



BUSINESS PAPER  
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 25 July 2018

**3:30pm**

at

Walcha Council Chambers

Members:

Mayor – Councillor Eric Noakes  
Deputy Mayor – Councillor Clint Lyon  
Councillor Peter Blomfield  
Councillor Kevin Ferrier  
Councillor William Heazlett  
Councillor Jennifer Kealey  
Councillor Scott Kermode  
Councillor Rachael Wellings

Quorum – 5 Members to be Present

AGENDA

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Submitted to Council: 25 July 2018

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



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 25 July 2018** commencing at **3:30pm**.

Yours sincerely

Jack O'Hara  
GENERAL MANAGER

### INDEX

1.	Apologies	
2.	Confirmation of Previous Minutes	
2.1	Minutes of the Ordinary Meeting held on Wednesday, 27 June 2018 at Walcha Council Chambers.	WO/2018/01056
3.	Business Arising	
4.	Declarations of Interest	
5.	Mayoral Minute	
6.	Senior Officers Reports	
6.1	2017 – 2018 Final Rates Reconciliation	WO/2018/01147
6.2	2018 – 2019 Initial Rates Reconciliation	WO/2018/01147
6.3	Pecuniary Interest Annual Returns for the Period 1 July 2017 to 30 June 2018.	WO/2018/01278
6.4	Committee of the Whole Referral – Tenders for the Construction of Walcha Preschool	WO/2018/01401
7.	Notices of Motion	
7.1	Nil.	
8.	Matters of Urgency (Resolution to admit matters of urgency before being further considered by Council).	
9.	Management Review Report	WO/2018/01274

Submitted to Council: 25 July 2018

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



10. Committee Reports

- 10.1 Minutes of the Walcha Council Youth Advisory Committee Meeting held at Walcha Central School Library on Tuesday, 26 June 2018.  
WO/2018/01293
- 10.2 Minutes of the Walcha Council Preschool Advisory Committee Meeting held on Tuesday, 26 June 2018 at the Walcha Preschool.  
WO/2018/01082

11. Delegates Reports

- 11.1 Confirmed Minutes of the New England Tablelands (Noxious Plants) County Council held in Armidale Office on Tuesday, 17 April 2018.  
WI/2018/07451
- 11.2 Minutes of the Namoi Unlimited Unincorporated Association Final Meeting held at Liverpool Plains Shire Council on Friday, 8 June 2018.  
WI/2018/07449
- 11.3 Minutes of the Namoi Unlimited Joint Organisation Inaugural Board Meeting held at Liverpool Plains Shire Council on Friday, 8 June 2018.  
WI/2018/07449

12. Committee of the Whole

- 12.1 Tenders for the Construction of Walcha Preschool

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.



**Present:**

**Apologies:**

**Confirmation of the Ordinary Meeting Minutes held on Wednesday,  
27 June 2018:**

**Matters arising from the Minutes of the Ordinary Meeting held on Wednesday,  
27 June 2018:**

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Submitted to Council: 25 July 2018

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



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 27 June 2018

at

2:30pm

at

Walcha Council Chambers

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

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

**1. APOLOGIES:**

Nil.

MINUTES



**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 30 MAY 2018:**

159 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that the Minutes of the Ordinary Meeting held on Wednesday, 30 May 2018, 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**

**Committee of the Whole – Item 12.3 – Legge Street Road Reserve Dispute**

Clr Blomfield declared an interest in this item due to Clr Blomfield being the brother-in-law of one of the parties.

**5. MAYORAL MINUTE**

Nil.

**6. SENIOR OFFICERS REPORT**

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

**6.1 Adoption of 2018 – 2019 Operational Plan including the 2018 – 2019: Budget, Fees & Charges AND Rates & Charges WO/2018/00947**

161 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that in accordance with the provisions of the Section 405 and 406 of the Local Government Act, 1993, Council **ADOPT** the 2018 – 2019 Draft Operational Plan which includes the 2018 – 2019 Revenue Policy, Fees & Charges and Budget.

162 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that in accordance with Section 494 of the Local Government Act, 1993, Council make and levy the Rates & Charges for 2018 – 2019 for the General, Water and Sewerage Funds and Waste Management Charges as detailed in the Report **FURTHER THAT** the General Manager be authorised to arrange for the preparation and the service of the 2018 – 2019 rate notices.

**6.2 Committee of the Whole Referral – Hangar at Walcha Aerodrome AND Purchase of Land WO/2018/00979**

163 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that in accordance with the provisions of Section 10 of the Local Government Act 1993 the matter of Hangar at Walcha Aerodrome AND Purchase of Land be referred to be discussed in Committee of the Whole for the reason that they would, if disclosed,



confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**6.3 Committee of the Whole Referral – Legge Street Road Reserve Dispute  
WO/2018/00991**

164 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Legge Street Road Reserve Dispute be referred to be discussed in Committee of the Whole for the reason that it contains personnel matters concerning particular individuals (other than Councillors).

**6.4 Committee of the Whole Referral – Write Off Bad Debts  
WO/2018/01013**

165 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Write Off Bad Debts be referred to be discussed in Committee of the Whole for the reason that it relates to the personal hardship of any resident or ratepayer.

**7. NOTICE OF MOTION**

Nil.

**8. MATTERS OF URGENCY**

Councillor Lyon raised the matter of the Tender for the Design and Construction of the Truck Wash Bay be discussed as a matter of urgency.

166 **RESOLVED** on the Motion of Councillors Lyon and Ferrier, and also ruled by the Chairperson, that Council consider the matter of Tender for the Design and Construction of the Truck Wash Bay as a matter of urgency.

167 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council run a tender process for the construction of the Truck Wash Facility.

**9. MANAGEMENT REVIEW REPORTS** **WO/2018/00980**

168 **RESOLVED** on the Motion of Councillors Kealey and Kermode that items included in the Management Review Report, numbered 9.1 to 9.16 inclusive, be **NOTED** by Council.

**10. COMMITTEE REPORTS**

**10.1 Minutes of the Walcha Council Mountain Festival Committee Meeting held in Council Chambers, Hamilton Street, Walcha on Wednesday, 13 June 2018.** **WO/2018/00950**



**10.2 Minutes of the Walcha Council Tourism Advisory Committee Meeting held in Council Chambers, Hamilton Street, Walcha on Wednesday, 13 June 2018. WO/2018/00975**

3.4 Site Possibilities for LGA Boundary Signage

169 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council form a Working Group to refine the LGA Boundary signage consisting of Walcha Arts Advisory Committee members, Tourism Advisory Committee Members and the Director – Engineering Services **FURTHER THAT** appoint James Rogers, Stephen King, Susie Crawford and Dylan Reeves.

4.3 Apsley Falls Entrance upgrade

170 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council match Roads and Maritime Services funding up to \$30,000 for the Apsley Falls Entrance upgrade **FURTHER THAT** Council determine financial year budget allocation.

Clr Heazlett and Clr Lyon **RECORDED** their vote **AGAINST** this Motion.

**11. DELEGATE REPORTS**

**11.1 Minutes of the Country Mayors Association of New South Wales Meeting held in Parliament House, Sydney on Friday, 1 June 2018. WI/2018/06411**

**11.2 Delegate’s Notes on the Central Northern Regional Library Meeting held at Tamworth Regional Council on Wednesday, 6 June 2018. WO/2018/01059**

**12. COMMITTEE OF THE WHOLE**

171 **RESOLVED** on the Motion of Councillors Kermode and Ferrier 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 reasons that:

1. the matter of the Hanger at Walcha Aerodrome AND the matter of Purchase of Land 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;
2. the matter of Legge Street Road Reserve Dispute matter contains personnel matters concerning particular individuals (other than Councillors).
3. the matter of Write Off Bad Debts relates to the personal hardship of any resident or ratepayer.

172 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Kermode.

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 Purchase of Land adjoining Walcha Preschool WINT/2018/01912**

The Committee **RECOMMENDED** on the Motion of Councillors Kermode and Wellings that Council:

1. approve the purchase of this land for \$35,000.
2. pay all survey, subdivision and transfer costs.
3. approve the affixing of the Common Seal to all relevant documentation **FURTHER THAT** the affixing of the Seal be attested to by the Mayor and the General Manager.

**12.2 Walcha Aero Club Inc – Michael Faulkner Hangar Agreement WINT/2018/01993**

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Kealey that Council **ENDORSE** an Agreement with Walcha Aero Club Inc for the use of the Hangar at Walcha Aerodrome with the following conditions:

- ✚ Council Grant permission for Walcha Aero Club to rent the Hangar and keep the rental funds for their use.
- ✚ Walcha Aero Club Inc must pay Council an Annual Fee of \$50 which is to be paid annually in advance during the term of the Agreement or any extension thereof.
- ✚ The Agreement will be for a period of ten (10) years with an option to renew the Agreement at the expiry of the ten (10) years for a further term of five (5) years.
- ✚ In the event of the Walcha Aero Club becoming inactive the management of the hanger returns to Council.

**FURTHER THAT** Council approve the affixing of the Common Seal to all relevant documentation **STILL FUTHER THAT** the affixing of the Seal be attested to by the Mayor and the General Manager.

Clr Blomfield declared a pecuniary interest and left the Chambers and took no part in the debate.

**12.3 Legge Street Road Reserve Dispute WINT/2018/02031**

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Kealey that the subject land is to contain vegetation and natural rock only, all ornaments, pots, statues (including polished rock), and conifer species are to be removed within 21 days of correspondence being sent, and must be removed by the installing party.

Clr Blomfield returned to the Chambers and was informed of the Recommendation.

**12.4 Write Off Bad Debts WINT/2018/02066**

The Committee **RECOMMENDED** on the Motion of Councillors Heazlett and Kermode that Council write off the balance of the accounts listed within this report.



**ADOPTION OF COMMITTEE OF THE WHOLE**

**12.1 Purchase of Land adjoining Walcha Preschool WINT/2018/01912**

173 **RESOLVED** on the Motion of Councillors Kermode and Lyon that Council:  
1. Approve the purchase of this land for \$35,000.  
2. Pay all survey, subdivision and transfer costs.  
3. Approve the affixing of the Common Seal to all relevant documentation  
**FURTHER THAT** the affixing of the Seal be attested to by the Mayor and the General Manager.

**12.2 Walcha Aero Club Inc – Michael Faulkner Hangar Agreement WINT/2018/01993**

174 **RESOLVED** on the Motion of Councillors Ferrier and Wellings that Council **ENDORSE** an Agreement with Walcha Aero Club Inc for the use of the Hangar at Walcha Aerodrome with the following conditions:  
✚ Council Grant permission for Walcha Aero Club to rent the Hangar and keep the rental funds for their use.  
✚ Walcha Aero Club Inc must pay Council an Annual Fee of \$50 which is to be paid annually in advance during the term of the Agreement or any extension thereof.  
✚ The Agreement will be for a period of ten (10) years with an option to renew the Agreement at the expiry of the ten (10) years for a further term of five (5) years.  
✚ In the event of the Walcha Aero Club becoming inactive the management of the hanger returns to Council.

**12.3 Legge Street Road Reserve Dispute WINT/2018/02031**

Clr Blomfield declared a pecuniary interest and left the Chambers and took no part in the debate.  
175 **RESOLVED** on the Motion of Councillors Lyon and Kealey that the subject land is to contain vegetation and natural rock only, all ornaments, pots, statues (including polished rock), and conifer species are to be removed within 21 days of correspondence being sent, and must be removed by the installing party.

Clr Heazlett **RECORDED** his vote **AGAINST** this Motion.

Clr Blomfield returned to the Chambers and was informed of the Resolution.

**12.4 Write Off Bad Debts WINT/2018/02066**

176 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council write off the balance of the accounts listed within this report.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:40PM.**



Item 6:  
  
Senior Officers'  
  
Reports

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Submitted to Council: 25 July 2018

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



**Item:** 6.1 **Ref:** WO/2018/01147  
**Title:** Entering & Sealing of Rate Book – 2017/2018 Year  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Tabled at Council Meeting – WO/2018/01155

*CSP Ref: 8.1.2 – Maintain a stable and secure financial structure for Council.*

**Report:**

The Final Reconciliation of Rates for the 2017/2018 year has now been completed and a copy is tabled for Council’s information. Approval is now sought for the document to be signed by the Mayor and the General Manager under the Common Seal of Council.

**RECOMMENDATION:**

**That the Common Seal be affixed to the 2017/2018 Rate Book Reconciliation and be attested to by the Mayor and the General Manager.**



**Item:** 6.2 **Ref:** WO/2018/01147  
**Title:** Initial Reconciliation of Valuations to Rates Levied – 2018/2019  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Tabled at Council Meeting – WO/2018/01151

**Report:**

The Initial Reconciliation of valuations to rates levied as at the 1 July 2018 has now been completed and a copy is tabled for Council’s information. Approval is now sought for the Common Seal to be affixed to this document.

**RECOMMENDATION:**

**That the Common Seal be affixed to the Initial Reconciliation of valuations to rates levied as at the 1 July 2018 and be attested to by the Mayor and General Manager.**

Submitted to Council: 25 July 2018

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



**Item:** 6.3 **Ref:** WO/2018/01278  
**Title:** Pecuniary Interest Annual Returns for the period 1 July 2017 to 30 June 2018  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No – Folder will be tabled at the Meeting.

*CSP Ref: 8.1 – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.*

**Summary**

The General Manager is required to report annually on the receipt of Ordinary Pecuniary Interest Returns.

**Report**

Section 449 (3) of the Local Government Act 1993, requires that Councillors and Designated Persons who hold those positions at the 30 June each year, must lodge a completed Ordinary Pecuniary Interest Return by the following 30 September.

Section 450A of the Act places specific statutory responsibilities on the General Manager in relation to the submission and recording of Returns.

First, the General Manager must keep a Register of Returns containing the completed and lodged Returns of Councillors and Designated Persons. The Returns must be available for inspection by members of the public.

Second, the General Manager must arrange for the tabling of the Returns lodged, at the first meeting of the Council after the last day of the period of lodgement.

All Returns for the period ended 1 July 2017 to 30 June 2018 have been lodged with the General Manager within the statutory timeframe and are now tabled as required.

**RECOMMENDATION**

**That Council formally records that the Ordinary Returns of Pecuniary Interest required to be submitted by Councillors, the General Manager and Designated Staff, for the period 1 July 2017 to 30 June 2018 have been submitted as required and have been tabled in accordance with the provisions of Section 450A of the Local Government Act, 1993.**

Submitted to Council: 25 July 2018

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




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**Item:** 6.4 **Ref:** WO/2018/01401  
**Title:** Committee of the Whole Referral – Tenders for Construction of Walcha Preschool  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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*CSP Ref: 8.1.2 – Provide a framework for the efficient and effective administration of Council.*

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**Introduction:**

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

**Report:**

Council approval is requested to refer matters for discussion in Committee of the Whole in accordance with the provisions of Section 10 of the Local Government Act, 1993.

