

**MINUTES OF THE ORDINARY MEETING OF THE WALCHA COUNCIL
HELD IN THE COUNCIL CHAMBERS, HAMILTON STREET, WALCHA ON
WEDNESDAY, 23 JULY 2008 COMMENCING AT 2.42PM**

PRESENT: Councillor WJ Heazlett (Chairman) Mayor, together with Councillors JM Archdale, PR Blomfield, DJ Cross, L Levingston, RS Thomson and MJ Woods.

IN ATTENDANCE: Mr JG O'Hara (General Manager), Mr GA Moran (Director – Environmental Services) and Mr SC McCoy (Director – Engineering Services).

APOLOGIES:

1 **RESOLVED** on the Motion of Councillors Levingston and Archdale that the apology received from Councillor Ferrier due to being on leave be **ACCEPTED**.

**CONFIRMATION OF THE ORDINARY MEETING MINUTES OF THE
WALCHA COUNCIL HELD ON WEDNESDAY, 25 JUNE 2008:**

2 **RESOLVED** on the Motion of Councillors Levingston and Cross that the Minutes of the Ordinary Meeting of the Walcha Council held on Wednesday, 25 June 2008, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record

DECLARATIONS OF INTEREST

Councillor Levingston declared a non-pecuniary interest in item 3 – Timber Expo Request for Sponsorship – being an executive member of the Committee.

SENIOR OFFICERS' REPORTS

3 **RESOLVED** on the Motion of Councillors Cross and Levingston that the Senior Officers' Reports be received for further consideration.

1. CODE OF CONDUCT

WINT/08/1403

4 **RESOLVED** on the Motion of Councillors Blomfield and Thomson that Council adopted the amended Department of Local Government's Model Code of Conduct as attached.

5 **RESOLVED** on the Motion of Councillors Woods and Archdale that the General Manager prepare a report on the possibilities for selecting members of a Conduct Review Committee required by the Model Code of Conduct.

2. CONTRACTS FOR ROAD MAINTENANCE ON STATE ROADS

WINT/08/1482

The Report was **NOTED** by Council.

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3. TIMBER EXPO SPONSORSHIP REQUEST WINT/08/1481

Councillor Levingston left the Meeting and took no part in discussions or debate.

6 **RESOLVED** on the Motion of Councillors Cross and Thomson that Council provide sponsorship of \$1,000 for the 2009 Walcha Timber Expo.

Councillor Levingston returned to the Meeting.

AFTERNOON TEA

Council adjourned for afternoon tea at 3.04pm and resumed at 3.41pm. During Afternoon tea certificates were presented to the winners of Walcha Garden Competition.

4. PLANNING REFORM WINT/08/1484

The Report was **NOTED** by Council.

5. POTHOLE PATCHING WINT/08/1483

The Report was **NOTED** by Council.

6. 2008/2009 FINANCIAL ASSISTANCE GRANTS WINT/08/1437

The Report was **NOTED** by Council.

7. JOHN OXLEY SPORTSGROUND STORAGE AREA WINT/08/1482

The Report was **NOTED** by Council.

8. FOOD ACT 2003 APPOINTMENT OF AUTHORISED OFFICERS WINT/08/1485

7 **RESOLVED** on the Motion of Councillors Woods and Archdale that in accordance with the provisions of Section 114 of the Food Act 2003 Council appoint Gerard Anthony Moran to be an authorised officer to exercise and perform the powers, authorities, duties and functions conferred or imposed by the Act and amendments and Regulations thereunder.

9. RURAL FIRES SERVICE ZONE AGREEMENT AND RURAL FIRE DISTRICT SERVICE AGREEMENT RENEWAL WINT/08/1425

8 **RESOLVED** on the Motion of Councillors Cross and Levingston that Council continue to support the Zoning of the Walcha, Uralla, Guyra and Armidale Dumaresq Rural Fire Districts **FURTHER THAT** Council approve the affixing of the Common Seal to the New England Zone Rural Fire Service Zoning Agreement and the Rural

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Fire District Service Agreement New England Zone and **STILL FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.

LATE REPORTS

1. NEW ENGLAND DRAFT DEVELOPMENT STRATEGY

WINT/08/1491

9 **RESOLVED** on the Motion of Councillors Archdale and Woods that Council note the changes to the New England Draft Development Strategy and confirm approval to place the document on public exhibition for a period of six weeks.

**2. TOURISM OFFICER REPORT - SUPPORT THE SLIM DUSTY WAY
FEASIBILITY STUDY**

WO/08/692

10 **RESOLVED** on the Motion of Councillors Archdale and Thomson that Council delay consideration of this matter until after the Slim Dusty Way Project Management Committee attends to its incorporation but indicate to the group that Council is not happy with the proposed 25% split between the four local government areas.

3. PROPOSED BUS SERVICE TO ARMIDALE ON THURSDAYS

The Director – Environmental Services advised the Meeting that the Tablelands Community Transport had approached Council with the possibility of utilising Council's bus to provide a service to Armidale on Thursdays.

11 **RESOLVED** on the Motion of Councillors Blomfield and Thomson that Council decline the offer.

