



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 28 September 2016

2:00pm

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

WO/2016/01577

AGENDA

Submitted to Council: 28 September 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, 28 September 2016** commencing at **2:00pm**.

Yours sincerely

Jack O'Hara
GENERAL MANAGER

INDEX

1. Apologies
2. Confirmation of Previous Minutes
 - 2.1 Minutes of the Ordinary Meeting Minutes held on Wednesday, 31 August 2016 at Walcha Council Chambers WO/2016/01493
3. Business Arising
4. Declarations of Interest
5. Mayoral Minute
Nil.
6. Senior Officers Reports
 - 6.1 Council Meeting Dates and Time WO/2016/01571
 - 6.2 Local Government NSW Annual Conference 2016 WO/2016/01568
 - 6.3 Emergency Services Property Levy (ESPL) WO/2016/01520
 - 6.4 Grants for Junior Sporting / Coaching Clinics WO/2016/01552
 - 6.5 Review of Councillor Expenses and Facilities Policy WO/2016/01566
 - 6.6 Community Preschool Capital Works Grants WO/2016/01558
 - 6.7 Speed Limit Changes in 3 Zones on Oxley Highway Wo/2016/1587
 - 6.8 Committee of the Whole Referral – Tenders for Supply and Delivery of Road Resurfacing REGPRO16169 AND Tender 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). WO/2016/01569
7. Notice of Motion
Nil.

Submitted to Council: 28 September 2016

..... General Manager Mayor



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

9. Management Review Report WO/2016/01517

10. Committee Reports

10.1 Minutes of the Walcha Community Care Advisory Committee Meeting held at the Day Centre Room on Tuesday, 21 June 2016. WO/2016/01531

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

11. Delegate Reports

11.1 Minutes of the Namoi Councils Joint Organisations Meeting held at Liverpool Plains Shire Council Chambers on Thursday, 1 September 2016. WI/2016/05216

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: 28 September 2016

..... General Manager Mayor



Present:

Apologies:

**Confirmation of the Ordinary Meeting Minutes held on Wednesday,
31 August 2016:**

Matters arising from the Ordinary Meeting held on Wednesday, 31 August 2016:

Submitted to Council: 28 September 2016

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 31 August 2016

at

3:35pm

at

Walcha Council Chambers

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

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

1. APOLOGIES:

19 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that the apology received from Clr Archdale, being overseas on leave, be **ACCEPTED**.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 27 JULY 2016:

20 **RESOLVED** on the Motion of Councillors Ferrier and Levingston that the Minutes of the Ordinary Meeting held on Wednesday, 27 July 2016, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

Nil.

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

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

6.1 Refer Financial Statements to Audit 2015/2016 WO/2016/01391

22 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that the 2015/2016 Financial Reports be referred for Audit **FURTHER THAT** a Statement in accordance with Section 413(2)(c) of the Local Government Act, 1993, be completed and signed by the appropriate signatories.

6.2 Financial Assistance Grants for 2016/2017 WO/2016/01393

23 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that Council **NOTE** the Report.

6.3 Pecuniary Interest Annual Returns for the period 1 July 2015 to 30 June 2016 WO/2016/01418

24 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that Council formally records that the Ordinary Returns of Pecuniary Interest required to be submitted by Councillors, General Manager and Designated Staff, for the period



1 July 2015 to 30 June 2016 have been submitted as required and have been tabled in accordance with the provisions of Section 450A of the Local Government Act, 1993.

6.4 End of Term Report from Council 2016 **WO/2016/01273**

25 **RESOLVED** on the Motion of Councillors Heazlett and Woods that Council note the tabling of the Report **FURTHER THAT** the General Manager pass on Council's appreciation to all staff for their outstanding efforts over the last four years.

6.5 Concrete Batching Plant – Safe Work Inspection **WO/2016/01422**

26 **RESOLVED** on the Motion of Councillors Lyon and Levingston that the Engineering Services Department prepare a Report for Council that demonstrates the costs required to restore the batching plant **FURTHER THAT** the Report recommends the preferred option to Council.

LATE REPORT

1. Affix Seal to Deed of Release and Transfer – Realignment of Bergen Road, Walcha and Deed of Release – 700 Oaklands Road Yarrowitch

WO/2016/01478

27 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that Council approve the affixing of the Common Seal to the Deed of Release and Transfer for Realignment of Bergen Road, Walcha AND Deed of Release for 700 Oaklands Road Yarrowitch **FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.

7. NOTICE OF MOTION

Nil.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS **WO/2016/01291**

28 **RESOLVED** on the Motion of Councillors Ferrier and Levingston 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 Mountain Festival Committee Meeting held on Wednesday, 3 August 2016. WO/2016/01315

11. DELEGATE REPORTS

11.1 Minutes of the Namoi Councils Joint Organisation Meeting held at Uralla Shire Council Chambers on Thursday, 4 August 2016. WI/2016/04522

11.2 Minutes of the Country Mayors Association Meeting held in Sydney on Friday, 12 August 2016. WI/2016/04899

12. COMMITTEE OF THE WHOLE

Nil.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:50PM.



Item 6:

Senior Officers'
Reports

Submitted to Council: 28 September 2016

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2016/01571
Title: Council Meeting Dates and Time
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Report

Council has traditionally has been meeting on the last Wednesday of the month commencing at 2.00 pm. The *Local Government Act, 1993 Section 365* states “*The Council is required to meet at least 10 times each year, each time in a different month.*”

Council normally schedule their December Council meeting to be in the middle of December due to Christmas closedown arrangements. In past years, Council has cancelled the January Council meeting and then brought the February Council meeting forward to the middle of February. This is mainly due to Councillors and Staff being away on holidays during this time of year.

Cancelling the January Council meeting and rearranging the December and February Council meetings still satisfies the *Local Government Act 1993* requirement as stated above.

In light of all this, Council are now asked to determine the Ordinary Meetings of Council dates and time to commence for the future.

RECOMMENDATION:

For Council’s determination.

Submitted to Council: 28 September 2016

..... General Manager Mayor



Item: 6.2 **Ref:** WO/2016/01568
Title: Local Government NSW Annual Conference 2016
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Introduction:

The Local Government NSW Annual Conference will be held at the Win Entertainment Centre, Wollongong from Sunday, 16 October to Tuesday, 18 October 2016.

Report:

Registrations for the Conference opened in July.

Motions:

Motions were to be submitted by 22 August 2016. Financial Statements will be available on the Local Government NSW website by Monday, 26 September and the Business Papers for the Conference will be available one week prior to the Conference.

Policy Implications:

Council policy provides for attendance at this Conference with the following representation:

- ❖ The Mayor as delegate;
- ❖ The General Manager
- ❖ Two Councillors as observers.

Last year, the Mayor and General Manager and Councillors Woods, Heazlett and Ferrier attended the Conference.

Financial Implications:

Registration fees for each participant at the Conference will be advised closer to the date. Accommodation and travel and sustenance costs, the exact extent of which are unknown at this time, will be additional, however all costs associated with attendance at the Conference are provided for in the 2016 – 2017 Budget.

RECOMMENDATION:

That Council approve the attendance of the Mayor and General Manager and two Councillors 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.

Submitted to Council: 28 September 2016

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2016/01520
Title: Emergency Services Property Levy (ESPL)
Author: General Manager
Previous Items: Concerns about new Emergency Services Property Levy (WO/2016/00364)
Attachment: NSW ESPL Manual of Operating Procedures for Local Government, Release 1 (WI/2016/05214)
Letter from NSW Treasury (WI/2016/4935)

Introduction:

The purpose of this report is to update Council about the introduction of the Emergency Services Property Levy (ESPL).

Report:

Legislation to reform funding of the fire and emergency services is still going through NSW Parliament. In the meantime NSW Treasury has released a Manual of Operating Procedures and will continue to release updates to the manual as issues are decided.

In preparation for the introduction of the ESPL from July 2017, Councils are required to classify all land held into the following categories:

1. Government Land
2. Public Benefit Land
3. Farmland
4. Residential Land
5. Industrial Land
6. Commercial Land

Definitions of Land Classification are included in the attached Manual of Operating Procedures.

This information must be provided to the Valuer Generals Office by 31 December 2016. Council must then advise all landowners by 30 April 2017 of the classification. This allows the landowner an opportunity to appeal the classification up to 31 August 2017.

The ESPL replaces the Emergency Services Levy (ESL) previously collected via Insurance Policies. The 11.7% contribution from NSW councils remains in place.

ESPL rates will be announced no later than 30 April 2017 and each year after that. There will be no charge on Government Land; all other land will be subject to a fixed charge and an *ad valorem* amount calculated on Unimproved Land Value.

ESPL will be listed as a separate amount on the rates notice and the levy will be remitted to the Office of State Revenue (OSR) quarterly, one month after rates instalments are due. At the moment there are no details regarding remittance of the levy, allocation of rates

Submitted to Council: 28 September 2016

..... General Manager Mayor



payments, debt recovery, interest penalties. These issues will be addressed in future releases of the manual.

NSW Treasury is working with the three major software providers to incorporate these changes into the accounting programs. There is no further information until specifications and interfacing issues are addressed. A number of councils will be selected to test this.

NSW Government will advance Walcha Council \$7,064 to meet costs associated with Land Classification. This is subject to Council entering into a Memorandum of Understanding Council with NSW Emergency Services. Council will be reimbursed reasonable start up and ongoing costs however the framework around reimbursement of costs is still being developed. It appears to be either formula driven (undetermined) or actual incurred costs (audited). We will be advised when it's decided.

RECOMMENDATION:

- 1. That Council note the information provided from NSW Treasury.**
- 2. That Council does not sign the Memorandum of Understanding until further information is provided.**

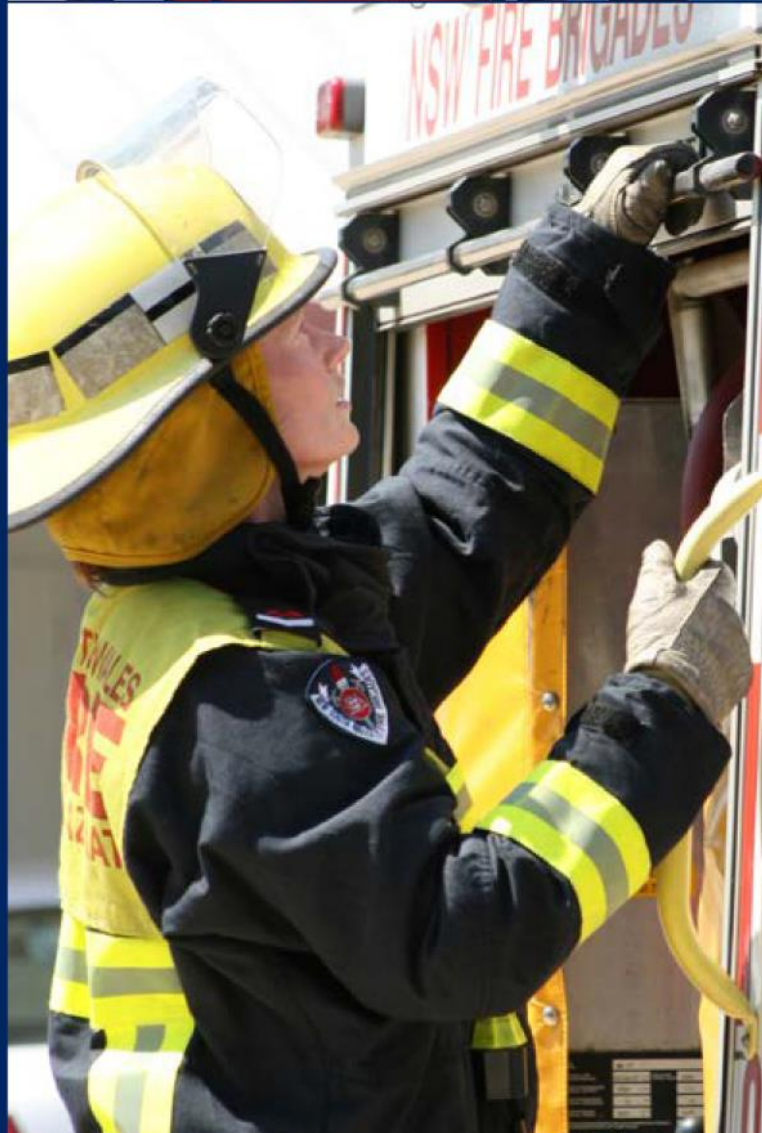
Submitted to Council: 28 September 2016

..... General Manager Mayor



New South Wales Emergency Services Property Levy

Manual of Operating
Procedures for
Local Government



Release notes

Release 1: September 2016

This first version of the manual has been released in the lead-up to the Emergency Services Property Levy (ESPL) webinars held with the NSW Local Government sector in September 2016. Its content focuses primarily on land classification. The manual's release precedes the tabling of ESPL legislation, in order to assist councils in preparing for the changes.

The information herein will be updated in future releases of the manual, along with additional information including the management and reporting of ESPL revenue.

Overview

This Manual of Operating Procedures ('the manual') has been developed to inform and assist local government officers in preparing for the implementation of the Emergency Services Property Levy (ESPL) on 1 July 2017.

The information included in this manual, including the proposed land classifications and their treatment is provisional and subject to decisions by the NSW Government and Parliament.

As information is made available, this manual will provide an increasingly robust basis for:

- planning implementation activities
- resolving procedural and policy matters, and
- developing communications materials.

This first release provides a high level summary of the reforms, councils' roles and the process of classifying land into ESPL property sectors. As different sectors will attract different levy rates, this land classification process is an essential element of the ESPL's implementation.

Points of contact

emergencyservicespropertylevy.nsw.gov.au

espl.info@treasury.nsw.gov.au

1 Background

New South Wales's (NSW) fire and emergency services including Fire and Rescue NSW, NSW Rural Fire Service and the NSW State Emergency Service are currently funded primarily by financial contributions from insurance. They are also funded by the state and local governments.

Insurance companies recover the cost of their contributions by imposing an emergency services levy (ESL) on insurance premiums. This arrangement is unfair, because it means the bulk of funding is drawn from insured properties. Uninsured properties enjoy the same benefits from fire and emergency services, but do not make the same contributions.

The tax on insurers also increases the cost of insurance, contributing to high rates of non-insurance, as well as under-insurance. The most recent data from the Australian Bureau of Statistics indicates 36 per cent of NSW households do not have contents insurance, compared with an average of 25 per cent for other States where the levy has been abolished. Abolishing the ESL will help reduce NSW's high rates of under-insurance and reduce the number of households and businesses that are exposed to financial ruin when fire or other emergencies occur.

Numerous tax reviews, including the Henry Tax Review (Australia's Future Tax System) and the NSW Independent Pricing and Regulatory Tribunal's review of State taxes, found the insurance-based ESL is inequitable, inefficient and lacking transparency. The same studies have recommended a property-based levy be used instead, as it would reduce the cost of insurance, therefore removing the disincentive to insure property while still generating the same revenue. All mainland States other than NSW have already abolished insurance levies, replacing them with property levies as a means of funding their fire services.

While recognising the very strong case for replacing the ESL, the Government wanted to ensure its replacement would be fair to all parts of the community. The Government conducted a four month public consultation process in 2012, receiving more than 500 submissions. The Government also appointed Professor Allan Fels AO to report to NSW Government on learnings from Victoria's transition to a property levy and reviewed the first 18 months' operation of Victoria's Fire Services Property Levy, which commenced in July 2013.

In December 2015, the NSW Government announced it would abolish the insurance-based ESL and replace the revenue it generates with an Emergency Services Property Levy (ESPL) from 1 July 2017.

As is the case in most other States, NSW councils will collect the ESPL as they have established systems for contacting all landowners and collecting revenue from them.

2 How the levy is to be formulated

The ESPL will replace the revenue raised by the insurance-based ESL. ESPL rates will be announced no later than 30 April each year, commencing in 2017. The rates will change each year, depending on the budgeted costs of the fire and emergency services, and NSW land values.

It is anticipated the ESPL will be a charge payable on all land other than Government land. This is due to NSW State and Local Governments already directly contributing 26.3% of the annual costs of the state's emergency services, and NSW does not have the power to tax the Commonwealth.

Like council rates, the ESPL will apply to individual units in strata and company title properties according to their unit entitlements and include:

- **A fixed component** – a single amount per property, regardless of land value; and
- **An ad valorem component** – a variable amount per property, calculated by multiplying the ad valorem rate by the unimproved land value.

Land values will be the same land values as are used for local government rates i.e. unimproved land values as determined by the Valuer General.

Different ESPL fixed and ad valorem rates may be specified for different property sectors.

