



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 26 September 2018

After the Extra Ordinary Meeting

at

Walcha Ex-Services Club
Fitzroy Street, Walcha

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

Submitted to Council: 26 September 2018

..... General Manager Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Ex-Services Memorial Club, Fitzroy Street, Walcha on **Wednesday, 26 September 2018** commencing **after the Extra Ordinary Meeting**.

Yours sincerely

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

Jack O'Hara
GENERAL MANAGER

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8.	Matters of Urgency (Resolution to admit matters of urgency before being further considered by Council).	
9.	Management Review Report	WO/2018/01937

Submitted to Council: 26 September 2018

..... General Manager Mayor



10. Committee Reports

- 10.1 Minutes of the Walcha Council Preschool Committee Meeting held at the Walcha Preschool on Tuesday, 10 April 2018. WO/2018/00613

11. Delegates Reports

- 11.1 Minutes of the Bush Fire Management Committee Meeting held on Tuesday, 21 August 2018 at the New England Fire Control Centre. WI/2018/10094
- 11.2 Draft Minutes of Namoi Unlimited Board Meeting held on Tuesday, 4 September 2018 at Walcha Council Chambers, Hamilton Street, Walcha WI/2018/11430

12. Committee of the Whole

- 12.0 Referral to Committee of the Whole – Walcha Oval Lighting Upgrade Update WO/2018/01987

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.

Agenda:

- 12.1 Walcha Oval Lighting Upgrade Update WINT/2018/03681
- 12.2 Staff Committee Verbal Minutes – General Manager’s 2017 – 2018 Performance Appraisal

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,
29 August 2018:**

**Matters arising from the Minutes of the Ordinary Meeting held on Wednesday,
29 August 2018:**

Submitted to Council: 26 September 2018

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 29 August 2018

at

3:00pm

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.

2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 25 JULY 2018:

13 **RESOLVED** on the Motion of Councillors Lyon and Wellings that the Minutes of the Ordinary Meeting held on Wednesday, 25 July 2018, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

This is page 1 of 6 of Ordinary Council Meeting Minutes held 29 August 2018

.....General ManagerMayor

MINUTES



3 BUSINESS ARISING

Nil.

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

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

6.1 Drought Communities Programme

WO/2018/01659

15 **RESOLVED** on the Motion of Councillors Lyon and Kealey that the Report be **NOTED** by Council.

6.2 Sculpture Projects for Regional NSW for the Regional NSW Cultural Fund

WO/2018/01672

Motion:

A **Motion** was **MOVED** Councillor Kealey **Seconded** Councillor Blomfield that Council submit an application under the Regional NSW Cultural Fund for a 'Sculpture Collection', purchasing four to six sculptures from works exhibited in Sculpture by the Sea, Bondi, to enhance our Open Air Gallery, for funding in the amount of \$235,000 with Council contributing \$10,000.

Amendment:

An **Amendment** was **MOVED** Councillor Lyon that Council submit an application under the Regional NSW Cultural Fund for a 'Sculpture Collection', purchasing four to six sculptures from works exhibited in Sculpture by the Sea, Bondi, to enhance our Open Air Gallery, for funding in the amount of \$235,000 with Council contributing \$10,000 **FURTHER THAT** a proposal to purchase any sculpture be put through the Arts Advisory Committee then referred to the Council for final ratification.

The Amendment **FAILED** to get a **Seconder** and therefore **LAPSED**.

16 The **Original Motion** became the **Substantive Motion** and was put to the **VOTE** and **CARRIED**.

6.3 Request for Sponsorship by Walcha Central School for Wellbeing Week on Friday, 16 September 2018

WO/2018/01663

Motion:

It was **MOVED** Clr Lyon **Seconded** Clr Kermode that Council decline the request for sponsorship by Walcha Central School for Wellbeing Week on Friday, 16 September 2018, specifically Fireworks and guest speaker Sam Bailey.



A **FORESHADOWED MOTION** was **Moved** Clr Blomfield that Council provide \$1,500 for the Fireworks and \$5,000 for the guest speaker to Walcha Central School for Wellbeing Week in November 2018.

On being put to the **VOTE** the Original **MOTION** was **LOST**.

Motion:

The Motion was **MOVED** Clr Blomfield **Seconded** Clr Wellings that Council provide \$1,500 for the Fireworks and \$5,000 for the guest speaker to Walcha Central School for Wellbeing Week in November 2018.

Amendment:

An **Amendment** was **MOVED** Clr Lyon **SECONDED** Clr Kealey that Council provide \$3,500 for Wellbeing Week to Walcha Central School.

On being put to the **VOTE** the **Amendment** was **CARRIED**.

17 It then became the **Substantive Motion** and was put to the **VOTE AGAIN** and **CARRIED**.

Clr Blomfield & Clr Ferrier recorded their **VOTE AGAINST** this **Motion**.

6.4 Grants for Junior Sporting / Coaching Clinics WO/2018/00939

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

1. Walcha & District Tennis Association - \$800.
2. Walcha Flippers Swimming Club - \$1,700.

Afternoon Tea:

The Meeting adjourned for afternoon tea at 3:30pm and the Meeting resumed at 4:00pm.

6.5 Stores Stocktake as at 4 July 2018 WO/2018/01524

19 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that stock value adjustments totalling \$572.66 write off be made to inventory items detailed in the schedule **FURTHER THAT** Council write a congratulatory letter to all the Staff concerned on their excellent result.

6.6 Refer 2017 2018 Financial Statements to Audit WO/2018/01617

20 **RESOLVED** on the Motion of Councillors Lyon and Kealey that the 2017 – 2018 Financial Reports be referred o Audit **FURTHER THAT** a Statement in accordance with Section 413(2) (c) of the Local Government Act, 1993, be completed and signed by the appropriate signatories.



6.7 Naming of Walcha Landmarks Survey Results **WO/2018/01637**

21 **RESOLVED** on the Motion of Councillors Ferrier and Kealey that Council formally complete the process to rename Walcha Oval to *Peter Fenwicke Oval*, Fitzroy Street Bridge to *Blue Hogan Bridge* and Middle Street Bridge to *Shirley Davison Bridge* **FURTHER THAT** Council authorise the General Manager to sign all documentation to formally rename these Walcha Landmarks.

7. NOTICE OF MOTION

Nil.

8. MATTERS OF URGENCY

Clr Kealey raised the matter of submitting grant under the Regional Cultural Fund for the Multi Purpose Centre (MPC).

It was ruled as a matter of urgency by the Chairperson.

22 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that the matter of submitting for a grant under the Regional Cultural Fund for the Multi Purpose Centre be considered by Council.

23 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council submit an application under Regional Cultural Fund for the Multi Purpose Centre (MPC) kitchen.

9. MANAGEMENT REVIEW REPORTS **WO/2018/01676**

24 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that items included in the Management Review Report, numbered 9.1 to 9.15 inclusive, be **NOTED** by Council.

10. COMMITTEE REPORTS

Nil.

11. DELEGATE REPORTS

11.1 Minutes of the Country Mayors Association of NSW Meeting held on Friday, 3 August 2018 in Parliament House, Sydney. **WI/2018/10109**

11.2 Draft Minutes of Namoi Unlimited Board Meeting held on Tuesday, 7 August 2018 at Bingara. **WI/2018/10117**

11.3 Minutes of the Community Consultative Committee Meeting held in Council Chambers, Walcha on Tuesday, 14 August 2018. **WO/2018/01695**



**6.8 Committee of the Whole Referral – Review of an Invoice, Request to Access Treated Effluent AND Adjustment of Contract Price for New Preschool
WO/2018/01667 & WO/2018/01750**

25 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of ‘Review of an Invoice’ be referred to Committee of the Whole for the reason that it contains personnel matters concerning particular individuals AND the matters of ‘Request to Access Treated Effluent’ AND ‘Adjustment in Contract Price for Construction of New Preschool’ be referred to 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.

12. COMMITTEE OF THE WHOLE

26 **RESOLVED** on the Motion of Councillors Kermode and Lyon that Council resolve into Committee of the Whole and that the press and public be excluded from the entire proceedings of the Meeting of the Committee of the Whole for the reason that the reports to be discussed contain personnel matters concerning particular individuals or the matters it 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.

27 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Heazlett.

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.

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

ADOPTION OF COMMITTEE OF THE WHOLE

12.1 Request to Review Invoice – NJ& RM Hall WINT/2018/03168

28 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council **ADOPT** the Committee’s **RECOMMENDATION** that Council waive the Invoice of \$792.89.

**12.2 Request to Access Recycled Effluent – Mike Faulkner
WINT/2018/03157**

29 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council **ADOPT** the Committee’s **RECOMMENDATION** that Council authorise the General Manager to release an expression of interest for the utilisation of Councils Treated Effluent, with all costs to be borne by the interested party.



12.3 Variation to Contract Price for the Construction of New Preschool

WO/2018/01749

30 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council **ADOPT** the Committee’s **RECOMMENDATION** that Council **APPROVE** the contract variation as submitted by Boulus Constructions Pty Ltd **FURTHER THAT** authorise the General Manager to sign the necessary documentation.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:35PM.



Item 6:

Senior Officers'
Reports

Submitted to Council: 26 September 2018

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2018/01616
Title: Interim Audit Management Letter Year Ending June 2018
Author: General Manager
Previous Items:
Attachment: WO/2018/01458 – Interim Audit Management Letter Year Ending June 2018

CSP Ref: 8.2.1 – Ensure Council’s financial practises comply with statutory and industry standards.

Report

The Audit Office NSW has issued the Management Letter from the Interim Audit for the year ending June 2018. Copy attached.

RECOMMENDATION:

That the report be NOTED by Council.

Submitted to Council: 26 September 2018

..... General Manager Mayor



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

Contact: James Sugumar
Phone no: (02) 9275 7288
Our ref: D1812199/1800

17 July 2018

Dear Mr O'Hara

**Walcha Council
Interim Management Letter
Audit for the Year Ending 30 June 2018**

I have completed the interim phase of the audit of Walcha Council (the Council) for the year ending 30 June 2018. This letter outlines matters I identified during the audit and matters I am required to communicate under Australian Auditing Standards.

My audit is designed to obtain reasonable assurance the financial statements are free from material misstatements. It is not designed to identify all matters that may be of governance interest to you and there may be other matters that did not come to my attention. The audit is ongoing and I will inform you if I identify any new matters of governance interest as they arise.

The Interim Management Letter may be sent to the Minister, if the Minister requests it.

For the matters in this letter, I have included my observations, risk assessments and recommendations. The risk assessments are based on my understanding of your business and as described in the Appendix. Management should make its own assessment of the risks to the Council.

I have kept management informed of the issues included in this letter as they have arisen. This letter includes management's formal responses, the person responsible for addressing the matters and the date by which these should be actioned.

The Auditor-General may include items listed in this letter in the Report to Parliament. I will send you a draft of that report and ask for your comments before it is tabled in Parliament.

If you would like to discuss any of the matters raised in this letter, please contact me on 02 9275 7288 or Mr Paul Cornall of Forsyths on 02 6773 8400.

Yours sincerely

James Sugumar
Director, Financial Audit Services

cc: Cr Eric Noakes, Mayor
Ms Rosemary Strobel, Chief Financial Officer
Mr Paul Cornall, Principal, Forsyths

Interim Management Letter

Audit for the year ending 30 June 2018






Walcha Council



INSIGHTS FOR BETTER GOVERNMENT

FINANCIAL AUDIT

Summary of Issues

Issue	Detail	Likelihood	Consequence	Risk Assessment
1	Information Technology User Access Controls	Possible	High	 Moderate
2	Review of Bank Reconciliations	Possible	Moderate	 Moderate
3	Access Controls Over Payment File	Possible	Low	 Low
4	Rates, Annual and User Charges	Possible	Low	 Low
5	Payroll Records Management	Possible	Low	 Low


Appendix

[Review of Matters Raised in Prior Years](#)

[Risk Assessment Matrix](#)

DRAFT

Issue 1: Information Technology User Access Controls

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	High	No	Operational	 Moderate

Observation

Our review of Information Technology (IT) user access controls within the finance system identified that:

- no audit logs are maintained of 'privileged access' activities
- there is no formal review of user access rights.

Users with 'privileged access' have a wide level of access to system data, files and accounts, including the ability to change key system configurations. These may also be referred to as 'super users' or 'administrator access'.

Implications

The lack of audit logs of privileged access activities increases the risk of inappropriate activity or unauthorised transactions occurring which may go undetected.

Without periodic review or monitoring of user access levels, there may be inappropriate users with access to key finance modules and sensitive data, such as former employees or staff who do not require that level of access for their role. This may increase the risk of unauthorised transactions or result in financial losses for the Council.

Recommendation

Management should ensure that audit logs for privileged access activities in the finance system are:

- maintained for an appropriate period of time
- secured from amendment or deletion
- reviewed regularly by an independent and qualified individual, with appropriate action taken when required. The review should be evidenced by way of signature and date.

Management should periodically review user access levels to the finance system based on current employees' role requirements. The review should be performed by an independent officer and evidenced by way of signature and date.

Management response

[Agree/Disagree]

Only the General Manager and Chief Financial Officer have super user access in Authority. Audit transaction reports can be produced from Authority at any time. Super user access is only granted with approval of the General Manager.

The CFO will produce Audit Log reports on a monthly basis. GM will review periodically.

The CFO will provide evidence to the GM on a quarterly basis that employee levels of access are sufficient for their roles.

CFO will ensure that requests to Civica to grant super user access are referred to the GM for approval.


Person responsible:

Rose Strobel, CFO

Date (to be) actioned:

August 2018

Issue 2: Review of Bank Reconciliations

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Moderate	No	Operational	 Moderate

Observation

We did not observe evidence that bank reconciliations were independently reviewed.

From the samples selected, we noted the monthly bank reconciliations were prepared by the Chief Financial Officer with no reviewer.

Implications

If the bank reconciliation is not independently reviewed, there may be an increased risk of fraud or error which could remain undetected.

Recommendation

Management should establish processes to ensure the bank reconciliation is prepared and reviewed by independent officers in a timely manner.

Management response

[Agree/Disagree]

Month end bank reconciliation is now reviewed and approved by the General Manager.

Person responsible:

Rose Strobel, CFO

Date (to be) actioned:

Effective immediately

Issue 3: Access Controls Over Payment File

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	No	Operational	✔ Low

Observation

As part of the pay run process, an Australian Banking Association (ABA) payment file is transferred from the finance system to a shared server before it is uploaded to the online banking system.

