



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 26 October 2016

3:00pm

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

WO/2016/01780

AGENDA

Submitted to Council: 26 October 2016

..... General Manager Mayor



Dear Mayor and Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 26 October 2016** commencing at **3:00pm**.

Yours sincerely

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

Jack O'Hara
GENERAL MANAGER

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3. Business Arising
4. Declarations of Interest
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Nil.
6. Senior Officers Reports
 - 6.1 Part Day Public Holiday Application for 2017, 2018 & 2019
WO/2016/01767
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Submitted to Council: 26 October 2016

..... General Manager Mayor



7. Notice of Motion

Nil.

8. Matters of Urgency

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

9. Management Review Report

WO/2016/01763

10. Committee Reports

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

11. Delegate Reports

11.1 Minutes of the Namoi Councils Joint Organisations Meeting held at Gunnedah Shire Council Chambers on Thursday, 6 October 2016.

WI/2016/06375

12. Committee of the Whole

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

Resolution to move into Open Council.

Resolution to adopt Committee of the Whole Report and Recommendations.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Present:

Apologies:

Confirmation of the Extra Ordinary Meeting Minutes held on Wednesday, 28 September 2016:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 28 September 2016:

Matters arising from the Extra Ordinary Meeting held on Wednesday, 28 September 2016:

Matters arising from the Ordinary Meeting held on Wednesday, 28 September 2016:

Submitted to Council: 26 October 2016

..... General Manager Mayor



EXTRA ORDINARY MEETING OF COUNCIL

held on

Wednesday, 28 September 2016

at

2.10pm

at

Walcha Council Chambers

Oaths by Councillors:

Prior to the Opening of the Meeting the General Manager witnessed the Oaths taken by Councillors and they are attached to these Minutes.

PRESENT: Councillors PR Blomfield, KW Ferrier, WJ Heazlett, JM Kealey, SJ Kermode, CM Lyon, EH Noakes and RL Wellings.

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

1. APOLOGIES:

Nil.

MINUTES



2. SENIOR OFFICERS REPORT

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

The General Manager is the Returning Officer and took the Chair.

2.1 Election of Mayor & Deputy Mayor

WO/2016/01575

30 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that in the event that there is more than one Councillor nominated for each of the positions of Mayor or Deputy Mayor, then the method of election to determine the position(s) be by Ordinary Ballot with the counting to be done in the Mayors Office **FURTHER THAT** the Director – Engineering Services be appointed the Scrutineer **STILL FURTHER THAT** the Returning Officer destroy all documentation following such elections.

a) Election of Mayor

The Returning Officer then called for nominations for the position of Mayor. On receiving two nominations, one from Councillor Ferrier and one from Councillor Noakes, conducted an Ordinary Ballot and subsequently, the Returning Officer declared Councillor Noakes elected Mayor for the ensuing period.

b) Election of Deputy Mayor

The Returning Officer then called for nominations for the position of Deputy Mayor. On receiving one nomination that of Councillor Lyon, the Returning Officer, declared Councillor Lyon elected Deputy Mayor for the ensuing period unopposed.

DELEGATIONS OF AUTHORITY

Section 377 of the Local Government Act, 1993 provides the authority for Council to delegate its powers. It provides that Council may, by resolution, delegate to the General Manager or any other person or body (excluding another employee of Council) certain of its functions.

Subsequent to those changes, the following authorities are now delegated to the Mayor.

TO THE MAYOR:

To perform on behalf of Council the following powers, authorities, duties and functions within the terms of the Local Government Act and Regulations thereunder:-

1. To appoint any Councillor to represent either the Mayor or the Council at any function or Meeting or other event as the Mayor deems appropriate or necessary.



2. In conjunction with the General Manager to approve the admittance of new Councils in the Mid-North Weight of Loads Group.
3. The authority to adjudicate on or to grant approvals as appropriate under the terms of the adopted Code of Conduct for Local Government provided that in all cases, a right of appeal to the full Council shall exist.
4. The authority to consider and determine Council's response to representations seeking leniency or outlining extenuating circumstances from persons who have been served with a Penalty Notice. This determination shall extend only to those representations referred through the New South Wales Police Service Infringement Processing Bureau.
5. The authority to approve a mode of travel, other than by Council vehicle, for Councillors and Staff travelling on Council business, as circumstances may, from time to time, warrant.
6. In accordance with the provisions of Section 378(2) of the Local Government Act, 1993, authority to approve Council orders for the provision of goods and services up to the amount of two thousand dollars (\$2,000).

In the absence of the Mayor, Councillor Noakes, these powers are delegated to the Deputy Mayor, Councillor Lyon, **EXCEPT** for Clause 6.

TO THE DEPUTY MAYOR:

To perform on behalf of Council the following powers, authorities, duties and functions within the terms of the Local Government Act and Regulations thereunder:-

1. During periods of absence of the Mayor, Councillor Noakes, the Delegations made to Councillor Noakes shall be deemed to be made to the Deputy Mayor, Councillor Lyon, **EXCEPT** for Clause 6.

31 **RESOLVED** on the Motion of Councillors Heazlett and Kealey that, in accordance with the Local Government Act, 1993, the Delegations of Authority listed above be made to the Mayor, Councillor Noakes and the Deputy Mayor, Councillor Lyon, respectively.

Councillor Noakes, Mayor of Walcha, took the Chair.



2.2 Committees & Delegates Membership

WO/2016/01547

32 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that if more than one person expressed an interest in the Committees then Council would hold a Secret Ballot to elect the Delegate to that Committee.

33 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that the list of Delegates, listed below, be **ADOPTED** for the ensuing two year period:

Delegate Organisations/Committees:

New England Tablelands Noxious Plants County Council – trading as New England Weeds Authority (NEWA)

Delegate – Clr Kermod

Namoi Councils Joint Organisation

Delegate – Mayor – Clr Noakes

Alternate – Deputy Mayor – Clr Lyon

Mid North Weight of Loads Group

Delegate – Clr Lyon

Alternate – Clr Heazlett

NSW Public Libraries Association – North Eastern Zone

Delegate – Clr Heazlett

Alternate – Clr Wellings

Central Northern Regional Libraries Committee

Delegate – Clr Heazlett

Alternate – Clr Wellings

Local Traffic Committee (LTC) and Council Advisory Committee

Nominated Representative by Local Member Kevin Anderson MP – Clr Ferrier

Local Emergency Management Committee (LEMC)

Delegate – Clr Blomfield

Zone Bush Fire Management Committee

Delegate – Clr Blomfield

Alternate – Clr Kermod

Tablelands Community Transport (TCT) Management Committee

Delegate – Clr Ferrier



Arts North West

Delegate – Clr Kealey
Alternate – Clr Heazlett

Management Committee Pioneer Cottage

Delegate – Clr Heazlett

Walcha Local (Liquor) Consultative Committee

Delegate – Clr Ferrier
Alternate – Clr Lyon

Community Centre Committee (Multi-Purpose Centre)

Delegate – Clr Kealey
Alternate – Clr Wellings

Walcha Community Consultative Committee

Delegate – Clr Kealey
Alternate – Clr Heazlett

Walcha Local Health Committee

Delegate – Clr Noakes

Country Mayors Association

Delegate – Clr Noakes

355 Committees

Walcha Town & District Beautification & Tidy Towns Committee

Representatives: – Clr Lyon and Clr Blomfield

Walcha Council Arts Advisory Committee

Chair – Clr Kealey
Alternate – Clr Heazlett

Walcha Council Community Care Advisory Committee

Chair – Clr Ferrier

Walcha Council Preschool Advisory Committee

Chair – Clr Wellings

Walcha Council Tourism Advisory Committee

Chair – Clr Kealey
Alternate – Clr Heazlett



Walcha Council Audit & Risk Committee
Voting Members – Clr Lyon and Clr Kermod

Walcha Council Festival Committee
Chair – Clr Ferrier

Walcha Council Youth Advisory Committee
Chair – Clr Wellings

Council Internal Committees

Plant Committee
Representative – Clr Noakes, Clr Lyon and Clr Kermod

Staff Committee
Representatives: Clr Noakes and Clr Lyon, Heazlett and Blomfield

Staff Consultative Committee
Management Representatives – Mayor Noakes & Deputy Mayor Lyon

Roads Management Committee
Representatives – All Councillors.

Walcha Council Waste Management Committee
Representatives – All Councillors

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED
THE MEETING CLOSED AT 2:45PM.**



COUNCILLOR OATH OR AFFIRMATION OF OFFICE



Oath:

I Peter Richard BLOMFIELD swear that I will undertake the duties of the office of councillor in the best interests of the people of Walcha Council local government area and the Walcha Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgement.

Signed by Councillor:


Peter R Blomfield

In the presence of:


Jack O'Hara
General Manager



COUNCILLOR OATH OR AFFIRMATION OF OFFICE



Oath:

I Kevin Wilfred FERRIER swear that I will undertake the duties of the office of councillor in the best interests of the people of Walcha Council local government area and the Walcha Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgement.

Signed by Councillor:

In the presence of:

Handwritten signature of Kevin W Ferrier in cursive script.

Kevin W Ferrier

Handwritten signature of Jack O'Hara in cursive script.

Jack O'Hara
General Manager



COUNCILLOR OATH OR AFFIRMATION OF OFFICE



Oath:

I William John HEAZLETT swear that I will undertake the duties of the office of councillor in the best interests of the people of Walcha Council local government area and the Walcha Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgement.

Signed by Councillor:


William J Heazlett

In the presence of:


Jack O'Hara
General Manager



COUNCILLOR OATH OR AFFIRMATION OF OFFICE



Oath:

I Jennifer Mary KEALEY swear that I will undertake the duties of the office of councillor in the best interests of the people of Walcha Council local government area and the Walcha Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgement.

Signed by Councillor:

In the presence of:


Jennifer M Kealey


Jack O'Hara
General Manager

TRIM Ref: WINT/2016/02039

28 September 2016

.....General ManagerMayor



COUNCILLOR OATH OR AFFIRMATION OF OFFICE



Oath:

I Scott John KERMODE swear that I will undertake the duties of the office of councillor in the best interests of the people of Walcha Council local government area and the Walcha Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgement.

Signed by Councillor:

In the presence of:

Handwritten signature of Scott J Kermode in black ink.

Scott J Kermode

Handwritten signature of Jack O'Hara in black ink.

Jack O'Hara
General Manager



COUNCILLOR OATH OR AFFIRMATION OF OFFICE



Oath:

I Clinton Michael LYON swear that I will undertake the duties of the office of councillor in the best interests of the people of Walcha Council local government area and the Walcha Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgement.

Signed by Councillor:

In the presence of:

Handwritten signature of Clinton M Lyon in black ink.

Clinton M Lyon

Handwritten signature of Jack O'Hara in black ink.

Jack O'Hara
General Manager



COUNCILLOR OATH OR AFFIRMATION OF OFFICE



Oath:

I Eric Henry NOAKES swear that I will undertake the duties of the office of councillor in the best interests of the people of Walcha Council local government area and the Walcha Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgement.

Signed by Councillor:

Handwritten signature of Eric H Noakes in black ink.

Eric H Noakes

In the presence of:

Handwritten signature of Jack O'Hara in black ink.

Jack O'Hara
General Manager



COUNCILLOR OATH OR AFFIRMATION OF OFFICE



Oath:

I Rachael Lee WELLINGS swear that I will undertake the duties of the office of councillor in the best interests of the people of Walcha Council local government area and the Walcha Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgement.

Signed by Councillor:

In the presence of:

Handwritten signature of Rachael L Wellings.

Rachael L Wellings

Handwritten signature of Jack O'Hara.

Jack O'Hara
General Manager



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 28 September 2016

at

3.30pm

at

Walcha Council Chambers

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

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

1. APOLOGIES:

Nil.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 31 AUGUST 2016:

34 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that the Minutes of the Ordinary Meeting held on Wednesday 31 August 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

Nil.

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

Firstly I would like to thank my fellow councillors for bestowing the honour of Mayor on me. I don't take this lightly and will endeavour to lead and work inclusively with all to take the Council forward over the next two years. Thanks to Councillor Lyon for the nomination and members of council past and present who gave me advice which led to me contesting the position. An early thank you to our General Manager, Jack, who said he will assist me through the settling in phase. On a personal note I have found myself very busy since the Mayoral Election but I am sure this will settle down. I feel the community is very enthusiastic about the makeup of our Council and with the mix of age, experience and ideas we should be able to push forward and strive to achieve many of our goals. To past Mayor Janelle Archdale and members of previous Council thank you for leaving us a functional and independent Council, that, with amalgamation hopefully a dim and distant memory we can get on with what we have been elected to do so. Always remember that a ship is safest in the harbour but that is not what it is built for so let us send this Council forward.

Thank you
Mayor Noakes

35 **RESOLVED** on the Motion of Mayor Noakes that the Mayoral Minute be **NOTED** by Council.

6. SENIOR OFFICERS REPORT

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



6.1 Council Meeting Dates and Time

WO/2016/01571

37 **RESOLVED** on the Motion of Councillors Lyon and Kealey that the Ordinary Meetings of Council be the last Wednesday of the month commencing at 3:00pm and the Councillor Briefing Sessions to be on the same day but to commence at 2:00pm.

6.2 Local Government NSW Annual Conference 2016

WO/2016/01568

38 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that Council approve the attendance of the Mayor, Clr Noakes, and the General Manager and two Councillors, being Clr Blomfield and Clr Lyon, as representatives at the 2016 Annual Conference of Local Government NSW **FURTHER THAT** the payment of all expenses associated with the attendance at the Conference be approved by Council.

6.3 Emergency Services Property Levy (ESPL)

WO/2016/01520

39 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that Council note the information provided from NSW Treasury **FURTHER THAT** Council does not sign the Memorandum of Understanding until further information is provided.

6.4 Grants for Junior Sporting / Coaching Clinics

WO/2016/01552

40 **RESOLVED** on the Motion of Councillors Heazlett and Wellings that Council allocate the following funds to each applicant:

1. Walcha & District Tennis Association - \$600
2. Walcha Amateur Basketball Association - \$1,000
3. Walcha Flippers Swimming Club - \$1,500

6.5 Review of Councillor Expenses and Facilities Policy

WO/2016/01566

41 **RESOLVED** on the Motion of Councillors Kermode and Wellings that Council place the "Payment of Expenses and the Provision of Facilities for Mayors, Councillors & Staff" Policy on public exhibition inviting public submissions for a period of 28 days as per the *Local Government Act 1993 Section 253(1)*.

6.6 Community Preschool Capital Works Grants

WO/2016/01558

42 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council **NOTE** the Report **FURTHER THAT** Council send a letter to Karen Kermode congratulating her on her initiative.



6.7 Oxley Highway Speed Zone Changes

WO/2016/01587

43 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that Council make representations to the Hon Duncan Gay MLC, Minister for Roads, Maritime & Freight, through our Local State Member requesting the review of the implementation of speed limit changes on Oxley Highway due to the detrimental effect on Walcha Tourism.

6.8 Committee of the Whole Referral – Tenders for Supply and Delivery of Road Surfacing from 1 October 2016 to 30 September 2019 AND Tender for the Design and Construction of Five Bridges AND Tender for Supply and Delivery of Guard Rail AND Tender for the Construction of Bergen Bridge Widening (Construct only)

WO/2016/01569

44 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that, in accordance with the provisions of Section 10A(2)(c) of the Local Government Act, 1993, the matter of tenders for Supply and Delivery of Road Resurfacing AND Tenders for the Design and Construction of Five Bridges AND Tender for the Supply and Delivery of Guard Rail AND Tender for the Construction of Bergen Bridge Widening (Construct only) be referred to be discussed in Committee of the Whole for the reason that they relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

COMMITTEE OF THE WHOLE

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

46 The Meeting resumed in **OPEN** Council on the Motion of Councillors Ferrier and Heazlett.

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

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



**1. Tender for the Supply and Delivery of Road Resurfacing – REGPRO161617
WO/2016/01527**

The Committee **RECOMMENDED** on the Motion of Ferrier and Lyon:

1. That Council select the following tenders and award the contract as a panel contract with no preferences for the period 1 October 2016 to 30 September 2019:

- ◆ New South Wales Spray Seal Pty Ltd
- ◆ Boral Asphalt
- ◆ Fulton Hogan Industries Pty Ltd

2. That provision be allowed for a 12 month extension based on satisfactory supplier performance which may take this tender through to 30 September 2020.

2. Tender for the Design and Construction of Five Bridges WO/2016/01527

The Committee **RECOMMENDED** that Council **ACCEPT** the tender submitted by Waeger Constructions Pty Ltd **FURTHER THAT** authorise the General Manager to commence negotiations with Waeger Constructions in order to determine a mutually beneficial construction program **STILL FURTHER THAT** if negotiations are unsuccessful, the General Manager be authorised to consult with the runner up organisations, Australian Construction Group.

3. Tender for the Supply and Delivery of Guard Rail WINT/16/2145

The Committee **RECOMMENDED** on the Motion of Lyon and Kealey that Council **ACCEPT** the tender submitted by Ingal Civil Products **FURTHER THAT** authorise the General Manager to commence negotiations with Ingal Civil Products for the supply and delivery of the Guard Rail, enabling the continuation of the Black Spot projects.

**4. Tender for the Construction of Bergen Bridge Widening (Construct Only)
WINT/16/2144**

The Committee **RECOMMENDED** on the Motion of Lyon and Ferrier that Council accept the tender submitted by Bridgebuild and Civil Pty Ltd **FURTHER THAT** authorise the General Manager to investigate the Company's financial capacity **STILL FURTHER THAT** if the investigations are not acceptable, the General Manager be authorised to call further tenders.

ADOPTION OF COMMITTEE OF THE WHOLE

47 **RESOLVED** on the Motion of Councillors Lyon and Kermode that the Report and Recommendations of the Meeting of the Walcha Council Committee of the Whole held on Wednesday, 28 September 2016 be **ADOPTED** by Council. The Chairman publicly declared the recommendations passed by the Committee whilst in Committee of the Whole.



Afternoon Tea

The Council adjourned for afternoon tea at 4.15pm and the Meeting resumed at 4.48pm. Councillor Heazlett left the Meeting.

7. NOTICE OF MOTION

Nil.

8. MATTERS OF URGENCY

48 **RESOLVED** on the Motion of Councillors Ferrier and Kermode that Council consider as a Matter of Urgency the Petition regarding Mobile Coverage in our region.

The Mayor ruled the telecommunications as a matter of urgency.

It is **NOTED** that the Petition regarding the Mobile Coverage has reached 1100 signatures.

49 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that Council forward copies of the Petition to our Local Federal and State Members of Parliament the NSW Farmers Association, Telstra and other mobile providers in our region.

50 **RESOLVED** on the Motion of Councillors Kealey and Kermode that Council authorise the General Manager to engage an independent telecommunications expert to gain advice on a possible solution to the decline of telecommunications service in Walcha shire.

9. MANAGEMENT REVIEW REPORTS

WO/2016/01517

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

10. COMMITTEE REPORTS

10.1 Minutes of the Walcha Council Community Care Advisory Committee Meeting held on Tuesday, 21 June 2016.

WO/2016/01531

52 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that Council send correspondence requesting completion of forms to those volunteers without the appropriate paperwork to give them one last chance **FURTHER THAT** a letter be



sent to the Walcha Central School P & C requesting an updated list of member names wishing to volunteer be made available to WCCC to assist with accurate volunteer records and rostering.