3 Implementation

3.1 Initial land classifications

In order to inform the timely determination of ESPL rates for all sectors, councils are asked to classify all parcels of land within their area by 31 December 2016. For each property, the council is asked to provide the following classification information to the Valuer General:

- **Property ID** (the unique property identification number provided by the Valuer General)
- **ESPL classification**
- **Postal address** for the property (the NSW Government may need to contact landowners to provide information about the ESPL)

From April 2017 landowners will be able to apply for a 'vacant' land sub classification. Starting in December 2017, the annual return of land classification information to the Valuer General will include an additional field: **ESPL sub classification** (vacant or not vacant)

3.2 Notifications, objections and review

Councils will need to advise liable land owners (or lessees) of their classification by 30 April 2017. Land owners will be able to make an application for a review of an ESPL classification on or before 31 August 2017. More details on the notification and objection processes will be outlined in a later manual release following passage of the legislation.

3.3 Issuing ESPL notices

Councils will be required to issue the first ESPL assessments alongside council rates on first notice issued on or after 1 July 2017. More details on this process will be outlined in a later manual release following passage of the legislation.

3.4 Reimbursement of costs

The NSW Government will support councils in implementing the ESPL including through reimbursement of reasonable start-up and operating costs. Actual **start-up costs** will be reimbursed, provided they are incurred within specified cost heads and certified as reasonable by the council's auditor. The NSW Government will advance a total of \$5 million to councils that formally undertake to classify all land by 31 December 2016 and a second advance will be provided in the 2016 – 2017 financial year, after further details of the ESPL have been announced. These advances will be reconciled with the audited statement of start-up costs, resulting in an adjustment (positive or negative) to the payments for ESPL operating costs.

Information on **operating costs** will be collected during the first year of operation and used to determine a general formula for cost reimbursement in subsequent years e.g. a fixed amount per council and an amount per ESPL assessment. The formula will be developed in consultation with Local Government NSW. An advance payment will be made during 2017 – 18 to cover councils' operating costs which will be reconciled with an audited statement of actual operating costs incurred.

Further information about the framework for reimbursement of costs will be provided to councils when more details about the ESPL have been announced, or before where practicable.

4 Land classification process

A council must classify each parcel of land in its area to be within one of the following categories:

1. Government land
2. Public benefit land
3. Farmland
4. Residential land
5. Industrial land
6. Commercial land.

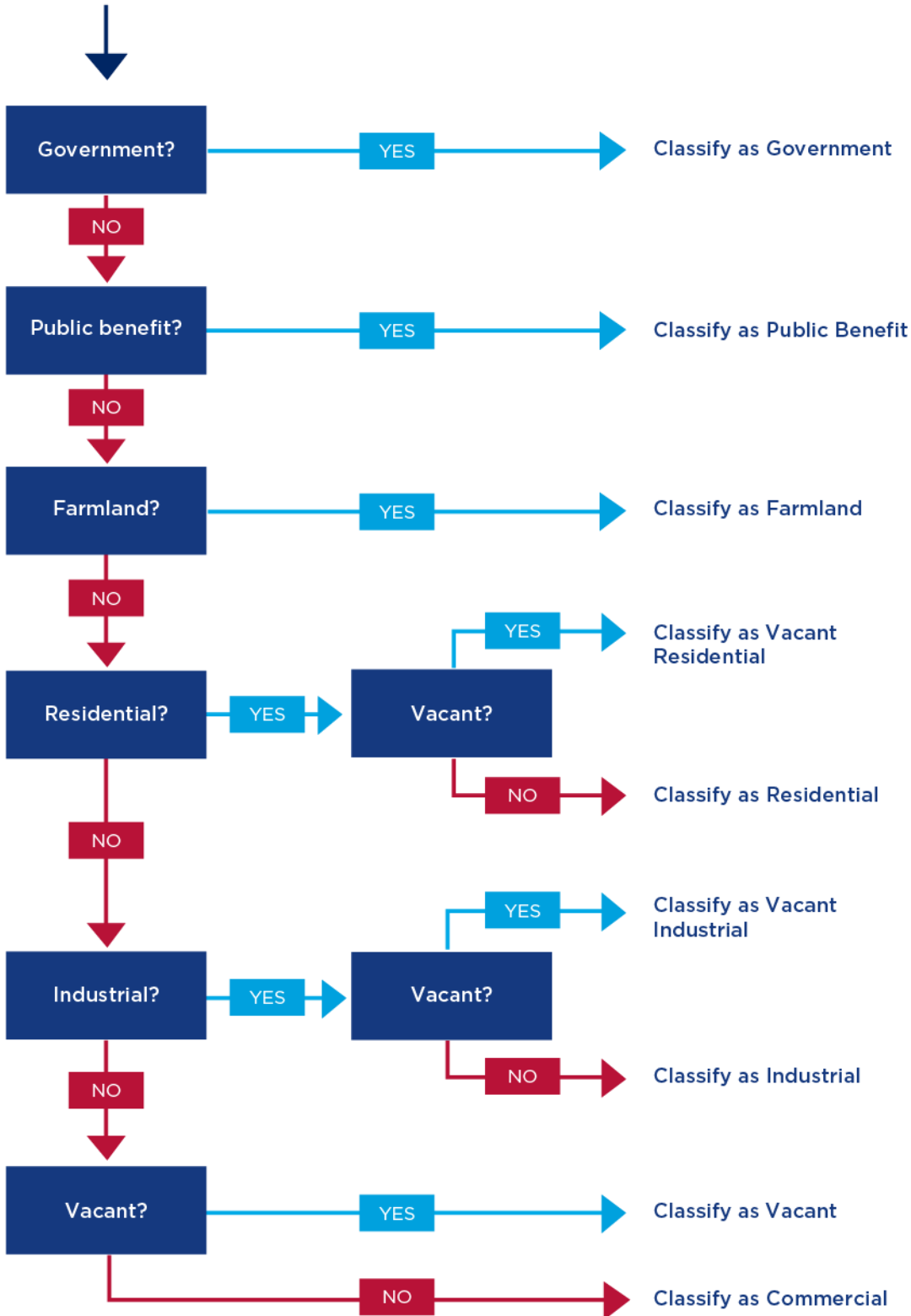
Please note: Each parcel of land is a property sector for the purposes of the ESPL. Definitions of each property sector are provided in section 5.

A process of elimination is to be applied when classifying land noting that all land parcels should be classified based on their **dominant** use:

- A council should first consider whether the land is government land, and classify the land as 'government' if it meets that definition
- If the land is not classified as government land, the council should then consider whether it meets the definition of public benefit land
- If the land is not classified as either government land or public benefit land, the council should then consider whether to classify the land as farmland, residential land or industrial land, if it meets one of these respective definitions
- If the land does not meet the requirements for any of the above classifications, then the council should classify the land as commercial land.

This process is illustrated in the flow chart at Figure 1 on page 7.

Land classification process



5 ESPL Property Sectors

The following section provides definitions of the property sectors. These definitions are provisional, subject to the passage of the Bill, however, councils are asked to initiate their land classification work on this basis, noting the NSW Government will reimburse councils for duplicative work arising from any changes to these definitions.

5.1 Government Land

Government land will be exempt from the ESPL. This is due to NSW State and Local Governments already directly contributing 26.3% of the annual costs of the state's emergency services (and NSW does not have the power to tax the Commonwealth).

Land should be classified as Government land if it is:

1. Land owned by a NSW Government agency, including a state owned corporation (refer Attachment A for agency list), except
 - a. where the land is leased or licenced to any other person for more than a nominal rent; or
 - b. where the land is owned by a State owned corporation operating in the energy sector; or
2. Land owned by the Crown and subject to the *Housing Act 2001* or the *Aboriginal Housing Act 1998*; or
3. Land owned by a local government, except where that land is leased or licenced to any other person for more than a nominal rent; or
4. Land owned by the Crown in right of the Commonwealth (refer Attachment B for agency list), except where that land is leased or licenced to any other person for more than a nominal rent; or
5. Land in the unincorporated area of the Western Division (i.e. areas in the western-most part of NSW where there is no local government and most land parcels are pastoral leases of crown land).

Housing NSW is an agency of the NSW Department of Family and Community Services (FACS) and operates under the *Housing Act 2001* to manage the NSW Government's public, community and Aboriginal housing sectors.

For the purposes of the ESPL, land leased from the NSW Land and Housing Corporation (Housing NSW) by public housing tenants or registered agencies for social housing purposes will be exempt from the ESPL. The NSW Land and Housing Corporation is an exempt public body for the purposes of the ESPL Act.

The Aboriginal Housing Office (AHO) is a division of FACS as well as a statutory body established under the *Aboriginal Housing Act 1998* to ensure Aboriginal and Torres Strait Islander people have access to affordable, quality housing. For the purposes of the ESPL, land leased from the AHO by Aboriginal housing tenants or registered agencies for Aboriginal housing purposes will be exempt from the ESPL.

5.2 Public Benefit Land

Land meets the requirements for classification as Public Benefit Land for the purposes of the ESPL if it is not used for a profit-making purpose and if its **dominant** use is for a purpose referred to in Attachment C. Note: Land may be used for a profit-making purpose even if no profit is made.

5.3 Farmland

Land meets the requirements for classification as Farmland for purposes of the ESPL if it is classified by a council as farmland for purposes of the *Local Government Act 1993*.

5.4 Residential Land

Land meets the requirements for classification as Residential Land for purposes of the ESPL if it is classified by a council as residential for purposes of the *Local Government Act 1993*.

5.5 Industrial land

Land meets the requirements for classification as Industrial Land for purposes of the ESPL if the **dominant** use of the land is for a purpose referred to in Attachment D.

5.6 Commercial land

Commercial is the default classification for leviable land. If land cannot be classified under one of the other property sectors, it is to be classified as commercial land.

5.7 Vacant land

It is anticipated vacant residential, commercial or industrial land will be subject to lower levy rates. From April 2017 landowners will be able to apply for a 'vacant' land sub-classification. Commencing in December 2017, the annual return of required land classification information provided to the Valuer General will include an additional field: **ESPL Sub-classification** (vacant or not vacant)

As a service to landowners, councils may choose to identify vacant land as part of the initial classification. If they do so, they should provide the information to the Valuer General by 31 December 2016. However, councils are not required to identify vacant land as part of the initial classification and may choose instead to rely on landowner applications to identify land.

Upon receiving an application, councils will need to determine whether the applicant's land meets the ESPL definition of vacant. Land may be given an ESPL sub-classification of vacant, if:

- a) it has been classified as residential, industrial or commercial land, and
- b) there are no buildings or structures on the land that are being used or that could be used for a residential, industrial or commercial purpose, and
- c) the land is not being used for storage or treatment of goods, materials or any other item.

Councils are responsible for removing the vacant sub-classification when information comes to their attention that the land is no longer vacant e.g. issue of an occupancy certificate.

Where land is currently not being used, the approach to classification of the land set out in s.519 of the *Local Government Act* will apply:

- a) **if the land is zoned or otherwise designated for use under an environmental planning instrument** – the land should be classified according to any purpose for which the land may be used after taking into account the nature of any improvements on the land and the nature of surrounding development, or
- b) **if the land is not zoned or designated** – the land should be classified according to the predominant categorisation of surrounding land.

6 Future releases of this manual

The purpose of releasing this manual iteratively is to ensure the most up-to-date ESPL information available is provided to councils. Accordingly, details on the following issues will be progressively introduced in future releases:

- Legislative framework
- Ownership and liability
- Levy rates to be applied for each property sector
- Levy rates to be applied for vacant sub-classifications
- Levy collection
- Debt recovery & refunds
- Remittance to State Revenue
- Reporting requirements and processes
- Reimbursement of council costs.

Attachments

Attachment A

NSW Government Departments and Agencies

Attachment B

Australian Commonwealth Government Departments and Agencies

Attachment C

Definition of Public Benefit Land

Attachment D

Definition of Industrial Land

Attachment A

NSW Government Departments and Agencies

Aboriginal Affairs	Aboriginal and Torres Strait Islander Health Practice Council of New South Wales	Aboriginal Education Consultative Group Incorporated, NSW
Aboriginal Housing Office	Aboriginal Land Council, NSW	Aboriginal Land Rights Act 1983 (NSW), Office of the
Adult Migrant English Service, NSW	Ageing, Disability and Home Care	Agency for Clinical Innovation
Agricultural Scientific Collections Trust	Ambulance Service of NSW	Anti-Discrimination Board
Art Gallery of NSW	Arts NSW	Audit Office of NSW
Australian Museum	Barangaroo Delivery Authority	Biofuels, Office of
Births, Deaths & Marriages, NSW Registry of	Board of Studies, Teaching and Educational Standards	Board of Surveying and Spatial Information
Building Insurers Guarantee Corporation	Building Professionals Board	Bureau of Health Information
Bush Fire Coordinating Committee	Business Services, Family and Community Services	Cancer Institute NSW
Centennial Park and Moore Park Trust	Central Coast Local Health District	Central Coast Regional Development Corporation
Centre for Affordable Housing	Cessnock Service Centre	Charles Sturt University
Child Health Networks	Children's Guardian, Office of the	Children's Hospital at Westmead, The
City West Housing Pty Ltd	Clinical Excellence Commission	Cobar Water Board
Cobbora Holding Company Pty Ltd	Combat Sports Authority of NSW	Community Housing
Community Languages Schools Board, NSW	Community Services	Cooks Cove Development Corporation
Corrective Services NSW	Council of Law Reporting for New South Wales	Crime Commission, NSW
Crown Finance Entity	Crown Solicitor's Office	Dams Safety Committee, NSW
Dental Council of New South Wales	Department of Education	Department of Family and Community Services
Department of Finance, Services and Innovation	Department of Industry, Skills and Regional Development	Department of Justice
Department of Planning and Environment	Department of Premier and Cabinet	Destination NSW
Director of Public Prosecutions, Office of the	Education, NSW Department of	Electoral Commission, NSW
Electricity Assets Ministerial Holding Corporation	Electricity Transmission Ministerial Holding Corporation (established 16 December 2015)	Environment and Heritage, Office of
Environment Protection Authority	Environmental Trust	Exhibited Animals Advisory Committee
Fair Trading Administration Corporation	Family and Community Services, NSW Department of	Far West Local Health District
Farrer Memorial Trust	Finance, Services and Innovation, NSW Department of	Fire & Rescue NSW
Fire Services Joint Standing Committee	First Australian Mortgage Acceptance Corporation	First State Super
Fluoridation of Public Water Supplies Advisory Committee	Food Authority, NSW	Forestry Corporation NSW
Garvan Institute of Medical Research	Government Property NSW	Guardianship Division

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ESPL Manual of Operating Procedures for Local Government

Harbour City Ferries (Sydney Ferries)	Hardship Review Board	Hazardous Chemicals Advisory Committee
Health Care Complaints Commission	Health Education and Training Institute NSW	Health Infrastructure
Health Professional Councils Authority	Health, NSW Ministry of	HealthShare NSW
Historic Houses Trust of New South Wales	Home Building Compensation Fund	Home Care Service of New South Wales (disposed of as at 20 February 2016)
Home Purchase Assistance Fund	Housing Appeals Committee	Housing NSW
Hunter Development Corporation	Hunter Drug Court	Hunter New England Local Health District
Hunter Water Corporation	Illawarra Shoalhaven Community Health Centres	Illawarra Shoalhaven Local Health District
Independent Commission Against Corruption	Independent Liquor & Gaming Authority	Independent Pricing and Regulatory Tribunal
Independent Transport Safety Regulator	Industrial Relations Commission of NSW	Industry, Skills and Regional Development, NSW Department of
Information and Privacy Commission	Infrastructure NSW	Inspector of the Crime Commission, Office of the
Inspector of the Independent Commission Against Corruption, Office of the	Inspector of the Police Integrity Commission	Institute of Psychiatry, NSW
Institute of Sport, NSW	Insurance and Care NSW (established 1 September 2015)	Jenolan Caves Reserve Trust
Judicial Commission	Justice, NSW Department of	Juvenile Justice NSW
Kempsey Service Centre	Lake Illawarra Authority	Landcom (trading as UrbanGrowth NSW)
LawAccess NSW	Legal Aid Commission of New South Wales	Legal Aid NSW
Legal Profession Admission Board	Liability Management Ministerial Corporation	Lifetime Care and Support Authority of New South Wales
Liquor & Gaming NSW	Local Government Grants Commission	Local Land Services
Long Service Corporation	Lord Howe Island Board	Luna Park Reserve Trust
Macquarie Generation	Macquarie University	Marine Estate Management Authority
McGarvie Smith Institute Trust	Medical Committees (and Sub Committees) under the Poisons and Therapeutic Goods Act	Medical Council of New South Wales
Medical Radiation Practice Council of New South Wales	Medical Services Committee	Mental Health Commission of NSW
Mental Health Review Tribunal	Metalliferous Mines and Extractive Industries Competence Board	Mid North Coast Local Health District
Mine Subsidence Board Head Office	Minister Administering the Environmental Planning and Assessment Act	Ministry of Health
Motor Accidents Authority – CTP Insurance	Mount Druitt Registry	Multicultural NSW
Murrumbidgee Local Health District	Museum of Applied Arts and Sciences (Powerhouse Museum)	National Parks and Wildlife Service
Natural Resources Commission	Nepean Blue Mountains Local Health District	Nepean Blue Mountains, Community Health Facilities
New South Wales Electoral Commission	Newcastle Port Corporation	Northern NSW LHD – Community Health
Northern NSW Local Health District	Northern Sydney Local Health District	Noxious Weeds Advisory Committee
NSW Architects Registration Board	NSW Civil and Administrative Tribunal	NSW Fair Trading

