



# WALGETT SHIRE COUNCIL

## AGENDA

17 JULY 2007

*Stephen McLean*  
*General Manager*



11 July 2007

Administrator  
Walgett Shire Council  
PO Box 31  
WALGETT NSW 2832

**NOTICE IS HEREBY GIVEN** that the Ordinary Meeting of Walgett Shire Council will be held in the Lightning Ridge Bowling Club Auditorium on Tuesday, 17 July 2007, commencing at 10.00am.

## **AGENDA**

### **CITIZENSHIP CEREMONY**

### **PUBLIC FORUM PRESENTATIONS**

*(limited to five minute presentations, and must relate to items listed within the Business Paper, with two speakers, speaking for the item and two speakers, speaking against the item to be considered)*

### **WELCOME TO VISITORS**

*(recognising the original Aboriginal caretakers of the lands covered by the Shire)*

### **CONFIRMATION OF MINUTES OF THE COUNCIL MEETING HELD 19 JUNE 2007 AND 28 JUNE 2007**

#### **1. SECRETARY – RESERVE TRUST MANAGEMENT’S REPORT**

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#### **2. ADMINISTRATOR’S REPORT**

No Reports Submitted

#### **3. GENERAL MANAGER’S REPORT**

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## SHIRE OF WALGETT – AGENDA

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### 7. COMMITTEE MINUTES

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No Reports Submitted

### 9. CLOSED COUNCIL MEETING

<b>SECRETARY RESERVE TRUST, MANAGEMENT COMMITTEE REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 1

**Subject:** Acceptance of Reserve Trust Minutes

**Author:** Kaye Stone – Secretary of the Reserve Trust

**File No:** 280/01/00/00

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**Summary:**

This report recommends that Council accepts all the recommendations of the reserve trust meetings held 17 July 2007.

**Comments (including issues and background):**

Council as the appointed reserve trust manager has certain responsibilities in its role as manager they include;

- Develop and implement Plans of Management in accordance with the *Local Government Act 1993* and *Crown Lands Act 1989*
- Making regulatory decisions eg; use of the reserve, hours of entry, fees and charges etc
- Adopting Codes of Conduct
- Financial record keeping
- Counter-signing of development application and grants
- Holding Reserve Trust meetings as required

Reserve Trust Management Meetings are held prior to the Council meeting on the 3<sup>rd</sup> Tuesday of the Month. Members of the public are welcome to attend and can obtain an agenda on the relevant reserve by contacting Council.

**Relevant Reference Documents:**

- Reserve Trust Minutes

**Stakeholders:**

- Walgett Shire Council
- Reserve Trust Management Committees
- Department of Natural Resources
- Department of Lands

**Financial Implications:**

There may be costs associated with resolutions of the Reserve Trust meetings. These will be stated in the relevant Reserve Trust Minutes.

**Recommendations:**

1. That Council endorse the resolutions of the Reserve Trust meetings held 17 July 2007.
2. That Council takes action to implement the resolutions of the Reserve Trusts.

**ADMINISTRATOR'S REPORT TO COUNCIL MEETING 17 JULY 2007**

**Item No:**

**Subject:**

**Author:**

**File No:**

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No Reports Submitted

<b>GENERAL MANAGER'S REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 2  
**Subject:** Code of Meeting Practice – Public Exhibition  
**Author:** Stephen McLean – General Manager  
**File No:** 145/02/04/00

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**Summary:**

A review of Councils draft Code of Meeting Practice has identified that the document is sufficiently different from Council's current Code of Meeting Practice to warrant placing the document on public display.

**Comments (including issues and background):**

The adopted Code of Meeting Practice for Council has been reviewed to ensure its consistency with the *Local Government Act 1993* and the Local Government (General) Regulation 2005 and Department of Local Government, Practice Note 16 (Meetings Practice Note).

The review of the document has seen changes made in order to comply with the changes included in the Local Government (General) Regulation 2005, being numbering references within the document, and clarification of points highlighted with the Meetings Practice Note.

The proposed order of business or ability for the public to address matters that appear in the Council meeting business paper are not amended.

Section 361 of the *Local Government Act 1993* states:

**Preparation, public notice and exhibition of draft code**

**361 Preparation, public notice and exhibition of draft code**

- (1) Before adopting a code of meeting practice, a council must prepare a draft code.
- (2) The council must give public notice of the draft code after it is prepared.
- (3) The period of public exhibition must not be less than 28 days.
- (4) The public notice must also specify a period of not less than 42 days after the date on which the draft code is placed on public exhibition during which submissions may be made to the council.
- (5) The council must publicly exhibit the draft code in accordance with its notice.

**Relevant Reference Documents:**

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Department of Local Government, Practice Note 16 (Meetings Practice Note)
- Walgett Shire Council Code of Meeting Practice (available separately)

**Stakeholders:**

- Walgett Shire Council
- Walgett Shire Community
- NSW Department of Local Government

**Financial Implications:**

Nil

**Recommendations:**

1. That Council place its draft Code of Meeting Practice on public exhibition until 23 August 2007 and that this is advertised in the Walgett Spectator and Lightning Ridge News.
2. That Council receive submissions from the public on the draft Code of Meeting Practice until 4.00pm on Tuesday, 6 September 2007.
3. That the draft Code of Meeting Practice and any amendments from the public submission period be considered at Council's 18 September 2007 meeting.

<b>GENERAL MANAGER'S REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 3  
**Subject:** Report on Management Plan 2006/2007  
**Author:** Stephen McLean – General Manager  
**File No:** 145/11/07/00

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**Summary:**

This report summarises Council's achievement against its objectives established in its 2006/2007 Management Plan.

**Comments (including issues and background):**

Under Section 407 of the *Local Government Act 1993* the General Manager is required to report progress against the Management Plan to council within six weeks of the end of each quarter.

**Relevant Reference Documents:**

- Local Government Act 1993.
- Walgett Shire Council Strategic / Management Plan 2006/2007

**Stakeholders:**

- Residents and Council of Walgett Shire

**Financial Implications:**

Nil

**Recommendation:**

**That the Management Plan 2006/2007 final report be received.**

**GENERAL MANAGER**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
1.	To promote better practice and encourage improvement in the way Council conducts its activities and ensure good governance	Completion of the Local Governments Self Assessment Checklist.  Report to Council any discrepancies	On going	General Manager	Full assessment against checklist incomplete
2.	To develop and improve the aesthetic physical characteristics of the Shire.	Develop an organisation culture to ensure all work undertaken by staff is done with pride, care and commitment.	Parks, gardens, road reserves and town entrances are clean, tidy and attractive and Council assets are kept to a standard that sets a good example for the community.	General Manager	Murals and new signage to Library, Murals on Chambers, Walgett CBD cleaned regularly
3.	We will be actively involved in developing strategic vision of the Shire through informed staff involvement	Identify and provide training.  Staff appraisals to include reference to actions required to achieve training and multi skill objectives.	All staff appraised by June 2007 and training calendar developed by August 2006.	General Manager	Appraisals complete  Training Plan developed and implemented
4.	We will be a good employer and provide leadership through a safe and productive workplace.	Develop an organisational culture, which acknowledges dedication and innovation.  Staff and Elected Members to be encouraged to self/accept nomination for training which develops innovation, creativity and lateral thought in addressing existing or new challenges.	Staff appraisals by Supervisor and Departmental Manager to be completed by June of each year.  Monthly Employee of the Month to be recognised for dedication and innovation of employees.	General Manager	Appraisals complete  Employee of the Month awarded monthly

## GENERAL MANAGER

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
5.	Provide training for newly elected Councillors.	Ensure that all newly elected Councillors are provided with the necessary training as required by the Dept of Local Government.	Completed by March 2007.	General Manager	N/A
6.	We will provide strong local and regional leadership.	Council will encourage greater involvement and participation in regional and state activities by its senior staff and Council representatives.	Participants reporting to Council on the outcomes of external meetings attended.  All senior staff active members of relevant professional groups.	General Manager	Council Delegates nominated  Active membership maintenance
7.	We will ensure that Council's corporate planning needs and policy decisions meet the requirements and expectations of the community and comply with the legislative requirements.	Council will consult widely and communicate decisions effectively.	Council's website will be updated regularly and contain relevant and current information.  Council will advise through press releases and information passed onto Precinct Committee and Community Working Parties.	General Manager	New website operational and maintained
8.	We will ensure responsible and good governance.	All ordinary meetings and special meetings of Council are appropriately advertised to the public.  Walgett Shire Strategic Plan 2006-2010 is prepared and adopted.	All meetings are advertised to comply with the Local Government Act 1993.  Opportunities are provided to the public to address agenda items at every meeting.  By 30 June 2007	General Manager	Target Met  Target Met  Adopted

## GENERAL MANAGER

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
9.	Strengthen and maintain involvement in the delivery of services to the community through a transparent process of networking and partnerships.	<p>Support and promote a coordinated approach to planning of services with youth, families and service providers.</p> <p>Investigate library operations with Northern Regional Library to improve utilisation of library resources.</p> <p>Access child care options and opportunities for the provision of adequate child care for families in the Shire.</p>	<p>Continue to assist the Walgett Interagency Committee with the Shire Youth Plan.</p> <p>Increase in general activity and borrowings in our libraries.</p> <p>Aim to have greater than 6 carers in place by April 2007. Continue support with the development of Walgett Preschool and Long Day Care Centre Inc.</p>	General Manager	<p>Ongoing</p> <p>Walgett borrowings increased April - June 2007</p> <p>Lightning Ridge borrowings remain stable for April – June 2007</p> <p>1 Carer in Collarenebri and 1 Carer in Lightning Ridge</p>

**MANAGER ENGINEERING**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
1.	Consult with the Community and wider regional Council's to ensure ongoing well planned and appropriate road network development.	Council to prepare a new five year Strategic Road Plan for the period 2007/2012.	Consultation with Shire residents and other local organisations.  Completed draft strategy by December 2006 and adopt strategy by March 2007.	Manager Engineering	Strategy Adopted
2.	To rationalise the number of parks and sporting grounds under the control of Council in an effort to ensure that few facilities, of a significantly higher standard are provided.	Make Engineering Staff available to undertake a process involving community consultation, to prepare a report to Council on the matter.	Complete a rationalisation process in consultation with the community and sporting groups by 31 December 2006	Manager Engineering	Rationalisation process completed
3.	To actively pursue external funding opportunities relative to engineering projects.	Identify a link between available funding programmes and Council projects and, working particularly with community groups, prepare and submit funding applications.	A minimum of four funding submissions proposed and submitted.  Ongoing.	Manager Engineering	Eleven funding submissions to date
4.	Provide and maintain facilities throughout the Shire, which meet and exceed the standard expected by locals and visitors alike.	Audit all facilities currently available in the Shire and assess future requirements.	Community consultation on assessed future requirements by Council.  Utilisation of Council facilities.  Ongoing internal audit of Council facilities	Manager Engineering	This is an ongoing matter and is difficult to report against.

**MANAGER ENGINEERING**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
5.	To provide an efficient and reliable kerbside domestic waste collection service.	Provide a weekly kerbside collection service to designated built up areas.  Respond to complaints in a timely fashion.	To provide a minimum of one collection service per week.  Respond within 72 hours Ongoing.	Manager Engineering	There have been no instances of waste collection services which have not been carried out as planned. Unaware of any complaints which have not been responded to in a timely fashion.
6.	Manage Council swimming pools in accordance with relevant legislation.	Maintain a frequent liaison with the Pool Operators' at each facility.	An increase in total patronage.  An amenity which meets relevant legislation and acceptable standards.  Ongoing	Manager Engineering	Pool season complete. Have received data for Walgett Pool but not Collarenebri. Lack previous data with which to compare at this stage.
7.	To investigate options for improving heavy vehicle passage through the towns of Walgett, Lightning Ridge and Collarenebri.	In consultation with the Roads and Traffic Authority and the Community, review available options and prepare a report to Council on these options.	To review the situation regarding heavy vehicle access through Walgett Township by 30 April 2007.  Review heavy vehicle passage through Lightning Ridge and Collarenebri by April 2009.	Manager Engineering	Have held initial meeting with an officer from the RTA. Further progress on this matter will occur in early 2007/08.

**MANAGER ENGINEERING**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
8.	To provide street lighting to urban areas using energy efficient lighting at the most competitive cost.	Assess adequacy of street lighting in Walgett Town area in consultation with Country Energy and the Community in an effort to improve levels of service and efficiency.  Report findings to Council.	Review street lighting in the Shire over a three year return period, undertaking a review in Walgett Township in 2006/2007.  Completed by 31 December 2006.	Manager Engineering	Completed
9.	To progressively remove trees from public areas which are considered to be inappropriate because of either species type or location and where appropriate replace with a more suitable tree.	Identify trees considered to be inappropriate after consultation with Country Energy and / or others, and report findings to Council.	Twenty trees removed and replaced with trees of more appropriate species and / or in a better location.  Ongoing.	Manager Engineering	Trees have been removed from below powerlines in Arthur Street, Walgett and a programmed replacement, in conjunction with the school, is planned for August 2007
10.	To reduce the number of overloaded vehicles using Council's roads network.	Attend meetings of the North West Weight of Loads Committee and analyse breach report information.	A reduction in the number of recorded breaches, relative to the hours worked by Weight of Loads Inspectors.  Ongoing.	Manager Engineering	Two meetings of Weight of Loads Group attended. Statistics show a reduction in breach numbers, probably largely due to seasonal factors.

**MANAGER ENGINEERING**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
11.	To identify and respond to issues which adversely affect road safety.	React to matters identified by either correction, referral to Local Area Traffic Committee or referral to a future works programme.	Complete inspections on Council's complete public roads network. A minimum of four times per annum.	Manager Engineering	Inspections of the roads network have been carried out in accordance with requirements.
12.	To close Waste Disposal Depots in Collarenebri, Carinda, Rowena and Burren Junction and replace these facilities with Waste Transfer Stations.	To develop proposals to close village waste depots and introduce transfer stations at these locations, maintaining consultation with the community and the Department of Environment and Conservation throughout the process.	Close Waste Disposal Depot at Carinda and replace this facility with a Waste Transfer Station by 30 June 2007.  Rowena and Burren Junction Waste Disposal Depots to be replaced by Waste Transfer Stations by 30 June 2009.	Manager Engineering	The future of waste depots in the village areas is currently being reassessed and closure of the Carinda facility has not proceeded pending the outcome of this reassessment.
13.	To provide waste disposal facilities in Walgett and Lightning Ridge which meet environmental standards, as well as the ratepayers reasonable expectations.	To operate the Walgett Waste Disposal Depot in accordance with licence conditions.  Complete pre-construction activities relating to a new Waste Disposal Depot at Lightning Ridge.	To meet all licence conditions applicable to the Walgett Waste Disposal Depot.  To complete pre-construction activities relating to a new Waste Disposal Depot at Lightning Ridge.  Ongoing.	Manager Engineering	All licence conditions applicable to Walgett have been met.