Approval to refer matters to Committee of the Whole is sought because the report relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**RECOMMENDATION:**

**That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Tenders for the Construction of the Walcha Preschool be referred to be discussed in Committee of the Whole for the reason that it would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.**

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Submitted to Council: 25 July 2018

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



Ref: WO/2018/01274

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

*CSP Ref: 8.1 – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.*

Item 9:  
  
Management  
Review Reports

Submitted to Council: 25 July 2018

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



# FINANCE AND ADMINISTRATION

## 9.1 Listing of Bank Balances for the Month of June 2018

The Cash Book for each Fund has been reconciled with the appropriate Bank Pass sheets for the month of June 2018, and the Reconciliations have been entered in the Cash Book.

	<u>2018</u>	<u>2017</u>
General	\$ 1,872,057.76	\$ 2,627,679.37

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

	<u>2018</u>	<u>2017</u>
Interest Earned (YTD)	\$ 17,330.22	\$ 38,027.86

## 9.2 Investments Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) for June 2018

Please see the following Report for the investments placed in June 2018.

### 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

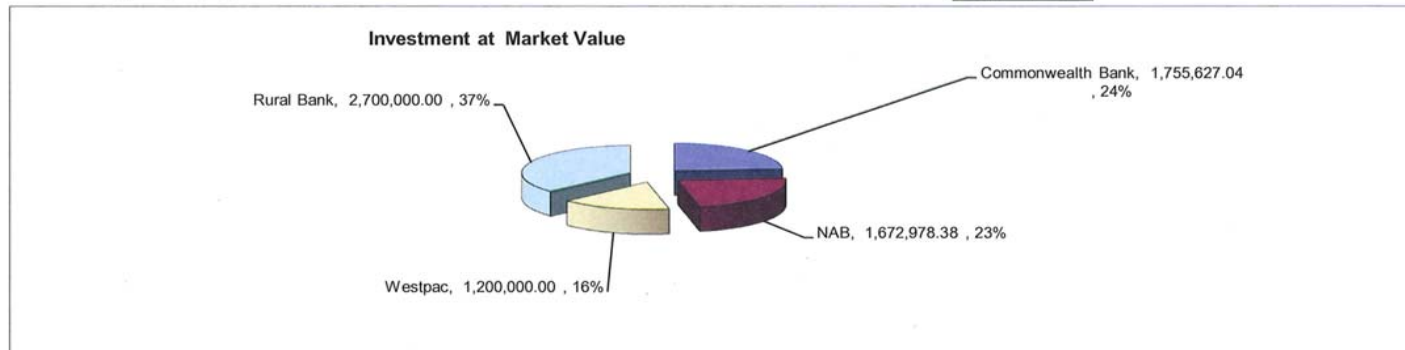




REGISTER OF INVESTMENTS TO 30/06/2018

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/06/18	MV % of Portfolio	
National Australia Bank	Term Deposit			13-Jul-17			8908.27	-	960,878.74	-	0.00%	
Elders Rural Bank	Term Deposit			18-Jan-18			7712.88	-	600,000.00	-	0.00%	
Elders Rural Bank	Term Deposit			28-Feb-18			14054.25	-	650,000.00	-	0.00%	
Elders Rural Bank	Term Deposit			18-Apr-18			11653.48	-	600,000.00	-	0.00%	
National Australia Bank	Term Depositi	18/01/2018	181	19-Jul-18	2.50%	8058.22	0.00	650,000.00	-	650,000.00	8.87%	
Commonwealth Bank	Term Depositi	17/09/2017	330	17-Aug-18	2.50%	7852.20	10118.45	347,400.27	-	347,400.27	4.74%	
Elders Rural Bank	Term Depositi	28/03/2018	180	28-Sep-18	2.50%	11712.33	24468.36	950,000.00	-	950,000.00	12.96%	
Commonwealth Bank	Term Depositi	26/10/2017	365	22-Oct-18	2.55%	22489.51	20711.98	881,941.55	-	881,941.55	12.03%	
Elders Rural Bank	Term Depositi	4/04/2018	210	31-Oct-18	2.55%	8802.74	15451.23	600,000.00	-	600,000.00	8.19%	
Elders Rural Bank	Term Depositi	15/02/2018	270	15-Nov-18	2.48%	11007.12	10336.44	600,000.00	-	600,000.00	8.19%	
National Australia Bank	Term Depositi	28/04/2018	180	28-Nov-18	2.65%	6834.54	12831.03	522,978.38	-	522,978.38	7.14%	
Elders Rural Bank	Term Depositi	17/06/2018	180	17-Dec-18	2.65%	7187.67	13798.52	550,000.00	-	550,000.00	7.50%	
National Australia Bank	Term Depositi	15/05/2018	276	15-Feb-19	2.65%	10019.18	0.00	500,000.00	-	500,000.00	6.82%	
Westpac Bank	Term Depositi	18/04/2018	365	18-Apr-19	2.76%	16560.00	0.00	600,000.00	-	600,000.00	8.19%	
Westpac Bank	Term Depositi	17/05/2018	365	16-May-19	2.72%	16320.00	0.00	600,000.00	-	600,000.00	8.19%	
Commonwealth Bank	Term Depositi	24/05/2018	365	24-May-19	2.71%	14262.33	19679.59	526,285.22	-	526,285.22	7.18%	
							<b>141,105.84</b>	<b>169,724.48</b>	<b>7,328,605.42</b>	<b>2,810,878.74</b>	<b>7,328,605.42</b>	<b>100.00%</b>

Capital Value of Portfolio	7,328,605.42
Redeemed Value of Portfolio	2,810,878.74
Market Value of Portfolio 30/06/18	7,328,605.42
Estimated Profit/(Loss) 30/06/18	7,328,605.42



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

Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 25 July 2018

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



**9.3 Work, Health & Safety**

**May 2018**

Workplace Incidents – One minor incident occurred resulting in a medical only workers compensation claim.

Near Miss – One near miss occurred while a staff member was conducting traffic control, when a vehicle bumped into the controller with their mirror because they did not follow directions.

Risk Management – The Director –Engineering Services, the Risk Coordinator and Council’s Regional Risk Manager from Jardine Lloyd Thompson conducted a review of the Continual Improvement Program (CIP) and verified samples to provide proof of improvement for the 2017/2018 Risk Management Action Plan RMAP. Council is on track for meeting the requirements of StateWide for the financial year. A new CIP will be developed for the 2018/2019 year in the coming weeks.

Risk Coordinator  
 Loretta Blanch

**9.4 Tourism Report**

**June 2018**

**Number of visitors to VIC**

<b>JUNE</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Walk in’s	292	386	304	365
Phone enquiries	37	30	31	31
Email enquiries	3	4	0	0

<b>WEBSITE</b>	<b>June</b>	<b>May</b>	<b>April</b>	<b>March</b>
Unique Visits	2,814	2,503	2,680	2,742
Visits	3,665	3,359	3,464	3,455
No of Hits	175,718	168,474	194,263	200,188

**Comments from the Visitors Book – JUNE**

Excellent customer service / Great service / Friendly / Lovely service / Dry / Very friendly / Thanks for your help / Awesome place to visit in fall / Awesome / Wonderful / Pretty town / Wonderful / Extremely cold.

**Special Events Promotion**

Media Releases have been sent out for both the **Walcha Sculpture Symposium** and the **John Oxley Bicentenary**. Focus Magazine are doing an article on John Oxley event, local Fairfax papers (Walcha News, Armidale Extra & Express) are going to run a series of articles. 2AD Radio have already been promoting these events but now have more detail.

Kate Durack, from Alternation, has drawn a poster for the Sculpture Symposium. While a John Oxley poster and “Programme of Events” insert (for our John Oxley brochure created by Megan Scrivener) has been created in-house so you will start to see these on display.

Submitted to Council: 30 May 2018

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



**Other Events – Guest Speaker and Presentation by Rotary Club of Walcha**

Jeremy Scott, author of *The Long Road from a Broken Heart* will be at the Walcha Bowling Club on Tuesday, 17 July. Following open heart surgery Jeremy pedalled his bike around the world, nearly 52,000 kms over 2 ½ years. This presentation is on his inspirational journey and story.

Susie Crawford  
 Tourism Manager

**9.5 Grant Information**

**Grants Currently Applied for:**

<b>Name of Grant:</b>	<b>Purpose of Grant:</b>	<b>Amount Requested :</b>	<b>Council Contribution:</b>	<b>Date Outcome Announced:</b>	<b>Outcome</b>
Australia Council for the Arts Project Fund	Sculpture Symposium	\$70,000		Unknown	Still TBA
Shuttle Bus Grant	A grant to pay for transport to attend Youth Week activities.	\$825	\$0	April	Successful
SCCF Round 2	Walcha Community Gym		\$0	August	
SCCF Round 2	Walcha Pool Refurbishment		\$0	August	
SCCF Round 2	Walcha Community Service Clubs Storage Facility		\$0	August	
SCCF Round 2	Upgrade Kiosk / Toilets / Change Rooms at Walcha Oval / Captain Cook Park		\$0	August	
SCCF Round 2	Walcha Sporting Fields Lighting Upgrade Stage 2		\$0	August	
Quality Learning Environments	To upgrade the existing Early Intervention playground that is currently closed due to being dangerous. To install new equipment and replace rubber softfall.	\$15,000	Approx \$5,000	June	Successful

Submitted to Council: 30 May 2018

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



**Grants Currently Being Investigated:**

Name of Grant:	Purpose of Grant:	Closing Date:
Arts Projects – Organisations Community Building Partnership Youth Opportunities Funding Regional Arts NSW website:		Various times

**Website Links:**

- <https://www.liquorandgaming.justice.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants/arts-and-cultural-funding-round.aspx>
- <http://www.lgnsw.org.au/files/imce-uploads/127/cremf-introduction-1.pdf>
- <http://www.communitybuildingpartnership.nsw.gov.au/>
- <http://investment.infrastructure.gov.au/funding/blackspots/>
- <https://www.transport.nsw.gov.au/projects/programs/fixing-country-roads>
- [https://infrastructure.gov.au/infrastructure/pab/active\\_transport/](https://infrastructure.gov.au/infrastructure/pab/active_transport/)
- <https://www.industry.nsw.gov.au/invest-in-nsw/regional-opportunities/stronger-country-communities-fund>
- <https://www.create.nsw.gov.au/funding-and-support/types-of-funding/project-funding-arts-and-cultural-projects/>
- <http://regionalartsnsw.com.au/grants/raf/>
- <http://regionalartsnsw.com.au/grants/casp/>
- <http://www.australiacouncil.gov.au/funding/>
- <https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/quality-learning-environments>
- [http://investment.infrastructure.gov.au/infrastructure\\_investment/heavy\\_vehicle\\_safety\\_and\\_productivity.aspx](http://investment.infrastructure.gov.au/infrastructure_investment/heavy_vehicle_safety_and_productivity.aspx)
- <http://www.environment.nsw.gov.au/coasts/floodplain-management-grants-2017-18.htm>
- <http://youth.nsw.gov.au/youth-opportunities/>

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# ENGINEERING SERVICES

## 9.6 Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
48	27/05/2018	126.75	6,351.05
49	03/06/2018	67.50	3,463.05
50	10/06/2018	91.75	4,626.64
51	17/06/2018	31.50	1,426.25
52	24/06/2018	47.00	2,267.72
1	01/07/2018	67.75	3,731.17
2	08/07/2018	86.75	4,480.72
3	15/07/2018	69.00	3,500.58
<b>TOTAL</b>		<b>588.00</b>	<b>29,847.18</b>

## 9.7 Shire Roads Maintenance

### State and Regional Roads Maintenance:

#### *End Terminal Replacement Program:*



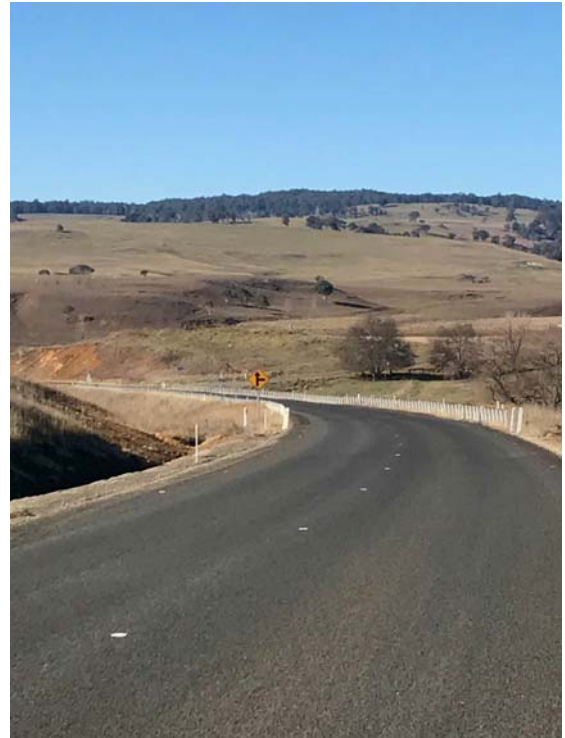
The End Terminal Replacement Program is now finalised, in total approximately 70 terminals have been replaced as part of this program.

#### *Stace's Creek Rehabilitation:*

The Stace's Creek Rehabilitation project was added on the list of projects to be delivered under the RMCC contract this Financial Year, when funding was made available by RMS. Council sourced the design of the rehabilitation, following through by project managing and constructing the project internally. Overall, the project was a success, completed on time and budget.

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*Mulching Project:*

The Oxley Highway Mulching Project has now been completed and finalises the mulching to be completed in the eastern segments of the Oxley Highway. In total over 4kms of the highway were mulched improving sight distance and the clear zone of this densely forested section of the Oxley Highway.



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*Three Mile Creek Rehabilitation:*

The two kilometre rehabilitation on the Oxley Highway commenced recently and is progressing pleasingly. The rehabilitation will see the severely deteriorated pavement improved with the pavement widened where possible. This project forms part of Councils continued effort to improve the condition of Thunderbolts Way.