NSW Food Authority	NSW Government Telecommunications (Telco) Authority	NSW Industrial Relations
NSW Land and Housing Corporation	NSW Procurement	NSW Public Works
NSW Self Insurance Corporation	NSW TrainLink	NSW Trains
NSW Treasury Corporation	NSW Volunteering	Nursing and Midwifery Council of New South Wales
Occupational Therapy Council of New South Wales	Office of Environment and Heritage	Office of Local Government
Office of Racing	Office of Sport, NSW	Office of State Revenue
Office of Strategic Lands	Office of the Children's Guardian	Office of the Director of Public Prosecutions
Office of the General Counsel	Office of the Governor of NSW	Office of the NSW Advocate for Children and Young People
Office of Transport Safety Investigations	Official Visitors Program - NSW Mental Health Act 2007	Ombudsman's Office
Optometry Council of New South Wales	Osteopathy Council of New South Wales	Parliamentary Counsel's Office
Parramatta Drug Court	Parramatta Park Trust	Pharmacy Council of New South Wales
Physiotherapy Council of New South Wales	Planning and Environment, NSW Department of	Poisons Advisory Committee
Police Force, NSW	Police Integrity Commission	Port Authority of NSW
Port Kembla Port Corporation	Port of Eden	Port of Yamba
Ports Assets Ministerial Holding Corporation	Premier and Cabinet, NSW Department of	Primary Industries, Department of
Private Health Facilities Advisory Committee	Products Safety Committee	Professional Standards Councils, Office of the
Public Guardian NSW	Public Service Commission	Queanbeyan Community Corrections Office
Rail Corporation New South Wales	Registrar of Community Housing	Registry of Co-operatives and Associations
Rental Bond Board	Rice Marketing Board for the State of NSW	Riverina Citrus Committee
Roads and Maritime Services	Royal Botanic Gardens and Domain Trust	Rural Assistance Authority, NSW
Rural Fire Service Advisory Council	Rural Fire Service, NSW	SafeWork NSW
SAS Trustee Corporation (State Super)	Scientific Committee, NSW	Screen NSW
Service NSW	Silverwater Driver Test Centre	Soil Conservation Service
South Eastern Sydney Local Health District	South Western Sydney Local Health District	Southern Cross University
Southern NSW Local Health District	St Vincent's Health Network	State Coroner, Office of the NSW
State Debt Recovery	State Emergency Service NSW	State Insurance Regulatory Authority
State Library of NSW	State Records Authority (NSW)	State Transit Authority of New South Wales
State Transit Authority of NSW	StatePlus	Superannuation Administration Corporation
Sydney Children's Hospitals Network (Randwick and Westmead)	Sydney Cricket and Sports Ground Trust	Sydney Drug Court
Sydney Ferries	Sydney Harbour Foreshore Authority	Sydney Living Museums (Historic Houses Trust)
Sydney Local Health District	Sydney Motorway Corporation	Sydney Olympic Park Authority
Sydney Opera House Trust	Sydney Ports Corporation	Sydney Trains
Sydney Water Corporation	TAFE Commission	TAFE NSW
Taronga Conservation Society Australia	Taronga Western Plains Zoo, Dubbo	Taronga Zoo, Sydney

Teacher Housing Authority NSW	The Legislature	The Treasury
Transport Appeal Boards	Transport for NSW	Transport Safety Investigations, Office of
Transport, NSW Department of	Trustee and Guardian, NSW	Trustee of the ANZAC Memorial
Universities Admissions Centre	University of New England	University of New South Wales
University of Newcastle	University of Sydney	University of Technology Sydney
University of Western Sydney	University of Wollongong	UrbanGrowth NSW
UrbanGrowth NSW Development Corporation	Valuer General of NSW	Venues NSW
Veterans' Affairs	Veterinary Practitioners Board, NSW	Vocational Education and Training Accreditation Board, NSW
Waste Assets Management Corporation	Water Administration Ministerial Corporation	Water, NSW Office of
WCX M4 Corporation Pty Ltd	WCX M5 Corporation Pty Ltd (established 15 October 2015)	Western NSW Local Health District
Western Sydney Local Health District	Western Sydney Parklands Trust	Wine Grapes Marketing Board
Women NSW	WorkCover Authority (part transferred to Insurance and Care NSW and part transferred to State Insurance and Regulatory Authority)	Workers' Compensation (Dust Diseases) Authority (previously known as Workers' Compensation (Dust Diseases) Board)
Young Offenders Advisory Council	Youth NSW	Zoological Parks Board of New South Wales

Attachment B

Australian Commonwealth Government Departments and Agencies

Departments		
Attorney-General's Department	Department of Agriculture and Water Resources	Department of Communications and the Arts
Department of Defence	Department of Education and Training	Department of Employment
Department of Finance	Department of Foreign Affairs and Trade	Department of Health
Department of Human Services	Department of Immigration and Border Protection	Department of Industry, Innovation and Science
Department of Infrastructure and Regional Development	Department of Social Services	Department of the Environment and Energy
Department of the Prime Minister and Cabinet	Department of Veterans' Affairs	Treasury

Agencies		
ABC – Australian Broadcasting Corporation	Aboriginal Hostels Limited	Administrative Appeals Tribunal
Airservices Australia	Army and Air Force Canteen Service	Asbestos Safety and Eradication Agency
Anindilyakwa Land Council	Austrade – Australian Trade and Investment Commission	Australia Council for the Arts
Auditing and Assurance Standards Board	Australian Accounting Standards Board	Australian Aged Care Quality Agency
Australia Post	Australian Border Force	Australian Bureau of Statistics
Australian Antarctic Division	Australian Charities and Not-for-profits Commission	Australian Civil-Military Centre
Australian Centre for International Agricultural Research	Australian Commission on Safety and Quality in Health Care	Australian Communications and Media Authority
Australian Commission for Law Enforcement Integrity	Australian Competition Tribunal	Australian Criminal Intelligence Commission
Australian Competition and Consumer Commission	Australian Egg Corporation Ltd	Australian Electoral Commission
Australian Curriculum, Assessment and Reporting Authority	Australian Federal Police	Australian Film Television and Radio School
Australian Energy Regulator	Australian Fisheries Management Authority	Australian Government Solicitor
Australian Financial Security Authority	Australian Human Rights Commission	Australian Institute for Teaching and School Leadership
Australian Hearing	Australian Institute of Criminology	Australian Institute of Family Studies
Australian Institute of Aboriginal and Torres Strait Islander Studies	Australian Institute of Marine Science	Australian Institute of Police Management
Australian Institute of Health and Welfare	Australian Maritime Safety Authority	Australian National Audit Office

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Australian Law Reform Commission	Australian National Maritime Museum	Australian Nuclear Science and Technology Organisation
Australian National Botanic Gardens	Australian Pesticides and Veterinary Medicines Authority	Australian Pork Ltd
Australian Office of Financial Management	Australian Public Service Commission	Australian Radiation Protection and Nuclear Safety Agency
Australian Prudential Regulation Authority	Australian Reinsurance Pool Corporation	Australian Renewable Energy Agency
Australian Rail Track Corporation	Australian Secret Intelligence Service	Australian Securities and Investments Commission
Australian Research Council	Australian Signals Directorate	Australian Skills Quality Authority
Australian Security Intelligence Organisation	Australian Sports Anti-Doping Authority	Australian Sports Commission
Australian Small Business and Family Enterprise Ombudsman	Australian Statistics Advisory Council	Australian Strategic Policy Institute
Australian Sports Foundation	Australian Transaction Reports and Analysis Centre	Australian Transport Safety Bureau
Australian Taxation Office	Australian Wool Innovation	Board of Taxation
Australian War Memorial	Bureau of Meteorology	Cancer Australia
Bundanon Trust	Centre for Australian National Biodiversity Research and Australian National Herbarium	Civil Aviation Safety Authority
Central Land Council	Clean Energy Regulator	Climate Change Authority
Clean Energy Finance Corporation	Commonwealth Director of Public Prosecutions	Commonwealth Grants Commission
Comcare	Commonwealth Superannuation Corporation	Cotton Research and Development Corporation
Commonwealth Ombudsman	CSIRO – Commonwealth Scientific and Industrial Research Organisation	Dairy Australia
Creative Partnerships Australia	Defence Force Remuneration Tribunal	Defence Housing Australia
Defence Force Discipline Appeal Tribunal	Defence Science and Technology Group	Department of Parliamentary Services
Defence Materiel Organisation	Digital Transformation Office	Export Finance and Insurance Corporation
Department of the Senate	Fair Work Commission	Fair Work Ombudsman
Fair Work Building and Construction	Federal Circuit Court of Australia	Federal Court of Australia
Family Court of Australia	Fisheries Research and Development Corporation	Food Standards Australia New Zealand
Financial Reporting Council	Forest and Wood Products Australia	Future Fund
Foreign Investment Review Board	Grains Research and Development Corporation	Great Barrier Reef Marine Park Authority
Geoscience Australia	Independent Hospital Pricing Authority	Indigenous Business Australia
High Court of Australia	Inspector General of Taxation	Inspector-General of Intelligence and Security
Indigenous Land Corporation	LiveCorp	Meat and Livestock Australia
IP Australia	Murray-Darling Basin Authority	Museum of Australian Democracy at Old Parliament House
Ministry for the Arts	National Blood Authority	National Capital Authority
National Archives of Australia	National Disability Insurance Scheme	National Film and Sound Archive

National Competition Council	National Health and Medical Research Council	National Health Funding Body
National Gallery of Australia	National Health Practitioner Ombudsman and Privacy Commissioner	National Heavy Vehicle Regulator
National Health Performance Authority	National Library of Australia	National Measurement Institute
National Industrial Chemicals Notification and Assessment Scheme	National Museum of Australia	National Native Title Tribunal
National Mental Health Commission	National Portrait Gallery	National Transport Commission
National Offshore Petroleum Safety and Environmental Management Authority	Northern Land Council	NRL – National Serology Reference Laboratory
NBN Co	Office of Parliamentary Counsel	Office of the Australian Information Commissioner
Office of National Assessments	Office of the Federal Safety Commissioner	Office of the Migration Agents Registration Authority
Office of the Children's eSafety Commissioner	Office of Township Leasing	Organ and Tissue Authority
Office of the Registrar of Indigenous Corporations	Parliament of Australia	Parliamentary Budget Office
Parks Australia	Productivity Commission	Professional Services Review
Parliamentary Education Office	Questacon – The National Science and Technology Centre	Regional Development Australia
Professional Standards Board for Patent and Trade Mark Attorneys	Reserve Bank of Australia	Royal Australian Mint
Remuneration Tribunal	Safe Work Australia	Safety, Rehabilitation and Compensation Commission
Rural Industries Research and Development Corporation	Screen Australia	Seafarers Safety, Rehabilitation and Compensation Authority
SBS – Special Broadcasting Service	Sugar Research Australia	Superannuation Complaints Tribunal
Snowy Hydro Limited	Tax Practitioners Board	Telecommunications Universal Service Management Agency
Sydney Harbour Federation Trust	Tiwi Land Council	Torres Strait Regional Authority
Tertiary Education Quality and Standards Agency	Veterans' Review Board	Workplace Gender Equality Agency
Tourism Australia		

Attachment C

Definition of Public Benefit Land

1. Aboriginal Land, including any land vested in the NSW Aboriginal Land Council or a local Aboriginal Land Council and declared under Division 5 of Part 2 of the Aboriginal Land Rights Act 1983.
2. Ambulance facilities, including:
 - a. Ambulance station facility
 - b. Community protection and services training facility used as a specialist facility for the training of fire, police, ambulance, and SES
3. Animal shelters operated by a community group, which may include keeping the animals on the premises for treatment or adoption.
4. Boat sheds, ramps and jetties used for recreational purposes, including land developed with limited infrastructure used for recreational boating purposes, land developed on the foreshore and land used as a boat shed for recreational purposes.
5. Cemeteries and crematoria
6. Community centres and facilities including:
 - a. Welfare Centre used for the purposes of providing welfare services to the community
 - b. Community Health Centre used as consulting facilities, for a range of public health issues to the wider community
 - c. Halls and Service Clubrooms used as an occasional meeting place by community-based groups or clubs
 - d. Rural and Community Camps with land developed with accommodation used by persons or groups for short term recreation/training/education purposes by a community service provider e.g. scout camp/hall
 - e. Community Facility used as a meeting place by groups involved in community interests e.g. neighbour centre
 - f. Land used for the provision of education and health to the public by community service groups.
7. Cultural sites with local, state or national significance including:
 - a. Museums
 - b. Libraries / Archives
 - c. Art galleries
 - d. Zoos
 - e. Aquariums
 - f. Botanic gardens
 - g. Observatories i.e. land developed with purpose-built infrastructure associated with astronomy
 - h. Monuments / memorials
 - i. Venues used for live theatrical or musical performances.

8. Early Childhood Development Centres including long day care centres, community preschools, kindergartens, pre-schools, child welfare and out of school hours care centres.
9. Emergency services complexes including:
 - a. Fire station facility used for the storage of vehicles and equipment for the fighting of fires
 - b. Emergency services complex used for SES facilities
10. Hospitals including:
 - a. Public hospitals
 - b. Private hospitals operating not-for-profit
 - c. Centres for the mentally ill with specialist facilities and used for the treatment of mentally ill patients including rehabilitation clinics.
11. Nature and game reserves with land reserved for the preservation or protection of aesthetic, scientific, flora or fauna values including:
 - a. Bike Track / Walking Trails
 - b. Parks and Gardens
 - c. Vacant land with special conservation values designated but not proclaimed as a reserve
 - d. Nature Reserve
 - e. World Heritage Area
 - f. Local Wilderness Area
 - g. National Park – Land
 - h. National Park – Marine
 - i. Natural Monument – Land
 - j. Natural Monument – Marine
 - k. Forest Reserves – Public or Private
 - l. Conservation Area – Public or Private
 - m. Protected Landscape (recognised for its natural and cultural values) – Public or Private
 - n. Protected Seascape (recognised for its natural and cultural values) – Public or Private
 - o. River Reserve, usually with all year round flows (fresh or salt water)
 - p. Creek Reserve, usually with intermittent flows and tides (fresh or salt water)
 - q. Floodway Reserve
 - r. Fresh or Salt Water Lake Reserve that usually holds water all year round.
 - s. Inland Low Lying Tidal Estuary Wetlands Reserve with enclosed bays/salt water river estuary
 - t. Seabed – Open sea / Ocean / Bays (Open sea below high water mark, not being a marine park)
 - u. Game Reserve – Public or Private (Hunting of game may be permitted).

12. Places of worship, religious study centres and religious halls used for social interaction by a religious organisation.
13. Public toilet or amenities block.
14. Schools including:
 - a. Schools – primary school, secondary school/college, combined primary/secondary, technical school, playing fields and sporting facilities
 - b. School Camps – used as a camp exclusively for the education of students by a registered education provider
 - c. Special Needs Schools by a registered education provider.
15. Technical and Further Education facilities used for post-secondary school education and training by a registered education provider, usually aimed at developing specific job core competencies.
16. Sports complex, outdoor or indoor sports areas including:
 - a. Outdoor / Indoor Sports Complex (non major) – Used as a state or regional sports facility with limited commercial application e.g. Velodrome, Netball / Hockey centre
 - b. Outdoor Sports – Extended Areas / Cross Country – Land developed with specialist infrastructure over extended open areas used for recreational/sporting activities e.g. member facility golf course, polo fields
 - c. Racecourses – Land developed with specialised infrastructure used for racing e.g. Randwick
 - d. Outdoor Sports Grounds town or suburban facilities – Used as a local outdoor recreation facility e.g. Tennis club, bowling club, outdoor park and facilities
 - e. Water Sports (Outdoor) – Land developed with specialised infrastructure used for local open air water sports e.g. rowing
 - f. Aero Club Facility – Land used by aero clubs for flying pursuits which may include aircraft hangers.
17. University facilities used in undergraduate and postgraduate studies at degree, masters and PhD levels by a registered university.