There are no access restrictions to the ABA file which can be viewed and edited by any Council employee.

Implications

Errors or unauthorised changes may occur during the review/edit of the ABA payment file by users.

Recommendation

Management should consider securing the payment file either through restricting the number of users with access to the server or by encryption of the payment file.

Management response

[Agree/Disagree]

The ABA file is produced and saved to its location as part of the payroll processing. Once created, the file is very quickly uploaded to the banking portal. Council considers that the chance of an employee having the skill and knowledge to locate and manipulate the bank file in a short space of time is very remote.

However, the CFO will discuss access to the folder with Civica and will restrict access if possible.


Person responsible:

Rose Strobel, CFO

Date (to be) actioned:

August 2018

Issue 4: Rates, Annual and User Charges

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	No	Operational	 Low

Observation

In our review of the rating revenue process, we noted:

- reconciliations between the general ledger and the sub-ledgers for Rates, Annual and User Charges were not completed on a regular basis
- manual journals posted for Rates, Annual and User Charges have not been reviewed since September 2017.

Implications

Without regular reconciliations and independent review of journals, there may be an increased risk of fraud or error which could remain undetected. Unexplained differences between the general ledger and sub-ledgers may become more difficult to investigate or reconcile as time passes.

Recommendation

Management should ensure:

- reconciliations between the general ledger and sub-ledgers for Rates, Annual and User Charges are prepared regularly (e.g. monthly) and reviewed by an independent officer
- all manual journals are reviewed by an appropriate independent officer and checked to supporting documentation.

Reviews should be evidenced by way of signature and date.

Management response

[Agree/Disagree]

The reconciliation is now being carried out on a monthly basis and all finance staff have been reminded that journals must include supporting documentation and must be approved before processing.


Person responsible:

Rose Strobel, CFO

Date (to be) actioned:

Effective immediately

Issue 5: Payroll Records Management

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Low	No	Operational	 Low

Observation

We identified some instances of missing personnel documents and haphazard record-keeping, including:

- no signed copies of Offers of Employment and other communication with potential employees on file
- lack of order or organisational structure for personnel documents scanned into HPRM-8 system
- lack of consistent naming convention for personnel documents.

Implications

Council may not be complying with its obligations to maintain all necessary records under employment laws and regulations. Management may have difficulty producing required documents in the event of any dispute or legal matter.

Recommendation

Management should review its procedures for records handling, with particular emphasis on employee files. This should include:

- protocols identifying which documents need to be retained on file
- filing structure and consistent naming conventions.

Management response

[Agree/Disagree]

A new Human Resources Manager has been appointed and will undergo training to ensure appropriate standards of electronic records management are maintained.

Person responsible:

Rose Strobel, CFO

Date (to be) actioned:

30/07/18

Appendix

Review of matters raised in prior year management letters

The issues in this appendix were raised in previous management letters. For each of these issues, I have determined:

- how management has addressed the issue in the current year
- what management still needs to do to address unresolved issues.

Prior issues raised	Risk assessment	Assessment of action taken	Recommendation
Bank Reconciliations (variances)	⊖ Moderate	Matter has been addressed by Management	Nil as matter addressed
Payroll Master File Edit Reports	⊖ Moderate	Matter has been addressed by Management	Nil as matter addressed
Purchase Orders	✓ Low	Management continues to address this issue	We will review during year-end audit phase
Contract Register	✓ Low	Matter has been addressed by Management	Nil as matter addressed
Conflict of Interest Declarations	⊖ Moderate	Matter has been addressed by Management	Nil as matter addressed

Risk Assessment Matrix

I have rated the risk of each issue as 'Extreme', 'High', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used is consistent with the risk management framework in [TPP12-03](#) 'Risk Management Toolkit for the NSW Public Sector'.

This framework may be used as better practice for councils.

		CONSEQUENCE			
		Low	Medium	High	Very high
LIKELIHOOD	Almost certain	M	M	H	E
	Likely	L	M	H	H
	Possible	L	M	M	H
	Rare	L	L	M	M

The risk level is a combination of the consequences and likelihood. The position within the matrix corresponds to the risk levels below.

RISK LEVELS	MATRIX REFERENCE
-------------	------------------

 Extreme:	E
 High:	H
 Moderate:	M
 Low:	L

For each issue identified, I have used the consequence and likelihood tables from [TPP12-03](#) to guide my assessment.

Consequence levels and descriptors

Consequence level	Consequence level description
Very high	<ul style="list-style-type: none"> Affects the ability of your entire entity to achieve its objectives and may require third party intervention; Arises from a fundamental systemic failure of governance practices and/or internal controls across the entity; or May result in an inability for the auditor to issue an audit opinion or issue an unqualified audit opinion.
High	<ul style="list-style-type: none"> Affects the ability of your entire entity to achieve its objectives and requires significant coordinated management effort at the executive level; Arises from a widespread failure of governance practices and/or internal controls affecting most parts of the entity; or May result in an inability for the auditor to issue an unqualified audit opinion.
Medium	<ul style="list-style-type: none"> Affects the ability of a single business unit in your entity to achieve its objectives but requires management effort from areas outside the business unit; or Arises from ineffective governance practices and/or internal controls affecting several parts of the entity.
Low	<ul style="list-style-type: none"> Affects the ability of a single business unit in your entity to achieve its objectives and can be managed within normal management practices Arises from isolated ineffective governance practices and/or internal controls affecting a small part of the entity.

Likelihood levels and descriptors

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent



Item: 6.2 **Ref:** WO/2018/01923
Title: Namoi Unlimited – Member Council’s Value Proposition
Author: General Manager
Previous Items:
Attachment: Namoi Unlimited Board Meeting held on 4 September 2018 – Attachment E – Joint Organisation Outcomes 2017 – 2018

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.

Report

Namoi Unlimited have produced a report called “Joint Organisation Outcomes 2017 -2018” (copy attached) which they are using to provide an update to the Board on the development of a Value Proposition and reporting guidance to Members. This has been brought about due to the Board seeking advice from Joint Organisations Leadership Team (JOLT) in relation to ongoing financial sustainability of the organisation.

Six monthly reports on the Value Proposition will be provided for member Councils that will articulate the activity undertaken and also include:

- ✚ monetary estimate of the value of activity.
- ✚ any identified non-monetary value.
- ✚ available as a marketing and communications tool.

Member Councils have been asked to present this report to Council seeking feedback on what they would like provided in a Value Report into the future.

RECOMMENDATION:

For Council’s consideration.

Submitted to Council: 26 September 2018

..... General Manager Mayor

BENDEJUNG SHIRE COUNCIL | BAYVIEW SHIRE COUNCIL | LIVERPOOL PLAINS SHIRE COUNCIL | NARRABRI SHIRE COUNCIL | TAMWORTH REGIONAL COUNCIL | URALLA SHIRE COUNCIL | WALCORA COUNCIL

Intergovernmental Relations		Outcomes
Advocacy and leadership of the region	The JO coordinated an advocacy meeting in August at NSW Parliament, where members met with; TAFE NSW - Managing Director, NSW Infrastructure Coordinator, Minister for Transport and Infrastructure, Minister for Tourism, Assistant Minister for Skills, Minister for Roads, Maritime and Freight, NSW Department of Premier & Cabinet Office of Regional Development - Deputy Secretary, NSW Audit Office, Minister for Primary Industries, Minister for Regional Water, Minister for Trade and Industry The Hon. John Barilaro MP - Deputy Premier, Minister for Regional Development, Minister for Skills, Minister for Small Business, NSW Office of Local Government – A/Chief Executive, NSW Police - Assistant Commissioner Regional Police, Minister for Health	Meeting with Directors and Executives of Departments and Ministers is paramount to tabling local and regional issues. The connections made by Councils through the JO in this activity were considered invaluable. Advocacy for Namoi projects across; Trade and Investment, Roads and Skills.
NSW Government Regional Leadership Executive	The JO is an active member of: <ul style="list-style-type: none"> Regional Leadership Executive, a collaboration of the Directors of NSW Government agencies in the region coordinated by DPC NSW ROCs/JOs Cluster New England North West Regional Plan Monitoring and Coordination Group New England North West Economic Development Sub-Committee of the Regional Leadership Executive Western NSW Mining and Resource Development Taskforce Regional Leadership Executive project to support Northern NSW's development as a renewable energy hub 	Participation and collaboration in key Inter-governmental associations for members of the JO. Communication on specific and collective issues and opportunities are presented to member Councils. This is an efficient and effective way of collaborating across a large region with the NSW Government.
Organisational Governance and a Business Model for the Future		Outcomes
Development of a sustainable and resourced organisation into the future.	The NSW Government has provided \$300,000 to Namoi Unlimited to assist with establishing the JO. Member Councils to Namoi Unlimited contribute \$30,000 annually in fees to the organisation. The future business model of the organisation will include the following elements: <ul style="list-style-type: none"> Membership Non-Voting Membership Project Participation and Association Products and Services The organisation is now an entity under the NSW Local Government Act and will be actively applying for grants and funding from both levels of Government.	Joint Organisations of Councils commenced operation as entities under the Local Government Act. Now that Namoi Unlimited is a legal entity work can commence on developing a sustainable business model. Namoi Councils Joint Organisation and Namoi Unlimited are registered business names. Namoi Unlimited expects the business model to be developed over the next 3 years.
Collaborative Operational Opportunities		
Procurement Working Group	Discussions about how and what Councils are able to consolidate or aggregate procurement of good and services.	Member Councils have adopted these rules for collective procurement.

September 2018 Ordinary Meeting Business Paper Page 25

	The Regional Procurement Framework that describes the rules and administration of regional purchasing across member Councils.	Member Councils are able to adapt and adopt this framework and the resources for individual operations as it represents best practice.
Human Resources and Skills Working Group	<p>Namoi Unlimited was 1 of the 5 regions to undertake the Local Government Skills Strategy Pilot with the Office of Local Government. There were three components to the Local Government Skills Strategy Pilot:</p> <ul style="list-style-type: none"> • Understanding how Councils can assist young people to undertake experience and training within the Local Government sector • Understand how these opportunities for young people might transform into a traineeship or apprenticeship with Councils • Undertake training with member Councils with the assistance and support of the NSW Smart and Skilled Program <p>Critical Skill shortages within each of the member Councils conducted. Member Councils identified the following list of critical skill shortages in core business activities:</p> <ul style="list-style-type: none"> • Certified Building Inspectors • Accredited and experienced Building Surveyors • Engineers across a number of areas • Qualified and experienced ICT staff • Qualified Mechanics • Qualified Planners 	<p>Members of Namoi Unlimited attracted \$111,680 for training under the Smart and Skilled Program.</p> <ul style="list-style-type: none"> • 82 existing staff members across the Namoi region to undertake professional development. • 22 additional apprentice or trainee positions identified. <p>Skill shortages of member Councils identified.</p> <p>Member Councils were provided with the opportunity to complete the Australian Institute of Company Directors Course and as a member received a \$3,000 discount on the course fee.</p>
Namoi Water Alliance	<p>Member Councils bring members together to discuss:</p> <ul style="list-style-type: none"> • Participation in microeconomic reform of the NSW urban water sector • Collaboration, cooperation and coordination between Namoi Councils Local Water Utilities and sustainability of water and sewer operations including advocating for the retention of community ownership of water supply and sewerage service assets. • Cost savings through bulk purchasing of consultancy and other goods and services. • Best Practice management and compliance across the region. • Access to Government funding and programs for projects for regional solutions. 	<p>Members coordinate a collective consultancy agreement with Hunter H2O.</p> <p>Members are working with NSW Health on the implementation of Drinking Water quality and standards.</p> <p>Water Operator training and funding was provided for 30 staff to undertake training in specific Units of Competency, some staff are completing Certificate III Water Operations.</p> <p>Advocacy for projects submitted to the Safe and Secure Water Fund.</p>
Strategic Regional Priorities		
Economic Development by International	<p>Develop a new cultural and economic relationship between the Namoi group of Councils and a region identified in China to:</p> <ul style="list-style-type: none"> • Increase visibility of the Namoi in this international market and develop 	<p>Seven member Councils had endorsement from their Councils to undertake the mission.</p> <p>Training sessions were coordinated with the Office of</p>

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<p>Engagement</p>	<p>actions and activity to maximise engagement; including branding, marketing, online and online advertising to promote investment in the region.</p> <ul style="list-style-type: none"> • Identify and engage with potential investors in region. <p>Identify a growth region of China, engage to develop an inter-governmental relationship and a potential environment for business to conduct business.</p>	<p>Regional Development and AusTrade with member Councils and Economic Development Officers.</p> <p>Memorandum of Understanding signed with the Ningbo Agricultural Bureau. Three areas for cooperation agreed:</p> <ul style="list-style-type: none"> • Strengthening the Government to Government relationship • Marketing and promotion of opportunities across the regions • Creating an environment for business to business commence <p>A strong list of investment and business leads was consolidated by Namoi Unlimited. The follow-up of these leads is being conducted by member Councils.</p>
<p>Delivery of an Integrated Network Plan for State and Local roads across the Namoi region, to provide a clear direction for funding and infrastructure solutions.</p>	<p>Combine information to collate a list of regional pinch points across the LGAs. The definition of a regional priority was established as a priority that; enables business development and economic growth or addresses safety, or both.</p>	<p>Pinch points on and to the strategic corridors have been identified, the inhibitor is identified and the solutions summarised.</p> <p>Report has been released.</p> <p>Economic analysis of the pinch points on regional freight routes is currently being conducted. This project is being funded by the RMS at \$100,000.</p> <p>This analysis will support member Councils applications for funding of road and road infrastructure demonstrating the regional significance of the pinch point and how addressing the pinch point could unlock productivity.</p>



Item: 6.3 **Ref:** WO/2016/01989
Title: Request for Financial Assistance for Legal Costs for City of Sydney, North Sydney and Bayside City Councils
Author: General Manager
Previous Items: Not Applicable
Attachment: No

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

Introduction:

Local Government NSW has advised that the Board of Local Government NSW approved an application made by the City of Sydney Council and Bayside Council and then later an application by North Sydney Council for legal assistance under the LGNSW Legal Assistance Policy & Guidelines. Financial contributions are being sought from councils for legal costs incurred by these councils in respect of an appeal of the Land and Environment Court’s decision in *Karimbla Properties v Council of the City of Sydney; Bayside City Council and North Sydney Council*.