WALCHA MANAGEMENT REVIEW REPORTS

WINT/08/1430

12 **RESOLVED** on the Motion of Councillors Woods and Thomson that items included in the Management Review Report, numbered 1 to 8 inclusive, be **NOTED** by Council.

Committee Reports:

- a) Minutes of the Walcha Preschool Advisory Committee Meeting held on Tuesday, 24 June 2008. **WINT/08/1438**

13 **RESOLVED** on the Motion of Councillors Archdale and Thomson that Council authorise the Walcha Preschool Advisory Committee to:

- ❖ Advertise and hold a public forum to inform and consult the Walcha Community.

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- ❖ Distribute a feedback form at the forum to identify needs within the community.
- ❖ If a need is demonstrated on the feedback form then further investigate converting the Walcha Preschool to a Long Day Care Service, including compiling detailed budgets and costing, gathering information on possible enrolment numbers and preparing for conversion and licensing in 2009.

b) Minutes of the Walcha HACC Advisory Committee Meeting held at the Walcha Council Chambers on Monday, 21 July 2008. WINT/08/1492

14 **RESOLVED** on the Motion of Councillors Archdale and Blomfield that Council enter into the Memorandum of Understanding with Uralla Shire Council to deliver bus services in accordance with the attached MOU.

Delegate Reports:

- a) Minutes of the NamoiROC General Meeting held at Gunnedah on Thursday, 19 June 2008. WI/08/4071

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5.50PM.

**MEMORANDUM OF UNDERSTANDING between
TABLELANDS COMMUNITY TRANSPORT AND WALCHA COUNCIL**

SERVICE (Bus Hire) AGREEMENT

TABLELANDS COMMUNITY TRANSPORT

The Tablelands Community Transport agrees to broker an all encompassing **bus and driver hire service from Walcha HACC at a price of \$325.00** for each individual fortnightly bus service provided by Walcha HACC Service for the period **August 12th 2008 to June 23rd 2009**. Walcha maintains the passenger fares. Copy of run sheets faxed to TCT for data collection after the run with all details recorded.

The bus hire price is for the provision of a 12 seater wheelchair accessible vehicle with an accredited driver for a door to door bus service from Walcha to Uralla then onto Armidale.

Signed **T. P. O'Connor, General Manager**
(A duly appointed delegate of Uralla Shire Council)

Date

Signed **Margaret Anderson, (M.B.A) Manager.**
(A duly appointed delegate of Tablelands Community Transport)

Date

WALCHA COUNCIL

We, as duly authorised delegates of Walcha Council, agree to accept this service agreement for the purpose of providing the services and/or conduct the activities at the level and standards as specified.

1. An accredited driver will be used;
2. A registered, insured vehicle will be used that is subject to a weekly maintenance program
3. That where volunteers maybe used they will be registered and managed by the Walcha HACC Coordinator as volunteers of the Walcha HACC service; or that where a paid driver is used that person is an employee of Walcha Council
4. That all bookings will be made only to the Walcha HACC office on 6777 2790
5. That the run sheet will be, on the return leg, delivered to the Uralla Shire Council office.
6. The funded project/service is provided in accordance with the attached Conditions of Service Agreement, as specified in Part 4 of this document.
7. That Walcha HACC maintain the passenger fares

Signed..... **Jack O'Hara, General Manager**
(A duly appointed delegate of Walcha Council)

Date

Signed..... **Gerry Moran, Director Environmental Services**
(A duly appointed delegate of Walcha HACC Service)

Date

MEMORANDUM OF UNDERSTANDING between TABLELANDS COMMUNITY TRANSPORT AND WALCHA COUNCIL

OPERATIONAL GUIDELINES

SERVICE DETAILS

Tablelands Community Transport has agreed to enter this M.O.U. to enable Walcha Council (Walcha HACC Service) to provide the service described below at the level of service described.

NAME AND LOCATION(S) OF PROJECT/SERVICE:

Walcha Council	Walcha HACC Service
2W Hamilton Street	11S Middle Street
WALCHA NSW 2354	WALCHA NSW 2354

SERVICE DESCRIPTION:

To coordinate the delivery of a fortnightly Walcha to Uralla to Armidale door to door bus service for the safe and reliable transportation for transport disadvantaged consumers in the Uralla and Walcha Local Government Areas. The service will commence on Tuesday 12th August 2008 and end on Tuesday 23rd June 2009.

OBJECTIVES:

- ❖ To assist in alleviating transport disadvantage, increase community access to regional, educational, employment and health services at Armidale due to the lack of other public transport options linking Walcha to Armidale.
- ❖ To enhance the interface between community transports (TCT) and Walcha HACC Service in accordance with National HACC Standards and the regulatory transport framework.

ACTIVITIES PROPOSED: A fortnightly door to door bus service from Walcha to Uralla to Armidale return.