10.2 Minutes of the Walcha Council Mountain Festival Committee Meeting held on Wednesday, 7 September 2016. WO/2016/01548

11. DELEGATE REPORTS

11.1 Minutes of the Namoi Councils Joint Organisation Meeting held at Liverpool Plains Shire Council on Thursday, 1 September 2016. WO/2016/01582

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



Item 6:
Senior Officers'
Reports

Submitted to Council: 26 October 2016

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2016/01767
Title: Part Day Public Holiday for 2018 & 2019 Walcha Races
Author: General Manager
Previous Items:
Attachment:

Introduction:

This report is to organise the Part Day Public Holiday for the Walcha Races in 2018 & 2019. Last year Council applied for the Part Day Public Holiday for the Walcha Races for 2016 & 2017 but unfortunately only 2016 was gazetted. Council is currently in contact with Industrial Relations attempting to achieve the part day public holiday for 2017.

Report:

Due to the 2017 Part Day Public Holiday date being omitted from the Gazettal of last year's application it is recommended that Council endorse by resolution the application for the Part Day Public Holiday on Friday, 10 February 2017 from 12 noon to 6pm.

Each year in August, the NSW Industrial Relations Executive Director writes to Council regarding applications under the *Public Holidays Act 2010* for the declaration of local public holidays and local event days for the next year.

The Act permits the Minister for Industrial Relations to declare a local public holiday or a local event day for the whole or part of the Council's local government area. This may be limited to a particular location in the Council's area, such as the boundaries of a particular town or a police district in an area nominated by the Council.

As in the previous few years, Council must carry out public consultation before applying. Council must consider and be aware of the potential impact the application will have upon businesses and communities located within the designated public holiday areas. This means that all employees whose place of work is within a local public holiday area will be entitled to be absent from work on the day or half day or part day that is the local public holiday or half holiday or part holiday. In addition, employees who work on the day or part day may then have an entitlement to penalty rates.

The NSW Industrial Relations expects Council to consider the impact on local schools and on the transport of school students who attend school on this day. In this regard it is expected that the consultation process with local schools will take account of the transportation arrangements for students who attend school on the day. Each year Council ensure that each School within the area and Macphersons bus company are consulted.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Last year Council consulted the community of Walcha via Council website and in both the Apsley Advocate and Walcha News, to encourage those that feel strong enough to make comments, Council received three replies. One from Walcha Central School, which actually had reasons for and against, one from the Walcha Central School P & C Association, they were AGAINST and the final response was from The Oxley Explorer which did seem to favour AGAINST due to school related concerns, mainly that children would be picked up as early as 10am which seemed to be ineffective for their time and money. Other schools were invited to make submissions but did not submit one.

The Submission form encouraged people to submit if they had any issues with the part day public holiday in 2015. No issues were stated.

Council have consulted extensively over the last few years with the majority of business houses fully supporting the part day public holiday. The results of previous years are:

	2014:		2013:
For:	52	For:	52
Against:	10	Against:	13
		Indifferent:	6

The following extract is from a letter sent to Council explaining the process and matters to be considered.

Declaration of a Local Public Holiday

In circumstances where a local public holiday is declared by the Minister, a bank located in the designated holiday area will be required to close during the declared public holiday hours unless the bank is exempted from the requirement to close under Part 3A of the *Retail Trading Act 2008*. Shops located within the designated holiday area are free to open without restriction.

Where it is proposed to request a half-day public holiday, consideration should be given to the effect that the half day holiday will have on local schools and on the transport of students who attend school on the day. **In this regard, it is expected that the consultation process with local schools will take account of the transport arrangements for students on the half day.**

Implications for Employers

The public holiday provisions contained in the National Employment Standards of the *Fair Work Act 2009* (Cth) apply to local public holidays declared under the *Public Holidays Act 2010*. This means that all employees irrespective of their former entitlements and whose place of work is within a local public holiday area will be entitled to be absent from work for the day or part day declared to be a public holiday. In addition, employees who work on the day or part day may have an entitlement to penalty rates under a relevant award or enterprise agreement.

In considering an application to the Minister for a public holiday or part-day holiday, it is expected that the Council will consult with the affected community and other relevant stakeholders as to the impact of a local public holiday or part-holiday on businesses located in the local government area.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Declaration of a Local Event Day

The Minister may declare a local event day or part day at the request of a council under section 8 of the *Public Holidays Act 2010*. However, the Minister must be satisfied from the information provided by the Council that the day or part day is, and will be observed as, a day of special significance in the area concerned.

The declaration of a local event day or part day does **not preclude banks or shops located within the designated holiday area from opening or trading on the day.**
Implications for Employers

A declared local event day does not automatically mean that employers in the particular locality are compelled to treat the day as a public holiday. Entitlements to paid leave or penalty rates on a local event day will only arise where agreed to at the workplace level, usually in the form of an enterprise agreement or by contract. This goes some way to restoring the industrial arrangements that existed prior to changes in the Commonwealth workplace laws.

The application process

An application for the declaration of a local public holiday or local event day (including a part-day holiday or event day) must be made in writing to the Executive Director, NSW Industrial Relations, and contain the following information:

1. a statement regarding the history of the event and whether the event day has traditionally been observed as a full or half-day public holiday.
2. the date, the designated area and, if relevant, the hours during which the public holiday or local event day is to be observed;
3. the extent of community consultation undertaken in respect of the proposal;
4. copies of advertisements seeking public comment and a summary of the responses from the local community;
5. a summary of correspondence to, and responses from, relevant stakeholders, including bank managers; school principals; and chambers of commerce regarding the Council's proposal.
6. internal reports or information prepared for consideration by the Council and a copy of the Council's resolution authorising the making of the application;
7. where an application is made for a public holiday or part-day holiday, details of:
 - alternatives considered by the Council including the declaration a local event day; and
 - transport arrangements for school students.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Last year legislation changed so that applications could be made for local public holiday and local event days over a consecutive two year period for the holding or celebration of annual events, such as a local show day, race day or carnival. It is now expected that Council provide additional information focused on the economic and social importance of the event for the designated holiday area. Council must conduct a consultation process as to the proposed application and provide information indicating:

- ◆ The level of support for and against the application from local businesses and stakeholders
- ◆ The economic benefits to the local community in terms of employment, business activity, tourism and industry promotion of the region
- ◆ The importance of the event from a social and community prospective.

It is proposed that Council survey the community and consult key stakeholders directly after the 2017 Part Day Public Holiday on Friday, 10 February 2017 to ensure that Council receive a true and fresh account of their experience, either supportive or negatively, from the part day public holiday.

Each application to the Minister must state if the request was approved by Council resolution, if other options were considered, eg: Local Event Day, and to what extent the community consultation was taken in respect of the request.

As per previous years, Council would apply for a part day public holiday from 12 noon to 6pm which would assist the hospitality employers in not paying penalty rates after 6pm.

RECOMMENDATION:

That Council:

- ◆ **Endorse the application for a Part Day Public Holiday from 12 noon to 6pm on Friday, 10 February 2017 for the Walcha Races.**
- ◆ **Propose to survey the community and key stakeholders directly after the 2017 Part Day Public Holiday on Friday, 10 February 2017 to ensure that Council receive a true and fresh account of the positives and/or negatives of holding the part day public holiday.**

Submitted to Council: 26 October 2016

..... General Manager Mayor



Item: 6.2 **Ref:** WO/2016/01779
Title: Grants for Junior Sporting / Coaching Clinics – Walcha Milo Cricket
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes

Introduction:

Each year Council invite, by advertisement, the sporting groups of Walcha to apply for Junior Coaching Clinic grants. This report is to formally approve the late application from Walcha Milo Cricket.

Report:

Council received a late application from Walcha Milo Cricket which runs for 10 weeks and was a huge success last year. There were 37 participants last year and this year they are hoping to reach more.

Allocation has been reserved for these grants in the 2016/2017 Budget.

The main objective for these grants is to provide children with coaching opportunities in Walcha that they would not normally be able to access.

RECOMMENDATION:

That Council APPROVE the application by Walcha Milo Cricket for a Junior Sporting / Coaching Clinic Grant in the amount of \$1,500.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2016/01768
Title: Water and Sewer Capital Projects Overview
Author: Director – Engineering Services
Previous Items:
Attachment:

Introduction:

The purpose of this report is to provide an overview of the current water and sewer capital works projects. These being the Water Treatment Plant (WTP) Augmentation and the Sewer Treatment Plant (STP) Upgrade.

Report:

Water Treatment Augmentation

The WTP was constructed in 1984 and had been well maintained and operated, however it was identified the plant needed updating to bring it in line with normal working practice for a WTP operating in 2015. During the plant assessments last year it was found the electrical power systems were in good condition and functional, however the control systems and chemical systems were outdated and required urgent attention. For example, there is no automated control of chemical dosing and minimal water quality monitoring, thus increasing the risk of out of specification water entering the reticulation system.

The existing telemetry (alert) system is also slow and unreliable, which increases labour and increases the risk of operational failure without notification. At present, the water treatment plant needs to be manned to start, stop or adjust the flow which limits operation to normal daytime hours. The installation of a reliable automation system will allow for 24/7 operations.

Planning to update the chemical dosing systems and telemetry system took the best part of 12 months and has a total estimated project cost of \$550,000. Implementation of the project commenced last week with completion scheduled for mid December 2016.

Sewer Treatment Plan Upgrade

The STP has a licensed environmental discharge into the Apsley River and has had seasonal compliance issues attributed to algal growth in the maturation ponds for many years. In lieu of a very costly major upgrade Council chose an affordable upgrade option of pursuing beneficial reuse of effluent to minimise discharge to the environment and achieving compliance.

The preferred option for upgrading the STP was identified and developed as part of a planning and risk assessment workshop held last year (*Risk Edge, 2015*). Participants in the workshop included NSW Health, NSW EPA, DPI-Water, NSW Public Works and Council. The preferred option is based on the duplication of the existing maturation pond which allows for the rehabilitation of the existing maturation pond and the construction of a new recycled water storage pond.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Approximate footprint of the new storage pond

The main components of the STP upgrade are:

- ◆ New 20ML effluent storage pond.
- ◆ Refurbishment of existing maturation pond and retrofitting with new baffles.
- ◆ Interconnecting pipework between the existing and new maturation pond.
- ◆ Low cost aeration system within the ponds.
- ◆ New pump station and pipework to allocate recycled water to 3rd party end users
- ◆ Upgrade discharge pipework to the Apsley River
- ◆ Improved fencing around the ponds
- ◆ New telemetry (alert) system.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Funding for the STP upgrade works was to be 50% financed by Council and 50% under the Country Towns Water Supply and Sewerage Program but Council was advised a few weeks ago this funding will come under threat due to the program drawing to a close June 2016. As such DPI Water have arranged for this project to transfer to the new Regional Water and Waste Water Backlog Program to allow for a realistic construction timeframe. This program is managed by Infrastructure NSW, who will shortly be writing to Council to confirm what Council will need to do to apply for 50% funding.

The project has total estimated project cost of \$1,900,000 with construction of the project scheduled to commence April 2016.

RECOMMENDATION: For Councils information.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Item: 6.4 **Ref:** WO/2016/01553
Title: Timber Bridges Update
Author: Director – Engineering Services
Previous Items: Monthly Reports
Attachment: Nil

Introduction:

This report provides Council with an update on the Timber Bridge Replacement Program.

Report:

31 Timber Bridges within the Walcha Council were assessed by Local Government Engineering Services in 2014/2015, with the intention of determining the structural capacity of each bridge. From this investigation, bridges were ranked based on their condition. The Results of the assessment were submitted during the July 2015 Council meeting which were as follows;

- 3 Bridges – closures required (Campfire Road Bridge, Hartford Road Bridge, Old Brookmount Road Bridge)
- 3 Bridges – very poor in condition (5 tonne load limit)
- 8 Bridges – Poor in condition (35-60 % capacity)
- 4 Bridges – Moderate (64-75 % capacity)
- 8 Bridges – Short term adequate (works required within 12 months) and
- 5 Bridges – Satisfactory (No immediate works required)

Since this investigation, Council has undertaken a substantial amount of work to reduce the risks posed by the substandard bridges found during the investigation. The table included below summarises the works that have been completed to date.

Asset Number	Road	Bridge Name	Current Load Limit	Remarks
4574	Aberbaldie Road	Spitzbergen Creek Bridge	Single Axle - 10 T Tandem Axle - 15 T Tri-Axle - 15 T (75%)	Construction will be in 2016/2017 (BRP funding). This bridge forms part of the 5 bridges tender discussed. Bypass track has been installed.
5194	Kangaroo Flat Road	Warnes River	No Limit	
11366	Campfire Road	Tressa Vale	No Limit	Replaced by a permanent concrete culvert and opened to traffic.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Asset Number	Road	Bridge Name	Current Load Limit	Remarks
5355	Moona Plains Road	Rizzi	No Limit	Moona Plains Bridge (Rizzi) is now completely replaced and is open to traffic.
5099	Glen Morrison road	Wirribilla	No Limit	Selective timber rehabilitation has occurred and is now complete and open.
5159	Hartford Road		Out of service	(1) Bypass installed. (2) Construction(Concrete bridge) will be in 2016/2017 (RTR funding)
5218	Kangaroo Flat Road	Washpool	Single Axle - 10 T Tandem Axle - 13 T Tri-Axle - 13 T (64%)	This bridge formes part of the 5 bridges tender discussed.
5379	Moona Plains Road	Cicilini	No Limit	This timber bridge has had the western abutment reinforced with steel piles. This reinforcement has allowed the bridge to regain full structural capacity.
4919	Flags Niangala Road	Halls Creek Bridge	5T	(1) Waiting for Fisheries approval (2) Construction (concrete bridge)will be in 2016/2017 (Bridge Repair Program & Fixing Country Roads)
4985	Flags Niangala Road	Avondale Bridge	No Limit	This bridge has been replaced with a new concrete structure.

Submitted to Council: 26 October 2016

..... General Manager Mayor



Asset Number	Road	Bridge Name	Current Load Limit	Remarks
5124	Hartford Road	Maineys Creek	Single Axle - 10 T Tandem Axle - 10 T Tri-Axle - 10 T (50%)	(1) Fisheries approval has been received (2) Bypass Track has been installed (3) the bridge will be replaced by a concrete bridge (RTR funding)-2016/2017
5698	Old Brookmount Road	Emu Creek	Out of service	Has been scheduled for 2017/2018
5764	Sams Flat	Macleods Creek	No Limit	
5414	Mooraback Road	Oldfields Bridge	No Limit	Selective timber rehabilitation has occurred and is now complete and open.
5010	Glen Morrison road	Stephen's Bridge	No Limit	Selective timber rehabilitation has occurred and is now complete and open.
5729	Old Brookmount Road	Dog Trap Creek	Single Axle - 10 T Tandem Axle - 14 T Tri-Axle - 14 T (70%)	
5792	Sams Flat	Black Gully	No Limit	
6214	Winterbourne	Winterbourne	No Limit	
4739	Bishops Road		No Limit	
4852	Chinnoks Road	Errats Bridge	No Limit	
5852	Tia Diggings Road		No Limit	
10811	Tia Diggings Road		No Limit	
5665	Ohio		No Limit	

Submitted to Council: 26 October 2016

..... General Manager Mayor



Asset Number	Road	Bridge Name	Load Limit	Remarks
11368	Scrubby Gully Road		No Limit	
5601	Niangala Road	Herbornes	10T	10T limit has been reported to the industry & signs are in place. Construction in 2017/2018
6274	Wollun Road	Congi Creek	Single Axle - 10 T Tandem Axle - 12 T Tri-Axle - 12 T (60%)	10T limit has been reported to the industry & signs are in place. Construction year to be determined.
5258	Lakes Road		10 T	Bypass track installed and in service. Construction year of the new bridge to be determined.
5461	Niangala Road	Boxley	No Limit	
4878	Englefield Road		No Limit	
5507	Niangala Road	Keatons	10T	Load limit has been reported to the industry. A letter is being sent to the Army regarding replacement.

RECOMMENDATION: **For Council's information.**

Submitted to Council: 26 October 2016

..... General Manager Mayor



Item: 6.5 **Ref:** WINT/2016/02257
Title: IPART Draft Report on the Review of the Local Government Rating System
Author: General Manager
Previous Items:
Attachment:

Introduction:

The purpose of this report is to update Council on the IPART Draft Report of the Review into Local Government Rating System.

Report:

The NSW Government asked IPART to review the current rating system and recommend reforms that aim to enhance councils' ability to implement sustainable and equitable fiscal policy. The draft report was released in August 2016 and IPART have held two public hearings. The final report will be released in December 2016.

IPART Recommendations

There are 34 recommendations put forward in the draft report, which are summarised in the following categories:

➤ **Allow councils to use Capital Improved Value (CIV) rather the Unimproved Value (UV) in setting rates**

- R1 - Councils will have the option of choosing between them but the maximum general income will not change.

Generally CIV is superior in developed areas with high density population because there is correlation between the benefits the ratepayer receives and the cost of providing council services. UV can be more efficient in areas where the level of development is low. Providing choice allows councils to take account of local needs.

Allowing the choice of CIV or UV would be consistent with best practice in other jurisdictions; approximately 85% of 125 countries now use market value approach.

- R2 - Remove the minimum rate from the Act.

IPART recommends phasing out the minimum rate from 2020-21. They consider the base rate amount is a superior method to recover council fixed costs as they correlate better to ratepayers benefits received and ability to pay.

➤ **Allow councils' general income to grow as the communities they serve grow**

- R3 - Growth in rates revenue outside the rate peg would be calculated by multiplying council's general income by the proportional increase in CIV from supplementary valuations.

In a high growth area this would promote growth and urban renewal and reinforce council's financial sustainability. Calculating growth using CIV increase would reduce the need for councils to apply for Special Rate Variations (SRV).

Submitted to Council: 26 October 2016

..... General Manager Mayor



- R4 – Allow councils to levy a new special rate for new infrastructure jointly funded with other levels of Government that benefit the community.
- R5 – When a council does not apply the full rate peg increase in a year, within the following 10 year period, the council can set rates in a subsequent year to return it to the original rating trajectory for that subsequent year

➤ **Give councils greater flexibility when setting residential rates**

- R6 - Provides the ability to create sub categories and vary residential rates based on 'community of interest' or a separate town or village.
- R7 – An area should be considered to have a different 'community of interest' where it is within a contiguous urban development and has different access to or costs of providing council services relative to other areas in that development.
- R8 – Where a council uses different residential rates within a contiguous urban development it should be required to: i) ensure the highest rate structure is no more than 1.5 times the lowest rate structure, and ii) publish the different rates on its website and in the rates notices.

Allows councils to set rates that reflect the differences in access to, demand for, and cost of providing council services across the residential ratepayer base.

Assists councils to be more responsive to local needs and reduce cross-subsidies between areas. It would not increase the overall amount of rates collected but would allow councils to distribute the rating burden more equitably within council area.

New protections to promote equity and transparency in setting different residential rates should be introduced, including rules around the maximum difference between the highest and lowest rates within an area.

- R9 – At the end of the 4 year rate path freeze new (amalgamated) councils should determine whether any pre merger areas are separate towns, villages or 'communities of interest'.

➤ **Better target rate exemption eligibility**

- R10 - Rates exemptions to be based on usage of the land rather than ownership. Under this change currently exempt land may now be rateable if the land is used for residential or commercial purposes.

Exemptions based on land use rather than land ownership will ensure that land used mainly to deliver private benefits is not exempt from rates. This will ease the rates burden on all non exempt ratepayers, however general rates income will not increase.

- R11 – certain exemptions should be retained in the LG Act including land used by a religious body for that purpose, land vested in the NSW Aboriginal Land Council, land vested in the mines rescue company and land leased to the Crown for the purpose of cattle dipping.



