant	99,155			
Community recycling centre	capital grant	18,326			
Additional FAGS funding	operating grant	108,618			
		<u>108,618</u>	-		<u>108,618</u>
		<u>625,019</u>	<u>47,500</u>	-	<u>108,618</u>





20900 water fund capital expenditure										
	8010	Water catchment yield study							\$ 732	\$ 732
	8010	Emergency ground water supply	renewal	Water security	\$ 50,000				\$ 25,277	\$ 25,277
	3537	Filter media Replacement	renewal	Water Fund		\$ 50,000	\$ 50,000			\$ 50,000
	8010	IWCM - Drought Management Plan	new	Water Fund		\$ 15,000	\$ 15,000		\$ 65,000	\$ 80,000
	3538	WTP Automation Planning report- Emergency Works'	renewal	Water security	\$ 50,000		\$ 50,000			\$ 50,000
	3539	WTP Automation - Emergency Works'	renewal	Water security	\$ 500,000		\$ 500,000			\$ 500,000
	6002	Truck Wash Recycling system	renewal	Water Fund		\$ 30,000	\$ 30,000			\$ 30,000
	3540	Saleyards Water pressure	renewal	Water Fund		\$ 5,000	\$ 5,000			\$ 5,000
	7009	Water Meter Renewals	renewal	Water Fund		\$ 10,000	\$ 10,000			\$ 10,000
	3541	Water main renewals - Fitzroy Street	renewal	Water Fund		\$ 100,000	\$ 100,000			\$ 100,000
	3542	New offcreek Storage- Emergency Works	upgrade	Water security	\$ 1,500,000		\$ 1,500,000			\$ 1,500,000
30900 sewerage fund capital expenses										
	710	Land Acquisition	upgrade	Sewer Fund		\$ 1	\$ 1			\$ 1
	3543	STP Upgrade Planning Report	upgrade	STCWSS 50/50%	\$ 25,000	\$ 25,000	\$ 50,000			\$ 50,000
	3544	STP Upgrade	upgrade	STCWSS 50/50%	\$ 500,000	\$ 500,000	\$ 1,000,000			\$ 1,000,000
	3535	Sewer Relining	renewal	Sewer Fund		\$ 50,000	\$ 50,000			\$ 50,000
	705	Backup Generator - 50KV	new	Sewer Fund		\$ 20,000	\$ 20,000			\$ 20,000
	8012	New Pump and Board for Pump Stn	renewal	Sewer Fund		\$ 50,000	\$ 50,000			\$ 50,000
	3545	Tertiary Pond Curtains	upgrade	Sewer Fund		\$ 20,000	\$ 20,000			\$ 20,000
					\$ 8,520,919	\$ 5,905,945	\$ 2,614,974	\$ 8,297,561	\$ 173,358	\$ 658,205
							-\$ 608,205			
				<b>Source of Funding</b>			GF	\$ 4,847,560	\$ 173,358	\$ 567,196
				General Fund	\$ 1,739,973		WF	\$ 2,260,000	\$ -	\$ 91,009
				Water Fund	\$ 210,000		SF	\$ 1,190,001	\$ -	\$ -
				Sewer Fund	\$ 665,001		TOTAL	\$ 8,297,561	\$ 173,358	\$ 658,205
					\$ 2,614,974					
				R2R	\$ 1,163,358		loan	-\$ 60,743		
				Block grant	\$ 265,000					
				Restart NSW	\$ 1,000,000					
				Repair	\$ 130,000					
				RDA	\$ 572,587					
				Water security	\$ 2,100,000					
				STCWSS 50/50%	\$ 525,000					
				Grant	\$ 150,000					
					\$ 5,905,945					
					\$ 8,520,919					
					-\$ 608,205					



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**Item:** 6.9 **Ref:** WO/2015/02159  
**Title:** Committee of the Whole Referral – Proposed Tourism Event AND  
Proposed Relocation of Visitor Information Centre  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**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 matter of the Proposed Tourism Event AND Proposed Relocation of Visitor Information Centre be referred to be discussed in Committee of the Whole for the reason that they confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct).**

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Submitted to Council: 25 November 2015

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





Ref: WO/2015/02132

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

# Item 9:

# Management Review Reports

Submitted to Council: 25 November 2015

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





# FINANCE AND ADMINISTRATION

## 1. Librarian's Report:

No report was submitted due to the Librarian being on extended leave.

Donna Garrad  
Librarian

## 2. Listing of Bank Balances for the Month of October 2015

The Cash Book for each Fund has been reconciled with the appropriate Bank Pass sheets for the Month of October 2015 and the Reconciliations have been entered in the Cash Book.

	<u>2015</u>	<u>2014</u>
General	\$3,165,034.70	\$ 1,194,542.36
Interest Earned (YTD)	\$ 18,872.32	\$ 7,629.71

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

## 3. Investments (Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) For September 2015

Please see the following Report for the investments placed in October 2015.

### **Overdraft Limit**

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

Jack O'Hara  
GENERAL MANAGER

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Submitted to Council: 25 November 2015

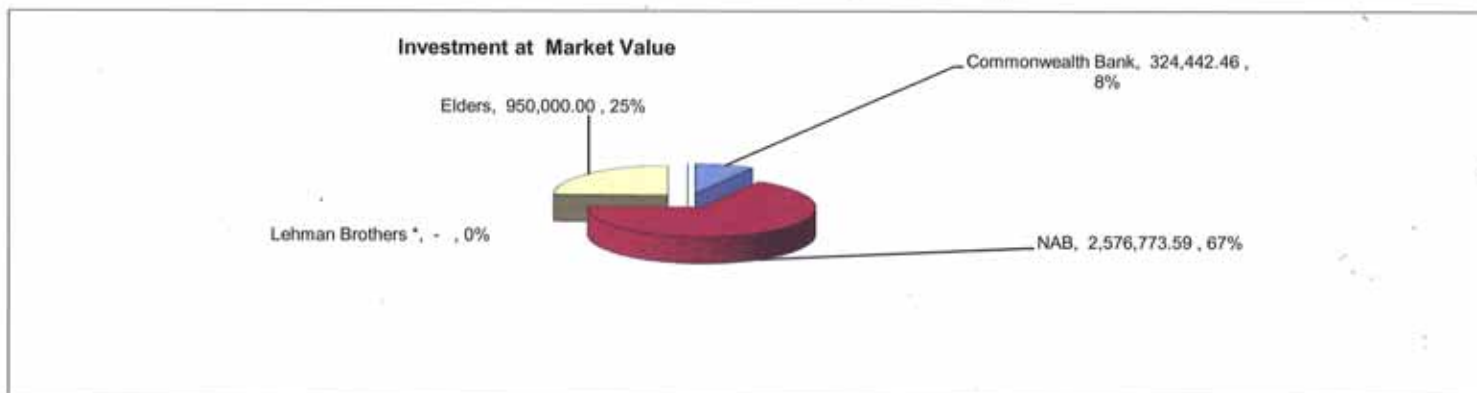
..... General Manager ..... Mayor



REGISTER OF INVESTMENTS TO 31/10/2015

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/10/15	Estimated Loss CDO and FRN	Actual Loss CDO and FRN	MV % of Portfolio
Commonwealth Bank	Term Deposit	17/05/2015	240	17-Jan-16	3.05%	6506.63	0.00	324,442.46	-	324,442.46	0.00		8.42%
National Australia Bank	Term Deposit	17/09/2015	180	17-Mar-16	2.95%	13882.96	4290.42	954,290.42	-	954,290.42	0.00		24.78%
Elders Rural Bank	Term Deposit	28/08/2015	180	28-Feb-16	2.85%	13352.05	14839.52	950,000.00	-	950,000.00	0.00		24.67%
National Australia Bank	Term Deposit	6/10/2015	60	07-Dec-15	2.60%	2778.08	0.00	650,000.00	-	650,000.00	0.00		16.88%
National Australia Bank	Term Deposit	9/09/2015	180	09-Mar-16	2.90%	13907.84	6904.55	972,483.17	-	972,483.17	0.00		25.25%
								50,428	26034.49	3,851,216.05	-		100.00%
<hr/>													
Lehman Brothers		Prior to											
Morgan Stanley	CDO	30/06/2009	365	20/06/2015	4.20%	-	0.00	12,000.00	12,000.00	-	0.00		0.00%
								12,000.00	12,000.00	-	0.00	0.00	0.00%
<hr/>													
grand totals							26,034.49	3,863,216.05	12,000.00	3,851,216.05	0.00	0.00	100.00%

Capital Value of Portfolio	3,863,216.05
Redeemed Value of Portfolio	12,000.00
Market Value of Portfolio 31/10/15	3,851,216.05
Estimated Profit/(Loss) 31/10/15	0.00



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 John O'Hara (Responsible Accounting Officer)

Submitted to Council: 25 November 2015

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



#### **4. Work, Health & Safety**

During the month of October Council recorded the following incidents within the workplace.

1 x vehicle incident – no injuries were sustained and only minor damage to the vehicle was recorded – Occurred 12 October 2015.

1 x Personnel with public incident – a member of the public confronted a member of staff in an isolated office making them feel unsafe. The office in question has panic buttons and the office is possibly on the move to a more populated area of town – incident occurred 23 October 2015.

1 x Personnel / Plant incident – no injuries were sustained when a roller laid over onto its side at the Yerrawun Road works. The incident was reported to SafeWork Australia (formerly WorkCover), StateCover and JLT. The Works Manager and Risk Coordinator are conducting a full investigation of the incident and a workshop will be held with all road work staff to provide training and feedback. Full details of the incident have been recorded in the event of an Audit from SafeWork.

#### **Council Performance – Workers Compensation & Work Health & Safety for 2014/2015 Year**

##### *Average Premium Rate*

The average premium rate (or rate on wages) is an indicator of both WHS and claims performance, as it combines both the number of claims and their cost over a three year period.

For the purposes of the comparisons provided below, the OLG Group is the Office of Local Government Group, the parameters of which can be found at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au). The StateCover Group is based on the average rate of Councils with a comparable wage roll.

Table 1.1 provides a comparison of Council's average premium rate with the average of the relevant OLG Group and the StateCover Group for 2014/15. The rates are based on the "old" premium formula and include most types of claim payments, e.g. weekly benefits, medicals, lump sums, investigations and legal costs.

**Table 1.1**

<b>Group</b>	<b>2014/2015 Average Premium Rate</b>
Council	1.90%
OLG Group Average	3.11%
StateCover Group Average	2.95%

##### **Claim Frequency**

The frequency of workplace injuries is an important indicator in monitoring your Council's WHS performance.

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Submitted to Council: 25 November 2015

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



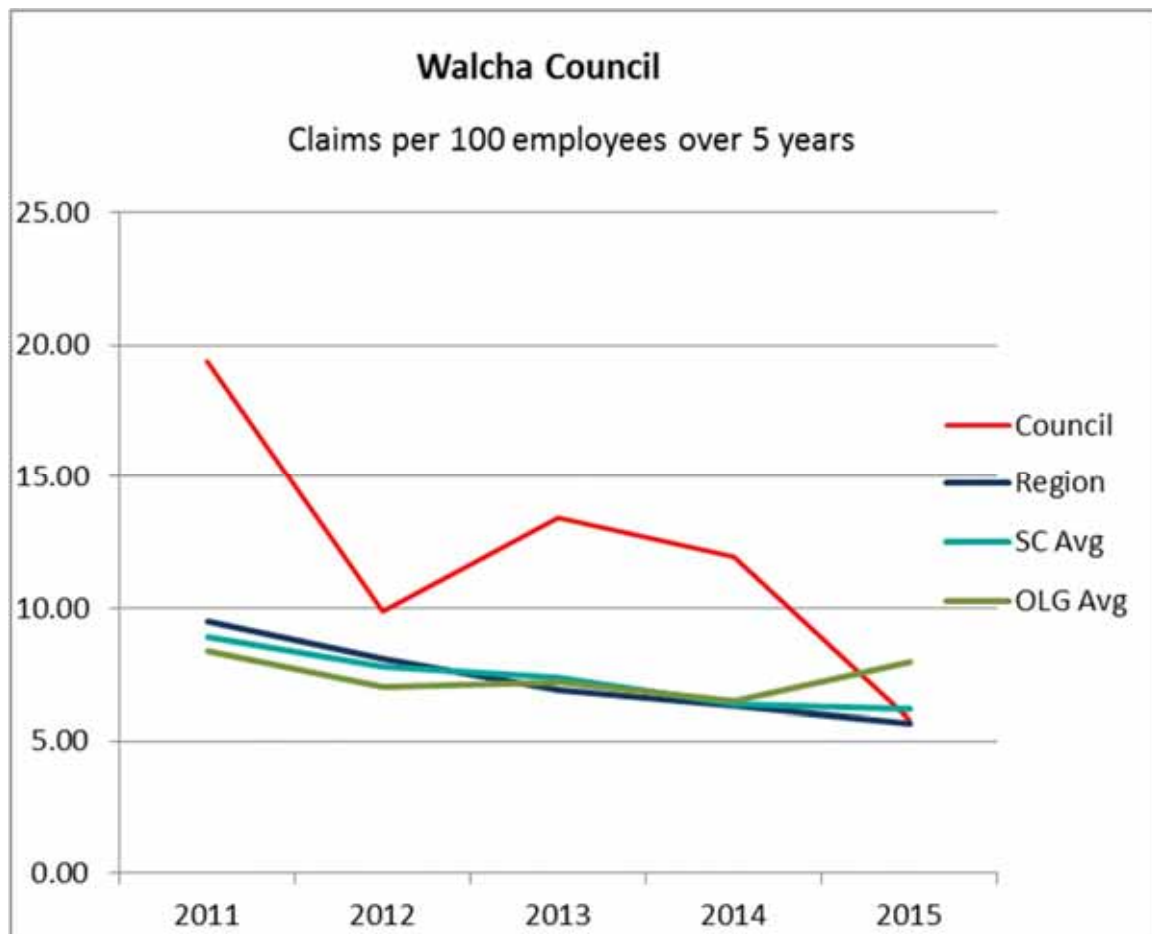
Table 1.2 shows the claim frequency rate for your Council. Two separate measures are provided to allow for inconsistencies in the reporting of full time equivalent (FTE) employee numbers by Member Councils. Benchmarking data is also provided to enable comparison with the OLG Group average, Regional Group average and StateCover average.

**Table 1.2**

Measure	Council	OLG Average	Regional Average	StateCover Average
No. Claims per 100 employees	5.80%	7.95%	5.63%	6.16%
No. Claims per \$1 million in wages	0.88%	1.40%	0.98%	0.96%

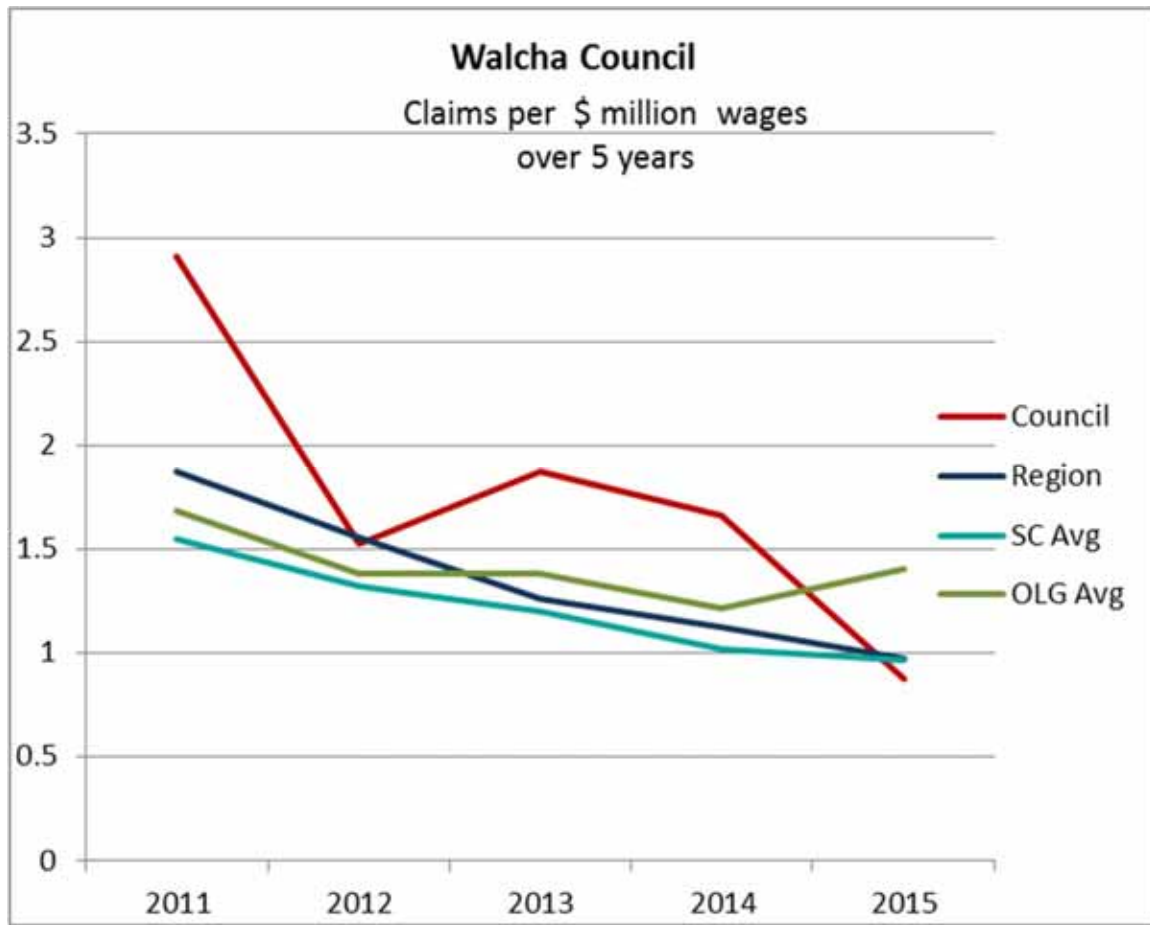
**Claim Frequency**

The following graphs show the claim frequency rate for both wage and employee exposure for your Council over the last 5 years. This illustrates the trends in your WHS performance over time. It also shows how your results compare with the OLG Group average, Regional Group average and StateCover average.