- August 12th and 26th 2008
- September 9th and 23rd 2008
- October 14th and 28th 2008
- November 11th and 25th 2008
- December 9th and 23rd 2008
- January 13th and 27th ** (Australia Day weekend) 2009
- February 10th and 24th 2009
- March 10th and 24th 2009
- April 14th ** (Easter weekend) and 24th 2009
- May 8th and 22nd 2009
- June 9th ** (Queen's Birthday weekend) and 23rd 2009

*** optional service delivery, given these services would fall following a long weekend and previous history demonstrates poor patronage.*

EVALUATION:

Information will be collected that will allow Tablelands Community Transport to assess whether the service being provided is consistent with those documented in this Memorandum of Understanding. The assessment will be carried out in relation to the following areas:

1. The achievement of the overall aims and objectives of the service
2. Compliance with specific regulatory and service standards

MEMORANDUM OF UNDERSTANDING between TABLELANDS COMMUNITY TRANSPORT AND WALCHA COUNCIL

3. Flexibility in vehicle usage and customer patronage levels
4. Customer Survey
5. Level of patronage

(A) GENERAL CONDITIONS

1. Access

- 1.1 Services and programs must be made accessible, to all community members without regard to Race, Disability, Sex, Religion, and Philosophy or Cultural background. All transport disadvantaged residents within the Walcha and Uralla geographical areas are eligible to access this service.
- 1.2 Where there are less than four people booked on the bus from Walcha, a Walcha project/volunteer car will be used instead of the bus and a car hire fee of \$86.00 only applies. No bus volunteer would be used on these days.
- 1.3 No permanent bookings will exist. Passengers secure seats by booking in on a first come first served basis, regardless of residential address.

2. Status

- 2.1 Walcha Council will have and provide to Tablelands Community Transport copies of all insurances pertaining to the vehicle used, volunteer and public indemnity liability, driver licences, registration, third party insurances, volunteer and driver police checks and copy of the vehicle maintenance schedule. This is essential under Risk Management and Uralla Shire Council contractual requirements.
- 2.3 Walcha Council will need to provide an ABN number. (24 780 320 847)

3. Management and Review

- 3.1 The Walcha HACC Coordinator will receive all bookings; manage the volunteers and the bus driver of the service
- 3.2 Walcha Council will be required to disclose to the manager of Tablelands Community Transport if they come under investigation by another Government Statutory Authority for matters which relate materially to the bus hire agreement.
- 3.3 Walcha Council will process the tax invoice for reimbursement.

4. Accountability

- 4.1 **Passenger fares and bus lists**
Walcha HACC Service will maintain the collection of fares. Run lists are to be completed and dropped to Uralla Shire Council office on each return journey.
- 4.2 **Volunteers**
The Walcha HACC Coordinator will manage the volunteers ensuring that they are registered as Volunteers of Walcha HACC and have had all relevant recruitment screens completed.
- 4.3 **Bookings**
All passengers will book directly with the Walcha HACC office on **67772790**. Passengers will be offered seats on a first come first served basis. There will be no permanent bookings on runs to ensure equity in access.

MEMORANDUM OF UNDERSTANDING between TABLELANDS COMMUNITY TRANSPORT AND WALCHA COUNCIL

(B) SPECIAL CONDITIONS

1. Term

This Agreement will expire on June 30th 2009. This Agreement may be varied by written agreement of Walcha Council and Tablelands Community Transport.

2. Payments of Bus Hire

Bus Hire payments will be made tri-monthly upon receipt of a tax invoice. Cheques will be made payable to Walcha HACC Service or made via direct debit (electronic funds transfer).

3. Tablelands Community Transport's Responsibilities

Under this agreement TCT will:

- 3.1 Reimburse to the organization within 10 working days the monthly invoice amount.
- 3.2 Provide support and representation to the Walcha HACC Coordinator upon request.
- 3.3 Nominate the TCT Manager as the liaison officer for the purpose of communication between the TCT and Walcha HACC Service and Walcha Council.

4. Walcha Council's Responsibilities

Under this Agreement, Walcha Council through Walcha HACC Service will be responsible for the following:

- 4.1 Compliance with the General Conditions of Agreement
The Organisation is to comply with the General and Specific Conditions of the Memorandum of Understanding
- 4.2 Briefings and Correspondence
Walcha Council will prepare tri monthly tax invoices.
- 4.3 Compliance with Policy
 - 4.3.1 Walcha HACC Service agrees that its staff at all times in the performance of this Agreement observe all relevant policies, practices and standards in place.
 - 4.3.2 Walcha HACC Service will comply with the Department's Criminal Record Check policy.
- 4.4 Liaison
 - 4.4.1 Walcha HACC Service Coordinator/Director of Environmental Services and the TCT Manager will act as the liaison officers during the term of this Agreement.
 - 4.4.3 Walcha HACC Coordinator/Director of Environmental Services will have the responsibility for the Project specified in this Agreement, and will have authority to negotiate changes, receive and sign notices and written communications for the Project and to accept any directions to the Project in relation to the performance of this Memorandum of Understanding.
 - 4.4.4 Operational difficulties will be resolved between the TCT Manager and the Walcha HACC Coordinator/Director of Environmental Services. If unresolved then the matter would be handled by the relevant General Managers.

5. Variation

This Agreement may only be varied by written correspondence from both parties.