- R12 – The LG Act should be amended to include land owned by a private hospital and used for that purpose.
- R13 – Certain exemptions to be removed from the LG Act, eg land vested in Hunter (and Sydney) Water Corporations, land leased from the Crown for private purposes and subject of a mineral claim.
- R14 – Certain exemptions should not be funded by local councils, eg SCG, Sydney Showgrounds and Museum of Contemporary Art.
- R15 - Rates can be applied proportionally if land use is mixed.
- R16 – For land that is exempt for part of the time a self assessment process should be used to determine the proportion of rates payable for non-exempt use.
- R17 – Council’s maximum general income should not be modified as a result of any changes to exemptions.
- R18 – The LG Act should be amended to remove current exemptions from water and sewerage special charges in s555, and instead allow councils discretion to exempt these properties similar to s558(1).
- R19 - Information relating to the increase in rates resulting from rates exemptions to be made public.

➤ **Replace the pensioner concession with a rate deferral scheme**

- R20 – The current pensioner concession should be replaced with a rate deferral scheme to be operated by the NSW State Government.

Eligible pensioners can defer payment of rates up to the current concession (or any amount determined by the State Government). Interest will be accrued on the liability and the full amount will be recovered when property ownership changes and a surviving spouse no longer lives in the residence.

This maintains the NSW Government’s commitment to providing concessions to pensioners and is intended to provide assistance in paying rate bills for income-poor pensioners (even if they are asset-rich).

Will not affect councils with a high proportion of pensioners or burden other ratepayers living in the area. Councils will not bear the burden of this deferral scheme and is consistent with other states.

Note: The Local Government Minister, in his speech to the NSW Local Government Conference, assured the Industry that this recommendation will not be implemented,

➤ **Provide more rating categories**

- R21 - Add ‘Environmental Land’ to the LG Act.

New category of ‘Environmental Land’ recognises land that cannot be developed due to geographic or regulatory restrictions. This will typically impose lower costs on



council compared with inhabited land of similar value, allowing council to levy lower rates on the land.

- R22 - Amend sections of the LG Act to add vacant land categories in residential, business, mining and farmland.

Additional vacant land subcategories for existing rating categories allows council to tailor rates to suit the needs of the communities. In heavily populated areas higher rates on vacant land might provide incentives to develop the land, whereas in regional areas a lower rate on vacant land might be more appropriate.

- R23 - Allow councils to determine which rating category will act as the residual category (currently this is business). This would be fixed for a 5 year period.

Allowing councils to determine residual categories of land may better reflect the use and nature of the properties.

- R24 - Allow business land to be subcategorised as 'industrial' or 'commercial'.
- R25 - The LG Act s529 should be replaced to allow farmland subcategories to be determined based on geographic location.
- R26 - Differences in rates charged to a mining category compared to average business rates should reflect differences in the council's costs of providing services to the mining properties.

Allows councils to take account in the differences in costs arising from different land uses and encourage urban renewal to meet community's housing needs.

➤ **Recovery of council rates**

- R27 - Councils should have the option of engaging State Debt Recovery Office to recover outstanding rates and charges.

Providing councils with the option to engage the State Debt Recovery Office (SDRO) for recovery of outstanding rates enables councils to utilise all the means available to SDRO such as: Government data sources, use of garnishee requests, consolidation of all outstanding fines & debts so the ratepayer is better able to manage repayment while also reducing the burden on the Local Court System.

- R28 - Reduce period from 5 years to 3 years before starting processes to sell property to recover unpaid rates.

Reducing the time before a property can be sold to recover rates to 3 years brings NSW councils into line with other states and will reduce costs and delays in recovering outstanding rates.

- R29 - All councils to adopt internal review policy to assist those late in paying rates before legal proceedings start.
- R30 - Councils to have the option to offer flexible payment options to ratepayers.



Flexibility on the payment frequency (weekly, fortnightly, monthly etc) and through payment options including direct debit or Centrelink. Some councils currently offer flexibility but the guideline are not clear on this.

- R31 - Councils to be allowed to offer discounts to ratepayers receiving rates notices electronically.

The LG Act requires councils to issue paper based notices to ratepayers, unless the ratepayer advises in writing that notices are sent by email. Allowing councils the flexibility will reduce costs and also ensure that rates notices are received when they are travelling or change their postal address.

- R32 - LG Act amended so that ratepayers are not permitted to postpone rates as a result of land rezoning, and councils are not required to write-off postponed rates after 5 years.

➤ **Other draft recommendations**

- R33 - Valuation base date should align with Emergency Services Property Levy and ESPL levy to be based on CIV.
- R34 - Councils have the option to choose valuation services from certified private valuers or the Valuer General.

Valuation Services – the Valuer General (VG) would retain responsibility for:

Setting valuation standards

Certifying valuers

Maintaining a database of valuations

Requiring that valuations cannot be used for rates, levies or taxes until approved by the VG

Services should remain unchanged for councils continuing to use the VG and valuation costs would be shared fairly and efficiently between users of the data.

RECOMMENDATION: That Council NOTE IPART’s Draft Report on the Review of the Local Government Rating System.



Item: 6.6 **Ref:** WO/2016/01646
Title: Annual Review of Publication Guide
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes – WINT/16/1659

Introduction:

Under the Government Information (Public Access) Act 2009 Council is to produce and then adopt the Agency Information Guide annually.

Report:

In compliance to these annual requirements of the *Government Information (Public Access) Act 2009* it is recommended that the Draft Agency Information Guide 2016/2017 be adopted. Please note there are no major changes to the guide from last year's edition.

A copy of the guide is attached for your information.

RECOMMENDATION:

That Council ADOPT the Draft Publication Guide 2016/2017.



Walcha Council

"Strainer Post" Stephen King, Walcha 1999

Agency Information Guide 2016/2017



Prepared in accordance with the requirements of the Government Information (Public Access) Act 2009

Adopted by Walcha Council



Council's Corporate Goal

To provide effective, efficient and responsive government for the residents of the area.

Introduction

The Walcha Shire is located in the beautiful and very productive New England Tablelands region of New South Wales. The Shire is some 640,858 ha in area and has a total population of 3,021 people. (ABS 2011 Census). Within the Shire boundary lie the villages of Yarrowitch, Nowendoc, Walcha Road and Woolbrook. Walcha also services the village of Niangala.

The township of Walcha offers the residents the opportunity to enjoy a friendly country lifestyle, whilst still having access to a range of services including medical, education and shopping. Other services are available in the closest regional towns of Armidale (62km) and Tamworth (92km).

Walcha enjoys four definite seasons throughout the year with mild summers, colourful autumns, brisk winters and vibrant springs. The town of Walcha (pronounced wolka) is 1,067 metres above sea level, and can be reached by road, rail and air.

With some 146,000 ha of national park and wilderness in the Shire, including parts of the world heritage listed central eastern rainforest reserves, a network of excellent trout waters; Walcha provides some of the most magnificent eco-experiences in Australia.

Apart from these wonderful eco-tourism destinations, the Shire has a lot to offer. It is one of the most productive agricultural areas in Australia. It is also a major hardwood timber supplier and is a significant supplier of softwood.

Walcha is home to a unique open air gallery. There are currently 36 pieces of art plus 43 verandah posts. The artwork is situated mainly around the central business area with pieces also along the levee banks of the Apsley River. The verandah posts were created by various artists and installed by Council in front of various shops in the central business area.

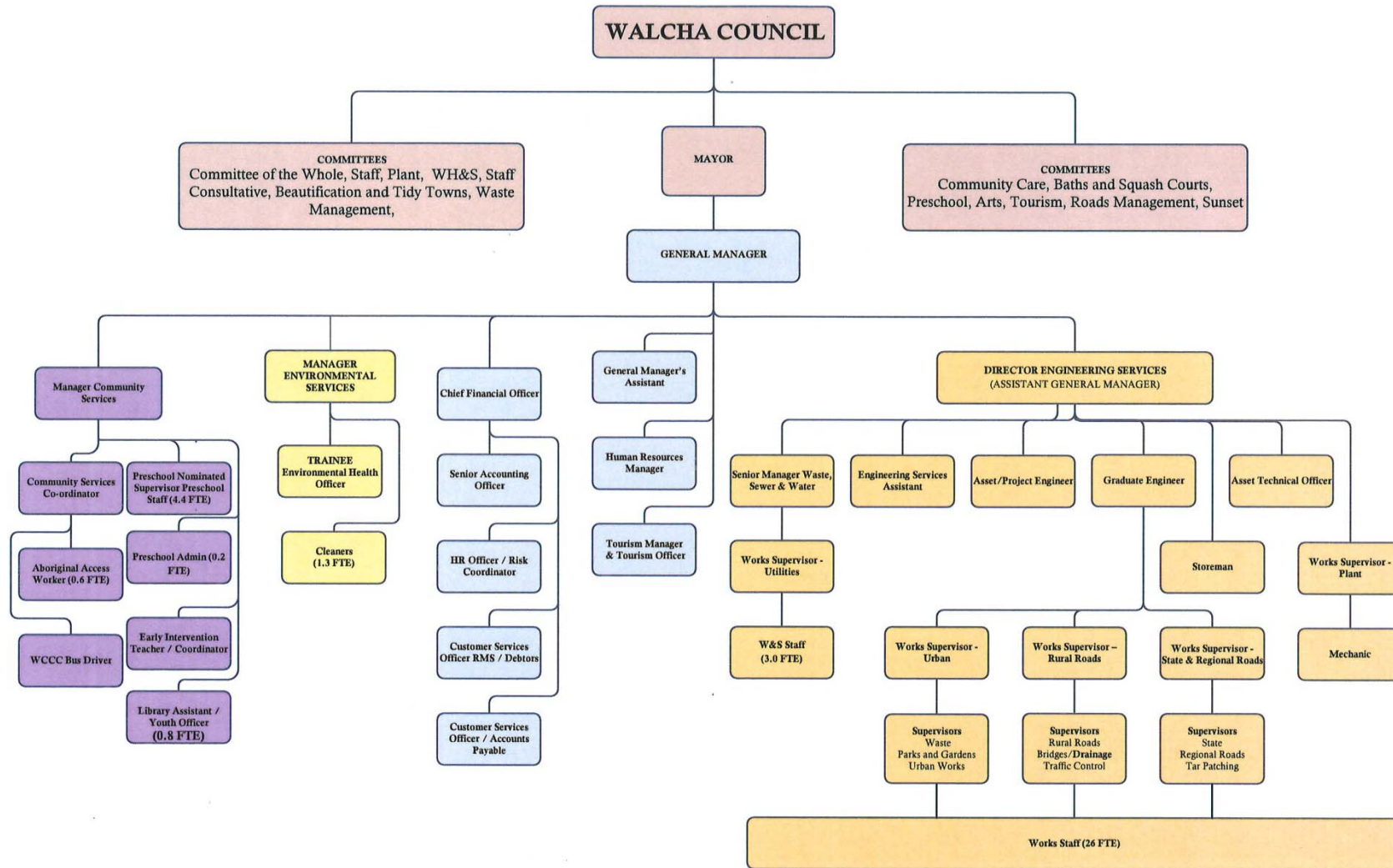
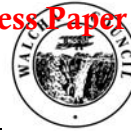
The completion of the major regional road link between Walcha and Gloucester known as Thunderbolt's Way has added enormously to the economic opportunities available to the Shire.

Visit the Walcha tourism website on www.walchansw.com.au or the Walcha Council website on www.walcha.nsw.gov.au



Structure and functions of Council

The Walcha Council is a Local Government Authority constituted under the Local Government Act, 1993. Council's Offices are located at 2W Hamilton Street, Walcha. Our corporate goal focuses on effectiveness, efficiency and responsiveness. The very harmonious and cohesive relationship that exists between Councillors and staff at all levels, particularly executive staff, provides a good basis for sound decision making and the achievement of our goal.





Functions of Council

Council performs the functions conferred on it by the Local Government Act, 1993 and these are:

Service Functions

For example:

- Providing community health, recreation, education and information services
- Environmental protection
- Waste removal & disposal
- Land & Property, industry & tourism development & assistance
- Preschool and Early Intervention Services

Regulatory Functions

For example:

- Development and Building Approvals
- Orders
- Building certificates

Ancillary Functions

For example:

- Resumption of land
- Powers of entry and inspection

Administrative Functions

For example:

- Employment of staff
- Management Plans
- Financial Reporting
- Annual Reports

Revenue Functions

For example:

- Rates
- Charges
- Fees
- Borrowings
- Investments

Enforcement Functions

For example:

- Proceedings for breaches of the Act
- Prosecution of offences
- Recovery of rates and charges

The Council also has functions conferred or imposed upon it by the following Acts:

Rural Fires Act 1997	To form Rural Fire Brigades and provide facilities for the suppression of Bush Fires in the Local Area
Community Land Development Act 1989	Planning functions as consent authority
Conveyancing Act 1919	Placing covenants on Council land
Companion Animals Act 1998	Dog registration and control
Environmental Planning & Assessment Act 1979	Planning legislation
Fire Brigades Act 1989	Payment of contributions to fire brigade costs and furnishing of returns
Fluoridation of Public Water Supplies Act 1957	Fluoridation of water supply by Council



Food Act 2003	Inspection of food and food premises
Government Information (Public Access) Act 2009	Public access to information held by Council
Impounding Act 1993	Impounding of animals and articles
Library Act 1939	Library services
Noxious Weeds Act 1993	Control of Noxious Weeds
Public Health Act 2010	Inspection of systems for purposes of microbial control
Protection of the Environment Operations Act 1997	Protection of the Environment
Recreation Vehicles Act 1983	Restricting use of recreation vehicles
Roads Act 1993	Roads
State Emergency Service Act 1989	Recommending appointment of local controller
Strata Schemes (Leasehold Development) Act 1986	Approval of strata plans
Strata Schemes (Freehold Development) Act 1973	Approval of leasehold/freehold strata plans
Swimming Pools Act 1992	Ensuring restriction of access to swimming pools

The exercise by a Council of its functions under the Local Government Act, 1993 may also be modified by the provisions of another Act. Some of those Acts and some of the modifications they effect include:

Coastal Protection Act 1979	Limitation on coastal development by Councils
Heritage Act 1977	Rating based on heritage valuation
State Emergency and Rescue Management Act 1989	Council required to prepare for emergencies
Unclaimed Money Act 1995	Unclaimed money to be paid to the Treasury

Other legislation that affects the way Council carries out its functions can be found at www.legislation.nsw.gov.au and www.comlaw.gov.au .

The Council comprises eight elected representatives inclusive of the Mayor. The Councillors are elected from four wards, two per ward. The Council exercises policy, management and review functions and is assisted in this role by a series of advisory Committees.

The Mayor is elected by the Council each year. The Mayor has the following functions:

Submitted to Council: 26 October 2016

..... General Manager Mayor



- To exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council
- To exercise such other functions of the Council as the Council determines
- To preside at meetings of the Council
- To carry out the civic and ceremonial functions of the mayoral office

The General Manager is the chief employee of the Council and has the following functions:

- To ensure Council's policies and decisions are carried into effect
- To control the day to day operations of the Council
- To control and direct all staff

Council has three departments namely:

- Corporate Services
- Engineering Services
- Environmental Services

Corporate Services

The Corporate Services Department has a staff of thirteen (full time, part time and casual) and is responsible for the following functions:

- Rates & Valuation
- Administration
- Staff Records
- Insurances
- Investments
- Finance
- Data Processing
- RMS Agency
- Economic Development
- Council Records
- Revenue Collection
- Freedom of Information
- Reporting
- Secretarial
- EEO/WH&S
- Tourism
- Human Resources

Engineering Services

The Engineering Services Department has a staff of forty nine (full time, part time and casual) and is responsible for the following:

- Roads & Bridges
- Recreation Areas
- Water & Sewerage
- Ready Mix Concrete
- Stores & Materials
- Garbage/Recycling
- Cemeteries
- Parks & Gardens
- Plant Fleet
- Traffic Facilities
- Survey/Drafting
- Aerodrome
- Private works *

Submitted to Council: 26 October 2016

..... General Manager Mayor



* These works include works performed outside the Council boundaries.

Environmental Services

The Environmental Services Department has a staff of nineteen (full time, part time and casual) and is responsible for the following functions:

- Health Services
- Town Planning
- Dog Control
- Environmental Protection
- Building Services
- Straying Stock
- Subdivisions

Community Services

The Community Services Department has a staff of twelve one (full time, part time and casual) and is responsible for the following functions:

- Preschool
- Early Intervention Services
- Social Welfare
- Library
- Home & Community Services

Community Strategic Plan - Walcha 2025

Walcha 2025 is the blueprint for the future of Walcha Local Government Area. It represents the vision, aspirations, goals, priorities and challenges for our community. The purpose of Walcha 2025 is to:

- Describe the vision and goals the community has for this local government area.
- Outline the strategies to achieve the vision and goals.
- Provide a long term focus for decision making and resource allocation.
- Provide a basis for measuring our progress.
- Provide an opportunity for community participation in decision making.
- Address social, economic, environmental and civic leadership issues.

Walcha 2025 has been developed by the community and will be maintained and implemented by Walcha Council on behalf of the community. It is a plan for the future of the Local Government Area and will be a guide for other levels of government, private businesses and non-government agencies.

The Plan signifies a change in the way planning by Council and the community is developed and implemented. Developing Walcha 2025 has created an opportunity to work together to deliver outcomes that benefit everyone.

The goals and strategies identified fall into the following broad categories:

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- Better transport and liveable towns and villages
- Supporting business and jobs
- Clever community
- Healthy community
- Green community
- Stronger community
- Keeping people safe
- Better government

Further information can be obtained by reading the full version of the Community Strategic Plan - Walcha 2025 which is on Council's website.

A full review of the Strategic Plan will be undertaken within the next six months. Council will consult with the community to ensure that the strategic plan still aligns with the values and needs of the Walcha community.

Effect of Council's Functions on Members of the Public

The Council has a direct effect on the general public in carrying out its functions. In exercising its revenue function Council's decisions directly impact on public expenditure patterns.

It's regulatory and service functions also impact on the public by imposing controls on activities and by providing services and facilities. Controls are generally dictated by legislation or Council policy.

Services and facilities are provided generally in priority order determined by Council in response to public demand or by necessity.

Arrangements for Public Participation in Policy Formulation

The Council is an elected body constituted under the provisions of the Local Government Act, 1993 which provides that certain classes of people may stand for office. These qualified people then have the opportunity to win election to Council and to determine policy. Conversely disaffected voters have the opportunity to remove a Council from Office.

The Local Government Act, 1993 also provides for the public to have input into policy formulation in the following ways:

- Polls
- Referenda
- Public Meetings

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- Public exhibition/notification of proposed policies and decisions
- Rights of Appeal

During the course of its ordinary meetings Walcha Council may permit any person to address it personally on any relevant issue. Council is required to hold at least ten meetings each year. Currently Council meetings are held on the last Monday of each month, except January. Special meetings of Council are occasionally held.

Information held by Council

Council holds a large number of documents that may be categorised as follows:

Corporate Services

- Miscellaneous files - which contain information relating to Council's day to day activities including personnel files
- Policy documents, codes and plans which form the guidelines within which decisions are made
- Minutes which are a record of Council decisions
- Financial records both hard copy and computerised which provide a record of Council's financial dealings
- Valuation, rating and land transfer records
- Legal documents which, of their nature should be retained
- Records of disclosure which details disclosures made by Councillors and designated staff in accordance with legislative requirements

Engineering Services

Council maintains an extensive range of maps, plans and diagrams. Most of these are prepared for internal use however some may be of assistance to Council's customers.

Environmental Services

Documents under this category are principally applications seeking building or planning consent. These documents may include those where Council is not the consent authority such as Development Applicants where the State Government appointed Joint Regional Planning Panels are the consent Authority.

Generally copies of most of Council's documents are available to the public free of charge however reasonable photocopying charges may apply and processing fees may be imposed for access applications. A fee is imposed for the provision of maps, plans, diagrams and plans, rates and building certificates.

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Community Services

Documents under this category mostly are files containing information on clients and the services they receive. These documents are not accessible by members of the public as they contain the personal and private information of individuals.