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Early Injury Reporting

Within 48 hours of becoming aware of a workplace injury, Members are required by legislation to report the injury to StateCover (penalties of up to \$2,200 can apply for non-compliance).

The table below provides a summary of your Council’s injury reporting performance (and compliance with the legislation) against the OLG Group average and StateCover average.

Group	Injuries reported within 48 Hours
Council	100%
OLG Group Average	82%
StateCover Group Average	81%

Average Claims Costs

A number of factors may affect the cost of a claim.

- Severity of injury
- Rate of pay for weekly payments
- Return to work duration

The average cost of claims for your Council for the past 3 years is outlined in the table below with comparisons with your Employer base tariff premium category and the scheme as a whole.

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Group	Claim Cost \$
Council	\$450.10
Employer BTP Group	\$3408.64
StateCover	\$3899.31

**WHS Self-Audits**

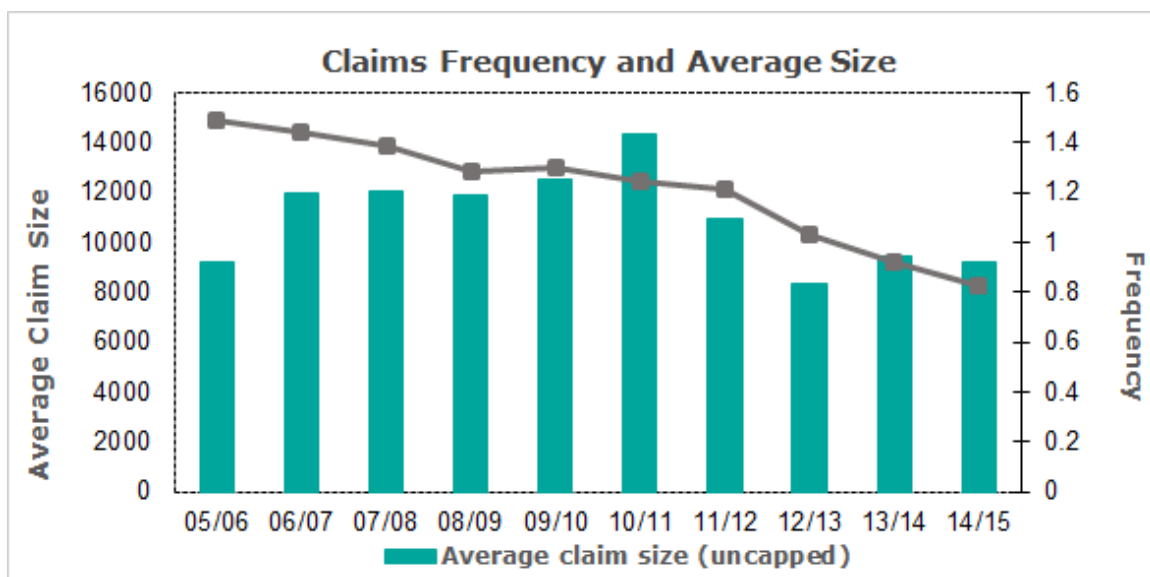
- WHS self-audit tool to assist in assessing WHS performance
- StateCover provides a comprehensive feedback report which identifies WHS strengths and weaknesses and provides recommendations to support improvement
- A prepopulated action plan is also provided to assist in addressing any areas of weakness
- Council’s weaknesses as outlined in the report are to be addressed over the next 12 months to ensure that Council has a more robust WH&S Management System

The following table shows the overall audit score for your Council, with benchmarking average and StateCover average.

Group	Audit Score
Council	67.2
OLG Group	71.2
Regional Group	78.7
StateCover Group	79.4

**StateCover Portfolio Performance**

The graphs below provide some high level information relating to the StateCover claims portfolio, with a particular focus on psychological claims. These are typically controversial and are of particular concern to our Members due to their cost and complexity.



As the above graph illustrates, claims frequency continues to trend down year on year whilst average claim size increases. The increase in size is likely to be due to one or a combination of the following – an increase in the severity of injuries, a reduction in the

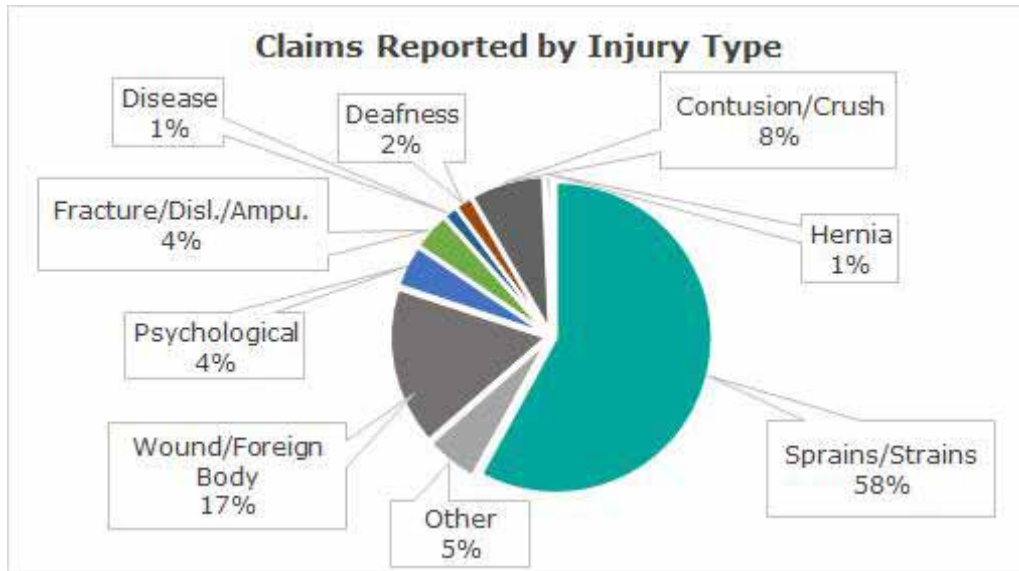
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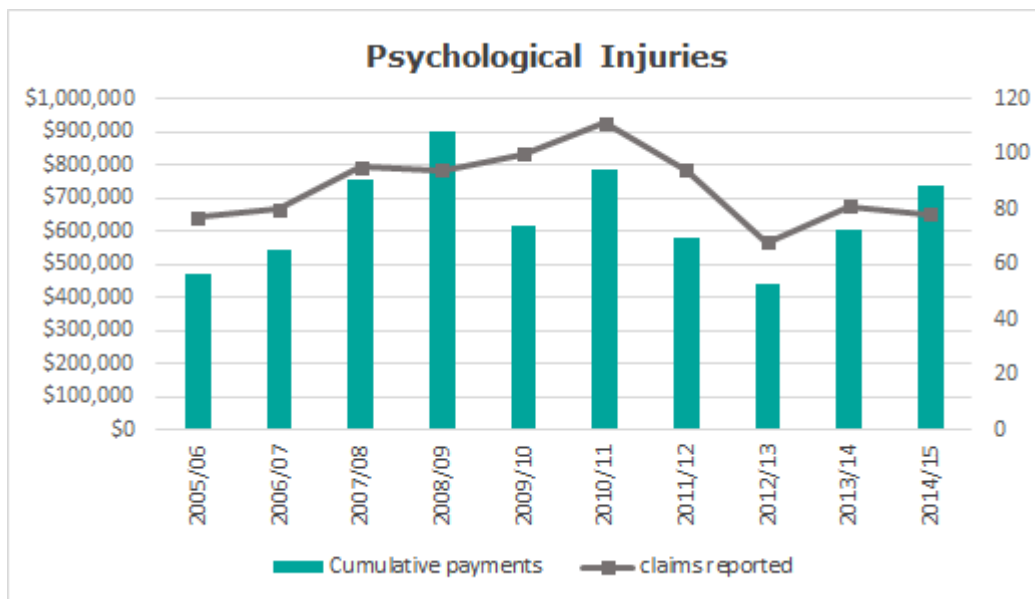




number of minor claims being reported or the impact of the 2012 reforms with increased weekly benefits. It should be noted that the average claim size is expected to develop even further over time.



Whilst the number of psychological claims has reduced since a peak in 2011, then plateaued in the last 2 years, the cost of psychological claims continues to rise. This is potentially as a result of an increase in the average WPI payments for psychological claims and higher weekly earnings.



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## Workers Compensation Reforms

Key Changes	Description of Changes
<b>Weekly Benefit Entitlement</b>	A worker who has capacity but has more than 20% WPI will no longer be required to demonstrate capacity by working a minimum number of hours after 130 weeks of claim. An injured worker with more than 30% WPI will be eligible to receive a minimum of \$788.32 (total of combined earnings and compensation), indexed twice per year. A worker who receives an injury in the lead-up to retirement will be eligible for payments for 12 months after reaching the retirement age.
<b>Work Capacity Decisions</b>	Suspension of the work capacity decision for a worker who requests a review of the work capacity decision. The insurer is prevented from reducing or stopping weekly payments until the review has been completed.
<b>Medical benefits</b>	Entitlement to section 60 medical expenses following cessation of entitlement to weekly compensation payments has been extended (from the date of injury for medical only claims). For injured workers with a WPI of 10% or less, the medical benefit cap has been extended from 12 months to 2 years. For injured workers with a WPI of 11-20%, medical benefits have been extended to 5 years. Medical benefits are lifelong for workers assessed to have more than 20% WPI. Secondary surgery is available for all eligible workers. This must be of the body part affected by the earlier surgery and be approved by the insurer within two years.
<b>Lump Sum</b>	Compensation payable in lump sum in respect of the death of a worker will be increased from \$524,000 to \$750,000.
<b>Artificial Aids, Home &amp; Vehicle Modifications</b>	Lifelong access to artificial aids such as prosthetics, crutches, eyes or teeth, hearing aids and batteries, and home and vehicle modifications for all approved claims.
<b>Legal Expenses</b>	Access to paid legal advice in connection with certain reviews of work capacity decisions in accordance with regulations made under the principle act. The detail will be defined in the new regulations following consultation with the legal community and other key stakeholders.
<b>Return to Work Assistance</b>	Provided to workers who are unable to return to work with their pre-injury employer. An amount of up to \$1,000 is available for the cost of certain services and assistance associated with returning to work with a new employer (such as tools, work clothes, transport or childcare).
<b>Education and Retraining Assistance</b>	Workers with a WPI of more than 20% and who have been in receipt of weekly benefits for more than 78 weeks, will be eligible for compensation of up to \$8,000 for the cost associated with education and training to assist them return to work.
<b>Other</b>	Funeral expenses have increased from \$9,000 to \$15,000.

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**5. Tourism Report**

**October 2015**

**Walcha Mountain Festival**

The Walcha Mountain Festival Committee would like to thank Walcha Council for its ongoing support of the Festival. This event would not be possible without Councils' support, which is both financial and access to the use of Council plant and labour.

**Walcha Brochure**

The Walcha Brochure is all but done. There are one or two changes to business houses that need to be revised and then it is good to go to print.

**Walcha Tourism Website**

The Walcha website is in desperate need of updating. It is so old and out of date that it is not tablet or smartphone friendly which causes the obvious problem of inaccessibility with majority of the population using the internet on a mobile device these days (especially when travelling). This fact also subsequently pushes our website substantially down the list on a Google, even when searches are made on a normal computer. Google implemented a new policy approximately 6 months ago that activated this change. Council is presently obtaining quotes to update the website.

Susie Crawford  
Walcha Tourism Manager



# ENGINEERING SERVICES

## **6. Wages & Overtime Summary**

<b>Pay Period</b>	<b>Week Ending</b>	<b>Overtime Hours</b>	<b>Amount (\$)</b>
17	25/10/2015	102.25	\$5,143.41
18	01/11/2015	76.00	3,588.12
19	08/11/2015	132.75	6,629.46
<b>TOTAL</b>		<b>311.00</b>	<b>\$15,360.99</b>

## **7. Water Matters**

Water usage for the month of October 2015 was as follows:

- ❖ Monthly Usage – 12.6 Megalitres (4 week month)
- ❖ Daily Usage – 406 Kilolitres
- ❖ Usage per person/day – 243 Litres

Level 2 – introduced 23 June 2015 – Target Usage 190 – 230 Litres / Person / Day

## **8. Shire Roads Maintenance**

The following maintenance activities occurred during the period from 11 October 2015 – 11 November 2015:

### **Gravel Surface:**

The following roads received maintenance grading during this period:

- ❖ Tia Diggings Road
- ❖ Bishops Road
- ❖ Nine Mile Church Road
- ❖ Cottley Road
- ❖ Sam's Flat Road
- ❖ Tia Post Office Road
- ❖ Hartford Road

### **Gravel Re-Sheeting:**

Gravel re-sheeting occurred on Mitchel Hill Road

### **Bridge Works:**

The Campfire Road Bridge has been removed and replaced with reinforced concrete pipes.

### **Culvert Replacements:**

Culverts have been replaced on the Tia Post Office Road.

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**Vegetation Maintenance:**

- ❖ Aberbaldie & Niangala Roads have been sprayed for saplings.
- ❖ Aberbaldie Road has had shoulder slashing completed.

**State Highway 11:**

- ❖ Delivery of aggregate for the local and state reseals is close to completion. Reseals on State and Regional roads will begin on 23 November.
- ❖ The “Nowendoc Rehabilitation” adjacent to the Brackendale Road turnoff on the Oxley Highway has begun. Works will continue into early December.
- ❖ Maintenance:
  - ◆ Pothole Patching.
  - ◆ Repairing road edges.
  - ◆ Vegetation maintenance.

**Regional Roads:**

- ❖ The “Yerrawun” rehabilitation has been completed on schedule. Guard rail will be installed when employees are made available during November.
- ❖ Maintenance:
  - ◆ Pothole Patching.
  - ◆ Vegetation maintenance.

**Works In Town:**

- ❖ Tree, garden & park maintenance.
- ❖ Pool maintenance has been completed for the impending season.
- ❖ Signage and Hypochlorite upgrades have been completed at the pool.

**Proposed Works for the Coming Period:**

Shire Roads:

- ❖ Further vegetation maintenance on sealed roads will be completed, including spraying and shoulder slashing.
- ❖ Bypass tracks for the bridge replacement program will be progressively installed.
- ❖ Grading will occur on the following roads:
  - ◆ Upper Yarrowitch River Road
  - ◆ Daruka Road
  - ◆ Yarrowitch Church Road
  - ◆ Springvale Road
  - ◆ Morton Road
  - ◆ Chandlers Road
  - ◆ Carey’s Road
  - ◆ Mitchell Hill Road
  - ◆ Kangaroo Flat Road

State Highway 11:

- ❖ The State reseal program will commence on 23 November.
- ❖ The “Nowendoc Rehabilitation” will be completed, including a new slip lane for the Brackendale Road turnoff.
- ❖ Maintenance:
  - ◆ Crack Sealing

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- ◆ Pothole Patching
- ◆ Culvert Cleaning

Regional Roads:

- ❖ Regional reseals and final seals will begin in early November.
- ❖ Maintenance:
  - ◆ Crack Sealing
  - ◆ Pothole Patching
  - ◆ Vegetation Maintenance

Works In Town:

- ❖ Tree, garden & park maintenance.
- ❖ Pool Operations
- ❖ Installation of the shade sail at the pool
- ❖ Footpath Maintenance.

Dylan Reeves  
Works Manager

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# ENVIRONMENTAL SERVICES

## 9. Development

### Development Approvals and Refusals for October 2015

Information is being provided on development approvals and refusals for the month of October 2015. The following data details the development approvals issued by Council and private certifiers for October 2015 for the entire Local Government Area. A listing of development applications outstanding with a status has also been provided.