Report:

The case concerns the interpretation of Section 516(1)(a) of the Local Government Act 1993, being the categorisation of rateable land as ‘residential’. The Land and Environment Court held that land, on which development for the purposes of a residential development was being carried out in accordance with a development consent, is to be categorised as ‘residential’, even though building construction was not complete and occupation certificates for use of buildings for residential accommodation had not been granted. The Court also found that Karimbla Properties are entitled to funds of any rates paid for the land as a result the land being categorised by the councils as ‘business’.

The three councils appealed the Land and Environment Court’s decision. The Court of Appeal heard the matter in late July and has reserved its decision. Judgement is expected later in the year.

The LGNSW Board considered that this matter is of importance to all local government throughout the State. The judgement can be viewed on the Land and Environment Court’s website. There is no obligation for Council to provide assistance.

RECOMMENDATION:

That Council agree to contribute \$1,448.79, as requested, to Local Government NSW for legal costs incurred in the matter of Karimbla Properties v Council of the City of Sydney; Bayside City Council and North Sydney (2017) NSWLEC 75 which considered the construction of section 516(1)(a) of the Local Government Act 1993 as requested by Local Government NSW.

Submitted to Council: 26 September 2018

..... General Manager Mayor



Item 7:

Notice of Motions

Submitted to Council: 26 September 2018

..... General Manager Mayor



NOTICE OF MOTION NUMBER: 7

Item: 7.1 **Ref:** WO/2018/01980
Title: Notice of Motion – Council Investigate Possibility of Supplying Potable Water to Walcha Road and Woolbrook
Author: Councillor Peter Blomfield
Previous Items:
Attachment: No

Background:

That Council investigate the possibility of supplying potable water to Walcha Road and Woolbrook.

Walcha Road is 20km from Walcha and the investigation would be to supply potable water to the Walcha Road Hotel, the Railway Station, fire shed and seven homes within the village of Walcha Road.

Woolbrook is 27km from Walcha and the investigation would be to supply potable water to the Woolbrook Hall, Woolbrook Public School, the Woolbrook Sport and Recreational Ground, 25 homes north of Macdonald River and 25 homes south of Macdonald River.

The average rainfall for Walcha since 1881 is 797mm per year. Below is a table showing the 10 year averages of rainfall since 1881.

Decade:	Average Rainfall:
1881 – 1890	786.0
1891 – 1900	783.9
1901 – 1910	795.7
1911 – 1920	833.6
1921 – 1930	872.0
1931 – 1940	821.2
1941 – 1950	841.0
1951 – 1961	800.1
1961 – 1970	801.4
1971 – 1980	782.9
1981 – 1990	817.3
1991 – 2000	791.4
2001 – 2010	767.9
2011 - 2017	710.0

2018 – Walcha so far has 313mm.



Motion:

That Council investigate the possibility of supplying potable water to:

- ✚ Walcha Road – 20km from Walcha – supplying the railway station, Walcha Road Hotel, the Walcha Road Fire Shed and seven homes within the Walcha Road village.
- ✚ Woolbrook – 27km from Walcha – supplying the Woolbrook Memorial Hall, Woolbrook Public School, Woolbrook Sport and Recreation Ground, 25 homes north of Macdonald River and 25 homes south of Macdonald River.



Ref: WO/2018/01937

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: 26 September 2018

..... General Manager Mayor



FINANCE AND ADMINISTRATION

9.1 Listing of Bank Balances for the Month of August 2018

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

	<u>2018</u>	<u>2017</u>
General	\$ 3,276,412.43	\$ 1,914,211.82

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)	\$ 3,164.25	\$ 3,014.42

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

Please see the following Report for the investments placed in August 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

Submitted to Council: 26 September 2018

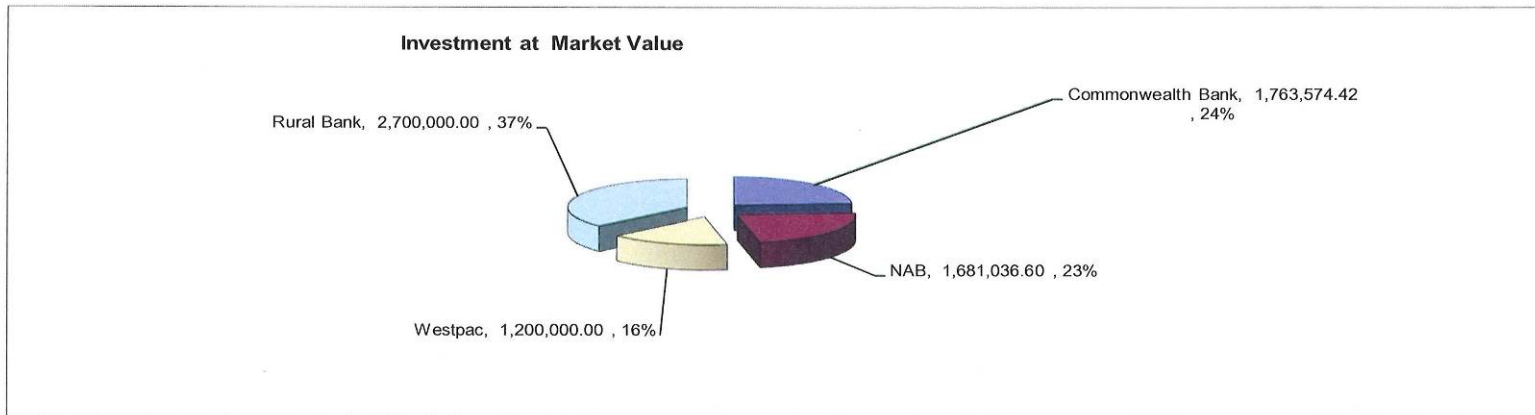
..... General Manager Mayor



REGISTER OF INVESTMENTS TO 31/08/2018

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/08/18	MV % of Portfolio	
Elders Rural Bank	Term Deposit	28/03/2018	180	28-Sep-18	2.50%	11712.33	0.00	950,000.00	-	950,000.00	12.93%	
Commonwealth Bank	Term Deposit	26/10/2017	365	22-Oct-18	2.55%	22489.51	0.00	881,941.55	-	881,941.55	12.01%	
Elders Rural Bank	Term Deposit	4/04/2018	210	31-Oct-18	2.55%	8802.74	0.00	600,000.00	-	600,000.00	8.17%	
Elders Rural Bank	Term Deposit	15/02/2018	270	15-Nov-18	2.48%	11007.12	0.00	600,000.00	-	600,000.00	8.17%	
National Australia Bank	Term Deposit	28/04/2018	180	28-Nov-18	2.65%	6834.54	0.00	522,978.38	-	522,978.38	7.12%	
Elders Rural Bank	Term Deposit	17/06/2018	180	17-Dec-18	2.65%	7187.67	0.00	550,000.00	-	550,000.00	7.49%	
National Australia Bank	Term Deposit	19/07/2018	181	19-Jan-19	2.60%	8484.44	8058.22	658,058.22	-	658,058.22	8.96%	
Commonwealth Bank	Term Deposit	17/08/2018	180	12-Feb-19	2.60%	4556.24	7947.38	355,347.65	-	355,347.65	4.84%	
National Australia Bank	Term Deposit	15/05/2018	276	15-Feb-19	2.65%	10019.18	0.00	500,000.00	-	500,000.00	6.81%	
Westpac Bank	Term Deposit	18/04/2018	365	18-Apr-19	2.76%	16560.00	4128.66	600,000.00	-	600,000.00	8.17%	
Westpac Bank	Term Deposit	17/05/2018	365	16-May-19	2.72%	16320.00	4113.53	600,000.00	-	600,000.00	8.17%	
Commonwealth Bank	Term Deposit	24/05/2018	365	24-May-19	2.71%	14262.33	0.00	526,285.22	-	526,285.22	7.17%	
							138,236.10	24,247.79	7,344,611.02	-	7,344,611.02	100.00%

Capital Value of Portfolio	7,344,611.02
Redeemed Value of Portfolio	-
Market Value of Portfolio 31/08/18	<u>7,344,611.02</u>
Estimated Profit/(Loss) 31/08/18	<u>7,344,611.02</u>



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

Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 26 September 2018

..... General Manager Mayor



9.3 Tourism Report

August 2018

Number of visitors to VIC

AUGUST	2018	2017	2016	2015
Walk in's	270	322	417	312
Phone enquiries	30	11	25	27
Email enquiries	10	2	0	3
WEBSITE	July	June	May	April
Unique Visits		2,606	2,814	2,503
Visits		3,645	3,665	3,359
No of Hits		183,513	175,718	168,474

Comments from the Visitors Book – AUGUST

Helpful / great info / helpful / helpful / v.helpful / Tracing family tree “Callcott” family – great, cold / very helpful & friendly / thanks for assistance / awesome / Oxley!

John Oxley

The John Oxley Bicentenary Event brought people from Armidale, Tamworth and Wauchope and other coastal towns. The dinner was a huge success with over 60 tickets sold. Mayor Eric Noakes welcomed our guest speaker, Dr John Atchison OAM, and acted as master of ceremonies. The Oxley Riders had a great day, with live music and a show and shine in the afternoon at the Royal Café. The Apsley Falls tours with National Parks and Dunghutti representatives proved to be popular with 60 people taking the tours over the two sessions. Sunday saw the local schools do a production on parts of Walcha’s history. The Preschool was also involved, they actually created some replica wooden sculptures and revealed them from behind boxes. They made the sculptures themselves. Some ladies from Wauchope attended the dinner and the Sunday in period costume.

Walcha Sculpture Symposium

The Symposium was a deemed a great success. Made possible with the success in two grant applications, Council support, community donations and support we pulled off a fabulous week of workshops, meet the artists dinner, which was sold out with 84 people in attendance, An Open Studio Afternoon on Thursday where Walcha Central School, Woolbrook school and students from BackTrack Youth Organisation all had an organised guided tour or the Open Air Gallery, followed by the experience of the symposium. We invited all Tamworth and Armidale high schools and all Walcha schools to participate and Tamworth and NERAM galleries. NERAM bought a bus of 57 down on Saturday for the public tours of the gallery and reveal of the sculptures. The event was covered well by ABC Radio, Prime7 and NBN news. Walcha locals contributed and supported the event by hosting dinners, making lunches and taking them to the showground, being tour guides, gift cards at Richardsons Hardware, donations from the FROG’s and community which went to materials, other meals and stores for the artists, T-shirts were donated to the Committee by Tracey Hoy. Carley McLaren donated accommodation. A truly generous community. Huge thanks to the organising committee, James Rogers, John Heffernan, Stephen King, Carley McLaren, as well as Lisa Kirton and myself. Now we have five great additions for the Open Air Gallery.

Susie Crawford, Tourism Manager

Submitted to Council: 26 September 2018

..... General Manager Mayor



9.4 Grant Information

Grants Currently Applied for:

Name of Grant:	Purpose of Grant:	Amount Requested :	Council Contribution:	Date Outcome Announced:	Outcome
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	
	Tech Savvy Seniors Program				
Office of Environment & Heritage – Heritage Near Me	Walcha Strategic Heritage Plan – our communities heritage	\$100,000	Nil.	August	Successful
2018-21 Council Regional Capacity Building Program	Through Namoi Unlimited employ a Regional Contaminated Lands Project Officer	\$420,000	\$4,200 per Council over 3 years	December	
Regional Cultural Fund	Expansion of Walcha’s Open Air Gallery	\$235,000	\$10,000	Late December	
Regional Cultural Fund	Upgrade of MPC	\$87,744	\$8,000	Late December	

Submitted to Council: 26 September 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://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://www.environment.nsw.gov.au/coasts/floodplain-management-grants-2017-18.htm>
- <http://youth.nsw.gov.au/youth-opportunities/>
- <https://www.create.nsw.gov.au/funding-and-support/regional-cultural-fund/regional-cultural-fund-2/>

Submitted to Council: 26 September 2018

..... General Manager Mayor



ENGINEERING SERVICES

9.5 Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
9	26/08/2018	85.25	4,685.02
10	02/09/2018	47.50	2,370.53
11	09/09/2018	77.00	4,469.70
12	16/09/2018	81.50	4,301.34
TOTAL		291.25	15,826.59

9.6 Shire Roads Maintenance

Local Roads Maintenance:

Flags Niangala and Stock Route Road Gravel Re-sheeting:

Gravel re-sheeting works are nearing completion on both the Flags Niangala and Stock Route Roads, with gravel sources from the nearby snowfields quarry. The surface has improved dramatically, with the works complimenting the concrete bridge replacements that have taken place in the area in recent years.

Bridge Replacement Geotechnical Investigations:

Geotechnical investigations for this Financial Year’s bridge replacements are now completed, allowing Council to progress to Tender for the replacement of the Wollun Road Bridge. The Wollun Road Bridge will be a Design and Construct Tender.



The Niangala Road Bridge will be designed prior to request for quotations or tenders, as currently the concrete bridge abutments can be retained. The Niangala Road Bridge replacement will be a supply only Request for Quotation or Tender, if it is confirmed the abutments can be retained.

The following image shows the Geotechnical investigation for the Wollun Road Bridge:



State and Regional Roads Maintenance:

Oxley Highway Drainage Works:

Drainage works are underway on the Oxley Highway, aimed at cleaning the drains that were filled with material as a result of the recently completed mulching within segments 2010-2040. This drainage work will compliment the combined vegetation and pavement maintenance works that have occurred in the eastern segments of the Oxley Highway, improve the road surface and sight distance.



Urban Works:

Footpath – Linking Riverview to the Levee Banks:

The new footpath on Hill Street, between Derby Street and The Levee Banks is now complete. This footpath has linked Riverview and surrounding footpaths on Derby Street to the Levee Banks, making for quick, easy and safe access. In addition to the footpath, a rock feature was installed due to convenience associated with the steep batters that were left as a result of the footpath and to add to the aesthetic value of the area.



Urban Heavy Patching Works:

Heavy Patching in the town streets have commenced, aimed at rectifying defects prior to the reseal season approaching in summer. Councils Skid-Steer and Profiler attachments are being used as designed to remove material to a depth of 80-100mm to allow BTB-20 (an asphalt like product) to be placed to ensure pavement longevity and improved ride quality.