Attachment D

Definition of Industrial Land

1. Manufacturing, including:
 - a. General purpose factory, being land that is used for manufacturing, assembly or repairs e.g. factory, garage, motor vehicle repair facility, or workshop
 - b. Food processing factory, being land that is developed with purpose built food processing facilities e.g. cannery, milk production plant, dairy, processing plant
 - c. Major industrial complex with special purpose improvements for large scale industrial use e.g. car plant or paper mill.
2. Warehousing, Distribution or Storage, including:
 - a. General purpose warehouse used for the storage of goods
 - b. Open area storage, with extensive hardstand area used for the storage of goods and equipment. Examples include a wrecking yard, concrete batching yard, or container storage.
3. Bulk Grain Storage developed with silos used for the storage of grain, or bunkers used for the storage of grain.
4. Bulk Liquid Storage Fuel Depot, being land developed with tanks for the storage and distribution of bulk liquids e.g. fuel depot or oil terminal.
5. Coolstore or Coldstore, being land with a purpose built structure used for the cold storage of perishable products.
6. Works Depot, being land developed as a works depot used in conjunction with infrastructure maintenance e.g. municipal depot.
7. Tannery or skins drying depot, being land developed for the tanning of skins and hides.
8. Abattoir, being land developed with purpose built structures used for the holding and slaughter of stock and the preparation of meat for the wholesale market.
9. Stock sales yards, being land developed with purpose built structures used for the yarding and selling of stock.
10. Rendering Plant being land developed with purpose built structures used for the extraction of lard, tallow and oil from animal parts.
11. Oil Refinery, being land developed with purpose built structures used in the refinement and storage of petroleum products.
12. Petro-chemical Manufacturing, being land developed with purpose built structures used in the production of chemical based products from petroleum.
13. Sawmill, being land developed with purpose built structures used for the milling and curing of timber.
14. Mining, being any land that is classified as mining for purposes of the Local Government Act 1993.
15. Other extractive industries, including but not limited to land permitted to be used for the extraction of sand, gravel, stone, clay, limestone, dolomite, gypsum, soil, precious metals, uranium, bauxite, gold, other metals, precious stones, and other minerals and ore; and land from which non-metals are being extracted by a licensed operator, from

deep underground, by way of an inclined or vertical passageway or shaft equipped with lifting machinery.

16. Tailings dumps, being land permitted to be used for the storage or treatment of minerals or non-minerals in tailing dumps or dams.
17. Oil well or bore.
18. Water well, being land containing a narrow hole drilled or dug into the earth for the production of water, including mineral water, water for stock or domestic purposes, and water for use in irrigation.
19. Evaporative salt pan.
20. Salt extraction basin, being land containing a lake or man-made evaporative basin from which salt is extracted.
21. Dredging operations, being land on which dredging for the extraction, treatment and restoration of submerged materials occurs.
22. Gas or fuel wells, being land developed with specialist infrastructure used as a gas or fuel well.
23. Gas or fuel refinery.
24. Gas or fuel storage.
25. Electricity power generators, including thermal power plants, hydroelectric generators, wind farms, and solar electric generation.
26. Refuse incinerator.
27. Refuse transfer station.
28. Sanitary land fill, being land permitted to be used for the disposal of household, commercial, industrial and public waste.
29. Refuse recycling.
30. Hazardous materials or toxic storage centre.
31. Toxic by-product storage or decontamination site, being land that is permitted to be used for the storage of mining waste
32. Sewerage or storm water treatment plant.
33. Sewerage or storm water pump station.
34. Water treatment plant, including a desalination plant.
35. Water storage tank, pressure control tower or pumping station.
36. Weighbridge.
37. Railway switching and marshalling yards.
38. Railway maintenance facility.
39. Railway passenger terminal, including a station.
40. Railway freight terminal facilities.
41. Tramway maintenance and terminal facilities.
42. Tram stop, including a shelter or a platform.
43. Airport hangar.
44. Heliport.

45. Port dock or berth, including the seabed adjoining a wharf developed with infrastructure used for the berthing of ships.
46. Cargo port wharf or pier and apron, being land developed with specialist infrastructure to facilitate the movement of containers and cargo to and from ships.
47. Wharf storage sheds, being land developed with enclosed storage facilities within a wharf.
48. Piers, storages and slipways, being land developed and used for maintenance and launching of boats.
49. Lighthouse and navigation aids, being land developed with specialist infrastructure used to assist in sea navigation.
50. Postal exchange and mail and package sorting centres.
51. Telecommunications buildings and maintenance depots.
52. Telecommunications towers and aerials.
53. Printing Works and printing press, being land developed with specialist infrastructure and used for printing works e.g. newspaper print and magazines.
54. Purpose-built telephone exchange.



Contact: Caralee McLiesh
Telephone: (02) 9228 5235
Our Reference: P16/4005

Mr Jack O'Hara
General Manager
Walcha Council
PO Box 2
WALCHA NSW 2354

Dear Mr O'Hara

The NSW Government is undertaking major reform to the funding of fire and emergency services. From 1 July 2017 the insurance-based Emergency Services Levy (ESL) will be replaced by an Emergency Services Property Levy (ESPL) bringing NSW in line with all other mainland states.

I am writing to ask for your assistance in preparing for the move to a property-based emergency services levy. This proposed reform will result in a fairer and simpler way to fund our critical emergency services while at the same time improving the affordability of property insurance.

Your role is vital to the success of the reform. The Government is preparing legislation under which councils will be responsible for collecting the levy from land owners. From July next year, the Government expects the ESPL will appear as a separate line item on council rates notices, distinct from council rates and charges.

Preparing for the introduction of the ESPL

As previously announced, it is intended that the ESPL for individual properties will be based on their ESPL classification and land value. Each council will need to classify all land within their boundaries against one of the ESPL property sectors by 31 December 2016. In order to give you sufficient time to complete this work, I am asking that you begin this task as soon as possible.

To support you, NSW Treasury, in collaboration with the Office of Local Government, Local Government NSW, NSW Revenue Professionals and the Office of State Revenue, will conduct two information sessions by 'webinar'. More detail about these is attached.

Financial support for councils

To further assist in implementing the ESPL, the NSW Government will advance your council \$7,064 to meet costs associated with land classification. The allocation will reflect estimated fixed and variable costs of the classification task and will be payable immediately upon signing the attached agreement.

Councils will also be reimbursed all reasonable start-up and ongoing costs associated with collecting the ESPL. NSW Treasury has been working with the sector to determine an appropriate reimbursement framework. In the initial years it is expected that you will be required to report costs against agreed cost heads and that these costs will be subject to audit. Further details will be provided at the time of the webinar.

I would like to emphasise that the ESPL reform will be budget neutral to the Government and the level of funding provided to the fire and emergency services will of course not be adversely affected.

The land classification task will be the first of a number of activities we will be asking you to undertake over the next 12 months. We will ensure we provide you with the resources required to make this important reform a success. In the meantime, additional information is available from the attached fact sheet or at emergencyservicespropertylevy.nsw.gov.au.

If you have urgent questions about this process please write to me, or email espl.info@treasury.nsw.gov.au.

I very much appreciate your assistance in implementing this important reform. Should you have any questions please contact Caralee McLiesh, Deputy Secretary, NSW Treasury, on 9228 5235 or via email caralee.mcliesh@treasury.nsw.gov.au

Yours sincerely



Rob Whitfield
Secretary

Attachments:

1. Financial support agreement
2. ESPL fact sheet
3. Further information for councils - webinars information sheet

**NSW EMERGENCY SERVICES PROPERTY LEVY
MEMORANDUM OF UNDERSTANDING BETWEEN THE STATE AND WALCHA COUNCIL**

Parties

- a) The parties to this Memorandum of Understanding are as follows:
- a. Walcha Council
 - b. The Crown in right of the State of New South Wales (represented by the Treasury) ('State')

Purpose

- b) The purpose of this Memorandum of Understanding is to outline the land classification work to be undertaken to enable timely implementation of the NSW Emergency Services Property Levy (ESPL), and how the State will provide funding in support of this work.

Scope

- c) The scope of this Memorandum is limited to the ESPL land classification task and funding provided by the State for the purposes of that work. The Government expects that additional funding will be provided by the State to the Council in support of ESPL implementation for purposes other than land classification. This additional funding will be provided under a separate instrument at a later date.

Legal force

- d) This Memorandum is not intended to create legally binding obligations on the Parties.

Undertakings

- e) The Council will:
- a. Assess land within its administrative boundaries to determine its ESPL classification (definitions of land classifications will be provided in the week prior to the webinars):

For the purposes of this classification, each property subject to strata title or company title shall be treated as a separate parcel of land.

- b. Provide land classification data to NSW Treasury by 31 December 2016, in a form to be agreed in consultation with the local government sector, but to include at least, for each parcel of land:
 - i. The Valuer General's property ID
 - ii. The street address
 - iii. The land value
 - iv. The ESPL classification determined by Council.
- f) State agrees to:
- a. Provide the Council with funding equal to \$7,064 within 30 days of both parties having signed this Memorandum.

(signature)

(signature)

Date

Date

Ms Caralee McLiesh
**Deputy Secretary,
NSW Treasury**

Mr Jack O'Hara
**General Manager,
Walcha Council**

Please return the completed MOU to Kevin.Pugh@treasury.nsw.gov.au

Proposed changes to the NSW Emergency Services levy

What is the Emergency Services levy?

The Emergency Services Levy contributes funds from the community to support the work the NSW Fire Service, Rural Fire Service and State Emergency Service do to help NSW residents and business owners protect their properties from fire, flood, storms and other natural disasters.

The levy helps fund the life-saving equipment, firefighters, staff and volunteers, training, infrastructure and community education activities of these important and highly valued community services. The NSW Government and local government also make a direct contribution to funding these services.

What is changing?

There are a number of changes that will occur on 1 July 2017.

- **The way the levy is collected will change**

From 1 July 2017 the levy will no longer be collected by insurance companies as part of property insurance premiums. Modelling suggests that the average residential property insurance premium will fall by around \$200 as a result. From 1 July 2017, the levy will be collected by local councils from all property owners. Councils will clearly list the new levy on rates notices as a separate line item and it will be paid in the same way as council rates. The name of the Levy will change. The Emergency Services Levy (ESL) will be replaced by the Emergency Services Property Levy (ESPL).

- **The new levy amount will be based on land value and ESPL property sector**

The levy will be different for different property sectors to be identified in the ESPL legislation, such as residential, industrial, commercial and farmland. These classifications will be used for the new levy and are expected to be finalised in October 2016 after further consultation and modelling.

- **The new system will bring NSW in line with all other mainland states**

The change enacts one of the recommendations of the Henry Review and the Royal Commission into the Victorian Bushfires and will bring NSW in line with all other mainland states.

- **Concessions will apply**

Pensioners, war veterans and other concession cardholders will be eligible for a concession under the ESPL. Eligibility will be consistent with that applying to council rates and charges under the LG Act.

- **An Insurance Monitor will ensure insurance premium savings are passed on to customers**

Professor Allan Fels AO and Professor David Cousins AM have been appointed as Insurance Monitors and given a range of powers to ensure that the savings that will be generated when the insurance based levy is abolished are passed onto customers. The Insurance Monitor will set guidelines, undertake investigations, share information with the community and take enforcement action against any insurers not passing on the savings to consumers.

Why is this change being made?

- **The new system is fairer**

The Levy provides a significant proportion of the funding for our fire and state emergency services. Currently this levy is only collected from individuals and businesses that buy property insurance, despite these services being available to everybody in our community. Under the new system, nearly all property owners will contribute to the cost of these services.

- **The new system will help make property insurance more affordable**

The change will help address the serious issue of underinsurance in NSW by reducing the cost and improving the affordability of insurance. Abolishing the levy will reduce the cost of insurance, enabling more people and businesses to take out insurance to protect their properties from fire, floods, storms and other natural disasters.

For more information

Go to emergencyservicespropertylevy.nsw.gov.au or send your question to espl.info@treasury.nsw.gov.au.

Webinars

Information for councils on the new NSW Emergency Services Property Levy

Two web-based seminars, 'webinars' will be provided to support councils towards implementing the Emergency Services Property Levy (ESPL). Attendees will access the webinar through a URL provided closer to the date.

Webinar attendees will watch live video of a panel presentation, simultaneously view presentation slides, lodge questions and receive answers and be able to access hyperlinks to any supporting materials.

Webinar 1. Monday September 05, 2016 11:00am – 12:00pm for General Managers and senior council executives

A panel comprising Treasury, OLG and LGNSW will provide a high level overview of the planned ESPL. This presentation will be followed by an interactive Q&A session. Topics include: context and benefits of emergency services levy reforms, support available for councils, cost reimbursement and timing of implementation.

Webinar 2. Wednesday September 07, 2016 2:00pm – 3:30pm for council finance revenue and rating staff

A panel comprising Treasury, OLG, LGNSW, NSW Revenue Professionals and Offices of the Valuer General and State Revenue will provide a detailed introduction on implementing the ESPL. This presentation will be followed by an interactive Q&A session. Topics include: land classifications, how the Local Government Support Network will work, ESPL manual and other support materials and resources, and timing of implementation.

- *Supporting materials – the proposed ESPL property sector definitions and a first draft of a manual to aid in the classification process – will be provided one week before the webinar. You can raise any questions during the webinar Q&A or afterwards via your Relationship Manager at the Office of Local Government.*
- *The URL for the webinar will be circulated closer to the date.*
- *Recordings of both webinars will be accessible on the webinar site after the broadcast.*



Item: 6.4 **Ref:** WO/2016/01552
Title: Grants for Junior Sporting / Coaching Clinics
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.

Report:

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

Council's policy states:

"The provision of an annual allocation of funds is not guaranteed. Grant funds will only be made available to defray the cost of providing coaches and/or instructors. Preference shall be given to coaching clinics where the participants contribute to the cost. Grant funds shall not be provided for ongoing programs and must be spent within 12 months. Grant funds shall not be provided for clinics that are already completed. Funds will be made available for coaching clinics held for the benefit of the children of Walcha ratepayers."

Council have advertised for applications for Junior Coaching Clinic grants and have received the following applications:

1. Walcha & District Tennis Association – 30-60 participants requesting \$600.
2. Walcha Amateur Basketball Association – 30 participants requesting \$1,000.
3. Walcha Flippers Swimming Club – 50 participants requesting \$1,500.

Copies of applications are attached to the report. Council's 2016/2017 Budget allocation is \$6,750. In previous years we have received an application from the Walcha Pony Club and the Walcha & District Cricket Club.

RECOMMENDATION:

For Council's consideration.

Submitted to Council: 28 September 2016

..... General Manager Mayor



Walcha Council

APPLICATION FOR JUNIOR COACHING CLINIC GRANTS

NOTE: The Walcha Council Procedure on Grants for Junior Coaching Clinics should be read prior to completing this application. All applications will be considered by the Walcha Council in accordance with their Procedure.

Name of organisation: Walcha District Tennis Assoc.
Postal address: P.O. Box 193
Walcha 2354

Details of clinic (Please include the estimated number of participants, ages and ability, what you hope to achieve).

The Tennis Association would like to conduct a junior tennis clinic for school aged children 5yrs to 14yrs during the school holidays. - either October '16 or January '17. This clinic would cater for all children of all abilities from beginners to advanced. It would be conducted in 6 groups of like abilities using 6 coaches. We would hope to involve between 30 and 60 participants. The clinic would introduce children to the sport or develop the skills of the other children already playing.

Date of clinic: Oct. 2016 or Jan. 2017

Venue: Walcha District Tennis Assoc. Courts

Cost of coaches and/or instructors: \$960

Expected cost per participant (if grant funds are not available):

\$ 35 per participant

Amount of grant requested:

\$ 600

Without grant assistance will this clinic proceed? Please provide details

This clinic will go ahead with or without the grant. Families with more than one participant would be most affected. The club would assist these with discounts.

Contact person: Trish Partridge

Position: Secretary

Phone number: 0267778150

Signed: 

Date: 26.8.16.



Walcha Council

**APPLICATION FOR JUNIOR COACHING CLINIC
GRANTS**

NOTE: The Walcha Council Procedure on Grants for Junior Coaching Clinics should be read prior to completing this application. All applications will be considered by the Walcha Council in accordance with their Procedure.

Name of organisation: Walcha Amateur Basketball Association
Postal address: 485 Niangala Rd "Surveyors Creek"
Woolbrook NSW 2354

Details of clinic (Please include the estimated number of participants, ages and ability, what you hope to achieve).

The WABA is going to run a Aussie Hoops Program in Term 4. The clinic is aimed at 5-12 year olds. It is run by Basketball Australia over a period of 8 weeks. It is broken down into 3 groups Rookie 5-6 years, Starter 7-8 years and All star 9-12 years. It cateters for all ability levels. We are hoping to get around 30 participants for the program. There is going to be no Junior Basketball Competition this year as there are no parents willing to run the competition. So this will replace the competition and hopefully get children involved that might not want to play competition and also build towards resuming a competition in 2017.

Date of clinic: TBA Term 4 School

Venue: MPC

Cost of coaches and/or instructors: Amanda Scott, Sandra Lannee, Jerry Hoy

Expected cost per participant (if grant funds are not available):
\$ 80 / person

Amount of grant requested: \$ 1000.00

Without grant assistance will this clinic proceed? Please provide details

With out any assistance the program is unlikely to run. We as the committee understand that many parents cannot afford to send there children, due to the high level of costs involved with every sport there child may play. We are trying to encourage the children to try basket ball or develop new skills. We need to undertake this so that all levels Junior & Senior competition do not fall in the coming years.