**MANAGER ENGINEERING**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
14.	To operate sewerage treatment and effluent disposal schemes in Walgett, Lightning Ridge and Collarenebri in accordance with legislative requirements	Review the operation of all schemes and prepare network maintenance and development plans.	Sewerage system chokes and overflows do not exceed numbers of the previous years.	Manager Engineering	Sewerage system chokes and overflow occurrence in 2006/07 does not exceed the level of previous years.
15.	Implement a user pay system that also encourages efficient water use.	Develop a new pricing policy and implement a public relations programme to complement it.	Introduce a charging regime for water customers based on consumption.	Manager Engineering	It is anticipated consumption based pricing will be introduced in 2008/2009 and not 2007/2008 as provided for in the management plan.
		Repair and install Water meters in designated urban areas with the objective of introducing consumption based pricing in 2007/2008.	Functioning water meters on all water customers.		
		Maintain customer access to water conservation information through savewater.com.au	On going		

**MANAGER ENGINEERING**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
16.	To professionally manage Council's assets and ensure reasonable needs of Council are met.	Undertake re-valuation of all Council assets.	Completed by December 2006.	Manager Engineering	A revaluation of Council's assets is still progressing at a slower rate than originally envisaged largely because of a continuing need to engage the Assets Officer on other tasks at various times.
		Develop and implement twenty year asset management plans for all infrastructure assets.	Domestic Waste by December 2006 Council Housing by March 2007 Transport infrastructure by June 2007 Water and Sewer by December 2007 Recreation and Community assets by June 2008		
		Undertake an annual audit of road and bridge asset condition.	Administrative assets by June 2008 Assess trends in asset condition.		
		Develop and implement a fifteen year plan replacement program.	Completed by March 2007		
		Maximise availability and utilisation of all major Council plant.	75% utilisation by March 2007 Ongoing 85% availability rate	Manager Engineering	Utilisation rates are being achieved
		Review on an annual basis the plant hire fees.	Completed annually	Manager Engineering	Plant hire rates for 2007/8 have been reviewed.

**MANAGER ENGINEERING**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
17.	To operate aerodromes at Walgett and Lightning Ridge in accordance with relevant legislation.	<p>Maintain daily (Monday to Friday) safety inspections of these aerodromes.</p> <p>Meet with aerodrome users, including RPT providers, at least annually to discuss operations.</p> <p>Look for business opportunities which have the potential to bring income to the aerodromes.</p>	<p>No breaches of relevant legislation.</p> <p>The financial loss of the aerodromes is kept below \$140,000.00.</p> <p>Ongoing.</p>	Manager Engineering	<p>Aerodrome inspections are being carried out in accordance with requirements with no recorded serious breaches of relevant legislation. The financial loss will be some \$124,000 in 2006/2007. No work has been undertaken as yet in seeking business opportunities for the aerodromes. With the appointment of an Economic Development Officer, this activity can be pursued outside the engineering department.</p>

**MANAGER ENGINEERING**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
18.	To provide a water supply to Walgett, Collarenebri, Lightning Ridge, Carinda, Cumborah and Rowena.	Respond to any decline in water quality.	Adverse results addressed where possible.	Manager Engineering	Where adverse test results have been notified, appropriate action has been taken in a timely manner. Cleaning of reservoirs will be undertaken shortly.
19.	To introduce annual stormwater management service charges.	To investigate stormwater activities in consultation with the Walgett Shire Community.	Inclusion of the proposed stormwater management activities in Draft Management Plan 2007/2008	Manager Engineering	No action taken as yet. Have met with the Namoi CMA to plan some initiatives in this area in 2007/08.

**MANAGER CORPORATE SERVICES**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
1.	Support the development of active and creative community members, working in partnership with community, business and Government,	Actively support, develop and promote community services and strategies which address existing and emerging needs.	Use Precinct Committees, Community Working Parties to assist Council with community development.  Respond to issues raised within thirty days taking appropriate recommendations to Council.	Manager Corporate Services	Ongoing
2.	We will provide an efficient timely and user friendly response to client requests and concerns.	Council will maintain and improve its customer action request statistics.	Customer Action Requests System average days outstanding <45 days, will quarterly average and be maintained at 80% minimum.  All customer enquiries and complaints will be dealt within five working days.	Manager Corporate Services	Ongoing and within target
3.	Ability to provide people with better opportunities for involvement and consultation about our decisions.	Maintain and publish policies and procedures which promote confidence in the conduct of Council.	Publish newly approved or amended policies on Council's website within thirty days of their adoption by Council.	Manager Corporate Services	New Website operational and continually updating information.
4.	To provide services to meet the needs of people from cultural and linguistic backgrounds.	Prepare Local Ethnic Affairs Priorities Statement (LEAPS) and Action Plan 2006-2009.	Completed by December 2006	Manager Corporate Services	Complete Aboriginal Liaison Officer appointed.  Cultural Awareness training provided to staff.

**MANAGER CORPORATE SERVICES**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
5.	To support individuals and groups taking initiatives to protect, restore, enhance and conserve the environment of the area.	Respond and actively support or refer initiative from community to protect the environment.	The Shire will be involved in the Clean Up Australia Campaign and any environmental initiatives with which Council can assist.	Manager Corporate Services	Complete, initiatives on going
6.	Provide an organisation that displays good management and strong forward planning..	Prepare detailed Management Plan encompassing annual operating budget	Completed by June 2007	Manager Corporate Services and General Manager	Complete, adopted 28 <sup>th</sup> June 2007
		Management Plan and Budget Review undertaken on a quarterly basis.	Completed October 2006, February 2007, April 2007 and July 2007	Manager Corporate Services and General Manager	Complete
		Rates and Annual Charges Outstanding reduced by sale of land for unpaid rates, agreements and strong debt recovery policy.	Rates and Annual Charges outstanding reduced to 9% by June 2010.  Ongoing	Manager Corporate Services	Ongoing Debt recovery.
		Unrestricted current ratio remains at an acceptable level of 2:1	2:00:1 Unrestricted current ratio maintained	Manager Corporate Services	On target
		Debt Service Ratio remains below 10%	Below 10% by June 2007	Manager Corporate Services	On target

**MANAGER CORPORATE SERVICES**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
7.	Provide a secure and compliant Records Management Regime.	Continue with the effective "Authority" record keeping system, in keeping with its obligations under Australian Standards (ISO 15489 as amended)	100% operational with suitably qualified staff.  Ongoing	Manager Corporate Services	Staff appointed and training is being undertaken
		Implement electronic record keeping for assessment of effectiveness for Council documents and records.	100% operational with suitably qualified staff by March 2008.	Manager Corporate Services	In Management Plan 2007/2008-2011/2012
8.	Council to be an advocate for social matters on behalf of the Community.	Complete Social Plan	Complete by September 2006.	Manager Corporate Services	On public exhibition
		Report to Council achievements of the Social Plan	Completed by March 2007.	Manager Corporate Services	Plan on public exhibition
		Continually update Council Website.	Ongoing	Manager Corporate Services	New Website operational with updated information.
9.	To ensure that Information Technology is adequate for the organisation.	Implement asset component of "Authority" System to ensure more effective tracking of Council assets.	Completed by March 2007	Manager Corporate Services	Conquest software purchased and operational
		Continually review "Authority" System to ensure that it is used at full capacity.	Ongoing	Manager Corporate Services	Ongoing
		Provide ongoing training and support to all staff.	Ongoing	Manager Corporate Services	Ongoing

**MANAGER CORPORATE SERVICES**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
10.	To provide quality service to all customers.	Measure performance through the use of a Customer Satisfaction Survey.	A minimum of 160 surveys per annum, tracking individual responses and mean averages for each survey.  An average of four to be targeted:-  1= Poor, 2= Fair, 3= Good, 4= Very Good, 5= Excellent  Ongoing	Manager Corporate Services	On going
		Review the operation of customer service area.	Ongoing	Manager Corporate Services	Monthly meetings held with staff
		Further review and develop processes and procedures to ensure optimal delivery and customer satisfaction.	Ongoing	Manager Corporate Services	Ongoing
11	Reduce expenditure – Members and Civic resources and training when required to ensure optimal productivity	Percentage of staff at skill level 2 and above is over 60% by March 2007	Ongoing	Manager Corporate Services	Ongoing
		Staff turnover is kept at an acceptable level of industry standard.	Labour turnover is below average industry standard.	Manager Corporate Services	On going staff training and development and consultation with staff
12.	To network with other Councils and the State Government funding providers to achieve major sustainable benefits through tourism and visitation programs.	Complete Tourism Marketing Plan.	Completed September 2006	Manager Corporate Services	Complete

**MANAGER CORPORATE SERVICES**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
13.	To provide the Shire with a new identification through a new tourism logo.	Adoption of a new Shire Tourism Logo.	Adopt a Shire Logo by August 2006	Manager Corporate Services	Deferred until 2007/8
14.	To provide an image of Walgett Shire that presents as a tourism destination.	Develop a program to improve presentation of shire towns and entrances.	Completed by July 2007	Manager Corporate Services	Economic Development Officer appointed March 2007. Signage audit on public display. CTC funding Application complete June 2007.
15.	To make information regarding structured tour options available to all visitors to the Shire.	Review and update existing tourism information and pamphlets.	Completed by April 2007	Manager Corporate Services	Ongoing, New pamphlets July 2007

**MANAGER PLANNING AND REGULATION**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
1.	To promptly and professionally assess development proposals.	Process Complying Development Applications.  Process Construction Certificate and Development Applications	90% of complete applications are finalised within 7days.  80% of complete applications are finalised within 40 days.	Manager Planning and Regulation	Average 4 days, median 2 days.  Average and median of 26 days
2.	To develop a Local Environmental Plan that brings Walgett Shire's local planning arrangements in line with current New South Wales standards.	Prepare and adopt a land use study and strategy.  Prepare and adopt a Local Environmental Plan based on the land use study and strategy.	Currently in draft form and due for finalisation by June 2006.  Draft Environmental Plan to be finalised by December 2006	Manager Planning and Regulation	Target not met due to ongoing consultation with DPI & DoP  N/A
3.	To provide companion animal management and control services.	(a) Address emergency situations where dogs are attacking people and animals.  (b) Microchipping of companion animals.	(a) All attacks are investigated within 24 hours of notification.  (b) 90% of animals are microchipped within three working days of request.	Manager Planning and Regulation	Target Met  Target Met
4.	To ensure that dilapidated premises and environmental health matters are addressed to minimise risks to the public.	Complaints will be promptly investigated.	Action will be taken within two weeks to address 90% of complaints received.	Manager Planning and Regulation	Target Met
5.	Minimise the risk of significant environmental pollution.	Respond to major pollution incidents.	All reported major incidents are investigated within 24 hours.	Manager Planning and Regulation	No incidents reported

**MANAGER PLANNING AND REGULATION**

No	Mission Aim	2006/2007 Activity	Measurement, Method and Target	Responsible Manager	Status
6.	We will responsibly manage planning and environmental issues, while taking into account the needs of the community and we will update means of acquiring information for users.	Integration of GIS (Geographical Information System) into present corporate software package.	Continual operational updates.	Manager Planning and Regulation	Further work required to address unmatched data. To be undertaken by GIS coordinator when skills developed to appropriate level.
7.	To monitor algal blooms within the Namoi and Barwon Rivers.	Submit samples of river water from Collarenebri and Walgett to the Department of Natural Resources for analysis of algal content.	Samples are submitted on a weekly basis in summer and fortnightly in winter.	Manager Planning and Regulation	Target generally met.
8.	To provide a water supply to Walgett, Collarenebri, Lightning Ridge, Carinda, Cumborah and Rowena.	Undertake a regular programme of sampling and testing to check water quality.	Monthly sampling of water supply.	Manager Planning and Regulation	Target Met.

<b>GENERAL MANAGER'S REPORT TO COUNCIL MEETING 17 JULY 2007</b>
---

**Item No:** 4  
**Subject:** Section 733 – Bankstown City Council  
**Author:** Stephen McLean – General Manager  
**File No:** 215/05/00/00

---

**Summary:**

This report recommends payment of legal costs following a High Court legal action by Bankstown City Council to obtain a proper interpretation of Section 733 of the Local Government Act 1993.

**Comments (including issues and background):**

Council has received correspondence and an invoice from the Local Government and Shires Association seeking a contribution from Council towards the cost of a successful appeal action in the High Court by Bankstown City Council.

The initial action was in relation to a matter between Bankstown City Council and Alamo Holdings, a land owner within the city area. The case was in relation to the coverage extended to Councils by Section 733 of the Local Government Act.

Bankstown City Council sought the agreement of the Local Government and Shires Associations by putting forward that the matter being appealed was of great importance to all Councils. If the initial judgement was allowed to stand it would set a precedent allowing other land owners in similar circumstances to make claims against Councils.

The Local Government and Shires Association have advised that Bankstown City Council were successful in their High Court legal action. The Joint Executives of the Associations have given approval for these costs to be sought and Council is now requested to assist by forwarding payment for Council's contribution towards these legal costs.

**Relevant Reference Documents:**

- Letter from Local Government and Shires Association of New South Wales

**Stakeholders:**

- Local Government and Shires Association
- Bankstown City Council
- Walgett Shire Council

**Financial Implications:**

\$7,864.32 to be funded from the Legal Expenses Budget for 2007/2008

**Recommendation:**

**That Council approve payment of \$7,864.32 from Council's Legal Expenses Budget for 2007/2008 towards legal costs for the High Court legal action to obtain a proper interpretation of Section 733 of the Local Government Act 1993.**

Local Government  
Association of NSW



Shires Association of NSW

Our ref: R90/1046-02.fl Out-10596

18 June 2007

Mr Vic Smith  
Administrator of Walgett  
Walgett Shire Council  
PO Box 31  
WALGETT NSW 2832

Dear Mr Smith

**Bankstown City Council Request for Assistance with Legal Costs**

Bankstown City Council has sought the Association's assistance in relation to a court case in which it has been involved, and which culminated in action in the High Court.