**Completed Maintenance Snapshot:**

<b>Local Roads</b>	
Maintenance Grading:	Roads:
	Niangala
	Chandlers
	Tia Falls
	Riverglade
	Tia Diggings
	Tia PO
	Sams Flat
	Cottley
	Earles
	Enfield North
	Oaklands
Replace Culvert	Road:
	St Leonards Creek Road
Pothole Patching	Roads:
	Moona Plains
	Chinooks
	Brackendale
<b>State &amp; Regional Roads</b>	
Oxley Highway Maintenance:	Tasks:
	Sign Maintenance & Repair
	Servicing Rest Areas

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	Vegetation Control - Mulching
	Cold Mix Patching
Regional Roads:	Tasks:
	Cold Mix Patching
	Service Rest Areas
<b>Urban Roads</b>	
Urban Maintenance:	Tasks:
	Sporting Ground Maintenance
	Town Street Cleaning
	Parks and Garden Maintenance

**Proposed Works for the Coming Period:**

Shire Roads:

- ◆ Maintenance grading is proposed to occur on Yarrobindi, Carey’s Mitchell Hill Road.

State & Regional Roads:

- ◆ Maintenance:
  - Pothole Patching.
  - Vegetation Maintenance.
  - Safety Patching and Sealing.

Works In Town:

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

Dylan Reeves  
 Director – Engineering Services

**9.8. Water**

Current Water Restrictions were introduced 23 February 2018, *Level 3 High*: target usage 190-230 Litres/Person/Day.

Water usage for the month of June 2018 was as follows:

- ◆ Average usage per person per day – 213 Litres (a 47 litre decrease per person per day than last month, but May was a 5 week month)

**9.9 Sewer**

Sewer Treatment Plant (STP) Upgrade

Works continue to progress well on both the new Storage Dam and the refurbishment of the existing Maturation Pond.





**Figure 1 - Effluent Storage Dam**

Gabion rock armouring of the storage pond is complete. Pipeline installation is complete on the diversion line straight from the treatment plant. Installation of the flow measurement system and construction of discharge channel are still to be completed.



**Figure 2 - Site Aerial Image**

The pipeline to transfer treated effluent from the maturation pond to the storage pond is complete. Floating baffle designs have been finalised, manufacture is complete and delivery expected 17 July 2018. Installation is expected to be completed 20 July 2018. The maturation pond will be brought back online after the baffles are installed, allowing the over land discharge from the humus tank to cease. Discharge will be via the existing maturation pond outlet to the Apsley River until the storage pond has been completed.

The polymer lining of the sedimentation tank has been completed and the tank brought back online. The repair appears to have been successful at this stage, as the visible discharge to catch drains has ceased. The tank will be drained in a few months time to inspect the lining and ensure no failures have occurred.

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**9.10 Waste**

Woolbrook Waste Transfer Station Conversion

Work is progressing well on this project. Clay was imported to the landfill site to cover the existing municipal waste stockpile following compaction



**Figure 3 - Skip Bin Slab & Retaining Wall**

A concrete slab has been constructed on site to store waste corrals for recycling of glass, paper etc. A larger slab, footing and retaining wall has been constructed on site to allow vehicles to drive up behind two 15m3 skip bins on the high side of the retaining wall to unload general waste. The backfill material will be hauled to site the week of the 16/07/2018 and placed behind the wall. Additional gravel will be placed to provide suitable access for heavy vehicles required to change out the skip bins.

Waste Strategy

The EPA has provided written assurance for Council to continue with the development of a Landfill Masterplan for the Walcha Waste Facility. Council has had meetings this month with the Consultants to proceed with the first phase of the Masterplan which includes the following:

- ◆ Develop a 3D model of the site in 12D, including the proposed development plans.
- ◆ This will include surface water, groundwater and leachate management cognisant of previous investigation works.
- ◆ Manage constraints including tight property boundaries, the power line easement and existing infrastructure.
- ◆ Allowance for one client review and an update of the model based upon feedback.

Shaun Perkins, Project Engineer

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# ENVIRONMENTAL SERVICES

The purpose of this report is to provide statistical information in relation to activities of the Environmental Services Department. This Department is responsible for the following key functions:

- ◆ Development
- ◆ Town Planning & Strategic Planning
- ◆ Construction compliance
- ◆ Environmental management
- ◆ Regulatory services
- ◆ Animal control
- ◆ Building and amenity maintenance

The statistical information contained within this report demonstrates the work carried out by staff in achieving the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2027, Delivery Program 2017-2021 and Operational Plan 2017-2018. A report will be presented to Council each month for comparison purposes, showing the previous year’s totals, and the year to date figures for the current year.

## 9.11 Development

Development Application (DA) Data		
	2016/2017	2017/2018
<b>Total Number of DAs Determined</b>	22	36
<b>Number of DAs Outstanding</b>	2	4
<b>Average Determination Time (days)</b>	30.6	27.6
<b>Value of DAs</b>	\$4,024,495.00	\$4,982,632.00
<b>Number of Single New Dwellings</b>	7	9
<b>Residential</b>	1	3
<b>Village / Large Lot Residential</b>	1	2
<b>Rural</b>	5	4
<b>Number of Multi Unit Dwellings</b>	0	0
<b>Number of Commercial Developments</b>	3	2
<b>Number of Industrial Developments</b>	0	1
<b>Withdrawn / Cancelled</b>	0	3
<b>Refused</b>	0	0

Complying Development Application (CDC) Data		
	2016/2017	2017/2018 YTD
<b>Total Number of CDCs</b>	8	8
<b>Value of CDCs</b>	\$324,300.00	\$493,632.00
<b>Number of Single New Dwellings</b>	0	0
<b>Residential</b>	0	-
<b>Village / Large Lot Residential</b>	0	-
<b>Rural</b>	0	-

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**Development Applications and Complying Development Certificates  
 Determinations issued – June 2018**

Section 101 of the *Environmental Planning and Assessment Act 1979* (the Act), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office. In accordance with Section 101 of the Act and Clause 124 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations are publicly notified:

DA Number	Description	
10.2017.29.2	Erect a BBQ shelter	11N Middle Street, Walcha
CDC Number	Description	
18.2018.3	Construct a new shed	105N Towers Street, Walcha
18.2018.4	Telecommunication facility – Telstra 40m high monopole	23 Boyd Lane, Walcha Road

**Declaration of Interest by Applicant of a Development Application / Construction Certificate / Complying Development**

Nature of Interest	Number Received 2016/2017	Number Received 2017/2018	Number Received this period
Political Gifts and Donation	0	0	0
Applicant or owner is an employee of Walcha Council or a Councillor	0	0	0
Applicant with any relationship to staff or Councillor	1	0	0

**s149 Planning Certificates**

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

S149 Planning Certificates	2016/2017	2017/2018	This Period
Number Issued	137	105	13

**9.12 Environment & Regulatory**

**Environmental & Public Health Regulatory Services**

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),

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- *Local Government Act 1993* e.g. overgrown land and accumulation of waste, and
- *Protection of the Environment Operations Act 1997* e.g. dumping of rubbish.
- *Food Act 2003* e.g. hygiene and handling

**Penalty Notices**

Description	Act	2016/2017	2017/2018	Issued this Period
Owner of dog which rushes at /attacks /bites /harasses /chases any person /animal	Companion Animals Act 1998	0	1	0
Fail to comply with menacing dog order	Companion Animals Act 1998	0	1	0
Place on road thing likely to restrict / endanger road use / interfere with public	Roads Regulation 2008	0	1	0

**Notices and Orders Issued**

Description		2016/2017	2017/2018	Issued this Period
Overgrown allotment (Order Number 21, Section 124 Local Government Act 1993)	Warning	5	8	0
	Intention	0	2	0
	Order	0	0	0
Accumulation of waste (Order Number 22, Section 124 Local Government Act 1993)	Warning	3	1	0
	Intention	0	3	0
	Order	0	0	0
Keeping of animals (Schedule 2 Local Government Regulation 2005 & Council Policy)	Warning	6	3	0
	Intention	1	2	0
	Order	0	1	0
Nuisance dog (Section 32A Companion Animals Act 1998)	Warning	0	0	0
	Intention	2	0	0
	Order	0	0	0
Dangerous dog (Section 34 Companion Animals Act 1998)	Warning	0	0	0
	Intention	1	0	0
	Order	1	0	0
Roaming dog (Section 12A Companion Animals Act 1998)	Warning	2	9	0
	Intention	0	0	0
	Order	0	0	0
Companion animal microchipping & registration (Sections 8 & 9 CA Act 1998)	Warning	4	17	0
	Intention	0	0	0
	Order	1	0	0
Vehicles and traffic on nature strip (NSW Road Rules 2014)	Warning	13	0	0
	Intention	0	0	0
	Order	0	0	0
Abandoned vehicle (Road Transport (Vehicle and	Warning	0	0	0
	Intention	0	0	0

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Driver Management) Act 2005 and Impounding Act 1993)	Order	0	0	0
Noise Abatement (Protection of the Environment Operations Act 1997)	Warning	0	0	0
	Intention	0	0	0
	Order	0	0	0
Environmental Pollution (Protection of the Environment Operations Act 1997)	Warning	1	0	0
	Intention	0	0	0
	Order	0	0	0

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

<b>Environmental Services Customer Requests June 2018</b>	
<b>Barking dogs</b>	0
<b>Dog attacks</b>	0
<b>Roaming dogs</b>	1
<b>Roaming stock</b>	1
<b>Other animal issues</b>	1
<b>Public buildings / amenities</b>	1
<b>Food premises</b>	0
<b>Overgrown land</b>	0
<b>Accumulation of waste</b>	0
<b>Environmental pollution</b>	0
<b>Illegal building works</b>	0
<b>Other</b>	0

**Tree Management Applications (TMAs)**

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.

<b>TMAs</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>This Period</b>
<b>Lodged</b>	27	21	1
<b>Approved (under delegation)</b>	26	22	2
<b>Approved (Council)</b>	0	0	0
<b>Refused</b>	0	0	0

**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.

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For information purposes a summary of the food surveillance activities undertaken for the 2017/2018 year as at 30 June 2018 is provided.

Food Premises Surveillance 2017/2018						
	High Risk Fixed	Medium Risk Fixed	Low Risk Fixed	Mobile	Temporary	TOTAL
Total No.	22	6	7	2	3	44
No. Primary Inspections	22	6	-	2	2	32
No. Re-inspections	4	0	-	0	0	4
No. additional Re-inspections	0	0	-	0	0	0
No. FSS Required	20					20
No. FSS Current	20					20

### 9.13 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 2017/2018							
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Recognised breeder	Working	Value \$
Jul	0	0	0	0	0	0	\$0.00
Aug	1	0	0	0	0	0	\$55.00
Sep	0	0	1	0	0	1	\$23.00
Oct	1	1	0	0	0	0	\$256.00
Nov	2	0	0	0	0	0	\$110.00
Dec	1	0	0	0	0	3	\$55.00
Jan	0	0	1	0	0	0	\$23.00
Feb	3	2	0	0	0	0	\$567.00
Mar	2	2	0	0	0	0	\$512.00
Apr	0	0	1	0	0	0	\$23.00
May	2	0	4	0	0	0	\$202.00
Jun	0	0	1	0	0	0	\$23.00
							\$1,849.00

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<b>Companion Animals Seizures 2017/2018</b>						
	<b>Seized</b>	<b>Surrendered</b>	<b>Released</b>	<b>Rehomed</b>	<b>Euthanased</b>	<b>Stolen/Escaped</b>
<b>Jul</b>	2	0	2	0	0	0
<b>Aug</b>	4	0	3	0	1	0
<b>Sep</b>	4	2	1	1	2	0
<b>Oct</b>	4	0	4	0	0	0
<b>Nov</b>	4	2	0	0	4	0
<b>Dec</b>	5	1	2	0	2	1
<b>Jan</b>	3	0	1	0	2	0
<b>Feb</b>	1	0	1	0	0	0
<b>Mar</b>	1	0	0	1	0	0
<b>Apr</b>	2	0	2	0	0	0
<b>May</b>	6	1	2	1	3	0
<b>June</b>	4	4	0	0	4	0
<b>TOTAL:</b>	<b>40</b>	<b>10</b>	<b>18</b>	<b>3</b>	<b>18</b>	<b>1</b>

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# COMMUNITY SERVICES

## 9.14 Walcha Council Community Care

### Groups

May / June

#### **Women’s Group and Wanderer’s Group**

2 May 2018 – 22 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms.

16 May 2018 – 16 clients attended the Women’s and Wanderer’s Group themed day in the Community Day Centre Rooms. The theme for the day was “60’s Nostalgia Party”. The ladies enjoyed the activities and discussions about fashion and trends during that time. Kim Bath did a wonderful job with the catering, cooking home made chicken soup and crusty bread rolls with bread and butter pudding for dessert.

6 June 2018 – 17 clients from the Women’s Group and the Wanderer’s Group attended morning tea at the Community Day Centre Rooms.

20 June 2018 – 16 clients attended the Women’s and Wanderer’s Groups mystery trip to Tamworth. The trip included morning tea at the Lions Park going into Tamworth. Free time was given to the group where they were able to have a quick look in the main shopping are in Peel Street.

#### **Wanderer’s Group**

9 May 2018 – The group enjoyed morning tea at the Community Day Centre Rooms.

23 May 2018 – The Wanderer’s Group spent the morning in Walcha looking at the local shops.

13 June 2018 – The group enjoyed morning tea at the Community Day Centre Rooms.

27 June 2018 – The Wanderer’s Group travelled to Armidale to visit the New England Regional Art Museum (NERAM) to view the collection of the Myall Creek Massacre Exhibit. This year is marking the anniversary of the 180<sup>th</sup> year of when the masacre took place at Bingara. The group found the exhibition very interesting, informative and heart-rending. The group also visited the Aboriginal Keeping Place where they viewed a collection of paintings from Inverell artist Colin Issaccs. Colin also had exhibits in the Myall Creek Masacre collection at NERAM. Lunch was at the Armidale Bowling Club.

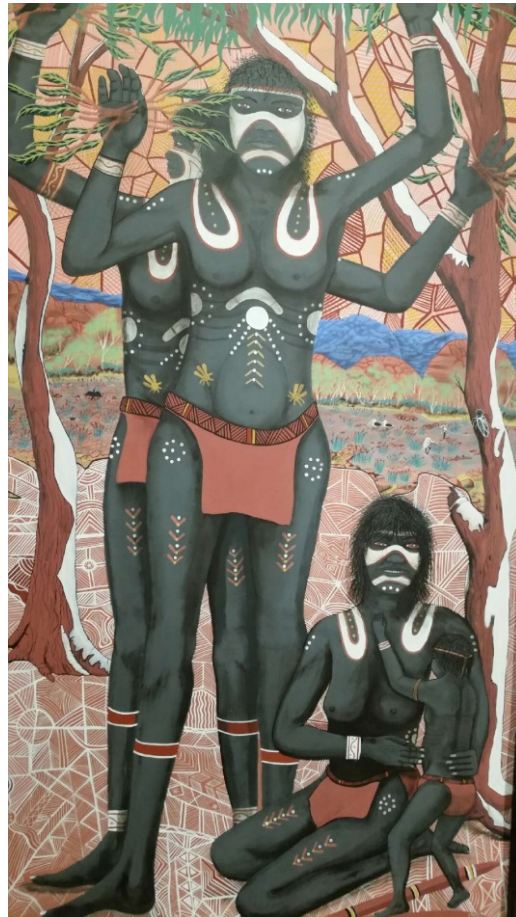
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Hope Strudwick and Syreene Kitchener at NERAM



Paintings exhibited by Colin Issacs collection displayed at NERAM

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**Men’s Group**

9 May 2018 – Men’s Group was cancelled due to staff training for Transport for NSW RouteMatch program.

22 May 2018 – 13 gentlemen attended the trip to Kootingal. The group had a stop over at the Woolbrook Hall where they had morning tea and a look at the village. They then proceeded down the Limbri Road following the railway line to Kootingal where the group enjoyed lunch at the Kootingal Hotel.