Information that is publically available

The Government Information (Public Access) Act 2009 states *"there is a presumption in favour of the disclosure of government information unless there is an overriding public interest against disclosure."*

The following list of information is taken from Government Information (Public Access) Regulation 2009.

Information about Walcha Council

1. Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:
 - a. the model code prescribed under section 440 (1) of the LGA and the code of conduct adopted under section 440 (3) of the LGA
 - b. code of meeting practice
 - c. annual report
 - d. annual financial reports
 - e. auditor's report
 - f. Delivery Program 2013-2017
 - g. Operational Plan 2015/16
 - h. EEO management plan
 - i. policy concerning the payment of expenses incurred by, and the provision of facilities to, councillors and staff,
 - j. annual reports of bodies exercising functions delegated by the local authority,
 - k. any codes referred to in the LGA.
2. Information contained in the following records (whenever created) is prescribed as open access information:
 - a. returns of the interests of councillors, designated persons and delegates
 - b. agendas and business papers for any meeting of the local authority or any committee of the local authority (but not including business papers for matters considered when part of a meeting is closed to the public)
 - c. minutes of any meeting of the local authority or any committee of the local authority, but restricted (in the case of any part of a meeting that is closed to the public) to the resolutions and recommendations of the meeting



- d. Departmental representative reports presented at a meeting of the local authority in accordance with section 433 of the LGA
3. Information contained in the current version of the following records is prescribed as open access information:
- a. land register
 - b. register of investments
 - c. register of delegations
 - d. register of graffiti removal work kept in accordance with section 13 of the Graffiti Control Act 2008
 - e. register of current declarations of disclosures of political donations kept in accordance with section 328A of the LGA
 - f. the register of voting on planning matters kept in accordance with section 375A of the LGA

Plans and policies

Information contained in the current version and the most recent previous version of the following records is prescribed as open access information:

- a. local policies adopted by the local authority concerning approvals and orders
- b. plans of management for community land
- c. environmental planning instruments, development control plans and contributions plans made under the Environmental Planning and Assessment Act 1979 applying to land within the local authority's area

Information about development applications

1. Information contained in the following records (whenever created) is prescribed as open access information:
 - a. development applications (within the meaning of the Environmental Planning and Assessment Act 1979) and any associated documents received in relation to a proposed development including the following:
 - i. home warranty insurance documents
 - ii. construction certificates
 - iii. occupation certificates
 - iv. structural certification documents
 - v. town planner reports
 - vi. submissions received on development applications
 - vii. heritage consultant reports
 - viii. tree inspection consultant reports
 - ix. acoustics consultant reports
 - x. and contamination consultant reports

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- b. records of decisions on development applications (including decisions made on appeal)
 - c. a record that describes the general nature of the documents that the local authority decides are excluded from the operation of this clause by subclause (2)
2. This clause does not apply to so much of the information referred to in subclause (1) (a) as consists of:
 - a. the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected, or
 - b. commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret
3. A local authority must keep the record referred to in subclause 1. c.

Approvals, orders and other documents

Information contained in the following records (whenever created) is prescribed as open access information:

- a. applications for approvals under Part 1 of Chapter 7 of the LGA and any associated documents received in relation to such an application
- b. applications for approvals under any other Act and any associated documents received in relation to such an application
- c. records of approvals granted or refused, any variation from local policies with reasons for the variation, and decisions made on appeals concerning approvals
- d. orders given under Part 2 of Chapter 7 of the LGA, and any reasons given under section 136 of the LGA
- e. orders given under the authority of any other Act
- f. records of building certificates under the Environmental Planning and Assessment Act 1979
- g. plans of land proposed to be compulsorily acquired by the local authority
- h. compulsory acquisition notices
- i. leases and licences for use of public land classified as community land

How will information be made available to the public

Open Access Information

There is a range of information available on Councils website under the section title *Open Access Information*.



Arrangements for inspection of council information

If you would like to view information that is not held in digital format on Council's website, you may make arrangements to view this information during the normal opening hours of 8.30 am to 5.00 pm. If you would like to receive a hard copy of information photocopying charges may apply, dependant on the circumstances.

Informal Access Application

An informal application to access information that is not held on the register of open access information may be made by phoning the Right to Information Officer during business hours. The officer will determine if your request can be granted. The officer may require you to lodge a formal access application.

Formal Access Application

One reason you may not be able to receive information under an informal application, is if the information contains information about a third party. When this is the case, the third party will need to be consulted before we release it to you.

If you decide to proceed, you will need to complete a formal access application form. You will need to provide a description of the information that you require on the application form and pay the application fee of \$30.00. Deposits on processing must be paid upfront, as per section 68 of the GIPA Act "*an agency may require the applicant to make an advance payment of a processing charge.*"

Applicable Fees

Open Access Information	\$ 0.00
Informal Access Application	\$ 0.00
Formal Access Application	\$30.00
Hourly processing charge	\$30.00
Applicants Personal Information	\$30.00 + 20 hours free processing
Photocopying per page	\$ 0.55



Contact details

Walcha Council

Right to Information Officer
Walcha Council
2W Hamilton Street
PO Box 2
Walcha NSW 2354
council@walcha.nsw.gov.au
phone 02 6774 2500
fax 02 6777 1181

Information and Privacy Commission

If you require further advice or assistance with your request for information, you may contact the Information and Privacy Commission on 1800 472 679. Alternatively you may contact them via email ipcinfo@ipc.nsw.gov.au or visit their website at www.ipc.nsw.gov.au

Information and Privacy Commission
GPO Box 7011
Sydney NSW 2001

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..... General Manager Mayor



Item: 6.7 **Ref:** WO/2016/01770
Title: Records Management Policy and Procedures for Councillors
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes

Introduction:

Local government is bound by the *State Records Act 1998* which establishes rules for best practice for recordkeeping. Councillors are also required to abide by this legislation when acting on behalf on Council.

Report:

The attached policy has been developed using the sample records management policy and procedures for Councillors as published on the State Records NSW website. It provides procedural requirements for Councillors when creating or receiving correspondence on behalf of Council. It also sets out requirements and expectations for accessing or using Council information.

RECOMMENDATION:

That Council ADOPT the “Records Management Policy and Procedures for Councillors” as attached.

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Records Management Policy and Procedures for Councillors

Contents

- 1 Purpose, authority and application of this document
 - 2 State records
 - 3 Records as a resource
 - 4 Creation and capture of records
 - 5 Registration of records by Council
 - 6 Security and confidentiality of records
 - 7 Access to records of Council
 - 8 Borrowing records of Council
 - 9 Unauthorised access or disclosure of information
 - 10 Handling and storage of records
 - 11 Disposal of records
 - 12 For more information
 - 13 Approval
- Appendix A – Legislative requirements for recordkeeping
Appendix B – Best practice guidance for recordkeeping
Appendix C – Glossary of terms
Appendix D – Web references for publications referred to in this document

1 Purpose, scope, authority and application of this document

1.1 Purpose of this document

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

1.2 Application of this document

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

2 State records

2.1 Some Councillors' records are State records

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

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

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2.2 Examples of State records

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

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

2.3 Examples of records that are not State records

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

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

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

3 Records as a resource

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

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

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

4 Creation and capture of records

4.1 What records to create and capture

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

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

Council is responsible for:

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

Creation of records of a confidential nature

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

4.2 How to create records

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

See Section 6 Security and confidentiality of records for information about the treatment of confidential matters.

4.3 How to capture records

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

Paper records

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

Email and electronic records

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

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See Section 6 Security and confidentiality of records for information about security controls for sensitive records.

Councillors' copies

If a Councillor retains copies of any records once the originals have been forwarded for registration, these should be retained only while needed for current Council business. Once they are no longer needed they should be given to the Records Manager who will arrange for the secure destruction of these records. The routine destruction of copies of records is permitted under the *State Records Act* (section 21(2)). See Section 11 Disposal for more information.

It is important to recognise that these copies should be treated like the originals with regard to security controls applied (see Section 10 Handling and storage of records).

5 Registration of records by Council

5.1 Councillors' mail (including email)

Mail addressed to the Councillor and marked as PRIVATE or CONFIDENTIAL will be opened by the General Manager. If the mail is found to be personal it will be passed on to the relevant Councillor. If mail is Council business, it will be registered into Council record management system and tasked to the General Manager. The Councillor will receive a copy of this mail.

All mail not marked as private or confidential will be opened and treated the same as all Council incoming correspondence. Councillors will receive a copy of this mail if it is relevant to them.

6 Security and confidentiality of records

6.1 Building controls

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

6.2 System controls

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

6.3 Rules for Council staff and Councillors

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

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

7 Access to records of Council

7.1 Access relating to civic duties

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

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

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

7.2 Access relating to personal interest

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

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

7.3 Refusal of access

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

7.4 More information on access

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

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

8 Borrowing records of Council

8.1 Borrowing paper-based records

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

8.2 Borrowing records in electronic form

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

8.3 Archives

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

9 Unauthorised access or disclosure of Council records

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

- attempt to access records they are not authorised to see
- provide unauthorised access to other parties while Council records are in their care

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- disclose confidential information about Council business, or
- disclose personal information of employees, clients etc without the subject's consent.

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

10 Handling and storage of records

10.1 Damage or neglect of records is an offence

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

11 Disposal of records

11.1 Disposal in accordance with the State Records Act

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

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

Other forms of authorised disposal include:

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

11.2 Liaison with Council for disposal

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

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

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

12 For more information

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

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13 Approval

Signed _____ Date: _____

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

Appendix A – Legislative requirements for recordkeeping

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

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

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Appendix B – Best practice guidance for recordkeeping

- Australian Standard, AS ISO 15489-2002, *Records management*
- Australian Standard AS5090-2003, *Work process analysis for recordkeeping*
- NSW Ombudsman, *Good Conduct and Administrative Practice: Guidelines for state and local government*, 2003, available at:
<http://www.ombo.nsw.gov.au/publication/PDF/guidelines/Good%20Conduct%20and%20Administrative%20Practice.pdf>
- NSW Premier's Department, *Model Code of Conduct for NSW Government agencies*, 1997, available at:
http://www.premiers.nsw.gov.au/our_library/conduct/Model_Code_of_Conduct.pdf

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

Appendix C - Glossary of terms

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

Access

Right, opportunity, means of finding, using or retrieving information. *AS ISO 15489 Part 1 Clause 3.1*

Appraisal

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

Archives

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

Disposal

A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records. *AS 4390 Part 1 Clause 4.9*

Recordkeeping

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

Recordkeeping systems

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

Records

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

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

Records management program

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

Retention and Disposal Authority

Documents authorised by the Board of State Records NSW that set out appropriate retention periods for classes of records.

State archive

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

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

See also Appendix A for links to legislation.

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

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

State Records, General retention and disposal authority: local government records (GDA10), revised 2006, available at:

<http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/rules/general-retention-and-disposal-authorities/local-government-records-gda-10>

State Records, *Guideline 8 - Normal administrative practice*, 2005, available at:

<http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/guidelines/guideline-8>

State Records, *Recordkeeping in Brief 14 - Handle with care*, 2000, available at:

<http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/recordkeeping-in-brief-14>

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



Item: 6.8 **Ref:** WO/2016/01771
Title: Review of Councillor Policies – Administration Policies
Author: General Manager
Previous Items:
Attachment: Councillors – Response by Email Policy – WINT/15/531
Council – Councillors Policy – WINT/15/530

Introduction:

This report is to reaffirm Council’s Administration Policies – Councillors – Response by Email and Council - Councillors.

Report:

Under the Local Government Act 1993 Council are required to adopt Council policies throughout the ensuing twelve months after a Council election.

These policies have been amended slightly and it is appropriate to submit and adopt them at the start of the new Council term.

RECOMMENDATION:

That Council ADOPT the Administration Policies: Councillors – Response by Email Policy and the Council – Councillors Policy as presented.

Submitted to Council: 26 October 2016

..... General Manager Mayor



ADMINISTRATION POLICIES



COUNCILLORS – RESPONSE BY EMAIL

Objective

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

Policy:

Items of business forwarded to Councillors by email will be endorsed by Council's Staff with a proposed course of action. If a response to the proposed course of action is not received from any Councillor by the close of business (5:00pm) on the next business day following the day of issue of the email message, then the proposed course of action will be deemed by the Officer concerned to be appropriate and will proceed accordingly.

If a Councillor expresses a dissenting view the matter will be brought before a full Council Meeting.

A summary of recommendations attaching to each report issued by email, other than those reports submitted for information only, will be presented to Council for formal adoption, at the first Ordinary Council meeting following the issue of the report.

Reason

To establish clear guidelines for the conduct of Council business by email.

Adopted Council Meeting 24th November, 1993 - Minute No. 432/93.

Amended Council Meeting 27th November, 1996 - Minute No. 112/96.

Amended Council Meeting 28 October 2008 – Minute No. 71/2008-2009

ADMINISTRATION POLICIES



COUNCIL - COUNCILLORS

Objective

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

Policy

A. Requests for Work

Minor works requests are to be referred direct to the General Manager.

Reason

To ensure requests for work are dealt with expeditiously.

B. Business Paper

1. Closing date for correspondence to be at 12.00 noon on the Monday, nine (9) days prior to the Council Meeting. Any correspondence received after that day, and before the Meeting day and considered by the General Manager as necessary to be dealt with expeditiously by Council, is to be submitted as Late Correspondence.
2. All Ordinary Meeting Agendas to be emailed posted or delivered to Councillors before 12.00 noon on the Thursday prior to the last Wednesday in each month.

Submitted to Council: 26 October 2016

..... General Manager Mayor



3. Council Senior Officers and Delegates are to complete their Reports, where possible, prior to 12.00 noon on Tuesday, eight (8) days prior to the Council Meeting.

Reason

To ensure the timely production and distribution of Council's monthly business paper.

C. Council Chambers

- a) The Meeting Room shall be available for hire to local organisations free of charge and in order of application.
No recreational use shall be permitted.
- b) Official opening hours of the Office shall be from 8:30am to 5:00pm, Monday to Friday.

Reason

To provide a Meeting Room for local organisations and to define Office hours.

D. Meetings - Exclusion of Public

Objective

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

Policy

The Council or Committee of the Whole shall close to the public only so much of its Meeting as comprises the receipt or discussion of any of the following matters:-

- a) Personnel matters concerning particular individuals.
- b) The personal hardship of any resident or ratepayer.
- c) Commercial information the disclosure of which would be likely:-
 - * To prejudice the commercial position of the person who supplied it.
 - * To confer a commercial advantage on a competitor or the Council.
 - * To reveal a trade secret.
- d) Proposals for:-
 - * The sale or purchase of land.
 - * The rezoning of land.
 - * Entering into contracts of any kind if prior knowledge of those proposals could confer an unfair financial advantage on any person.
- e) Information that is subject to legal obligations or confidence.
- f) The receipt and consideration of legal advice concerning litigation.
- g) Information the disclosure of which would prejudice the maintenance of the law.
- h) Matters affecting the security of the Council, Councillors, Council Staff or Council property.
- i) A motion to close the Meeting to the public.

The grounds on which a Meeting is closed to the public must be specified in the decision to close the Meeting and recorded in the Minutes of the Meeting.

Reason

To clearly define the circumstances under which the public shall be excluded from Meetings of the Council.

Amended Council Meeting 26 November 2008 – Minute No.:84/0809

Submitted to Council: 26 October 2016

..... General Manager Mayor



Item:	6.9	Ref: WO/2016/01778
Title:	End of Employment Policy	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Introduction:

When employees resign or retire from Council, there are often many unfinished tasks to be completed. This policy and checklist will provide guidance to employees when they are ending their employment with Council.

Report:

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

This policy and checklist will be included in the induction process, and also given to the employee when they announce their intention to leave Council employment.

RECOMMENDATION:

That Council ADOPT the "End of Employment Policy" as attached.

Submitted to Council: 26 October 2016

..... General Manager Mayor



END OF EMPLOYMENT POLICY

INTRODUCTION

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

POLICY

This Policy and related procedure will:

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

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

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

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

Submitted to Council: 26 October 2016

..... General Manager Mayor



END OF EMPLOYMENT PROCEDURE AND CHECKLIST

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

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

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

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

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

Submitted to Council: 26 October 2016

..... General Manager Mayor



Item:	6.10	Ref: WO/2016/01643
Title:	Annual Review of Investment Policy	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	Yes	

Introduction:

The current investment policy was last reviewed and adopted by Council in July 2015. This policy was based on the template provided by the Division of Local Government and included tighter controls over investments aimed at minimising the risk of losses arising from events such as the recent GFC (Global Financial Crisis). This policy also included a clause requiring that the policy be reviewed annually.

Report:

The existing investment policy has been reviewed and there are no changes proposed. There are no changes to the Ministerial Investment Order (January 2011) which forms part of the policy. A copy of the investment policy is attached.

RECOMMENDATION:

That Council NOTE that a review of the Investment Policy has been carried out and ADOPT the Investment Policy as presented.

Submitted to Council: 26 October 2016

..... General Manager Mayor



ADMINISTRATION POLICIES

Investment Policy

Table of Contents

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1. DEFINITIONS

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

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

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

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

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

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

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

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

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

Submitted to Council: 26 October 2016

..... General Manager Mayor



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

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

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

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

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

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

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

2. BACKGROUND

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

3. INVESTMENT POLICY

3.1 Objectives

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

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

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

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

Submitted to Council: 26 October 2016

..... General Manager Mayor



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

4. LEGISLATIVE REQUIREMENTS

4.1 Investments are to comply with the following:

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

5. DELEGATION OF AUTHORITY

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

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

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

6. PRUDENT PERSON STANDARD

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

7. ETHICS AND CONFLICTS OF INTEREST

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

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

8. APPROVED INVESTMENTS

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

9. PROHIBITED INVESTMENTS

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

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

Submitted to Council: 26 October 2016

..... General Manager Mayor



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

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

10. RISK MANAGEMENT GUIDELINES

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

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

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

11. INVESTMENT ADVISOR

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

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

12. BENCHMARKING

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

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

Submitted to Council: 26 October 2016

..... General Manager Mayor



13. REPORTING AND REVIEW OF INVESTMENTS

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

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

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

14. REVIEW OF INVESTMENT POLICY

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

Submitted to Council: 26 October 2016

..... General Manager Mayor



LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER

(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government

Adopted Council Meeting 30 March 2011 – Minute No.: 156/2010-11.

Adopted Council Meeting 24 April 2013 – Minute No.: 180/2012-13

Adopted Council Meeting 29 July 2015 – Minute No.: 005/2015-16

Submitted to Council: 26 October 2016

..... General Manager Mayor



Ref: WO/2016/01763

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

Item 9:

Management Review Reports

Submitted to Council: 26 October 2016

..... General Manager Mayor



FINANCE AND ADMINISTRATION

1. Librarian's Report:

No report has been submitted.