Contact person: Amanda Scott

Position: Secretary

Phone number: 0488226722

Signed: 

Date: 8/9/2016



Walcha Council

APPLICATION FOR JUNIOR COACHING CLINIC GRANTS

NOTE: The Walcha Council Procedure on Grants for Junior Coaching Clinics should be read prior to completing this application. All applications will be considered by the Walcha Council in accordance with their Procedure.

Name of organisation: Walcha Flippers Swimming Club

Postal address: PO Box 245

WALCHA NSW 2354

Details of clinic (Please include the estimated number of participants, ages and ability, what you hope to achieve).

Over the past few years swimmers in Walcha Flippers Swimming Club have benefited greatly from participating in

Harwood Swimming instruction clinics. At these clinics, the children are split into groups depending on their level of ability.

James Harwood and several of his coaches work with each of these groups focusing on stroke correction, diving techniques and turns as well as providing instruction on ways to improve their fitness, stamina and race day performance.

In the past these clinics have proven to be a huge success with many of our swimmers motivated to continue

working on improving their swimming throughout the season. The kids have been so excited when they can see

improvements in their times and more importantly, it is fantastic to see their confidence grow as they achieve their

personal goals. Last season there were over 500 personal best times recorded, numerous records broken and several

of our swimmers made it though to compete at State level school carnivals.

Once again we would love to be able to offer our swimmers the opportunity to participate in these instruction clinics.

Normally, we run the clinic at the Walcha Swimming Pool one Sunday morning in late January / early February

(to be negotiated). It runs for approximately 3 hours. We have had an overwhelmingly positive response from

those who attended these clinics in previous years and hope to be able to offer this opportunity again this season.

Thank you for considering our application.

September 2016 Business Paper Page 51

Date of clinic: January/February 2017 - to be negotiated

Venue: Walcha Swimming Pool

Cost of coaches and/or instructors: approximately \$40 per person

Expected cost per participant (if grant funds are not available):
\$ 40

Amount of grant requested: \$ 1500

Without grant assistance will this clinic proceed? Please provide details

Without funding to lower the cost, we will struggle to get the minimum number of participants (ie: 20) required to make it worthwhile for James Harwood to run the clinic.

We have a number of swimmers who will possibly be unable to participate in the clinic if they have to pay the full price. Many of our families also have more than one child in swimming club which, without funding, can make the cost to attend the clinic quite high.

Contact person: Cathy Mackaway

Position: Secretary

Phone number: 0407234403

Signed: _____

Date: _____



Item: 6.5 **Ref:** WO/2016/01566
Title: Review of Councillor Expenses and Facilities Policy
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes – WO/2015/01915

Introduction:

Until recently, *Section 252 of the Local Government Act 1993* stated that Council is to public exhibit and adopt the “Payment of Expenses and the provision of facilities for Mayors, Councillors & Staff” Policy annually. Council commenced this process in July 2016 but did not adopt the policy due to caretaker mode in August. Due to recent changes in the *Local Government Act*, Council must adopt the “Payment of Expenses and the Provision of Facilities for Mayors, Councillors & Staff Policy within the first 12 months of each term of a Council.

Report:

In compliance to these requirements of the *Local Government Act, 1993, Section 253*, it is recommended the policy be placed on public exhibition for a period of 28 days inviting public submissions.

A copy of the policy is attached for your information.

RECOMMENDATION:

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)*.

Submitted to Council: 28 September 2016

..... General Manager Mayor



**PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES FOR
MAYORS & COUNCILLORS AND STAFF**

Part 1 Introduction

- **Title**
Payment of Expenses and the provision of facilities for Mayors & Councillors and Staff
- **Purpose of the Policy**
The purpose of the policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred by councillors and staff. The policy also ensures that the facilities provided to assist Councillors to carry out their civic duties are reasonable.
- **Objectives and coverage of the Policy**
To identify those Conferences at which Council will be represented and to identify expenses that will be paid and facilities that will be provided to Councillors and Staff.
- **Legislative requirements**
Local Government Act 1993 and Local Government (General) Regulation) 2005.
- **Other NSW Government policy provisions**
Department of Local Government *Guidelines for the payment of expenses and the provision of facilities to Mayors and Councillors, Model Code of Conduct for Local Councils in NSW* and Circulars to Councils.
ICAC Publication – *No Excuses for Misuse, preventing the misuse of council resources, etc.*

Part 2 Policy

1. Council shall pay to or on behalf of its members and Staff reasonable out-of-pocket allowances towards their necessary out-of-pocket expenses for conveyance and subsistence in travelling on Council business and all such payments to Councillors, and payment of fees, shall be in accordance with the provisions of the Local Government Act, 1993.
2. Separate votes shall be established in Council's annual Budget to provide for the cost of attendance by Councillors and Staff at all regular Conferences (as detailed in 3 below) together with estimates of the probable expenditure on non-recurrent or extraordinary Conferences, Seminars or the like.
3. Council may provide, on the request of the Councillor or Staff Member, an advance payment to meet re-disbursable out of pocket expenses not able to be covered by Council order, prepayment or invoice for authorised attendance as delegate or to seminars, conferences and inspections which have been approved by Council and in accordance with this Policy.
4. Claims for reimbursement of out of pocket expenses must be made within three months of the expenditure. These reimbursements must be on the Councillor's Claim form and accompanied by the appropriate receipts and/or tax invoices.
5. Council will, wherever possible provide a Council car, for the use of Councillors in attending Meetings of Committees to which they have been elected as delegates and

Submitted to Council: 28 September 2016

..... General Manager Mayor



to seminars, conferences and inspections which have been approved by Council or Council's authorised delegate and at which the Councillor is officially representing Council.

Where the aforementioned provision of a Council car is not possible, Council will reimburse Councillors for the cost of using their own vehicle to travel to and from Council Meetings, Meetings of Committees to which they have been elected as delegates and to seminars, conferences and inspections which have been approved by Council or Council's authorised delegate and at which the Councillor is officially representing Council; at a rate of 68c per kilometre for vehicles with engine capacity less than 2.5L and 78c per kilometre for vehicles with engine capacity greater than 2.5L.

The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

6. For the purposes of this policy the following shall be considered as regular Conferences at which Council may be represented and the relevant Staff permitted to attend:-

- a) The Annual Conference of Local Government New South Wales.
- b) The Annual Conference of the Local Government Managers Australia (New South Wales Division).
- c) The Annual Conference of Institute of Public Works Engineering Australia and associated Field Days.
- d) The Annual Conference of the Environmental Health and Building Surveyors Association.
- e) The Annual Conference of the Country Libraries Association of NSW.
- f) Attendance at Conferences Seminars, etc , other than those listed in this policy, may be approved under the following circumstances:-
 - i) the General Manager may, from time to time, approve the attendance of staff at conferences, seminars, etc., as part of Council's Staff Training Program, provided that all associated costs can be absorbed within existing, approved expenditure votes.
 - ii) the attendance of Councillors at conferences, seminars, etc., other than those detailed in this policy, will be permitted from time to time, providing that all associated costs can be absorbed within existing, approved expenditure votes.
 - iii) Council must, for its information, be notified of any proposal to attend any conference, seminar, etc., as provided in ii) above.
 - iv) Prior to attendance at any conference, seminar, etc., the agenda for such conference, seminar, etc., will be reviewed by the General Manager and Senior Staff or the Mayor, General Manager and Senior Staff as appropriate, to ensure that the conference, seminar, etc., is relevant and appropriate and justifies attendance.

As far as is possible, a schedule of conferences, seminars, etc., proposed to be attended in the forthcoming year, together with proposed training programs, will be included for consideration in conjunction with Council's Operational Plan.

7. Representation at these Conferences shall be as follows:-

- a) The Annual Conference of Local Government New South Wales:
 - ❖ Mayor as Delegate
 - ❖ General Manager
 - ❖ Two (2) Councillors as Observers
- b) The Annual Conference of the Local Government Managers Australia:

Submitted to Council: 28 September 2016

..... General Manager Mayor



- ❖ The General Manager for the full Conference; and
- ❖ One (1) other appropriate qualified or near qualified Staff member for two (2) days.
- c) The Annual Conference of Institute of Public Works Engineering Australia and associated Field Days:
 - ❖ The Director – Engineering Services for the full Conference; and
 - ❖ The Project Engineer for two (2) days.
 - ❖ In addition, Council’s Plant Committee and other Staff, as determined by the Director – Engineering Services, from time to time, be permitted to attend the Field Days.
- d) The Annual Conference of the Environmental Health and Building Surveyors Association:
 - ❖ The Director – Environmental Services.
- e) The Annual Conference of the Country Libraries Association of NSW:
 - ❖ One (1) elected member, and
 - ❖ Council’s Librarian.
- 8. Councillor expenses may not be used to support attendance by Councillors at political fund-raising functions.
- 9. At all times travel is to be by Council vehicle unless Council determines another mode of travel is to be used as circumstances may, from time to time, warrant.
- 10. The spouses of Councillors and Staff be permitted to travel to regular or approved Conferences, Seminars, etc., in Council vehicles, however, Council will not be responsible for any other expenses of spouses.
- 11. Allowances for travelling and sustenance are to be based on reimbursement for actual costs incurred as follows:-
 - a) Accommodation: Up to, but not exceeding a standard equivalent to that of ☆☆☆☆ Motel classification. Council may however take advantage of negotiated tariffs irrespective of the motel/hotel classification, provided that such tariffs are no greater than those applicable to the abovementioned classification.
 - b) Out-Of-Pocket Expenses: To be paid in addition to accommodation, to a maximum of One hundred dollars (\$100.00) per day. If this limit is exceeded a request for reimbursement must be made to the full Council.
- 12. No expenses will be paid or reimbursed unless incurred in accordance with this policy.
- 13. The Council shall provide to Councillors, at the expense of Council, an Ipad to assist them in carrying out the duties of civic office. Council will also provide, at its expense, communication costs associated with the Council use of the Ipad/device.
- 14. The Council shall provide a mobile phone to the Mayor and meet the cost of all official calls and communication costs up to a maximum of \$100 per month.
- 15. The Council shall provide a corporate credit card to the Mayor to be used on official Council business. The credit card is to be managed in accordance with Council’s credit card policy.

Submitted to Council: 28 September 2016

..... General Manager Mayor



16. Council will provide the opportunity, and encourage Councillors to undertake, training and education as provided by Local Government New South Wales Learning Solutions as provided in the annual budget and authorised by Council. The training or educational course must be directly related to the Councillor's civic functions and responsibilities.
17. Council will provide access for Councillors with special needs, such as sight and hearing impairment and physical disabilities that will facilitate the Councillor's normal civic duties; as the need arises.
18. Council will provide all reasonable sustenance, etc., to Councillors as is appropriate to their carrying out the duties of civic office.
19. Legal Advice/Expenses:-
That in the event of:
 - (1) any enquiry, investigation or hearing by any of:-
 - the Independent Commission Against Corruption;
 - the Office of the Ombudsman;
 - the Department of Local Government and Co-Operatives;
 - the Police;
 - the Director of Public Prosecutions; or
 - the Local Government Pecuniary Interest Tribunal,
 - any other properly constituted authority
 - Council's Conduct Review Committee/Review into the conduct of a Councillor; or
 - (2) legal proceedings being taken against a Councillor, arising out of or in connection with the Councillor's performance of his or her *civic* duties or exercise of his or her functions as a Councillor, Council shall reimburse such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis, PROVIDED THAT:-
 - (a) the amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis; and
 - (b) that the enquiry, investigation, hearing or proceeding results in a finding substantially favourable to the Councillor.
20. Council shall provide insurances against public liability and professional indemnity for Councillors for matters arising out of the performance of their civic duties and the exercise of their Council function.
21. Any disputes arising from this policy will be reviewed by Council's Staff Committee.
22. Councillor annual fees do not fall within the scope of this policy.
23. This policy also applies to an Administrator of Council should one be appointed.

Submitted to Council: 28 September 2016

..... General Manager Mayor



Item: 6.6 **Ref:** WO/2016/01558
Title: Community Preschool Capital Works Grants
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes

Introduction:

In May 2016 and Expression of Interest (EOI) was lodged for a grant under the Community Preschool Capital Works Grants scheme. The EOI was for the construction of a new Preschool building to replace the current building. The amount indicated was \$500,000.

Report:

Council received notification that the EOI was successful on 16 September. We will be invited to submit a full application under the grants scheme in the near future. An advertisement asking for Expressions of Interest for the building design and drawing of plans has been placed and Council hope to engage an architect in the near future. The building will be designed to be licenced for more than the current capacity of 42 places. A full report will be provided once the design process has commenced.

RECOMMENDATION:

That the Report be NOTED by Council.

Submitted to Council: 28 September 2016

..... General Manager Mayor



Item: 6.7 **Ref:** WO/2016/01587
Title: Oxley Highway Speed Zone Changes
Author: Director – Engineering Services
Previous Items:
Attachment: Yes

Introduction:

Roads and Maritime Services has changed speed limit at three locations between Wauchope and Long Flat. This report recommends Council note the changes of speed limit on the Oxley Highway.

Report:

In order to improve safety for all road users, speed zone changes have been implemented by RMS in the three following locations between Wauchope and Long Flat from 19 September 2016.

- ◆ The speed limit is being reduced from 60km/h to 50km/h on a 2.5 kilometre section of the highway, west of Beechwood Road to the Wauchope cemetery.
- ◆ A speed limit reduction from 100km/h to 80km/h is being implemented on a three kilometre section of the highway, west of Bagnoo Road to Long Flat village.
- ◆ The speed limit is being reduced from 60km/h to 50km/h through Long Flat village.

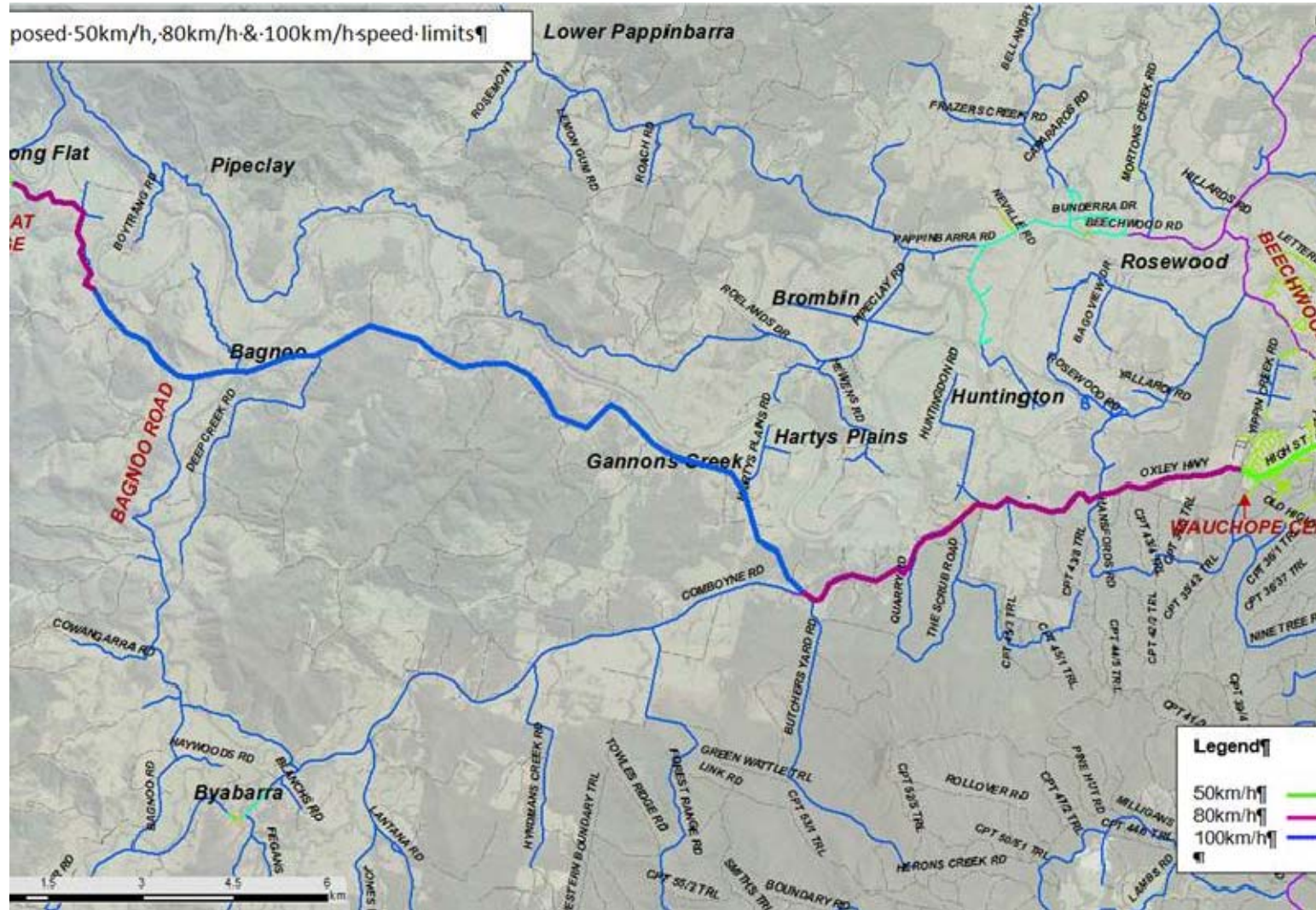
The speed limit changes from 60km/h to 50 km/h will bring the speed limit in the line with other townships. There are further changes have been proposed over the coming months.