#### Development Applications

##### Approvals:

DA No.	Description	Location	Applicant	Determined	Determination
10.2015.22	Single dwelling alterations & additions	332 Oxley Hwy, Walcha	G L Woodward	7/10/2015	Granted (under delegation)
10.2015.23	Subdivision of land	111E Jamieson St, Walcha	Unit 24 Pty Ltd	7/10/2015	Granted (under delegation)
10.2015.24	Single new dwelling	35 Church St, Woolbrook	H Greenwood	22/10/2015	Granted (under delegation)
10.2015.25	Shed to store household problem waste	49 Aerodrome Rd, Walcha	Walcha Council	16/10/2015	Granted (under delegation)
10.2015.27	Subdivision of land	218E Fitzroy St, Walcha	J Taylor	22/10/2015	Granted (under delegation)
10.2015.28	Demolish existing shade structure & erect new shade structure	11N Middle St, Walcha	Walcha Council	26/10/2015	Granted (under delegation)

**Monthly Estimated Value of Approvals: \$350,000.00**

##### Refusals:

DA No.	Description	Location	Applicant	Determined	Determination
Nil					

#### Development Applications Outstanding

DA No.	Description	Location	Applicant	Status
10.2015.18.2	Shed (minor modification)	19W Churchill St, Walcha	G A Dick	Under assessment
10.2015.26	Single dwelling alterations & additions	Avondale, 3061 Niangala Rd, Walcha	M J Rose	Under assessment
10.2015.29	Single dwelling alterations & additions	13S Pakington St, Walcha	N Reid	Under assessment

**Total: 3**

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**Construction Certificates**

**Approvals:**

CC No.	Description	Location	Applicant	Determined	Determination
11.2015.14	Single dwelling alterations & additions	332 Oxley Hwy, Walcha	G L Woodward	7/10/2015	Issued

**Issued by Private Certifier**

CC No.	Description	Location	Applicant	Determined	Determination
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Nil

**Monthly Estimated Value of Approvals: \$28,000.00**

**Construction Certificates Outstanding**

CC No.	Description	Location	Applicant	Status
11.2015.10	Single new dwelling, shed & occupy temporary dwelling	199 Oxley Dr, Walcha	A K McDarmont	Referred to PC for assessment
11.2015.16	Demolish existing shade structure & erect new shade structure	11N Middle St, Walcha	Walcha Council	Awaiting additional information
11.2015.17	Single dwelling alterations & additions	13S Pakington St, Walcha	N Reid	Under assessment

**Total: 3**

**Complying Development Applications**

**Approvals:**

CDC No.	Description	Location	Applicant	Determined	Determination
---------	-------------	----------	-----------	------------	---------------

Nil

**Issued by Private Certifier**

Nil

**Monthly Estimated Value of Approvals: \$0**

**Complying Development Applications Outstanding**

CDC No.	Description	Location	Applicant	Status
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Nil

**Total: 0**

**s149 Planning Certificates**

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

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<b>Section 149 Planning Certificates Completed 2015/2016</b>	
	<b>Number</b>
<b>Jul</b>	11
<b>Aug</b>	6
<b>Sep</b>	21
<b>Oct</b>	8

<b>S149 Planning Certificates Completed - Comparative Data</b>	
	<b>Number</b>
<b>2013/2014</b>	91
<b>2014/2015</b>	126
<b>2015/2016 (YTD)</b>	46

## **10. 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.

<b>Environmental Services Complaints October 2015</b>		
<b>Barking dogs</b>	1	
<b>Dog attacks</b>	2	
<b>Roaming dogs</b>	2	
<b>Other animal</b>	1	1 peacock straying
<b>Overgrown land</b>	1	Residential property long grass
<b>Accumulation of waste</b>	2	Residential properties
<b>Environmental pollution</b>	2	Dust complaint & water pollution

### **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.

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<b>Tree Management Applications 2015/2016</b>				
	<b>Approved – Delegation</b>	<b>Approved – Council</b>	<b>Refused</b>	<b>Undetermined</b>
<b>July</b>	1	0	0	2
<b>August</b>	0	0	0	4
<b>September</b>	3	0	0	1
<b>October</b>	0	0	0	1

## **11. 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.

<b>Immunisation Records 2015/2016</b>	
<b>July</b>	3
<b>August</b>	3
<b>September</b>	1
<b>October</b>	7

### **Food Premises Surveillance**

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

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

<b>Food Premises Surveillance 2015/2016</b>				
<b>Category</b>	<b>Number of Premises</b>	<b>Inspections Conducted</b>	<b>Re-inspections Required</b>	<b>Re-inspections Conducted</b>
<b>High Risk</b>	<b>26</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Medium Risk</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Low Risk</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Mobile</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Temporary</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

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**12. Animal Control**

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

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

Companion Animals Registrations 2015/2016						
	Desexed	Non desexed	Pensioner desexed	Recognised breeder	Working	Value \$
<b>Jul</b>	1	2	1	0	0	\$457.00

Companion Animals Seizures 2015/2016						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen
<b>Jul</b>	3	0	3	0	0	0
<b>Aug</b>	5	1	3	1	1	0
<b>Sep</b>	1	1	0	1	0	0
<b>Oct</b>	2	1	1	1	0	0

**13. Walcha Council Community Care**

**October 2015 Report**

**Groups**

Women's Group and Wanderer's Group

7 October 2015 – 20 clients from the Women's Group and the Wanderer's Group attended morning tea at the Community Day Centre Rooms.

14 October 2015 – the Wanderers Group enjoyed morning tea at the Community Day Centre Rooms. The morning consisted of craft and game activities.

21 October 2015 – 25 members from the Women's and Wanderer's Group attended the trip to the Granite Grove Iris Farm at Bundarra. The day was full appreciation for the lovely blossoms we observed. In spite of having a hailstorm the week before the blooms had survived tremendously. The dry conditions prevailing at Bundarra during the growing season had made it challenging for the growers, however there was still a lovely display for visitors. The weather gave us the perfect atmosphere for the barbeque lunch under the huge gum trees.





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28 October 2015 – The Wanderer’s Group travelled to Glen Innes for the day where they visited the Strawberry Farm and Aboriginal Cultural Centre

#### Men’s Group

13 October 2015 – 14 gentlemen attended morning tea at the Community Day Centre Rooms. Historian Bob Walsh came along for the morning to speak about his new book, “The History of Racing in Walcha”. Not realizing how much history, going back 130 years, this book will make a good read for those who purchase it if they have an interest in racing.

27 October 2015 – 13 gentlemen attended lunch at the Apsley Arms Hotel.

#### **Transport - October**

Medical drives – 12 clients utilized the service with 25 trips to medical appointments.

Access bus – 9 clients used the service making 54 trips for the month.

Bus to Tamworth – 10 clients used the service on 30 October 2015.

Bus to Armidale numbers were as follows:

- ◆ 6 October 2015 – 8 clients – Walcha Service
- ◆ 13 October 2015 – 4 clients – Uralla Tablelands Community Transport Service
- ◆ 20 October 2015 – 5 clients – Walcha Service
- ◆ 27 October 2015 – 7 clients – Walcha Service

#### **Meals on Wheels**

12 clients received 462 meals.

#### **Rural and Remote Exercise Groups**

5 clients attended the exercise groups at Niangala.

8 clients attended the exercise groups at Nowendoc.

#### **Brain Training**

14 clients have attended the Brain Training Program in the Community Day Centre Rooms every Monday. The group are having lots of fun and are finding the activities extremely challenging yet beneficial to their brain health.

#### **Feedback and Complaints**

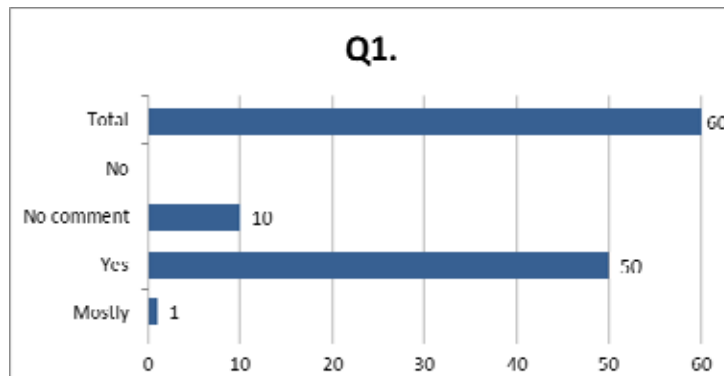
Walcha Council Community Care received one complaint this month. Quota wrote a letter expressing their concerns over the two runs for meal delivery for Meals on Wheels. The volunteers felt their time was being wasted on each run with such few clients receiving meals. This matter was discussed at the Advisory Committee meeting and the final decision was to combine both runs beginning January 2016.

Following a recent survey I am inserting the feedback with this report:

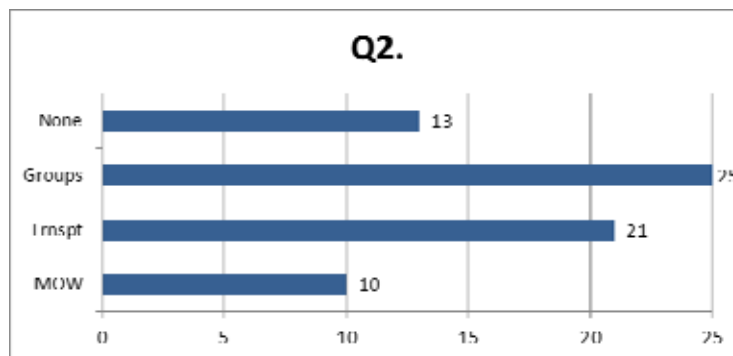


# Walcha Council Community Care Client Survey

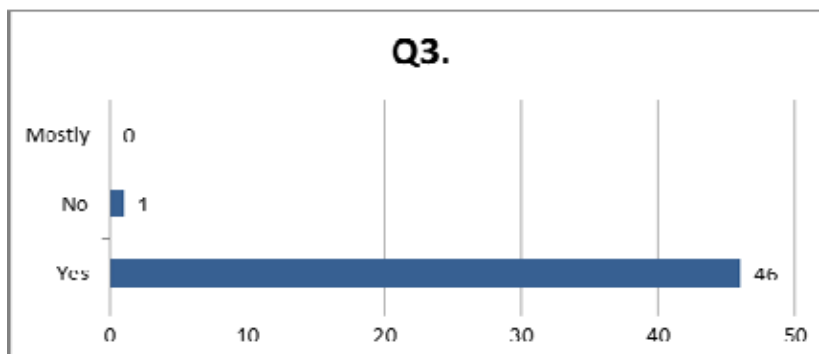
**Q1. Do you think that you are receiving enough support and services to live comfortably and independently at home?**



**Q2. Please place a tick beside the service you are currently receiving:**

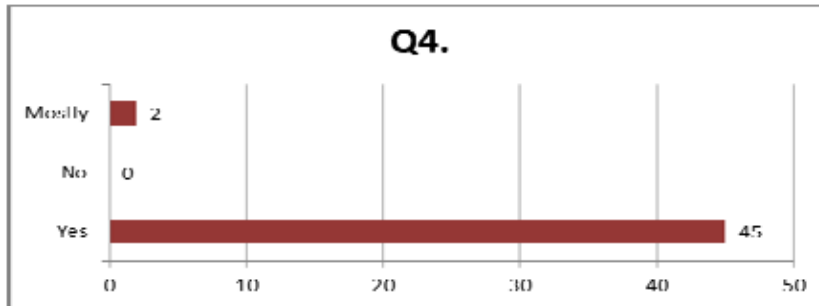


**Q3. Are you happy with the service you are receiving?**





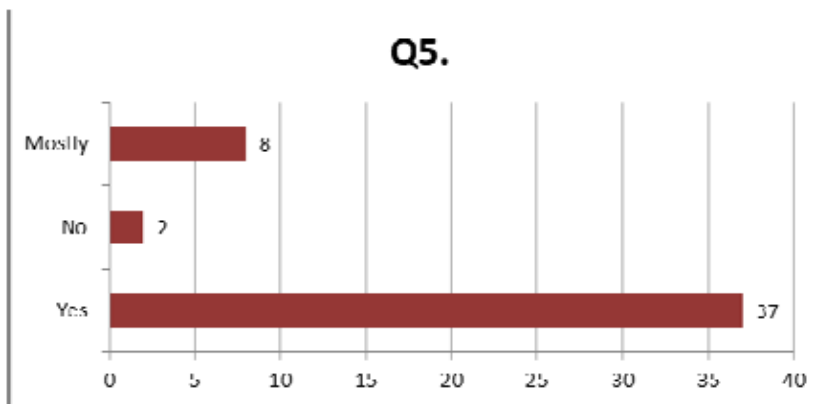
**Q4. Have you found the staff and volunteers to be polite, helpful and co-operative?**



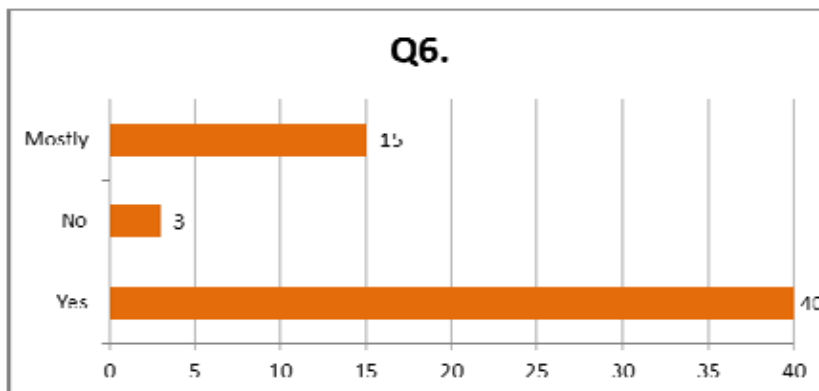
**COMMENTS on Q4**

I congratulate Cathy on the work she puts in for us, also Denise.  
I have been well looked after on any HACC trips to Dr's..  
All of the staff and helpers are more than kind and very helpful - always.  
Very helpful  
Always  
I have found the staff all very helpful and very nice and obliging.  
They do an amazing job.  
Very good

**Q5. Do you know what WCCC Services are available to you?**



**Q6. Do you find it is easy to contact the WCCC Office?**



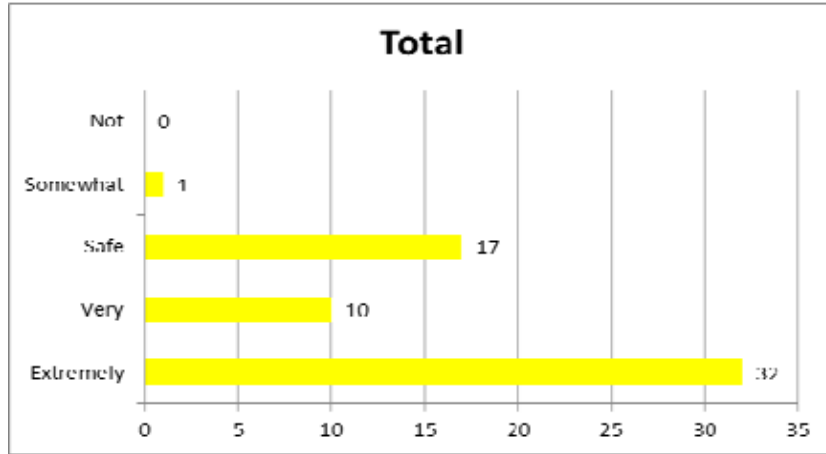




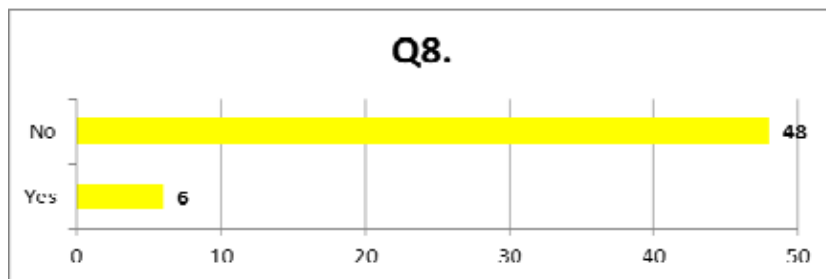
**COMMENTS on Q6**

You always go out of your way to help your client & you are always there for us. I know you are very busy with work. It is hard to catch Cathy sometimes. With Cathy out of the office it can be difficult at times.

**Q7. How safe do you feel in your home?**



**Q8. Would you be interested in having a volunteer come and spend time visiting with you in your home.**



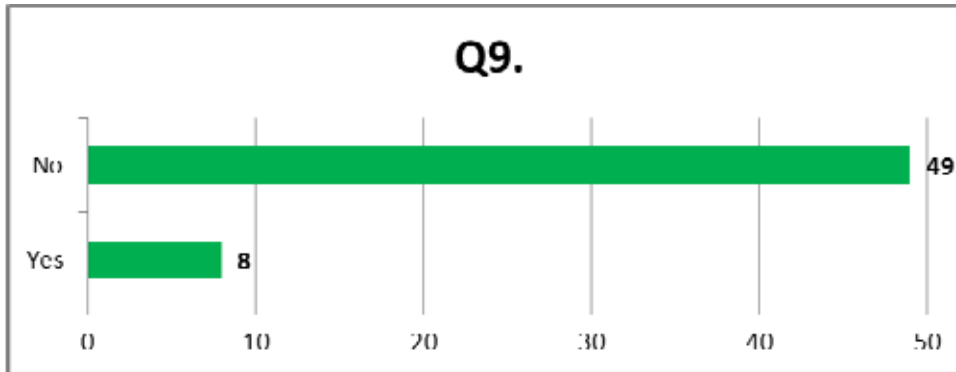
**COMMENTS on Q8**

Sometimes when not feeling too good.  
Perhaps you should get someone to come for morning tea or afternoon tea sometimes & we could have a talk about everything.  
I am capable of getting out at this time in my life.  
At this time I am quite happy to be by myself. This could change once I can't drive any more, I guess.  
Not yet. I go out too much yet, maybe later on.