The facts of the matter were:

1. Alamo Holdings are the owners of land within the Bankstown City Council area.
2. Alamo's property was flooded as a result of water overflowing from an unlined storm water channel belonging to the council.
3. The Supreme Court granted a prohibitory injunction that required the council not to continue nuisance and to abate the flooding.
4. The Supreme Court also granted a mandatory injunction ordering that remediation work commence on the stormwater channel.
5. The matter was appealed to the Court of Appeal which held that even though the council had acted in good faith, it could not rely on the protection of Section 733 of the Local Government Act 1993, "Exemption from liability-flood liable land and land in coastal zone" as an exemption to liability by Section 733 relates to "anything done or omitted to be done" and does not literally extend to something "intended to be done".
6. Bankstown Council sought leave to appeal to the High Court. The High Court asked the council to give an undertaking to agree to bear the costs of the appeal as council were attempting to obtain a proper interpretation of Section 733 of the Local Government Act and therefore set a precedent not only for Bankstown Council but all councils and that Alamo should not be liable for such costs.
7. Bankstown Council agreed to this request from the High Court and leave to appeal was granted.
8. Bankstown City Council were successful in overturning the decision of the Court of Appeal and the protection afforded by Section 733 of the Local Government Act for "anything done or omitted to be done" has been affirmed by the High Court.

The Associations agreed that the matter was of great importance to all councils and should be appealed because if the decision was allowed to stand it would allow other land owners in similar circumstances to make claims against councils for alleged damage to property where the council in question would otherwise be protected by Section 733 of the Local Government Act.

GPO Box 7003 Sydney NSW 2001  
L8, 28 Margaret St Sydney NSW 2000  
Tel: (02) 9242 4000 • Fax: (02) 9242 4111  
www.lgsa.org.au • lgsa@lgsa.org.au  
ABN 49 853 913 882

**SHIRE OF WALGETT – AGENDA**

The council incurred the sum of \$1,534,242 in pursuing the appeal. The Joint Executive of the two Associations has given approval for these costs to be sought. In accordance with the usual formula, your council's proportion of this amount is \$7864.32, and we would appreciate receipt of this amount in due course. An invoice is attached.

Yours sincerely



Cr Genia McCaffery  
**President**  
*Local Government Association of NSW*



Cr Bruce Miller  
**President**  
*Shires Association of NSW*

**GENERAL MANAGER'S REPORT TO COUNCIL MEETING  
17 JULY 2007**

**Item No:** 5  
**Subject:** 101 Fox Street, Walgett - Rescission Motion  
**Author:** Stephen McLean – General Manager  
**File No:** 005/02/09/00

---

**Summary:**

This report recommends that a rescission motion be adopted with regard to the demolition of the building located at 101 Fox Street, (Lot 81, DP 713774) Walgett and presents further motions that the property be prepared for sale.

**Comments (including issues and background):**

At its 20 February 2007 meeting Council resolved the following:

**32/07 – 101 Fox Street Walgett**

**RESOLUTION: -**

It was resolved on the Motion of the Administrator that:-

1. Council demolish the building at 101 Fox Street, (Lot 81, DP 713774) Walgett and the site be sold as vacant land after it has been reclassified as operational land.
2. Council relocate the northern boundary fence to the lot boundary.

Carried.

Since this meeting Council has received correspondence and met with members of the community that are requesting that the property not be demolished but instead be sold for use as a private residence.

The point of view being brought to Council is that domestic accommodation is not readily available in Walgett and removal of this house as an opportunity for purchase adds to the problem.

In response, a further inspection of the property has been undertaken and quotations are being sought to carry out relatively minor repairs, glazing works and replacement of the verandah gauze so that the house may be sold as habitable. It is thought that the repairs being undertaken before sale will meet Councils need for beautifying Fox Street, Walgett and potentially increase Councils return on the property at sale.

## SHIRE OF WALGETT – AGENDA

Although a previous report considered that “to undertake minimal repairs and then offer the property for sale is considered to be a riskier option than demolition and subsequent sale” the need for housing in the community is seen as reason to proceed with repairs and sale. It is felt that the best option for the sale of the property is to be by way of on-site public auction.

It should be noted that the northern boundary fence line does not sit on the lot boundary and this will be rectified prior to the sale of the property.

### **Relevant Reference Documents:**

- Inspection Report
- Report to 20 February Council meeting

### **Stakeholders:**

- Walgett Shire Council

### **Financial Implications:**

The cost of repairs to the building should be covered by the price achieved by the sale.

Any proceeds from the sale be allocated to :-

### ***Revenues – Council Assets Sale of Dwellings / Properties***

### **RECISION MOTION**

**That Resolution 32/07 101 Fox Street Walgett, Part 1 (as reprinted below) resolved at the Council Meeting held on 20 February 2007 be rescinded.**

#### **32/07 – 101 Fox Street Walgett**

#### **RESOLUTION: -**

It was resolved on the Motion of the Administrator that:-

1. Council demolish the building at 101 Fox Street, (Lot 81, DP 713774) Walgett and the site be sold as vacant land after it has been reclassified as operational land.

#### **Recommendations:**

1. That Council carry out minor repairs, window glazing and re-gauze the front verandah at 101 Fox Street, Walgett.
2. That Council offer the property located at 101 Fox Street, (Lot 81, DP 713774) for sale at public auction.

<b>GENERAL MANAGER'S REPORT TO COUNCIL MEETING 17 JULY 2007</b>
---

**Item No:** 6  
**Subject:** Regional Road 329 - Funding  
**Author:** Stephen McLean – General Manager  
**File No:** 195/04/00/00

---

**Summary:**

Council has received a letter from the Rowena Precinct Committee with regard to funding offered to assist with a Council application for grant funds for Regional Road 329 Collarenebri to Burren Junction under the Strategic Regional Program in 2006.

**Comments (including issues and background):**

In support of an application for funding under the Strategic Regional Program in 2006 the Rowena Precinct Committee made an offer of a \$200,000.00 contribution towards the road sealing. This amount was offered contingent on the entire length of road between Burren Junction and Rowena being sealed.

For the 2006 round of funding Council made application for reconstruction and sealing of three roads, being RR329, Collarenebri to Burren Junction, RR333, Walgett to Carinda and RR457, Collarenebri to Mungindi. RR457 was successful in gaining funding of \$2.1 million at that time.

Subsequent to this, the Commonwealth Government reconsidered the original funding applications in early 2007 and Council was granted additional funding of \$2.8 million each for both RR329 and RR333.

Council has now received a further letter from the Rowena Precinct Committee which is reproduced below.

28 May 2007

The General Manager  
Walgett Shire Council  
PO Box 31  
Walgett NSW 2832

*Copy given to GM  
29/05/07 LEO*

Dear Mr McLean,

**Re: Road Funding for Regional Road 329 – Burren Junction to Collarenebri**

I write on behalf of ratepayers in the Rowena district regarding concerns that the above funding is contingent upon a contribution, by them, of \$200,000.00.

We acknowledge that our original submission, for funding from the Australian Governments AusLink Strategic Regional Programme, contained an offer of a co-contribution, by ratepayers, which we hoped would give our nomination some advantage over other applications.

However, with the announcement of funding for all three projects submitted by Walgett Shire Council, it would appear that our offer gave us no discernable advantage over our competitors.

We would therefore like to request that you waive this co-contribution in the interests of fair and equitable road funding throughout the Shire.

We would like to thank Walgett Shire and the staff involved for making this submission on our behalf; it is a fantastic result, and we look forward to seeing our request on the next Council Meeting Agenda.

Yours Sincerely,

Ken Stump  
Chairman, Rowena Precinct Committee

In considering whether the waiver of the contribution should be granted by Council, as suggested in the letter above, the original offer of funding did not give the RR329 application any advantage in the first funding round. The funding agreement from the Commonwealth makes no mention of the offer by the Rowena Precinct Committee. The original offer was contingent on the total length of road being sealed and Council staff are confident that this will be achieved within the total funding allocated.

Therefore given that the offer of a \$200,000.00 contribution was made by the community, Council could call upon the residents to commit the money as the grant was gained. Council should consider though that no perceived advantage was obtained in that RR329 was not funded in the initial round.

## **SHIRE OF WALGETT – AGENDA**

As work is not programmed to begin on the road until the 2008/2009 Financial Year Council could consider at the time of setting the relevant budget whether the contribution is required or could be otherwise funded.

### **Relevant Reference Documents:**

- Letters from the Rowena Precinct Committee.

### **Stakeholders:**

- Walgett Shire Council
- Rowena Precinct Committee

### **Recommendations:**

1. **That Council advise the Rowena Precinct Committee that it is not at this time willing to waive the \$200,000.00 contribution as offered.**
2. **That Council reconsider the need for the \$200,000.00 contribution at the time of setting the 2008/2009 Financial Year Budget and Management Plan.**

**STRATEGIC REGIONAL PROGRAMME**

**REGIONAL ROAD NO 329 (COLLARENEBRI TO BURREN JUNCTION)**

**APPLICATION FOR FUNDING TO COMPLETE SEALING OF THE ROAD  
BETWEEN THE ROWENA TURNOFF AND PIAN CREEK**

**PLEDGED CONTRIBUTIONS**

I, Ken Stump the undersigned, (on behalf of the Rowena district) hereby pledge \$200,000 as our contribution towards the construction and sealing of the current unsealed length of the regional road travelling between Collarenebri and Burren Junction (regional road 329). Please note that this support is contingent on Council receiving funding totalling \$2.8 million to complete the project. Whilst any progress, to reduce the length of unsealed road between the two centres, is welcome, our financial support is offered on the strict understanding that the unsealed section will be reduced to zero.



Ken Stump

Windella  
Rowena NSW 2387

Chairman, Rowena Precinct Committee

Walgett Shire  
Council

REC'D

11 MAY 2006

FILED: 195/04/00/00

LETTER No: 4577

REFER: AEN.

COPY: Copy given to AEN

<b>GENERAL MANAGER'S REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 7  
**Subject:** Lightning Ridge Community Church  
**Author:** Stephen McLean – General Manager  
**File No:** 235/06/34/00

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**Summary:**

Council has received a request from the Lightning Ridge Community Church asking Council to donate a block of land.

**Comments (including issues and background):**

A letter dated 2 May 2007 from Mrs Margaret Mansfield, Treasurer, The Parish Council, Lightning Ridge Community Church is requesting that Council support the church by donating a block of land. The intention is to allow the church to either relocate the Vicar's residence and build a new hall on that site or build a new residence on the donated land and renovate the existing residence into a hall.

The Lightning Ridge Community Church states Council's support will enable them to better deliver youth programs in Lightning Ridge. Those services that are currently being provided are said to be well attended but the church facilities are unable to comfortably provide them.

The Church has come to Council seeking its support due to the current economic climate brought on by the ongoing drought and downturn in the farming and opal mining industries, and similarly to the support shown to the Serbian Church in Lightning Ridge by the resolution of Council in November 1993.

Council does have suitable freehold land within Lightning Ridge that could be provided to the Church for residential purposes. The main difference between the request from the Lightning Ridge Community Church and the Serbian Church is that the Serbian Church was granted land to allow the initial establishment of a Church in Lightning Ridge. The agreement was subject to continued operation of the Serbian Church for a period of ten years. Whereas the request from the Lightning Ridge Community Church is for additional land to increase its service provision to the community.

**Relevant Reference Documents:**

- Letter from Lightning Ridge Community Church

**Stakeholders:**

- Walgett Shire Council
- Lightning Ridge Community Church

**Financial Implications:**

The cost to Council would be the land value for any land provided. Any legal fees incurred by the transfer should be the responsibility of the Church.

**Recommendation:**

**That Council advise the Lightning Ridge Community Church that it will not donate land.**

Lightning Ridge Community Church  
(Anglican Diocese of Armidale)



*You matter to God*

PO Box 440  
Lightning Ridge, 2834

Mr Stephen McLean  
General Manager,  
Walgett Shire  
2<sup>nd</sup> May 2007.

Re: Shire support of Youth Work in Lightning Ridge.

Dear Mr McLean,

At the Lightning Ridge Community Church we are committed to working for the good of our many local young people, and have a proven past record within our town in this area. We have a thriving attendance of children each Sunday at Kids' Church. We run missions for the young people in our community during the year, consistently attracting between 45 and 80 children to after school Kids' Clubs. We cater for high schoolers as well, with 25 in attendance at after school Teen Clubs and 40 attending each of two youth nights we ran at our church this March. Our current facilities are just not able to comfortably cater for these young people. We are in serious need of a hall for both children's and youth work.

For some years we have been trying to purchase the block of land between the Church and the Chemist in order to expand our options for youth work. This block was recently sold to the Bowling Club for a price greater than we could offer. The Club now owns all the land within the vicinity of our church, and are not able to sell any of it to us at present.

Lightning Ridge has a great need for wholesome youth activities to be available throughout the year. The Community Church here wants to see programs developed not just to get teens off the streets and give them something to do, but to encourage them with biblical values to provide the firm foundation needed to grow or rebuild their young lives.

In light of this, we are enquiring as to the possibility of the Shire donating a block of land to our Church so that we could either:

- ❖ relocate the vicar's residence (presently behind the church), in order to build a hall there instead; or...
- ❖ build a new vicar's residence on the block you gift to us, allowing us to renovate the existing vicar's home into suitable activity rooms for youth ministry.

**Our preference is the first option, depending of course on whether our present vicarage is easily transportable.**

**In this current climate of drought and downturn in both the farming and opal mining sectors, it is hard to raise funds for major projects, even worthy ones such as this. Your gift of a block of land would allow us to proceed with plans to provide sorely needed programmes for our young people in the near future.**

**Thankyou for your time, and we look forward to hearing your response to our request.**

**Yours sincerely**

**Margaret Mansfield  
Treasurer, The Parish Council,  
Lightning Ridge Community Church**

<b>GENERAL MANAGER'S REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 8  
**Subject:** Pesticide Notification Plan  
**Author:** Stephen McLean – General Manager  
**File No:** 175/02/07/00

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**Summary:**

This report recommends that Council place on public exhibition for a period of 28 days a Pesticide Notification Plan.

**Comments (including issues and background):**

It is a requirement of the Pesticides Regulation 1995 that Council adopts and utilises a Pesticide Notification Plan.

A draft plan has been developed by Council staff that sets out how Walgett Shire Council will notify members of the community of pesticide applications it makes or allows to be made to public places that it owns or controls.

The draft plan has been based on the Pesticide Use Notification Template as provided by the Department of Environment and Climate Change.

**Relevant Reference Documents:**

- Pesticide Use Notification Plan – available separately.