12 June 2018 – 9 gentlemen attended morning tea held in the Community Day Centre Rooms.

26 June 2018 – 15 gentlemen attended the trip to Guyra, visiting the property “Glen Roy” owned by Mike and Evan Miller. The men were amazed to see the private collection of antique machinery and memorabilia and were overwhelmed with the presentation and variety of the display. Morning tea was provided upon arrival at the property and the group enjoyed lunch at the Guyra Hotel before returning to Walcha.



Early traffic light that was used in Melbourne



Burgh Blomfield and Mike Miller



Men's Group members inside one of the sheds housing the memorabilia at the Millers' property

Tony White, Denis Ireland and Rob Steel looking at an old motor



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Inside one of the sheds where the motors and machinery are displayed



Brhenin Sweeney admiring the old corn sheller



Restored motors displayed in a shed

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Men's Group members discussing the history of the motors



Owner Evan Miller, with volunteers Margie Carter and Mary Natty

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**Transport**

Medical drives – 12 clients utilized the service with 24 trips during May 2018.

Medical drives – 9 clients utilized the service with 27 trips during June 2018.

Access bus – 9 clients used the service making 58 trips during May 2018.

Access bus – 8 clients used the service making 46 trips during June 2018.

Bus to Tamworth – 8 clients used the service on 25 May 2018

Bus to Tamworth – 5 clients used the service on 29 June 2018

Bus to Armidale numbers for May were as follows:

- ◆ 1 May 2018 – 6 clients
- ◆ 8 May 2018 – 5 clients
- ◆ 15 May 2018 – 6 clients
- ◆ 22 May 2018 – 4 clients
- ◆ 29 May 2018 – 5 clients

Bus to Armidale numbers for June were as follows:

- ◆ 5 June 2018 – 4 clients
- ◆ 12 June 2018 – 6 clients
- ◆ 19 June 2018 – 5 clients
- ◆ 26 June 2018 – 5 clients

Taxi Vouchers – 15 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in May with a total of 71 Taxi Vouchers returned.

Taxi Vouchers – 14 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in June with a total of 63 Taxi Vouchers returned.

**Meals on Wheels**

For the May period there were 11 clients who received hot main meals with 2 of those clients also receiving frozen meals for the weekend. There were 3 clients who received frozen meals. The total number of meals for the month of May was:

- ◆ 199 Hot meals,
- ◆ 105 frozen meals and
- ◆ 116 desserts.

For the period of June there were 11 clients who received hot main meals with 3 of those clients also receiving frozen meals for the weekend. There were 3 clients who received frozen meals. The total number of meals for the month of June was:

- ◆ 207 Hot meals,
- ◆ 127 frozen meals and
- ◆ 136 desserts.

**Rural and Remote Exercise Groups**

Nowendoc rural and remote exercise group has had 11 clients attended the exercise groups every Tuesday between January and June 2018.

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**Feedback, Suggestions and Complaints**

- ◆ Feedback was received from a Meals on Wheels client stating that the meals are lovely and are always fresh and cooked well.
- ◆ Feedback was received from one of the Women’s Group members stating she would like to comment on the winter program. It is good that we are having our monthly outing in the centre and having a theme for the day. Every few months are okay for outings, this is my opinion. Cathy still does great work for our enjoyment, thanks Cathy.
- ◆ I think when we go to Armidale or Tamworth we could go to Mackers for morning tea and save the helpers a lot of work.

**Meetings and Training**

- 7-11 May 2018 – Transport for NSW RouteMatch training for staff
- 10 May 2018 – Dementia Support Group meeting held at the Community Day Centre Rooms.
- 14 June 2018 – Dementia Support Group meeting held at the Community Day Centre Rooms.

Cathy Noon  
Community Care Coordinator

**9.15 Library**

**June 2018**

Stats for June:

- ◆ Loans: 601
- ◆ Returns: 599
- ◆ Reservations placed: 39
- ◆ New members: 1
- ◆ Door count: 1,036
- ◆ Wi-fi use: 43
- ◆ Computer use: 65

This month we attended our first Youth Advisory Committee (YAC) Meeting at Walcha Central School. The meeting went really well and we were very fortunate to get a great group of primary and high school kids. We are trying a new approach to our YAC meetings, going to the kids rather than asking them to come to us. The kids seemed much more engaged and comfortable in their own environment. Our next meeting will be held at St Patricks School and we will continue to swap venues for each meeting in the future. We received lots of feedback and suggestions for our holiday programs, which will assist us significantly when planning our programs going forward.

June was a busy month for us, with the holiday program preparation in full swing. So far we have a Young Inventors Electronics Workshop for ages 8+. This will be run by Tamworth Library staff in our library. We have a NAIDOC Week themed story time with Cassie for all ages, a bus trip to Tamworth JumpUp Trampoline Zone and Tamworth Regional Playground for kids 8+, Games and Lego at Walcha Library for all ages, a bus trip to Tamworth Marsupial Park and Kidzone for ages 5-8, dance workshops for all ages

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at Destiny Dance Studio, French Knitting at Walcha Handmade for ages 7-12 and Pom Pom making at Walcha Handmade for ages 6+. We tried really hard to ensure there was something for all age groups these holidays, as we do for every program however sometimes it is not always possible.

Our Walcha Library Book Group welcomed a couple of old members back to their group. For various reasons they haven't been a part of the book group for quite some time but have now decided to join again. This puts their group up to about 10 members now. We are still continuing to supply Riverview and the hospital with bulk book supplies, which has been very well received by the residents!

Madison Garrad  
Library Coordinator/Youth Worker

**9.16 Preschool**

**June 2018**

No report was available due to School Holidays.

Zoe Herbert  
Preschool Nominated Supervisor

**RECOMMENDATION: That items included in the Management Review Report, numbered 9.1 to 9.16 inclusive, be NOTED by Council.**



Item 10:  
  
Committee  
Reports

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Submitted to Council: 25 July 2018

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## Walcha Council Youth Advisory Committee Meeting

NEW  
YAC Logo  
here

Held on

Tuesday, 26 June 2018

at

10:50am

at

Walcha Central School Library

**PRESENT:**

Clr Rachael Wellings – Chairperson, Madison Garrad – Library Coordinator/Youth Worker, Karen Kermode – Community Services Manager, Lara McDonnell, Sari Andrews, Dallas Foster, Emily Powell, Nathan Brown, Mason Harris, Billy Imberger, Harrison Chenoweth, Daison Andrews.

**IN ATTENDANCE:**

Aiden Williams (Walcha Central School teacher), Belinda Burton (St Patrick's School acting principal), Mark Hall (Walcha Central School Principal)

**1. APOLOGIES:**

Nil.

Committee Minutes



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## **2. MINUTES OF PREVIOUS MEETING HELD 16 NOVEMBER 2017:**

Councillor Wellings went through what was discussed at previous Youth Advisory Committee. Councillor Wellings explained the purpose of the meeting is to find out what you would like to see the Council do for the youth of Walcha. Everyone in the group introduced themselves.

## **3. BUSINESS ARISING**

### **3.1 Summary of past holiday programs**

The Youth Worker went through holiday program activities held over the last eight months. She explained we really try to have a range of activities for all for all ages and genders, however sometimes it is subject to availability.

## **4. GENERAL BUSINESS**

### **4.1 Youth Opportunities Grant**

The Community Services Manager talked about the Youth Opportunities Grant and explained that the main aspects of the grant are youth inclusion and for it to be youth driven. The Youth Worker explained that the previous grant application was unsuccessful we believe because it wasn't youth driven. Aiden Williams mentioned some ideas from the Walcha Central School Youth Parliament. These included Little Athletics funding, Rugby League Club funding, art workshops, more ways to connect their school with the community, connect with Riverview (games with residents), community garden, sound system in the hall, better seats in the hall, new basketball back boards and nets. Belinda Burton suggested bringing in more people to our community to offer programs in our community, rather than going to Armidale or Tamworth. Daison Andrews suggested an ADHD/Autism support group. A sensory learning gym was also mentioned. Community Services Manager mentioned the possibility of a sensory learning type workshop in the Early Intervention Centre once the Preschool construction is complete. Councillor Wellings talked about completely inclusive playgrounds (Livvi's Playground).

Councillor Wellings mentioned it would be great to have somebody come to Walcha to do gymnastics or other sports that aren't available in Walcha as it was noted that kids are spending a lot of time travelling to other places to do these activities. Councillor Wellings mentions that Tamworth Conservatorium of Music could possibly come and do music workshops in Walcha. It was asked what projects were successful in other towns in past years. The Youth Worker mentioned that a Learner Driver Program was one of them. She then explained that this program helps kids who don't have someone to teach them to drive to get their hours up to get their licence. The group thought this was a good idea and would benefit many young people in our community. Nathan mentioned that he doesn't have very many hours. The Community Services Manager asked the Committee to have their feedback to her by the end of the week if possible.



#### **4.2 Armidale Youth Forum**

The Youth Worker talked about the Armidale Youth Forum. She mentioned the main focus of the forum will be mental health and other health areas, sexuality, drugs and alcohol, bullying and cyberbullying. Aiden Williams mentioned that he had also received the information regarding this forum. The Youth Worker said that it would be great to take some of Walcha's youth to the forum. Aiden Williams added that he had already got a list together of students who would be suitable to attend. He asked if it would be possible to borrow the Council bus to transport ten kids to the forum. The Community Services Manager said this would be fine and indicated she would book the bus for them.

#### **4.3 Suggestions for future school holiday activities**

The Youth Worker goes over the upcoming July school holiday program. She also mentions a few ideas for future holiday programs. Ideas that were suggested by the Committee members in attendance included motorbike safety workshops, coding workshops, photography workshops, knitting workshops, tennis camp, swimming, table tennis, snooker, indoor bowls, darts, cricket club. Belinda Burton asked whether the funding would cover the costs of the billy cart making in conjunction with the Men's Shed. The Community Services Manager suggested workshops on job interview etiquette and resume making. It was also suggested to have beauty workshops (make-up) for girls. Aiden Williams suggested having a representative from a Bank come and talk to kids about the basics of finance. The Community Services Manager talked about the idea of a dive in movie, Committee liked the idea depending on the movie being shown. She then talked about the budget for the year. Sari mentions Twilight Lawn Bowls, as she has talked to Janet Goodwin about this before. Hiring laser tag equipment was also mentioned, rather than doing a bus trip to Armidale/Tamworth. The Youth Worker explained that the travel is a huge percentage of the cost when organising bus trips.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11:57AM.**

## Walcha Preschool Advisory Committee Meeting

held on

Tuesday, 26 June 2018

at

5:07 pm

at

Walcha Preschool

### **PRESENT:**

Councillor Rachael Wellings (Chairperson) Karen Kermode (Community Services Manager) Zoe Herbert (Nominated Supervisor), Kimberley Lisle and Melika McKinnon.

### **1. APOLOGIES:**

Bonnie Brown and Meggie Davey

### **2. CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 10 APRIL 2018:**

Moved Kimberley Lisle, Seconded Melika McKinnon

### **3. Business Arising**

3.1 The Community Services Manager advised that the application under the Quality Learning Environment grant was successful. We will receive \$15,000 towards the upgrade of the Early Intervention Playground. Once repaired, the fence will be removed and it will be opened to the larger playground.

3.2 The new Preschool building tender is currently open and will close on Monday 2 July 2018.

### **4. Nominated Supervisor's Report – Term 1 2018**

A written report was provided by the Nominated Supervisor to the Committee. It highlighted the following:

- Bus numbers are excellent with Tuesday, Wednesday and Thursday full (10 children) and good numbers on Monday.
- Extended hours have been resumed on Thursday afternoon due to demand and 5 children are attending. Mornings see a handful of children arriving before the 8.30 start time. Tuesday and Wednesday afternoon

numbers are still low. Thursday numbers are good due to a Family Day Care operator leaving town.

- Our Aboriginal educator has resigned. Work is underway to advertise for a replacement ATSI liaison/educator. One educator is on maternity leave, with current staff covering her hours at this stage.
- The additional needs funding application has been successful. This funding pays for additional educators to be employed on the days that children with additional needs attend Preschool.
- The working bee was held and as always the efforts of families are much appreciated and noticed. Advertising for the working bees will be via notes home (as well as facebook) as some dads commented that they didn't know it was on.
- A movie night was held on a cool and drizzly night, with 10 families attending.
- The penguin (transition) class went to Café Graze for an excursion. The children have been playing café's since last term. All events are only possible with the assistance of family volunteers.

## **5. General Business**

5.1 Policies were reviewed by the Committee. A new mandatory policy was presented for review:

- Sleep and Rest Policy (attachment 5.1)

5.2 The Preschool Business Plan 2018/19 (attachment 5.2) has been updated and was reviewed by the Committee. The Community Services Manager will update section 2.1.1 on three year old funding as it has been announced that they will be funded again from 2019. Section 3.2 will also be updated to reflect the changed staffing arrangements.

**RECOMMENDED: that the Sleep and Rest policy AND the Preschool Business Plan 2018/2019 as presented be ADOPTED by Council.**

There being no further business the Chair declared the meeting closed at 6.02pm.

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

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

## **Attachment 5.1**

### **Sleep and Rest Policy – NOA2 & NOA3**

#### **Aim**

Walcha Preschool will provide a safe sleep and rest environment for all children.

#### **Background**

An inquest into the death of Indianna Rose Hicks in 2012 found Indianna, who was five months old when she died suddenly and unexpectedly while in care, died from Sudden Infant Death Syndrome (SIDS). A recommendation was made via the Consultation Regulation Impact Statement on proposed options for changes to the National Quality Framework (NQF), that Regulation 168 in the National Regulations, 'Education and care service must have policies and procedures' be amended to include a requirement for a policy on 'Sleep and rest for children and infants', including matters set out in Regulation 81 (Sleep and rest).