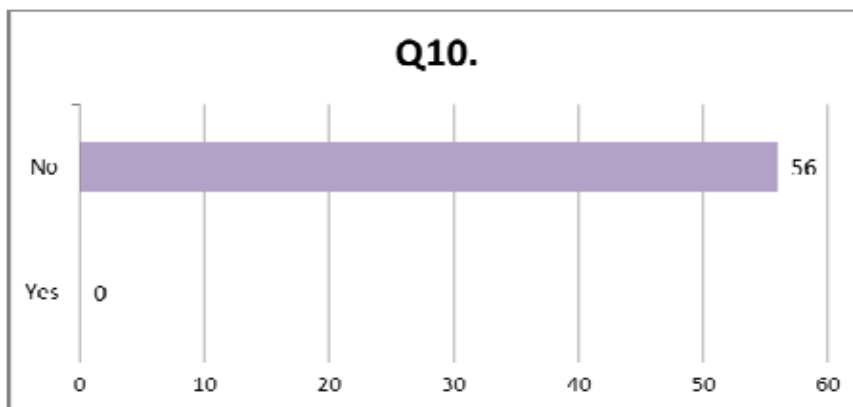
**Q9. Do you need help with any small jobs in your home?**



**COMMENTS on Q9**

We currently receive 1 1/2 hrs per fortnight which is greatly appreciated. Feel there could be help or names available for people to help with gardens.  
My family members in Walcha do these.  
Occasionally  
I am very capable to get these jobs done.  
At the moment my son does all the jobs that I can't do.  
Not at present  
Hang washing on [the] line occasionally (10 minutes).  
I am managing quite well yet.  
I am getting help with the Home Care Service.  
Maintenance man comes sometimes.

**Q10. Would you like someone to come to your home to help you prepare a meal?**

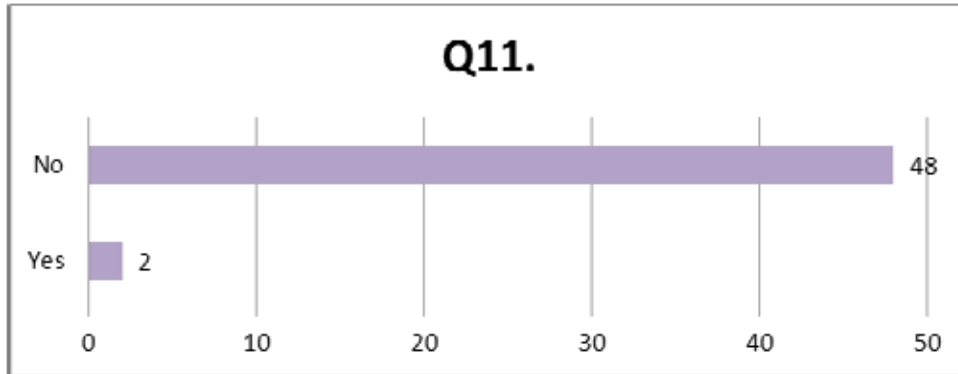


**COMMENTS on Q10**

HACC comes in cleaning.  
Not at present.  
I am able to prepare my own meals at the moment.  
Perfectly capable of doing this.  
I get MOW's



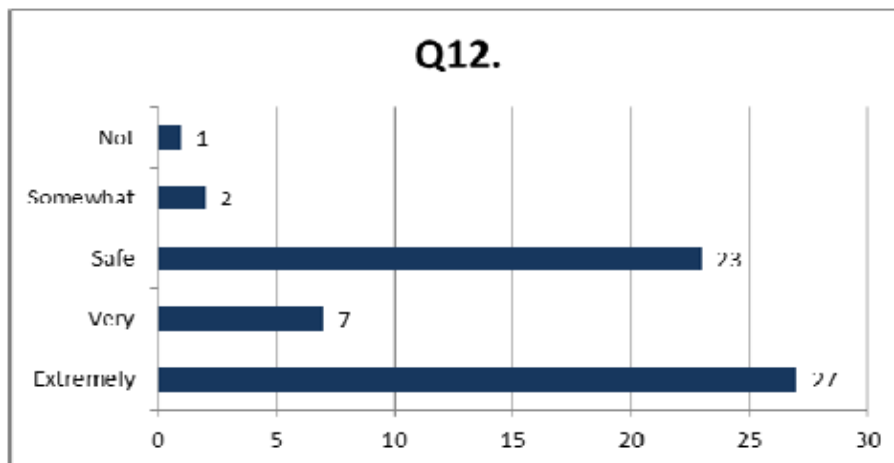
**Q11. Do you know of friends/family that would benefit from WCCC Services?**



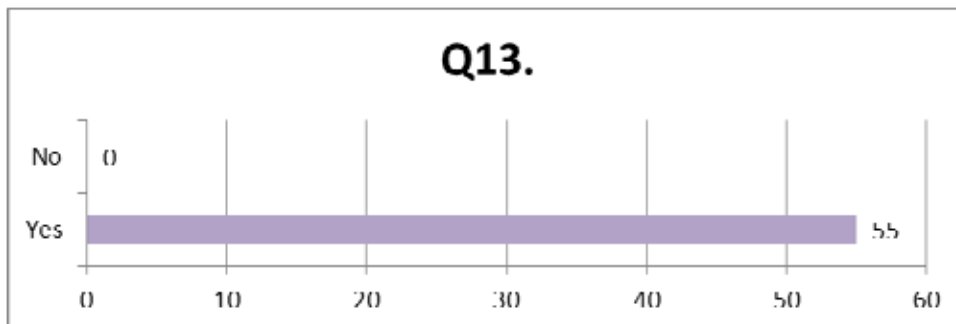
**COMMENTS on Q11**

Not at the moment but if I did know of friends / family that would benefit from HACC services I would inform you.  
I think Rene Hoy but I am not really sure of her health.

**Q12. How safe do you feel when you are out in the community?**



**Q13. Are you confident that we keep your information private?**

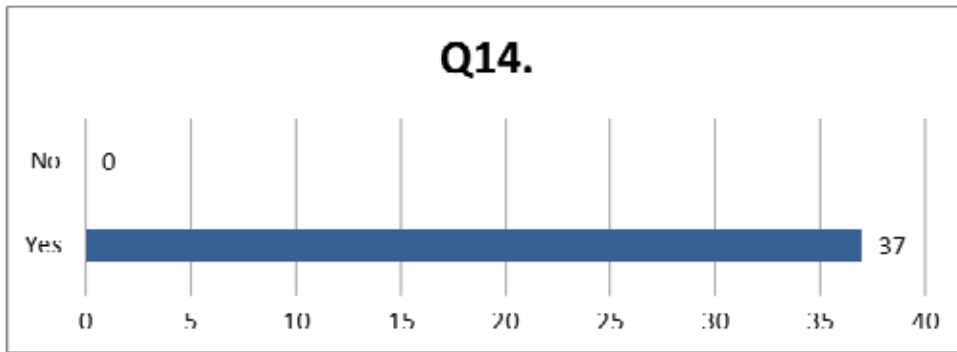




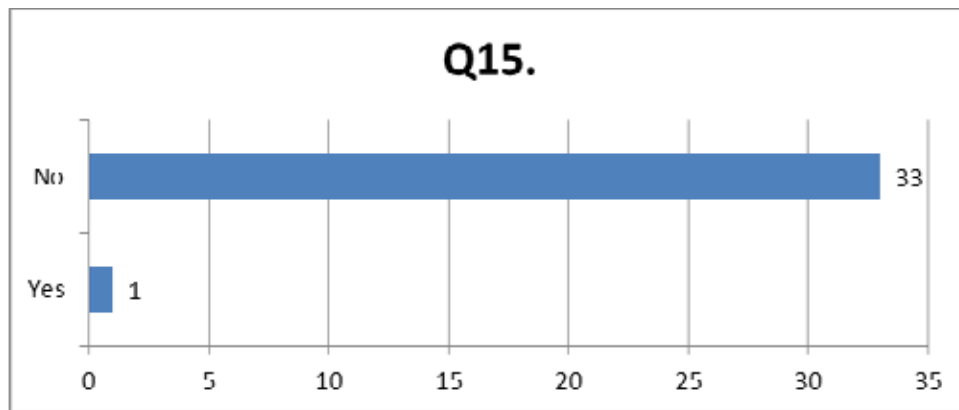
**COMMENTS on Q13**

I have no doubt that you keep my information private.  
To my knowledge I am happy.

**Q14. Are you happy with the day and times for Day Centre?**



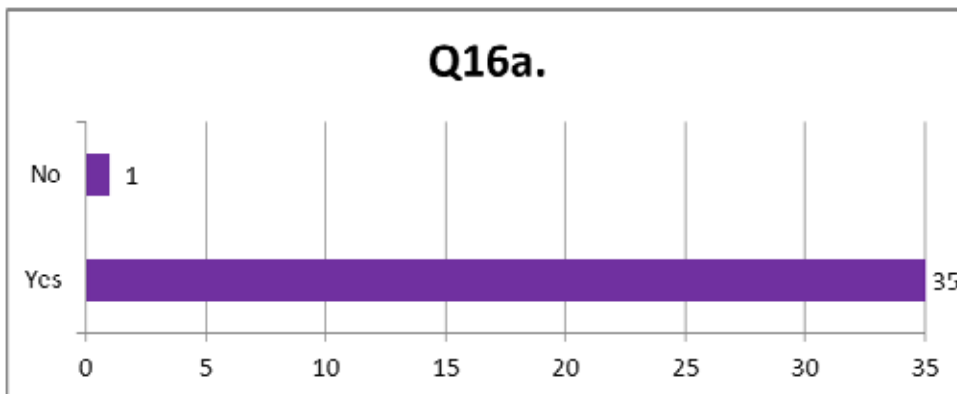
**Q15. Is there anything we could do to make your time at Day Centre more enjoyable?**



**COMMENTS on Q15**

Vicki has always outings, crafts, exercise, word games etc for us.  
More guest speakers

**Q16. If you attend the Group Programs, do you find there is enough variety with the:**  
**Q16a. Outings**

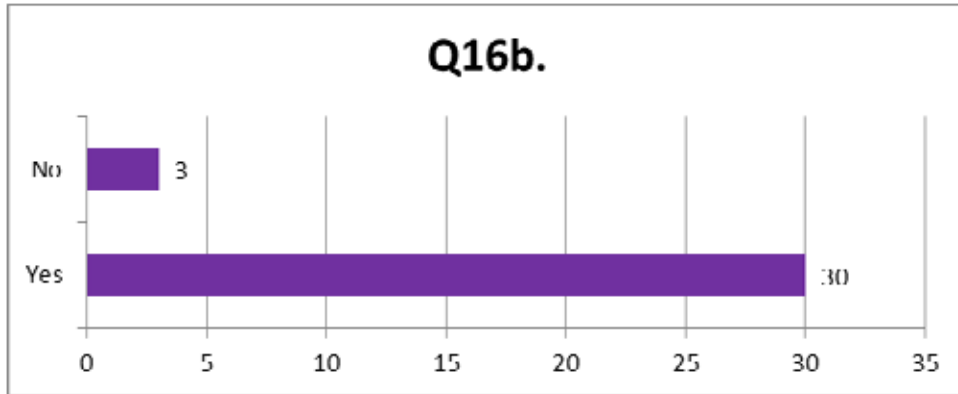


Submitted to Council: 25 November 2015

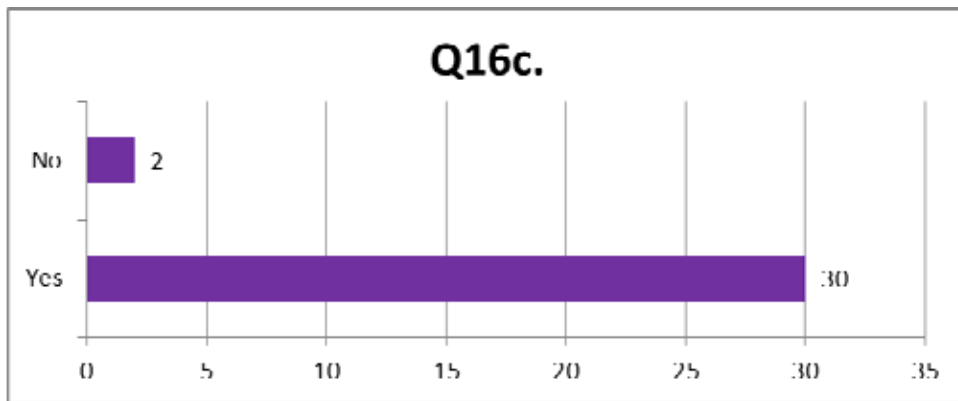
..... General Manager ..... Mayor



**Q16b. Guest Speakers**



**Q16c. Activities**



**COMMENTS on Q16**

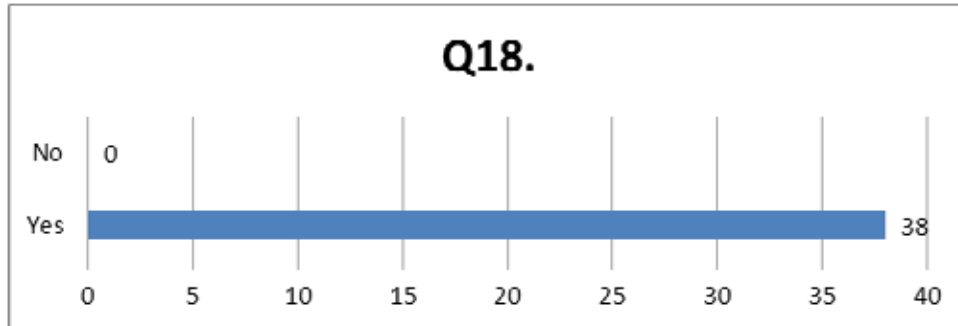
- Really Miss the exercise group or Thai Chi would be great
- Too much sometimes.
- Exercise in some form. I go to Thai Chi and find it very costly.
- Exercise programs are helpful
- Tamworth or Armidale for Ten Pin bowling
- Slim dusty Museum, Inverell Museum
- Never been on one so [I] don't know.
- Wauchope to Port Macquarie on boat cruise.
- Inverell, Gloucester, Nundle

**Q17. Do you have any suggestions on places you would like to go for Group Outings?**

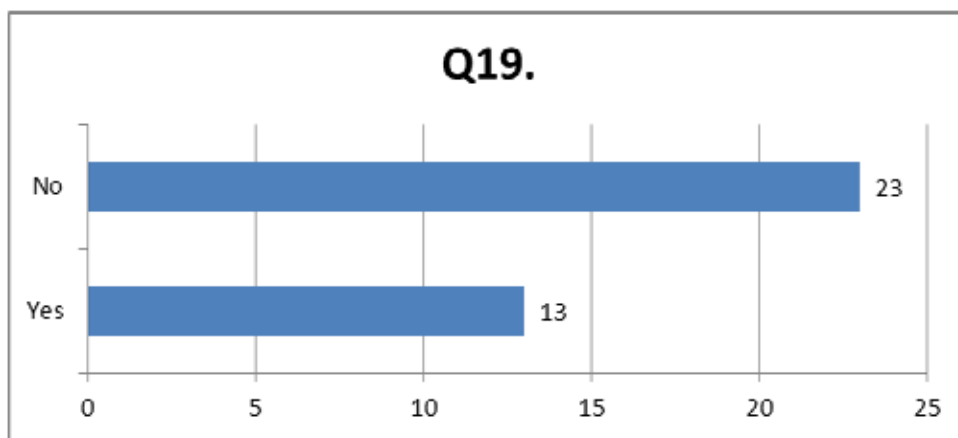
- Tamworth or Armidale for Ten Pin bowling
- Slim dusty Museum, Inverell Museum
- Never been on one so [I] don't know.
- Wauchope to Port Macquarie on boat cruise.
- Inverell, Gloucester, Nundle



**Q18. Are you happy with the range and cost of outings offered each year?**



**Q19. Would you like to be able to pay for outings over a period of weeks?**



**Q20. Are there any Topics or Guest Speakers that interest you?**

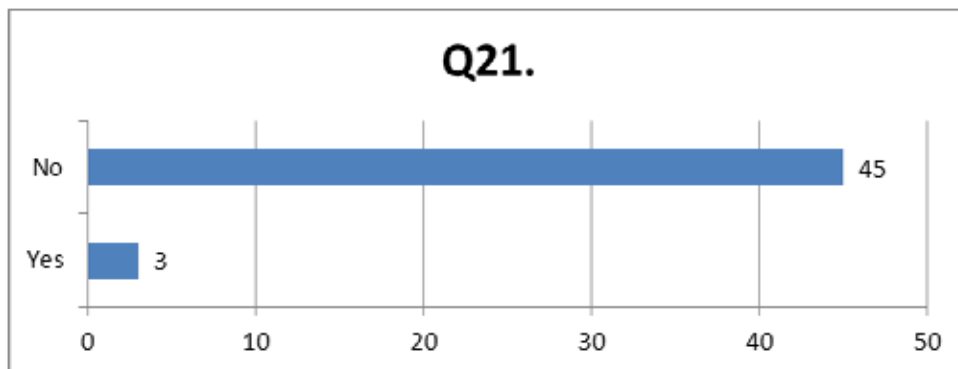
About a Will, although I think this has been covered

Public Trustee, Power of Attorney / Enduring Guardianship

Ambulance, Fire, Health Care and Health Aids, Footwear, Exercise

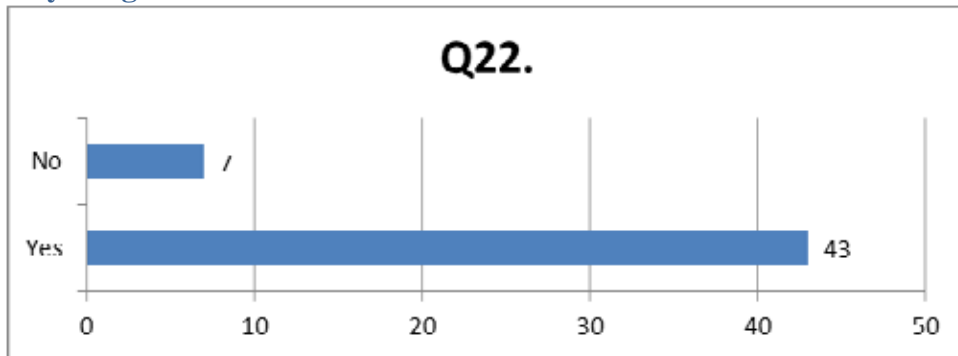
A talk on what medication does not work with other medications