Librarian

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

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

	<u>2016</u>	<u>2015</u>
General	\$2,050,393.94	\$3,628,287.67

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

	<u>2016</u>	<u>2015</u>
Interest Earned (YTD)	\$ 6,370.78	\$ 14,163.58

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

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

Overdraft Limit

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

Jack O'Hara
GENERAL MANAGER

Submitted to Council: 26 October 2016

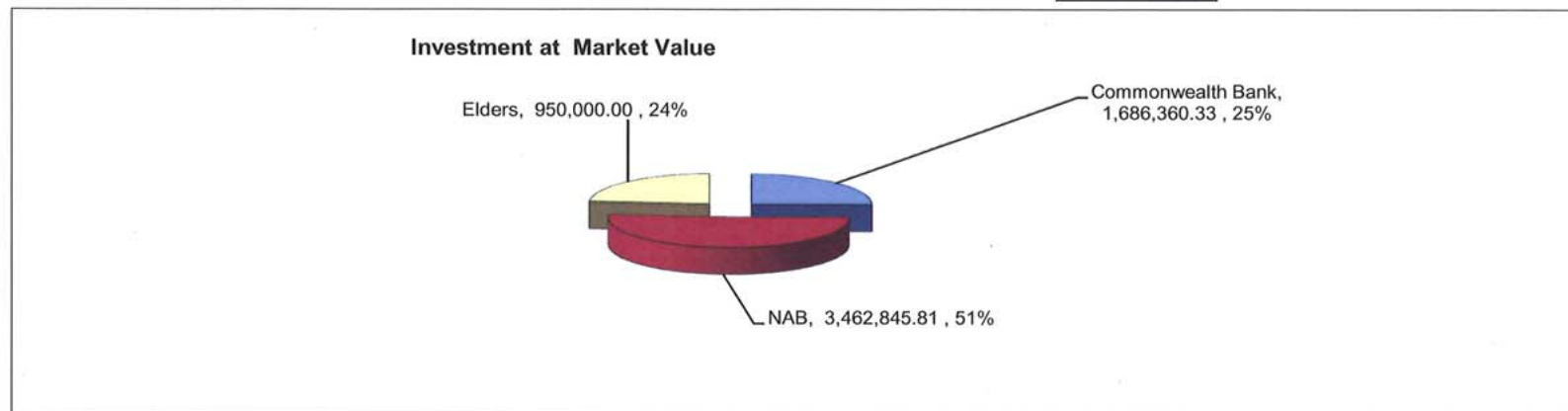
..... General Manager Mayor



REGISTER OF INVESTMENTS TO 30/09/2016

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/09/16	MV % of Portfolio
Commonwealth Bank	Term Deposit	17/09/2016	365	17-Sep-17	3.00%	10118.45	6197.18	337,281.82	-	337,281.82	5.00%
Elders Rural Bank	Term Deposit	28/09/2016	90	28-Dec-16	2.55%	5973.29	16309.63	950,000.00	-	950,000.00	14.07%
National Australia Bank	Term Deposit	30/09/2016	243	31-May-17	2.90%	9653.41	5320.00	499,999.00	-	499,999.00	7.41%
National Australia Bank	Term Deposit	17/03/2016	213	16-Oct-16	3.10%	17517.44	0.00	968,327.64	-	968,327.64	14.34%
National Australia Bank	Term Deposit	1/06/2016	153	01-Nov-16	2.95%	6228.61	0.00	503,698.64	-	503,698.64	7.46%
National Australia Bank	Term Deposit	9/06/2016	159	15-Nov-16	2.95%	12677.79	0.00	986,545.55	-	986,545.55	14.61%
Commonwealth Bank	Term Deposit	30/07/2016	120	27-Nov-16	2.75%	4538.21	988.21	501,953.96	-	501,953.96	7.44%
Commonwealth Bank	Term Deposit	30/07/2016	120	27-Nov-16	2.75%	7714.96	1679.95	853,321.73	-	853,321.73	12.64%
National Australia Bank	Term Deposit	2/08/2016	120	01-Dec-16	2.85%	4684.93	4273.98	500,000.00	-	500,000.00	7.41%
Elders Rural Bank	Term Deposit	2/08/2016	135	15-Dec-16	2.85%	6851.71	0.00	650,000.00	-	650,000.00	9.63%
						85,959	34768.95	6,751,128.34	-	6,751,128.34	100.00%

Capital Value of Portfolio	6,751,128.34
Redeemed Value of Portfolio	-
Market Value of Portfolio 30/09/16	6,751,128.34
Estimated Profit/(Loss) 30/09/16	6,751,128.34



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

Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 26 October 2016

..... General Manager Mayor



4. Work, Health & Safety

September 2016

No report was submitted this month.

5. Tourism Report

September 2016

Number of Visitors to Visitor Information Centre (VIC)

September	2016	2015	2014	2013
Walk in's	547	384	437	505
Phone enquiries	29	31	31	43
Email enquiries	7	1	1	0

AVIC Statistics

Australian Visitor Information Centre (AVIC) Statistics have been taken over by DNSW for NSW Visitor Information Centres; it has not been made clear at this stage how we are to submit our visitation numbers to DNSW. The Aurora Group did a great job, hopefully DNSW can make it all run as smoothly as they did.

Walcha Mountain Festival – a great success

We estimate that around 700-800 people attended on Sunday of the Festival out at Langford Rotary, who were parking cars, were asked to take a rough tally of numbers coming through the gate, it got too busy to take numbers when they were around 400 but from that they estimate between 700-800 people were in attendance. It was also noticed that the crowd stayed around for longer than in previous years. The atmosphere was fabulous, both children and adults enjoying the day. The Quilt Exhibition also noted that numbers were up with them. Council were great with their assistance in staff and services.

New England High Country Competition – winner announced

New England High Country ran a competition in March 2015, the winner was recently announced and will be travelling to the area in March 2017. This was a campaign where operators showed engagement by offering deals on accommodation and food.

Susie Crawford
Walcha Tourism Manager



ENGINEERING SERVICES

6. Wages & Overtime Summary

No report was submitted.

7. Shire Roads Maintenance

Local Roads & Bridges - Projects:



Moona Plains Bridge 5355

The Moona Plains Bridge is complete and open to traffic.

Council staff are currently working on remediating the site environmentally, due to strict requirements listed within the Fisheries approval gained to place the bypass track. The project team will be leaving site from 19 October.

Design and Construct – Five Bridges Tender.

The tender process is now complete; Council approved the recommendation to select Waeger Constructions as the successful tenderer.

Council's engineering staff have notified the contractor and will be liaising with Waeger regarding the construction program and the process for getting all quality, environmental and safety requirements resolved.

Regional Roads – Projects:



Black Spot Program – Safety Upgrades:

The Federally funded Black Spot Program projects have commenced on the Thunderbolts Way. The first stage of the project is complete and included a large amount of vegetation maintenance that took approximately one

month to complete.

Following these vegetation works; guard rail, wire rope and advanced signage will be used to further improve the safety of this notoriously bad section of road. The wire rope works have commenced as seen above and will be completed in early – mid November.



Submitted to Council: 26 October 2016

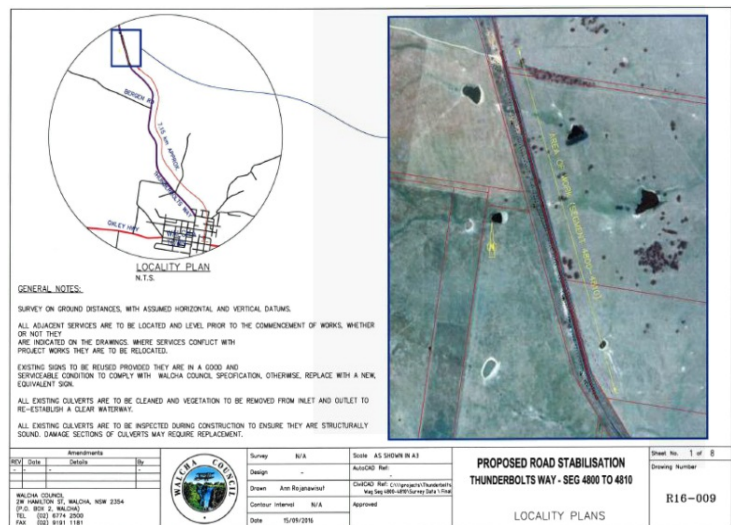
..... General Manager Mayor



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

Thunderbolts Way – Irish Town Upgrade:

Works on the “Irish Town” upgrade on the Thunderbolts Way will commence on 17 October.



The project will include Mixing the pavement to 200mm depth and stabilising with Slag/Lime to reinforce the pavement structure. A pavement investigation and design was completed internally prior to commencing the project and the results will be keenly watched to match results with the original design.

Bergen Bridge Widening Tender:



For the Widening Construction
 of Bergen Bridge
 Volume 1
 Tender Conditions

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

The Bergen Bridge Widening Project will involve widening the Eastern side of the bridge to enable two vehicles to pass each other safely.

Submitted to Council: 26 October 2016

..... General Manager Mayor



State Roads – Projects:

Scrubby Gully Rehabilitation – Oxley Highway:



The Scrubby Gully Rehabilitation commenced on 29 August and targeted rough and failed areas on the Oxley Highway adjacent to the Scrubby Gully Road.

This rehabilitation was completed on time and budget; however the seal that was applied by a contractor in consultation with Council and the RMS has failed. The seal has been fixed under warranty, however it has extended the time of the project. In addition to the rehabilitation, heavy patches have also been completed to improve the road condition immediately adjacent to the rehabilitation. This works will be finalised by 19 October, however the seal will require ongoing inspection and maintenance.



Urban Roads – Projects:

Middle Street Tree Planting



Trees have been planted along Middle Street, complimenting the recent footpath upgrade. The trees extend from Fitzroy Street through to Jamieson Street and consist of various tree species. For interest a list of the species have been included below:

- ◆ 69 x Prunus “Elvins”
- ◆ 18 x Pyrus Calleryana “Chanticleer”
- ◆ 21 x Pyrus Calleryana “Cleveland Select”
- ◆ 29 x Iranxinus Pennsylvanica “Urbdell”
- ◆ 7 x Quercus “Rubra” (Red Oak)
- ◆ 2 x Liriodendron Tulipifera (Tulip Tree)
- ◆ 2 x Cleditsia Trianthos Inermis “Sunburst”
- ◆ 2 x Cleditsia Trianthos euramericana “Veronese”
- ◆ 2 x Populus



Completed Maintenance Snapshot:

Local Roads	
Maintenance Grading:	Roads:
	Cowsby
	Tops
	Wild Cattle Creek
	Quarry Road
	Ruby's Nob
	Aerodrome
	Merlin Downs
	Flags Niangala
Patch Potholes	Roads:
	Ohio North
	Niangala
Drainage Works	Roads:
	Niangala
Vegetation Control	Roads:
	Glen Morrison
State & Regional Roads	
Oxley Highway Maintenance:	Tasks:
	Repair Potholes
	Servicing Rest Areas
Regional Roads:	Tasks:
	Repair Potholes
	Vegetation Maintenance
	Service Rest Areas

Urban Roads	
Urban Maintenance:	Tasks:
	Tree, Garden & Park Maintenance
	Sporting Ground Maintenance
	Town Mowing and Entrance Maintenance

Proposed Works for the Coming Period:

Shire Roads:

- ◆ Grading will take place on St Leonards Creek and Hartford Roads
- ◆ Continue to liaise with the successful bridge contractor with the aim to commence works in the near future.
- ◆ Gravel Re-sheeting will occur on Baringa Road.

State & Regional Roads:

- ◆ Continue the "Blackspot Program" on the Thunderbolts Way, between the Mukki Creek and "Hellhole". This work will include installation of guardrail and wire rope and upgraded signage throughout the area. Wire Rope Safety Barrier installation has commenced and will be completed in early to mid November.

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..... General Manager Mayor



- ◆ The “Pandora” Rehabilitation which is an extension of the “Yerrawun” Rehabilitation on the Thunderbolts Way has been postponed due to large poplars having a great influence on the pavement. The trees will require removal (if approved) to allow for a successful rehabilitation.
- ◆ Continue works at “Irish Town” on the Thunderbolts Way, the project team is aiming to place the primer seal on 4 November.
- ◆ Continue to liaise with the successful bridge contractor for the Bergen Bridge with the aim to commence works in the near future.
- ◆ Commence transporting and stockpiling aggregate for the approaching reseal program to take place in December.
- ◆ Maintenance:
 - Pothole Patching.
 - Vegetation Maintenance.
 - Drainage Works

Works In Town:

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

Dylan Reeves
Works Manager

8. Water Matters

Level 1 – introduced 29 June 2016 – Targe Usage 250 – 290 Litres / Person / Day

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

- ❖ Monthly Usage – 11.20 Mega Litres (4 week month)
- ❖ Daily Usage – 373 Kilolitres
- ❖ Usage per person per day – 270 Litres

WTP Augmentation

The approvals from DPI Water and NSW Health for the fluoridation dosing system and integration into the Water Treatment Plant have been received, and augmentation works have commenced. Project completion is on schedule for mid December 2016.

Off Creek Storage No2

Council was not successful in Round 3 of the National Stronger Regions Fund (NSRF) announced 7 October. The Australian Government has announced a re-focus of the NSRF with a new fund to be known as the Building Better Regions Fund (BBRF).

The new fund will:

- ◆ Be eligible only to regional, rural and remote Australia;
- ◆ Deliver investment in two streams: infrastructure projects and community investments; and

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- ◆ Will focus on creating jobs, driving economic growth and building communities where people want to live and work.

The new fund will assess projects in three categories depending on the size of the project. This will mean applications for smaller grants will not be competing with large projects for funding. Guidelines for the BBRF are currently being developed.

Emergency Town Water Supply

Work has commenced to connect the 100-140ML of emergency town water supply at Muluerindie to the existing pump station in preparation for summer weather conditions. Earthworks to raise the dam wall and remove vegetation have been completed. Materials for the works have been procured and the laying of pipework is to commence soon.

The recent wet weather conditions have been fortuitous and the dam is full – photos below:



Completed earthworks to raise the dam wall.



Utilities Supervisor, Kevin Creighton on location showing the full dam.

9. Sewer

Sewer Treatment Plant (STP) Upgrade

The detailed design, costing and specifications prepared by NSW Public Works have been reviewed by NSW DPI Water for Section 60 approval. Under Section 60 of the *Local Government Act, 1993*, local water utilities are required to obtain ministerial approval for the construction or modification of water or sewage treatment works. The Section 60 approval provides an independent assessment of the proposed works to ensure they are fit for purpose and provide robust, safe, cost-effective and soundly based solutions that meet public health and environmental requirements. Verbal approval was given by the review panel last week and Council has now requested written approval to proceed.

DPI Water have advised Council that funding for the STP upgrade works under the Country Towns Water Supply and Sewerage Program will come under threat due to the program drawing close June 2016. As such DPI Water have arranged for this project to transfer to the new Regional Water and Waste Water Backlog Program. This program is managed by Infrastructure NSW, who will shortly be writing to Council to confirm what Council will need to do to apply for funding.

STP Crown Land Acquisition

Council received formal approval from the Office of Local Government to proceed with the land purchase. Acquisition notices have been issued to DPI Lands and Native Title interests. Council must now wait until early December (the required 90 days) before publishing in the NSW Government Gazette the approved acquisition notice.

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10. Waste

Waste Committee Workshop

There are a number of issues that will impact future waste management in the shire that need to be considered prior to the preparation of Council's strategic plan for waste. The issues include the introduction of the Container Deposit Scheme (CDS), full cost recovery of waste services, preparation of Council's waste asset management plans and the introduction of a Food and Garden Organic (FOGO) collection service.

RECOMMENDATION: That Council set a date for the Walcha Council Waste Committee to hold a Workshop, preferably from 9am till lunchtime in early December.

Community Recycling Centre (CRC)

Construction on the new hazardous waste drop off shed (CRC) is all but complete, with final works to be completed once the facility supervisor returns from leave. The facility will have a soft launch by the end of October in preparation for a Ministerial opening on a date to be advised.

Container Deposit Scheme (CDS)

Consultation on the draft Waste and Resource Recovery amendment (Container Deposit Scheme) Bill 2016 and a Container Deposit Scheme (CDS) Regulatory Framework Discussion Paper are now closed. These documents were open for consultation from 23 August to September 2016.

Staff attended an information session in Tamworth on the Bill and Regulatory Framework and a submission was made by the Northern Inland Regional Waste Group on behalf of Council and the other member Councils.

There will be two collections streams suitable for Council's involvement however the announcement by the NSW Government of a NSW CDS Co-Ordinator is not expected until the Bill and Regulatory Framework are passed through Parliament. Until the NSW Co-Ordinator is appointed the schemes operational details remain largely unknown.

Proposed upgrades of Woolbrook & Nowendoc landfills:

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

Council has engaged a fencing contractor to fast track construction of the security fencing as this was highlighted as an urgent issue by the community at the August public meeting, but due to the contractors current work load work has not yet commenced.

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

A fire incident was reported on Monday 1 August which originated from the Nowendoc Landfill. As a result of this a Post-Mortem meeting was held on 21 September. As a result

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of the meeting the RFS is fast tracking a Community Protection Plan (CCP) for the Nowendoc village. The draft Plan will be presented to the community and other stakeholders (including LLS, Council and NSW Police) at a community meeting scheduled to be held on Saturday, 26 November.

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

Tess Dawson
Manager Water, Sewer & Waste

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..... General Manager Mayor



ENVIRONMENTAL SERVICES

11. Development

Development Approvals and Refusals for September 2016

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

Development Applications					
Approvals:					
DA No.	Description	Location	Applicant	Determined	Determination
10.2016.9	Construct new single storey dwelling	Smiths Creek, 10686 Thunderbolts Wy, Walcha	Mrs Y Mooney	5/09/2016	Granted (under delegation)
Monthly Estimated Value of Approvals: \$550,000.00					
Refusals:					
DA No.	Description	Location	Applicant	Determined	Determination
Nil					

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

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

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

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s149 Planning Certificates

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

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

S149 Planning Certificates Completed – Comparative Data	
	Number
2016/2017 YTD	21
This time last year	38

12. Environment

Environmental & Public Health Complaints

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

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

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

Environmental Services Complaints August 2016	
Dog attacks	1
Overgrown land	1
Environmental pollution	1

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

13. Public Health

Immunisation Clinic

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

Immunisation Records 2016/2017	
July	7
August	5
September	Not available at time of report

Food Premises Surveillance

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

For information purposes a summary of the food surveillance activities undertaken for the 2016/2017 year as at 30 September 2016 is provided.

Food Premises Surveillance 2016/2017						
	High Risk Fixed	Medium Risk Fixed	Low Risk Fixed	Mobile	Temporary	TOTAL
Total No.	27	6	7	2	2	44
No. Primary Inspections	3	1	0	0	1	5
No. Re-inspections	1	0	-	-	0	1
No. additional Re-inspections	0	-	-	-	-	0
No. FSS Required	21					21
No. FSS Current	20					20

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14. Animal Control

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

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

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

Companion Animals Seizures 2016/2017						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen
Jul	1	0	0	0	1	0
Aug	2	2	0	0	2	0
Sep	0	0	0	0	0	0

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15. Walcha Council Community Care

September 2016

Groups

Women’s Group and Wanderer’s Group

7 September 2016 – 21 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms. The guest speaker for the morning was Anna Hicks, a Dietician from HealthWise New England North West.

14 September 2016 – the Wanderer’s Group enjoyed morning tea at the Community Day Centre Rooms. The group completed some craft projects during the morning after their social morning cuppa.

21 September 2016 – 16 clients attended the trip to Nowendoc school. The students, staff and helpers made our group feel very welcome with a lovely morning tea and barbeque lunch provided. The students gave us a special presentation for Book Week where they all dressed up into their favorite book character. The children also entertained the ladies with a performance where they sang a song written by John Williamson, “Big Bad Bush Bush Ranger” and their school song that they all contributed in some way to help create. The Head Mistress, Kathy Burke presented the students and helpers with awards for special



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achievements throughout the year. The ladies had a fantastic day and thoroughly enjoyed the tour of the school and watching the children working in their classroom.



Photos taken at the Nowendoc School visit with the Women's Group and Wanderer's Group.



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28 September 2016 – the Wanderers Group travelled to Nundle for the day. The group met with Elders in Nundle to talk about family connections and the possibility of a plaque placed in the town to recognize contributions made to the town by Aboriginal community members.

Men’s Group

13 September 2016 – Morning tea was held in the Community Day Centre Rooms where 20 men attended the day. Margie Carter and Alex Smith spoke to the group about the Apsley Falls and presented a historic collection of information and photos about the Lions Club creating the plans and building the steps and viewing platform at the Falls.

