



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 24 June 2015

at

3:35pm

at

Walcha Council Chambers

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

**IN ATTENDANCE:** Mr JG O'Hara (General Manager), Mr Matthew Fanning (Director – Engineering Services) and Mrs Lacey Latham (Environmental Services Manager).

### **1. APOLOGIES:**

203 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that the apology from Clr Schmutter being late due to work commitments, the apology from Clr Woods due to annual leave and the apology from Clr Thomson due to business commitments be **ACCEPTED**.

MINUTES



---

**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 27 MAY 2015:**

204 **RESOLVED** on the Motion of Councillors Levingston and Ferrier that the Minutes of the Ordinary Meeting held on Wednesday, 27 May 2015, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

**3. BUSINESS ARISING**

Nil.

**4. DECLARATIONS OF INTEREST**

Nil.

**5. MAYORAL MINUTE**

Nil.

**6. SENIOR OFFICERS REPORT**

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

**6.1 Adoption of Operational Plan 2015/2016 AND Rates & Charges for 2015/2016 WO/2015/01143**

206 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that in accordance with the provisions of Section 406 of the Local Government Act, 1993, Council **ADOPT** the Operational Plan 2015/2016 **FURTHER THAT** the Rates & Charges for 2015/2016 for the General, Waste and Sewerage Funds, as detailed in the Report be made by Council **STILL FURTHER THAT** the General Manager be authorised to arrange for the preparation and the service of the 2015/2016 rate notices.

**6.2 Fit for the Future Submission WO/2015/01192**

207 **RESOLVED** on the Motion of Councillors Levingston and Lyon that the matter be deferred until Councillor Schmutter arrives at the Meeting.

**6.3 Risk Management System WO/2015/01130**

208 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council **ADOPT** the Risk Management Policy AND the Risk Management Plan as presented.



**ADMINISTRATION POLICIES**  
**RISK MANAGEMENT POLICY**



**INTRODUCTION**

Walcha Council's Risk Management Policy has been designed to support Council's Corporate Goal "to provide effective, efficient and responsive government for our community." This is achieved by identification, assessment and control of risks and developing effective systems to reduce risk to an acceptable level.

**POLICY**

This Policy will:

- ❖ Provide documented evidence of Walcha Council's commitment to adopting risk management principles as an integral part of operations and decision making;
- ❖ Promote an atmosphere of risk awareness and willingness to manage risk at all levels of the organisation;
- ❖ Provide opportunities for continuously improving performance at all levels of the organisation.

Walcha Council has recognised that the management of risk is an essential element of good management and impacts on every facet of Council activity.

Risk Management has been defined as the culture, processes and structures that are directed towards realizing potential opportunities whilst managing adverse effects.

It is a process of continuous improvement that is to be embedded in all the practices and processes of Council.

Risk Management promotes communication between all stakeholders and improved information flow enhances the decision making process.

Walcha Council has used AS/NZS ISO 3100:2009 Risk Management – Principles and guidelines and HB 436:2004 Risk Management Guidelines as the main source of guidance for the development, implementation, consultation and review of its Risk Management System.

Council's assets furnish the foundation on which the continued ability to provide an improved quality of life for its residents and an environment conducive to future development is based. These assets encompass human, fiscal, property and environmental resources. It is Council's intention to implement this Risk Management System to safeguard and enhance these assets to ensure the achievement of its corporate objectives.

The main objectives of the Risk Management Programme are to:

- ❖ Maintain the highest possible integrity for services provided by Walcha Council;
- ❖ Safeguard and enhance Walcha Council's assets including human, fiscal, property and environment;
- ❖ Create an environment where all Walcha Council employees will assume responsibility for managing operation, strategic and project risks;
- ❖ Achieve and maintain legislative compliance;
- ❖ Ensure resource and operational capabilities are identified and responsibility allocated for managing risk;
- ❖ Ensure Walcha Council can appropriately deal with risk;
- ❖ Demonstrate transparent and responsible risk management processes which align with accepted best practice.

The Risk Management System shall cover, but not be limited to, the following areas of Council activity:

- ❖ Corporate governance
- ❖ Legal compliance
- ❖ Strategic, operational and project risks
- ❖ Assets
- ❖ Human resources
- ❖ Knowledge management
- ❖ Financial risk management

The risks associated with these areas of activity will normally be identified and documented in the Risk Register, analysed and managed by responsible officers in each of the functional area of Council.



Some major projects or activities may require the allocation of specific resources to the risk management process. Budget considerations will necessitate the allocation of funds in order of risk priority.

The Council is responsible for the oversight of the Risk Management System, through the Risk Coordinator, and may obtain advice and guidance from appropriate sources within and outside Council.

The General Manager is responsible for the implementation and effective operation of the Risk Management System, and responding to and reporting on significant risks that may arise from time to time. Departmental Directors are responsible for the effective operation of the Risk Management System within their respective departments and the timely reporting of any significant risks that may arise.

All supervisors in particular, and employees in general, are responsible for avoiding unnecessary risk to themselves, co-workers and the public, Council and private property and Council image, and to report through their supervisors any activities or conditions that may result in unacceptable risks.

The Risk Management System consists of this Risk Management Policy, supported by various other policies that have been endorsed by Walcha Council, and further supported by documented Procedures, Guidance Notes, Work Instructions and Checklists and any other documentation that may be deemed necessary for the effective implementation, training, operation and monitoring of the Risk Management System within Walcha Council.