**Q21. Do you identify as an Aboriginal or Torres Strait Islander?**

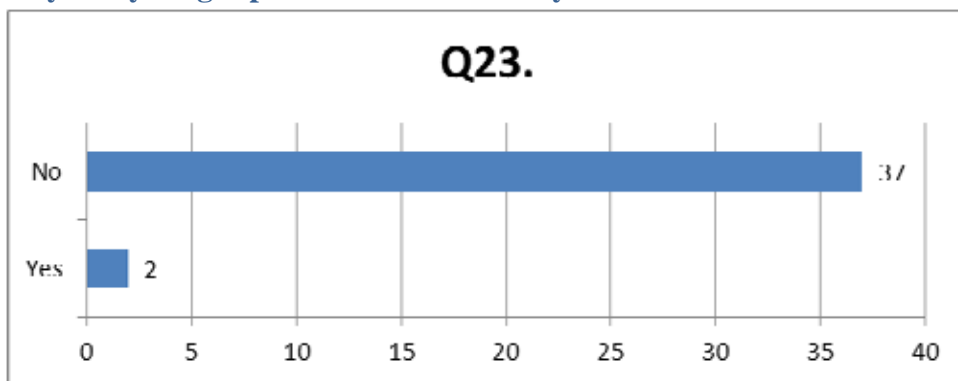




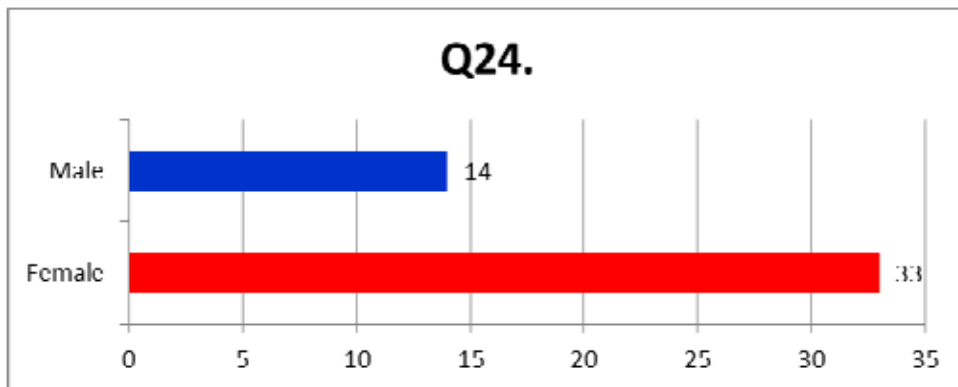
**Q22. Are you aged?**



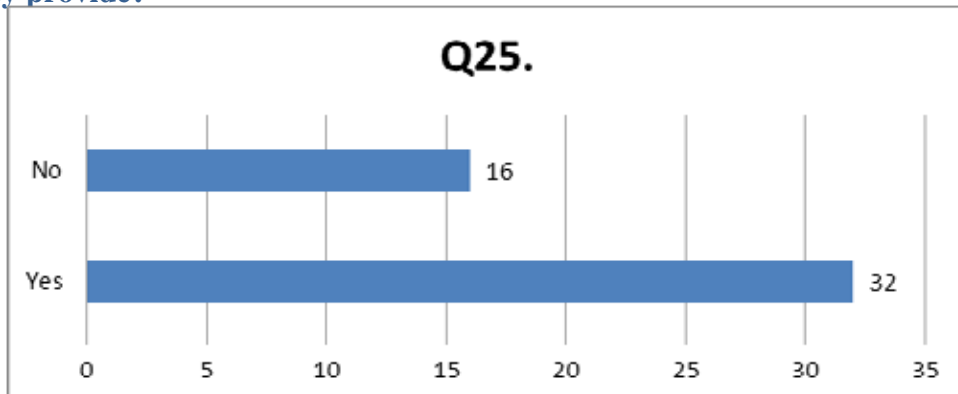
**Q23. Are you a younger person with a disability?**



**Q24. Are you male or female?**



**Q25. Would you feel comfortable making a complaint about our staff and/or the services that they provide?**



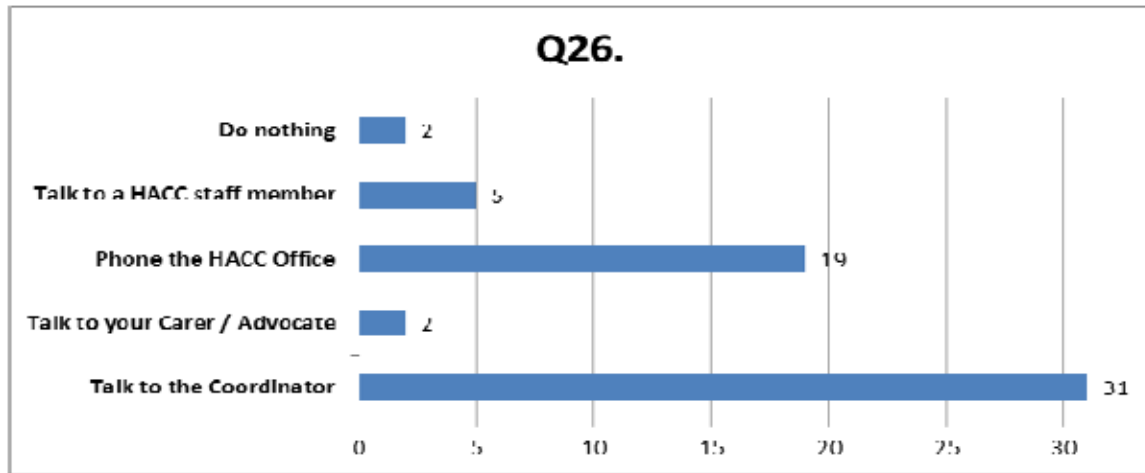
Submitted to Council: 25 November 2015

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





**Q26. If you had a complaint about the service would you:**



**Q27. Are there any other comments you would like to make?**

**COMMENTS on Q27**

The organisational skills of the HACC Coordinator leave nothing to be desired.  
At this stage I am only involved in group outings so a lot of the questions are not relevant.  
This service is invaluable to the community.  
No comments as everything is very good and I am happy with things the way they are.  
I am very happy with the services that I use.  
Great job you do.  
Thanks for all the help.  
I live at Nowendoc so have not answered some questions as they do not apply.  
Very pleased with all services.  
You could not ask for more caring staff.  
At this time in life I am very healthy and don't need help. I really enjoy the women's group and the outings.

**Meetings and Training**

14 & 15 October – NDIS Conference held in Tamworth. The National disability Insurance Scheme conference discussed the roll-out of the NDIS scheme on 1 July 2016. In preparation for NDIS we went through the third party verification process in March 2015.

What is the NDIS? It is a new government policy that aims to transform the way Australia supports people with a permanent and significant disability.

NDIS will allow younger people with a disability to utilize our services when they create their support plan with the NDIA representative. People currently receiving specialist disability service supports through the NSW Government will be moving to the NDIS first. By July 2018 NSW will transition 95,000 existing clients and 45,000 new clients



(140,000 in total). The client must have a permanent and significant disability that affects their ability to take part in everyday activities.

The NDIS is not intended to replace the supports or services provided by other mainstream systems. The NDIS will fund individualized supports to support a person around functional needs relating to their disability. To be ready, we need to identify NDIS participants and be aware of the latest changes and updates and understand the information and referral pathways. Each participant will have an individual plan listing a range of supports needed to live their life to the full. The NDIS gives the individual the power to choose and control the supports and service providers that they want and the empowerment to set their goals and promote their independence because people with disabilities want to be part of the economic and social life of the community.

8 October 2015 – Dementia Support Group get together held in the Community Day Centre Rooms.

20 October 2015 – Walcha Council Community Care Advisory Committee Meeting.

Catherine Noon  
Community Care Coordinator

**RECOMMENDATION: that items included in the Management Review Report, numbered 1 to 13 inclusive, be NOTED by Council.**



Item 10:  
  
Committee  
Reports

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Submitted to Council: 25 November 2015

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



## Walcha Council Community Care Advisory Committee Meeting Minutes

held on

Tuesday, 20 October 2015

at

2:30 pm

at

Walcha Council Community Care Day Centre Rooms

### **PRESENT:**

Clr Kevin Ferrier (Chair), Kate Hoy, Sue Reardon, Ron Denham, Cathy Noon (Community Care Coordinator), Elaine Bartholomew (ATSI Community Care Coordinator), and Lacey Latham (Environmental Services Manager).

### **IN ATTENDANCE:**

Nil

### **1. APOLOGIES:**

Debra Sweeney

**RESOLVED:** On the motion of Hoy and Reardon that the apologies be accepted.

### **2. CONFIRMATION OF MEETING MINUTES HELD ON TUESDAY 4 AUGUST 2015:**

**RESOLVED:** On the motion of Hoy and Ferrier that the Minutes of the Walcha Council Community Care Advisory Committee Meeting held on 4 August 2015, copies of which have been distributed to all members, be taken as read and confirmed a true record.





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

- 3.1 Latham advised that the advertisement for recruiting further Advisory Committee members has been prepared and will appear in the local papers this week.
- 3.2 Latham advised Meals of Wheels expression of interest advertisement is still to be finalised and advertised.

### **4. MEALS ON WHEELS**

Council has received a letter from Quota requesting that the two meal runs be merged into one run to make the delivery of meals more worth while as some people travel quite a distance to deliver meals to only a few people. After some discussion it was agreed upon to modify the roster so run one will do odd months and run two will do even months, this will allow the same people to remain on the roster should numbers increase again. Manager of Environmental Services to reply to Quota advising them of this.

### **5. COMMUNITY CARE COORDINATOR'S REPORT**

A report from the Community Care Coordinator was tabled and presented to the Committee.

In summary, 10 clients received 179 meals in the September month; groups were run successfully; the medical drives were busy; Armidale bus numbers are good; Tamworth bus run was very well utilised; the rural and remote numbers are steady; the brain train Monday group has commenced and is going great; and there are potential significant changes to be implemented with the new NDIS.

### **6. FINANCIAL REPORT**

A full statement of income and expenditure as at 2 October 2015 was tabled and presented to the Committee by the Manager of Environmental Services.

**RESOLVED: On the motion of Noon and Reardon that the Financial Report, copies of which have been distributed to all members, be taken as read and confirmed a true record.**

### **7. FEEDBACK AND COMPLAINTS**

The Manager of Environmental Services reiterated the correspondence received by the Quota Club of Walcha.

### **8. GENERAL BUSINESS**

- 8.1 Walcha Council Community Care have received \$15,000 transitional funding from the Department of Social Services under the Commonwealth Home



Support Program. This will assist with new signage for the name change and updated brochures etc. The Committee would like a newspaper story run to provide updated advice to the Community of the WCCC services available, including the HDAA verification.

- 8.2 The Committee would like a copy of Walcha Council's Section 355 Committees Policy distributed for updated advice on the roles and responsibilities of this Advisory Committee.

## **9. NEXT MEETING**

The next meeting of the Walcha Council Community Care Advisory Committee will be held on Tuesday, 8 December 2015. The meeting will commence at 12:00pm.

Followed by lunch at the Apsley Arms Hotel at 1:00pm

There being no further business the Chair declared the meeting closed at 3:41pm.

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

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





# Item 11:

# Delegates Reports

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Submitted to Council: 25 November 2015

..... 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 WEDNESDAY, 26 AUGUST 2015 COMMENCING AT 8:45AM**

**PRESENT:** Councillor M.Woods (Chair), Councillor M. Dusting, Councillor D. Heagney Councillor A. Murat and Councillor M. O'Connor.

**IN ATTENDANCE:** General Manager Mr W. Deer, Senior Weeds Officer Mr J Browning and Senior Financial Accountant, Armidale Dumaresq Council, Mr J Duggan was present at the meeting from 8:45am to 8.50 am.

**APOLOGIES**

Nil

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON WEDNESDAY 17 JUNE 2015**

**32/15 RESOLVED** on the motion of Councillors Heagney and Murat that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 17 June 2015, 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 17 JUNE 2015**

**19<sup>th</sup> NSW WEEDS CONFERENCE 2017 – CALLS FOR EXPRESSION OF INTEREST (ITEM 6.1.8)**

The General Manager advised that the Expression of Interest to host the 19<sup>th</sup> NSW Weeds Conference in Armidale in 2017 has been submitted and tabled a copy of the document.

**CHAIRPERSON'S REPORT**

The Chair advised of the following:

- Informed Council of the final meeting of the Northern Inland Weeds Advisory Committee (NIWAC) held on 10<sup>th</sup> August 2015 as a result of the formation of new Regional Weed Committees based on the Local Land Services regions, following the State Government's response to the NSW Natural Resources Commission recent Review into Weed Management in NSW. Cllr Woods highlighted that NIWAC was seen throughout the State as a leader in weed management and control, and expressed appreciation to the regions' weed officers, Regional Project Officer, NEWA as lead agency and Councillor representatives of member Councils for their enthusiasm and support.

- Provided details of attendance as the Local Government NSW (LGNSW) representative at the interim meeting to develop the Terms of Reference for the new State Weed Committee, which have now been referred to the Minister for Primary Industries for decision.
- Provided details of attendance as the LGNSW representative at the recent Local Land Services Cross Regional Team meeting to develop Terms of Reference for the new Regional Weed Committees.

## **GENERAL MANAGER'S REPORT**

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

#### **INVESTED FUNDS REPORT (ITEM 7.1.1)**

**33/15 RESOLVED** on the motion of Councillors Murat and O'Connor 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)**

**34/15 RESOLVED** on the motion of Councillors Heagney 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 2014 to 30 June 2015 have been submitted as required and have been tabled in accordance with the provisions of Section 450A of the Local Government Act, 1993.

#### **GLEN INNES SEVERN COUNCIL MEMORANDUM OF UNDERSTANDING (ITEM 7.1.3)**

**35/15 RESOLVED** on the motion of Councillors Murat and Dusting that

1. Council endorse the Memorandum of Understanding (as attached to the report) with Glen Innes Severn Council to carry out their noxious weeds functions and responsibilities under the Noxious Weeds Act 1993 including the NSW Weeds Action Program 2015 – 2020.
2. Council note the delegation of functions to the General Manager of New England Weeds Authority pursuant to Section 68 of the Noxious Weeds Act 1993 on behalf of Glen Innes Severn Council, as attached to the report.

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

**36/15 RESOLVED** on the motion of Councillors Murat and Heagney that Council receive and note the report on the updated Statewide Mutual Risk Management Action Plan (July 2015-June 2016), as attached to the report

**NEW ENGLAND GROUP OF COUNCILS (ITEM 7.1.5)**

**37/15 RESOLVED** on the motion of Councillors Murat and O'Connor that Council become an Associate member of the New England Group of Councils (NEGOC) and that a letter be forwarded to the Secretary of NEGOC advising that Council reserves the right to reconsider full membership once financial details of membership are known.

**ANNUAL FINANCIAL STATEMENTS 2014/2015 (ITEM 7.1.6)**

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

**38/15 RESOLVED** on the motion of Councillors Dusting and Murat that:

1. The report on the Annual Financial Statements as at 30 June 2015 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 7.2)**

**2015/2016 WEEDS ACTION PLAN (ITEM 7.2.1)**

**39/15 RESOLVED** on the motion of Councillors Murat and Heagney that:

- 1) The report on the 2015/2016 Weeds Action Plan 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 2015/16 based on the Annual Operational Plan of Council and in accordance with the General Manager's Contract of Employment.

**40/15 RESOLVED** on the motion of Councillors Murat and Dusting that Council:

1. Note the above satisfactory performance of the General Manager, Mr W. Deer following the performance review undertaken on the 26<sup>th</sup> August 2015.
2. Endorse the Performance Agreement 2015/16 as presented at the General Manager's performance review.
3. Approve the issue of a fuel card to the General Manager for use on Council business.

### **2. LEAVE OF ABSENCE**

Councillor Dusting in his letter dated the 22<sup>nd</sup> July 2015 sought leave of absence from County Council duties from 17<sup>th</sup> September 2015 to 22 September 2015 and the 17<sup>th</sup> October 2015 to 13<sup>th</sup> November 2015.

**41/15 RESOLVED** on the motion of Councillors O'Connor and Murat that Council grant leave of absence to Clr Dusting for the period 17<sup>th</sup> September 2015 to 22 September 2015 and the 17<sup>th</sup> October 2015 to 13 November 2015.

### **NEXT MEETING:**

The next meeting will be held on Wednesday, 28<sup>th</sup> October 2015 at 8:30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9:35 AM**

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# **MINUTES OF THE MID NORTH WEIGHT OF LOADS GROUP MEETING HELD AT GREATER TAREE CITY COUNCIL CHAMBERS**

**MONDAY 14 SEPTEMBER 2015**

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The meeting commenced at 10.30am.