Submitted to Council: 26 September 2018

..... General Manager Mayor



Sealed Roads Maintenance:

Trails on preventative seal maintenance have commenced, with works completed on North, Derby, Middle and Hill Streets. Focus is being placed on areas that are repetitively affected by potholes, in an attempt to reduce maintenance over time. This was the first trial conducted with the Fulton Hogan maintenance crews. Overall the sealing works has been successful; however the aggregate application was heavier than a typical design, due to concerns around heavy vehicles removing the bitumen prior to adhesion to the underlying seal, as the aggregate will protect the seal during the critical initial adhesion of the bitumen. The heavy aggregate led to the feeling of a rough surface, however sweeping of loose aggregate will lead to an improved ride. It should be noted that this work will not greatly improve the overall ride of a section of road as it is only a replacement of the wearing surface, not a correction of underlying pavement. Additionally, the focus of this maintenance is the rejuvenation of aged or oxidised seals to reduce the prevalence and occurrence of potholes.



Submitted to Council: 26 September 2018

..... General Manager Mayor



Completed Maintenance Snapshot:

Local Roads	
Maintenance Grading:	Roads:
	Strathleigh
	Surveyors Creek
	Niangala
	Englefield
	Glen Morrison
	Mirani
	Wirrabilla
	Baringa
	Bellhaven
	Glenbrook
	Lymington
Patch Potholes (Unsealed)	Roads:
	Kangaroo Flat
	Brackendale
Patch Potholes (Sealed)	Roads:
	Moona Plains
	Emu Creek
	Winterbourne
	Brackendale
Replace Culverts	Road:
	Cleveland
State & Regional Roads	
Oxley Highway Maintenance:	Tasks:
	Sign Maintenance & Repair
	Drainage Works
	Servicing Rest Areas
	“Ezy Street” Pothole Patching
Regional Roads:	Tasks:
	“Ezy Street” Pothole Patching
	Service Rest Areas
	Guidepost Maintenance
Urban Roads	
Urban Maintenance:	Tasks:
	Sporting Ground Maintenance
	Footpath Maintenance
	Town Street Cleaning
	Street Tree Maintenance
	Parks and Garden Maintenance

Submitted to Council: 26 September 2018

..... General Manager Mayor



Proposed Works for the Coming Period:

Shire Roads:

- ◆ Completion of gravel re-sheeting on Flags Niangala Road.
- ◆ Grading to occur on Lakes, Brackendale, Flags Niangala, Niangala and Stockroute Roads.
- ◆ Culvert Replacements on St Leonards Creek Road.

State & Regional Roads:

- ◆ Maintenance:
 - Pothole Patching.
 - Vegetation Maintenance.
 - Sealing preparation
 - Drainage Works
 - Guard Rail Replacement Segment 2040.

Works In Town:

- ◆ Streetscape Maintenance.
- ◆ Sporting grounds maintenance.
- ◆ Town Mowing - parks, gardens and cemeteries.
- ◆ Town Garden Maintenance.
- ◆ Footpath Works on Fitzroy Street.

Dylan Reeves
Director – Engineering Services

9.7. 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 August 2018 was as follows:

- ◆ Average usage per person per day – July’s usage was 237 litres, August’s usage was up by 30 litres per person per day to 269 litres.
- ◆ The Macdonald River town water supply is still holding; Council will continue to work at achieving the Level 3 targets with the community.

Submitted to Council: 26 September 2018

..... General Manager Mayor

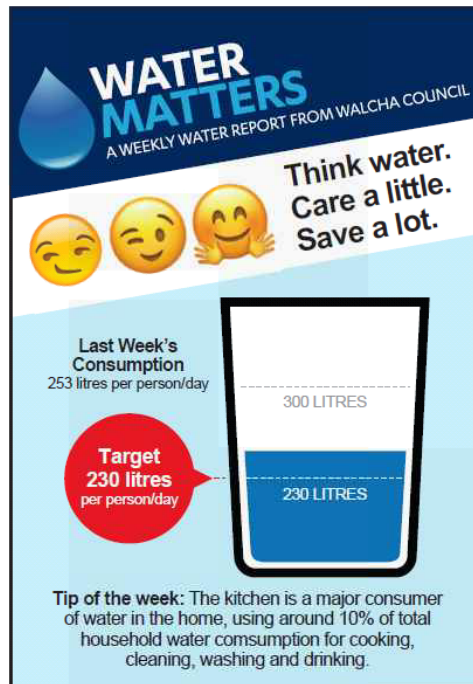


Figure 9.7.1 – Apsley Advocate weekly Water Matters

9.8 Sewer

Sewer Treatment Plant (STP) Upgrade

The river discharge outlet from the new storage pond has been completed with the exception of the access walkway. Manufacture of the walkway is well underway with delivery expected by the end of September. Installation of a flow meter on the outlet of the storage pond will follow.



Figure 9.8.1 - Storage Pond Outlet Interior

Submitted to Council: 26 September 2018

..... General Manager Mayor



Figure 9.8.2 - Storage Pond Outlet Exterior – discharge point to the Apsley River

The refurbished maturation pond reached capacity during September and discharge into the new storage pond has begun for the first time via the pipeline installed between the two ponds.



Figure 9.8.3 - Maturation Pond at Capacity



Figure 9.8.4 - Storage Pond Filling in Progress

9.9 Waste

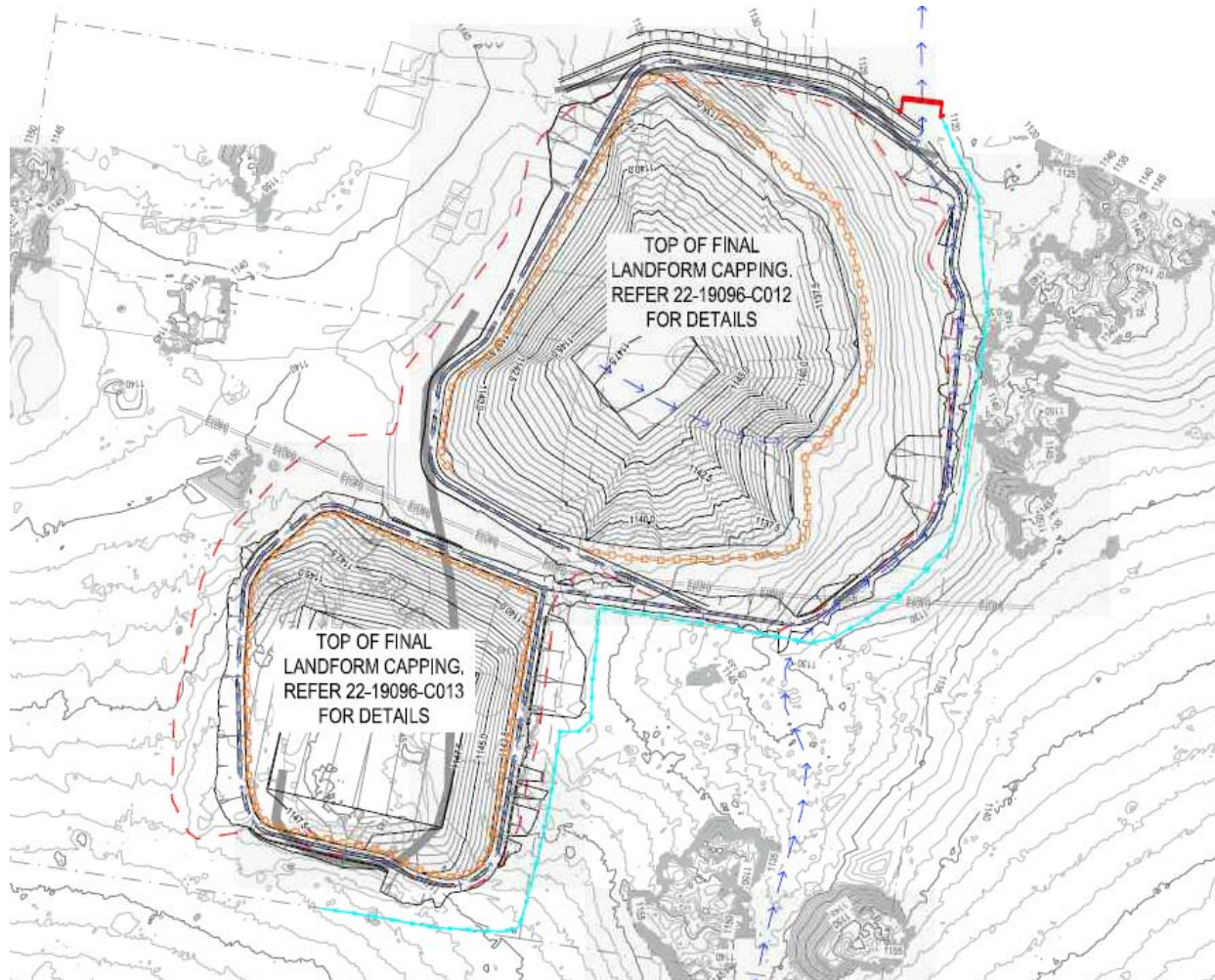
Landfill Master Plan

Council received the draft drawings of the site master plan this month. This design has maximised the available void space without acquiring an extra land.

GHD and the Engineering project team gave further consideration to surface water controls, leachate extraction, interim capping, final capping and sourcing of future in-situ construction materials as part of the draft review process.

Submitted to Council: 26 September 2018

..... General Manager Mayor



Tess Dawson
Senior Manager - Water, Sewer & Waste

Submitted to Council: 26 September 2018

..... General Manager Mayor



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 2018-2019.

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.

9.10 Development

Development Data 2018/2019 YTD	DAs	CDCs
Total Number Determined	9	1
Number Outstanding	7	0
Average Determination Time (days)	21.4	0
Value	\$550,100.00	\$18,000.00
Number of Single New Dwellings	1	0
Residential	-	-
Village / Large Lot Residential	-	-
Rural	1	-
Number of Multi Unit Dwellings	0	0
Number of Commercial Developments	0	0
Number of Industrial Developments	0	0
Withdrawn / Cancelled	0	0
Refused	0	0

DA and CDC Determinations Issued

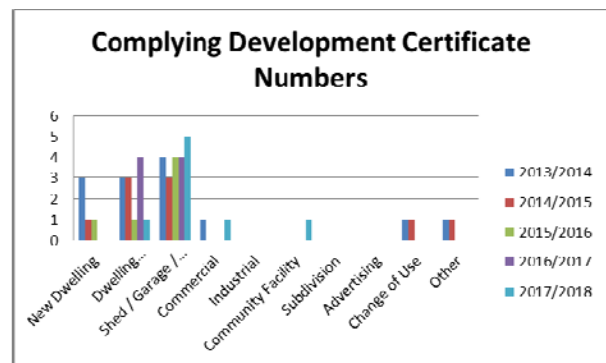
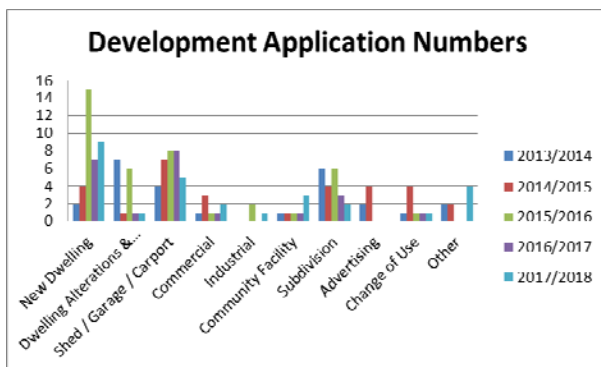
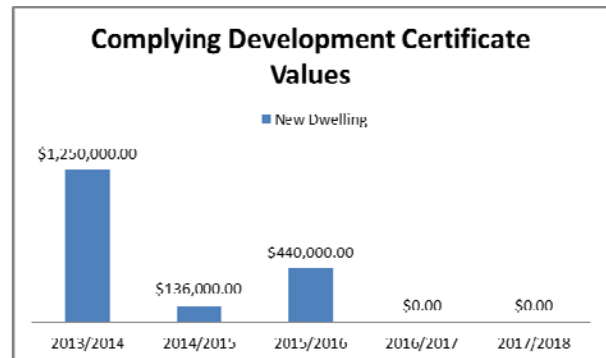
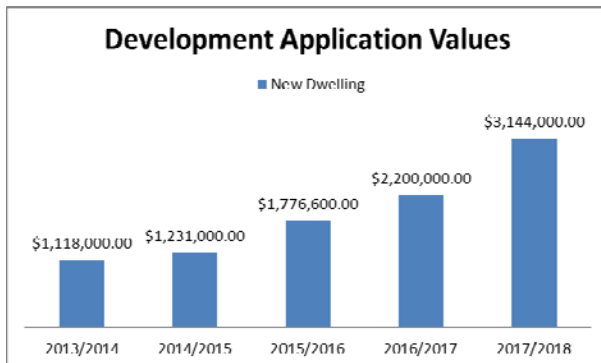
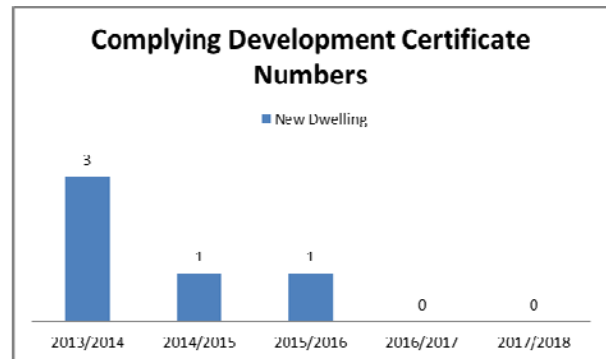
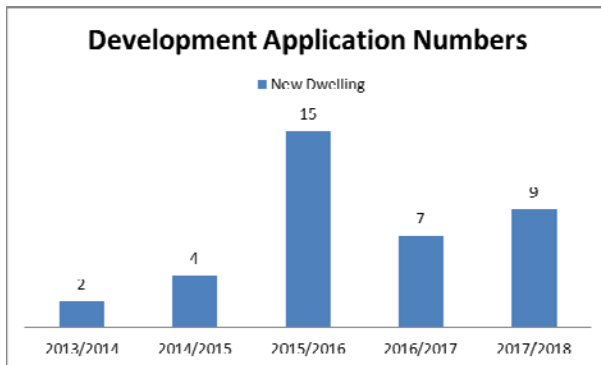
Section 4.59 of the *Environmental Planning and Assessment Act 1979* (the Act), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office. In accordance with Section 4.59 of the Act and Clause 124 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations are publicly notified:

Submitted to Council: 26 September 2018

..... General Manager Mayor



August 2018		
DA Number	Description	Address
10.2018.16	Erect a new single storey dwelling	1798 Brackendale Rd, Walcha
10.2018.17	Subdivision of land	Carrai Rd, Walcha
10.2018.6.2	Alterations & additions to dwelling	1N-3N Thee St, Walcha
10.2018.18	Erect a new garage	65N Lagoon St, Walcha
10.2018.19	Subdivision of land	16-25 Saleyards Rd, Walcha
CDC Number	Description	Address
Nil		



Register of disclosure statements of reportable political donations and gifts in relation to planning applications or submissions

Under section 10.4 of the *Environmental Planning and Assessment Act 1979* a person who makes a planning application to council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the

Submitted to Council: 26 September 2018

..... General Manager Mayor



application within the period commencing 2 years before the application is made and ending when the application is determined:

- a) all reportable political donations made to any local councillor of that council
- b) all gifts made to any local councillor or employee of that council.