**Stakeholders:**

- Walgett Shire Council and Community
- Department of Environment and Climate Change

**Financial Implications:**

Nil

**Recommendations:**

- 1. That Council publish a notice in the Walgett Spectator and Lightning Ridge News that it has placed on public exhibition a Pesticide Use Notification Plan.**
- 2. That the draft Pesticide Use Notification Plan be placed on public exhibition at the Walgett Shire Council Chambers and on Council's website.**
- 3. That public comments will be received on the draft Pesticide Use Notification Plan until 4.00pm on Thursday 16 August 2007.**
- 4. That a report be presented to Council following the closing of public submissions on Thursday, 16 August 2007.**

<b>GENERAL MANAGER'S REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 9

**Subject:** Professional Institute Memberships and Accreditations

**Author:** Stephen McLean – General Manager

**File No:** 235/07/02/00, 235/07/03/00, 235/07/04/00, 004/12/03/00

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**Summary:**

At the July 2005 meeting, Council resolved to adopt a policy regarding the subsidising of fees for staff members of professional institutes. This policy has been reviewed inline with the Management Plan and is resubmitted for approval.

**Comments (including issues and background):**

A number of professional Council staff maintain membership and accreditation through institutes, whilst others do not. This policy allows Walgett Shire Council to support the cost of accreditation and membership where such memberships are directly relevant to the employee's role with the Council and there are significant benefits for Council.

Walgett Shire Council often seeks staff to fill positions that have relevant work experience, appropriate tertiary qualifications and are eligible for membership and/or accreditation with relevant institutes for particular professions. The intent of seeking staff that are eligible to participate in such institutes is that the organisations set specific membership and/or accreditation criteria, which provides an assurance to Council that they meet defined standards for training, skills and experience.

Examples of key institutes for professional staff include:

- General Managers – Local Government Managers Australia.
- Accountants – Local Government Finance Professionals.
- Works Engineers - Institute of Public Works Engineering Australia.
- Design Engineers - Engineers Australia.
- Town Planners - Planning Institute of Australia.
- Building Surveyors - Australian Institute of Building Surveyors.
- Environmental Health Officers - Australian Institute of Environmental Health.

Membership and accreditation also typically involves undertaking training to meet the requirements of particular institutes for the accumulation of continuing professional development (CPD) 'points'. Inadequate training may result in an institute revoking membership or accreditation.

Membership and accreditation benefits Council and the community through:

- Ensuring staff meet the membership standards specified by the organisation, which are typically based on qualifications and experience.
- Providing structured CPD programs that force staff to keep their skills current.
- Staff receiving regular newsletters and journals with details of legislative changes, examples of best practice and innovation, etc.
- Applying code of ethics requirements to members.

It is ideal that professional staff members maintain membership and/or accreditation with a relevant professional organisation. Despite eligibility however, some staff do not maintain membership for reasons such as cost or a reluctance to commit to CPD programs.

It is recommended that Walgett Shire Council should actively encourage professional staff to become or remain members of professional institutes, and where appropriate, to seek or maintain accreditation with such organisations by supporting the cost of membership and accreditation.

**Relevant Reference Documents:**

- Professional Memberships Subsidies Policy

**Stakeholders:**

- Walgett Shire Council and staff.

**Financial Implications:**

Any additional expenditure incurred, will depend on the number of staff eligible for membership and/or accreditation. Costs will be met from existing training budgets. Staff identified as likely to be eligible for full or associate memberships include engineers, building surveyors, planners and environmental health officers.

**Recommendations:**

1. **That Walgett Shire Council resolve to approve the attached document entitled “Professional Memberships Subsidies Policy”.**
2. **That this policy be reviewed in June 2008 and considered for inclusion in the 2008/2009 Management Plan.**

DRAFT



**WALGETT SHIRE COUNCIL**  
**PROFESSIONAL INSTITUTE**  
**MEMBERSHIPS AND ACCREDITATIONS**  
**POLICY AND PROCEDURES**



**WALGETT SHIRE COUNCIL**  
**PROFESSIONAL INSTITUTE MEMBERSHIPS AND ACCREDITATIONS**  
**POLICY AND PROCEDURES**

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**WALGETT SHIRE COUNCIL**  
**PROFESSIONAL INSTITUTE MEMBERSHIPS AND ACCREDITATIONS**  
**POLICY AND PROCEDURES**

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Policy Number:

Responsibility:                   General Manager

Adoption Date:

Review Date:                   June 2008

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**POLICY STATEMENT**

Walgett Shire Council is committed to supporting the cost of accreditation and membership for employees to be members of professional institutes where the membership is directly relevant to the employee's role within the Council.

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**POLICY OBJECTIVES**

- To ensure staff meet the membership standards specified by the organisations, which are typically based on qualifications and experience.
- To provide structured continued professional development programs that encourage staff to keep their skills current.
- That staff are informed of legislative changes, examples of best practice and innovation through receipt of newsletters and journals.

## **POLICY AND PROCEDURES**

### **1. RESPONSIBILITY AND MANAGEMENT OF POLICY AND PROCEDURES**

The General Manager is responsible for the management of the Professional Institute Memberships and Accreditations Policy and Procedures.

### **2. DELEGATED APPROVAL FOR PAYMENT OF PROFESSIONAL INSTITUTE MEMBERSHIP AND ACCREDITATION**

The General Manager is responsible for the authorisation of payment of a subsidy of 50% for professional institute membership and accreditation fees for Council Staff.

### **3. PROCEDURE FOR SEEKING PAYMENT OF MEMBERSHIP AND ACCREDITATION FOR PROFESSIONAL INSTITUTES**

- 3.1 Staff must show receipt of payment in full of all relevant membership and accreditation fees prior to seeking reimbursement from the General Manager.
- 3.2 Staff must make written application to the General Manager for the reimbursement of the membership and accreditation fees and supply copies of any relevant supporting documents (including receipts).
- 3.3 The General Manager must determine that the accreditation or membership with an institute is directly relevant to the employee's role with the Council and such accreditation or membership is beneficial for Council.
- 3.4 Unless the General Manager is satisfied that there is a genuine need to do otherwise, Council's contributions to any staff member will be restricted to membership and / or accreditation with a single professional institute.

**MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17  
JULY 2007**

**Item No:** 10

**Subject:** Execution of Transfer Documents  
Sale of Land from Walgett Shire Council to Angela Mary Smith

**Author:** Emma Darcy – Manager Corporate Services

**File No:** 25/05/01/77

---

**Summary:**

This report seeks Council's approval for the affixing of the Council Seal for execution of the Transfer Document for the sale of:-

- Lot 9 Sec 2 DP 758889 – Middle Street, Rowena
- Lot 10, Sec 17, DP 758227 – Wilga Street, Carinda
- Lot 62, DP 753953 – Middle Street, Rowena
- Lot 20, Sec 1, DP 758849 – Collarenebri Road, Pokataroo
- Lot 1, DP 226811 – Colless Street, Come-By-Chance
- Lot 7, Sec 17, DP 758227 – Colin Street, Carinda
- Lot 3, DP 13603 – Colless Street, Come-By-Chance

**Comments (including issues and background):**

Council resolved at its meeting held on 15 May 2007 to execute the Contracts for Sale for the following properties:-

- Lot 9 Sec 2 DP 758889 – Middle Street, Rowena
- Lot 10, Sec 17, DP 758227 – Wilga Street, Carinda
- Lot 62, DP 753953 – Middle Street, Rowena
- Lot 20, Sec 1, DP 758849 – Collarenebri Road, Pokataroo
- Lot 1, DP 226811 – Colless Street, Come-By-Chance
- Lot 7, Sec 17, DP 758227 – Colin Street, Carinda
- Lot 3, DP 13603 – Colless Street, Come-By-Chance

Council's Solicitors, Booth, Brown, Samuels and Olney have now forwarded the Transfer Documents for Council's execution.

**Relevant Reference Documents:**

- Transfer by a Local Council Document
- Council Minutes – 15 May 2007

**Stakeholders:**

- Walgett Shire Council
- Purchasers

**Recommendation:**

**That Council approve the affixing of the Council Seal for the execution of the Transfer by a Local Council Document for the following properties:**

**Lot 9 Sec 2 DP 758889 – Middle Street, Rowena  
Lot 10, Sec 17, DP 758227 – Wilga Street, Carinda  
Lot 62, DP 753953 – Middle Street, Rowena  
Lot 20, Sec 1, DP 758849 – Collarenebri Road, Pokataroo  
Lot 1, DP 226811 – Colless Street, Come-By-Chance  
Lot 7, Sec 17, DP 758227 – Colin Street, Carinda  
Lot 3, DP 13603 – Colless Street, Come-By-Chance**

**and that the General Manager and Administrator be authorised to sign the documents.**

**Attachment**

**112/07 – Contracts for Sale of Land (Report Tabled At Meeting)**

**RESOLUTION: -**

It was resolved on the Motion of the Administrator that Council approve the execution of the Contracts for Sale of:-

Lot 9 Sec 2 DP 758889 – Middle Street, Rowena  
Lot 10, Sec 17, DP 758227 – Wilga Street, Carinda  
Lot 62, DP 753953 – Middle Street, Rowena  
Lot 20, Sec 1, DP 758849 – Collarenebri Road, Pokataroo  
Lot 1, DP 226811 – Colless Street, Come-By-Chance  
Lot 7, Sec 17, DP 758227 – Colin Street, Carinda  
Lot 3, DP 13603 – Colless Street, Come-By-Chance

under seal and that the General Manager and Administrator be authorised to sign the documents.

Carried.

**MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17  
JULY 2007**

**Item No:** 11

**Subject:** Walgett and District Tourism Association Incorporated – Brochure Printing

**Author:** Emma Darcy – Manager Corporate Services

**File No:** 180/08/00/00

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**Summary:**

This report recommends Council's approval for a financial contribution to be made to the Walgett and District Tourism Association Incorporated for the printing of Walgett Township Brochures.

**Comments (including issues and background):**

Council has received correspondence from the Walgett and District Tourism Association Incorporated advising that the Association had completed and produced an A3 (folded) Tourist Brochure capturing information regarding the township of Walgett.

The Association advises that a commitment was made by the previous Administrator to contribute half the costs of printing the Tourist Brochures.

There was no allocation made in the 2006/2007 budget to cover the costs associated with the brochure printing however due to the above commitment it is recommended that \$719.80 be paid from Tourism – Advertising and Publicity. The total cost to reprint the brochure is \$1439.59.

**Relevant Reference Documents:**

- Correspondence received from Walgett and District Tourism Association Incorporated

**Stakeholders:**

- Walgett and District Tourism Association
- Walgett Shire Council

**Financial Implications:**

That \$719.80 be paid from Expenditure – Tourism – Advertising & Publicity (2006/2007).

**Recommendation:**

**That \$719.80 be paid to Walgett and District Tourism Association Incorporated from Expenditure – Tourism – Advertising & Publicity (2006/2007) for half the costs of printing the Walgett Township Brochures.**

<b>MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17 JULY 2007</b>
--

**Item No:** 12

**Subject:** Walgett Shire Council Small Debt Write Off Policy and Procedures

**Author:** Myrene Lovegrove-Accountant

**File No:** 004/12/03/00

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**Summary:**

This report recommends that Council adopt the Walgett Shire Council Small Debt Write off Policy and Procedures.

**Comments (including issues and background):**

As part of year end process, small debts under \$5.00 were identified. An attempt to recover these debts would not be cost effective. The Local Government (General) Regulation 2005 states that Council can write off these debts by resolution of Council.

Part 5, Division 3, Clause 131 states:

***Procedures for writing off rates and charges***

- (1) *The council must, from time to time, by resolution, fix the amount of rates and charges above which any individual rate or charge may be written off only by resolution of the council.*
- (2) *An amount of rates or charges of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subclause (1), rates and charges can be written off only by resolution of the council.*
- (3) *A resolution or order writing off an amount of rates or charges must:  
(a) specify the name of the person whose debt is being written off, and  
(b) identify the account concerned, and  
(c) specify the amount written off,  
or must refer to a record kept by the council in which those particulars are recorded.*
- (4) *An amount of rates or charges can be written off under this clause only:  
(a) if there is an error in the assessment, or  
(b) if the amount is not lawfully recoverable, or  
(c) as a result of a decision of a court, or  
(d) if the council or the general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.*

## SHIRE OF WALGETT – AGENDA

- (5) *The fact that an amount of rates or charges is written off under this clause does not prevent the council concerned from taking legal proceedings to recover the amount.*
- (6) *The general manager must advise the council of rates and charges written off by written order of the general manager.*

Part 9, Division 5, Clause 213 states:

### **Restrictions on writing off debts to a council**

- (1) *This clause does not apply to amounts owed to a council for rates or other charges for which the Act, or any other regulation in force under the Act, makes specific provision for writing off those amounts in specified circumstances.*
- (2) *A council must from time to time, by resolution, fix an amount above which debts to the council may be written off only by resolution of the council.*
- (3) *A debt of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subclause (2), the council's debts can be written off only by resolution of the council.*
- (4) *A resolution or order writing off a debt to a council must:*
- (a) specify the name of the person whose debt is being written off, and*
  - (b) identify the account concerned, and*
  - (c) specify the amount of the debt,*
- or must refer to a record kept by the council in which those particulars are recorded.*
- (5) *A debt can be written off under this clause only:*
- (a) if the debt is not lawfully recoverable, or*
  - (b) as a result of a decision of a court, or*
  - (c) if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.*
- (6) *The fact that a debt is written off under this clause does not prevent the council concerned from taking legal proceedings to recover the debt.*

### **Relevant Reference Documents:**

- Local Government Act 1993
- Local Government (General) Regulation 2005 Part 5, Division 3, Clause 131
- Local Government (General) Regulation 2005 Part 9, Division 5, Clause 213

### **Stakeholders:**

## **SHIRE OF WALGETT – AGENDA**

- Walgett shire Council
- Walgett Shire Council Rate Payers
- Walgett Shire Sundry Debtors

### **Financial Implications:**

Outstanding rate assessments and debtors under \$5.00 to be written off as at 30<sup>th</sup> June each financial year.

### **Recommendations:**

1. **That Council adopt the Walgett Shire Council Small Debt Write Off Policy and Procedures as tabled.**

DRAFT



**WALGETT SHIRE COUNCIL**  
**SMALL DEBT WRITE OFF**  
**POLICY AND PROCEDURES**



**WALGETT SHIRE COUNCIL SMALL DEBT WRITE OFF  
POLICY AND PROCEDURES**

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**WALGETT SHIRE COUNCIL**  
**SMALL DEBT WRITE OFF POLICY AND PROCEDURES**

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Policy Number:

Responsibility:                   Manager Corporate Services

Adoption Date:

Review Date:                    July 2008

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**POLICY STATEMENT**

Walgett Shire Council is committed to openness and transparency in its financial management and sets out to provide fairness and consistency for Walgett Shire Rate Payers and Debtors.