## **PRESENT**

Greater Taree City Council – Richard Wheatley, Rhett Pattison  
Uralla Shire Council – Cr Fred Geldof  
Great Lakes – Greg Pitt  
Port Macquarie Hastings Council – John Hanlon  
Gloucester Shire Council – Cr Jim Henderson, Gil Gendron,  
Tracey Stewart  
MNWOL Group Inspectors – Michael Elliott

## **APOLOGIES**

Liverpool Plains Council – Cr Andrew Laurie, Greg Tory  
Armidale/Dumaresq Council – Cr Andrew Murat, David Stellar  
Walcha Shire Council – Matt Fanning, Brian Hoad  
Dungog Shire Council – Cr Tony McKenzie, Steve Hitchens  
Coffs Harbour City Council – Glenn O’Grady  
Bellingen Council – Cr Garry Carter, John Starr  
Tamworth Regional Council –  
Kempsey Shire Council – Trevor Dickson  
Upper Hunter Shire Council – Jeff Bush  
Gloucester Shire Council – Cr Katheryn Smith, Danny Green  
Nambucca Shire Council – Cr Brian Finlayson, Paul Gallagher  
Muswellbrook Shire Council – Peter Higgins

In the absence of the current Chair, Cr Katheryn Smith, Councillor Fred Geldoff chaired the meeting.

## **MINUTES OF THE PREVIOUS MEETING**

The Minutes of the meeting held at Tamworth Regional Council on Monday 9 March 2015 were adopted by Cr Jim Henderson and Seconded by Richard Wheatley.



## **BUSINESS ARISING:**

1. Cr Jim Henderson commented on the WIMS (Weigh in Motion Scales) report, stating that the statistics on them were very interesting. Further discussion will be addressed in General Business.
2. Gil Gendron mentioned that following his pursue of Port Stephens and Guyra Councils, he had not received any response to his request that they consider membership of the group. Cr Fred Geldof mentioned that Guyra is under consideration for amalgamation with Armidale/Dumaresq Council so they may continue with the group through Armidale after all.

### **Report by Secretary/Supervising Engineer**

#### **1. Financial Report to 31 December 2014**

This report also showed the result to the end of the financial year 2014/15.

The financial report to 30/6/15 was noted.

Financials show healthy reserves with the equipment replacement reserve up by \$2,000 which is shown in the 10 year plan. We will keep an eye on the accumulated funds.

#### **2. Financial Report to 31 August 2015**

Cr Fred Geldof asked if the RMS Grant allocations of funding would increase for each Group due to the withdrawal of CENTROC.

Gil Gendron advised that there have been no indications of the Grant funding being increased.

#### **3. Statistics**

It was requested that statistics for the group and each Council be sent out twice a year following each 6 monthly meeting.

#### **Purchase of WIMS (Weigh in Motion Scales)**

The report was noted.

**RESOLVED** that the Mid North Weight of Loads Group purchase a set of WIMS; and That a program be developed to maximise the current operation of the Mid North Weight of Loads Group operations **but** not decrease the level of service in areas where WIMS are not suitable.

## **Report by Weight of Loads Inspector Michael Elliott**

Liaison Walter Markham did not attend the meeting due to illness. In his absence Inspector Michael Elliott updated the Group on the recent Weight of Loads Inspectors activities and commented on the positive feedback received on the recent Weight of Loads Conference held in Gloucester.

The conference was over 2 days.

Day 1 – Included officers receiving a talk from Dr Steven Trebble who spoke on Men's Health, Mr Ben Swain from Local Government Legal gave a talk on legal aspects of breaches, Mr Graham Simmonds RMS spoke on legislation and operations and Mr Rob Griffiths Manager Risk & Safety Gloucester Shire Council spoke on Fatigue Management.

Day 2 – With the cancellation of a presentation by Jodie Broadbent ATA due to illness, Graeme Simmonds & Peter Walters RMS filled the day with all aspects of weighting procedures & acts etc.

Michael reminded delegates that if there is a particular area/ road in their shire that they would like the inspectors to focus on, to let the liaison know. The liaison will email member Councils with a program of when they will be in their area so arrangement can be made for specific requirements.

## **GENERAL BUSINESS :**

1. John Hanlon commented on the email from RMS that went to Councils regarding Rangers being authorised to weigh trucks. It was mentioned that rangers would be more suited to focusing on uncovered loads or load limited streets where it is obvious the larger truck is overloaded even when empty. Smaller trucks would require scales to ensure the vehicle is overloaded on the load limited street.
2. Michael Elliott advised that the officers are available to provide assistance to Councils on trial weighs or loading information.
3. Cr Jim Henderson asked if bridges with load limits can be monitored. Michael Elliott responded that the inspectors do monitor load limited bridges and if an approaching truck has sufficient indication that it is going to cross the bridge, it is stopped and weighed.
4. Cr Jim Henderson asked if there are many trucks carrying pine logs that are overloaded. Michael Elliott responded that they are usually not overloaded due to the pine logs being much lighter than hardwood logs.
5. Gil Gendron noted that Graeme Simmonds of RMS is also frustrated that the MOU is continuing to be held up with RMS Legal.

## **Presentation**

Jodie Broadbent did not respond to our request for a presentation on this occasion.

**NEXT MEETING**

**RECOMMENDED** that the next meeting of the Mid North Weight of Loads Group be held at Uralla Shire Council on Monday 7 March 2016.

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



## MEETING

Held at

**Narrabri Shire Council**

**Thursday 29 October 2015 commencing at 9.30pm**

## MINUTES

- 
- PRESENT:**
- Tamworth Regional Council**  
Cr Col Murray, Mayor and Namoi Councils Chairperson, and Paul Bennett, General Manager
  - Narrabri Shire Council**  
Cr Conrad Bolton, Mayor and Namoi Councils Deputy Chairperson and Stewart Todd, General Manager
  - Gwydir Shire Council**  
Cr John Coulton, Mayor and Max Eastcott, General Manager
  - Gunnedah Shire Council**  
Cr Gae Swain, Deputy Mayor, and Eric Groth, General Manager
  - Moree Plains Shire Council**  
Cr Katrina Humphries, Mayor and Libby Carter, representing the General Manager
  - Walcha Council**  
Jack O'Hara, General Manager

**Uralla Shire Council**

Cr Mick Pearce, Mayor and Simon Paul, Chief Financial Officer

**Regional Development Australian Northern Inland**

Russell Stewart, Chairperson and Ian Lobsey, Board Member

**1 REGIONAL GOVERNANCE****1.1 APOLOGIES**

Apologies were announced as having been received from Janelle Archdale, Mayor, Walcha Council, Cr Andrew Hope, Mayor and Ron Van Katwyk, Acting General Manager, Liverpool Plains Shire Council, Damien Connor, General Manager, Uralla Shire Council, Owen Hasler, Mayor, Gunnedah Shire Council, Lester Rodgers, General Manager, Moree Plains Shire Council and Alison McGaffin, Regional Coordinator, Department of Premier & Cabinet,

**Declaration of Interest**

Nil

**1.2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****MOTION****Moved Cr Bolton, Narrabri and seconded Cr Coulton, Gwydir****127/15 RESOLVED**

That the Minutes of the Meeting of Namoi Councils held on 1 October 2015, copies of which were circulated to all members, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

**1.3 BUSINESS ARISING FROM THE MINUTES**

Nil

**1.4 OUTSTANDING ACTION LIST 28****MOTION****Moved Cr Swain, Gunnedah and seconded Cr Bolton, Narrabri****128/15 RESOLVED**

That Outstanding Action List 28 be received and noted.

**1.5 FINANCE REPORT****MOTION****Moved Cr Bolton, Narrabri and seconded Cr Swain, Gunnedah**

That the Finance Report for the month of September 2015 be noted and the Executive Officer be requested to ensure that the Namoi JO Bank Account is managed to ensure maximum interest is earned on funds held.

## 2 REGIONAL ADVOCACY

### 2.1 ISSUES SUBMITTED BY MEMBER COUNCILS

Nil

### 2.2 REGIONAL MEDIA ISSUES

#### MOTION

Moved Cr Bolton, Narrabri and seconded Cr Humphries, Moree

#### 129/15 RESOLVED

That the Chairperson be authorised to issue a Media Release stating that the Namoi Joint Organisation respects the right of member Councils acting in the best interest of their communities to self-determination of their future direction under proposals issued by the Independent Pricing and Regulatory Tribunal (IPART) released on 20 October 2015.

### 2.3 MEDIA RELEASES ISSUED

Nil.

### 2.4 OUTWARD CORRESPONDENCE

#### MOTION

Moved Cr Bolton, Narrabri and seconded Cr Humphries, Moree

#### 130/15 RESOLVED

That Outward Correspondence Items 2.4.1 to 2.4.4 be noted

### 2.5 INWARD CORRESPONDENCE

#### MOTION

Moved Cr Coulton, Gwydir and seconded Cr Swain, Gunnedah

#### 131/15 RESOLVED

- (i) That in respect of Inward Correspondence Item 2.5.1 from Regional Development Australia Northern Inland, a governance group comprising the Namoi JO Chair, Cr Col Murray, Deputy Chair, Cr Conrad Bolton, Eric Groth, Chair of GMAC and Paul Bennett as Project Sponsor be established and authorised to develop a Namoi Investment Prospectus in partnership with Regional Development Australia Northern Inland and submit monthly reports to the Board in respect of progress;
- (ii) That the communication from the Narrabri Ratepayers & Residents Association be noted; and
- (iii) That in respect of Inward Correspondence Item 2.5.3 from the Member for New England, the Hon Barnaby Joyce MP, Namoi JO advise the Member of the Top Ten regional infrastructure priorities and provide a summary of other current strategic priorities, projects and issues.



### 3 INTERGOVERNMENTAL COLLABORATION

#### 3.1 NSW Department of Premier & Cabinet, Regional Coordinator, Alison McGaffin

Apology for non attendance received

#### 3.2 PILOT JOINT ORGANISATION UPDATE

##### MOTION

Moved Cr Coulton, Gwydir and seconded Cr Humphries, Moree

132/15 RESOLVED

That the Pilot Joint Organisation Update Report be received and noted.

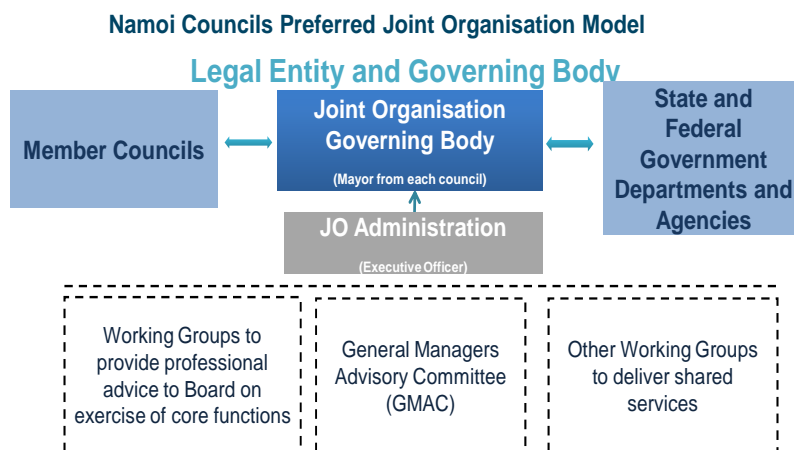
#### 3.3 PREFERRED JOINT ORGANISATION MODEL

##### MOTION

Moved Cr Swain, Gunnedah and seconded Cr Humphries, Moree

133/15 RESOLVED

That the Namoi Councils adopt the following Preferred Joint Organisation Model incorporating the legal status, core functions, structure, strategic capacity, leadership and accountability to serve the best interests of member Councils and their respective communities and submit the Preferred to Model to the Minister for Local Government, the Hon Paul Toole MP, when requested.



JO Governing Body Key Features	JO Governance Key Features
<ul style="list-style-type: none"> <li>• Chair</li> <li>• Council Membership</li> <li>• JO Core Functions</li> <li>• JO non-core functions (discretionary)</li> <li>• Role of GMs - GMAC</li> <li>• Decisions on core functions binding</li> <li>• Decisions on non-core functions (shared services) based on "buy-in" of participating member Councils</li> </ul>	<ul style="list-style-type: none"> <li>• JO enabled through Local Government Act</li> <li>• JO Corporate Body under LG Act</li> <li>• Mandated minimum governance standards</li> <li>• Equality of Voting</li> <li>• Mayor to represent member Council</li> <li>• Meeting attendance fees</li> <li>• Member obligations consistent with councillors</li> <li>• Suitably skilled/qualified Executive Officer</li> <li>• Not a 4<sup>th</sup> tier of Government</li> </ul>

## 1. Joint Organisation Legal Entity and Powers

- Joint Organisation (JO) enabled wholly under the Local Government Act as bodies corporate providing flexibility for the JO to operate and carry out core functions and regionally defined non-core optional functions either directly, or through other arrangements.
- All statutory requirements including core functions, non-core functions, mandatory council membership requirements, mayor or the mayor's delegate representing member councils, equality of voting, role of the governing body, decisions binding on member councils in respect of core functions, including governance, reporting and staffing requirements provided for within the Local Government Act framework.
- Enable significant strategic projects and initiatives, and associated funding and assets, to be managed regionally by JO as determined and directed by member Councils.
- JO functions, legal status and collaborative relationship between State and Local Government embedded in other relevant State Government legislation.
- JO as legal entity enabled to employ staff, manage contracts and undertake regulatory functions, as determined and directed by member councils.
- JO enabled to serve the best interests of the Region and be directly accountable to member Councils through the JO Governing Body.
- JO legislation to embed a direct nexus between the NSW Government Priorities, other regional plans and Joint Organisation Regional Strategic Plans
- JO legitimacy for key partnership role played in regional strategic planning and prioritisation

## 2. Joint Organisation Core Functions

Regional Strategic Planning and Prioritisation  
Intergovernmental Collaboration and Engagement  
Regional Leadership and Advocacy.

JO decisions binding on member Councils in respect of the exercise of core functions

JO Charter included in Local Government Act comprising a set of principles to guide member Councils and the JO governing body in the carrying out of the core functions and non-core functions of the JO, similar to the current section 8 of the Local Government in relation to the charter for councils

## 3. Joint Organisation Non-Core Functions

JO enabled, under legislation, to undertake a range of regionally defined non-core optional functions, such as strategic capacity building and shared service delivery to member councils and the community, as determined and directed by member councils through the JO governing body.

Participation in non-core discretionary functions funded by participating Councils.

Participation in shared services based on sound business case identifying costs, value and benefits to JO member Councils.

JO Council members may opt in or opt out of shared services

Preservation of section 358 of Local Government Act 1993 to enable a council, or a group of councils, to obtain ministerial consent to establish a corporation or other separate legal entity wholly owned, operated and directed by the council, or group of councils, if a commercial business model is required to deliver a shared service to a group of councils or provide a service to the community.

## 4. Joint Organisation Governance and Accountability

### 4.1 JO Governing Body –Board



JO governing body comprise one representative from each member council appointed by member council for a 2 year term to align with proposed changes to mayoral terms.



JO Board Member positions comprise the Mayor of member councils.



In the absence, or inability, of the Mayor of member councils to attend a JO meeting or fulfil the role of a JO Board Member, the Mayor's authorised delegate being a councillor from the member council will be entitled to represent the Mayor and act as the member council's authorised representative.

**Explanatory Note:**

*The representative chosen by JO member Councils may well be the Mayor in most cases. However, it is argued that Mayor of member Councils should be the representative for reason that the Mayor is a key member of the leadership group of each member Council and should also form part of the regional governance and regional leadership group at Joint Organisation level.*

*The Mayor of member Councils holds the gravitas that is associated with the position of Mayor and in most cases is able to record a vote at JO Meetings which faithfully reflects the policies, views and opinions of his or her Council without having the refer back to the member Council for direction.*

*JO Board positions, like the Mayor of each LGA, will be very important and influential positions from a regional perspective and should naturally be filled by the Mayor from member councils.*

*On another view and with one eye on the future in relation to a proposal for the introduction of direct election of the mayor by voters, there may be support for the representative of member councils to be an elected representative and chosen by the council based on capability and capacity which would give the member council the option or appointing the mayor of the day or other councillor.*



JO Board member role modelled on the councillor role identified in the Local Government Act with direct accountability to provide leadership and act in the best interests of the JO, member councils and the region.

JO Board members paid a sitting fee for attending duly convened JO Board Meetings and the JO is responsible for the expenses incurred by the Board chair and members when acting bona fide on behalf of or representing the JO.

JO associate council membership with no voting right enabled by legislation.

JO associate membership for Department of Premier & Cabinet Regional Coordinator with no voting right.

#### 4.2 Voting

Equality of voting rights for member councils – one vote per member council.

JO chair not have a casting vote.

#### 4.3 Chair

JO chair elected for two year term by the voting members of the JO Board to align with proposed changes to mayoral terms.

Election of the JO chair the same process as for the election of the Mayor identified in Schedule 7 of Local Government (General) Regulation 2005 by Ordinary Ballot or Open Voting.

JO chair role modelled on the role of the Mayor identified in the Local Government Act, save and except the urgent policy function, with direct accountability to provide leadership and act in the best interest of the JO, member councils and the region.

#### 4.4 JO Decision Making

Namoi Councils' view is that consensus among Joint Organisation member Councils should be the basis for a decision to be made. However, in

promoting the consensus rule, no objection is raised in respect of a voting majority of 75% of the Joint Organisation membership being required for a decision to be made.