The legislation also imposes similar disclosure obligations on persons who make written submissions objecting to or supporting a relevant planning applications.

Disclosures of reportable political donations and gifts are to be made available to the public on, or in accordance with arrangements notified on a website maintained by Council. The disclosures are to be made available within 14 days after the disclosures are made.

Nature of Interest	Number Received 2017/2018	Number Received 2018/2019 YTD	Number Received this period
Political Gifts and Donations	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	0	0	0

Construction Certificates

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out building work without a certificate. Section 6.7 of the *Environmental Planning and Assessment Act 1979* states that a construction certificate is required for the erection of a building in accordance with a development consent. The construction certificate is a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the regulations.

Construction Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued Council	5	4	1
Number Issued (Private Certifier)	11	0	0

Occupation Certificates

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not commence the occupation or use of a building (including a change of use) without a certificate. Section 6.9 of the *Environmental Planning and Assessment Act 1979* states that an occupation certificate is required for the commencement of the occupation or use of the whole or any part of a new building, or the commencement of a change of building use for the whole or any part of an existing building. The occupation certificate is a certificate that authorises the occupation and use of a new building in accordance with a development consent, or a change of building use for an existing building in accordance with a development consent.

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..... General Manager Mayor



Occupation Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued (Council)	3	0	0
Number Issued (Private Certifier)	9	0	0

Subdivision Certificates

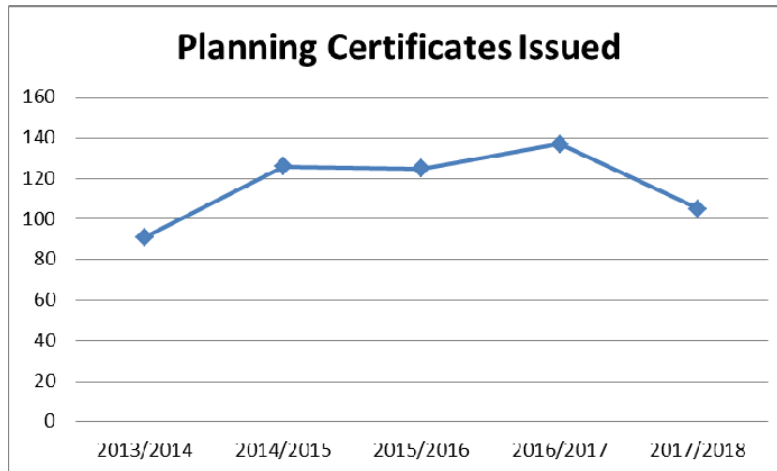
Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out the subdivision of land without a certificate. The subdivision certificate authorises the registration of a plan of subdivision under Part 23 of the *Conveyancing Act 1919*.

Subdivision Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued	3	3	2

Planning Certificates

Section 10.7 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 s10.7 Planning Certificate.

Planning Certificates	2018/2019 YTD	This Period
Number Issued	16	7



Building Information Certificates

Sections 6.24 – 6.26 Building Information Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*, it is a certificate that states that the Council will not make an order or take proceedings referred to below:

- 1) A building information certificate operates to prevent the council:
 - a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
 - b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council,
 in relation to matters existing or occurring before the date of issue of the certificate.

Submitted to Council: 26 September 2018

..... General Manager Mayor



- 2) A building information certificate operates to prevent the council, for a period of 7 years from the date of issue of the certificate:
- a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
 - b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council, in relation to matters arising only from the deterioration of the building as a result solely of fair wear and tear.

Building Information Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued	0	0	0

Outstanding Notices and Orders Certificates

Certificates as to whether there are any outstanding notices issued by the Council under the *Local Government Act 1993*, or any outstanding notices or orders in force under Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

Outstanding Notices & Orders Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued	12	1	0

Critical Stage Inspections for DAs, CCs and CDCs

Section 6.5 of the *Environmental Planning and Assessment Act 1979* requires the carrying out of inspections of building work for certifiers appointed as the principal certifying authority. Cl.143B and Cl.162A of the *Environmental Planning and Assessment Regulation 2000* denotes the critical stage inspections (the occasions on which building work must be inspected), specified below:

Compliance Inspections	2018/2019 YTD	This Period
Site inspections	14	5
Footings & slab inspections	1	0
Framework inspections	1	0
Waterproofing inspections	0	0
Stormwater inspections	0	0
Final inspections	2	0

Annual Fire Safety Statements

Clause 177 of the *Environmental Planning and Assessment Regulation 2000* requires the owner of a building to which an essential (statutory) fire safety measure is applicable to provide Council with an annual fire safety statement for the building within 12 months after the date on which an annual fire safety statement was previously given. As described in clause 175 of the *Environmental Planning and Assessment Regulation 2000*, an annual fire safety statement is a statement to the effect that:

Submitted to Council: 26 September 2018

..... General Manager Mayor



- 1) each essential fire safety measure specified in the statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing:
 - a) in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
 - b) in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- 2) the building has been inspected by a competent fire safety practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7.

Annual Fire Safety Statements	2017/2018	2018/2019 YTD	This Period
Number received	15	1	0
Number of relevant premises	Data not available at the time of the report		

Bushfire Attack Level Certificates

Clause 130A of the *Environmental Planning and Assessment Regulation 2000* requires a bushfire attack level assessment and determination to be issued for complying development on bushfire prone land.

BAL Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued	1	0	0

Dwelling Entitlement Information Advice

Information to applicants under clause 4.2A of the *Walcha Local Environmental Plan 2012* as to whether a dwelling may be permitted to be erected with development consent on subject land.

Dwelling Entitlement Advice	2017/2018	2018/2019 YTD	This Period
Number Issued	8	2	1

9.11 Environment & Regulatory

Section 68 Activities

Section 68 of the Local Government Act requires the approval from Council for undertaking certain activities.

Section 68 Activity Data		
	2017/2018	2018/2019 YTD
Total Number of S68s Determined	6	1
Number of S68s Outstanding	1	0

Section 68 Approvals August 2018		
S68 Number	Description	Address
52.2018.3	OSSM system installation & operation	152 Ohio North Rd, Walcha

Submitted to Council: 26 September 2018

..... General Manager Mayor



S68 Compliance Inspections	2018/2019 YTD	This Period
Site inspections	3	2
Internal drainage inspections	0	0
External drainage inspections	2	2
Water supply work inspections	0	0
Final inspections	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.

Food Premises Surveillance 2018/2019						
	High Risk Fixed	Medium Risk Fixed	Low Risk Fixed	Mobile	Temporary	TOTAL
Total No.	22	5	5	2	5	39
No. Primary Inspections	0	0	-	0	0	0
No. Re-inspections	0	0	-	0	0	0
No. additional Re-inspections	0	0	-	0	0	0
No. FSS Required	20					20
No. FSS Current	20					20

Footpath Usage Applications

Section 125 and 126 of the *Roads Act 1993*, and section 46 of the *Local Government Act 1993* requires approval from Council for carrying out an activity or placing an item within the road reserve.

Footpath Usage Approvals	2017/2018	2018/2019 YTD	This Period
Number Issued	2	1	0

Swimming Pool Inspection and Compliance

Section 22 of the *Swimming Pools Act 1992* requires Council to develop and adopt a mandatory pool inspection program, Council must then inspect the swimming pools in accordance with the program and check the pool barriers comply with the requirements of the *Swimming Pools Act 1992*.

Properties to be sold with a pool must have:

- a) A certificate of compliance, or
- b) A relevant occupation certificate and a certificate of registration, or
- c) A certificate of non-compliance

Properties to be leased with a pool must have:

- a) A certificate of compliance, or
- b) A relevant occupation certificate and a certificate of registration

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..... General Manager Mayor



Swimming Pool Compliance	2017/2018	2018/2019 YTD	This Period
Certificates of Compliance Issued	0	0	0
Certificates of Non-Compliance Issues	0	0	0
Inspections Conducted	0	0	0

Regulatory Control

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:

- *Local Government Act 1993* e.g. overgrown land and accumulation of waste
- *Protection of the Environment Operations Act 1997* e.g. environmental pollution and noise abatement
- *NSW Road Rules 2014* e.g. vehicles and traffic on nature strip
- *Road Transport (Vehicle and Driver Management) Act 2005* e.g. abandoned vehicles
- *Impounding Act 1993* e.g. abandoned vehicles and roaming stock

Regulatory Service	Action	2018/2019 YTD	This Period
Overgrown allotment	Warning	0	0
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0
Accumulation of waste	Warning	0	0
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0
Keeping of animals	Warning	2	2
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0
Vehicles and traffic on nature strip	Warning	0	0
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0
Abandoned vehicle	Warning	0	0
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0
Noise abatement	Warning	0	0
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0

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..... General Manager Mayor

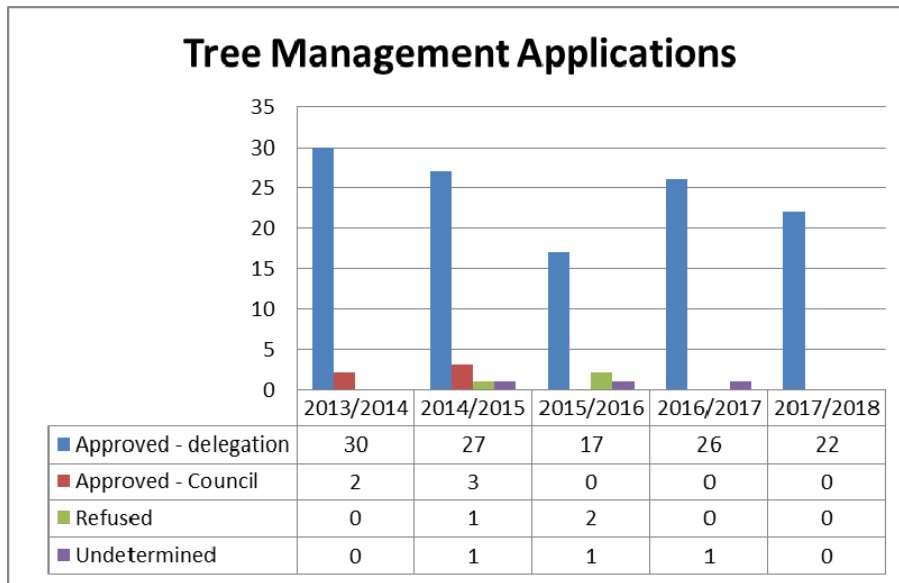


Environmental pollution	Warning	0	0
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0

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.

TMAs 2018/2019	Lodged	Approved	Refused
July	3	2	0
August	0	1	0



9.12 Animal Control

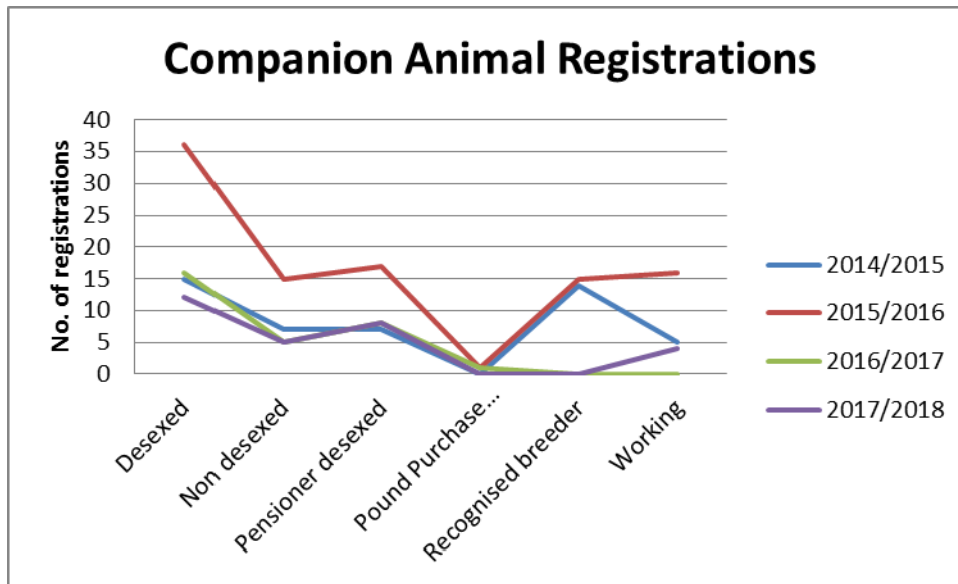
Council encourages responsible pet ownership in the community, as well as at home. Pet owners should make sure their animals don't disturb their neighbourhood and threaten or harm any other person, pets or wildlife.