Early childhood educators are responsible for planning and setting up safe sleep and rest environments. Effective sleep and rest strategies are important factors in assisting a child to feel safe and secure at preschool.

Planning and set up should take into account the age, needs and requirements of the individual child.

Approved providers, nominated supervisors and educators have a duty of care to ensure children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm and hazard.

#### **Legislative Requirements**

Walcha Preschool and all educators must ensure all operations are compliant to the following Acts/Regulations as required by the State of New South Wales. Failure to meet the below requirements is a criminal offence and may result in fines of up to \$22,000.

#### **Practices**

- Children should sleep and rest with their face uncovered.
- A quiet place should be designated for rest and sleep, away from interactive groups. If designated for rest, the space should allow for a calm play experience.
- Sleep and rest environments and equipment should be safe and free from hazards.
- Supervision, planning and the placement of educators across a service should ensure educators are able to adequately supervise sleeping and resting children.
- Educators will closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin. Factors to be considered while monitoring sleeping and resting children include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- Educators will consult with families about their child's individual needs and be sensitive to different values and parenting beliefs, cultural or otherwise, associated with sleep and rest. However If a family's beliefs and requests are in conflict with



current recommended evidence-based guidelines, the service will need to determine if there are exceptional circumstances that allow for alternate practices. Child safety will always be the first priority.

- Children who do not wish to sleep are provided with alternative quiet educational activities and experiences, while those children who do wish to sleep are allowed to do so, without being disrupted.
- If a child requests a rest, or if they are showing clear signs of tiredness, regardless of the time of day, there should be a comfortable, safe area available for them to rest (if required).
- Opportunities for rest and relaxation, as well as sleep, are provided.
- Educators will look for and respond to children’s cues for sleep (e.g. yawning, rubbing eyes, disengagement from activities, crying, decreased ability to regulate behaviour and seeking comfort from adults).
- Create a physical environment is safe and conducive to sleep. This means providing quiet, well-ventilated and comfortable sleeping spaces.
- Light bedding is the preferred option.

**Relevant Legislation and Key Resources**

- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standards
- Australian Children’s Education and Care Quality Authority (ACECQA)-  
[www.acecqa.gov.au](http://www.acecqa.gov.au)
- Red Nose <https://rednose.com.au/section/safe-sleeping>
- Department of Health inactivity and screen time recommendations  
<http://www.health.gov.au/>

**Review**

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date Adopted	
Nominated Supervisor	
Management Committee Representative:	



## Walcha Preschool Business Plan for 2018/19

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### *Walcha Preschool*

*Providing a high quality early education and care program for the children and families of Walcha and surrounds since 1972*

Karen Kermode  
Manager Community Services

**June 2018**

Commercial-in-confidence

## Business Plan Index

**A. Summary of Preschool Business Information**

**B. About the Preschool Business Plan**

**C. Preschool Business Plan**

**Part 1: Preschool Profile: The Big Ideas**

- 1.1 Vision Statement
- 1.2 Purpose
- 1.3 Philosophy
- 1.4 Preschool History
- 1.5 Priority of Access
- 1.6 Organisation Chart
- 1.7 Preschool Management Committee 2018
- 1.8 Preschool Staff 2018

**Part 2: Strategic Analysis: The Evidence**

- 2.1 Analysis of the Operational Environment: Knowing the Early Childhood Sector
- 2.2 Analysis of the Community: Knowing our Community
- 2.3 Analysis of Preschool Families: Knowing our Families and Children
- 2.4 Analysis of the Organisational Environment: Knowing our Business

**Part 3: The Operational Plan for 2018 and 2019**

- 3.1 Annual Service Delivery Plan
- 3.2 Staff Plan
- 3.3 Financial Plan

**Appendices**

- A1 Fee Schedule; History and Projected
- A2 Summary of Enrolments; History and Projected
- A3 Fee Income Calculations for 2018

*The format for this business plan was provided by [CCSA](#).*

**Section A: Summary of Preschool Business Information**

Walcha Preschool is a community-based Preschool providing approved education and care for children aged 3 to school age in Walcha and surrounds

Category	Details
Registered Business Name	Walcha Council
Trading Name	Walcha Preschool
Street Address	215N Uralla Road, Walcha NSW 2354
Phone Number	02 – 6777 2117
Email	preschool@walcha.nsw.gov.au
Website	<a href="http://www.walcha.nsw.gov.au">www.walcha.nsw.gov.au</a>
Provider Approval Number	PR-00004936
Service Approval Number	SE-00009468
Number of Approved Places	42
ACECQA Rating	Exceeding
Business Structure	Local Government
Office of Fair Trading number	
Date of NSW Registration of Business	Not Applicable
ABN	24 780 320 847
Deductible Gift Recipient Status	Not Applicable
Income Tax Exempt Charity Status	Not Applicable
ACNC Status	Not Applicable
NSW Office of State Revenue Status	Not Applicable
Charitable Fundraising Status	Not Applicable
Building Fund Status	Not Applicable
GST Status	Registered

## Section B: About the Preschool Business Plan

### 1. Introduction

This is a business plan for Walcha Preschool covering 2018 and 2019.

It is a formal document adopted by the Council on xxxxxxxx.

It has been developed as a living document that forms the basis of Preschool planning and evaluation over the next few years as well as a format for future Preschool Business Plans.

Section C: Part 3 of this business plan describes a best-fit operational plan designed to meet standard Preschool design and service delivery principles:

- Sustainable
- Affordable
- Accessible
- High quality
- Well managed
- Safe

The following key elements of Section C: Part 3 Operational Plan can be reviewed at any depth required as circumstances change and new information requires the re-setting of the forward plan: Enrolment and attendance patterns; Staffing allocation and complement; Costings; Revenue strategy, including Start Strong Income and Fee Income.

### 2. Sequence in business planning

The business plan follows the standard sequence in business planning:

- Part 1: Describing the big ideas that drive an organisation: Vision; Purpose; Philosophy
- Part 2: Collecting and analysing information [Evidence] on issues that have or will have an impact on the future of an organisation
- Part 3: Deciding on and setting a plan over the next period

### 3. The Preschool Business Plan and the Operational Support Program

This document has been developed as a key product of the Department of Education's [DoE] Operational Support Program [OSP], delivered by CCSA, which has a focus on service sustainability and quality.

## Section C: Part 1: The Big Ideas

### 1.1 Vision Statement

### 1.2 Purpose

### 1.3 Philosophy

Here at Walcha Preschool our Educators believe:

- The Dughutti people are the traditional owners of the land.
- In recognising all Aboriginal mobs
- Children have the right to feel safe, secure and respected.
- Through a play based program children learn.
- Families are the children's primary teachers.
- Educators, families and the community should work together to educate and stimulate children.
- In respecting the uniqueness of each family and endeavour to learn more about them.
- The environment provided will allow children to develop, learn and explore at their own pace.
- Families are crucial to a child's wellbeing, their feedback and involvement is valuable to Walcha Preschool.
- Children will be encouraged as they play for their efforts, successes and positive behaviour.
- Communication between all stakeholders is paramount for high quality care and education of the children at Walcha Preschool.
- The programme planned for the children will be guided by the Early Years Learning Framework including the principles, practices and outcomes to encompass Belonging, Becoming and Being.
- Walcha Preschool embeds sustainable practices into the everyday routine and believes these strategies will educate children through creating learning opportunities.
- All children will be observed equally.
- All children are individual, unique and have amazing ideas to share.
- Music encourages holistic learning and is an integral part of our programme.
- Physical activity and healthy eating are important for children as these good habits will serve children well into a happy adulthood.
- Intentional teaching is an important part of the program and of each child's learning.
- Values significant to our families are important to practice these include: Being grateful, kind, thankful, together, cool, caring, happy, helpful, apologetic, soulful, crazy and having fun. Friendships, teamwork, respect, love, forgiveness and saying please and thank you is also significant to our families.

### 1.4 Preschool History

- Walcha Preschool was a community run preschool started in February 1972
- Council was asked to take over accounting and basic administration functions in 2000
- The licence and full management was transferred to the Council in 2001
- A parent advisory committee was established to keep parent involvement in the management of the preschool.

Walcha Preschool Business Plan 2018/19

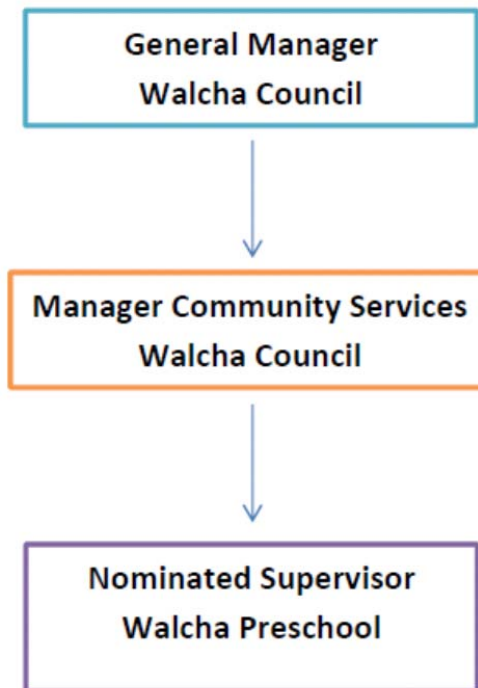
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**1.5 Priority of Access**

Preschool providers are required to adhere to the Early Childhood Education and Care Grants Program Priority of Access Guidelines. These guidelines require services to give priority access to:

- Children who are at least 4 years old on or before the 31 July in that preschool year and not yet in compulsory schooling
- Children who are at least 3 years old on or before 31 July and from a disadvantaged background (ie from a family holding a low income Health Care Card and/or is Aboriginal)
- Children with English as a second language (ESL)
- Children with disabilities
- Children who are at risk of significant harm (from a child protection perspective).

**1.6 Organisation Chart (Preschool)**



Walcha Preschool Business Plan 2018/19

**1.7 Preschool Parent Advisory Committee 2018**

Walcha Preschool's Parent Advisory Committee is made up of:

- 4 parent representatives serving 2 year terms
- Nominated Supervisor
- Manager Community Services
- 1 Councillor
- Early Intervention Co-ordinator invited to attend

Role of Parent Advisory Committee:

- To advise Council on policy matters and strategic issues regarding management of the Walcha Preschool
- 4 meetings per year – 1 per term
- Nominations for parent representatives are called for in February of each year

Representative Committee members 2018:

- Bonnie Brown
- Melika McKinnon
- Kimberley Lisle
- Meggie Davey
- Rachael Wellings (Councillor)

**1.8 Preschool Staff 2018**

1 Zoe Herbert	Nominated Supervisor – Early Childhood Teacher – Penguin Room Leader
2 Debbie Williamson	Educator – Polar Bear Room Leader
3 Emma Wauch	Educator
4 Emily Lordanic	Educator
5 Angie McGuire	Educator
6 Sakulsri Wechakul	Educator (term/casual)
7 Jenn Berryman	Educator (term/casual)
8 Alice Flanagan	Preschool Administration Officer (trainee)
9 School Based Trainee	Trainee Educator

**End of Section C: Part 1**



## Section C: Part 2: Strategic Analysis: The Evidence

### 2.1 Analysis of the Operational Environment: Knowing the ECEC Sector

#### **2.1.1 Analysis of the 'big picture' factors affecting ECEC services** **Projected issues in the Regulation of the ECEC sector**

The last 6 years has seen significant change across all areas of the Early Childhood Education and Care Sector.

##### Regulation of ECEC Services:

In January 2012 the introduction of the National Quality Framework (NQF) brought in assessment and rating of NSW preschools for the first time.

As part of the new NQF, preschools were required to develop a Quality Improvement Plan, embed this document in service practices and update it regularly as a live document, with a full review at least annually.

NSW preschools were also required to begin using the Early Years Learning Framework (EYLF) as the basis for development of their educational curriculums.

A new federal regulatory body, ACECQA (the Australian Children's Education and Care Quality Authority) was formed to oversee the quality of preschools nationally, while the NSW Department of Education approves, regulates and funds preschools in our state.

Regulatory requirements for minimum qualification levels of preschool educators were phased in between 2012 and 2014.

##### Government Funding:

The Start Strong model bases its funding allocation on a scale of enrolled hours. Children enrolled for a minimum of 600 hours per year will receive the maximum funding amount, with additional funding for Aboriginal and Torres Strait Islander and low income families.

Three year olds NOT from an ATSI or low income family continue to be unfunded.

#### **Projected other issues in the ECEC sector**

Continued support and funding of the ECEC sector from Federal and State Governments

Due to the size constraints of our 3 year old room, an enrolment of a maximum 2 days per week has been introduced to help deal with the expected demand.

#### **2.1.2 Analysis of Competitors**

As we are the only ECEC service in Walcha and due to our remote location, the competitors are only Family Day Care providers. However Family Day care providers are also seen as partners, as they take younger children who are unable to be enrolled in preschool.

#### **2.1.3 Analysis of Partners in Service Delivery**

Walcha Council  
Local Schools  
Early Intervention Service  
Family Day Carers

Walcha Preschool Business Plan 2018/19

**2.2 Analysis of the Community: Knowing our Community**

**2.2.1 Demographic and Economic Analysis**

The following key findings are from the 2016 census.

- Walcha is located in an Outer Regional Area of Australia. As such, under the Start Strong Funding Model (SSFM) it attracts an Outer Regional funding loading.
- Walcha has very low population density of 0.5 people per square km, reflecting its rural location. (The population density for NSW is 8.64 people per square km.)
- 5.75% of the Walcha LGA population were aged 0-4 in the 2016 census, slightly lower than the state average of 6.43%.
- 1.4% of the Walcha population in the 2016 census reported speaking a language other than English in the home. This is dramatically lower than the state average of 25.2%
- 29.2% of 0-4 year olds in Walcha in the 2011 census were attending education which is higher than the state average of 23.4%. Unable to find a figure for 2016.
- The median equivalised total weekly household income in 2016 was \$688, significantly lower than that of the state average (\$877 per week) Equity enrolments made up 41 to 50% of enrolments from 2016-2018.
- 5.9% of the population of Walcha reported as Indigenous in the 2016 census. This is significantly higher than the state average of 2.9%. Walcha Preschool's enrolment history shows between 6 and 9% ATSI enrolments from 2016-2018.
- The very low numbers in the population statistics for Walcha is noted and caution in drawing conclusions is recommended.
- Walcha experienced a population growth between 2015 and 2016 of .01%. The state average is 1.6%. The birth rate for 2016 was 2.4 children per female, higher than the state average of 1.78%.
- The Australian Early Development Census (completed as children enter school) for 2015 was not able to collect data for the town of Walcha but data is available for Walcha and surrounds. 89.5% of children from Walcha attended Preschool in the year before school, higher than the state average of 74.7%. Small numbers are again noted.