\*\*\*\*\*

**6.4 Referral to Committee of the Whole – Bad Debts WO/2015/01177**

209 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of “Bad Debts” be referred to be discussed in Committee of the Whole and close the meeting to the public for the reason that it relates to the personal hardship of any resident or ratepayer.

**LATE REPORTS:**

**1. Mid North Weight of Loads Group Renewal of Membership, Agreements & Authorities WO/2015/01233**

210 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that Council:

1. Agree to jointly employ ordinance inspectors with the other councils currently participating in the Mid North Weight of Loads Group for a further term of two years effective from 1 July 2015.
2. Approve the General Manager to sign all relevant documents associated with the Mid North Weight of Loads Group.

**7. NOTICE OF MOTION**

Nil.

**8. MATTERS OF URGENCY**

Nil.



**12. COMMITTEE OF THE WHOLE**

211 **RESOLVED** on the Motion of Councillors Lyon and Levingston that Council resolve into Committee of the Whole and that the press and public be excluded from the entire proceedings of the Meeting of the Committee of the Whole for the reason that it relates to the personal hardship of any resident or ratepayer.

212 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Levingston.

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

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

**12.1 Write Off Bad Debts**

The Committee **RECOMMENDED** on the Motion of Lyon and Ferrier that Council write-off the balance of the accounts listed within this Report.

**ADOPTION OF COMMITTEE OF THE WHOLE**

213 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that the Report and Recommendations of the Meeting of the Walcha Council Committee of the Whole held on Wednesday, 24 June 2015 be **ADOPTED** by Council.

The Chairman publicly declared the recommendations passed by the Committee whilst in Committee of the Whole.

**9. MANAGEMENT REVIEW REPORTS** WO/2015/01075

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

**10. COMMITTEE REPORTS**

**10.1 Minutes of the Walcha Council Tourism Advisory Committee Meeting held on 9 June 2015.** WO/2015/01151

Walcha Tourism Brochure

215 **RESOLVED** on the Motion of Councillors Lyon and Levingston that the Walcha Tourism Brochure be referred to the next Council Meeting.

Market Thunderbolts Way

216 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that this matter be referred to the Traffic Committee.



Clr Schmutter arrived at the Meeting at 4:10pm.

Visitor Information Centre

217 **RESOLVED** on the Motion of Councillors Schmutter and Lyon that Council provide the Committee with details of Council’s budget commitment to Tourism and advise that at this stage it does not have the financial capacity to consider expanding the Visitor Information Centre.

Clr Ferrier tendered his resignation from the Tourism Advisory Committee.

**10.2 Minutes of the Walcha Town & District Beautification & Tidy Towns Committee Meeting held on 10 June 2015 WO/2015/01125**

218 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that there be no summer judging due to the drought and water restrictions.

**10.3 Minutes of the Walcha Council Plant Committee Meeting held on Friday, 12 June 2015. WO/2015/01136**

219 **RESOLVED** on the Motion of Councillors Lyon and Levingston that Council **ADOPT** the following Plant Replacement for 2015/2016 as presented.

Plant Number	Description	Operator	Purchase Price	Sale Price	Net Cost
500302	Grader - Volvo	MW	\$330,000.00	\$50,000.00	\$280,000.00
501301	Loader - Komatsu WA70		\$80,000.00	\$5,000.00	\$75,000.00
504101	Truck Recycling - Isuzu NPR02A	Waste	\$57,000.00	\$17,500.00	\$39,500.00
501102	Roller – Dynapac CA302D	JH	\$140,000.00	\$30,000.00	\$110,000.00
507503	Wagon – Mitsubishi Outlander	General Manager	\$45,000.00	\$30,000.00	\$15,000.00
505103	Utility - Mitsubishi Triton - P&G Tipper	Morris C M	\$32,000.00	\$15,000.00	\$17,000.00
505203	Utility - Mitsubishi Triton - DC	Robertson L	\$32,000.00	\$15,000.00	\$17,000.00
506004	Utility - Mitsubishi Triton - DC	White M	\$32,000.00	\$15,000.00	\$17,000.00
506503	Utility - Mitsubishi Triton - SC	workshop	\$32,000.00	\$15,000.00	\$17,000.00
505004	Utility - Mitsubishi Triton - DC	Truck Gang	\$32,000.00	\$15,000.00	\$17,000.00
502703	Mower – New Holland G6030		\$44,000.00	\$0.00	\$44,000.00
507701	Forklift - Nissan FD45		\$0.00	\$5,000.00	-\$5,000.00
			<b>\$880,000.00</b>	<b>\$227,500.00</b>	<b>\$660,500.00</b>

**11. DELEGATE REPORTS**

**11.1 Minutes of the Namoi Councils Joint Organisation Meeting held on Wednesday, 10 June 2015 held at Gunnedah Shire Council WI/2015/03607**

**11.2 Minutes of the Country Mayors Association of NSW Meeting held on Friday, 12 June 2015 at the Country Embassy, Sydney WI/2015/03628**



---

**6. SENIOR OFFICERS' REPORTS**

**6.2 Fit for the Future Submission**

**WO/2015/01192**

220 **RESOLVED** on the Motion of Councillors Heazlett and Levingston that Council **SUSPEND** the Meeting and Workshop the Fit for the Future Submission.

221 **RESOLVED** on the Motion of Councillors Levingston and Lyon that Council **RESUME** the Meeting.

222 **RESOLVED** on the Motion of Councillors Levingston and Lyon that Council **ENDORSE** the Fit for the Future Rural Council Model Template 3 Submission as presented.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6:20PM.**