**Explanatory Note:**

*Most democratic organisations work on the basis of a simple (51%) majority rule for decisions to be made. In the context of a 7 member Namoi Councils Joint Organisation, a simple majority would equate to a vote of at least 4 recorded for or against a motion for a decision to be made. Under the simply majority rule, a quorum of one more than half of the membership would constitute a quorum. In the case of Namoi Councils, a quorum would constitute 4 full member Councils for a decision to be made.*

*Applying the 75% majority voting standard to the Namoi Councils Joint Organisation, 6 members would be required to record their vote for or against a motion for a decision to be made. Logically, it then follows that a quorum would also constitute 6 full member Councils for a decision to be made.*

*A 75% voting majority would not only underpin and support consensus as the basis for a decision to be made, but would recognise the importance of regional-scale decision and ensure stable and consistent regional collaboration, leadership and advocacy reflecting widespread regional views.*

*Should the 75% majority voting standard be enabled by either legislation or regulation, clarification of what constitutes a quorum must also be confirmed so as to avoid any confusion.*

JO decisions binding on member Councils in respect of the exercise of core functions

#### 4.5 Council Delegation of Authority for Core Functions

Member council delegation of authority to the JO Board representative to vote on the exercise of the core functions of the JO.

JO member councils be required to pass a delegation of authority in respect of its JO Board representative that, subject to compliance with the requirements of the Local Government Act 1993 and the regulations made under the Act, and with any expressed policy of the Council, or regulations of any public authority, the council's JO Board representative is authorised to record a vote for or against motions submitted to duly convened meetings of the Joint Organisation in respect of the exercise of the core functions of the Joint Organisation.



Any vote recorded by the JO Board representative in respect of exercise of the core functions of Joint Organisation is binding on the member Council.

**Explanatory Note:**

*Such a Council delegation will likely not be required if the core functions of a JO are identified in the enabling legislation creating the JO as a corporate body.*

#### 4.6 General Managers Advisory Committee (GMAC)

General Manager of each JO member Council has a professional advisory role to deliver in respect the JO Board but has no voting right.

General Managers Advisory Committee (GMAC) established as a key governance committee within the JO structure to provide professional advice and submit recommendations to the JO Board in respect of the exercise of JO core and non-core functions.

General Managers have the authority to nominate a delegate or representative in circumstances where the GM is unable to attend GMAC Meetings.

#### 5. Joint Organisation Staffing

The JO be required to employ an Executive Officer with the capabilities required to fulfill the role and accountabilities of the position.

The JO Executive Officer be employed under the Local Government (State) Award and any contract of employment be subject to the Award.

## 6. Joint Organisation Boundaries

**RED** = NSW Regional Planning Boundaries  
**BLUE** = Joint Organisation Boundaries



The JO boundaries and council membership align and be consistent with the following criteria proposed:

- align with/nest within strategic regional growth planning boundaries

- demonstrate a clear community of interest between member councils within the region
- not adversely impact on other councils or JOs
- be based around a strong regional centre, where possible
- be of appropriate scale and capacity to partner with the State, Federal Government and other investment partners
- be directly accountable to member councils
- serve the best interest of the region
- associate membership be available with no voting rights
- Walcha Council granted full membership of the proposed Namoi Councils Joint Organisation.

## 7. Joint Organisation Financial Arrangements



JO members be responsible for costs of administration but not limited to annual membership contributions determined locally and supplemented where necessary from existing available member council resources.



The State Government make an annual contribution towards the administrative costs of the JO.

**Explanatory Note:**

*Namoi JO member Councils submit that the State Government has an obligation to make an annual contribution towards the administrative costs of a JO exercising its core functions to recognise that member Councils will:*

- (i) *effectively collaborate on a regional basis;*
- (ii) *be a capable partner for engagement with State and Federal agencies;*
- (iii) *have greater capacity for effective regional advocacy;*
- (iv) *have a shared responsibility with the State Government for regional strategic planning and prioritisation; and*
- (v) *build scale and capacity to ensure Councils have a robust revenue base and increased discretionary spending; knowledge, creativity and innovation; high quality political and managerial leadership, scope to undertake new functions projects, and the resources necessary to be an effective and equal partner in the growth and development of the State.*

## 8. Integrated Planning and Reporting



JOs be required to adopt a Regional Strategic Plan incorporating regional aspirations, a regional vision and Key Performance Indicators (KPIs) within

12 months of the date of commencement of the JO identifying the key strategic priorities, infrastructure and services for the region in collaboration with member Councils, the State Government and others and key stakeholders.



JOs produce Annual Performance Statements to show member councils, State Government Departments and Agencies and other key stakeholders the extent to which the JO is achieving strategic regional priorities according to KPIs identified by the Joint Organisation.

### 3.4 DEPARTMENT OF PLANNING & ENVIRONMENT – RESOURCE ADVISORY FORUM

#### MOTION

Moved Cr Swain, Gunnedah and seconded Cr Humphries, Moree

134/15 **RESOLVED**

That the invitation from the Department of Planning of Planning and Environment to be a member of the Department's Resource Advisory Forum be accepted and the Chair, Cr Col Murray, be appointed to represent the JO at meetings of the Forum held twice annually to provide advice to the Department on policy directions, planning processes and operations, noting that the Department will be responsible for the costs of Cr Murray attending Forums.

## 4 REGIONAL STRATEGIC PLANNING AND PRIORITISATION

### 4.1 GENERAL MANAGER ADVISORY COMMITTEE (GMAC) MEETING REPORT – 22 OCTOBER 2015

#### MOTION

Moved Cr Coulton, Gwydir and seconded Cr Swain, Gunnedah

135/15 **RESOLVED**

#### Outstanding Action List 28

That the Campervan and Motorhome Club of Australia (CMCA) Executive Officer, Richard Barwick, be invited to the next GMAC Meeting to discuss the proposed Namoi Grey Nomad and RV Traveller Strategy.

#### Regional Strategic Priorities - Review and Update

#### Regional Strategic Priority:

#### Regional Freight Connectivity and Productivity Analysis

Sponsor: **Moree Plains Shire Council**

- (i) That the project overview be updated to clearly articulate to the Board those activities that relate to the current project and those that will be part of a future project;

- (ii) That Moree Plains Shire Council as the contract administrator and be reimbursed for any expenses occurred relating to the consultancy agreed to for the current project; and
- (iii) That Enclosure 1 tabled for the information Namoi JO Board Members.

**Regional Strategic Priority:**

**Namoi Regional Investment Prospectus**

**Sponsor: Tamworth Regional Council**

That a steering/ governance group comprising the Namoi JO Chair and Deputy Chair, Chair of GMAC, a representative from Industry Skills and Development and the project sponsor be authorised to finalise a brief for the purposes of partnering with RDANI to deliver the Namoi Regional Investment Prospectus.

**Regional Strategic Priority:**

**MR 357 Rangari Road**

**Sponsor: Gunnedah Shire Council**

- (i) That it be noted the MR 357 Rangari Road Cost Benefit Analysis being prepared by Regional Development Australia Northern Inland is due for completion by 30 October 2015; and
- (ii) That all Strategic Priority Project Sponsors be requested to record any internal costs incurred by their organisation as Project Sponsor.

**Finalisation of Preferred JO Model**

That the position of the Executive Officer focus strongly on the capabilities necessary to maximise the functional efficiency of the JO and to function effectively in regional planning and advocacy.

**Report - Regional Infrastructure Priority Matrix**

That MWH Australia Pty Ltd be engaged to determine a slightly modified version of the Centroc Infrastructure Priority Matrix as an appropriate tool to rapidly prioritise Namoi Region Infrastructure Priorities and train staff of member Councils in the application of Infrastructure Priority Matrix at a cost of \$14,900 funded from the JO Pilot Grant.

## **5 NAMOI COUNCILS SHARED SERVICES**

Nil

## **6 GENERAL BUSINESS**

### **6.1 NSW STATE PRIORITIES**

The Board Meeting discussed the recently release NSW Premier's Priorities for growth and development of the State and noted that the priorities identified by the Premier were highly Sydney centric and offered little for regional NSW. The Board also noted the inadequate level of State Government funding provided to Councils to manage, maintain and repair the extensive network of rural and region roads for which Councils are responsible under the Roads Act 1993 vital to the State's economy.



**MOTION****Moved Cr Coulton, Gwydir and seconded Cr Swain, Gunnedah****135/15 RESOLVED**

- (i) That Namoi JO Chairperson be requested to express the disappointment of member Councils to the Premier, the Hon Mike Baird MP, that the latest release of priorities for State growth and development provided no material benefit to regional NSW outside the Sydney Metropolitan Area and the inadequate level of State Government funding provided to Councils for to manage, maintain and repair the extensive network of rural and region roads, vital to the State's economy, for which Councils are responsible under the Roads Act 1993 and
- (ii) That copies of the letter to the Premier be sent to State Members of Parliament within the JO Boundaries and a Media Release be issued identifying the disappointment and concern of member Councils that the latest priorities for growth and development of State fall well short of expectations for regional NSW together with the inadequate level of funding provided for rural and regional roads for which Councils are responsible.

**6.2 REGIONAL PLAN**

The Board Meeting discussed when the New England North West Regional Plan would be released.

**MOTION****Moved Cr Coulton, Gwydir and seconded Cr Bolton, Gunnedah****136/15 RESOLVED**

That Namoi JO Chairperson be requested to obtain advice from the NSW Department of Planning and Environment of when the New England North West Regional Plan would be finalised and released.

**6.3 NSW MINISTER FOR LOCAL GOVERNMENT**

The Chairperson advised members that the Minister for Local Government, the Hon Paul Toole MP, would be visiting Tamworth on Friday 27 November 2015 and that the Minister would be available to meet individually with member Councils.

The Chair suggested that it would be appropriate and convenient to hold the December Board Meeting on that date to coincide with the Minister's visit.

**MOTION****Moved Cr Bolton, Narrabri and seconded Cr Swain, Gunnedah****137/15 RESOLVED**

That Namoi JO Board Meeting and Annual General Meeting be rescheduled for Friday 27 November 2015 to coincide with the visit to Tamworth by the Minister for Local Government, the Hon Paul Toole MP.



**7 DATE AND VENUE FOR NEXT NAMOI COUNCILS BOARD MEETING**

**Date:** Friday 27 November 2015 commencing at 9.30am

**Venue:** Tamworth Regional Council

**Closure:** There being no further business, the Namoi Councils Joint Organisation Meeting concluded at 12.48pm

Cr Col Murray, Namoi Councils, Chairperson

29 October 2015

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Minutes



**Item:** 11.4 **Ref:** WO/2015/02149  
**Title:** Briefing on Central Northern Regional Libraries Annual  
General Meeting & Ordinary Meeting held at Tamworth  
Regional Council on Wednesday 4 November 2015  
**Author:** Clr Heazlett  
**Previous Items:** Not Applicable  
**Attachment:** No

Prior to the meeting CNRL's new Autism Spectrum Disorder Support collection of aids, books and toys was officially opened at the TRC Library with talks by a psychologist and 2 staffers. Cause and cure unknown's at this time. Walcha library will be given a set of items to help any Autistic children who come to the Library. They will also be made available to other groups in the community. One book "Dogs have ADHS", perhaps a good book for all farmers. Autism sufferers have difficulty relating to others.

### ANNUAL GENERAL MEETING

Two main items were discussed. Gunnedah Council has not provided a formal response to rejoin CNRL. It is presumed that the invitation to rejoin is declined. TRC's representative expressed disappointment at this, asking why? The only indication that we have at this stage is that the visitor information centre has been put into the library and there are staffing issues.

The Government's FFF proposals were outlined for each member; TRC & Narrabri Councils were the only two CNRL Councils to be found FFF. The other four members of CNRL; Gwydir, Liverpool Plains, Uralla and Walcha have all been found wanting in Size and Capacity. If they are all amalgamated it would leave only TRC and Narrabri in CNRL. Narrabri indicated they would continue in CNRL. Gwydir community is placing an advertisement in The Land newspaper asking all National Party members to oppose Rural Amalgamations. No action to be taken by CNRL until the government shows its hand.

The annual report was presented to the meeting and is tabled here.

The annual financial statement was also presented and showed a \$68,101 profit mainly due to wages not being expended. Money went into reserves.

**Walcha Statistics** [from the AGR]. Branch opens thirty hours/week with 4 PC's, 1 laptop, 2 mini iPads. Walcha has 1,627 members [up 100 from last year] who between them visited the Library 3,400 times borrowing 11,000 items from the stock of 6,300. The Computers were used 1,033 times a drop of 300 uses. This could be accounted for by difficulties with internet speed.

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Submitted to Council: 25 November 2015

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



## ORDINARY MEETING

Library Services Manager's Report [Kay Delahunt]: One book one region considered a success. Designed to have everybody in the region read and discuss the same book, "The Rosie project" @ a cost of \$5,600; CNRL now part of TRC's Destination Tamworth Directorate under John Sommerlad [NDL ?]; CNRL applying for an infrastructure grant to buy 4 NAO Humanoid robots which have simple programmable technology. They could provide Autism children with tailored specific learning programs. There is a link to see it in use; Regional Library Models not yet released; Quarterly & Children's services report - no significant items.

### **Digital and Communications Librarian** [Marian Bennet]

Civica - this firm has continued to grow apace in the Library market with 24 new contacts in 2015. They recently held a conference in North Sydney offering training & development in *Discovery OPAC*, *the Requests Module* and *Spydus 10 Web Clients*. Thanks to Jack for selecting Civica.

The development of the Spydus Library management system are enhancements logged from Spydus Libraries [clients and staff]. Spydus V10 goes live across CNRL in December this year. To utilize these enhancements each Library will have a tablet to use within the Library; improved usability for web clients; a geo-location field added to Archive records and two step authentication for offsite use.

Spydus is developing a module called Business Intelligence (BI) which can utilize spreadsheets from branch Libraries and incorporate them into a full report. Price for this not yet determined.

Radio Frequency Identification (RFID): A cloud based service offered by Adilam Global Solutions to reduce cost and simplify installation, maintenance and the need for IT infrastructure. This would allow the use of smart phones to use Library services.

Councillors to be brought up to speed on this at our next meeting.

Goonoo Goonoo Station Oral History project is now underway to collect, preserve and make these available. How this can be done will be made available. Gwydir submitted that they provide an App that gives visitors a sound trail in a number of areas. [Orange picking in Bingara]. I would recommend that our Walcha Tourism officer investigates this for its applicability for Walcha [Sculptures, etc.]



**2016-2017 Draft Budget**

Per capita contributions have remained the same @ \$12.20 as no changes have been announced. With some minor variations to this year's budget a \$30,000 deficit is forecast.

	WALCHA	CNRL
Population	3,098	96,664
Total Contribution	\$54,205	\$1,506,541

**CNRL History:** The Regional Library Service commenced on 1 January 1951. The budget for that year was £Pounds 1,985/2/6. In 1952 Walcha Municipal and Apsley Shire joined; budget was £Pounds 6,147/8/1. All purchases and cataloguing was done in the Central Library in Brisbane St with TCC maintaining the building and its surroundings. Books of an educational value could be borrowed free while books regarded more of recreational value had a fee of 3d per book per week. Miss Craig was the Librarian?? How was the money spent? Administration, Travelling, Book Repairs, Post & Telegrams each cost 1%; Printing and Stationery 3%; Sundries 4%; Salaries 30% and new books 59%.