RECOMMENDATION:

That Council NOTE the speed zone changes at the three locations on the Oxley Highway.

Submitted to Council: 28 September 2016

..... General Manager Mayor



Submitted to Council: 28 September 2016

..... General Manager Mayor



Item: 6.8 **Ref:** WO/2016/01569
Title: 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)
Previous Items: Not Applicable
Attachment: No

Introduction:

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

Report:

Council approval is requested to refer matters for discussion in Committee of the Whole in accordance with the provisions of Section 10A(2)(c) of the Local Government Act, 1993. Approval to refer the matter to Committee of the Whole is sought because the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

RECOMMENDATION:

That, in accordance with the provisions of Section 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.

Submitted to Council: 28 September 2016

..... General Manager Mayor



Ref: WO/2016/01517

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

Item 9:

Management
Review Reports

Submitted to Council: 28 September 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 August 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	\$2,007,789.24	\$4,225,291.96

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)	\$ 3,500.61	\$ 8,520.84

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

Please see the following Report for the investments placed in August 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: 28 September 2016

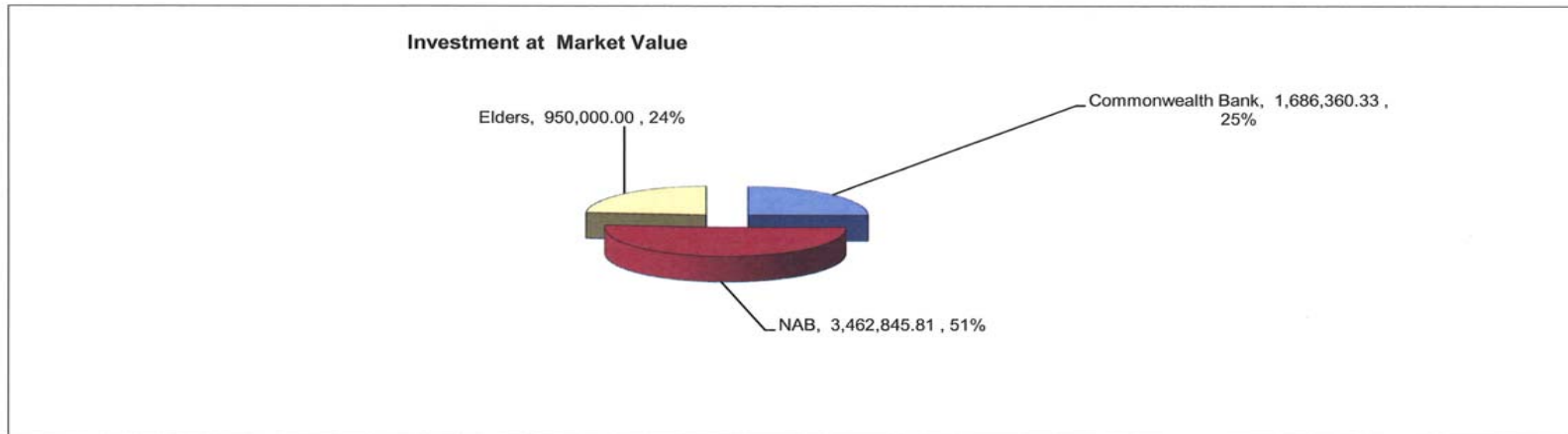
..... General Manager Mayor



REGISTER OF INVESTMENTS TO 31/08/2016

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/08/16	MV % of Portfolio
Commonwealth Bank	Term Deposit	17/01/2016	240	17-Sep-16	2.80%	6095.59	0.00	331,084.64	-	331,084.64	4.91%
Elders Rural Bank	Term Deposit	29/02/2016	213	28-Sep-16	2.95%	16354.32	0.00	950,000.00	-	950,000.00	14.08%
National Australia Bank	Term Deposit	20/05/2016	133	30-Sep-16	2.92%	5320.00	0.00	500,000.00	-	500,000.00	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	14.36%
National Australia Bank	Term Deposit	1/06/2016	153	01-Nov-16	2.95%	6228.61	0.00	503,698.64	-	503,698.64	7.47%
National Australia Bank	Term Deposit	9/06/2016	159	15-Nov-16	2.95%	12677.79	0.00	986,545.55	-	986,545.55	14.63%
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	12.65%
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	9.64%
						87,984	6942.14	6,744,932.16	-	6,744,932.16	100.00%

Capital Value of Portfolio	6,744,932.16
Redeemed Value of Portfolio	-
Market Value of Portfolio 31/08/16	<u>6,744,932.16</u>
Estimated Profit/(Loss) 31/08/16	<u><u>6,744,932.16</u></u>



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

Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 28 September 2016

..... General Manager Mayor



4. Work, Health & Safety

August 2016

Workplace Incidents – No incidents within the workplace this month.

Public Liability – On 1 August a fire occurred at the Nowendoc tip which spread to local residents property causing damage. Claims have been recorded against Council.

Motor Vehicle – No incidents within the workplace this month.

5. Tourism Report

August 2016

Number of Visitors to Visitor Information Centre (VIC)

AUGUST	2016	2015	2014	2013
Walk in's	417	312	275	319
Phone enquiries	25	27	27	22
Email enquiries	2	3	3	0

2016 NSW AVIC Network Visitor Statistics

AVIC Name	Walcha Visitor Information Centre
Month 2016	August
Walk in visitor number	417
Phone Enquiries	25
Web/Email Enquiries	2
Web Hits/Sessions	151874
AVERAGE number of pages visited	6.39
Time spent on page/Avg session duration	215 seconds
Users/Unique visits to site	1454
Comment : re Impact on increase or decrease etc – ie festival, flood,	Free media coverage on Prime News reporting on Apsley Falls flowing again and new website.

Bauer Media Relationship with New England High Country Paying off

Andrew Wilson from Bauer advised New England High Country that the *Bauer Adventures team* had the opportunity for a *free* page advert to go into the MOTO GP Souvenir

Submitted to Council: 28 September 2016

..... General Manager Mayor



Program. This is valued at \$4,500 and is direct target marketing to the motorcycle industry. Andrew will run one of our *My Favourite Corner Phase 1* press ads.

This is another good example of added benefit from our partnership with Bauer. It is noted from the Media Kit that the print run is 12,000 and assumed purchases would be motorbike enthusiasts so a great example of targeted advertising.

I will try to purchase a copy from the local newsagent once published on 22 September.

Free Media Coverage Boots Visits to Walcha

Hits on the website are still strong – with web visitors spending quite some time on the website once they're there with an average of over six pages visited and spending close to four minutes on the website. These statistics indicate that they are being kept engaged and remaining on the site to have a good look around. We are planning to enter the website into a tourism award for next year, hopefully gaining further exposure.

Susie Crawford
Walcha Tourism Manager



ENGINEERING SERVICES

6. Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
8	21/08/2016	98.00	4,583.87
9	28/08/2016	43.50	2,193.26
10	04/09/2016	158.00	8,077.03
11	11/09/2016	36.75	4,724.58
TOTAL		336.25	\$19,578.74

7. Shire Roads Maintenance

Local Roads & Bridges - Projects:

Flags Niangala and Moona Plains Bridge (4985 & 5355 Respectively).



Both Flags Niangala and Moona Plains Bridge have been installed, with the Flags Niangala Bridge open to traffic. The Moona Plains Bridge requires some minor works to install the guard rail and remove the large bypass track prior to opening the bridge to traffic. These works are expected to be completed by 28 September; however as all recent works this will be weather dependant.

Design and Construct – Five Bridges Tender.

Councils design and construct tender released on Tenderlink has now closed, as of 12 August. The initial panel assessment was completed on 15 August, with high quality submissions as anticipated by the engineering department. The following organisations completed a compliant tender:

1. Australian Construction Group
2. Bridgebuild and Civil Pty Ltd
3. Civilbuild Pty Limited

Submitted to Council: 28 September 2016

..... General Manager Mayor



4. Shumack Engineering NSW Pty Limited
5. Waeger Constructions Pty Ltd

The Tender review process has been completed and a report will be submitted to Council recommending the successful Tenderer.

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 will commence on Monday 26 September. 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 10 October.



LOCALITY PLAN
 N.T.S.

GENERAL NOTES:
 SURVEY ON GROUND DISTANCES, WITH ASSUMED HORIZONTAL AND VERTICAL DATINGS.
 ALL ADJACENT SERVICES ARE TO BE LOCATED AND LEVEL PRIOR TO THE COMMENCEMENT OF WORKS, WHETHER OR NOT THEY ARE INDICATED ON THE DRAWINGS, WHERE SERVICES CONFLICT WITH PROJECT WORKS THEY ARE TO BE RELOCATED.
 EXISTING SIGNS TO BE REUSED PROVIDED THEY ARE IN A GOOD AND SERVICEABLE CONDITION TO COMPLY WITH WALCHA COUNCIL SPECIFICATION, OTHERWISE, REPLACE WITH A NEW EQUIVALENT SIGN.
 ALL EXISTING CULVERTS ARE TO BE CLEANED AND VEGETATION TO BE REMOVED FROM INLET AND OUTLET TO RE-ESTABLISH A CLEAR WATERWAY.
 ALL EXISTING CULVERTS ARE TO BE INSPECTED DURING CONSTRUCTION TO ENSURE THEY ARE STRUCTURALLY SOUND, DAMAGE SECTIONS OF CULVERTS MAY REQUIRE REPLACEMENT.

Scale	As Shown on A3
Design	As Registered
Contract	As Registered
Date	16/09/2016

PROPOSED ROAD STABILISATION
THUNDERBOLTS WAY - SEG 4800 TO 4810

LOCALITY PLANS

Sheet No. 1 of 8
 Drawing Number: R16-009

Submitted to Council: 28 September 2016

..... General Manager Mayor



The Engineering Department have completed an internally ran pavement investigation, design and survey for the project. Completeing the design and investigation stage internally reduces project overheads and allows for a taylormade design that suits our area. The Engineering Department aims to complete internal designs wherever time permits.

Bergen Bridge Widening Tender.



The Bergen bridge request for Tender has been released. A report will be submitted to Council summarising the compliant tenders and the reccomended successful tenderer once the tender has closed.

The Bergen Bridge Widening Project will involve widening the Eastern side of the bridge to enable two vehciles to pass eachother safely.

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 adds to the ongoing commitment from Council and the RMS to improve the condition of the Oxley Highway. The project will be finalised on 20 of September, weather permitting.

Submitted to Council: 28 September 2016

..... General Manager Mayor



Urban Roads – Projects:

Middle Street Footpath Connection:



The Urban crews have recently completed a new footpath on Middle Street, connecting existing footpaths on the levee bank (Middle Street Bridge) and the Walcha Squash Courts (Or John Stuart Crane Hire) on the corner of the Oxley Highway and Middle Street.



The path is of high value, connecting services such as the Walcha Pool, Squash Courts, Gym and Businesses along Fitzroy Street with the levee bank.

Completed Maintenance Snapshot:

Local Roads	
Maintenance Grading:	Roads:
	Geraldine
	Brackendale
	Inglebah Flat
	Bellhaven
	Reedy Creek
	Tops
	Forest Way
	Nuggety Gully
	Cowsby
	Walcrow Mummel
Gravel Re-sheeting	Roads:
	Niangala
Guide Post Maintenance	Zones:
	Campfire
	Glen Morrison
	Yarrowitch
	Tia
	Nowendoc

Submitted to Council: 28 September 2016

..... General Manager Mayor



Vegetation Control	Roads:
	Niangala Road
Repair Bypass Tracks	Bridge:
	Old Brookmount
	Flags Niangala
Improve Grid Signage & Safety	Roads:
	Scrubby Gully Road
State & Regional Roads	
Oxley Highway Maintenance:	Tasks:
	Repair Potholes
	Drainage Works – Yarrowitch
	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

Proposed Works for the Coming Period:

Shire Roads:

- ◆ Grading will take place on Ruby’s Knob, Wild Cattle Creek, Quarry, Merlin Downs, Flags Niangala, Baringa, Glen Morrison.
- ◆ Finalise and gain Council approval for the Design and Construct Bridge Tender.

State & Regional Roads:

- ◆ Continue the “Blackspot Program” on the Thunderbolts Way, between the Mukki Creek and “Hellhole”. This work will include installation of guardrail & wire rope and upgraded signage throughout the area.
- ◆ 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.
- ◆ The “Irish Town” Rehabilitation will commence on the 10th of October. This work will include “In-Situ” stabilisation of the road pavement and placement of a new seal.
- ◆ Finalise and gain approval for the Bergen Bridge Widening Project.
- ◆ Maintenance:
 - Pothole Patching.
 - Vegetation Maintenance.
 - Drainage Works



Works In Town:

- ◆ Sporting grounds maintenance.
- ◆ Town Mowing - parks, gardens and cemeteries.
- ◆ Town Garden Maintenance.
- ◆ Commence the Streetscape Project, in front of the Apsley Hotel.

Dylan Reeves
Works Manager

8. Water Matters

Level 1 – introduced 29 June 2016 – Targe Usage 190 – 230 Litres / Person / Day
Water usage for the month of August 2016 was as follows:

- ❖ Monthly Usage – 13.27 Mega Litres (5 week month)
- ❖ Daily Usage – 428 Kilolitres
- ❖ Usage per person per day – 256 Litres

WTP Augmentation

The WTP Augmentation project is on target to commence implementation mid October with completion planned for mid December 2016.

The fluoridation upgrade work requires formal approval from DPI Water and NSW Health. Approval has been received from DPI Water but still pending with NSW Health.

Off Creek Storage No2

Announcements for the National Stronger Regions Funding application were expected to be announced in August but no announcements have been made to date. No further work carried out on this project.

9. Sewer

Sewer Treatment Plant (STP) Upgrade

The detailed design, costing and specifications prepared by NSW Public Works have now been received and are currently being reviewed by engineering staff. A draft Stage 2 funding approval letter has been sent to DPI Water for review prior to being sent to the Minister for Primary Industries, Lands and Water. The Stage 2 letter is to request funding for the upgrade works under the Country Towns Water Supply and Sewerage Program.

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 90 days after the notifications before publishing the approved acquisition notice in the NSW Government Gazette.

Submitted to Council: 28 September 2016

..... General Manager Mayor



10. Waste

Community Recycling Centre (CRC)

Construction on the new hazardous waste drop off shed (CRC) is nearly complete, with additional safety railing and power being added to the project. The final road works have been further delayed due to the wet weather.

Container Deposit Scheme (CDS)

Staff attended a CDS information session in Tamworth and there appears to be two streams suitable for Council's involvement however the announcement by the NSW Government of a NSW CDS Co-Ordinator is not expected until early 2017. Until the NSW Co-Ordinator is appointed the schemes operational details are expected to 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 recently held public meeting, but due to weather conditions 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 incident the environmental improvement project will be fast tracked to reduce the chance of a similar incident occurring.

Council has also called a Post-Mortem meeting (Attendees: Walcha Council, RFS Armidale, RFS Nowendoc Brigade, Nowendoc Police) scheduled for Wednesday 21 September - agenda includes a post mortem of the incident and the planning of future annual hazard reduction programs for the village (including the landfill).

Tess Dawson
Manager Water, Sewer & Waste



ENVIRONMENTAL SERVICES

11. Development

Development Approvals and Refusals for August 2016

Information is being provided on development approvals and refusals for the month of August 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
10.2016.10	Construct new single storey dwelling & 2 lot residential subdivision of land	190W Apsley St, Walcha	Mrs K M Lee	18/08/2016	Granted (under delegation)
10.2016.11	Construct new dwelling	23 Berman St, Woolbrook	Mrs J Towney	30/08/2016	Granted (under delegation)
Monthly Estimated Value of Approvals: \$127,000.00					
Refusals:					
DA No.	Description	Location	Applicant	Determined	Determination
Nil					

Development Applications Outstanding				
DA No.	Description	Location	Applicant	Status
10.2016.9	Construct new single storey dwelling	Smiths Creek, 10686 Thunderbolts Wy, Walcha	Mrs Y Mooney	Site inspection & bushfire assessment
				Total: 1

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

Submitted to Council: 28 September 2016

..... General Manager Mayor



s149 Planning Certificates

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

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

S149 Planning Certificates Completed – Comparative Data	
	Number
2013/2014	91
2014/2015	126
2015/2016	125
2016/2017 YTD	13

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	
Barking dogs	1
Dog attacks	1
Roaming dogs	2
Other animals	1
Public buildings / amenities	1
Environmental pollution	1
Other	1

Submitted to Council: 28 September 2016

..... General Manager Mayor



Tree Management Applications

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

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

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

Food Premises Surveillance

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

For information purposes a summary of the food surveillance activities undertaken for the 2016/2017 year as at 31 August 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	0	0	0	0	0	0
No. Re-inspections	-	-	-	-	-	0
No. additional Re-inspections	-	-	-	-	-	0
No. FSS Required	21					21
No. FSS Current	20					0

Submitted to Council: 28 September 2016

..... General Manager Mayor



14. Animal Control

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

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

Companion Animals Registrations 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

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

Submitted to Council: 28 September 2016

..... General Manager Mayor



15. Walcha Council Community Care

August 2016

Groups

Women's Group and Wanderer's Group

3 August 2016 – 23 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 Raylea Clout from Raylea's Touch Remedial and Sports Massage. Raylea is very passionate about massage and spoke to the ladies about the importance of experiencing touch, particularly for elderly people who live alone.