27 September 2016 – 19 gentlemen attended the trip to Carolyn and David Salter’s property “Wanderriby”. The men enjoyed morning tea in the sunshine and protection from the cold westerly wind in the large hangers that housed the aircraft. The collection of planes included a Bell Helicopter, a DHC2 Beaver, a Gypsy Moth and Tiger Moth, a Harvard, a Cessna and the well known DC3 plane that made the two day journey from western NSW to “Wanderriby”, Walcha. The group had a fabulous morning looking at the planes and David and Carolyn provided a very informative talk about each plane and their use and the story and reason for purchasing each one. Lunch was held at Walcha Road Pub.



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

9 September 2016 - 6 clients travelled to Tamworth for the day where the group visited the Craft Alive Expo held at the TREC. The ladies were thrilled with the wonderful quilting and embroidery displays and found the stalls very inspiring, giving them some great ideas for future projects.

13 September 2016 – 6 clients from the UFO group were treated to a day at the home of one of the group’s members. Val Wall prepared a lovely setting in which the group were able to enjoy having the social outing while working on their unfinished objects.

27 September 2016 – 6 clients from the UFO craft group attended the day in the Community Day Centre rooms and worked on their projects.



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Transport - September

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

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

Bus to Tamworth – 5 clients used the service on 30 September 2016.

Bus to Armidale numbers were as follows:

- ◆ 6 September 2016 – 6 clients – Walcha Service
- ◆ 13 September 2016 – 7 clients – Uralla Service using TCT Bus and Driver
- ◆ 20 September 2016 – 6 clients – Walcha service
- ◆ 27 September 2016 – 6 clients – Uralla Service using TCT Bus and Driver

Meals on Wheels

7 clients received 143 meals.

Rural and Remote Exercise Groups

6 clients attended at Niangala.

10 clients attended at Nowendoc.

Feedback and Complaints

Nil feedback and complaints to report

Meetings and Training

1 September 2016 – Commonwealth Home Support Program Forum, held at the Community Centre in Tamworth. The forum included speakers Terrie Leoleos - NSW Multicultural Aging and Disability Access, Judy Coates - Get Active New England, and Peter Hollingsworth- Organisational Continuity Planning.

6 September 2016 - the New England area welcomed a visit by the Parliament Committee on Community Services. The Committee has been conducting an inquiry into looking at the transport needs of seniors and disadvantaged people in rural and regional NSW. Issues relating accessibility of public transport services, strategies to improve access, and supports that could be provided to assist with the expense of private transport were also addressed. The Committee met with Tablelands Community Transport and Walcha Council Community Care staff to listen to issues faced and possible transport solutions in rural and remote areas.

8 September 2016 – Dementia Support Group Meeting held at the Community Day Centre Rooms.

22 September 2016 – 20 members of Staff and volunteers attended a training workshop, “Understanding Boundaries” held in the Community Day Centre Rooms. The workshop was organised through Walcha Council Community Care and was facilitated through NESST (New England Sector Support Team) trainer, Paul Tracey. The workshop discussed why it is important to have professional boundaries when working in the community as well as upholding the standards of the organisation including duty of care, privacy and confidentiality and understanding each job role to work effectively. Professional boundaries define appropriate professional behaviour and conduct while giving workers confidence to know how to react to various situations. Clear boundaries help to develop a trusting relationships with clients who will know what to expect from

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staff and volunteers as well as developing professionalism by encouraging high standards of work and consistency through out the sector.

Cathy Noon
Community Care Coordinator

RECOMMENDATION:

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

Submitted to Council: 26 October 2016

..... General Manager Mayor



Item 10:

Committee
Reports

Submitted to Council: 26 October 2016

..... General Manager Mayor



Walcha Council Community Care Advisory Committee Meeting Minutes

held on

Tuesday, 18 October 2016

at

2:00 pm

at

Walcha Council Community Care Day Centre Rooms

PRESENT:

Clr Kevin Ferrier (Chair), Kate Hoy, Ron Denham, Pat Laurie, Syreene Kitchener, Cathy Noon (Community Care Coordinator), Elaine Bartholomew (ATSI Community Care Coordinator), Linda Sercombe (Australian Unity Home Care) Lacey Latham (Environmental Services Manager) and Karen Kermode (Community Services Manager)

IN ATTENDANCE:

Nil

1. APOLOGIES:

Sue Reardon

2. CONFIRMATION OF MEETING MINUTES HELD ON TUESDAY 21 JUNE 2016:

RESOLVED: On the motion of Denham and Kitchener that the Minutes of the Walcha Council Community Care Advisory Committee Meeting held on 21 JUNE 2016, copies of which have been distributed to all members, be taken as read and confirmed a true record.





3. BUSINESS ARISING:

- 3.1 Council approved the recommendation to send correspondence requesting completion of forms to those volunteers without the appropriate paperwork to give them one last chance. The Environmental Services Manager will draft a letter to be sent to the Walcha Central School P&C requesting an updated list of member names wishing to volunteer be made available to WCCC to assist with accurate volunteer records and rostering.

4. MEALS ON WHEELS

- 4.1 Meetings with Riverview regarding the supply of meals have been positive. A sample menu has been obtained. The Community Services Manager and the WCCC Coordinator will be working on costings, new procedures and a service level agreement. Final approval will be required from Presbyterian Aged Care in Sydney, however we do not anticipate any problems obtaining this.

5. COMMUNITY CARE COORDINATOR'S REPORT

- 5.1 The Community Care Coordinator reports from June, July and August 2016 were tabled and presented to the Committee. Discussion was held on the slow roll out of the NDIS.

6. ATSI COMMUNITY CARE COORDINATOR'S REPORT

- 6.1 A verbal report from the ATSI Community Care Coordinator was given. The Aboriginal group has been continuing with their family history themed outings. The ATSI Community Care Coordinator commented that it is time to do some things other than family history. Her clients also enjoy participating in combined activities with the WCCC Coordinator's group.

7. FINANCIAL REPORT

- 7.1 A statement of income and expenditure as at 30 September 2016 was tabled and presented to the meeting.

8. DISABILITY INCLUSION ACTION PLANNING

- 8.1 The draft Disability Inclusion Action Plan (DIAP) was tabled and presented to the Committee as per Appendix A. Issues highlighted in the report were:
- additional disabled parking near the post office and the chemist
 - access to CBD buildings and the bathrooms inside
 - the showground is accessible, however no disabled toilet facilities are available. The issue of access to the exhibits and the show ring was also raised.
 - the racecourse has one ladies disabled toilet, however no male disabled toilet facilities are available.
 - tactile indicators at pedestrian crossings
 - inclusion of people with a disability of local committees
 - accessibility of council website for vision impaired persons



RESOLVED on the motion of Kitchener and Laurie that the Committee RECOMMEND that Council places the draft Disability Inclusion Action Plan on public exhibition inviting submissions for the period of 28 days.

9. FEEDBACK AND COMPLAINTS

- 9.1 Nil formal feedback or complaints received, however the WCCC Coordinator indicated that she often receives positive verbal comments from the clients. Suggestions received by clients will be written up and reported to the Advisory Committee.

10. GENERAL BUSINESS

- 10.1 Kevin Ferrier congratulated Karen Kermode on her promotion to Community Services Manager.
- 10.2 The taxi commenced business on Friday 14th October 2016. It is equipped to carry wheelchairs. The WCCC Coordinator will investigate the issue of taxi vouchers to clients requiring transport. Uralla Community Transport may be able to assist with this. The question was raised about the location of the taxi stand.
- 10.3 Pat Laurie stated that the WCCC Coordinator does a great job. All clients enjoy their outings and morning teas. She also commented that the morning spent going through all of the services listed in the handbook was a great idea. Many clients were not aware of all of the assistance and services that are on offer.
- 10.4 The WCCC Coordinator will undertake a review of the volunteers with Kate Hoy. They would like to reduce the number of volunteers to reduce the administration time. Only volunteers that are prepared to help more regularly will be rostered to work. Kate Hoy will phone volunteers who have not returned their paperwork and offered one last chance to return it. If it is not returned they will be removed from all volunteer lists.
- 10.5 Once the Meals on Wheels provider has been finalised, it should be promoted again. The number of people using the service has been dropping.
- 10.6 The WCCC coordinator noted that she has not been receiving referrals through the My Aged Care portal. She is concerned about the numbers dropping, and is wondering why referrals have stopped.
- 10.7 Linda Sercombe commented that Australian Unity Home Care is becoming a paperless organisation. Clients are no longer required to sign a service delivery form.

11. NEXT MEETING

The next meeting of the Walcha Council Community Care Advisory Committee is to be held on Monday, 12 December 2016. The meeting will commence at 12:00pm. This meeting will be held prior to the Christmas lunch, and will be held at either the RSL Club or the Royal Café.

There being no further business the Chair declared the meeting closed at 2:50pm.

CONFIRMED _____ **(Signed)**

Date: ___ / ___ / ___ **Chairperson**

APPENDIX A



WALCHA COUNCIL
DISABILITY INCLUSION ACTION PLAN

DRAFT

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DRAFT

1. EXECUTIVE SUMMARY

Walcha Council has undertaken the development of a Disability Inclusion Action Plan (DIAP) within an environment of strong support and commitment for such a Plan. The background to the DIAP includes the structure and functions of Council and the demographic and geographic profile of the community. The DIAP is underpinned by Council's policies and legislative and regulatory requirements. Council's values and principles guide the development of the DIAP and responsibilities have been allocated throughout the Council structure. The DIAP will be incorporated into Council's Integrated Planning and Reporting Framework (IPR), with the goals being included in the 2017-2021 Delivery Program and subsequent Annual Operational Plans. Details about the consultation process and methodology introduce the identification of priorities by the stakeholders. The objectives are analysed and a risk management process undertaken, before incorporating the items under existing *Walcha-2025* (ten (10) year community strategic plan) items and existing or new Delivery Program items.

2. BACKGROUND

“Walcha is located in the beautiful and very productive New England Tablelands regions of New South Wales. The Walcha Local Government Area has an area of 640,858 hectares and a total population of 3,187 people.” “It is one of the most productive agricultural regions in Australia. It is also a major hardwood timber supplier and is a significant supplier of softwood”¹ Residents are located in the town of Walcha and in the villages and surrounding rural areas.

Walcha is a friendly town with a strong sense of community. Residents value their identity highly and one of the six (6) priorities identified during the development of the Community Strategic Plan (2013) was “Maintaining the Feel and Identity of Walcha.” This fierce independence, fostered perhaps by the size and location of Walcha, was apparent in the successful bid to retain the Walcha local government area as an independent Council (2015-2016) thus avoiding amalgamation with neighbouring Councils. Residents are distinguished by an acute awareness of community obligation which is demonstrated in self-reliance and resilience when it comes to providing informal supports for people with a disability- *“We always help each other out if it's needed.”* In other words, the community has an existing belief in inclusion.

There are a broad range of specialist and mainstream services available for Walcha residents. For some services, people will have to travel to regional centres such as Armidale or Tamworth, but many organisations provide local or outreach services in Walcha. Walcha Council is a direct provider of services for older people, people with a disability and their carers through:

Community Home Support Program (CHSP)

- Social Support, group and individual
- Transport

¹ Walcha 2025 P. 6

- Meals

Community Care Support Program (CCSP) including social support, meals and transport, for people with a disability, now transitioning to NDIS individual packages

Community Transport

Local Access Bus

Early Intervention services for children with a disability

Preschool

Public Access Computers

Library

Walcha Council supports community organisations through S355 Committees and Councillor representation, including, (but not limited to):

- Beautification and Tidy Towns Committee
- Traffic Committee
- Roads Management Committee
- Baths and Squash Courts Committee
- Preschool Advisory Committee
- Arts Advisory Committee
- Youth Advisory Committee
- Australia Day Committee
- Walcha Mountain Festival Committee

Councillor delegates are also appointed to support independent committees and groups:

- Central and Northern Regional Library Committee
- Country Library of NSW
- Arts North West
- Namoi Councils Joint Organisation
- Walcha Local Health Committee
- Country Mayors Association

- Walcha Community Consultation Committee
- Walcha Australia Day Committee
- Local Emergency Management Committee

The Disability Inclusion Action Plan (DIAP), which has been developed by Walcha Council, defines strategies and provides a planning framework to promote inclusion and equity for people with a disability, so they may fully participate in, and contribute to, social, business and community life. The DIAP will enhance and complement the existing service provision by Walcha Council and other providers. The DIAP is incorporated into the Walcha Council's Integrated Planning and Reporting framework and aligns with the goals set in their Community Strategic Plan *Walcha-2025*, the *2017-2021 Delivery Program* and *Annual Operational Plans*. "All the goals and strategies that are developed seek to attain an outcome that is sustainable and strives for equity, access, participation and equal rights, particularly for the disadvantaged and vulnerable"².

3. POLICY AND LEGISLATIVE CONTEXT

DEFINITION

In the context of the DIAP, disability includes functional impairments or limitations, which may be present from birth, acquired by accident or illness or due to the process of ageing. The impairments may be substantial or seemingly minor, temporary or permanent.

LEGISLATION

Direct service provision for people with a diagnosed disability by specialist and mainstream services (both government and non-government) is underpinned by legislation and policy including:

- [*Principles of the UN Convention on the Rights of People with a Disability*](#)
- [*Australian Government NDIS Act 2013*](#)
- [*Australian Government Aged Care \(Living Longer Living Better\) Act 2013*](#)
- [*NSW Anti-Discrimination Act 1977*](#)
- [*NSW Disability Inclusion Act 2014*](#)

² *Walcha-2025*, P. 8

The most recent legislation and amendments reflect a shift towards the view that, while a disability may affect the way that a person interacts with others and their environment, it should not define a person and it should not limit their capacity to become an integral part of the community. Although the rights of a person with a disability have been defined as the same rights as those of all people, since the early 1990s, it is understood that upholding these rights must include promotion of individual choice about what is important to them, universal access to services and facilities and inclusive communities where individuals can fully participate in social, business and community life.

These cultural and philosophical developments are embedded in the *Australian Government NDIS Act 2013* and the *NSW Disability Inclusion Act 2014* which are complementary pieces of legislation dealing with funding of specialist supports and community responsibility and response respectively.

The *NDIS Act 2013* defines how reasonable and necessary supports are funded and provided for all people with a disability and is administered by the National Disability Insurance Agency (NDIA) which is rolling out in the New England Tablelands area in 2016.

The *NSW Disability Inclusion Act 2014* promotes the view that ‘inclusion’ is not only a goal for service providers and public and private sector organisations, it is a responsibility of the whole community. It legislates for the rights of people with a disability to full participation in every-day life, with enhanced community connection, independence, empowerment and wellbeing. It is the role of local government through a ***Disability Inclusion Action Plan (DIAP)*** to promote and support inclusion in their communities.

The Walcha DIAP will have four (4) Focus Areas:

1. Positive community attitudes and behaviours
2. Liveable Communities (including physical access to buildings and facilities, and transport)
3. Supporting access to meaningful employment
4. Improving access to services through better systems and processes (which is about availability and accessibility of information regarding services).

4. GUIDING PRINCIPLES

Walcha Council’s vision is, ***“To be a vibrant, welcoming and resilient community that supports our citizens, businesses, industries and environments.”***³

“The principles and values that underpin the framework for developing Walcha-2025 are social justice and sustainability.” As with the strategic plan, these principles and values reinforce the goals and strategies included in the DIAP and *“seek to attain an outcome that is sustainable and strives for equity, access, participation and equal rights, particularly for the disadvantaged and vulnerable”*⁴ and aligns with the philosophy behind the *NSW Disability Inclusion Act 2014*.

³ *Walcha-2025* the Community Strategic Plan adopted by Council 26 June 2013, P. 13

⁴ From *Walcha-2025* the Community Strategic Plan adopted by Council 26 June 2013, P. 8

5. WALCHA COUNCIL RESPONSIBILITIES AND ROLES

ROLE OF COUNCIL

Council's role in implementation of the DIAP will include⁵:

- ❖ As **Leader**: Council will lead the development and implementation of detailed plans and actions to implement the strategy and to achieve progress towards the identified goal: through direct service provision and review of Council policies and procedures-Aligns with Core business and functions of Council
- ❖ As **Facilitator**: Council will facilitate the development and implementation of detailed plans and actions with other stakeholders to implement the strategy and achieve progress towards the identified goal: through S355 Committees, delegating Councillor representatives to community organisations and supporting local business and community initiatives- Partial or shared responsibility with community or government partners
- ❖ As **Advocate**: Council will advocate for the development and implementation of detailed plans and actions with other stakeholders to implement the strategy and achieve progress towards the identified goal: through representation to regional bodies and other levels of government, promotion of ideas and distribution of information- Advocate, educate and support on behalf of the community.

EXECUTIVE RESPONSIBILITY

Walcha Council supports the development and implementation of the DIAP. The General Manager, Jack O'Hara, has delegated overall responsibility for the DIAP to the Manager of Community Services, Karen Kermode.

PROJECT COORDINATION

Cathy Noon, Coordinator Community Care, and Rhonda Barnet, Early Intervention Coordinator, have shared responsibility for coordination of the project and liaison with *Strategy to Action*.

PLAN DEVELOPMENT

⁵ From *Walcha-2025* the Community Strategic Plan adopted by Council 26 June 2013, P. 14

Walcha Council engaged *Strategy to Action* to carry out the development of the plan through community consultation, collation of results and identification of priorities, preparation of the *DIAP Report* (this report) and development of goals and actions for alignment with *Walcha-2025* and inclusion in the *Walcha Council 2017-2021 Delivery Program*.

MULTIDISCIPLINARY INPUT

Administration Department (Council Records, Equal Employment Opportunity, and HR) represented by General Manager Jack O’Hara, Karen Kermode

Community Services Department (Community Care, Early Intervention, Preschool, Library and Youth) represented by Karen Kermode, Cathy Noon and Rhonda Barnet

Environmental Services Department (Public Health, Strategic Planning, Town Planning, Building Control, Council Buildings and Amenities) represented by Lacey Latham.

Engineering Department (Kerb and Gutter, Parks, Gardens and Playgrounds, Sporting Fields, Street Scaping, Public Toilets, Road Safety, Street Lighting, Footpaths and Cycleways, Traffic Management) represented by Raju Ranjit.

IMPLEMENTATION

Responsibility for implementation and resourcing of the DIAP will be across all sections of Council as identified in *Walcha-2025*, the *2017-2021 Delivery Program* and the *Annual Operational Plans*, and the departmental responsibility as outlined above.

6. INTEGRATED PLANNING AND REPORTING

Goals and strategies of Walcha Council are underpinned by eight themes which provide focus and direction for the Integrated Planning and Reporting (IPR) framework⁶. The four focus areas for the DIAP may be positioned within those:

In Walcha-2025

CSP1 Transport and Liveable Towns and Villages

CSP2 Business and Jobs

Focus Areas for DIAP

⇒ Liveable communities Focus Area 2

⇒ Supporting access to meaningful employment, Focus Area 3

⁶ From *Walcha-2025* the Community Strategic Plan adopted by Council 26 June 2013, P. 14

CSP3 Education and Training	⇒ Supporting access to meaningful employment, Focus Area 3
CSP4 Health	⇒ Positive community attitudes and behaviours, Focus Area 1 and Improving access to services through better systems and processes, Focus Area 4
CSP5 Local Environment	⇒ N/A
CSP6 Stronger Community	⇒ Positive community attitudes and behaviours, Focus Area 1 and Improving access to services through better systems and processes, Focus Area 4
CSP7 Keeping People Safe	⇒ N/A
CSP8 Better Government	⇒ Liveable communities, Focus Area 2

7. CONSULTATION AND ENGAGEMENT

The Walcha Council local government area has a population of 3,187 people. Given this small population and the relative isolation of Walcha, (it is off the main State highways), the community is tight knit, resilient and to a large extent self-sufficient. Although there are a broad range of community committees, organisations and leisure groups, many individuals are involved in several of the groups, so that key individuals are able to represent many demographic, geographic and interest groups which made for data rich group consultation and a public forum. Individual surveys provided an opportunity for all Walcha residents to prioritise issues in the four focus areas.