**2.2.2 Catchment Area**

Walcha Preschool draws enrolments from the town of Walcha and villages of Niangala, Woolbrook, Yarowitch, Nowendoc & Kentucky.

**2.2.3 Analysis of the barriers to accessing the Preschool**

- Distances that some farming families need to travel to access preschool – this is addressed by providing a free bus service from the local schools to the preschool on 4 days per week.

**2.3 Analysis of Preschool Families: Knowing our Families and Children**

**2.3.1 Analysis of Family and Child Needs and Issues**

An analysis of family and child needs has not been undertaken. This analysis will be undertaken during 2018, for future planning purposes.

**2.3.2 Analysis of Family Satisfaction Surveys**

Family survey has not been carried out recently. Surveys will be undertaken in the 2<sup>nd</sup> and 4<sup>th</sup> term.

**2.3.3 Analysis of Utilisation: Past and Current**

**Table 4: Summary of enrolment from 2013 to 2018 and projections for 2019**

Ref	Child Ages	2013	2014	2015	2016	2017	2018	2019 Proposed
1	4 year old & older equity	10	19	13	19	23	12	25
2	4 year old & older non-equity	26	16	17	12	31	19	18
3	3 year old equity	20	17	19	14	8	25	12
4	3 year old & younger non-equity	18	20	22	21			
	Unfunded (3yo non-equity)					12	18	12
	<b>Total enrolled</b>	<b>74</b>	<b>72</b>	<b>71</b>	<b>66</b>	<b>74</b>	<b>74</b>	<b>73</b>
5	4 year old and older ATSI	2	7	4	5	4	3	4
6	3 year old ATSI	6	4	5	2	1	4	2
7	4 year old and older Equity	8	12	9	14	18	9	16
8	3 year old Equity	14	13	14	12	7	21	10
9	4 year old English Language Assistance	1	1	0	1	1	0	0
10	3 year old Equity English Language Assistance	0	0	1	2	0	0	0

\*3 year old enrolments increase throughout the year as children commence once they turn three (if places are available).

**2.4 Analysis of the Organisational Environment: Knowing our Business**

**2.4.1 About Governance**

The Preschool is run by the Council. A preschool advisory committee meets each term. The committee is made up of 1 councillor, 4 or 5 parent representatives, the Nominated Supervisor and the Community Services Manager.

**2.4.2 About Finances**

The Preschool has a balanced budget, however the Start Strong funding model has affected the future viability of the preschool with the non-equity 3 year olds no longer receiving funding.

## Walcha Preschool Business Plan 2018/19

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Restructuring of the preschool rooms and opening times has occurred (commencing January 2017) to ensure maximum funding is received. Mandatory 2 day enrolments have been introduced for funded children. An additional 3<sup>rd</sup> day has been offered in the Penguin Room at the unfunded rate of \$30 per day.

The restructuring and mandatory 2 day enrolment has had a positive effect on the funding received under the Start Strong funding model. An increase in funding has been received, and 75% of this increase has been passed on to families as reduced fees, as per the terms of the funding agreement.

### **2.4.3 About Staffing**

Staff costs are the single largest expense for the preschool. Increasing staff costs will continue to be the most difficult cost to manage. Educator to Child ratios must be maintained at all times, with a minimum of 2 educators per room for 1-20 children. An extra educator needs to be used for 21-30 children (per room).

### **2.4.4 About Professional Development**

Professional development is encouraged and supported by the Walcha Council. Educators are paid and provided with transport to attend training sessions. Having highly qualified and supported educators has a positive effect on morale, staff retention and overall family satisfaction with the preschool.

Qualification training is paid for by Council, and support is given with paid time off to attend work placement when necessary.

### **2.4.5 About the Quality and Regulatory aspects of the Preschool**

Walcha Preschool was rated in 2014 as "Exceeding" the National Quality Standards (NQS).

The NQS comprises guiding principles, quality areas, standards and elements. There are seven quality areas in the NQS, which capture aspects critical to the provision of quality early childhood education and care and outside school hours care services, including educational concept and practice, structural quality, interactions between educators and children and targeting services to meet the needs of families and local communities.

The new rating system provides clear and accurate information for families and services. Services receive one of five ratings for each of the seven quality areas of the NQS along with an overall rating.

The ratings indicate whether the service is meeting, exceeding or not meeting the National Quality Standard. They are designed to provide parents with a comprehensive understanding of the quality of a service. They also allow services to highlight areas where they perform well, even when they may be unable to meet a particular standard in a quality area.

## ACTIONS

Walcha Preschool is expecting a quality review to occur during 2018 or 2019. Preparations are underway for this review, and the preschool continues to focus on Quality Improvement through:

- regularly reviewing our QIP and policies
- undertaking the self-assessment process
- ensuring all stakeholders have the opportunity to be involved with the QIP process

**Walcha Preschool Business Plan 2018/19**

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By continuing to focus on quality we will meet community expectations of providing high quality early education in addition to increasing our attractiveness to prospective enrolments.

**2.4.7 About Industry Standards**

The Preschool was rated as exceeding. One of our educators has a Cert III, with all other educators at Diploma level or higher. Our Nominated Supervisor has completed her 4 year teaching degree in 2017, and our Preschool Room leader has completed her 3 year teaching degree in 2017.

**2.4.8 About Policies and Procedures**

The Preschool's policies undergo constant review. Each staff meeting a selection of policies are reviewed. Each policy is reviewed on average every 2 years. Additional policies are created when a need arises.

**2.4.9 About Demand for Preschool Places in the future**

2018 continues to see our demand staying high. The reason for this is two-fold. The number of enrolled children is high, and also the introduction of mandatory 2 day attendance in 2017 for all funded children. We now have the transition room (Penguin Room) almost full, with a waiting list in place for some days. The preschool room (Polar Bears) is full with a waiting list.

The current Preschool building is almost 100 years old. Having such an old building means escalating maintenance costs in the future. The outdoor undercover awning was poorly designed and constructed, which is causing structural damage to the under cover area, and the preschool building in general. The building is not insulated which makes it very inefficient to heat and cool. The layout and design is poor, leading to an inefficient use of space.

In 2017 we were successful in obtaining funds under the Stronger Country Communities grants scheme to build a replacement preschool building. Tenders have been called, and construction is expected to commence before October 2018.

The replacement building is to be built on the current site, utilizing the existing playground facilities and leaving the Early Intervention Service in place. Plans for this replacement building are complete. The building has been designed to be licensed to exceed 59 places (final licenced number is to be determined by the Department of Education once the building is complete). The Early Intervention building will then only be utilized by the preschool during exceptionally high demand, which will enable the Early Intervention service to be more flexible for families and allow it the ability to expand under the National Disability Insurance Scheme.

A new 59 place preschool (an increase of 17 places) will ensure that quality affordable preschool education will continue to be delivered to the children of Walcha well into the future. The building is designed with solar passive properties, and will be well insulated. Efficient heating will be installed. The building is designed for purpose and will enhance the preschool experience for educator and families alike.

The preschool will continue to operate out of the early intervention room and portable buildings for the duration of the construction period. Work to relocate electricity and telecommunications equipment has already commenced.

**End of Section C: Part 2**

**Section C Part 3: The Operational Plan for 2018 and 2019**

**3.1 Annual Service Delivery Plan**

**3.1.1 Preschool Objectives**

To remain financially viable, whilst continuing to provide a high level of education and care service to the families of Walcha and its surrounds.

**3.1.2 Preschool Performance Measures**

The performance measures for the Preschool are:

1. To meet the Preschool Annual Service Delivery Plan objectives
2. To meet the Preschool Staff Plan objectives
3. To meet the Preschool Financial Plan objectives

Information and analysis against objectives to be reported to the Committee each quarter..

**3.1.3 Preschool Service Schedule**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
OPEN	8.30am	8am	8am	8am	8.30am
CLOSE	4.00pm	5pm	5pm	5pm	4.00pm
Age groups	3-4yo & 4-5yo	3-4yo & 4-5yo	3-4yo & 4-5yo	3-4yo & 4-5yo	Combined group: 3-5yo

**3.2 Staff Plan**

**3.2.1 Staff Allocation across the week**

Total approved number of places :

39

<b>Room 1</b>	Room name:	Penguins	Capacity:	20	Children's Ages:	4-5
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		M	T	W	Th	F
Maximum capacity	➔	20	20	20	20	4
No of children attending	➔	11	20	19	19	4

**Staff Contact hours**

Staff No.	Qual.	Status	M (hrs)	T (hrs)	W (hrs)	Th (hrs)	F (hrs)	Total contact hrs	Total non-contact hrs	Notes

**Staff Non-contact hours**


Walcha Preschool Business Plan 2018/19


<b>Room 2</b>	Room name:	Polar Bears	Capacity:	15	Children's Ages:	3
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		M	T	W	Th	F
Maximum Capacity	➔	15	15	15	15	16
No. of children attending	➔	15	15	15	15	16

**Staff Contact hours**

Staff No.	Qual.	Status	M (hrs)	T (hrs)	W (hrs)	Th (hrs)	F (hrs)	Total contact hrs	Total non-contact hrs	Notes

**Staff Non-contact hours**




Walcha Preschool Business Plan 2018/19


**3.2.2 Staff Register**

Staff Register for 2018: Walcha Preschool									
Staff Name/Code: Educators Admin & others	Position / Role	Status	Hours per week	Days per Week	Mon	Tue	Wed	Thu	Fri
1 Zoe Herbert	Nominated Supervisor – Early Childhood Teacher	PFT	38	5					
2 Debbie Williamson	Preschool Room Leader	PFT	38	5					
3 Emma Wauch	Preschool Educator	PFT	15						
4 Emily Lordanic	Preschool Educator	PPT	25	Leave					
5 Angie McGuire	Preschool Educator	PPT	7.5						
6 Sakulsri Wechakul	Preschool Educator	FXT/CAS							
7 Jenn Berryman	Preschool Educator	FXT/CAS							
8 Alice Flanagan	Trainee Administration Officer	FXT	7.5						
9 School Based Trainee	Trainee Educator	FXT							

Walcha Preschool Business Plan 2018/19

Staff Register for 2018 cont ...					
Staff Name/Code: Educators Admin & others	Qualification Certification	Working towards			
1 Zoe Herbert - Teacher	Bachelor of Teaching – Early Childhood Bachelor of Education – Early Childhood Teaching				
2 Debbie Williamson – Room Leader	Bachelor of Teaching – (Early Childhood Teaching)				
3. Emma Wauch - Educator	Diploma Early Childhood Education and Care	Bachelor of Teaching – (Early Childhood Teaching)			
4 Emily Lordanic - Educator	Diploma Early Childhood Education and Care				
5 Angie McGuire - Educator	Cert III Early Childhood Education and Care				
6 Sakulsri Wechakul - Educator	Diploma Children's Services (Early Childhood Education and Care)				
7 Jenn Berryman – Casual Educator	Cert III Early Childhood Education and Care				

Walcha Preschool Business Plan 2018/19

3.3 Financial Plan		
Description	2017/18 Budget	Proposed 2018-19 budget
<b>Revenue</b>		
Preschool Fees (normal Hours)	88600	90550
Preschool Library Fee	0	0
Preschool Enrolment Fee	1800	1800
Preschool Fundraising Levy	0	0
Preschool Fees (Extended Hours)	5268	5,400
State Grants & Subsidies	373332	389050
DIP Grant Preschool (PDSP)	15000	15000
CPOG Preschool Grant	0	0
Other Sundry Income	0	0
<b>Total Revenue</b>	<b>484000</b>	<b>500000</b>
<b>Expenditure</b>		
preschool extended hours wages	10000	12000
preschool wages and employee costs	350000	365000
Other employee costs	0	0
Maternity and Other Leave Costs	0	0
preschool affordability subsidy costs	19000	19000
cleaning (council operated)	21000	21000
preschool advertising	1000	1000
preschool bad debts	5000	5000
preschool bus hire	8811	9005
preschool extra curricular activities	1000	1022
preschool electricity, gas and heating	7000	6000
preschool insurance	7614	6367
preschool library expense	700	500
office supplies & equipment	1000	500
preschool r & m building	17007	6750
preschool r & m computer	500	2000
playground maintenance	8500	8500
preschool staff development	2000	2500
preschool subscriptions	1600	5000
preschool subsidy aboriginal fees	5000	5000
preschool teaching equipment	5000	9230
preschool phone	520	535
preschool water and sewer rates	3,588	4691
<b>Total Expenditure</b>	<b>475,900</b>	<b>490600</b>
<b>Operating Profit</b>	<b>8100</b>	<b>9400</b>

Walcha Preschool Business Plan 2018/19

**End of Section C: Part 3**

**Appendices**

**Appendix 1: Fee Schedule: History and Projected Fees**

	2013	2014	2015	2016	2017	2018	2019 (proposed)
4yo	\$17.00	\$19.00	\$22.00	\$28.00	\$18.00	\$18.00	\$18.00
4yo equity	\$8.50	\$9.50	\$11.00	\$14.00	\$5.00	\$5.00	\$5.00
3yo	\$17.00	\$19.00	\$22.00	\$28.00			
3yo (unfunded)					\$30.00	\$30.00	\$32.00
3yo equity	\$8.50	\$9.50	\$11.00	\$14.00	\$5.00	\$5.00	\$5.00
ATSI	\$5.00	\$5.00	\$5.00	\$10.00	\$5.00	\$5.00	\$5.00

Walcha Preschool Business Plan 2018/19

**Appendix 2: Summary of enrolments from 2013 to 2018 and projections for 2019**

**Table 4: Summary of enrolment from 2013 to 2018 and projections for 2019**

Ref	Child Ages	2013	2014	2015	2016	2017	2018	2019 Projected
1	4 year old & older equity	10	19	13	19	23	12	25
2	4 year old & older non-equity	26	16	17	12	31	19	18
3	3 year old equity	20	17	19	14	8	25	12
4	3 year old & younger non-equity	18	20	22	21	12	18	12
	<b>Total enrolled</b>	<b>74</b>	<b>72</b>	<b>71</b>	<b>66</b>	<b>74</b>	<b>74</b>	<b>73</b>
5	4 year old and older ATSI	2	7	4	5	4	3	4
6	3 year old ATSI	6	4	5	2	1	4	2
7	4 year old and older Equity	8	12	9	14	18	9	16
8	3 year old Equity	14	13	14	12	7	21	10
9	4 year old English Language Assistance	1	1	0	1	1	0	0
10	3 year old Equity English Language Assistance	0	0	1	2	0	0	0