10 August 2016 – the Wanderer's Group were delighted with the excursion to Uralla where they attended a workshop facilitated by the Rural Outreach and Support Services. The workshop topic was "Improving Your Self Esteem". Morning tea and lunch were provided and the group thought the morning was very well presented and was extremely beneficial.



The Wanderer's Group attending the Self Esteem Workshop

17 August 2016 – 20 clients attended the themed day in the Community Day Centre Rooms. The ladies really got into the spirit of the Olympic Games and had a fabulous day competing in the organized activities and games held in the Day Centre Rooms. The Jamaican team won the most medals but everyone managed to win a medal or two on the day.



Submitted to Council: 28 September 2016

..... General Manager Mayor



24 August 2016 – the Wanderers Group spent the day at Amaroo Local Aboriginal Land Council where follow up research was made into the history of Inglebah and the family connections with the area.

Men's Group

9 August 2016 – Morning tea was held in the Community Day Centre Rooms where 20 men attended the day. The guest speaker for the morning was Tim McGeoch from HealthWise New England North West. The topic of discussion for the morning was "Men's Stuff" and was mainly around prostate and other men's health topics.

Submitted to Council: 28 September 2016

..... General Manager Mayor



23 August 2016 – 15 men came along to the combined morning tea, with the UFO Craft Group and 20 members from Armidale Classic Car Group, which held in the Community Day Centre Rooms. After morning tea the men all chose their car to be chauffeured to the



Apsley Falls. The group had a fantastic morning and really enjoyed the drive and company for the day. Lunch was held at the Apsley Arms Hotel.



Submitted to Council: 28 September 2016

..... General Manager Mayor



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

9 August 2016 – 9 clients from the UFO group travelled to Armidale where the craft shops Lincraft, Spotlight and Get Stitched were places to visit during the day. The ladies replenished their craft supplies and enjoyed the social outing and lunch.

23 August 2016 – 11 clients from the UFO craft group combined with the Men’s group and Armidale Classic Car group for morning tea before settling in to complete their craft activities and projects for the day.

Transport - August

Medical drives – 14 clients utilized the service with 25 trips.

Access bus – 10 clients used the service making 54 trips.

Bus to Tamworth – 7 clients used the service on 26 August 2016.

Bus to Armidale numbers were as follows:

- ◆ 2 August 2016 – 7 clients – Walcha Service
- ◆ 9 August 2016 – 3 clients – Uralla Service using TCT Bus and Driver
- ◆ 16 August 2016 – 8 clients – Walcha service
- ◆ 23 August 2016 – 4 clients – Uralla Service using TCT Bus and Driver
- ◆ 30 August 2016 – 8 clients – Walcha service

Meals on Wheels

8 clients received 179 meals in August 2016.

Rural and Remote Exercise Groups

6 clients attended at Niangala during August 2016.

11 clients attended at Nowendoc during August 2016.

Feedback and Complaints

Nil feedback and complaints to report

Submitted to Council: 28 September 2016

..... General Manager Mayor



Meetings and Training

11 August 2016 – Dementia Support Group Meeting held at the Community Day Centre Rooms.

16, 17, 18 August 2016 – Cathy attended the Community Transport Organisation Roadshow held at Dubbo. The forum was a combined Western and New England North West Regions get together and was a great way to network and compare the transport services. The CTO provided updates and Transport for NSW discussed the new contracts and service agreements. The Western Region provided dinner on the Tuesday night with a social function held at the RSL Club and the Dubbo Men’s Shed cooked a barbeque lunch both days.

31 August 2016 – Denise and Cathy attended a Social Media Workshop facilitated by Kim Goldsmith, Ochre Communications, held in Tamworth. The workshop was very informative with useful tips about social media marketing and how to use it effectively and appropriately.

On Tuesday 6th September, 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.



Wendy Kurko, Community Care Coordinator for Uralla Council, Cathy Noon, Adam Marshall with members of the Parliament Committee on Community Services.

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: 28 September 2016

..... General Manager Mayor



Item 10:

Committee
Reports

Submitted to Council: 28 September 2016

..... General Manager Mayor



Walcha Council Community Care Advisory Committee Meeting Minutes

held on

Tuesday, 21 June 2016

at

2:00 pm

at

Walcha Council Community Care Day Centre Rooms

PRESENT:

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

IN ATTENDANCE:

Nil

1. APOLOGIES:

Debra Sweeney

RESOLVED: On the motion of Denham & Laurie that the apologies be accepted.

2. CONFIRMATION OF MEETING MINUTES HELD ON TUESDAY 16 FEBRUARY 2016:

RESOLVED: On the motion of Denham and Laurie that the Minutes of the Walcha Council Community Care Advisory Committee Meeting held on 16 February 2016, copies of which have been distributed to all members, be taken as read and confirmed a true record.





3. BUSINESS ARISING:

3.1 Nil

4. MEALS ON WHEELS

4.1 Environmental Services Manager has had preliminary discussions with Riverview Manager, Olivia Wood. Full details of the service delivery required to be forwarded to Ms Wood for evaluation.

5. COMMUNITY CARE COORDINATOR'S REPORT

5.1 A report from the Community Care Coordinator was tabled and presented to the Committee as per Appendix A.

6. ATSI COMMUNITY CARE COORDINATOR'S REPORT

6.1 ATSI Community Care Coordinator presented to the meeting that the ATSI groups are going meeting on the second (in house) and fourth (away trip) Wednesday's of the month. A current project that they are undertaking is linking the Ingleba family history.

7. FINANCIAL REPORT

7.1 A statement of income and expenditure as at 31 May 2016 was tabled and presented to the meeting as per Appendix B.

8. DISABILITY INCLUSION ACTION PLANNING

8.1 The surveys have gone out to the community for feedback, they will be collected shortly then consultants will move onto the Stakeholder meetings. The completed DIAP is to be prepared by July 2017; everyone is encouraged to keep the conversation going.

9. FEEDBACK AND COMPLAINTS

9.1 Nil formal feedback or complaints received, however a lovely complement was received from Alex Smith, will be included in next months Business Paper Management Review Report.

10. GENERAL BUSINESS

10.1 The WCCC Coordinator has had some difficulty in getting the volunteer forms completed and returned from all of the volunteers, some 130 of them. The issue is that these forms are compulsory so Council will have to refuse volunteers that have not returned their paperwork. Meals on Wheels would be the service most affected with a rework of the roster required.

RESOLVED: On the motion of Hoy and Reardon that the Committee RECOMMEND 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.

11. NEXT MEETING

The next meeting of the Walcha Council Community Care Advisory Committee is to be held on Tuesday, 20 September 2016. The meeting will commence at 2:00pm.

There being no further business the Chair declared the meeting closed at 3:02pm.

CONFIRMED _____ (Signed)

Date: ___ / ___ / ___ Chairperson

APPENDIX A

15. Walcha Council Community Care

May 2016

Groups

Women's Group and Wanderer's Group

4 May 2016 – 23 clients from the Women's Group and the Wanderer's Group attended morning tea at the Community Day Centre Rooms.

11 May 2016 – the Wanderer's Group morning tea held in the Community Day Centre Rooms. The group enjoyed the morning doing some craft projects

18 May 2016 – 20 clients attended the Mixed Group Mystery Trip where we travelled to Nowendoc for the day. The day began at the Nowendoc church, where morning tea with some of the local craft and art work on display. The next place of interest was the Nowendoc Cemetery. Allen Morris was a guide for those people interested in the local history and stories. After the Cemetery visit the group returned to the Nowendoc Hall for lunch. The Nowendoc community indulged us with an assortment of activities to fill in over the few hours including two of their local musicians playing the piano, the harp and singing. The ladies went to an extraordinary amount of trouble to organize a trivia game about local knowledge in which the group all had great fun with while working in their teams. The day at Nowendoc was well worth the trip and the community is very proud of what they have to offer in their little village and made us all feel very welcome.

25 May 2016 – the Wanderers Group went to Uralla for research ideas on family history in which a volunteer at the Library was very helpful.

Men's Group

10 May 2016 – Morning tea was held in the Community Day Centre Rooms where 14 men attended the day. The guest speaker for the morning was Nina Alling, from Looking Glass Therapies. Nina had a very informal discussion with the group about how your attitude to life can affect the choices you make about your life and how then



they impact with health and independence. The group found Nina very passionate and informative about many personal issues that were raised.

24 May 2016 – 24 gentlemen attended the trip to Kootingal for the day. Morning tea was enjoyed in the Park near the main street of Kootingal before visiting the private museum that is owned by Ricky Glass. Ricky has been an avid collector of all Shell, Ampol and motorized memorabilia and has turned his obsession into a collection of highly valuable and sentimental memories to share with other people, such as our Group. The Group had a fabulous morning reminiscing about the collection and Ricky included a very informative tour through his museum. Lunch was held at the Kootingal Hotel where the group soaked up the sunshine in the beer garden at the rear of the premises.

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

10 May 2016 – 7 clients went down the hill to Tamworth for the day to look at some of the craft shops in the bigger center and to get some ideas on what they would like to start working on.

24 May 2016 – 7 clients enjoyed the morning in the Community Day Centre Rooms. The clients began working on a project, some learning new stitches while others got the top of a wall hanging finished ready for the next step. Each client brought along their own lunch with lots of chatting and laughing had by all.

Transport - May

Medical drives – 14 clients utilized the service with 30 trips.

Access bus – 13 clients used the service making 66 trips.

Bus to Tamworth – 7 clients on 27 May 2016.

Bus to Armidale numbers were as follows:

- ◆ 3 May 2016 – 7 clients – Walcha Service
- ◆ 10 May 2016 – 1 clients – Uralla Service using TCT Bus and Driver
- ◆ 17 May 2016 – 10 clients – Walcha service
- ◆ 24 May 2016 – 6 clients – Uralla Service using TCT Bus and Driver
- ◆ 31 May 2016 – 8 clients – Walcha Service

Meals on Wheels

8 clients received 172 meals in May 2016.

Rural and Remote Exercise Groups

7 clients attended at Niangala during May 2016.

8 clients attended at Nowendoc during May 2016.

Strength and Balance Exercise Group

The 10 week exercise program has now been completed with those attending feeling it was successful in assisting them to strengthen their muscles and balance.



Feedback and Complaints

Nil

Meetings and Training

11 – 12 May 2016 – Transport Forum held at Barraba Playhouse.

12 May 2016 – Dementia Support Group Meeting held at the Community Day Care Rooms.

25 – 27 May 2016 – Second Annual Northern NSW Community Care Conference held at Opal Cove Resort in Coffs Harbour. The Conference combined researchers, service providers and other community care professionals in a regional forum, enabling the exchange of the latest advances within the community care sector. The community care sector is undergoing change at the rate of knots and the conference was an opportunity to stay current and up to date with where the sector is up to in the transformation process. Wednesday and Thursday were very informative with key speakers talking about topics involving both the Aging and Disability Sectors, with a combination of speakers and breakout sessions.

The Gala Dinner was held on Wednesday night, with a very nice 2 course dinner followed by some entertainment and dancing. Friday was a full day workshop titled Reablement and Wellness Approaches: Working Effectively with Consumers with Glenn with Glen Sorensen as the facilitator.

Wellness is about encouraging people to be as independent and involved as they can or want to be in their everyday lives. Its starting point is a focus on what the person can do or wants to be able to do. This strength based focus recognises that all people have abilities and hopes and dreams that they can build on. Reablement refers to a specific type of intervention that is targeted towards meeting a specific client goal within a defined period. The main focus with reablement is to get the person back to doing what they want to be able to do like rebuilding physical strength or developing ways to deal effectively with functional loss.

Traditionally, community care practice was focused on outputs. Services reported on what types and how much service individual consumers received. With the wellness approach, the emphasis has shifted to outcomes or what the intervention makes to a consumer's life and their ability to live independently.

Cathy Noon
Community Care Coordinator



APPENDIX B

**WCCC
 2015/2016
 Statement of Income Expenditure
 31st May 2016**

Income	Budget \$	Actual \$	
DOHA Grant	195780.00	194852.72	100%
DOHA Grant - Transition Funding (Non-Recurrent)	15000.00	15000.00	
ADHC Grant - HACC	18000.00	17960.96	100%
ADHC Grant - Outreach Program	3500.00	3637.04	104%
Transport Grant	30734.00	25776.00	84%
Client Contributions - HACC	14000.00	26501.85	189%
Client Contributions - MOW	21000.00	9856.90	47%
Client Contributions - Outreach	0.00	0.00	#DIV/0!
Client Contributions - TCT Uralla	21000.00	20000.00	95%
2014/2015 Grant CFWD	0.00	0.00	#DIV/0!
	319014.00	313585.47	

Expenditure	MDS % of ADHC Grant	MDS \$ of ADHC Grant	Budget \$	Actual \$	Balance Remaining to 30/06/15 \$	
Social Support - Travel CTP Funded			7734.00	1043.66	6690.34	13%
Senior Citizens			0.00	771.77	-771.77	#DIV/0!
HACC Operating Costs			69879.90	92158.88	-22278.98	132%
Volunteer Drivers			20000.00	14820.78	5179.22	74%
Bus Hire (Council)	21.15%	41407.47	41725.00	41076.26	648.74	98%
Bus Hire (Contract)			10542.10	2000.00	8542.10	19%
Social Support - Individual	15.40%	30150.12	34230.00	46935.06	-12705.06	137%
Social Support - Group	42.30%	82814.94	74203.00	60937.28	13265.72	82%
Office Rental			2200.00	1720.00	480.00	78%
Transitional Funding (Non-Recurrent)			15000.00	6339.43	8660.57	42%
Volunteer Grant Costs			0.00	0.00	0.00	#DIV/0!
MOW Operating Costs			35500.00	21346.85	14153.15	60%
Outreach Operating Costs			8000.00	7000.00	1000.00	88%
Overheads Allocated			0.00	0.00	0.00	#DIV/0!
			311280.00	296149.97		

Result	16028.94	7734.00	17435.50
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MOW
2015/2016
Statement of Income Expenditure
31st May 2016

Income		Budget	Actual	
		\$	\$	
DOHA Grant (MOW %)		14500.00	14500.00	100%
Client Contributions		21000.00	9856.90	47%
MOW Community Trust Funding (Containers)		10238.70	489.30	5%
2014/2015 Grant CFWD		0.00	0.00	#DIV/0!
		45738.70	24846.20	

Expenditure	MDS % of ADHC Grant	MDS \$ of ADHC Grant	Budget	Actual	Balance Remaining to 30/06/15	
			\$	\$	\$	
Operations & Maintenance	21.15%	22503.06	35500.00	21346.85	14153.15	60%
Overheads Allocated			0.00	0.00		#DIV/0!
			35500.00	21346.85		

Result			10238.70	3499.35		
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NOTE:

OUTREACH
2015/2016
Statement of Income Expenditure
31st May 2016

Income	Budget	Actual	
	\$	\$	
ADHC Grant	3500.00	3637.04	104%
DOHA Grant (Outreach Program)	4500.00	4500.00	100%
Client Contributions	0.00	0.00	#DIV/0!
2014/2015 CFWD	0.00	0.00	#DIV/0!
	8000.00	8137.04	

Expenditure	Budget	Actual	Balance Remaining to 30/06/15	
	\$	\$	\$	
Exercise Classes	7400.00	7000.00	400.00	95%
Equipment Maintenance	300.00	0.00	300.00	
Trailer Maintenance & Overheads Allocated	300.00	0.00	300.00	0%
	8000.00	7000.00	1000.00	

Result	0.00	1137.04		
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NOTE: Exercise Classes paid to May 2016



Walcha Council Mountain Festival Committee



Held on

Wednesday, 7 September 2016

9:00am

at

Walcha Council Chambers
2W Hamilton Street, Walcha

Members:

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

Quorum – 7 Members to be Present

MINUTES

PRESENT:

Adam Iuston, Cameron Greig, Chris Feltham, Ron Denham, Ian Mackay, Lisa Kirton and Susie Crawford

1. Apologies

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

2. Minutes of previous meeting – 24 August (Appendix A)

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

3. Business Arising

3.1 Road Ride

- 3.1.1 Update - GREIG trying to circulate ride information to Pedal the Peel contacts.
- 3.1.2 Sponsorship - CRAWFORD to organise Council to invoice PKF for the sponsorship. PKF have two signs for the finish line. GREIG to email draft letter of thanks for PKF Sponsorship to CRAWFORD.
- 3.1.3 Trophy & Race Recording – GREIG to look into. Susie & Andy Harrison do trophy etching. FELTHAM suggested race numbers could just be printed stickers that go on bike seat pole.
- 3.1.4 Volunteers – GREIG has three people to man the course and still needs an extra two people.