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**POLICY OBJECTIVES**

- To ensure that Council complies with the New South Wales *Local Government Act 1993* and the Local Government (General) Regulation 2005.
- To provide consistency, fairness, integrity and confidentiality for Walgett Shire Council Rate Payers and Debtors.

**POLICY AND PROCEDURES**

**1. DELEGATION OF AUTHORITY**

The General Manager has the authority to write off debts under \$5.00 as part of the end of financial year process or as required.

**2. LEGISLATIVE REQUIREMENTS**

Local Government (General) Regulation 2005 Part 5, Division 3, Clause 131 states:

**131 Procedures for writing off rates and charges**

- (4) *A debt can be written off under this clause only:*
- (a) *if the debt is not lawfully recoverable, or*
  - (b) *as a result of a decision of a court, or*
  - (c) *if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.*

Local Government (General) Regulation 2005 Part 9, Division 5, Clause 213 states:

**213 Restrictions on writing off debts to a council**

- (5) *A debt can be written off under this clause only:*
- (a) *if the debt is not lawfully recoverable, or*
  - (b) *as a result of a decision of a court, or*
  - (c) *if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.*

The writing off of small debts falls within section (c) of Clause 131 and Clause 213.

**3. PROCEDURES**

3.1 As part of end of financial year processes a report of small debts is to be prepared by the Responsible Accounting Officer. This report must:

- (a) specify the name of the person whose debt is being written off, and
  - (b) identify the account concerned, and
  - (c) specify the amount of the debt,
- or must refer to a record kept by the council in which those particulars are recorded.

3.2 A small debt is to be considered to be an amount outstanding under \$5 per rate assessment or per Debtor.

3.3 Under no circumstances are small debts to be split to enable them to fall within this delegation of authority.

3.4 This report is to be presented to the Manager of Corporate Services, prior to end of year roll over, who will confirm and sign the document.

3.5 Once the report has been confirmed, the General Manager will counter sign the document.

3.6 The relevant assessment and/or Debtor will be written off prior to the year end roll over process.

<b>MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 13

**Subject:** Amendment to Purchasing Policy

**Author:** Emma Darcy – Manager Corporate Services

**File No:** 004/12/03/00

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**Summary:**

This report recommends that Council note the amendment made to Council's Purchasing Policy and Procedures document that was adopted at the June 2007 Council Meeting.

**Comments (including issues and background):**

Walgett Shire Council's Purchasing Policy was adopted at the Council meeting held on Tuesday, 19 June 2007.

There was an omission in the Policy under the sub heading **Clause A – Quotation Requirements**.

Clause A – Quotation Requirements should have included the following point:-

- ***A minimum of three written quotations must be obtained***

**Relevant Reference Documents:**

- Walgett Shire Council Purchasing Policy and Procedures (not attached)

**Stakeholders:**

- Walgett Shire Council
- Walgett Shire Ratepayers

**Recommendation:**

1. That Council adopt the “*Walgett Shire Council Purchasing Policy and Procedures*” to include the following amendment under the sub heading “**Clause A – Quotation Requirements**”:

- ***A minimum of three written quotations must be obtained.***

<b>CLAUSE A – QUOTATION REQUIREMENTS</b>
--

Calls for quotations must be advertised publicly, by written invitation, advertisement in the local newspaper, radio station or verbally, via phone or face to face interaction. The General Manager may waive this requirement in exceptional / emergency circumstances or if advertising a similar call for quotations has previously occurred within a reasonable timeframe.

When requesting quotations, Council officers will provide the following information:-

1. Records File Number
  2. Description and specifications of the goods or services
  3. Quantity required
  4. Name and contact information to who quotes and enquiries should be directed
  5. Deliver and lead-time if applicable
  6. Delivery location – if applicable
  7. Closing date, which allows reasonable time for response
- **A minimum of three written quotations must be obtained.**
  - All quotations must be received and registered through Council’s records system and placed on the appropriate file.
  - Reference to the records file that holds the details of all quotations received must be recorded on the order.
  - Evaluation of quotations must be on price, specification, contractor’s previous performance and operational considerations such as availability, if applicable. An evaluation of quotation form must be completed and placed on the relevant records file, even if no quotations are to be accepted.
  - All persons/ organisations who have submitted a quote must be advised in writing of the results.

**MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17 JULY 2007**

**Item No:** 14

**Subject:** Investment Review Report - 2007

**Author:** Emma Darcy – Manager Corporate Services

**File No:** 180/02/01/00

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**Summary:**

Council's Investment Policy was reviewed and adopted at the June 2007 meeting. This report details investment performance for the past twelve months as required by the policy.

**Comments (including issues and background):**

Council Investment Policy states that:

***Annual Review** – Investment performance will be reviewed at the end of each financial year, and the outcomes will be reported to Council. The investment policy will also be reviewed at this time.*

Investment income continues to provide a sound return on Councils investment of \$10,800,000 as at 30 June 2007.

All investments are within the policy and are made in accordance with provisions of the Local Government Act 1993 and are by Order of the Minister.

At present there are two investments that were invested with FIIG Securities being:

- Commonwealth Bank of Australia – Callable Range Accrual Note - \$500,000 due to mature 16<sup>th</sup> December 2010 - 7.5% yield between 4.5% and 6.5% - Aa2 credit rating by Moody's. Interest is currently accruing at a rate of 7.5%.
- Royal Bank of Canada – Callable Range Accrual Note - \$500,000 due to mature 16<sup>th</sup> March 2011 – 7.7% yield between 4.75% and 6.5% - Aa3 credit rating by Moody's. No interest is currently accruing as the upper barrier for Year 2 is 6.25% and 6.5% for years 3, 4 and 5.

Both of these investments have returned interest at the stated yield but Bank Bills Swap Reference (BBSW) is presently at 6.45% at the date of writing this report which is marginally within the upper barrier for the Commonwealth Bank of Australia (CBA) accrual note and not within the upper barrier for the Royal Bank of Canada (RBC) accrual note. The cost to withdraw these facilities is \$100,000 for RBC and \$78,750 for CBA. There is not a capital loss risk associated with maintaining the current status with the investments, however if interest rates continue to increase above 6.5% there will be no interest return on these investments.

**SHIRE OF WALGETT – AGENDA**

The estimated investment return will be \$105,000 for CBA over the next 3 years, 6 months and \$112,500 for RBC for 3 years, 9 months. These investments have been carefully monitored by the Finance staff over the past two months and due to the uncertainty on interest rates at present it would be recommended to maintain the investments in their present state.

The results for interest on investments is as follows:

**Investments & Interest - 2007 Financial year  
As at 30/06/2007**

<b>NO#</b>	<b>Investment held with</b>	<b>Terms / Days</b>	<b>Date Due</b>	<b>Amount Invested</b>	<b>Interest Paid</b>	<b>Annual Interest Return</b>
341/05	Bankwest	365	09-Aug-06	\$300,000.00	\$17,550.00	5.85%
350/05	Westpac	307	08-Aug-06	\$300,000.00	\$13,878.08	5.50%
356/05	NAB	365	30-Nov-06	\$500,000.00	\$28,150.00	5.63%
357/05	Westpac	335	01-Nov-06	\$500,000.00	\$25,928.08	5.65%
360/05	CBA	183	10-Dec-06	\$300,000.00	\$8,498.22	5.65%
367/06	Bank of QLD	182	15-Aug-06	\$250,000.00	\$7,117.95	5.71%
370/06	IMB	152	18-Jul-06	\$200,000.00	\$4,814.03	5.78%
372/06	IMB	363	06-Mar-07	\$500,000.00	\$29,388.08	5.91%
375/06	LGFS	123	11-Jul-06	\$300,000.00	\$5,752.36	5.69%
376/06	Bankwest	165	22-Aug-06	\$500,000.00	\$12,996.58	5.75%
377/06	NAB	186	12-Sep-06	\$500,000.00	14,217.54	5.58%
380/06	IMB	119	25-Jul-06	\$300,000.00	5,623.97	5.75%
381/06	Citibank	92	11-Jul-06	\$250,000.00	3,591.78	5.70%
382/06	FIIG - Savings & Loans	183	11-Oct-06	\$500,000.00	14,792.79	5.90%
383/06	IMB	161	26-Sep-06	\$300,000.00	7,780.83	5.88%
386/06	LGFS	154	17-Oct-06	\$500,000.00	12,509.86	5.93%
388/06	Suncorp	111	05-Sep-06	\$500,000.00	9,047.26	5.95%
389/06	CBA	160	24-Oct-06	\$300,000.00	7,798.36	5.93%
390/06	FIIG - ACCU	68	01-Aug-06	\$500,000.00	5,186.71	5.57%
391/06	Bankwest	96	29-Aug-06	\$300,000.00	4,742.14	6.01%
392/06	Investec	90	14-Aug-06	\$500,000.00	7,836.85	6.36%
393/06	Bankwest	180	05-Dec-06	\$500,000.00	15,115.07	6.13%
394/06	Bank of QLD	189	19-Dec-06	\$500,000.00	15,689.59	6.06%
395/06	Citibank	92	13-Sep-06	\$500,000.00	7,527.46	5.97%
396/06	FIIG - CBA	92	16-Sep-06	\$500,000.00	9,452.05	7.50%
397/06	FIIG - Royal Bank Canada	92	16-Sep-06	\$500,000.00	9,915.00	7.87%
398/06	FIIG - Savings & Loans	195	11-Jan-07	\$250,000.00	8,347.60	6.25%
399/07	Citibank	91	10-Oct-06	\$250,000.00	3,834.66	6.15%
400/07	LGFS	154	12-Dec-06	\$300,000.00	7,657.81	6.05%
401/07	Westpac	161	16-Jan-07	\$300,000.00	7,794.90	5.89%
402/07	Bankwest	167	22-Jan-07	\$300,000.00	8,622.90	6.28%
403/07	Bank of QLD	168	30-Jan-07	\$250,000.00	7,398.90	6.43%
404/07	Citibank	169	06-Feb-07	\$500,000.00	15,096.03	6.52%
405/07	Citibank	187	20-Feb-07	\$300,000.00	9,790.60	6.37%
406/07	NAB	138	02-Jan-07	\$300,000.00	6,834.99	6.03%
407/07	FIIG - Cominvest	180	13-Feb-07	\$500,000.00	15,202.74	6.17%
408/07	FIIG - ACCU	200	06-Mar-07	\$500,000.00	17,890.41	6.53%
409/07	FIIG - Savings & Loans	193	27-Feb-07	\$500,000.00	17,026.30	6.44%
410/07	Bankwest	203	13-Mar-07	\$500,000.00	17,797.26	6.40%
411/07	Bankwest	203	20-Mar-07	\$300,000.00	10,728.41	6.43%
412/07	Suncorp	203	27-Mar-07	\$500,000.00	17,741.64	6.38%
413/07	NAB	202	03-Apr-07	\$500,000.00	17,213.29	6.22%

## SHIRE OF WALGETT – AGENDA

414/07	Citibank	209	10-Apr-07	\$500,000.00	18,237.40	6.37%
415/07	FIIG - CBA	91	16-Dec-06	\$500,000.00	2,773.95	2.23%
416/07	FIIG - Royal Bank Canada	91	18-Dec-06	\$500,000.00	2,636.98	2.12%
417/07	IMB	203	17-Apr-07	\$300,000.00	10,611.62	6.36%
418/07	FIIG - Savings & Loans	195	24-Apr-07	\$500,000.00	17,176.03	6.43%
419/07	LGFS	196	01-May-07	\$500,000.00	17,406.16	6.48%
420/07	Westpac	188	08-May-07	\$500,000.00	16,119.26	6.26%
421/07	Bank of QLD	147	15-May-07	\$500,000.00	13,109.18	6.51%
422/07	FIIG - CBA	87	16-Mar-07	\$500,000.00	9,246.60	7.76%
423/07	FIIG - Royal Bank Canada	88	16-Mar-07	\$500,000.00	0.00	0.00%
424/07	NAB	90	02-Apr-07	\$300,000.00	4,593.70	6.21%
425/07	FIIG - Savings & Loans	131	22-May-07	\$250,000.00	5,930.89	6.61%
426/07	Bankwest	126	29-May-07	\$300,000.00	6,920.63	6.68%
427/07	Bank of QLD	126	05-Jun-07	\$250,000.00	5,583.70	6.47%
428/07	Citibank	133	19-Jun-07	\$500,000.00	11,751.37	6.45%
430/07	Citibank	126	26-Jun-07	\$300,000.00	6,629.01	6.40%
435/07	FIIG - CBA	94	18-Jun-07	\$500,000.00	6,780.80	5.27%
436/07	FIIG - Royal Bank Canada	94	18-Jun-07	\$500,000.00	0.00	0.00%

**Totals:     \$24,350,000.00   \$649,386.36**

### Relevant Reference Documents:

- Investment Order (of the Minister) dated 15 July 2005
- Walgett Shire Council Investment Policy adopted 19 June 2007
- FIIG Securities Range accrual Investment Sheet

### Stakeholders:

- Walgett Shire Council
- FIIG Securities

### Financial Implications:

Nil interest on RBC Range Accrual and CBA Range Accrual if BBSW rate is over 6.25% and 6.55% respectively. Interest rate will be at 7.7% and 7.5% respectively for interest rates within the predetermined range.

### Recommendation:

**That Council note the Investment Review Report - 2006/2007.**

<b>MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17 JULY 2007</b>
--

**Item No:** 15  
**Subject:** Monthly Management Report to 30 June 2007  
**Author:** Myrene Lovegrove - Accountant  
**File No:** 145/04/27/00

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**Summary:**

This report presents to Council the quarterly financial review for the period ending 30 June 2007.

**Comments (including issues and background):**

The quarterly review is a statutory requirement under the Local Government Financial Management Regulation 1999, Part 2 Clause 7 and is an essential aspect of Council's financial management.

At the Council meeting held on 22 June 2006, Council adopted the 2006 – 2007 Management Plan, which incorporated the annual budget for Council for 2006/2007.