DRAFT

<b>Appendix 3: Fee Income Calculations for 2018/19</b>
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**2018-19 Budget**

Age Group	Total Attendances by Age Group Per Week*	Fee per Attendance	Fees per week	Fees per annum (41 weeks)
Equity	77	5.00	385.00	15785.00
4yo Non-Equity	38	18.00	684.00	28044.00
3yo Non-equity	36	30.00	1080.00	44280.00
Enrolment Fee	74	25.00		1,850.00
			-	-
			-	-
			-	-
			-	-
			<b>TOTAL FEES</b>	<b>89959.00</b>

\*Example: 5 Children attending 2 times each per week, show as 10 Total Attendances



Item 11:  
  
Delegate  
Reports

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Submitted to Council: 25 July 2018

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



## BOARD MEETING – UNINCORPORATED ASSOCIATION

**DATE:** Friday 8 June 2018, 12noon  
**VENUE:** Council Chambers, Liverpool Plains Shire Council  
**MEMBERS:**

### MINUTES

#### 1. PRESENT & APOLOGIES

MEMBERS		PRESENT	APOLOGY
Cr Jamie Chaffey (Chair)	Gunnedah Shire Council	✓	
Eric Groth			✓
Cr John Coulton	Gwydir Shire Council		✓
Max Eastcott		✓	
Cr Andrew Hope	Liverpool Plains Shire Council	✓	
Ron Van Katwyk		✓	
Cr Cathy Redding (Deputy Chair)	Narrabri Shire Council		✓
Stewart Todd			✓
Cr Col Murray	Tamworth Regional Council	✓	
Paul Bennett			✓
Cr Mick Pearce	Uralla Shire		✓
Andrew Hopkins			✓
Cr Eric Noakes	Walcha Council	✓	
Jack O'Hara			✓

#### BY INVITATION

Rebel Thomson	Namoi Unlimited	✓	
Alison Murphy	Director Policy and Sector Development OLG	✓	
Alison McGaffin	NSW Department of Premier and Cabinet		✓

**MOVED:**

LIVERPOOL PLAINS SHIRE  
COUNCIL

**SECONDED:**

TAMWORTH REGIONAL COUNCIL



**2. DECLARATION OF INTEREST**

In accordance with Council's Code of Meeting Practice and specifically Section 451 of the Local Government Act, 1993 declarations of interest are required by Councillors and designated staff attending the meeting.

MEMBER	ITEM	REPORT	Type of Interest Declared (P, SNP, LSNP, RC)	REASON
NIL				
STAFF	ITEM	REPORT	Type of Interest Declared (P, SNP, LSNP, RC)	REASON
NIL				

P – Pecuniary, SNP – Significant Non Pecuniary, LSNP – Less than Significant Non Pecuniary, RC – Remain in Chamber during consideration/discussion of item.

**3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**3.1 Board Meeting held Thursday 3 May 2018 – ATTACHMENT A**

NUMBER	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	TAMWORTH REGIONAL COUNCIL
2018/06-01	THAT, minutes of the Board meeting held Thursday 3 May 2018 are resolved as an accurate record of the meeting.			
	Endorsed			
Commentary				

**3.2 JOLT Meeting held Monday 21 May 2018 – ATTACHMENT B**

NUMBER	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	WALCHA COUNCIL
2018/06-02	THAT, minutes of the Board meeting held Monday 21 May 2018 are noted.			
	Endorsed			
Commentary	Location of Board meeting on Monday 21 May 2018 was held at Tamworth Regional Council, not Walcha Council			

**4. BUSINESS ARISING**

**4.1 Action List – ATTACHMENT C**

NUMBER	MOVED:	WALCHA COUNCIL	SECONDED:	TAMWORTH REGIONAL COUNCIL
2018/06-03	THAT, progress against the Actions is noted.			
	THAT, any outstanding Actions are transferred to Namoi Region Joint Organisation of Councils.			
	Endorsed			
Commentary				

**5. FINANCE REPORT – ATTACHMENT D**

NUMBER	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	TAMWORTH REGIONAL COUNCIL
2018/06-04	THAT, the Finance Report to 31 May 2018 is noted.			
	Endorsed			
Commentary	April and May financials are now completed, accruals are year to date Currently looks like we are under forecasted budget, however more likely to be closer to budget (not over) by end of financial year.			

**6. WINDING UP THE UNINCORPORATED ASSOCIATION**

**6.1 Decision to Wind Up the Incorporated Association**

NUMBER	MOVED:	TAMWORTH REGIONAL COUNCIL	SECONDED:	WALCHA COUNCIL
2018/06-05	THAT, with the proclamation of Namoi Region Joint Organisation of Councils, the members resolve to wind up the Unincorporated Association Namoi ROC trading as Namoi Unlimited effective 30 September 2018.			
	THAT, any business to be transacted as part of the wind up is transferred to Namoi Region Joint Organisation of Councils.			
	Endorsed			
Commentary				

**6.2 Contracts**

6.2.1 Namoi Water Alliance – ATTACHMENT E

NUMBER	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	TAMWORTH REGIONAL COUNCIL
2018/06-06	THAT, the Chair writes to member Councils advising them that the agreement between members called the <i>Namoi Water Alliance</i> has expired.			
	THAT, Tamworth Regional Council (the sponsor of the Namoi Water Alliance) lead in consultation with members a review of the Alliance, its function and future opportunities. The report is to be presented to the Board before 30 September 2018.			
	Endorsed			
Commentary				

6.2.2 Namoi Water Alliance - Technical Officer

NUMBER	MOVED:	TAMWORTH REGIONAL COUNCIL	SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
2018/06-07	THAT, the role and functions of the Technical Officer are assessed as part of the review into the Namoi Water Alliance to be conducted by JOLT.			
	Endorsed			
Commentary				

**6.3 Employment**

At the May meeting the Board resolved to:

RESOLUTION:	MOVED:	WALCHA COUNCIL	SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
2018/05-09	<p>THAT, the Executive Officer's employment is transferred into the new entity.</p> <p>THAT, the General Managers review and adopt applicable HR policy and procedures for the JO at their next meeting.</p> <p>THAT, the ongoing employment of the Executive Officer is under the current terms, noting that the current job offer was for 3 years.</p> <p>THAT, the Board conducts a merit based selection process within the first twelve months of operation.</p> <p>THAT, the Chairman writes to the Minister (and local MPs) requesting an exemption from the requirement to conduct a merit based employment process for pilot JOs noting the potential financial risk to the organisation if a redundancy was applicable.</p>			
	Endorsed			
Commentary	<p>For Information only for the board members, as these recommendations have already been resolved by the Board meeting in May 2018.</p> <p>Mayor Chaffey has written to local members and Chris Presland (OLG) to request that the existing engagement with the Executive Officer, Ms Thomson continue, rather than advertise again. The response thus far is that there has been no determination at this point and will be advised.</p>			

**6.4 Assets**

6.4.1 Intellectual Property

NUMBER	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	WALCHA COUNCIL
2018/06-08	THAT, any and all Intellectual Property in any information or dealings of the Unincorporated Association is transferred to Namoi Region Joint Organisation of Councils from 30 June 2018.			
	Endorsed			
Commentary				

6.4.2 Cash at Bank

The finance report indicates that the Unincorporated Association holds cash at bank. The cash at bank is held on behalf of members and the Namoi Water Alliance. The Unincorporated Association is not holding any cash from any other organisation or Government department.

6.4.2.1 Namoi Water Alliance – **ATTACHMENT E**

NUMBER	MOVED:	TAMWORTH REGIONAL COUNCIL	SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
2018/06-09	<p>THAT, at the 30 September 2018 any surplus funds after all the member liabilities have been covered, of the Namoi Water Alliance are distributed to members as per the Clause 21 of the expired agreement.</p> <p>THAT, this matter be deferred until we receive a recommendation from the Namoi Water Alliance</p> <p>THAT, this matter be deferred back to JOLT</p>			
Amended				
Commentary	Members are concerned about the potential winding up of the Namoi Water Alliance group, the group has been very helpful.			

6.4.2 Cash Assets of the Unincorporated Association – **ATTACHMENT F**

NUMBER	MOVED:	TAMWORTH REGIONAL COUNCIL	SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
2018/06-10	<p>THAT, at the 30 September 2018 any surplus funds after all the member liabilities have been covered, is discharged out of the assets of the Unincorporated Association is transferred to Namoi Region Joint Organisation.</p>			
Endorsed				
Commentary	Today's Board meeting was to agree to the plan, there will be another meeting in September to finalise this plan.			

NUMBER	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	WALCHA COUNCIL
	<p>THAT, the Chairperson write to Narrabri, Uralla and Moree Councils thanking them for their contribution to the Joint Organisation.</p>			
Endorsed				
Commentary				

**The meeting was declared closed, the time being 12.27pm**



**BOARD MEETING**

**DATE:** Friday 8 June 2018, 12.35pm  
**VENUE:** Council Chambers, Liverpool Plains Shire Council  
**MEMBERS:**

**MINUTES**

**1. WELCOME**

On behalf of Mr Tim Hurst, Acting Chief Executive Office of Local Government, as his nominated delegate I welcome you to the inaugural meeting of the Namoi Joint Organisation.

**2. PRESENT & APOLOGIES**

MEMBERS		PRESENT	APOLOGY
Cr Jamie Chaffey (Chair) Eric Groth	Gunnedah Shire Council	✓	
			✓
Cr John Coulton Max Eastcott	Gwydir Shire Council		✓
		✓	
Cr Andrew Hope Ron Van Katwyk	Liverpool Plains Shire Council	✓	
		✓	
Cr Col Murray (Deputy Chair) Paul Bennett	Tamworth Regional Council	✓	
			✓
Cr Eric Noakes Jack O'Hara	Walcha Council	✓	
			✓
BY INVITATION			
Rebel Thomson	Namoi Unlimited	✓	
Alison McGaffin	NSW Department of Premier and Cabinet		✓
Alison Murphy	Director Policy and Sector Development OLG	✓	
<b>MOVED:</b>	LIVERPOOL PLAINS SHIRE COUNCIL	<b>SECONDED:</b>	GUNNEDAH SHIRE COUNCIL

**2. DECLARATION OF INTEREST**

In accordance with Council's Code of Meeting Practice and specifically Section 451 of the Local Government Act, 1993 declarations of interest are required by Councillors and designated staff attending the meeting.

MEMBER	ITEM	REPORT	Type of Interest Declared (P, SNP, LSNP, RC)	REASON
NIL				
STAFF	ITEM	REPORT	Type of Interest Declared (P, SNP, LSNP, RC)	REASON
NIL				

P – Pecuniary, SNP – Significant Non Pecuniary, LSNP – Less than Significant Non Pecuniary, RC – Remain in Chamber during consideration/discussion of item.

**3. PROCLAMATION OF NAMOI REGION JOINT ORGANISATION OF COUNCILS – ATTACHMENT A**

RECOMMENDATION	MOVED:	GUNNEDAH SHIRE COUNCIL	SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
2018/06-01	<p>THAT, the Proclamation of Namoi Region Joint Organisation of Councils is noted.</p> <p>THAT, the Chair write to the Office of Local Government congratulating them on the proclamation and establishment of eleven (11) Joint Organisations across NSW and the financial contribution of \$300,000.</p>			
	Amended / Endorsed			
Commentary	<p>Gunnedah would personally like to congratulate the State Government on proclamation of the Namoi Region Joint Organisation of Councils</p> <p>There has been great success from this Joint Organisation, being one of the pilots since 2015</p>			

**3.1 Registration of a Trading Name**

RECOMMENDATION	MOVED:	TAMWORTH REGIONAL COUNCIL	SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
2018/06-02	<p>THAT, the Executive Officer move to register a trading name of Namoi Unlimited aside Namoi Joint Organisation of Councils for 3 years.</p>			
	Endorsed			
Commentary				

4. APPOINTMENT OF A RETURNING OFFICER – ATTACHMENT B

RECOMMENDATION	MOVED:	N/A	SECONDED:	N/A
2018/06-03	THAT, the determined method of voting, if an election is required, is by Ordinary Secret Ballot with the ballot papers being destroyed once the result of the election is announced.			
	Endorsed			
Commentary	Only 1 nomination for each position was received, therefore no resolution required for this method of voting.			

**Gwydir Shire Council General Manager, Mr Max Eastcott conducted the Election of the Chairperson and Deputy Chairperson**

**4.1 Conduct the Election of the Chairperson**

Potential nominees and those eligible for voting for Chairperson will be the members:

- Gunnedah Shire Council
- Gwydir Shire Council
- Liverpool Plains Shire Council
- Tamworth Regional Council
- Walcha Council

**CHAIRPERSON ELECTION RESULT:**

Mayor Andrew Hope, Liverpool Plains Shire Council nominated Mayor Jamie Chaffey, Gunnedah Shire Council as Chairperson

Mayor Jamie Chaffey, Gunnedah Shire Council accepted the nomination

No further nominations received

Congratulations to Mayor Chaffey on his election as Chairperson

*Mayor Jamie Chaffey thanked everyone for their support, he had joined Local Government in 2016 and the members of the JO Board have made him feel comfortable along with his journey as Mayor of Gunnedah Shire Council.*

**4.2 Conduct the Election of the Deputy Chairperson**

Potential nominees and those eligible for voting for Deputy Chairperson will be the members:

- Gunnedah Shire Council
- Gwydir Shire Council
- Liverpool Plains Shire Council
- Tamworth Regional Council
- Walcha Council

**DEPUTY CHAIRPERSON ELECTION RESULT:**

Mayor Eric Noakes, Walcha Council nominated Mayor Col Murray, Tamworth Regional Council as Deputy Chairperson

Mayor Col Murray, Tamworth Regional Council accepted the nomination

No further nominations received

Congratulations to Mayor Murray on his election as Deputy Chairperson

Mayor Col Murray wanted to endorse the Chairpersons words and we are very fortunate to be associated with the organisation and the opportunities for the future are unlimited.

**6. DRAFT CHARTER – ATTACHMENT C**

At the JOLT meeting held 21 May 2018, the General Managers endorsed the Draft Charter.

RECOMMENDATION:	MOVED:	GWYDIR SHIRE COUNCIL	SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
2018/J05-06	<p>THAT, the Board endorses the draft Joint Organisational Charter and consultation with member Councils commences.</p> <p><i>The above recommendation was resolved by the Board:</i></p> <p><i>Moved Tamworth Regional Council, seconded Liverpool Plains Shire Council</i></p>			
Endorsed				
Commentary	Liverpool Plains Shire Council thanked the chairperson and Executive Officer on the work that has gone into these documents/meetings.			