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

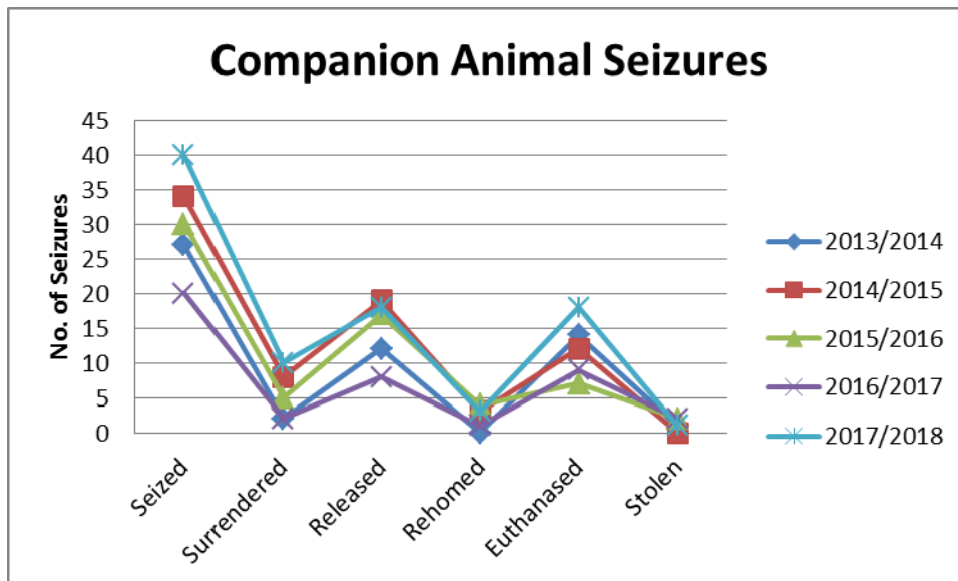
Companion Animal Registrations 2018/2019							
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Recognised breeder	Working	Value \$
Jul	2	0	1	0	0	0	\$138.00
Aug	2	0	0	0	3	1	\$285.00

Submitted to Council: 26 September 2018

..... General Manager Mayor



Companion Animal Seizures 2018/2019						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen/Escaped
Jul	2	1	1	0	1	0
Aug	7	3	3	1	3	0



Companion Animal Ranger Services 2018/2019

	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
Jul	0	2	0	0
Aug	2	3	1	0

Submitted to Council: 26 September 2018

..... General Manager Mayor



	Caution	Dangerous Dog		Nuisance Dog		Menacing Dog		Penalty Notice
		Notice	Order	Notice	Order	Notice	Order	
Jul	7	0	0	0	0	0	0	0
Aug	0	0	0	0	0	0	0	2

9.13 Building and Amenity Maintenance

Maintenance work at Council facilities August 2018	
Building / Amenity	Hours
Administration Building	50
Library Building	9
Tourist Office Building	11.5
Amenities	106.5
Streets Maintenance	28.5
Depot Building Maintenance	40.5
Preschool Cleaning	37
Early Intervention Cleaning	3
Walcha Tip Operations	81
Water Treatment Plant Maintenance	19
Sewerage Treatment Operations & Maintenance	105.5
Aerodrome Building Maintenance	4
Sporting Grounds Building Maintenance	7.75
Squash Courts (other sport & rec operations)	8.25
Swimming Pool (during season)	0.5
Pool Buildings Maintenance	0

Project work at Council facilities August 2018	
Project	Hours
WO 4605 Council Chambers Internal Refurbishment	0

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..... General Manager Mayor



Routine cleaning hours at Council facilities	
Building / Amenity	Hours (per fortnight)
Council Chambers	20
Library	5
Visitor Information Centre	5
Amenities	21
Streets	12
Depot	10
Preschool (incl. Early Intervention)	20
Landfill	3
Water Treatment Plant	2
Sewerage Treatment Plant	1.25
Aerodrome (incl. Lions Park)	2
John Oxley Sportsground	1.75
Walcha Oval	2
Squash Courts	2.5
Van	0.5
Swimming Pool (during season)	7

Submitted to Council: 26 September 2018

..... General Manager Mayor



COMMUNITY SERVICES

9.14 Walcha Council Community Care

Groups

August 2018

Women’s Group and Wanderer’s Group

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

15 August 2018 - 23 ladies attended the Women’s and Wanderer’s Group lunch held at the Royal Café in Walcha. The weather was chilly so the toasty warm fire and the comfy atmosphere of the café made a lovely spot to spend a couple of hours enjoying each others company.

Wanderer’s Group

8 August 2018 – The group enjoyed morning tea at the Community Day Centre Rooms.

22 August 2018 – The Wanderer’s Group travelled to Uralla where they visited McCrossins Mill and lunch at the Bottom Pub.

Men’s Group

14 August 2018 – 13 gentlemen attended morning tea held in the Community Day Centre Rooms.

28 August 2018 – 17 gentlemen attended the trip to Barraba to visit the famous “Shed of Knowledge” owned by Ron and Helen Hiscock. Ron is not only very passionate about his own family history, but his collection of memorabilia has grown to huge proportions and has now become the “Shed of Knowledge” that caters for all interests. The display is in prestine condition with the information about each item clearly marked. Helen and Ron made the group feel extremely welcome and the visit has been put down to one of the best museums they have seen yet. Lunch was enjoyed at the beautiful old Commercial Hotel in Barraba which was once a historical old Cobb and Co changing station built in 1890.



Left and Below – Photos taken of the WCCC Men’s Group during the visit to the “Shed of Knowledge” in Barraba.

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..... General Manager Mayor



Left – Eric O’Keefe

Below – Photos taken of the WCCC Men’s Group during the visit to the “Shed of Knowledge” in Barraba.

Submitted to Council: 26 September 2018

..... General Manager Mayor



Submitted to Council: 26 September 2018

..... General Manager Mayor



Submitted to Council: 26 September 2018

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Above – “Shed of Knowledge” owners Helen Hiscock and Ron Hiscock with WCCC Volunteer Mary Natty
Below – Walcha Council Community Care Men’s Group members at the “Shed of Knowledge” Barraba



Submitted to Council: 26 September 2018

..... General Manager Mayor



Transport – July

Medical drives – 11 clients utilized the service with 21 trips this month.

Access bus – 6 clients used the service making 37 trips this month.

Bus to Tamworth – 6 clients used the service on 31 August 2018

Bus to Armidale numbers were as follows:

- ◆ 7 August 2018 – 4 clients
- ◆ 14 August 2018 – 3 clients
- ◆ 21 August 2018 – 5 clients
- ◆ 28 August 2018 – 5 clients

Taxi Vouchers – 18 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport with a total of 102 Taxi Vouchers returned.

Transport was provided for a group of 11 ladies to have a social day in Tamworth to see the movie “Mama Mia”, do some shopping and have a lovely lunch together before the movie. The ladies were thrilled with the day and are keen to make the social movie day a regular event.

Meals on Wheels

For the August there were 12 clients who received hot main meals with 3 of those clients also receiving frozen meals for the weekend. There were 4 clients who received frozen meals. The total number of meals for the month of August was:

- ◆ 230 Hot meals,
- ◆ 93 frozen meals and
- ◆ 164 desserts.

Rural and Remote Exercise Groups

Nil to report this month.

Feedback, Suggestions and Complaints

Nil to report this month.

Meetings and Training

9 August 2018 – Dementia Support Group meeting held at the Community Day Centre Rooms.

22 and 29 August 2018 – 2 day Practical Parenting course held in the Community Day Centre rooms.

10 August and ongoing – “Cuppa on Council” afternoon tea held in the Community Day Centre Rooms. People have attended the Friday afternoon get togethers with the aim of supporting others emotional and socially that are effected by the ongoing drought. Debby Maddox from the Rural Assitance Authority in Armidale has been very well utilised during the weeks she has been able to attend the meetings.

29 August 2018 – Denise, Elaine and Cathy attended the Glen Sorenson Worshop held at the Community Centre in Tamworth. The training was “Wellness and Reablement” , which is now the focus of practice in the CHSP guidelines. Late October 2018 we will be

Submitted to Council: 26 September 2018

..... General Manager Mayor

Walcha Council
Ordinary Council Meeting
26 September 2018



required to submit the first report to the Commonwealth Government on how we as a service provider are implementing a wellness and reablement approach in our funded programs.

Cathy Noon
Community Care Coordinator

Submitted to Council: 26 September 2018

..... General Manager Mayor



9.15 Library

July 2018

Stats for July:

- ◆ Loans: 672
- ◆ Returns: 649
- ◆ Reservations placed: 53
- ◆ New members: 6
- ◆ Door count: 986
- ◆ Wi-fi use: 19
- ◆ Computer use: 105

August has been a relatively quiet month in the library. However a lot of preparation has been done for the upcoming October school holiday activities, as well as ‘Story Hour’ which will be held on the second Thursday of every month starting on 20 September.

The Children’s Book Council of Australia Book Week was held from the 18-24 August. Walcha Library was lucky enough to receive a lot of the shortlisted books, which were very popular among our young library borrowers. We also held a story time during this period where a few of the shortlisted books were read followed by a craft activity. We held a colouring in competition to celebrate book week, we had some great entries and our winners were Emily Grayling (Preschool) and Grace Curtis (Kindergarten). Our winners received a picture book each with a little treat.

I mentioned a little while ago that we were putting in a grant application to run a Tech Savvy Seniors Program at Walcha Library in 2019. Fortunately, we were successful in this application which will be beneficial to many older people in our community. The program will include an introduction to computers, introduction to cyber safety, introduction to internet, introduction to ipads and android and introduction to email and social media. The program is due to commence on 7 February 2019.

Keep an eye our for our October school holiday program!

Madison Garrad
Library Coordinator/Youth Worker



9.16 Preschool

August 2018

Preschool Disco

At the end of last term the preschool held a disco for the families and children to attend, the children were encouraged to dress up and the families were asked to bring a plate of food to share. It was a very well received event with the room packed out. There were bubbles, disco lights and some of the children’s favourite music for them to dance along to. Mid way through the music was stopped and everyone had a break to eat some food before getting up to dance again.



Cultural Cooking

Lissie Blomfield came in to preschool to cook some traditional cinnamon buns with the children from her home country of Sweden. Also known as “Kanel Bulle” these buns are eaten at morning or afternoon tea time or “Fika” Lissie taught the children the many different ways that they can be designed for the final cooking process. The children had a great time and they all enjoyed both making and eating the buns. Walcha Preschool encourages families to come and share their culture, skills and knowledge with all of the children just like Lissie did.





NAIDOC Week

This year for NAIDOC week the children were taken out to the Mill Hole to hear the traditional story of the rainbow serpent, the story was told by local elder Sue Green, the children were then taken to the garden at the lands council to have morning tea and draw on the rainbow serpent bags given to them by Sue.

Mark Davies also came to preschool and cooked Johnny Cakes with the children and they all tasted some tea made from bush tucker.



Cassie McKenna also came in to teach the children about the Torres Strait community which she is from. Cassie taught the children some songs using some Torres strait words and showed the children some dancers in 'Dhari's' the traditional headdress. The children then had the opportunity to make their own Dhari using feathers.





Book Week

Each August Walcha Preschool holds book week, this is to promote and encourage families and children to be looking at and reading books. Holding book week also allows the preschool to build on our library from the sales of books. This year the preschool was eligible for \$300 worth of books from scholastic. This year like many others the families were invited to come for morning tea with their children so they can browse the books and share a meal with their child. The children then did parachute games and music time after morning tea. The children dressed up all week and when the families arrived they were able to show off their outfits.



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.

Submitted to Council: 26 September 2018

..... General Manager Mayor



Item 10:

Committee Reports

Submitted to Council: 26 September 2018

..... General Manager Mayor

Walcha Preschool Advisory Committee Meeting

held on

Tuesday, 10 April 2018

at

5:10 pm

at

Walcha Preschool

PRESENT:

Karen Kermode (Acting Chairperson) (Community Services Manager) Zoe Herbert (Nominated Supervisor), Bonnie Brown, Kimberley Lisle, Melika McKinnon, Meggie Davey and

1. APOLOGIES:

Councillor Rachael Wellings

2. CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 28 NOVEMBER 2018:

3. Business Arising

The Community Services Manager gave a verbal update on the progress of the new preschool. She advised that the plans have been completed and the Architect has almost completed the documents required to advertise the tender.

4. Nominated Supervisor's Report – Term 1 2018

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

- Bus numbers are excellent with 5 children using the bus on Monday, and Tuesday, Wednesday and Thursday the bus is full (10 children). The Nominated Supervisor has sought advice as to using the bus driver in the supervision ratio on the bus, and is expecting a reply shortly.
- Extended hours has been suspended on Thursday afternoon due to no one using it. Mornings see a handful of children arriving before the 8.30 start time. Tuesday and Wednesday afternoon numbers are also extremely low. A Facebook poll will be created to see if the extended hour's needs are greater on Monday or Friday.

- Two staff members are on extended leave until the end of Term 2. They will need to notify Council of their intentions to leave or return before the end of Term 2 so replacement educators can be employed if necessary.
- The school based trainee (SBAT) is continuing this year. An additional SBAT will commence later in the year when she has turned 16.

5. General Business

5.1 Policies were reviewed by the committee. Minor changes have been made to some policies to reflect updated terminology and to reflect current requirements and practices. The following policies (Attachment 1) were reviewed:

- Environmental Awareness Policy
- Equipment Policy
- Outdoor Safety Policy
- Behaviour Guidance Policy
- Inclusion Policy
- Orientation for Children Policy
- Supervision of Children Policy

5.2 Quality Learning Environment Grant – The Community Services Manager informed the committee that an application had been submitted to the grant, to repair the unused “Early Intervention” playground. If successful in obtaining this grant, playground equipment previously purchased will be installed in this area during the upgrade process.

5.3 Quality Improvement Plan – The Nominated Supervisor presented *Quality Area 2.1 Each child’s health is to be promoted* to the committee for their review and comment. The quality improvement plan is being constantly updated when improvements are identified or made, and must reflect the current practices of the preschool.

RECOMMENDED that the Environmental Awareness, Equipment, Outdoor Safety, Behaviour Guidance, Inclusion, Orientation for Children, and Supervision of Children policies as presented be ADOPTED by Council.

There being no further business the Chair declared the meeting closed at 5.40pm.

CONFIRMED _____ **(Signed)**

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

Attachment 5.1

Environmental Awareness Policy

Aim

Walcha Preschool promotes environmental awareness and sound practices.

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.

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
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au
- Workplace Health and Safety Act 2011 www.workcover.nsw.gov.au

Who is affected by this policy

- Child
- Staff
- Families
- Management

Reduce

Walcha Preschool will minimise its impact on the environment and conserve scarce resources wherever possible. In particular:

- Staff will supervise hand washing and encourage children to reduce water wastage.
- All appliances will be turned off when not in use, to minimise the waste of electricity.
- When new appliances are being purchased, preference will be given to those which have a high energy efficiency rating.
- The garden will be mulched as needed, to reduce the need for watering.
- Wherever possible, preference will be given to recycled paper products.
- Phosphate free cleaning products will be used where possible, to minimise the impact on waterways.
- Preference will be given to low toxicity cleaning products.
- The use of pesticides will be minimised, and preference will be given to low toxicity products.