***General Budgetary Position***

This review analyses the financial performance of the Council for the fourth quarter ending 30 June 2007, comparing actual expenditure and revenue against the budget. Council's budgetary position for the quarter ended 30 June 2007 is financially sound. The reviewed Budgeted surplus was \$191,677 and at the end of June the surplus based on actuals was \$1,375,038. The above financial position does not reflect the year end adjustments, which will be finalised prior to the preparation of the General Purpose Financial Reports.

SHIRE OF WALGETT – AGENDA

	Original Budget	Revised Budget	Actuals	% of Budget
<b><i>Corporate Services</i></b>				
<b>Income</b>				
River Towns	131,000	131,000	- 58,769	-45%
Corporate Services	26,000	26,000	30,915	119%
Human Resources	-	-	19,215	
Tourism	20,000	20,000	29,907	150%
Agencies	41,500	41,500	63,468	153%
Finance	18,000	394,862	462,038	117%
Rates General	3,868,381	3,868,381	3,877,474	100%
Untied Grants	2,274,000	2,308,763	2,311,974	100%
Capital utilisation	457,000	527,000	576,435	109%
Revenue	9,500	9,500	52,162	549%
Indirect Labour Costs	-	-	-	
Total Income	6,845,381	7,327,006	7,364,819	101%
<b>Expenditure</b>				
Members & Civic	346,000	256,500	171,760	67%
Executive	367,329	315,800	278,589	88%
River Towns	131,000	131,000	14,886	11%
Corporate Services	437,300	462,300	456,835	99%
Human Resources	303,565	303,565	360,252	119%
Tourism	306,098	341,098	303,319	89%
Executive Services	266,500	266,500	266,232	100%
Agencies	163,000	163,000	162,375	100%
Risk Management	353,122	353,122	325,175	92%
Finance	280,503	243,503	213,038	87%
Bank Charges	8,000	8,000	6,617	83%
Capital Utilisation	17,480	17,480	14,959	86%
Information technology	273,143	327,143	352,428	108%
Creditors	50,000	50,000	39,292	79%
Revenue	256,361	361,361	356,552	99%
Payroll	59,578	59,578	54,658	92%
Indirect Labour Costs	-	-	-	
Total Expenditure	3,618,979	3,659,950	3,376,967	92%
Operating Result	3,226,402	3,667,056	3,987,852	109%

## SHIRE OF WALGETT – AGENDA

### Community Services

#### **Income**

Community Services	45,500	45,500	43,984	97%
Youth Services	39,500	39,500	56,992	144%
Vacation Care	18,600	18,600	14,577	78%
Family Day Care	106,000	106,000	59,881	56%
Library Services	42,500	42,500	44,023	104%
Total Income	<u>252,100</u>	<u>252,100</u>	<u>219,457</u>	87%

#### **Expenditure**

Community Services	117,637	152,637	154,702	101%
Youth Services	173,228	173,228	138,929	80%
Vacation Care	27,960	27,960	41,851	150%
Family Day Care	106,000	106,000	98,415	93%
Library Services	194,617	194,617	220,208	113%
Total Expenditure	<u>619,442</u>	<u>654,442</u>	<u>654,105</u>	100%
Operating Result	<u>- 367,342</u>	<u>- 402,342</u>	<u>- 434,648</u>	108%

### Planning & Regulation

#### **Income**

Planning/Building	56,700	56,700	90,199	159%
Environmental Health	850	850	2,080	245%
Animal Control/Regulatory	3,300	3,300	5,945	180%
Rural Addressing	118,000	-	-	
Total Income	<u>178,850</u>	<u>60,850</u>	<u>98,224</u>	161%

#### **Expenditure**

Pesticide Pit Remediation	10,000	10,000	-	0%
Environmental Health	5,500	5,500	4,734	86%
Noxious Plants	122,810	122,810	112,931	92%
Animal Control/Regulatory	109,300	109,300	106,163	97%
Manager Planning & Regulation	616,500	527,000	507,164	96%
Total Expenditure	<u>864,110</u>	<u>774,610</u>	<u>730,992</u>	94%
Operating Result	<u>- 685,260</u>	<u>- 713,760</u>	<u>- 632,768</u>	89%

### Emergency Services

#### **Income**

Fire Services	46,000	46,000	77,629	169%
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#### **Expenditure**

Fire Services	148,005	148,005	156,585	106%
SES	65,400	65,400	38,180	58%
Total Expenditure	<u>213,405</u>	<u>213,405</u>	<u>194,765</u>	91%
Operating Result	<u>- 167,405</u>	<u>- 167,405</u>	<u>- 117,136</u>	70%

## SHIRE OF WALGETT – AGENDA

### Engineering Administration

#### **Income**

Manager Engineering	68,000	68,000	86,821	128%
Public Halls	14,084	14,084	12,616	90%
Plant Operations	1,913,000	1,913,000	2,045,929	107%
Council Properties	327,000	327,000	101,179	31%
Council Reserves	27,050	27,050	35,605	132%
<b>Total Income</b>	<b>2,349,134</b>	<b>2,349,134</b>	<b>2,282,150</b>	<b>97%</b>

#### **Expenditure**

Manager Engineering	466,667	520,297	509,921	98%
Private Works	26,000	26,000	68,178	262%
Plant Running Expenses	859,000	919,000	1,173,926	128%
Properties Maintenance	745,000	765,000	669,786	88%
Motor Vehicles/Plant/Equipment	541,000	541,000	541,000	100%
<b>Total Expenditure</b>	<b>2,637,667</b>	<b>2,771,297</b>	<b>2,962,811</b>	<b>107%</b>
<b>Operating Result</b>	<b>- 288,533</b>	<b>- 422,163</b>	<b>- 680,661</b>	<b>161%</b>

### Roads & Bridges

#### **Revenue**

Roads & Bridges	5,895,813	5,914,259	8,036,978	136%
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#### **Expenditure**

Urban Roads	500,000	500,000	685,367	137%
Rural Roads	1,818,813	1,818,813	1,926,556	106%
Regional Roads	1,524,000	1,524,000	1,458,061	96%
Gravel Pit Restoration	-	50,000	47,577	95%
State Highways	1,500,000	1,500,000	2,891,299	193%
<b>Total Expenditure</b>	<b>5,342,813</b>	<b>5,392,813</b>	<b>7,008,859</b>	<b>130%</b>
<b>Operating Result</b>	<b>553,000</b>	<b>521,446</b>	<b>1,028,119</b>	<b>197%</b>

### Recreation & Community Assets

#### **Revenue**

Natural Disaster Mitigation program	100,000	100,000	-	0%
Aerodromes	18,000	18,000	162,908	905%
Cemeteries	22,000	22,000	29,683	135%
<b>Total Income</b>	<b>140,000</b>	<b>140,000</b>	<b>192,591</b>	<b>138%</b>

#### **Expenditure**

Recreation & Community Assets	1,952,000	2,027,000	1,845,076	91%
Depots Operations	247,404	247,404	297,965	120%
Capital Projects	-	-	-	
<b>Total Expenditure</b>	<b>2,199,404</b>	<b>2,274,404</b>	<b>2,143,041</b>	<b>94%</b>
<b>Operating Result</b>	<b>- 2,059,404</b>	<b>- 2,134,404</b>	<b>- 1,950,450</b>	<b>91%</b>

**SHIRE OF WALGETT – AGENDA**

**Domestic Waste Management**

**Revenue**

DWM	751,687	751,687	817,319	109%
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**Expenditure**

DWM	693,950	693,950	725,272	105%
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Operating Result	<u>57,737</u>	<u>57,737</u>	<u>92,047</u>	
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**Water Supplies**

**Revenue**

Walgett Water	503,962	503,962	613,987	122%
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Lightning Ridge Water	441,920	441,920	504,060	114%
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Collarenebri Water	156,100	156,100	176,298	113%
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Rowena Water	3,840	3,840	-	0%
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Carinda Water	13,706	13,706	-	0%
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Total Income	<u>1,119,528</u>	<u>1,119,528</u>	<u>1,294,344</u>	116%
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**Expenditure**

Walgett Water	597,553	563,053	652,410	116%
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Walgett Water Capital Projects	25,000	25,000	-	0%
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Lightning Ridge Water	335,190	335,190	332,997	99%
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Lightning Ridge Water Capital Projects	3,000	3,000	-	0%
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Collarenebri Water	246,031	246,031	207,746	84%
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Collarenebri Water Capital Projects	500	500	-	0%
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Rowena Water	-	17,050	17,137	101%
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Carinda Water	-	23,950	17,970	75%
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Cumborah Water	-	27,800	6,798	24%
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Village Water	33,800	-	-	
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Village Water Capital Projects	500	-	-	
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Total Expenditure	<u>1,241,574</u>	<u>1,241,574</u>	<u>1,235,058</u>	99%
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Operating Result	<u>- 122,046</u>	<u>- 122,046</u>	<u>59,287</u>	
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**Sewerage Supplies**

**Revenue**

Walgett Sewer	257,639	257,639	286,572	111%
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Lightning Ridge Sewer	246,039	246,039	268,241	109%
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Collarenebri Sewer	72,772	72,772	80,434	111%
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Total Income	<u>576,450</u>	<u>576,450</u>	<u>635,247</u>	110%
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**Expenditure**

Walgett Sewer	383,555	384,055	365,800	95%
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Walgett Sewer Capital Projects	500	-	-	
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Lightning Ridge Sewer	220,337	222,337	207,368	93%
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Lightning Ridge Sewer Capital Projects	2,000	-	-	
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Collarenebri Sewer	62,000	62,500	38,683	62%
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Collarenebri Sewer Capital Projects	500	-	-	
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Total Expenditure	<u>668,892</u>	<u>668,892</u>	<u>611,851</u>	91%
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Operating Result	<u>- 92,442</u>	<u>- 92,442</u>	<u>23,396</u>	
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**Net Result**

Total Income	18,154,943	18,537,014	21,018,759	
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Total Expenditure	18,100,236	18,345,337	19,643,721	
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Net Result	<u>\$ 54,707</u>	<u>\$ 191,677</u>	<u>\$ 1,375,038</u>	
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**SHIRE OF WALGETT – AGENDA**

**Walgett Shire Council**  
**Operating Statement**  
**For the Period Ending 30th June 2007**

<b>Income</b>	<b>Actual 2007</b>	<b>Budget 2007</b>	<b>Actual 2006</b>
General Rates & Levies	6,364,986.80	5,960,346.00	5,296,000.00
User Charges & Fees	3,187,997.98	2,326,105.00	3,709,000.00
Investment Revenues	668,029.62	510,520.00	727,000.00
Other Revenue	633,778.98	612,759.00	195,000.00
Grants & Subsidies - Operating	6,847,877.06	7,650,213.00	8,640,000.00
Grants & Subsidies - Capital	1,195,000.00	1,000,000.00	1,280,000.00
Profit from Disposal of Assets	-	95,000.00	-
<b>Total Revenue</b>	<b>18,897,670.44</b>	<b>18,154,943.00</b>	<b>19,847,000.00</b>
<b>Expenditure</b>			
Employee Costs	5,345,045.42	5,908,627.00	5,922,000.00
Materials & Contracts	7,999,051.00	7,296,854.00	7,664,000.00
Borrowing Costs	41,514.08	37,409.00	57,000.00
Depreciation	2,294,500.00	2,294,500.00	2,329,000.00
Other Expenses	1,842,521.94	2,562,846.00	2,182,000.00
Loss from Disposal of Assets	-	-	2,300.00
<b>Total Expenditure</b>	<b>17,522,632.44</b>	<b>18,100,236.00</b>	<b>18,156,300.00</b>
Net Operating Result For Year	<b>1,375,038.00</b>	<b>54,707.00</b>	<b>1,690,700.00</b>

**Material variances are summarised as follows:**

***Corporate Services***

- Additional workers compensation refund of \$46,650 was received.
- Additional income of \$28,800 was received for best practice risk management.
- Legal expenses are paid by Council and charged to each individual rates assessment as part of Council's on going debt recovery.
- Council continues to experience interest income above what was originally budgeted.

***Community Services***

- Expenditure was within budgetary constraints. Income was 13% below budget with family day care income less than estimated due to the lower than expected number of carers.

***Planning and Regulations***

- Operating within budgetary constraints.

***Public Order and Safety***

- The B&C Grant contribution was above budget and an additional grant of \$27,265 for Bush Fire Equipment was received and acquitted in 2006/2007.

***Engineering Administration***

- Council did not receive the DADHC grant of \$200,000.00. The saleyards were used less frequently than anticipated throughout the year. This has caused a less than expected return on income for Council properties.
- Higher than expected private works will be offset by higher corresponding income.
- Fuel price rises and larger than expected repairs have contributed to higher than budgeted plant running costs.

***Roads and Bridges***

- Roads and bridges operating result was within budgeting constraints.
- Additional expenditure was funded by additional grants.
- A grant of a \$5,600,000 was received from the Auslink Strategic Regional Programme in June 2007. This income has not been brought to account and will be committed as a prepayment for 2007/2008 as the work for this program will be predominately carried out over the next three years.

***Recreation and Community Assets***

- The Natural Disaster Mitigation Program grant of \$100,000 was not applied for as a claim for payment was not made by the Department of Commerce.
- An additional Grant for Airport Security of \$141,162 was received.

***Domestic Waste Management***

- The full amount of Domestic Waste charges has been raised.
- Operations were within budgetary constraints.

***Water Services***

- The full amount of rates revenue has been raised this period.
- Telemetry Capital works projects were not completed as budgeted. This project will be completed in 2007/2008.

***Sewer Services***

- The full amount of rates revenue has been raised this period.
- Telemetry Capital works projects were not completed as budgeted. This project will be completed in 2007/2008.

**Relevant Reference Documents:**

- Monthly Management Report for the period ending 30 June 2007.
- Walgett Shire Council Management Plan 2006-07

**Stakeholders:**

- Walgett Shire Council

**Financial Implications:**

Overall, the results of the quarterly review indicate that the financial position of Council is satisfactory and continues to operate within budgetary constraints.

**Recommendations:**

- 1. That Council note the Management Report for the period ending 30 June 2007**
- 2. That Council note that the quarterly Financial Review does not reflect the year end adjustments which will be finalised prior to the preparation of General Purpose Financial Reports for the year ending 30 June 2007.**

**MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17  
JULY 2007**

**Item No:** 16

**Subject:** Walgett Shire Community Services Report

**Author:** Gai Richardson – Community Liaison Officer

**File No:** 003/05/01/00

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**Summary:**

This report includes a summary of activities for the past three (3) months of Council's Community Service Sector.

**Comments (including issues and background):**

**LIBRARIES**

Walgett Shire has agreed to remain a member of the Northern Regional Library, which operates under the Moree Plains Shire Council, for another 12 months.