**7. FORMATION OF A STEERING COMMITTEES AND WORKING GROUP**

RECOMMENDATION:	MOVED:	WALCHA COUNCIL	SECONDED:	TAMWORTH REGIONAL COUNCIL
2018/06-04	<p>THAT, the Board resolves to establish the formation of a Steering Committee called the Joint Organisation Leadership Team or JOLT.</p> <p>THAT, the members of JOLT are the General Managers of the member Councils.</p> <p>THAT, representatives from the NSW Department of Premier and Cabinet and the NSW Office of Local Government are invited to be non-voting members.</p> <p>THAT, the Executive Officer is a non-voting member of JOLT.</p> <p>THAT, the Chairperson of JOLT provide a minute taking secretariat for the future meetings.</p>			
Amended				
Commentary	<p>Tamworth Regional Council asked for the views of the other members in regards to the Executive Officer being a non-voting member</p> <p>Chairperson of JOLT may provide a minute secretary, so that the Executive Officer can participate in the meeting, the role in the JOLT is very important for the Executive Officer.</p> <p>The Board meetings will receive any endorsed recommendations from JOLT to the board.</p> <p>Executive Officer is a non-voting member, but can put through recommendations to the Board</p>			



**8. APPOINTMENT OF AN INTERIM EXECUTIVE OFFICER**

At the meeting of JOLT on the 21 May 2018, the following recommendation was made to the Board.

RECOMMENDATION:	MOVED:	GWYDIR SHIRE COUNCIL	SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
2018/J05-07	<p>THAT, the Board appoints Ms Rebel Thomson as an interim Executive Officer for a period of up to 12months.</p> <p>THAT, the Chair and the Deputy Chair of the Board and Chair and the Deputy Chair of JOLT meet to finalise a contract with the Interim Executive Officer.</p> <p><i>The Board members present moved and seconded the above recommendation as follows:</i></p> <p><i>Moved Liverpool Plains Shire Council, seconded Tamworth Regional Council</i></p>			
Endorsed				
Commentary				

General Manager arrived at the meeting 12.54pm

8.1 Delegations to the Interim Executive Officer – **ATTACHMENT D**

RECOMMENDATION:	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	TAMWORTH REGIONAL COUNCIL
	<p>THAT, the Delegations to the Interim Executive Officer be referred to JOLT for recommendations,</p> <p>THAT we give delegated authority to the Chairperson and Executive Officer to sign the funding agreement with the State Government and bring back the final delegation to the next meeting.</p>			
Endorsed				
Commentary	<p>Amendment – Friday 1 June, should read Friday 8 June 2018</p> <p>Next meeting is Tuesday 3 July 2018</p> <p>The delegation was discussed at the meeting on Monday 21 May, but not in this format</p>			

**9. DRAFT CODE OF CONDUCT – ATTACHMENT E**

At the JOLT meeting held 21 May 2018, the General Managers endorsed the Draft Code of Conduct.

RECOMMENDATION:	MOVED:	TAMWORTH REGIONAL COUNCIL	SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
2018/J05-09	<p>THAT, the Draft Code of Conduct is adopted and consultation with member Councils commences.</p> <p><i>The Board members present moved and seconded the above recommendation as follows:</i></p> <p><i>Moved Liverpool Plains Shire Council, seconded Walcha Council</i></p>			
Endorsed				
Commentary				

**10. EXPENSES AND FACILITIES POLICY – ATTACHMENT F**

At the JOLT meeting held 21 May 2018, the General Managers endorsed the Draft Expenses and Facilities Policy.

RECOMMENDATION:	MOVED:	GWYDIR SHIRE COUNCIL	SECONDED:	TAMWORTH REGIONAL COUNCIL
2018/J05-11	<p>THAT, the draft Expenses and Facilities Policy is adopted and consultation with member Councils commences.</p> <p><i>The Board members present moved and seconded the above recommendation as follows:</i></p> <p><i>Moved Tamworth Regional Council, seconded Liverpool Plains Shire Council</i></p>			
Endorsed				
Commentary				

11. CODE OF MEETING PRACTICE – ATTACHMENT G

At the JOLT meeting held 21 May 2018, the General Managers endorsed the Draft Code of Meeting Practice.

RECOMMENDATION:	MOVED:	GWYDIR SHIRE COUNCIL	SECONDED:	WALCHA COUNCIL
2018/J05-10	<p>THAT, the draft Code of Meeting Practice is endorsed and consultation with member Councils commences.</p> <p>THAT, the draft code of meeting practice be referred to JOLT for consideration</p> <p><i>Moved Liverpool Plains Shire Council, seconded Tamworth Regional Council</i></p>			
Amended / Endorsed				
Commentary	<p>JOLT adopted the Draft Code as the Code, if members require changes need to refer these back to JOLT</p> <p>There are 3 key changes:</p> <ul style="list-style-type: none"> <li>• Non-voting representatives are able to participate in voting</li> <li>• The Chairperson doesn't have the casting vote</li> <li>• Business meetings can be conducted via telephone</li> </ul>			

12. POLICY AND PROCEDURE

RECOMMENDATION:	MOVED:	TAMWORTH REGIONAL COUNCIL	SECONDED:	WALCHA COUNCIL
2018/06-05	<p>THAT, JOLT is tasked with preparing a list of appropriate policy and procedure relevant to the establishment of the Joint Organisation and the employment of the Interim Executive Officer.</p>			
Endorsed				
Commentary				

**13. CHECKLIST FOR THE IMPLEMENTATION OF JOINT ORGANISATIONS OF COUNCILS IN NSW**

The following checklist was presented to JOLT on the 21 May 2018. The following is an updated report on the transition to Namoi Regional Joint Organisation of Council's.

TASK	METHOD	TIMEFRAME
Communicate effectively with member councils and their staff, the community and other key stakeholders.	<p>Communique after each Board meeting to Councillors and staff.</p> <p>Media and media release regarding decisions and information to the community.</p>	Monthly
Obtain relevant insurances and workers compensation coverage.	<p>Council insurers have offered to provide relevant insurances for the JO at no charge.</p> <p>Workers compensation associated with the employment of the Executive Officer rests with the Council that hosts the Executive Officer. The JO will reimburse the Council for the cost of workers compensation.</p>	<p>June 2018</p> <p>From 1 July 2018 or once the employment arrangements are confirmed.</p>
Hold the first meeting of the joint organisation board	OLG is encouraging all proclaimed Joint Organisations of Council to conduct their first meeting before the end of June.	8 June
Obtain an ABN and TFN	<p>The registration of the organisation and transfer the current ABN to the new organisation.</p> <p>The Executive Officer is not aware if the organisation has a TFN. A TFN is required if the organisation is to be a partnership, company or trust.</p>	Completed
Reserve a domain name	<a href="http://www.namoiunlimited.nsw.gov.au">www.namoiunlimited.nsw.gov.au</a>	Completed
Establish a phone number and email address	<p>T: 02 67675267</p> <p>M: 0490 778 410</p> <p>E: <a href="mailto:info@namoiunlimited.nsw.gov.au">info@namoiunlimited.nsw.gov.au</a></p>	Completed
Return signed funding agreement to OLG	The Executive Officer understands that the funding agreement will be issued when the organisations are proclaimed and the ABN and TFN registration is completed.	29 June 2018
Adopt a charter—and publish on website	Draft of the Charter provided in Agenda	8 June
Adopt an expenses and facilities policy	Draft expenses and facilities policy is provided in agenda	5 July 2018
Prepare a communication and engagement plan	Draft Communications and Engagement Plan to be developed as part of the 2018-2019 Business Plan.	5 July 2018

Adopt a statement of revenue policy for 2018/19, including budget		5 July 2018
Organise for any relevant regional organisation of councils grants and contracts to be transferred to the joint organisation	Not applicable	Not applicable
Submit a plan to OLG for the expenditure of the Establishment Fund, noting key milestones to be met		28 September 2018
Adopt a statement of regional strategic priorities	The Statement of Regional Strategic Priorities is being developed as part of the Strategic Planning process.	5 July 2018
Adopt a logo and other key elements of visual identity	Current branding to be retained.	07 June 2018
Deliver a website featuring the adopted visual identity	Additional sections required for the establishment of the organisation, display of minutes and agenda and any others to be determined. Additional Sections: <ul style="list-style-type: none"> <li>▪ What are the joint organisations?</li> <li>▪ Why were they created?</li> <li>▪ Legislative context</li> <li>▪ How will they operate?</li> </ul> Implementation of new sections and content.	30 June 2018  July 2018
Submit six-monthly progress and expenditure report to OLG on the Establishment Funds		28 February 2019
Adopt statement of revenue policy for 2019/20, including budget		30 July 2019
Submit six-monthly progress and expenditure report to OLG on the Establishment Funds		31 August 2019
Prepare an annual performance		30 November 2019

statement		
Prepare audited financial reports for the period ending on the last day of the financial year after the year in which the joint organisation is established		31 October 2019

RECOMMENDATION	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	WALCHA COUNCIL
2018/06-03	THAT, the activity to be undertaken and progress is noted.			
	Endorsed			
Commentary				

DRAFT

**14. SCHEDULE OF MEETING DATES**

RECOMMENDATION:	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	TAMWORTH REGIONAL COUNCIL
	<p>THAT, Future Board meetings are to be scheduled for the first Tuesday of each month as agreed commencing at 10.00am.</p> <p>THAT, those board meetings continue to rotate through the member councils.</p> <p>THAT, Future JOLT meetings are to be scheduled for the third Monday of each month.</p>			
Endorsed				
Commentary				

**15. COMMUNIQUE AND MEDIA RELEASE**

RECOMMENDATION:	MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL	SECONDED:	WALCHA COUNCIL
	<p>THAT, the Communique dated 8 June and Media release dated 8 June are endorsed with the minor changes as discussed.</p> <p>THAT, acknowledgment of the financial contribution of \$300,000 that the State Government has provided</p> <p>THAT, the Chairperson and Executive Officer modify the Communique and Media Release as discussed and then send out</p>			
Endorsed				
Commentary	<p>Executive Officer, Rebel Thomson read out the Communique and Media Release to those present</p> <p>Two changes are to be made:</p> <ul style="list-style-type: none"> <li>• The code of meeting practice be removed</li> <li>• Water Alliance section – need to remove the surplus of funds information</li> </ul>			

**The Inaugural meeting of the Namoi Unlimited JO was declared closed, the time being 1.27pm**

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY, 17 APRIL 2018 COMMENCING AT 8:30AM.**

**PRESENT:** Councillor M. Dusting - Chairperson, Councillors L. Martin, A. Murat and J. Galletly.

**IN ATTENDANCE:** General Manager Mr W. Deer and Senior Weeds Officer Mr J. Browning.

**APOLOGIES:** Councillor S. Kermode.

**13/18 RESOLVED** on the motion of Councillors Murat and Martin that the apology be accepted.

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 20<sup>th</sup> FEBRUARY 2018.**

**14/18 RESOLVED** on the motion of Councillors Martin and Galletly that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 20 February 2018, copies of which have been distributed to all members, are taken as read and confirmed a true record.

**BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON WEDNESDAY 20 FEBRUARY 2018.**

There were no matters arising.

**CHAIRMAN'S REPORT**

The Chair advised of the following:

- Reported on the annual Chairman's tour of Council's area following the February 2018 meeting of Council which took in the areas of Invergowrie, detailing the inspection program on small holdings ; Bundarra where Council staff are working with land holders on Blackberry control programs; Kentucky where a major infestation of Serrated Tussock has been controlled; Wollun, highlighting infestations of Blackberry and St Johns Wort along the Railway Corridor; Woolbrook where an overview of the control program for various weeds was provided along with work on Crown lands; Thunderbolts Way between Walcha and Uralla where in partnership with the Northern Tablelands Local Land Services control programs have been put in place for St Johns Wort along roadsides, as well as in Armidale including a recreational park where a small controlled infestation of Lippia is located. Appreciation



was extended to Council's Senior Biosecurity Officer (Weeds) for organising the tour and to Councillors who were able to attend.

- Advised that the next meeting of Northern Tablelands Regional Weeds Committee will be held at Walcha on 8 May 2018 and that it is to be a combined meeting with the North West Regional Weeds Committee. The Chairman along with Council staff will be attending the meeting.

**1. NEW ENGLAND WEEDS AUTHORITY ANNUAL OPERATIONAL PLAN 2018-2019 (ITEM 7.1.1)**

**15/18 RESOLVED** on the motion of Councillors Murat and Martin that:

1. That the Draft Annual Operational Plan 2018-2019 be placed on public exhibition for a period of at least 28 days in accordance with the provisions of the Local Government Act 1993.
2. That following the conclusion of the public exhibition period a further report be presented to Council on submissions received and for the adoption of the Draft New England Weeds Authority Annual Operational Plan 2018-2019.
3. That the constituent member Councils of Armidale Regional, Walcha and Uralla be provided with a copy of the Draft New England Weeds Authority Annual Operational Plan 2018-2019 for comment.

**2. AUDIT OFFICE OF NSW- AUDIT FOR YEAR ENDING JUNE 2018 (ITEM 7.1.2)**

**16/18 RESOLVED** on the motion of Councillors Martin and Murat that the report on the Audit process of Council's financial statements for the year ending 30 June 2018 be received and noted.

**3. NORTHERN TABLELANDS REGIONAL STRATEGIC WEED MANAGEMENT PLAN 2017-2022 - REGIONAL WEEDS BEST PRACTICE GUIDES (ITEM 7.1.3)**

**17/18 RESOLVED** on the motion of Councillors Murat and Martin that the report on the development of Regional Best Practice Guides for regional priority weeds identified in the Northern Tablelands Regional Strategic Weed Management Plan 2017-2022 be received and noted, **AND FURTHER THAT** staff be congratulated on producing the Regional Best Practice Guides.

**4. INVESTED FUNDS REPORT (ITEM 7.1.4)**

**18/18 RESOLVED** on the motion of Councillors Galletly and Martin that:

- 1) The report indicating Council's Fund Management position be received and noted.
- 2) The Certificate of the Responsible Accounting Officer be noted and the report adopted.

**5. MARCH 2018 QUARTERLY BUDGET REVIEW (ITEM 7.1.5)**

**19/18 RESOLVED** on the motion of Councillors Murat and Martin that Council adopt the March 2018 Quarterly Budget Review and approve the Budget variations.

**6. 2017/2018 WEEDS ACTION PROGRAM (ITEM 7.2.1)**

**20/18 RESOLVED** on the motion of Councillors Murat and Martin that the report on the 2017/2018 Weeds Action Program be received and noted.

**7. MATTERS OF URGENCY**

There were no matters of urgency.

**NEXT MEETING**

The next meeting will be held on Tuesday, 19 June 2018 at 8.30 am.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9:10 AM.**