Re-use

Walcha Preschool will re-use materials that might otherwise be wasted. In particular:

- Parents will be encouraged to donate recyclable materials.
- Wherever possible, printer paper will be used on both sides.
- Craft activities will include "found objects" regularly.
- Children will be encouraged in their resourcefulness, to substitute used and found materials for new materials in craft activities.

Recycle

Walcha Preschool will recycle materials wherever possible. In particular:

- The Preschool will support council recycling projects, and recycle paper, glass and aluminium.
- Green waste, such as food scraps and grass clippings, will be composted or used for worms or other pet feed, wherever practical. These practices will also be taught to the children.

Other strategies

Walcha Preschool will aim for best practices in all aspects of its environmental management. In particular:

- When planting new trees and shrubs, preference will be given to bird attracting native species that do not pose irritation or danger to children.
- Preference will be shown when purchasing new resources for products that use lead free paint and plantation or recycled timber.
- The centre will obtain Material Safety Data Sheets (MSDS), emergency details and have correctly labelled containers. The MSDS will be clearly displayed where any hazardous chemicals or substances are stored. When required MSDS will be available in different languages.

Review

The policy will be reviewed annually. Review will be conducted by

- management,
- employees,
- parents
- interested parties.

Date Adopted	31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16
Staff review	19/2/2018
Nominated Supervisor	
Management Committee Representative:	

Equipment Policy - NQA2 & NQA3

Aim

Walcha Preschool will purchase toys and equipment that are suited to Australian safety standards and appropriate to the developmental stages, interests, and social and cultural considerations of each child at Walcha Preschool. Toys which encourage violence or inappropriate behaviour will not be purchased.

Educators will ensure that all toys and equipment are maintained, used and stored in a safe, clean, hygienic condition. Children will be educated on how to use equipment appropriately.

Management will liaise with educators to determine which equipment is most appropriate for Walcha Preschool, taking into account; durability, easy maintenance, cost, benefit to the children's program.

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.

Related Policy

Work Health and Safety Policy

Who is affected by this policy?

- Children
- Families
- Educators
- Management

Implementation

- The Walcha Council will be ultimately responsible for any purchases of equipment.
- The Nominated Supervisor will compile a list for the council of equipment which needs maintenance on a prioritised basis, when necessary.
- Walcha Preschool will actively seek the input of parents/guardians regarding large equipment at Walcha Preschool.
- All new equipment will be checked against Australian Safety Standards.
- Children will be introduced to new toys and pieces of equipment and taught how to use and care for them appropriately
- Equipment which involves the use of water will be used under the direct supervision of educators. All equipment will be emptied of water when not in use and stored in such a manner that it cannot collect water.
- Equipment will be checked regularly by the educators to ensure it is in a clean and safe condition. The Nominated Supervisor will be notified if is not.
- The council will advise the educators and parent committee about the purchase of new equipment and ensure a risk assessment is carried out if appropriate.
- All equipment purchased for Walcha Preschool will be within budget limitations.

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011;
- Work, Health and Safety Act 2011 and Regulations 2011 (NSW);
- Australian Standards for toys, equipment and glass in buildings
- National Quality Framework
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Review

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

- Management

- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16
Staff Review	19/02/2018
Nominated Supervisor	
Management Committee Representative:	

Outdoor Safety Policy – NQA2 & NQA3

Aim

Walcha Preschool will minimise risk of child accidents, injuries and illnesses in the outdoor environment.

Background

Research shows that the majority of reported injuries to children in New South Wales licensed child care services occur in the outdoor play environment. Almost 60% of these injuries are due to falls from equipment or falling over, with the majority occurring during mixed age group sessions. The outdoor play area needs to be carefully designed so children's needs and interests are catered for and injuries are minimised.

Early childhood educators are responsible for planning and setting up safe play environments. The most important factor in playground safety is a well designed playground. Play areas need to support children's development based on their abilities, needs and interests. Planning should take into account the uses and limitations of the available equipment and the outdoor environment.

A well-designed playground:

- allows easy supervision, especially of climbing structures and water play areas
- allows a safe flow of play between quiet and noisy activity areas
- provides age-appropriate areas
- provides plenty of shade
- provides adequate drainage
- is free of harmful plants
- complies with Australian Standards.

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

To ensure that the outdoor environment is safe from hazards staff will:

- follow a routine of checking the outdoor play area each morning before children arrive at the service to remove or manage any safety concerns.
- Supervise the children at all times
- An Outdoor Safety Checklist will be used.
- Equipment will be checked daily and maintained as required.
- Consider the height of the equipment –check for potential bumping, choking and entrapment hazards
- Take into account the age-appropriateness of the equipment - equipment that allows for a variety of play and set-up options for different stages of development – children will want to keep playing on equipment that provides greater challenges
- Consider the durability and quality of the equipment.
- Identify areas which may require more supervision, and assigning appropriate staff members
- Listening to the sounds of the environment such as laughter versus crying or whether it is too noisy or too quiet
- Review the physical environment before children enter a playground and continuing to monitor safety during play.
- Ensure a First Aid Kit is accessible, checked and maintained regularly.
- Identify and remove any hazardous plants
- Remove any animal droppings on equipment by using hot soapy water and dispose of the waste hygienically
- Educate and reinforce safe play rules to the children
- Cover the sandpit at the end of the day
- Place the equipment in a well-shaded area to avoid direct sunlight and continue to monitor the surface temperature during outdoor play time, this could result in equipment being packed away early when in summer routine.
- Water play equipment will be supervised at all times
- Wood working tables will be supervised at all times.

Relevant Legislation and Key Resources

- Work, Health and Safety Act 2011 and Regulations 2011 (NSW); Australian Standards for play equipment and soft fall.
- 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
- Children’s Centres Model Policies and Practices (No. 2), University of NSW, 2003.
- Best Practice Guidelines in Early Childhood Physical Environments, Walsh CS, 1996
- Kidsafe NSW Inc –www.kidsafensw.org.au

Review

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

- Management
- Employees

- Families
- Interested Parties

Date Adopted	31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16
Staff Review	19/02/2018
Nominated Supervisor	
Management Committee Representative:	

Behaviour Guidance Policy – NQA 5

Aim

It is widely accepted that positive interactions and behaviour guidance strategies enhance children’s confidence and self-esteem and that children’s development is enhanced by respectful and supportive relationships with adults who demonstrate respect for them as individuals.

All children have the right to feel safe within their environment. No child has the right to compromise the safety of others. It is necessary that inappropriate and dangerous behaviour is dealt with in an appropriate manner to ensure that all children and staff feel safe at all times when they are attending our service.

Policy

The preschool is responsible for providing a safe, stimulating and well planned program that aims to meet the needs of all children in care. Ideally, behaviour management should be a partnership between children, families, and educators. In order to support children’s behaviour effectively it is recognised that they need an environment which shares common understandings, expectations and practices about the management of their behaviour. Unacceptable behaviour within the preschool will be dealt with in a fair and consistent manner. In the case of a child regularly displaying unacceptable or dangerous behaviour, all efforts will be made to provide effective strategies to assist the child in developing more appropriate behaviours. If all avenues have been exhausted the child will be excluded from the service.

Procedures

In following this procedure it will be recognised that:

- All individuals have the right to be treated with respect, always.
- Families, educators, school, peers and significant adults influence children’s choices.
- There are consequences for behaviour, whether it is positive or negative.
- Individuals must be responsible for their choices according to their developmental stage.

Educators will utilise positive behaviour guidance procedures and practices within the preschool at all times. In doing this educators will:

- Set positive guidelines for children to follow

- Use a calm voice when addressing a child about their behaviour
- Be conscious of your body language when speaking to children eg. getting down to the child's level
- Speak using positive language when dealing with children's behaviour
- Treat all children with respect
- Treat all children as individuals
- Provide an environment that encourages positive behaviour
- Encourage children to make choices
- Model appropriate and positive social behaviour
- Use praise for action eg. "I like the way you have" Rather than criticism
- Set appropriate limits and guidelines for children
- Support children experiencing separation anxiety
- Be open and honest with families strategies to be used at home as well as in care
- Suggest support of outside agencies as appropriate
- Maintain confidentiality and privacy of individuals
- Never use physical punishment
- Let children know if their behaviour is unacceptable, while reinforcing that they are still accepted as part of the group
- Children are made aware of limits, expectations and room rules before they are implemented
- All educators should use the same behaviour guidance strategies for each child
- Older children are encouraged to help set guidelines for appropriate behaviour within the room and centre
- Educators will keep accurate and non-bias records of any behaviour displayed by a child that they are concerned about.

Challenging behaviour

- Depending upon the age of the child, the room leader and or the nominated supervisor will talk to the child about their behaviour and the consequences that it will result in
- The room leader will then speak to the child's family about the behaviour that has been occurring and try to identify any reasons for the behaviour

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.

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

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	30/11/2016 – Minute 86/20162017
Staff Review	19/02/2018
Nominated Supervisor	
Management Committee Representative:	

Inclusion Policy - NQA5 & NQA7

Aim

To provide children with a supportive environment that allows them to realise their full potential.

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.

Related Policies

HIV and AIDS Virus Policy
Program, Education and Development Policy
Treatment of Children with Special Needs Policy

Who is affected by this policy?

- Children
- Families
- Educators
- Community

Implementation

Walcha Preschool wants children to develop to the best of their personal ability. Every child attending is an individual and the preschool aims to promote and encourage this by:

- Helping children to develop ease with and have a respect for physical, racial, religious and cultural differences.
- To provide all children with accurate and appropriate material that provides information about their own and other's disabilities and cultures.
- Presenting children with a wide range of male and female work roles, both within the home and the workplace, including nurturing roles.

- Encouraging children to develop friendships with each other based on mutual trust and respect.
- Including in our program and the preschools physical environment an awareness of cross-cultural and non-discriminatory practices.
- Encouraging families from non-English speaking backgrounds to contribute their knowledge and culture to the preschool to enhance the program.
- Making it clear to children through the educators that it is not acceptable for a child to say or do unfair things to another person and that if this does occur an educator will firmly step in.

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
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Review

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

- Management.
- Employees.
- Families.
- Interested Parties.

Date Adopted	30/11/2016 – Minute 86/20162017
Staff Review	19/02/2018
Nominated Supervisor	
Management Committee Representative:	

Orientation for Children Policy - NQA5

Aim

To provide children and families with an orientation procedure that allows the child and family to feel comfortable and to have trust in Walcha Preschools educators and environment.

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.

Related Policies

- Enrolment Procedure Policy
- Educators and Parent Relationship Policy

Who is affected by this policy?

- Children
- Families
- Educators

Implementation

We believe orientation is an important process where educators are able to get important information about the new child's needs and those of the family. This process helps to make the transition from home to care as smooth as possible with the aim to maintain continuity between home and preschool, which helps the child adjust to the new setting.

The nominated supervisor will invite new children and families to visit the preschool and meet the educators, and familiarise with the environment if necessary.

The children may participate in the activities if they so desire. Positive interactions at this time (between families, educators and the child) are important for the children to build positive attitudes to the preschool environment. Educators are aware that some children respond to new experiences faster than others and will adapt to the situation.

At this time, the daily timetable and program will be discussed, as well as routines and any special requirements for the child that may need to be accommodated. Families will also be encouraged to send any special comfort items (teddy etc) to help the child in the initial settling in period. Families will also be invited to phone and check on their child at any time if there are any concerns.

Part of this orientation visit is also to explain/collect the required documentation for the child (enrolment form, immunisation record and Medicare number).

Educators will also discuss how best to help the child settle into preschool – with some parents choosing to gradually build up to a full day so the child is reassured that the parents will return to collect them. Educators will encourage parents to say goodbye when dropping off – and reassured that if the child remains distressed over a period of time, that educators will contact them.

Families are able to stay as long as needed to reassure their child, but sometimes its easier for the educators to settle the child if the families come earlier on collection to spend time with their child – rather than do this at drop off time.

Families will be kept informed about how their child is settling in on collection and are welcome to discuss any aspects with the room leader at a convenient time. Information on the Walcha Preschool child orientation policy will be available in different languages when required.

Transition to school

When a child first attends school, there is a great change for that child and for their family. We believe that the child's families are the most important link in this transition. The better the bridge between home and school, the better the education: that's the message of recent research.

The preschool will always talk about starting school in a positive manner that will reinforce a healthy attitude toward the transition.

Relevant Legislation and Key Resources

- Education and Care Services National Law and Regulations 2011;
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children’s Education and Care Quality Authority (ACECQA)-
www.acecqa.gov.au

Review

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

- Management
- Employees
- Families
- Interested Parties.

Date Adopted	30/11/2016 – Minute 86/20162017
Staff Review	19/02/2018
Nominated Supervisor	
Management Committee Representative:	

Supervision of Children Policy - NQA1, NQA2 & NQA5

Aim

The correct supervision will be provided to all the children while attending Walcha Preschool. The correct supervision of children takes into consideration the safety and welfare of every child.

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.

Related Policies

Child Protection Policy
Work Health and Safety Policy

Who is affected by this policy?

- Child
- Educators
- Family
- Volunteers
- Students
- Management

Implementation

At all times, Walcha Preschool will comply with the supervision ratios as set out in the Regulations. These are as follows:

- 1:10 for children who are 3 or more years of age but less than 6 years of age.

Records will be maintained naming the *responsible person* on duty at any time Walcha Preschool is in use.

Any time a child is present on the premises, there will be at least two primary contact educators present on the premises. We will further uphold our duty of care by:

- All educators, permanent and relieving, will be made aware of this policy regarding adequate and responsible supervision of children during the educator's induction.
- Educators rostering and routines will at all times make sure enough educators are available for the adequate supervision of children.
- At no time will students or volunteers be included in the ratio of adults supervising children.
- Students and volunteers will never be left alone with a child or a group of children.
- The Nominated supervisor will ensure that The National Regulations in relation to the supervision of children are adhered to.

INDOORS

- A minimum of two educators (where possible, one being a permanent educator) will provide supervision when children are indoors.
- Supervising educators give their attention to the children and not to any other duties.
- When children are resting or sleeping they will be supervised.
- During hand washing and/or toilet times children will be supervised in the bathroom area.
- Children undergoing toilet training will not be left unsupervised in the bathroom.
- No child is to be left unattended when eating.