ABS statistics confirm that (at 2011) 16.3% of people have specific limitations on their activities and participation in community life. This suggests that approximately 500 people in Walcha and the surrounding district have some form of limiting disability. While some of these (6.3% or about up to 190 individuals in Walcha) will be supported by specialist or mainstream services, the remainder will probably experience some barriers to full participation in social and community life. By developing strategies that address the identified priorities, Walcha can become “*a vibrant welcoming and resilient community*” for all its residents.

As background to the consultation and to confirm issues which have been previously identified in the Walcha Council local government area, a review of existing documents was undertaken:

- **Walcha 2025** which incorporates the broad goals for the ten (10) year strategic plan, including those relevant to inclusion and access for people with a disability
- **Walcha Council Delivery Program 2013-2017** provides detailed strategies for the broad goals of **Walcha-2025**

- **Walcha Council complaints register**- there were no complaints in the last two (2) years relevant to disability access, equity or inclusion
- **Walcha Council Community Care (WCCC) Policy Manual**-this manual includes the policies: *Service Access, Client Rights, Information Provision, Independence and Individual Outcomes, Inclusion and Participation, and Community and Consumer Participation*, which reflect and implement the goals of the DIAP for WCCC service users
- **Pedestrian Access Mobility Plan (PAMP)**- which is planned, but not yet developed, which will increase opportunities for funding for footpaths, cycle-ways and pedestrian ramps.

The extensive consultation carried out for *Walcha-2025* in 2013 identified key issues relevant to people with a disability and included:

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

STAKEHOLDERS

In seeking to more fully understand and identify the barriers to inclusion and seek solutions, information and input was sought from stakeholders including:

- Walcha residents and visitors
- Service providers
- Walcha Council
- People with a disability and their carers
- Aboriginal people

- Older people
- People with temporary or minor limitations to functional capacity due to illness or medical conditions
- Community organisations and groups
- Local businesses
- Walcha Central School and other remote schools
- Walcha Preschool.

Feedback was obtained through surveys, consultation with individuals and key groups and a public forum. Approximately 300 surveys⁷ were distributed through service delivery points, key organisations, and individual distribution including but not limited to:

- Walcha Council Community Care
- Walcha Council Early Intervention
- Aspley Advocate
- Walcha Community Hub
- Men's Shed
- Tamworth SCAN Meeting
- Walcha Council consultation meetings at Woolbrook, Europambella, Nowendoc and Yarrowitch
- Walcha Preschool
- Walcha Support Group
- Walcha Council Advisory Group
- Public Forum for NDIS and DIAP

⁷ See Appendix 1

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METHODOLOGY		
Engagement Processes	Priority issues to be explored	Priority issues identified
People with a disability, their carers and families: Inform, Consult, Involve in setting priorities, review, evaluation and feedback, Collaborate in setting priorities, Empower to provide feedback.		
Questionnaires and attendance at focus group (25 participants).	Transport, community involvement, employment, access, inclusion	<ul style="list-style-type: none"> • Opportunities for employment and/or meaningful contribution to community • Adequate and appropriately located disability parking • Good footpaths and crossings; local and inter-town transport • Feeling welcome in clubs and organisations • Signage for disability toilets • Upgrade of disability toilet facilities at clubs • Being able to find information easily through a variety of means • Access to businesses particularly banks, hardware store • Know where to go to raise issues of inclusion or access • Upgrades of facilities to take the needs of people with a disability into

		account.
Advisory Group: Inform, Consult, Involve, Collaborate, Empower		
Questions at meeting, open discussion (9 participants)	Transport, community involvement, employment, access, inclusion	<ul style="list-style-type: none"> • Inclusion agenda for all advisory meetings which will assist the group to focus on this area • Footpaths generally good • National Bank entry difficult • Toilet with Disability access doesn't have signs (to direct people to these toilets) • 1 Disability parking spot only • Disability parking near Post Office and Chemist would be beneficial • Wheelchair bus doesn't have easy access to town centre • No taxi service • No tactile indicators • Concern about colour of walkers (hard to see) • Suggested Uber drivers in Walcha (possibly transport volunteers?) • CHSP transport has regular trips to outlying villages • Mobility Scooter which could be loaned at IGA or somewhere central?

		<ul style="list-style-type: none"> • Grocery stores deliver • CCC meeting takes complaints/concerns from the community and will pass on to the Council where necessary • There is no secure & warm place for people who are waiting for transport or the bus
<p>Walcha Council staff: Inform, Consult, Involve, Collaborate</p>		
<p>Consultation with Walcha Council staff:</p> <p>General Manager Jack O’Hara; Manager Environmental Services Lacey Latham, Director Engineering Raju Ranjit; Manager Records and Preschool Karen Kermode; Community Care Coordinator Cathy Noon; Early Intervention Coordinator Rhonda Barnet.</p>	<p>Provisions in service delivery for people with a disability, facilities and access, events and access, transport, information provision</p>	<ul style="list-style-type: none"> • Design of streetscape to incorporate any issues of inclusion and access. • Development of a PAMP so that funding for improvements to crossings and ramps can be applied for. • Information for local builders and tradespeople regarding Australian Standards and how to make facilities more disability friendly. • Community Care Coordinator to be included in Local Emergency Management Meetings • Information provided to Early Intervention families • Information about NDIS to be provided to people with a disability • Review of the way that services are provided to people with a disability and frail aged under NDIS and My Aged Care
<p>Specialist Disability Providers: Inform, Consult, Involve in determining priorities, Collaborate in making changes to ways that services are delivered</p>		

<p>Pathfinders Ability Links; Walcha Council Community Care; Walcha Early Intervention; Walcha Preschool; Walcha Central School; FACS (Dept of Family & Comm. Services), Ageing Disability and Home Care; Disability Advocacy; St. Vincent de Paul Local Area Coordinators; Walcha Community Hub.</p>	<p>Barriers to full participation, priorities for inclusion, penetration of service delivery</p>	<ul style="list-style-type: none"> • Where do people get information? • A need to involve people with a disability in local community activities and events • Employment is an issue, and voluntary work may be seen as an alternative if it is meaningful, interesting to the person and something they want to do • A local wheelchair accessible taxi is commencing • People do not know about the Community Hub and the information that it may be able to provide.
<p>Mainstream Service Providers: Inform, Consult, Collaborate in better ways to delivery services</p>		
<p>Community Health</p>	<p>Inclusion, barriers to inclusion</p>	<p>Surveys provided, but no feedback obtained.</p>
<p>Schools and Education providers: Inform, Consult about barriers, Collaborate in facilitating better relationships between families and teachers</p>		
<p>Walcha Central School (2 respondents).</p>	<p>Inclusion, barriers to inclusion</p>	<ul style="list-style-type: none"> • Teachers at the Walcha Central School advised that what they found most difficult was finding information about disability services or where students could get information about jobs.
<p>Recreation, leisure, sporting clubs and groups: Inform about access and participation barriers, Consult about ways to address the issues, Involve in deciding on strategies, Collaborate in implementing strategies, Empower to ongoing engagement</p>		

<p>Walcha Support Group (12 participants);</p> <p>Walcha Men’s Shed;</p>	<p>Inclusion, barriers to inclusion</p>	<ul style="list-style-type: none"> • Paths very uneven • Pram ramps – not enough of these-they need to be adjacent to disabled parking spaces so that wheelchairs can access the footpath, needed outside the Post Office, NAB, Telecottage & Blood Clinic, Pharmacy. Pram ramps should be opposite each other for safe access across the street • Difficulty accessing Post Office • Two disability parks at one location only (Near the Chemist and Post Office would be the best), need to be outside the pharmacy, Post Office, and Telecottage; disable park at the Bowling Club needs re-locating to a more user friendly location • No designated park for wheelchair bus • One of the members will identify ‘hot spots’ through town where it is difficult to access <p>See also Appendix 2 for the Walcha Support Group response</p>
<p>Walcha Councillors and Committees: Inform about potential for participation in decision making, consult about ways to attract people to committees, involve in development of strategies, empower to continuing engagement of people with a disability</p>		
<p>Council Community Consultation (estimated 25-30 participants)</p>	<p>Service provision, inclusion, planning, allocation of resources</p>	<p>Information was provided and surveys handed out at Community Consultation meetings at Woolbrook, Europambella, Nowendoc and Yarrowitch</p>

8. PRIORITIES AND SOLUTIONS

SUMMARY OF PRIORITIES

Returned surveys and consultation meetings presented a clear picture of priorities with suggestions and solutions:

1. *“Ensuring that people with a disability have opportunities to contribute to their community in a variety of ways [Focus Area 1]”* It was suggested that volunteer work and positions on local committees, while unpaid, could enhance self-esteem and a sense of self-worth, help change community attitudes and behaviours, and develop skills that could be beneficial in paid employment
2. *“Ensuring that disability parking is adequate, in the right places, and appropriate for unloading wheelchairs if required [Focus Area 2].* Almost all responses suggested at least two (2) disability parks are needed to be located near the Post Office and the Pharmacy; having a safe area to down load wheelchairs from the access bus was also needed
3. *“Ensuring that local and regional transport are adequate [Focus Area 2]”.* Transport locally and to regional centres for medical appointments was seen as generally adequate, and there was a strong sense of community in that those with access to a vehicle would offer transport to social activities for those without their own transport; but there are obvious deficits in opportunities for accessing social and community activities and events, and travel to regional centres for pleasure or recreation was also limited
4. *“Having good footpaths and safe crossings throughout Walcha and the villages [Focus Area 2]”* There have been considerable improvements in the footpaths and cycle ways, but there is room for improvement; The Walcha Support Group identified areas of concern⁸
5. *“Having good disability toilets and facilities in local clubs and sporting venues” [Focus Area 2]* Although this isn't an area of direct responsibility for Council, there are some improvements needed, and it was suggested that Council could advocate for better facilities
6. *“Improvements in access to some businesses” [Focus Area 2]* This is a shared responsibility with Council collaborating with businesses to provide access from footpaths into business premises
7. *“Upgrading playgrounds to meet the needs of children with a disability and their families [Focus Area 2].* As Council maintains and upgrades children's playgrounds, there is an opportunity to consider the design of these so that they meet the needs of children with a disability.

⁸ Appendix 2

FOCUS AREA 1 DEVELOPING POSITIVE COMMUNITY ATTITUDES AND BEHAVIOURS

Item for improvement	Priority	Council Role	Outcome	IPR Reference
Encourage inclusion of people with a disability in community committees, organisations and interest groups	Moderate	Leader, Facilitator	**Number of people in these groups representing the interests and needs of people with a disability, increases	CSP 6.2.1
Risk: Unable to get willing participants		*Rating: High	Risk Management: Seek cooperation of Ability Linkers, service providers and carers in encouraging participation	
Encourage inclusion of people with a disability in S355 Committees of Council	Moderate	Leader	Number of people in S355 Committees, who identify as having a disability, increases	CSP 6.7.3
Risk: Unable to get willing participants		Rating: High	Risk Management: Councillor representatives proactively seek participants in S355 Committees; media release regarding representation from people with a disability	
Seek and promote opportunities for people with a disability to participate in volunteer activities	Moderate	Facilitator	Volunteer opportunities identified and volunteers who identify as having a disability recruited	CSP 6.1.2

Risk: Volunteer activities not suitable for people with a disability	Rating: Moderate	Risk Management: Council staff provide support to organisations in developing volunteer 'job descriptions' and recruiting volunteers
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*In seeking to allocate a risk rating, reference is made to the Hierarchy of risk⁹. The risk may relate to outcome of the strategy i.e. the outcome not being achieved, or to Council as a financial risk, a legal or industrial liability, WHS risk, or risk to Council's reputation.

** Walcha residents who participate in groups and committees may not identify as having a disability, but the aim is to have people on committees who will give a voice to the needs of people with a disability of functional limitations.

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⁹ Appendix 3

FOCUS AREA 2 CREATING LIVEABLE COMMUNITIES

Item for improvement	Priority	Council Role	Outcome	IPR Reference
Increase number of Disability Parking spaces and locate them close to Post Office and Pharmacy	High	Leader	New Parking spaces available	CSP 1.1.7
Risk: Location of Disability Parking may not be appropriate or not seen as adequate		Rating: High	Risk Management: Delegate Advisory Committee to confirm location and number of Parking and review with Traffic Committee	
Review crossings, including school crossings and ramps and include tactile indicators where appropriate, as they are upgraded	Moderate	Leader	Number of ramps reviewed and upgraded	CSP 1.1.6
<p>Risk: 1. Liability if ramps and crossings do not meet Australian Standards</p> <p>2. Although the ramps meet AS, they may still be difficult for some wheelchairs or mobility scooters</p> <p>3. Budget overrun</p>		<p>Rating:</p> <p>1. Extreme</p> <p>2. High</p> <p>3. High</p>	<p>Risk Management: 1. Ensure compliance with Australian Standards</p> <p>2. Seek professional advice from an appropriate organisation such as Guide Dogs and feedback from local wheelchair and mobility scooter users</p> <p>3. Rigorous costing process- development of PAMP will facilitate opportunities for funding from State Government Dept. of Roads and Maritime Services for such improvements</p>	

Involvement of people with a disability in the development of a PAMP	High	Leader	PAMP developed	CSP 1.1.6
Risk: Consultation not inclusive		Rating: High	Risk Management: Seek cooperation from Advisory Committee; media coverage	
Maintain and improve footpaths where these are a barrier to community access for people with a disability	High	Leader	Maintenance reflects input from local community through activation of SNAP SEEK SOLVE	CSP 1.1.6
Risk: 1. Liability if footpaths do not meet Australian Standards 2. Budget overrun		Rating: 1. Extreme 2. High	Risk Management: 1. Ensure design compliance with Australian Standards 2. Rigorous costing process	
Encourage and support improvements to disability amenities at cultural, sporting and recreational venues	High	Facilitator and Advocate	Number of venues with improved amenities	CSP 6.6.2
Risk: Venues may not be willing to comply or may not have an understanding of appropriate standards leading to liability for their organisations		Rating: High	Risk Management: Provide free information relating to Australian Standards for organisations upgrading facilities for people with a disability and promote consultation with local users of the facility who have a disability	
Review and improve signage for public disability toilets	Moderate	Leader	New signage installed	CSP 8.2.4

Risk: Proposed signage does not meet needs		Rating: Moderate	Risk Management: Consult with community through Advisory Committee	
Consider the needs of children with a disability and their families when designing or upgrading playground and equipment.	Moderate	Leader	Playgrounds scheduled for upgrades identified and designs completed	CSP 1.2.4.
Risk: Playground equipment not meeting needs or being unsafe leading to liability		Rating: Extreme	Risk Management: Ensure design complies with Australian Standards; consult an Early Childhood professional regarding choice of equipment; seek input from children.	
Fence an existing playground for use by families with young children and children with special needs	High	Leader	Playground suitable for this upgrade identified and funding allocated	CSP 1.2.4
Risk: Children able to run onto the road which is a particular risk for children with special needs		Rating: Extreme	Risk Management: Allocate funding for this as soon as possible to minimise risk to children. Seek input from families as to the location and design	
Support the local Wheelchair Accessible Taxi (WAT) business through utilisation of the taxi for Council funded services such as those provided by WCCC	High	Leader and Facilitator	Local WAT is sustainable	CSP 2.1.4
Risk: WAT not viable in the long term, leaving a gap in services		Rating: High	Risk Management: Investigate ways that the support can be provided that do not impact on other businesses	

Seek ways to better coordinate transport to regional centres to promote opportunities for personal and leisure activities	Moderate	Facilitator	More people know about transport options	CSP 1.1.5
Risk: Council reputation if it is seen as encouraging business 'out of Walcha'		Rating: High	Risk Management: Consultation with local businesses and local groups so that it is seen as a benefit to the whole community, and enhancing the liveability of Walcha	

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FOCUS AREA 3 SUPPORTING ACCESS TO MEANINGFUL EMPLOYMENT

Item for improvement	Priority	Council Role	Outcome	IPR Reference
Support employment of people with a disability through appointment of a Council staff mentor to assist with applications and orientation to work	Moderate	Leader	Opportunities for people with a disability	CSP 2.1.5
<p>Risk: 1. No appropriate jobs</p> <p>2. Applicants unwilling to apply</p> <p>3. Mentor not available</p>		<p>Rating: 1. High</p> <p>2. Moderate</p> <p>3. Moderate</p>	<p>Risk Management: 1. Review each job as it becomes vacant to see if it can be modified for a person with a disability</p> <p>2. Review wording of job advertisements to encourage people with a disability to apply</p> <p>3. Utilise staff with relevant skills such as WCCC Coordinator</p>	
Collaborate with organisations such as <i>Ability Links</i> and <i>Job Active</i> agencies to promote employment within the local government area, for people with a disability	Moderate	Facilitator	Opportunities for people with a disability	CSP 2.1.5
Risk: Employment opportunities not available		Rating: High	Risk Management: Maintain connection with agencies	

FOCUS AREA 4 IMPROVING ACCESS TO SERVICES THROUGH BETTER SYSTEMS AND PROCESSES

Item for improvement	Priority	Council Role	Outcome	IPR Reference
Update directory and Information on Council Website	High	Leader	Better access to information	CSP 6.1.5
Risk: Information not being current and time taken to continually update		Rating: High	Risk Management: Develop a schedule for regular review and outsource responsibility; a link to a directory may be more useful if an external organisation such as the Community Hub would undertake to keep information relevant	
Ensure that the Walcha Council website is accessible by people with a disability	Moderate	Leader	Accessibility by people with a disability	CSP 6.1.5
Risk: Difficulty with local government privacy and firewalls		Rating: High	Risk Management: Follow up with LGNSW to see if other Councils have had this problem	
Collaborate with <i>Community Hub</i> and the local media to promote the available services provided in Walcha	High	Facilitator	Better access to information	CSP 6.1.5
Risk: <i>Community Hub</i> staff may not have capacity for additional services		Rating: High	Risk Management: Collaborate with Community Hub Committee and Dept. of Family and Community Services program officer (see Risk Management CSP 6.1.5))	

Update the <i>Resident Handbook</i> to include information about relevant services	Leader	Resident Handbook provides current, relevant and quality information	CSP 6.1.5
Risk: Maintaining the Resident Handbook with current information may require additional resources	Rating: High	Risk Management: Allocate the task and schedule updates	

REPORTING

The Annual Report will include information on achievement of goals as outlined in the Annual Operational Plan. Reporting on the Operational Plan and Delivery Program is carried out six-monthly and adopted by Council.