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Submitted to Council: 25 November 2015

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



# Country Mayors Association of NEW SOUTH WALES

Chairman: Cr Rod Kendall  
PO Box 20 Wagga Wagga NSW 2650  
02 69269111  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING

THURSDAY, 5 NOVEMBER 2015, COUNTRY EMBASSY, SYDNEY

The meeting opened at 9.30am

#### 1. ATTENDANCE:

Albury City Council, Cr Hank Van de Ven, Mayor  
Albury City Council, Mr Frank Zaknich, General Manager  
Armidale Dumaresq Council, Cr Herman Beyersdorf, Mayor  
Armidale Dumaresq Council, Mr Glen Wilcox, General Manager  
Bathurst Regional Council, Cr Gary Rush, Mayor  
Bathurst Regional Council, Mr David Sherley, General Manager  
Bega Valley Shire Council, Cr Michael Britten, Mayor  
Bellingen Shire Council, Cr Mark Troy, Mayor  
Berrigan Shire Council, Cr Bernard Curtin, Mayor  
Berrigan Shire Council, Mr Rowan Perkins, General Manager  
Bland Shire Council, Cr Neil Pokoney, Mayor  
Boorowa Council, Cr Wendy Tuckerman, Mayor  
Boorowa Council, Ms Anthony McMahon, General Manager  
Carrathool Shire Council, Cr Peter Laird, Mayor  
Carrathool Shire Council, Mr Ken Murphy, Acting General manager  
Clarence Valley Council, Mr Scott Greensill, General Manager  
Coffs Harbour City Council, Mr Stephen McGrath, General Manager  
Coonamble Shire Council, Cr Michael Webb, Mayor  
Deniliquin Shire Council, Cr Ashley Hall, Mayor  
Deniliquin Shire Council, Mr Des Bilske, General Manager  
Dubbo City Council, Cr Mathew Dickenson, Mayor  
Dubbo City Council, Mr Mark Riley, General Manager  
Eurobodalla Shire Council, Cr Lindsay Brown, Mayor  
Griffith City Council, Cr John Dal Broi, Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Harden Shire Council, Cr John Horton, Mayor  
Harden Shire Council, Mr Trevor Drowley, General Manager  
Jerilderie Shire Council, Cr Ruth McRae, Mayor  
Jerilderie Shire Council, Mr Craig Moffitt, General Manager  
Leeton Shire Council, Cr Paul Maytom, Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager

Lithgow City Council, Cr Maree Stratham, Mayor  
Lithgow City Council, Mr Roger Bailey, General Manager  
Lockhart Shire Council, Cr Peter Yates, Mayor  
Lockhart Shire Council, Cr Roger Schirmer Deputy Mayor  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Murray Shire Council, Cr John Pocklington, Mayor  
Murray Shire Council, Ms Margot Stork, General Manager  
Narrabri Shire Council, Cr Cathy Redding, Deputy Mayor  
Shoalhaven City Council, Cr Allan Baptise, Assistant Deputy Mayor  
Tamworth Regional Council, Cr Col Murray, Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Tumbarumba Shire Council, Cr Ian Chaffey, Mayor  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Urana Shire Council, Cr Patrick Burke, Mayor  
Urana Shire Council, Mr Adrian Butler, General Manager  
Wagga Wagga City Council, Cr Rod Kendall, Mayor  
Wakool Shire Council, Cr Neil Gorey, Mayor  
Wakool Shire Council, Cr Ann Crowe, Deputy Mayor  
Wakool Shire Council, Mr Bruce Graham, General Manager  
Walcha Shire Council, Cr Janelle Archdale, Mayor  
Walcha shire Council, Mr Jack O'Hara, General Manager  
Warrumbungle Shire Council, Cr Peter Shinton, Mayor  
Warrumbungle Shire Council, Mr Steve Loane, General Manager  
Yass Valley Council, Cr Rowena Abbey, Mayor  
Yass Valley Council, Mr David Rowe, General Manager

**Guests**

LGNSW, Cr Keith Rhoades, President  
LGNSW, Cr Greg Matthews, Vice President Rural  
RAMROC, Cr Terry Hogan, Chairman  
RAMROC, Mr Ray Stubbs, Secretary  
Corowa Shire Council, Cr Paul Miegec, Mayor  
Corowa Shire Council, Mr Chris Gillard, General Manager  
Oberon Shire Council, Cr Kerry Gibbons, Deputy Mayor  
Oberon Shire Council, Mr Gary Wallace, Acting General Manager

**APOLOGIES:**

As submitted

**SPECIAL GUESTS:**

Hon Peter Primrose MLC, Shadow Minister for Local Government, Shadow Minister for Innovation and Better Regulation  
Hon Paul Green MLC, Christian Democratic Party  
Hon Niall Blair MLC, Minister for Primary Industries, Minister for Land and Water

**2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the General Meeting held on 6 August 2015 be accepted as a true and accurate record (Harden Shire Council Council / Moree Plains Shire Council).



### 3. **Matters Arising from the Minutes**

NIL

### 4. **Presentation**

#### **Hon Peter Primrose MLC, Shadow Minister for Local Government, Shadow Minister for Innovation and Better Regulation**

Rather than talk about matters that he may think interested the meeting Peter threw the meeting over to questions from the floor. The Oppositions stand on Fit for the Future is that you need to look at financial viability of local Government such as Rating, Cost Shifting, freezing FAGs etc before you look at structures. Nobody knows what the Fit for the Future process is or what the next step is going to be. The 18<sup>th</sup> December is the last sitting day for Parliament so debate has been gagged until next year. Any Legislative change has to be passed by the Legislative Council and presumably any amalgamation proposals will be referred to the Boundaries Commission. The Hands of Treasury and TCorp are very much evident in the Fit for the Future process. The question needs to be asked as to whether IPART has the right to make assessments. The Oppositions preferred option is voluntary amalgamations. There is no evidence that bigger is better.

### 5. **Presentation**

#### **Hon Paul Green MLC**

Paul is a member of the Christian Democratic Party which holds the balance of power in the Legislative Council. He is temporary Chair of Committees, Chairman of General Purpose Standing Committee No 6, Vice Chairman of General Purpose Standing Committee No 2 and a member of the Standing Committee on State Development. He has been involved in a number of Inquiries across the State. Holding the balance of power does not give you the right to be obstructionist but you have a duty to ensure good government by influencing legislation. The general Purpose Standing Committee No 6 has held an inquiry into Local Government in NSW and the Fit for the Future program. The inquiry looked into financial management of Local Government, rate pegging, rate exemptions, freezing of FAGs, cost shifting, the contribution that water makes to financial stability and boundary changes. The report has 17 recommendations and 9 findings. The Christian Democrats will be meeting with Ministers and doing all in their power to have the recommendations adopted.

### 6. **Membership**

RESOLVED That Bega Valley Shire Council and Lockhart Shire Council be admitted as members of the Association (Moree Plains Shire Council / Eurobodalla Shire Council)

### 7. **CORRESPONDENCE**

Outward

- (a) Hon Anthony Roberts MP, Minister for Industry, Resources and Energy, Hon Troy Grant MP, Deputy Premier, Minister for Justice and Police, Minister for the Arts and Minister for Racing, Hon John Barilaro MP, Minister for Regional Development, Minister for Skills and Minister for Small Business, and Mr David Harris MP, Shadow Minister for Regional Development requesting reconsideration of the closure of the "Country Embassy" Trade and Investment Centre
- (b) The Hon Rob Stokes MP, Minister for Planning, The Hon Duncan Gay MLC, Minister for Roads, Maritime and Freight, and The Hon Paul Toole

MP, Minister for Local Government thanking them for their presentations to the meeting held on 6 August 2015

- (c) Mr Andrew Penn, CEO, Telstra Corporation Ltd, Mr Inaki Berroeta, CEO, Vodafone Hutchison Australia, Australian Competition and Consumer Commission, The Hon Paul Fletcher MP, Parliamentary Secretary to the Minister for Communications, Marine Rescue NSW, NSW Police Force, NSW Rural Fire Service, and NSW State Emergency Services requesting that Telstra and Vodafone be required to support rural and regional Australia, by confirming that they will include new and updated base stations/towers, funded under all rounds of the Australian Government Mobile Blackspot Programme, in the Wholesale Products they offer to all mobile service providers.
- (d) The Hon Joe Hockey MP, Treasurer, and The Hon David Elliott, Minister for Corrections, Minister for Emergency Services and Minister for Veterans Affairs seeking more funding for mitigation and not supporting cutbacks in federal funding for restoration of flood damaged assets after natural disasters.
- (e) The Hon Tony Abbott, Prime Minister expressing support for the Inland Rail project.

Inward

- (a) Mr Inaiki Berroeta, CEO, Vodafone Hutchison Australia Pty Limited Re Mobile Black Spot Programme (Copy Attached)
- (b) Mr Andrew Penn, CEO, Telstra Corporation Limited, Re Mobile Blackspot Programme (Copy Attached)
- (c) The Hon Michael Keenan MP, Minister Assisting the Prime Minister on Counter Terrorism, Re Natural Disaster Funding (Copy Attached)
- (d) The Hon Anthony Roberts MP, Minister for Industry, Resources and Energy Re Country Embassy (Copy Attached)
- (e) Senator The Hon James McGrath Assistant Minister to the Prime Minister Re Inland Rail (Copy Attached)

NOTED

## 8. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Shoalhaven City Council / Carrathool Shire Council)

### Adjournment of Meeting 11.18am

RESOLVED That the General Meeting be adjourned to allow the Annual General Meeting to be held (Dubbo City Council / Tamworth Regional Council)

### Recommencement of General Meeting 11.45am

RESOLVED That the General Meeting be reconvened (Armidale Dumaresq Council / Carrathool Shire Council)

## 9. General Business

(a) Discussion Paper Natural Disaster Funding

RESOLVED That the Association write to the Federal and State Ministers for the Environment requesting that all costs approved for claimed emergencies for plant, equipment and personnel be fully compensated (Warrumbungle Shire Council / Harden Shire Council)

(b) Murray Darling Basin Plan

RESOLVED That the RAMROC submission be circulated to members and then referred to the Executive to determine the support of the Association (Moree Plains Shire Council / Tamworth Regional Council)

(c) Future Meeting Venue

The "Country Embassy" Trade and Investment Centre will close in May 2016 and an alternate meeting venue needs to be found. The Chairman is to be at a meeting with the Premier this afternoon and will seek to have the Jubilee Room at Parliament House made available to us at favourable terms

**10. Presentation**

**Hon Niall Blair MLC, Minister for primary Industries, Minister for Lands and Water**

Poles and Wires legislation has provided additional investment opportunities in water which will benefit the Country Towns Water Supply scheme. A blueprint for water projects across NSW is being developed. The State Government has made a written submission on the Murray Darling Basin Plan. Regional Weeds Committees are to be reduced to eleven by Local Lands Services. The Crown Lands Review will result in eight pieces of legislation being rolled into one. A Local Land Pilot is to assess what is Local and State land and how to manage them in the future. If Councils object to taking over management of land it will not be transferred. The Department of Primary Industries Strategic Plan was released last week. It is driven by economic growth and contains a \$300 million drought package.

There being no further business the meeting closed at 1.00pm.

Cr Rod Kendall

Chair – Country Mayor's Association of NSW



# Country Mayors Association of NEW SOUTH WALES

Chairman: Cr Rod Kendall  
PO Box 20 Wagga Wagga NSW 2650  
02 69269111  
ABN 92 803 490 533

## AGM MINUTES

### GENERAL MEETING

FRIDAY, 5 NOVEMBER 2015, COUNTRY EMBASSY, SYDNEY

The meeting opened at 11.18 a.m.

#### 1. ATTENDANCE:

Albury City Council, Cr Hank Van de Ven, Mayor  
Albury City Council, Mr Frank Zaknich, General Manager  
Armidale Dumaresq Council, Cr Herman Beyersdorf, Mayor  
Armidale Dumaresq Council, Mr Glen Wilcox, General Manager  
Bathurst Regional Council, Cr Gary Rush, Mayor  
Bathurst Regional Council, Mr David Sherley, General Manager  
Bega Valley Shire Council, Cr Michael Britten, Mayor  
Bellingen Shire Council, Cr Mark Troy, Mayor  
Berrigan Shire Council, Cr Bernard Curtin, Mayor  
Berrigan Shire Council, Mr Rowan Perkins, General Manager  
Bland Shire Council, Cr Neil Pokoney, Mayor  
Boorowa Council, Cr Wendy Tuckerman, Mayor  
Boorowa Council, Ms Anthony McMahon, General Manager  
Carrathool Shire Council, Cr Peter Laird, Mayor  
Carrathool Shire Council, Mr Ken Murphy, Acting General manager  
Clarence Valley Council, Mr Scott Greensill, General Manager  
Coffs Harbour City Council, Mr Stephen McGrath, General Manager  
Coonamble Shire Council, Cr Michael Webb, Mayor  
Deniliquin Shire Council, Cr Ashley Hall, Mayor  
Deniliquin Shire Council, Mr Des Bilske, General Manager  
Dubbo City Council, Cr Mathew Dickenson, Mayor  
Dubbo City Council, Mr Mark Riley, General Manager  
Eurobodalla Shire Council, Cr Lindsay Brown, Mayor  
Griffith City Council, Cr John Dal Broi, Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Harden Shire Council, Cr John Horton, Mayor  
Harden Shire Council, Mr Trevor Drowley, General Manager  
Jerilderie Shire Council, Cr Ruth McRae, Mayor  
Jerilderie Shire Council, Mr Craig Moffitt, General Manager

Leeton Shire Council, Cr Paul Maytom , Mayor  
Leeton Shire Council, Ms Jackie Kruger, General Manager  
Lithgow City Council, Cr Maree Stratham, Mayor  
Lithgow City Council, Mr Roger Bailey, General Manager  
Lockhart Shire Council, Cr Peter Yates, Mayor  
Lockhart Shire Council, Cr Roger Schirmer Deputy Mayor  
Moree Plains Shire Council, Cr Katrina Humphries, Mayor  
Murray Shire Council, Cr John Pocklington, Mayor  
Murray Shire Council, Ms Margot Stork, General Manager  
Narrabri Shire Council, Cr Cathy Redding, Deputy Mayor  
Shoalhaven City Council, Cr Allan Baptise, Assistant Deputy Mayor  
Tamworth Regional Council, Cr Col Murray, Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Tumbarumba Shire Council, Cr Ian Chaffey, Mayor  
Uralla Shire Council, Cr Michael Pearce, Mayor  
Urana Shire Council, Cr Patrick Burke, Mayor  
Urana Shire Council, Mr Adrian Butler, General Manager  
Wagga Wagga City Council, Cr Rod Kendall, Mayor  
Wakool Shire Council, Cr Neil Gorey, Mayor  
Wakool Shire Council, Cr Ann Crowe, Deputy Mayor  
Wakool Shire Council, Mr Bruce Graham, General Manager  
Walcha Shire Council, Cr Janelle Archdale, Mayor  
Walcha Shire Council, Mr Jack O'Hara, General Manager  
Warrumbungle Shire Council, Cr Peter Shinton, Mayor  
Warrumbungle Shire Council, Mr Steve Loane, General Manager  
Yass Valley Council, Cr Rowena Abbey, Mayor  
Yass Valley Council, Mr David Rowe, General Manager

### **Guests**

LGNSW, Cr Keith Rhoades, President  
LGNSW, Cr Greg Matthews, Vice President Rural  
RAMROC, Cr Terry Hogan, Chairman  
RAMROC, Mr Ray Stubbs, Secretary  
Corowa Shire Council, Cr Paul Miegec, Mayor  
Corowa Shire Council, Mr Chris Gillard, General Manager  
Oberon Shire Council, Cr Kerry Gibbons, Deputy Mayor  
Oberon Shire Council, Mr Gary Wallace, Acting General Manager

### **APOLOGIES:**

As submitted

### **2. ADOPTION OF MINUTES OF PREVIOUS MEETING:**

RESOLVED that the minutes of the Annual General Meeting held on 14 November 2014 be accepted as a true and accurate record (Dubbo City Council / Bellinger Shire Council).

### **3. Chairman's Report**

Cr Rod Kendall read his Chairman's report to the meeting (Copy Attached)  
RESOLVED That the Chairman's report be received and noted (Wagga Wagga City Council / Armidale Dumaresq Council)

**4. FINANCIAL REPORT**

RESOLVED That the financial reports for the 2014/15 year as tabled be accepted (Armidale Dumaresq Council / Harden 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 (Harden Shire Council / Warrumbungle Shire Council)

**5.2 Chairman**

The Returning Officer advised that he had received one nomination in writing, Cr Rod Kendall being nominated by Tumburumba Shire Council and Bathurst Regional Council. Cr Kendall has served two terms as Chairman. Section 26 of the Constitution states that the Chairperson, Vice Chairperson and Secretary shall hold office for a period no greater than two consecutive years unless the Association otherwise determines by ordinary resolution

RESOLVED That Cr Rod Kendall, Mayor, Wagga Wagga City Council, be authorized to stand for the position of Chairman in accordance with clause 26 of the Constitution (Harden Shire Council / Yass Valley Council)

The Returning Officer called for any further nominations for the position of Chairperson. As no other nominations were received the Returning Officer declared Cr Kendall elected as Chairman for the 2015/16 year

**5.3 Vice Chairman**

The Returning Officer advised that he had received one nomination in writing, Cr Lindsay Brown being nominated by Wagga Wagga City Council and Tumburumba Shire Council. Cr Brown has served two terms as Chairman. Section 26 of the Constitution states that the Chairperson, Vice Chairperson and Secretary shall hold office for a period no greater than two consecutive years unless the Association otherwise determines by ordinary resolution

RESOLVED That Cr Lindsay Brown, Mayor, Eurobodalla Shire Council, be authorized to stand for the position of Vice Chairman in accordance with clause 26 of the Constitution (Moree Plains Shire Council / Harden Shire Council)

The Returning Officer called for any further nominations for the position of Vice Chairperson. As no other nominations were received the Returning Officer declared Cr Brown elected as Vice Chairman for the 2015/16 year

**5.4 Secretary/Public Officer**

RESOLVED That Mr Alan Eldridge General Manager, Wagga Wagga City Council, be appointed Secretary/Public Officer (Warrumbungle Shire Council / Tumburumba Shire Council)



## 5.5 Executive

RESOLVED That the Mayors of the following Councils form the Executive of the Association for the 2014/15 year

- Albury City Council
- Armidale Dumaresq Council
- Coonamble Shire Council
- Dubbo City Council
- Eurobodalla Shire Council
- Harden Shire Council
- Moree Plains Shire Council
- Wagga Wagga City Council

(Warrumbungle Shire Council / Bellingen Shire Council)

### 7. **SETTING OF ANNUAL MEMBERSHIP FEES**

A MOTION WAS MOVED by Dubbo City Council That the membership fees for the 2016 year be \$750 plus CPI for the last 12 months for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 pay 75% \$562.50 plus CPI for the last 12 months

The motion lapsed for want of a seconder

RESOLVED That the membership fees for the 2016 year remain at \$750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 pay 75% \$562.50 with the Executive examining any changes that may need to be made as a result of the change in venue and Fit for the Future and report back to the March meeting (Eurobodalla Shire Council Council / Lockhart Shire Council)

### 8. **Secretariat**

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Harden Shire Council / Bellingen Shire Council)

### 8. **Meeting dates for 2016**

RESOLVED that the meeting dates for 2016 be 11 March, 10 June, 12 August and 4 November (Warrumbungle Shire Council / Tamworth Regional Council)

There being no further business the meeting closed at 11.45 am.

Cr Rod Kendall

Chair – Country Mayor's Association of NSW