3.2 Billy Carts (*Deferred to next meeting*)

- 3.2.1 Barriers - The hay bales from last year are falling apart.
- 3.2.2 Sponsorship – FERRIER to follow up with George Woodward, Royal Café & Foodworks.
- 3.2.3 Billy Cart in Regional Bank window – FERRIER to follow up.

3.3 Sunday Festival

- 3.3.1 Stallholders – Walcha Radio would like to be located in carpark at entrance to Festival. All agreed this is satisfactory. KIRTON to advise.
- 3.3.2 Entertainment/Activities – Rotary have confirmed provision of jumping castle and car parking. Quota are happy to sell raffle tickets but not take tour bookings. CRAWFORD/KIRTON to ask Visitor Information Centre volunteers if they are able to assist with Langford bookings.
- 3.3.3 Sponsors/Raffle prizes – KIRTON to contact WRHS to ask about accommodation raffle prize in Port Macquarie. No luck this year with our previous supporters.
- 3.3.4 Food – P&C Stall, Committee Stall & Mexican with a twist in Langford are confirmed. KIRTON still concerned there are not enough food options. Unable to find someone to do sushi. Committee feel it will be enough.

- 3.3.5 Vintage cars & Motorbikes – Two vintage car clubs confirmed. Toni Heagney has invited motorbikes, yet to confirm numbers. IUSTON suggested they park on the tear drop driveway. Need someone to direct vintage cars. KIRTON/CRAWFORD to organise.

3.4 Mountain Bike Challenge

- 3.4.1 Registrations – MTB Challenge registrations site is live and open but people won't register until the last minute. Community Club Challenge has two teams keen to enter already. Cannot register through MTB Aust online – will do manually through Info Centre. \$30 per person to enter. KIRTON/CRAWFORD will need to print up a handout etc, stating the process that needs to be followed to register. Still need to get free MTB Aust trial to be covered by insurance. CRAWFORD to look at Council's insurance for Community Club Challenge.
- 3.4.2 Promotion – WRHS doing their own poster. Festival poster & flyers have been circulated. Prize money on poster/flyer incorrect - \$300 this year not \$500 (\$100 for King, \$100 for Queen, \$100 lucky time). \$500 is for Community Club Challenge.
- 3.4.3 WRHS Registrations at Bowling Club – Dion will do entertainment and pasta. KIRTON/CRAWFORD to confirm details and put on website. Also advise WRHS of details so they can put on their website.
- 3.4.4 Insurance – MTB Australia's insurance means no horses can be on bike track. MACKEY confirmed horses will not be on track when bikes are.
- 3.4.5 T-Shirts – WRHS are doing t-shirts for all MTB riders. CRAWFORD has been sent a proof.

3.5 Langford

- 3.5.1 Tours – CRAWFORD/KIRTON to arrange extra signage for tours and organise VIC staff to take tour bookings & money.
- 3.5.2 Food in Conservatory – IUSTON confirmed menu and provided CRAWFORD with a copy. Mexican with a twist.

3.6 Quilt Exhibition

Deferred to next meeting.

3.7 Trail Ride

- 3.7.1 Advertising - KIRTON has organised advertisement for Advocate - 6 weeks and 2 weeks out. KIRTON to organise for trail ride photo to go on website.

3.8 Marketing/Promotion

- 3.8.1 Posters/flyers –finalised & circulating. All committee to assist to get them out if possible.
- 3.8.2 Website – continuously updated.
- 3.8.3 Advertising, editorials, media releases – CRAWFORD/KIRTON have organised.

3.8.4 Facebook Page – KIRTON has started to post on Festival Facebook page. Approx. 100 likes so far. Any information or photos you would like posted let KIRTON/CRAWFORD know.

4. General Business

4.1.1 Assistance

Ron Denham will require a helper for both Saturday and Sunday.

5. Next Meeting

Wednesday 21 September 2016
9.00am
Council Chambers

MEETING CLOSE: . 10.45am



Item 11:

Delegate Reports

Submitted to Council: 28 September 2016

..... General Manager Mayor



MEETING

Held at

Liverpool Plains Shire Council

Thursday 1 September 2016 commencing at 9.30am

MINUTES

PRESENT:

Tamworth Regional Council

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

Narrabri Shire Council

Cr Conrad Bolton, JO Deputy Chairperson/Mayor and Stewart Todd, General Manager via Video Link

Gunnedah Shire Council

Cr Owen Hasler, Mayor and Eric Groth, General Manager

Gwydir Shire Council

Max Eastcott, General Manager

Liverpool Plains Shire Council

Cr Andrew Hope, Mayor

Moree Plains Shire Council

Cr Don Tramby and Lester Rodgers, General Manager via Video Link

Uralla Shire Council

Cr Michael Pearce, Mayor and Andrew Hopkins via Video Link

Walcha Council

Jack O'Hara, General Manager

Regional Development Australian Northern Inland

Nathan Axelsson, Executive Officer

1 REGIONAL GOVERNANCE

1.1 WELCOME

Cr Andrew Hope, Mayor, Liverpool Plains Shire Council welcomed Namoi Councils Joint Organisation Board members to Quirindi and the Liverpool Plains Shire, and acknowledged the valuable contribution to the Joint Organisation Board of Cr Janelle Archdale, Walcha and Cr Conrad Bolton, Narrabri who were not seeking re-election to their respective Councils.

1.2 APOLOGIES

Apologies were announced as having been received from Cr John Coulton, Mayor, Gwydir Shire Council and Cr Janelle Archdale, Mayor, Walcha Council, Cr Katrina Humphries, Mayor, Moree Plains Shire Council, Ron Van Katwyk, General Manager, Liverpool Plains Shire Council, Alison McGaffin, New England North West Department of Premier & Cabinet Regional Coordinator and Russell Stewart, Chairperson, Regional Development Australia Northern Inland.

1.3 DECLARATIONS OF INTEREST

Nil

1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

81/16 RESOLVED

MOTION

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

That the Minutes of the Meeting of Namoi Councils held on 4 August 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 39

82/16 RESOLVED

MOTION

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

That Outstanding Action List 39 be noted and the Executive Officer be requested to take the necessary action for preparation of a Discussion Paper on a Funding Model for rural and regional roads under the control and management of Councils.

1.6 FINANCE REPORT

83/16 RESOLVED

MOTION

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

That the Namoi Councils' Financial Report as at 31 July 2016 be received and noted.

2 REGIONAL ADVOCACY & LEADERSHIP

2.1 REGIONAL MEDIA ISSUES

84/16 RESOLVED

MOTION

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

That the Joint Organisation Chairperson be authorised to issue Media Releases in respect of matters and issues discussed at the Board Meeting including the completion of the Namoi Region Investment Prospectus.

2.2 MEDIA RELEASES ISSUED

85/16 RESOLVED

MOTION

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

That the Media Release issued in respect of Crs Archdale and Bolton not seeking re-election to their respective Councils and that the September 2016 Board Meeting will be their final meeting as Joint Organisation Board Members be noted.

2.3 OUTWARD CORRESPONDENCE

86/16 RESOLVED

MOTION

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

That the Outward Correspondence Items 2.3.1 to 2.3.6 be noted.

2.4 INWARD CORRESPONDENCE

ITEM 2.4.1 ARMIDALE REGIONAL COUNCIL

87/16 RESOLVED

MOTION

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

- (i) That the Minister for Local Government, the Hon Paul Toole MP, be advised:
 - (a) Namoi Joint Organisation's view is that two Joint Organisations should be established in the New England and North West Regions;
 - (b) member Councils support Uralla Shire Council remaining as a full member of the Namoi Joint Organisation;
 - (c) the Namoi Joint Organisation support and will activate collaboration and engagement with a New England Joint Organisation when established; and
- (ii) That the application by Armidale Regional Council for membership of the Namoi Councils Joint Organisation be declined.

INWARD CORRESPONDENCE ITEMS 2.4.2 AND 2.4.3

88/16 RESOLVED

MOTION

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

That Inward Correspondence Item 2.4.2 and 2.4.3 from the State Member for Tamworth and the Federal Member for New England respectively be received and noted.

2.5 PRESENTATIONS

2.5.1 PRESENTATION TO RETIRING BOARD MEMBERS

The Joint Organisation Chairperson, Cr Col Murray, made a presentation of a Certificate of Appreciation to Cr Janelle Archdale, Mayor, Walcha Council and Cr Conrad Bolton, Mayor, Narrabri Shire Council who will not be seeking re-election to their respective Councils.

Cr Archdale was not able to attend the Board Meeting and the Certificate was accepted on her behalf by the Walcha Council General Manager, Jack O'Hara.

2.6 ISSUES SUBMITTED BY MEMBER COUNCILS

NIL

3 INTERGOVERNMENTAL COLLABORATION

3.1 NSW DEPARTMENT OF PREMIER & CABINET REGIONAL COORDINATOR

The NSW Department of Premier & Cabinet Regional Coordinator was an apology for the Meeting.

3.2 REGIONAL DEVELOPMENT AUSTRALIA NORTHERN INLAND

The Regional Development Australia Northern Inland Executive Officer, Nathan Axelsson, addressed the Board in relation to the Namoi Regional Investment Final Draft and sought comments from JO member Councils by 7 September 2016.

89/16 **RESOLVED**

MOTION

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

- (i) That the Namoi Regional Investment Prospectus as tabled by Regional Development Australia Northern Inland (RDANI) in conjunction with Project Sponsor, Liverpool Plains Shire Council, be adopted subject to any minor amendments submitted by members, with those changes to be notified no later than Wednesday 7 September 2016;
- (ii) That the Namoi Regional Investment Prospectus be reviewed not later than September 2020;
- (iii) That appreciation be extended to RADNI for the development of an outstanding Prospectus in terms of content, structure and presentation;
- (iv) That in the event a grant application submitted for funding towards the translation of the Namoi Regional Investment Prospectus into Mandarin is unsuccessful, Namoi Councils JO fund the translation of the Prospectus; and
- (v) That Tamworth Regional Council be requested to develop a *Namoi Regional Investment Prospectus Media and Communications Strategy* including social media exposure, format for presentation of the Prospectus to the NSW Premier and the Federal Minister for Regional Development and the appropriate national and international markets for promotion and release of the Prospectus.

4 REGIONAL STRATEGIC PLANNING AND PRIORITISATION

4.1 INLAND RAIL PROJECT – STANDING AGENDA ITEM

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

4.2 JOINT ORGANISATION LEADERSHIP TEAM (JOLT) MEETING REPORT AND RECOMMENDATIONS – 16 AUGUST 2016

MOTION

Moved Cr Hasler, Gunnedah and seconded Cr Bolton, Narrabri

90/16 RESOLVED

That the Report and Actions of the Joint Organisation Leadership Team Meeting held on 16 August 2016 be received and adopted, save and except Items 6, 7 and 9, and that such items be dealt with separately.

JOLT Item 6 – Executive Officer Total Remuneration Package

The Board discussed the level of Remuneration payable to the Executive Officer and noted professional advice received from Blackadder Associates that the current market Total Remuneration Package (TRP) for the position of Joint Organisation Executive Officer is considered to be within the range of up to \$200,000 per annum.

It was also noted that if a motor vehicle was provided for official business use, the cost of provision of a motor vehicle would be borne by the Joint Organisation and be in addition to the TRP.

MOTION

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

91/16 RESOLVED

That the Total Remuneration Package for the position of Namoi Councils Joint Organisation Executive Officer be determined at negotiable up to \$200,000 per annum.

JOLT Item 6 – Executive Officer Recruitment

The Board discussed recruitment of the Joint Organisation Executive Officer using the services of recruitment consultant Blackadder Associates and considered the options for immediate commencement of the recruitment process or delaying commencement of the recruitment process until after the passing of Joint Organisation enabling legislation by the NSW Parliament, having regard advice from NSW Office of Local Government that the *NSW Joint Organisation Bill* will be introduced during the Spring 2016 Session of Parliament.

MOTION

Moved Cr Bolton, Narrabri and seconded Cr Hasler, Gunnedah

92/16 RESOLVED

That recruitment of the Namoi Councils Joint Organisation Executive Officer be deferred until after the passing of enabling legislation for the creation of Joint Organisations as a legal entity under the NSW Local Government Act 1993 to

discharge the core functions of regional strategic planning and prioritisation; intergovernmental collaboration and engagement; and regional leadership and advocacy.

JOLT Item 6 – Executive Officer Reporting Lines and Interview Panel

The Board discussed the composition of the Interview Panel for the appointment of the Executive Officer using the services of recruitment consultant Blackadder Associates and accountability and reporting of Executive Officer to the Joint Organisation Board and the Joint Organisation Leadership Team (JOLT).

MOTION

Moved Cr Hasler, Gunnedah and seconded Cr Bolton, Narrabri

93/16

RESOLVED

- (i) That Blackadder Associates be appointed to undertake the recruitment process for an Executive Officer at a fixed consultant fee of \$13,200 (GST included) and that Hogan assessments be undertaken for the applicants shortlisted for interview;
- (ii) That it be noted additional costs for recruitment of an Executive Officer comprising consultants travel and accommodation, corporate and personal background checks on applicants, personality assessments, position vacant advertising and applicant interview travel expenses is estimated to be between \$10,000 and \$15,000;
- (iii) That the Interview Panel for interview of applicants for the position of Executive Officer consist of the Namoi Councils Joint Organisation Chairperson, Deputy Chairperson, one other Board Member, the JOLT Chairperson and Deputy Chairperson; and
- (iv) That the Executive Officer position and role as a “*leader among leaders*” have direct accountability to the Joint Organisation Board for performance of the objectives, outcomes and actions of the Namoi JO Regional Strategic Plan; and direct accountability to JOLT for the performance and delivery of operational actions and shared service functions.

JOLT Item 7 – JO Membership Fees 2016/2017

The Board discussed the merit of holding the Joint Organisation Annual General Meeting in October rather than December each year which would be more appropriate timing for an AGM following the completion of 2016 Local Government Elections and the election of mayor at member Councils.

MOTION

Moved Cr Hasler, Gunnedah and seconded Cr Bolton, Narrabri

94/16

RESOLVED

- (i) That the Joint Organisation Membership fees for the 2016/17 Financial Year be set at \$30,000 per member Council;
- (ii) That a detailed budget be developed by the JOLT following the appointment of the Executive Officer;

- (iii) That the generous in-kind contributions made by member Councils to the management and operation of the Namoi Joint Organisation be acknowledged which has enabled annual membership fee increases to be kept to a minimum;
- (iv) That following the passing of legislation to create Joint Organisations, JOLT be requested to develop a draft policy for consideration by the Board in respect of in-kind contributions by member Councils to the management and operation of the Namoi Joint Organisation; and
- (v) That the Namoi Councils Joint Organisation Annual General Meeting be held in October of each year commencing October 2016.

JOLT Item 9 – Emergency Services Property Levy

The JOLT Chairperson, Lester Rodgers, advised the Board that NSW Treasury will be holding a Webinar on the introduction of the “*Emergency Services Property Levy*” to provide Councils with information on the operational details and guidelines for the Levy.

MOTION

Moved Cr Hasler, Gunnedah and seconded Cr Bolton, Narrabri

95/16 RESOLVED

That it be noted a report will be submitted on the Emergency Services Property Levy following the date of the NSW Treasury Information Webinar.

4.3 EXECUTIVE OFFICERS REPORT

4.3.1 NSW REGIONAL JOINT ORGANISATIONS DIRECTIONS PAPER

MOTION

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

96/16 RESOLVED

That it be noted the NSW Regional Joint Organisation Directions Paper in relation to JO Boundaries has not yet been released.

4.3.2 JOINT ORGANISATION EXECUTIVE OFFICER RECRUITMENT

The Board noted that recruitment of the JO Executive Officer had been dealt with earlier in the Business Paper (See Minutes No **92/16 & 93/16**).

4.3.3 NAMOI INVESTMENT PROSPECTUS

The Board noted that finalisation of the Namoi Investment Prospectus had been dealt with earlier in the Business Paper (See Minute No **89/16**).

5 NAMOI COUNCILS SHARED SERVICES

NIL REPORTS

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

Date: Thursday 6 October 2016 commencing at 9.30am

Venue: Gunnedah Shire Council

Closure: There being no further business, the Namoi Councils Joint Organisation Board Meeting concluded at 12.12pm

Cr Col Murray, Namoi Councils, Chairperson

1 September 2016

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Minutes