Book and resource exchanges from Northern Regional Library (NRL) have occurred on a regular basis each month and this has allowed a much better selection for regular patrons. Staff from Northern Regional Library have given Walgett Shire Council Library staff opportunities to have input into future purchases, including the best sellers collection and popular authors.

All library staff attended the recent Cultural Awareness training offered by the Lightning Ridge Trans Cultural Centre.

Library staff at Lightning Ridge and Walgett libraries report repeated requests from patrons for the libraries to be open for longer and more regular hours.

Activities over the past three (3) months at Lightning Ridge and Walgett Libraries have included Library Information Week in May during which a patron from each library won a lucky dip draw for a \$40.00 book voucher. At the Lightning Ridge Library patrons also received small 'I love libraries' gifts during the week.

Both libraries have identified children's areas with colourful new chairs and mats. These areas are utilised by the younger patrons during story time and organised visits to the libraries and by parents visiting the libraries with their young children.

Story Time is held in Walgett Library every Thursday. Northern Regional Library staff have also conducted story time at Walgett and Lightning Ridge. Visits to the Walgett Library from Coolabah Kids Vacation Care and Long Day Care Centre have occurred on several occasions and Mother's Day activities were organised where each child went home with a card and a gift for mother.

## **SHIRE OF WALGETT – AGENDA**

A Book Club meets every 4<sup>th</sup> Thursday in Walgett Library and is proving very popular with its members.

New signage has improved the appearance of the entrance to the Walgett Library and compliments the mural on the retaining wall and hand rails in front of the Visitor Information Centre.

A quantity of books have been processed and are ready to go out to the deposit stations at Carinda and Burren Junction.

## **YOUTH**

### **Youth Centres**

External renovations have commenced at the Walgett Youth Centre. Activities will be organised at alternate venues when the internal renovations commence.

The Walgett Youth Centre has recorded stable attendance numbers during the past months while Collarenebri and Lightning Ridge Youth Centres have both recorded rises in attendance numbers.

Programs developed for the July School holidays included visits from StormCo, a Christian Youth Group who visit the Walgett Shire annually and do charitable work for community organisations and provide organised activities for children at the Youth Centres and other venues in Collarenebri, Lightning Ridge and Walgett. Activities organised by StormCo include Kids Club, Art and Craft, Games and the Pinnacle of Challenge, which is a climbing wall, which visited the Lightning Ridge and Walgett Youth centres.

A Korean Dance Troop visited the Lightning Ridge and Walgett Youth Centres in the first week of the school holidays and had the children playing Korean Drums, joining in the Korean Dancing and eating the Korean food that the group provided and cooked at the Centres.

Youth Centre Programs also include regular activities such as pool competitions, ball games, art and craft and in Lightning Ridge, visits to the Library..

### **Vacation Care**

Council youth workers provide Vacation Care activities at Collarenebri and Lightning Ridge Youth Centres and at Grawin in the Club in the Scrub during the school holidays. Activities include discos, woodcraft, excursions and art and craft.

Walgett Vacation Care is provided by Goonimoo Children's Services at the Walgett Youth Centre.

### **Youth Week 2007**

Youth Week Celebrations, organised by the Youth Development Officer, were excellent with very positive community input and youth participation. Community involvement, including over 12 different service providers, agencies and business houses offered their support for Youth Week.

## **SHIRE OF WALGETT – AGENDA**

Programs included dance parties, fishing and yabbing competitions, gardening projects, arts and crafts and sports programs. Over 450 children experienced the Police Blue Light Dance Parties. This was the first time this program has visited the Walgett Shire and very positive feedback was received from the visiting organisers.

### **Raw Dance Company**

Hip-Hop and Break Dance Workshops were conducted by this company throughout the Shire in May and were very well received by the youth in the Shire. With funding assistance from the Murdi Paarki Project Community Facilitator, the workshops were organised through the school system which allowed over 500 children the chance to experience this style of dancing.

### **Blue Reelers**

67 children were entertained at the Walgett Youth Centre by the Walgett Police Force showing the movie 'Over the Hedge' and providing a sausage sizzle.

### **PCYC**

Council Youth Workers assist at the fortnightly PCYC activities. These are currently being held at the Walgett Youth Centre due to the cold weather.

### **Youth off the Streets (YOTS)**

Two youth workers from YOTS have commenced in Walgett. They have secured office space and are developing programs for youth aged 14-24 years. YOTS have also provided a small bus to transport youths to and from organised activities. YOTS provided sausage sizzles at the Walgett Youth Centre activities during the first week of the school holidays and are working with Council youth workers and other youth agencies on future service delivery.

### **Mission Australia Brighter Futures**

The Youth Development Officer assisted with the launch of this program which will assist families with children in the middle years of school who are having difficulties. A partnership has been developed with Mission and their youth workers now work with Council and other youth workers in Walgett when organised activities are occurring.

### **Murals**

Two murals have been erected on the front of the Council Chambers. Children from the Walgett and Lightning Ridge Youth Centres assisted with the painting of these. Funding has been secured for additional murals in Lightning Ridge and Walgett and the children at both Youth Centres will also assist with these.

## **FAMILY DAYCARE**

Family Day Care (FDC) provides quality child care for children up to 12 years in a family environment in Collarenebri, Lightning Ridge and Walgett. FDC offers flexible hours including overnight care in a supervised and stimulating environment with excellent staff to child ratio and gives eligible families the chance to claim assistance through the Child Care Benefit.

The impact of the new Long Day Care Centre opening in Walgett in February 2007 had the expected effects of FDC losing carers and children. However, with some age groups in the new centre now at full capacity, the need for FDC has again risen. New carers have been registered and there are children on the waiting list. There have been constant issues with FDC Carer recruitment due to the implications of costs involved in starting up the business as many houses often need renovations to allow them to comply with the Children's Services Regulations.

FDC is due for National Accreditation in July. This involves conducting an initial self appraisal and reporting of the scheme and is followed with a visit from a validator to substantiate the initial reports and visit the homes of the carers to check their working practises.

### **Relevant Reference Documents:**

Nil

### **Stakeholders:**

- Walgett Shire Council
- Walgett Shire Residents

### **Financial Implications:**

Nil

### **Recommendation:**

**That Council receive and note the Community Liaison Officer's Report.**

**MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17  
JULY 2007**

**Item No:** 17

**Subject:** Report on Rates and Charges – 30 June 2007

**Author:** Katie Hook – Rates Clerk

**File No:** 180/09/00/00

**REPORT ON RATES AND CHARGES - 30 June 2007**

	<b>Jun-07</b>	<b>Jun-06</b>
Arrears as at 30 June	1,618,773.48	1,395,484.94
Adjusted Levy	6,331,855.39	5,507,984.64
Interest	91,612.43	92,215.53
Payments	(6,465,598.64)	(5,229,477.91)
Adjustments	(32,759.99)	(94,226.66)
Discount	(59,677.61)	(54,399.08)
Legal Fees	41,742.47	1,192.02
Special Rebate Council	(4,781.68)	0.00
 Total Outstanding	 \$ <u><u>1,521,165.85</u></u>	 <u><u>1,618,773.48</u></u>

**COMPARISON WITH 2005/2006**

	<b>Jun-07</b>	<b>Jun-06</b>
Current	671,083.84	579,943.01
Arrears	486,794.74	683,433.01
Interest	296,811.92	299,854.60
Legals	66,475.35	55,542.86
 Total Outstanding	 \$ <u><u>1,521,165.85</u></u>	 <u><u>1,618,773.48</u></u>

**Total YTD Collected**

	<b>Jun-07</b>	<b>Jun-06</b>
Collected YTD % of Arrears and Levy	81%	76%
Collected YTD % of Levy	102%	95%

**Recommendation:**

**That the Report on Rates as at 30 June 2007 be received.**

<b>MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 18

**Subject:** Investment Report as at 31 May 2007

**Author:** Amy Taylor – Customer Service Officer Finance

**File No:** 180/02/01/00

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**Summary:**

This report summarises the investments of Walgett Shire Council for the month of June 2007.

**Comments (including issues and background):**

The Investment summary as at 30 June 2007 is as follows:

## SHIRE OF WALGETT – AGENDA

### INVESTMENTS - CONSOLIDATED

Council investments have been made in accordance with the Local Government Act 1993 No 30, the regulations and council's investment policy

<u>Investment Institution</u>	<u>Type of Investment</u>	<u>Term (days)</u>	<u>Rate %</u>	<u>Ref</u>	<u>Reset Date</u>	<u>Maturity Date</u>		
Cominvest (FIIG Securities)	Term Deposit	182	6.40	429/07		14-Aug-07	\$	500,000.00
Savings & Loans Credit Union (FIIG Securities)	Term Deposit	126	6.51	431/07		03-Jul-07	\$	500,000.00
IMB Ltd	Term Deposit	126	6.49	432/07		10-Jul-07	\$	500,000.00
ACCU (FIIG Securities)	Term Deposit	133	6.63	433/07		17-Jul-07	\$	500,000.00
Bankwest	Term Deposit	133	6.51	434/07		24-Jul-07	\$	500,000.00
Bankwest	Term Deposit	154	6.63	437/07		21-Aug-07	\$	300,000.00
Suncorp	Term Deposit	154	6.61	438/07		28-Aug-07	\$	500,000.00
National	Term Deposit	90	6.21	439/07		02-Apr-07	\$	300,000.00
National	Term Deposit	202	6.19	440/07		03-Apr-07	\$	500,000.00
Citibank	Term Deposit	209	6.37	441/07		10-Apr-07	\$	500,000.00
IMB Ltd	Term Deposit	182	6.75	442/07		16-Oct-07	\$	300,000.00
Local Govt Financial Services	Term Deposit	181	6.47	443/07		30-Oct-07	\$	500,000.00
Bank of Qld	Term Deposit	182	6.55	444/07		13-Nov-07	\$	500,000.00
Savings & Loans Credit Union	Term Deposit	126	6.54	445/07		25-Sep-07	\$	250,000.00
Bankwest	Term Deposit	134	6.49	446/07		10-Oct-07	\$	300,000.00
Bank of Qld	Term Deposit	168	6.50	447/07		20-Nov-07	\$	250,000.00
Bankwest	Term Deposit	172	6.68	448/07		27-Nov-07	\$	300,000.00
CBA	Term Deposit	91	7.50	449/07		17-Sep-07	\$	500,000.00
Royal Bank Canada	Term Deposit	91	7.70	450/07		17-Sep-07	\$	500,000.00
Citibank	Term Deposit	168	6.60	451/07		04-Dec-07	\$	500,000.00
Citibank	Term Deposit	168	6.60	452/07		11-Dec-07	\$	300,000.00
Grange Securities - Zircon Finance Limited	Term Deposit	92	7.76			20-Sep-07	\$	500,000.00
Grange Securities - Elders Rural Bank	Term Deposit	92	6.95			06-Sep-07	\$	500,000.00
Grange Securities - Adelaide Bank	Term Deposit	92	6.91			28-Sep-07	\$	500,000.00
Grange Securities - MAS6-7	Term Deposit	92	8.46			20-Sep-07	\$	250,000.00
Grange Securities - Helium	Term Deposit	94	7.85			27-Sep-07	\$	200,000.00
Grange Securities - Macquarie Cash Management Trust	Trust Acc						\$	50,000.00
							\$	<b>10,800,000.00</b>

### Recommendation:

That the Investment Report as at 30 June 2007 be received.

**MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING  
17 JULY 2007**

**Item No:** 19

**Subject:** Request for Waiving of Temporary Licence Fees

**Author:** Gai Richardson – Community Liaison Officer

**File No:** 180/08/00/00

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**Summary:**

This report recommends Council approve a Section 356 Donation for the Temporary Licence Fees totalling \$275.00 and comprising of \$100.00 each for the use of Pearson Park, Walgett, Ella Nagy Hall, Lightning Ridge and \$75.00 for the use of Collarenebri Town Hall kitchen and supper rooms for activities with youth organised by StormCo from 6 July to 13 July 2007.

**Comments (including issues and background):**

StormCo is a religious based youth group who visit Walgett, Lightning Ridge and Collarenebri each year and provide charitable activities in the communities and organised activities with the youth. This year they will be visiting from Friday 6 to Friday 13 July 2007 and will be organising Kids Club and sporting activities. They will also be bringing a climbing wall called the Pinnacle of Challenge for the youth to use in the three communities.

Council has received a request from StormCo for the Temporary Licence Fees attached to the use of Pearson Park Reserve, Walgett, the Ella Nagy Hall, Lightning Ridge and the Collarenebri Town Hall to be waived in this instance and considered as a donation from the Walgett Shire Council towards the activities provided to the youth and community.

**Relevant Reference Documents:**

- Nil

**Stakeholders:**

- Walgett Shire Council
- Communities of Collarenebri, Lightning Ridge and Walgett
- StormCo

**Financial Implications:**

That \$275.00 be paid from Council's Section 356 Budget as follows:-

\$100.00	Lightning Ridge (R230083) Reserve Trust for use of Ella Nagy Hall
\$100.00	Walgett Flood Prevention (R82939) Reserve Trust for use of Pearson Park, Walgett
\$75.00	Collarenebri Town Hall (D1002226) Reserve Trust for use of Kitchen and Supper Room

**Recommendations:**

- 1. That Council make a Section 356 Donation for Temporary Licence Fees totalling \$275.00, comprising of \$100.00 each for the use of the Ella Nagy Hall, Lightning Ridge and Pearson Park Reserve, Walgett and \$75.00 for the use of the Collarenebri Town Hall kitchen and supper room for youth related activities organised by StormCo at each of these sites during the period from 6 to 13 July 2007.**
- 2. That the approval of this request not be seen as a precedent and that all future applications for waiving fees will be assessed by Council based on their individual request.**

<b>MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 20

**Subject:** Review of Walgett Shire Council Debt Recovery Policy and Procedures

**Author:** Myrene Lovegrove - Accountant

**File No:** 180/01/04/00 and 004/12/03/00

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**Summary:**

This report recommends Council adopt the review of Walgett Shire Council Debt Recovery Policy and Procedures.

**Comments (including issues and background):**

This policy was reviewed and adopted at the Council meeting held 17 August 2006. After consultation with council's debt recovery agency, Outside Collections (NSW) Pty Ltd, minor additions to the policy and procedures are essential to ensure consistency and transparency in our debt recovery procedures.