OUTDOORS

- The correct ratio will be met in outside play having a minimum of 2 educators where practicable.
- Where one educator is called inside for any reason, they must not go inside until another educator has come outside to replace them.
- Educators supervising outdoors, should position themselves to see as much of the play area as possible.
- One educator should be positioned close to the climbing frame as often as possible.
- Any water activity will be closely supervised by one educator at all times.
- Except for necessary discussions or concerns regarding children or matters relating to Walcha Preschool, educators will not congregate together outside where practicable.

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
- Work Health and Safety Act 2011 (WHS Act) www.workcover.nsw.gov.au

Review

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

- Management
- Employees
- Families
- Interested Parties

Date Adopted	31/7/2013 Minute No. 19/2013-14 01/06/2016 Minute No. 183/2015-16
Staff Review	19/02/2018
Nominated Supervisor	
Management Committee Representative:	



Item 11:

Delegate Reports

Submitted to Council: 26 September 2018

..... General Manager Mayor



New England Bush Fire Management Committee

Chairperson: Mick Pearce 0488 752 520
Executive Officer: Steve Mepham 6771 2400
Email: newenglandteam@rfs.nsw.gov.au

MINUTES

Meeting held 21st August 2018
at New England Fire Control Centre

Present: Refer to attached attendance sheet

1. Meeting opened 10:07am by Chair Trevor Strudwick

2. Apologies

Michael Pearce – Chair/Uralla Council, Rodney O'Brien – Crown Lands; Murray Harrison – National Parks; Graham Brown – NSW Farmers Assoc.; John Galletly – Armidale Regional Council; Tom Cooper – F+R NSW; Warren Chawner – Forestry Corp.

Moved: Rob Blomfield – NSW Farmers Rep – New England.

Seconded: Geoff Green – Local Land Services.

3. Disclosures of Interest

No disclosures of interest declared

4. Confirmation of Minutes of meeting held 22nd August 2018

No corrections – accepted.

Moved: Rob Bloomfield – NSW Farmers Rep, New England

Seconded: Trevor Strudwick – NSW RFS Volunteer Rep.

5. Business arising from previous Minutes

Bushfire Prone Land Maps – The concerns with all grasslands being mapped as bushfire prone has been raised by Liz Ferris (RFS Acting Manager – New England) at the recent Manager's Forum. Liz advised that work is occurring in this space.

Carbon credits – Brushgrove property. Confirmation received that the "Brushgrove" property is not currently being managed for carbon credits. Manager has advised that property was de-stocked for a period of time last year to manage fuel loads and increase feed levels. Property is again stocked which will reduce fuel loads and hopefully help with landowner concerns in area. Property manager has indicated that they do not require any help with HR.

6. Correspondence

In:

Bushfire Committee Handbook Review – Current Handbook is 12 year olds. Project commenced to review and update Handbook. Input requested via online survey completion. Hoping to have Draft available by Sep/Oct 2018. This will be followed by a second round of consultation with final draft scheduled for early 2019.

Tingha Hotspots Program - Jamie Bertram Hotspots Co-ordinator has advised of intention to conduct Hotspots Program at Tingha. Initial Tingha Plateau Anawian County Hotspot Project Meeting is scheduled for Wed 29th August.

Additional Firetrails Funding – additional \$2.5 million available for new projects from Office of Emergency Management. Preferably on public land or private landowner must be willing to sign Agreement.

Out:

Round 1 Mitigation & Resilience Funding for New England BFMC 2018/19.

Region North Multi-Agency Pre-season Invite (via email).

7. Report from Working Groups

Nil

8. Report from Sub-committees

FAFT – 2 x FAFT workshops hopefully to be scheduled before end of year, fire activity permitting. Will require input from NP's & Forests.

9. Other Business

a. Progress on BFRMP Reports from Agencies

LLS – had money available to fence off TSR around Nowendoc village however, opposition has been received from local residents and project is no longer going ahead. Fencing would have assisted with hazard reduction management. Most fenced TSR's are eaten out due to the drought conditions, increasing number of requests for roadside grazing permits as feed gets scarcer.

RFS – busy cooler months with extended bushfire season being experienced. Best rainfall prediction in a while forecast for this weekend. Recent success with Agency's and RFS getting a few HR's completed over last couple of weeks. High winds have resulted in a number of significant fires in Northern Tablelands area, with staff working in IMT last week and over weekend. No contracted aircraft to be based out of Armidale this fire season. Have stood up airbase 3 times in last week to assist with fires. No very large air tanker engaged by RFS this fire season, have instead opted for 3 x smaller aircraft. Large planes maybe late coming across from USA due to their current fire situation. Can't land in Armidale, closest landing strip is Tamworth airport. Heavy Plant will be made available where justified with strategy. RFS staff and vol's currently deployed to assist with fires in America and Canada.

Walcha Council – aware of a couple of small fires around Walcha, including recent Chinnocks fire.

NSW Farmers - Oaky River NP's HR has been putting up visible smoke for over a week. Currently burning in inaccessible area, being checked regularly by NP's. Low fuel loads on private grazing property due to drought.

Forestry Corp – HR carried out last Monday caused a few issues due to winds being stronger than expected. Styx SF is very dry and any fires that break out in this area will be difficult to control. Currently in final week of pre-season preparations. Limited crews/resources available with strategy being to transfer around State where possible. Proving difficult as everywhere is very dry. May require assistance of RFS crew to help out. New command vehicle has arrived. Have installed NP's PMR radios for better comms. during S.44 type incidents.

Crown Lands – Contractor's have been engaged to slash APZ's where required.

b. Progress on BFRMP strategies/tasks

Nowendoc HR being organised to burn two compartments identified in the Community Protection Plan.

c. Report on Operations Coordination Plan

Email has been circulated requesting Agency IMT updates on contact information and IMT qualifications for the upcoming fire season.

d. Monthly HR Report from BRIMS

As per report attached. RFS have completed three HR's recently. A four day burn at Fitzroy Tablelands with National Parks assistance; also assisted Kentucky School to burn large pile in paddock near school and slashing arranged for grassy block adjoining residences in Erskine St, Armidale.

e. Annual Works Plan

f. Fire Trail Register

See FAFT Sub-committee Report (8)

g. Grant Funding

Round 1 hazard reduction funding applications under the Mitigation & Resilience Grant Applications Fund. 4 x Crown Lands bids, 1 x NP's bid for AI and 8 x Walcha Council bids have been supported by Committee and EO and returned to Headoffice for consideration. No firetrail bids.

h. Issues Register

No issues

10. General Business

RFS Get Ready Weekend happening on the 22-23rd September. Number of Brigades participating. Will have stand at Bunnings, Coles and Central Plaza's, as well as, several Stations open to the public.

F+R NSW tankers in Walcha, Uralla, Guyra and Armidale have been given FG radios.

New England's RFS budget has not been released yet. Still waiting on new comms OCV, logistics appliance and Cat 7. Total number of appliances is around 82 units and total fleet currently sitting at 112. Discussion held around which Fire Control Centre S.44 incidents will operate out off.

11.Close

Meeting closed at 10:54 am

Next Meeting: Tuesday 19th February 2019



NAMOI UNLIMITED

Premier agricultural region in Australia

Minutes of the meeting of the **BOARD** of Namoi Joint Organisation of Councils trading as NAMOI UNLIMITED held on **TUESDAY 4 SEPTEMBER 2018** at the Council Chambers, Walcha Council commencing at **12.45PM**.

MINUTES

1. WELCOME, ACKNOWLEDGEMENT AND/OR PRAYER

MEMBERS		PRESENT	APOLOGY
Cr Jamie Chaffey (Chairperson)	Gunnedah Shire Council	✓	
Cr John Coulton	Gwydir Shire Council	✓	
Cr Andrew Hope	Liverpool Plains Shire Council	✓	
Cr Col Murray (Deputy Chair)	Tamworth Regional Council	✓	
Cr Eric Noakes	Walcha Council	✓	
Alison McGaffin	Department of Premier and Cabinet	✓	
NON-VOTING REPRESENTATIVES			
Eric Groth	Gunnedah Shire Council		✓
Max Eastcott	Gwydir Shire Council	✓	
Ron Van Katwyk	Liverpool Plains Shire Council	✓	
Paul Bennett	Tamworth Regional Council	✓	
Jack O'Hara	Walcha Council	✓	
Rebel Thomson	Namoi Unlimited	✓	

The Mayor of Walcha Council welcomed members to the meeting and introduced observing Councillors: Clr Peter Blomfield, Clr Bill Heazlett and Clr Jennifer Kealey.

The Chairperson also welcomed observing Councillor Clr Virginia Black from Liverpool Plains Shire Council.

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Nil

3. PUBLIC FORUM AND/OR PRESENTATIONS

Nil

4. CONFIRMATION OF MINUTES

RESOLUTION: THAT, the minutes of the Board meeting held 7 August 2018 are a



NAMOI UNLIMITED

Premier agricultural region in Australia

true and accurate record of the meeting, with the amendment that Eric Groth Gunnedah Shire Council is noted as an apology for the meeting.

AMENDED

MOVED: Walcha Council
SECONDED: Tamworth Regional Council

CARRIED

5. DISCLOSURES OF INTERESTS

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.

No declarations of interest were tabled at the meeting.

6. CHAIRPERSON MINUTES

Nil

7. NOTICES OF MOTIONS

Nil

8. NOTICE OF MOTION OF RESCISSION (IF APPLICABLE)

Nil

9. STRATEGIC REGIONAL PRIORITIES REPORTS

9.1 Water for the Future – Planning and Prioritisation - ATTACHMENT A

RESOLUTION: THAT, Gunnedah Shire Council and Tamworth Regional Council are endorsed as Sponsors of the Strategic Regional Priority.
THAT, the project brief for a consultant to conduct the Shaping the Future of Water in the Namoi is endorsed.
THAT, the project brief includes an analysis of current and future water allocations for all areas of the economy including water utilities and environmental allocations, and the potential for alternative crops for the region.
THAT, an Expression of Interest to tender for the consultancy is issued.

AMENDED

MOVED: Liverpool Plains Shire Council
SECONDED: Gwydir Shire Council

CARRIED



NAMOI UNLIMITED

Premier agricultural region in Australia

9.2 Trade and Investment – Planning and Prioritisation

RESOLUTION: THAT, Gunnedah Shire Council and Tamworth Regional Council are endorsed as Sponsors of this Strategic Regional Priority.
THAT, the report is noted.

ENDORSED

MOVED: Gwydir Shire Council

SECONDED: Walcha Council

CARRIED

9.3 Water for the Future - Inter-governmental Collaboration

RESOLUTION: THAT, the report is noted.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Liverpool Plains Shire Council

CARRIED

9.4 Water for the Future – Strong Leadership and Advocacy

RESOLUTION: THAT, the report is noted.
THAT, a scope for a drought advocacy paper is developed by the Executive Officer for the Chair.

MOVED:

SECONDED:

LAPSED

9.5 Enabling and Connected Infrastructure - Inter-governmental Collaboration

RESOLUTION: THAT, the report is noted.

ENDORSED

MOVED: Gwydir Shire Council

SECONDED: Tamworth Regional Council

CARRIED

9.6 Engaged People seeking Skills for the Future - Planning and Prioritisation

RESOLUTION: THAT, the report is noted.
THAT, strategic priority sponsor Liverpool Plains Shire Council with the assistance of Gunnedah Shire Council and Tamworth Regional



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Council are endorsed.

AMENDED

MOVED: Tamworth Regional Council

SECONDED: Liverpool Plains Shire Council

CARRIED

10. EXECUTIVE OFFICER REPORTS

10.1 Member Council's Value Proposition – ATTACHMENT E

RESOLUTION: THAT, the Value Proposition for 2017-2018 ATTACHMENT E is endorsed.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

10.2 Code of Meeting Practice – ATTACHMENT F

RESOLUTION: THAT, the Code of Meeting Practice is endorsed and implemented.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Liverpool Plains Shire Council

CARRIED

10.3 Review of the Charter – ATTACHMENT G

RESOLUTION: THAT, the revised Charter is endorsed by the Board.
THAT, the revised Charter is placed on the website for 30 days.

AMENDED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

10.4 Group Terms of Reference – ATTACHMENT H

RESOLUTION: THAT, the Board endorses the nominations for Strategic Regional Priority Sponsors and the Terms of Reference for groups to work with the Joint Organisation.

ENDORSED



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MOVED: Gwydir Shire Council

SECONDED: Walcha Council

CARRIED

11. ADDITIONAL REPORTS PERTAINING TO THE PRINCIPAL FUNCTIONS – ATTACHMENT I

11.1 Inter-Governmental Collaboration

RESOLUTION: THAT, the report and correspondence from the Deputy Premier for NSW and the Minister for Local Government is noted.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

11.2 NSW Joint Organisation Network

RESOLUTION: THAT, the Board move into Committee of the Whole to discuss the topic.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Tamworth Regional Council

CARRIED

RESOLUTION: THAT, Statement of Regional Priorities is tabled and the process of development is shared with the NSW Joint Organisation Network.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

RESOLUTION: THAT, the members return to standing order on the agenda.

ENDORSED

MOVED: Gwydir Shire Council

SECONDED: Walcha Council

CARRIED



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12. REPORTS FROM DELEGATES

Nil

13. QUESTIONS WITH NOTICE

Nil

14. CLOSED REPORTS

Nil

15. CONCLUSION OF THE MEETING

Meeting closed at 2.01pm.



Item: 12.0 **Ref:** WO/2018/01987
Title: Committee of the Whole Referral – Walcha Oval Lighting Upgrade Update AND Staff Committee Minutes - Verbal
Author: General Manager
Previous Items: Not Applicable
Attachment: No

CSP Ref: 5.6.1 – Maintain and improve library, sporting and recreational facilities.
CSP Ref: 8.1.2 – Provide a framework for the efficient and effective administration of Council.

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. AND for the reason that the second report relates to personnel matters concerning particular individuals (other than Councillors).

RECOMMENDATION:

That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Walcha Oval Lighting Upgrade Update 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 AND the matter of Staff Committee Minutes be referred to be discussed in Committee of the Whole for the reason that it relates to personnel matters concerning particular individuals (other than Councillors).

Submitted to Council: 26 September 2018

..... General Manager Mayor