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9. WALCHA-2025					
Identified priorities	Delivery Action/Task	Reporting Measure	Resourcing Responsibility	Time-frame	Operational Plan 2017-2018
CSP 1 Transport and Liveable Towns and Villages					
CSP 1.1 Walcha will be serviced by an integrated and efficient transport system					
CSP 1.1.5 Improve community and public transport					
Seek ways to better coordinate and advertise transport to regional centres to promote opportunities for personal and leisure activities	1.1.5.1 & 1.1.5.2	Action Plan developed	MES ¹⁰	December 2017	1.1.5.1.1 & 1.1.5.1.2 1.1.5.2.1 & 1.1.5.2.2 Allocate budget and/or seek grants for advertising & promoting
CSP 1.1.6 Provide and maintain facilities for the safe movement of pedestrian and cycle traffic					

¹⁰ Manager Environmental Services

Review crossings and ramps and include tactile indicators where appropriate, as they are upgraded	1.1.6.1 & 1.1.6.2	Schedule of ramp review developed; ramp upgrades commenced	DE ¹¹	June 2018	New operational plan items under 1.1.6.1; 1.1.6.2.1 Allocate budget and/or seek grants
Involve people with a disability in the development of a PAMP	1.1.6.2	PAMP developed and implementation commenced		June 2018	1.1.6.2.1
Maintain and improve footpaths where these are a barrier to community access for people with a disability	1.1.6.3	The App, 'SNAP SEEK SOLVE' activated and maintenance carried out	DE	December 2017 and ongoing	1.1.6.3.2
CSP 1.1.7 Provide adequate and appropriate parking					
Increase number of Disability Parking spaces and locate them close to Post Office and Pharmacy	1.1.7.1	Parking spaces allocated and relocated	DE	December 2017	1.1.7.1.1 & 1.1.7.1.2 Allocate budget and/or seek grants
CSP 1.2.4 Enhance the Walcha Local Government Area so that it continues to be an attractive place to live, work and visit					

¹¹ Director Engineering

Consider the needs of children with a disability and their families when designing or upgrading playground and equipment	1.2.4.1	Playgrounds scheduled for upgrades identified and designs completed	DE	June 2018	New operational plan item under 1.2.4.1 Allocate budget and/or seek grants
Fence an existing playground for use by families with young children and children with special needs	1.2.4.1	Suitable playground identified and funding allocated	DE	June 2018	New operational plan item under 1.2.4.1
CSP 2 Business and Jobs					
CSP 2.1 Commercial and tourist development will be promoted and encouraged to grow in harmony with the natural environment, to take maximum advantage of commercial opportunities and to increase local employment.					
CSP 2.1.4 Assist, support and encourage the establishment and/or expansion of local businesses					
Support the local Wheelchair Accessible Taxi business through utilisation of the taxi for Council funded services such as those provided by WCCC	2.1.4.4	Procedures and agreement for support approved	GM ¹²	December 2017	New operational plan items under 2.1.4.4

¹² General Manager

Collaborate with organisations such as <i>Ability Links</i> and <i>Job Active</i> agencies to promote employment within the local government area, for people with a disability	2.1.4.4	Meeting held to develop plan for collaboration		December 2017	New operational plan items under 2.1.4.4
Support employment of people with a disability through appointment of a mentor among Council staff to assist with applications and orientation to work	2.1.4.4	Wording for advertising amended; mentor appointed	GM/HR	December 2017	New operational plan items under 2.1.4.4
CSP 6 Stronger Community					
CSP 6.1 Social Services will be planned, maintained and coordinated so that they meet the current and future needs of all groups in the community					
CSP 6.1.2 Support activities that provide meaningful engagement and social interaction					
Seek and promote opportunities for people with a disability to participate in volunteer activities	6.1.2.1	Press release regarding opportunities; booklet developed to outline volunteering opportunities	MES	June 2018	New operational plan items under 6.1.2.1 Allocate budget and/or seek grants
CSP 6.1.5 Educate and advise the community about available government services					
Collaborate with <i>Community Hub</i> to promote	6.1.5.1	Meeting held with <i>Community Hub</i> committee	MES	December	New operational plan items under

available services provided in Walcha		and FACS ¹³		r 2017	6.1.5.1 Allocate budget and/or seek grants
Update directory and Information on Council Website	6.1.5.1	Develop plan for maintaining community directory and allocate responsibility		December 2017	New operational plan items under 6.1.5.1
Maintain the Resident Handbook and include information relating to local services	6.1.5.1	Resident Handbook updated		December 2017	New operational plan item under 6.1.5.1
Ensure that the Walcha Council website is accessible by people with a disability	6.1.5.1	Website is accessible	GM/Records	June 2018	New operational plan items under 6.1.5.1 Allocate budget and/or seek grants
CSP 6.2 The existing strong community spirit and pride will be protected and promoted					
CSP 6.2.1 Support and promote participation in community events					
Encourage inclusion of people with a disability in community committees, organisations and	New Delivery Program item under 6.2.1	Media release; guide for committees and	MES	June 2018	New operational plan items under

¹³ See Council Minutes 25 August 2014

interest groups		organisations developed			6.2.1
CSP 6.6 People of all ages will be encouraged to participate in cultural, recreational and sporting activities					
CSP 6.6.2 Strengthen organisations and groups providing cultural, recreational and sporting activities					
Encourage and support improvements to disability amenities at cultural, sporting and recreational venues	New Delivery Program item under 6.6.2	Discussions held with key cultural, sporting and recreational venues to develop ways to support improvements	MES	June 2018	New operational plan items under 6.6.2 Allocate budget and/or seek grants
CSP 6.7 Community members will be given the opportunity to develop their leadership skills so that they can better participate in the leadership of the community					
CSP 6.7.3 Provide opportunities for community members to become involved in the management of the community					
Encourage inclusion of people with a disability in S355 Committees of Council	6.7.3.1	Directive to Council representatives on all S 355 Committees	GM	December 2017	New operational plan items under 6.7.3.1
CSP 8 Better Government					
CSP 8.2 Council rate funding for local government projects will be supplemented by income generated from other sources					

CSP 8.2.4 Maintain and improve Council owned building and land assets					
Review and improve signage for public disability toilets	8.2.4.1	Schedule for upgrades developed; upgrades commenced	DE	June 2018	New operational plan items under 8.2.4.1 Allocate budget and/or seek grants

DRAFT

10. CONCLUSION

Walcha Council and Council staff have a strong commitment to enhancing the experience of people with a disability in the Walcha Council local government area.

In developing the Disability Inclusion Action Plan, Walcha Council has built on the strengths of the existing Council, Council structure/staff, Council policies and the local closely connected community by consulting with a broad range of stakeholders. The priorities identified above reflect Council values and principles and are integrated into goals of the ten (10) year strategic plan, Walcha-2025. The individual objectives, once approved by Council, are to be included in the 2017-2021 Delivery Program and the Annual Operational Plans for each of those four (4) years. Within the Integrated and Strategic Planning framework, the responsibility, reporting and resourcing for the objectives will be defined.

DRAFT

APPENDIX 1 DIAP SURVEY

WALCHA COUNCIL

DISABILITY INCLUSION ACTION PLAN SURVEY



Walcha Council is developing a *Disability Inclusion Action Plan (DIAP)*, with the objective of ensuring that people with a disability have every opportunity to fully participate in the social, community and business life of Walcha and the surrounding area. The DIAP will have four (4) Focus Areas: 1. Positive community attitudes and behaviours; 2. Liveable Communities; 3. Supporting access to meaningful employment; 4. Improving access to services through better systems and processes.

We need to collect information about what is important for people with a disability, and what improvements could be made to enhance their quality of life. Walcha Council will include the most important goals in their planning processes.

Actions to achieve the goals may include:

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

Are you or do you represent: (Tick which applies)

A person with a disability Carer or family member

- Specialist disability service provider Mainstream service provider
 Local business or organisation Sporting, Leisure, Club Community member

What are the things that are most important for participation, community connection, quality of life, happiness and wellbeing of people with a disability? *Select those which, in your opinion are most important in Walcha, and number them from 1, with 1 being the most important.*

- Changing community attitudes so that people with a disability are welcomed in sporting, recreational and leisure activities and programs [Focus Area 1]
- Changing community attitudes and behaviours so that people with a disability are involved in making decisions about Walcha civic and social life [Focus Area 1]
- Ensuring that people with a disability have opportunities to contribute to their community in a variety of ways [Focus Area 1]
- Ensuring that local and regional transport are adequate [Focus Area 2]
- Having good footpaths and safe crossings throughout Walcha and the villages [Focus Area 2]
- Ensuring that disability parking is adequate, in the right places, and appropriate for unloading wheelchairs if required [Focus Area 2]
- Ensuring that people with a disability are able to attend special events like the Walcha Show, or (the recently held) *The Mikado* at Langford, with appropriate transport and good access to facilities [Focus Area 2]
- Employment opportunities and relevant training for people with a disability in Walcha [Focus Area 3]
- Support for businesses and organisations to understand and meet the needs of people with a disability so that employment and participation is maximised [Focus Area 3]
- Being able to easily find information about disabilities, or about services that are available in Walcha [Focus Area 4]



Anything else that you would like to see as a priority?

Do you have any suggestions about improvements that could be made to promote inclusion?

Would you like to be involved in a forum where some of these issues can be addressed and solutions can be worked out? Yes No

Would you like to be involved in an ongoing working group to address these issues? Yes No

If you would like to be involved, please provide your name and contact details (phone, email, or contact person)

Name:

Contact Details:

PLEASE RETURN TO:

Lacey Latham at Walcha Council Administration OR Cathy Noon at Walcha Council Community Care

Forms can be returned via email to council@walcha.nsw.gov.au

If people have suggestions and don't want to fill out the form, just email Susie or Robyn directly at the email addresses below.

APPENDIX 2 SUPPORT GROUP SUBMISSION

SUBMISSION

**Walcha Support Group
to**

Walcha Council Disability Inclusion Action Plan Survey.

Please find attached detailed map of Walcha town centre with colour coded proposed disabled parking, pram ramps and disabled toilets marked.

Walcha Support Group wishes to stress that these are " suggestions" that it would be wonderful to see gradually implemented when physically and financially possible when council is planning town works and where funding could be best spent in the future with regard to people with disabilities in our area.

Disabled Parking:

In close proximity to the Telecottage in Fitzroy Street which also contains our local blood clinic.

Outside our Pharmacy in Derby Street.

Outside the Post Office in Derby Street.

The disabled parking space at the Bowling Club needs to be re located to be in a more user friendly spot.

Disabled Toilets:

Hamilton Street Disabled Toilet sign needs to be re-located down to the corner of Derby and Fitzroy Streets near Market Fresh pointing towards McHatten Park where the toilet is actually located.

The disabled toilet in McHatten Park needs to be sign posted on both the South Street and the Fitzroy Street sides of the public toilet building. As the disabled toilet is at the rear of the building it is hard for visitors to find as it is currently not adequately signposted.

Walcha Bowling Club needs better disabled toilet facilities

Walcha Golf Club also needs disabled facilities.

The inclusion of rails in public toilets could also be useful .

Pram Ramps:

Need to be adjacent to disabled parking spaces so wheel chairs can access the adjacent footpath.

Pram ramps outside the Post Office and opposite outside the National Australia Bank.

Also outside the Telecottage & Blood Clinic and the Pharmacy.

Pram ramps to be placed opposite each other for safe access from one side of the road to the other.

Walcha Support Group feels our community is very supportive and inclusive of disabled people.

Wherever possible they are included in all town activities.

WSG has lent equipment to disabled people with regard to events like the local Walcha Show.

WSG Member Lyn Burnell would be happy to assist in an ongoing working group. Her details are on the printed form.

APPENDIX 3 HIERARCHY OF RISK MATRIX

	Consequences				
Likelihood	Catastrophic	Major	Moderate	Minor	Insignificant
Almost Certain	EXTREME	EXTREME	HIGH	HIGH	MODERATE
Likely	EXTREME	EXTREME	HIGH	MODERATE	LOW
Possible	EXTREME	HIGH	HIGH	MODERATE	LOW
Unlikely	HIGH	HIGH	MODERATE	LOW	LOW
Rare	MODERATE	MODERATE	LOW	LOW	LOW



Item 11:

Delegate
Reports

Submitted to Council: 26 October 2016

..... General Manager Mayor



MEETING

Held at

Gunnedah Shire Council

Thursday 6 October 2016 commencing at 9.55am

MINUTES

PRESENT:

Liverpool Plains Shire Council

Cr Andrew Hope, Joint Organisation Chairperson/Mayor and Ron Van Katwyk, General Manager

Narrabri Shire Council

Cr Catherine Redding, Joint Organisation Deputy Chairperson/Mayor and Stewart Todd, General Manager

Gunnedah Shire Council

Cr Jamie Chaffey, Mayor and Eric Groth, General Manager

Gwydir Shire Council

Cr John Coulton, Mayor and Max Eastcott, General Manager

Moree Plains Shire Council

Cr Katrina Humphries, Mayor and Lester Rodgers, General Manager

Tamworth Regional Council

Cr Helen Tickle, Deputy Mayor and Paul Bennett, General Manager

Uralla Shire Council

Cr Michael Pearce, Mayor and Andrew Hopkins

Walcha Council

Cr Eric Noakes, Mayor

NSW Department of Premier & Cabinet

Alison McGaffin, Director Northern NSW

Regional Development Australia Northern Inland

Cr Ian Lobsey

1 REGIONAL GOVERNANCE

1.2 APOLOGIES

Apologies were announced as having been received from Cr Col Murray, Tamworth Regional Council, Jack O'Hara, General Manager, Walcha Council, Russell Stewart, Chairperson, Regional Development Australia Northern Inland and Nathan Axelsson, Executive Officer, Development Australia Northern Inland.

1.3 DECLARATIONS OF INTEREST

Nil

1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

97/16 RESOLVED

MOTION

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

That the Minutes of the Meeting of Namoi Joint Organisation held on 1 September 2016, copies of which were circulated to all members, be taken as read and confirmed as a correct record of the proceedings of the Meeting.

1.5 OUTSTANDING ACTION LIST 40

98/16 RESOLVED

MOTION

Moved Cr Noakes, Walcha and seconded Cr Pearce, Uralla

That Outstanding Action List 40 be noted.

1.6 FINANCE REPORT

99/16 RESOLVED

MOTION

Moved Cr Humphries, Moree and seconded Cr Pearce, Uralla

- (i) That the Namoi Joint Organisation Finance Report as at 31 August 2016 be received and noted; and

- (ii) That it be noted \$180,000 has been invested for 60 days at 2.34% bring total investments to \$330,000.00.

2 REGIONAL ADVOCACY & LEADERSHIP

2.1 REGIONAL MEDIA ISSUES

100/16 RESOLVED

MOTION

Moved Cr Noakes, Walcha and seconded Cr Pearce, Uralla

That the Joint Organisation Chairperson be authorised to issue Media Releases in respect of matters and issues discussed at the Board Meeting.

2.2 MEDIA RELEASES ISSUED NIL

2.3 OUTWARD CORRESPONDENCE

101/16 RESOLVED

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Pearce, Uralla

That the Outward Correspondence Items 2.3.1 to 2.3.3 be noted.

2.4 INWARD CORRESPONDENCE

102/16 RESOLVED

MOTION

Moved Cr Pearce, Uralla and seconded Cr Humphries, Moree Plains

- (i) That the Inward Correspondence Item.2.4.1, 2.4.2 and 2.4.4 be noted; and
- (ii) That, in respect of Inward Correspondence Item 2.4.3, it be noted a number of Joint Organisation member Councils will be attending the National Local Roads and Transport Congress in Toowoomba on 9 – 11 November 2016.

2.5 PRESENTATIONS NIL

2.6 ISSUES SUBMITTED BY MEMBER COUNCILS NIL

3 INTERGOVERNMENTAL COLLABORATION

3.1 NSW DEPARTMENT OF PREMIER & CABINET DIRECTOR NORTHERN NSW

The Director Northern NSW Regional Coordinator, Alison McGaffin, addressed the Board in respect of number of matters, of which the following is a summary:

- Ms McGaffin advised that she had been appointed to the position of Department of Premier & Cabinet, Director Northern NSW which included the North Coast and that the Member for Northern Tablelands, Adam Marshall MP, has been appointed the Parliamentary Secretary for Northern NSW. It was suggested that Mr Marshall should be invited to all future Namoi JO Board Meeting.
- DPC has revisited Regional Governance Groups which in future will consist of State Government Department Executive Managers with the ability to provide great support for the integration of Council Community Strategic Plans and 4 Year Delivery Plans with State Government strategic planning for the region.
- The new Regional Governance Structure proposes to build much stronger relationships with Councils in Health and People Services.
- Regional Governance Meetings will be themed and focussed with the intention that the Namoi JOLT GMs would be directly involved with integrating priorities for the Region.
- The Western Mining and Development Taskforce would continue its work with the Parliamentary Secretary for Western NSW, the Hon Sarah Mitchell MLC, continuing as the Chair. The valuable participation of the former JO Chair, Cr Col Murray, was acknowledged.

103/16 RESOLVED

MOTION

Moved Coulton, Uralla and seconded Cr Humphries, Moree Plains

- (i) That the Member for Northern Tablelands, Adam Marshall MP and Parliamentary Secretary for the Northern NSW be invited to all future Joint Organisation Board Meetings; and
- (ii) That Cr Col Murray be appointed the Namoi Joint Organisation delegate to the Western NSW Mining and Resource Development Taskforce and Cr Andrew Hope as the Joint Organisation Chairperson be appointed the alternate delegate.

3.2 REGIONAL DEVELOPMENT AUSTRALIA NORTHERN INLAND

Cr Ian Lobsey as Deputy Chairperson of Regional Development Australia Northern Inland addressed the Board of which the following is a summary:

- Joint Organisation Member Councils would have recently received an invitation to complete a survey seeking views on the future direction of Regional Development

Australia organisations. Cr Lobsey encouraged member Councils to complete the survey, if not already completed.

- Joint Organisation member Councils attention was drawn to the RDANI Business Innovation Awards.
- Translation of the Namoi Investment Prospectus into Mandarin will be completed within 3 weeks.
- RDANI is engaged in a Labour Market Study for Moree Plains Shire Council and a Bio Energy Project for Gwydir Shire Council.

4 REGIONAL STRATEGIC PLANNING AND PRIORITISATION

4.1 INLAND RAIL PROJECT – STANDING AGENDA ITEM

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

4.2 JOINT ORGANISATION LEADERSHIP TEAM (JOLT) MEETING REPORT AND RECOMMENDATIONS – 26 SEPTEMBER 2016

MOTION

Moved Cr Coulton, Gwydir and seconded Cr Chaffey, Gunnedah

104/16 RESOLVED

That the Report and Actions of the Joint Organisation Leadership Team Meeting held on 26 September 2016 be received and adopted.

4.3 JOLT CHAIRPERSON – EXECUTIVE OFFICER RECRUITMENT

MOTION

Moved Cr Coulton, Gwydir seconded Cr Chaffey, Gunnedah

105/16 RESOLVED

- (i) That the Namoi Joint Organisation commence the process for recruitment of an Executive Officer but not make an appointment of the preferred applicant until the enactment of the Draft Joint Organisation Bill by the NSW Parliament and the publication of the Joint Organisation Proclamation; and
- (ii) That Cr Col Murray be included as a member of the Interview Panel for the position of Joint Organisation Executive Officer.

4.4 EXECUTIVE OFFICER'S REPORT

4.4.1 Consultation Paper – Joint Organisation Boundaries

MOTION

Moved Cr Humphries, Moree Plains seconded Cr Coulton, Gwydir

106/16 RESOLVED

That the Namoi Joint Organisation advise the NSW Office of Local Government that support is recorded for:

- (i) creation of one regional joint organisations in the New England Region and one regional joint organisation in the Namoi Region; and
- (ii) Uralla Shire Council remaining as a full member of the Namoi Joint Organisation.

4.4.2 Implementation of LED SLUOS Pricing

MOTION

Moved Cr Coulton, Gwydir seconded Cr Redding, Narrabri

107/16 RESOLVED

- (i) That Namoi Joint Organisation accept the quote of \$4,400 plus GST from Energy & Management Services Pty Ltd to provide professional advice and inform the Namoi Joint Organisation acting on behalf of member Councils in the negotiation of a pricing model with Essential Energy for LED Street Lighting and a Pricing Agreement to be signed-off by 7 December 2016; and
- (ii) That acceptance of the LED SLUOS Pricing Model be delegated to the Joint Organisation Leadership Team (JOLT).

5 NAMOI COUNCILS SHARED SERVICES

NIL REPORTS

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

Date: Thursday 3 November 2016 commencing at 9.30am

Venue: Narrabri Shire Council

Closure: There being no further business, the Namoi Joint Organisation Board Meeting concluded at 10.54pm

Cr Andrew Hope, Namoi Joint Organisation Chairperson

6 October 2016

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