**Relevant Reference Documents:**

- Walgett Shire Council Debt Recovery Policy and Procedures

**Stakeholders:**

- Walgett Shire Council
- Walgett Shire Council Ratepayers

**Financial Implications:**

Nil

**Recommendations:**

1. That Council adopt the review of the Walgett Shire Council Debt Recovery Policy and Procedures with the recommended changes.
2. That the Walgett Shire Council Debt Recovery Policy and Procedures be reviewed in July 2008



**WALGETT SHIRE COUNCIL**

**DEBT RECOVERY  
POLICY AND PROCEDURES**

<b>Adopted:</b>	Council Meeting held 17 August 2006
<b>Resolution Number:</b>	200/06
<b>Review Date:</b>	

**WALGETT SHIRE COUNCIL**  
**PROCEDURES STATEMENT POLICY**  
**DEBTOR RECOVERY**

**OBJECTIVE**

- To ensure consistency, fairness, integrity and confidentiality for Council, ratepayers and debtors.
- To collect all rates and charges and collect all fees and charges due by sundry debtors in an efficient and effective manner.
- To maximise the collection of outstanding debts while recognising genuine hardship.
- To ensure consistency, fairness and confidentiality in all dealings between Council and debtors.
- To eliminate perceived bias towards any particular individual or group of ratepayers.
- To fulfil statutory requirements of the Local Government Act 1993, for the recovery of rates, charges and other debts.
- To ensure debts are recognised in Council's accounting system and annual accounts.
- To optimise council's cash flow.

**PRINCIPLES**

- Council relies on collecting rates, charges, fees and other debts to finance its operations and ensure effective cash flow management.
- Council has a responsibility to recover monies owing to it in a timely, efficient and effective manner.
- Council should ensure that it treats people fairly and consistently in recovering monies
- Council recognises that due to financial and other hardships, some people are not in a position to pay rates and other debts when they fall due. Council will treat these people with fairness, dignity and compassion as far as possible within statutory and other constraints.

**DELEGATIONS**

Officers occupying the positions of Rates Clerk or Accountant shall be delegated authority to recover rates and charges in accordance with these procedures and represent Council where necessary.

The General Manager under the provisions of Section 687 shall provide the appropriate written authority for the appropriate staff to represent Council at the Local Court House or before any Justice to fulfil the needs of this policy.

**PROCEDURE**

**Part 1 RATES AND CHARGES**

1. Rates and Charges are levied by 31 July each year and are payable in full by the first instalment date or by four equal instalments by the following dates (Sec 562):-

31 August  
30 November  
28 February  
31 May

2. Any instalment not paid by the due date falls overdue and attracts interest charges.
3. Instalment Default Notices shall be issued 14 days after the due date, allowing further 14 days from date of notice for payment or to make a satisfactory arrangement. All arrangements will be detailed on a Walgett Shire Council Debt Repayment Agreement form and signed by the rate payer.
4. A Notice of Legal Action shall be issued when appropriate, to those ratepayers who have received an Instalment Default Notice and have not paid the overdue amount or made a satisfactory arrangement and have a minimum overdue amount of \$200 or the full levy remains unpaid. Notice to include advice that matters referred to council's debt recovery agents will incur legal costs and that these cost incurred will be added to their debt.
5. Ten days from date of issue of Notice of Legal Action, if overdue balance remains unpaid or no satisfactory arrangement is made, matter to be referred to council's appointed Debt Recovery Agent.
6. Upon receipt of matter council's debt recovery agent will issue a letter of demand, requesting payment or a suitable arrangement to be made within 14 days.
7. If the aforementioned letter does not provide a satisfactory response, Council will instruct its Debt Recovery Agent to issue a Statement of Liquidated Claim.
8. If after 28 days of the summons being served there has been no satisfactory response from the debtor, Council will instruct it's agent to obtain Judgement of the debt at further cost to the debtor.
9. Once Judgement is obtained and there is still no satisfactory response, a notice of "Further Legal Action" is to be forwarded to the Judgement debtor. If there is no satisfactory response, an appropriately delegated officer is to authorise the next step.

Depending on the circumstances of the debtor, Council can apply for a Garnishee of Wages, a Garnishee of a Bank Account, a Garnishee of Rent, Examination Summons or a Writ of Execution i.e. The Sheriff is to seize "goods and chattels" which can be sold to liquidate the debt

10. Section 713 of the Local Government Act 1993 provides that a property may be sold at public auction where rates are in arrears for more than 5 years on developed properties and 1 year for vacant land (if the land value is less than the outstanding debt). Such action is to be pursued at a time convenient to Council on properties where rates have not been recovered or are not economical to recover by other means.
11. Departure from the above listed procedures may occur where Council's Rates Clerk has consulted with the Manager Corporate Services and in their opinion an alternative is warranted.

**Note: Defaulting pensioners will be encouraged to enter into an arrangement to make affordable periodic payments to reduce the debt, with legal proceedings only being commenced for recovery of a debt when the pensioner has NOT demonstrated an inability to pay. Legal action can only be implemented on approval of the General Manager.**

#### ARRANGEMENTS

- Subject to this policy, arrangements should be made on the basis that current rates and charges are to be paid in full by the end of the current financial year. This will prevent arrears being carried forward into the next rate year. Arrangements for carried forward arrears should be made on the basis that they are paid in full within 2 years from date of arrangement or as soon as possible. Also, the arrangements should ensure that at least one payment is made per month. If this cannot be achieved, then the arrangement should be reasonable so that the debt is reduced as soon as possible (Sec 564).
- Ratepayers and debtors will be requested to complete and sign a Debt Repayment Agreement form to formalise arrangement.
- With regard to payment of overdue rates and charges, one month from the receipt of the debtor's first payment, if the agreement is being adhered to, Council may write off or reduce interest accrued while the arrangement is being honoured, until the outstanding debt is cleared. (Sec 564)
- If a ratepayer or debtor defaults on an arrangement without approval from an appropriately delegated officer, interest accrual will be reinstated immediately (if appropriate), and a letter sent requesting immediate payment within 7 days.
- Although not generally encouraged, payments can be deferred for a period no greater than 4 weeks with approval from an appropriately delegated officer. Such approval will only be granted once per calendar year.
- Arrangements to pay after the commencement of court proceedings are encouraged and will be accepted provided the offer will clear the debt within a satisfactory time frame.

#### Part 2        SUNDRY DEBTORS

Council incurs expenses, which are recoverable from ratepayers and the general public eg. Trade waste, private works, property information etc.

Generally accounts are raised as debtor information comes to hand and invoices are issued on a weekly basis, with a monthly statement of debt being issued within 10 days of the last day of the month. The due date for payment is 30 days after the invoice date.

## SHIRE OF WALGETT – AGENDA

The following process is to apply:-

1. If an account is not paid by the due date a second monthly statement will be forwarded as a reminder.
2. If payment is not received after issue of the second statement then a letter requesting payment or the making of a satisfactory arrangement is to be forwarded to the debtor.
3. If after 90 days of the original due date there has been no satisfactory response, a Notice of Legal Action will be forwarded requesting immediate payment or the making of an arrangement within 10 days.
4. If there is no response the procedure for debt recovery shall be as per Part 1 - Rates and Charges, Item 5 to 9 of this policy.

**MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING  
17 JULY 2007**

**Item No:** 21

**Subject:** Occupational Health and Safety Report of Inspections – June 2007

**Author:** David Callander – Occupational Health and Safety Coordinator

**File No:** 145/04/11/00

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**Summary:**

This report outlines workplace inspections performed during the month of June 2007 and includes actions, recommendations and financial implications relevant to the work required to bring Walgett Shire Council to a level of compliance as is required under the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulations 2001.

**Comments (including issues and background):**

**Carinda Hall**

Council's Manager Engineering requested that a risk assessment be carried out on the Carinda Hall.

An inspection of the building was conducted on Thursday, 21 June 2007 by Council's Coordinator Occupational Health and Safety, accompanied by the Health and Building Surveyor.

Summarising the report to the Manager Engineering, the building and grounds are generally in a well maintained condition however there are some areas that need attention. These being:-

- The condition of all exit doors are very poor with urgent maintenance being required to bring the exits up to an acceptable level of compliance from both an OH&S and a Building Codes of Australia perspective.
- The area where the septic system is located needs to be assessed to determine if it poses not only a safety risk but also a health issue.
- The enclosed area at the back of the building needs to be reassessed / re-designed to allow for patrons egress in the event of an evacuation being required.
- Some minor maintenance and tidying up is required.

Attached is a copy of the report as presented to Manager Engineering outlining the findings of the inspection along with a copy of Council's Health and Building Surveyor's report.

**Relevant Reference Documents:**

- Inspection document
- Photos taken during inspection
- Coordinator OHS report to Manager Engineering
- Health and Building Surveyor report to Manager Engineering

**Stakeholders:**

- Walgett Shire Council
- Carinda Community

**Collarenebri Depot**

As reported in May's Council report, an inspection of the Collarenebri depot had been carried out. There were a number of actions to be implemented as a result of the inspection to bring the depot to an acceptable level of compliance.

Of the outstanding actions listed in the May report, the following have now been completed

- *Action 6 Team Leader to organise for the replacement and relocation of the grinder to another part of the workbench.* This has been achieved through the purchase of a new machine which has been located in a more practical area of the workshop.
- *Action 17 Team Leader to arrange through the Stores Officer for a supply of equipment (first aid)* This has been completed. The first Aid kit is now fully stocked.

**Relevant Reference Documents:**

- May 2007 report to Council

**Stakeholders:**

- Walgett Shire Council
- Collarenebri Depot staff

**Lightning Ridge Tourist Information and FM Radio Station.**

A request was received from the Reserve Trust Secretary to conduct an inspection of the above. The inspection was carried out on the 12 June 2007.

The only recommendations resulting from the audit relate to the occupants of the building.

**Relevant Reference Documents:**

- Workplace inspection document

**Stake holders:**

- Walgett Shire Council
- Assets Officer

**StateCover 2007 OH&S Audit**

StateCover Mutual Ltd provided Council's OH&S Coordinator with an electronic copy of the 2007 OH&S Audit that is required to be completed and submitted to StateCover prior to 16 July 2007.

Completion of the audit by the required date, along with two other requirements of Council, will result in Council being eligible for a performance incentive of 0.24% of Council Wages up to a maximum of \$40,000.

Council's OH&S Coordinator completed the audit and preliminary results indicate that Council's overall performance has gone from 70.23% compliance in 2006 to 74.5% compliance in 2007.

**Relevant Reference Documents:**

- OHS audit document 2006
- OHS audit document 2007
- StateCover letter dated 30 June 2007

**Stakeholders:**

- Walgett Shire Council
- StateCover Mutual Ltd

**Financial Implications:**

- Possibility of 0.24% Council Wages up to a maximum of \$40,000 being returned to Council as an incentive for continual improvement in OH&S and Risk Management.

**Recommendations:**

1. **That Council receive and note the report of the Occupational Health and Safety Coordinator.**
2. **That Council investigate health aspects / effects of the open septic pool located at the rear of Carinda Hall and effect any necessary repairs to make the area safe.**



## Occupational Health & Safety

Mr Alan Nelson  
Manager Engineering

Dear Alan,

At your request, dated 19<sup>th</sup> June 2007, Mr Len Smyth and I travelled to Carinda and conducted an inspection of the Carinda Hall. Your interest was in the condition of the doors. At the General Managers request, an inspection was carried out on the condition of the whole building. Our findings are as follows.

First impressions upon arrival were of a neat and tidy looking building on well cared for grounds. A walk around the outside of the building showed that there is a lot of pride taken in the general appearance of the facility.

The back of the building is accessed via a gate in a fence that hides an eyesore and potentially dangerous area. There is a cesspool where the septic system is located. It appears that the septic system although installed, has not been finished off and as a result there is an area of water and scum fully exposed. There is also an electrical cable coming from the building and coiled on the ground near the water. Not able to determine if this cable was 'live' or not. (presumably for a pump)

Further, to the back of the building, there is a door that is unable to be accessed due to the number of trestles and stands that are blocking the way. If the exit were clear of obstructions, I don't believe that the steps that come from the door would comply with OH&S requirements in that there are no handrails fitted. The height and width of the steps would also be of concern, particularly if to be used by elderly people. (Further inspection of the inside of the building shows this door to be an exit from the stage, not considered to be a fire exit).

Moving around the side of the building, there are two doorways with steel construction steps and handrails fitted. These, from the outside of the building, are obviously fire exits although I believe that in the event of an evacuation, people leaving the building would have no where to go as there is a fence across the end of the building at the street end and the cesspool and trestles at the other end. The fence that separates the 'nice' area from the back of the building has an access gate that is very difficult to open from within the fenced off area and so again in the event of an evacuation, anyone under six foot in height, would not be physically able to open the gate.

Access to the building was via a single door located at the front of the building which allows access to the area used by the local playgroup. This door was easy to open with the key and was not obstructed in any way. A ramp has been constructed to allow wheelchair access; unfortunately the doorway is only 720mm wide whereby it is required to be a minimum of 800mm clear width for wheelchairs.

The area used by the playgroup is a wide, open area. There is a kitchen area roughly in the centre of the hall and this area presented as neat and tidy. There are three fire exit doors. One is located at the kitchen with the others being either side of the kitchen area. All have exit lights hard wired in. Two are functional when the electricity is turned on at the mains switch. In the event of a power failure, all the lights would be useless as there doesn't appear to have been any battery backup.

The doors either side of the kitchen area do not close properly and have a chair located through the push bars as a means of locking the doors. The exit doors lead out into the 'nice' area and in the event of an evacuation would provide a clear means of exiting the building.

The main hall is separated from the playgroup area by means of a wall that incorporates two locked concertina style partition doors. There are also two fire exit doors from the main hall into the smaller hall. The exit light above these doors are also hard wired in, but no battery backup.

## SHIRE OF WALGETT – AGENDA

There is a stage in the main hall. There are steps at either end of the stage for access. The steps have risers of 280mm from the top step to the stage and the others are 230mm. Large steps, particularly for elderly people. The treads of the steps are only 200mm and there is a large gap between steps that a foot could easily fall into. There are also no handrails on the stairs. There is a door located at the back of the stage that although could be unlocked, it could not be opened. This door leads to the outside of the building but is not considered to be a fire door.

The main hall has two doors off the side of the room that are fire doors leading to the outside. Unfortunately they lead to the area mentioned earlier that is fenced off. Both doors have push bar mechanisms that do not work with one of the doors having the mechanism broken away from the door. The doors do not close properly and therefore do not lock. A steel chair is located through the push bar mechanisms to hold the doors closed. Upon removal of the chairs, the doors still did not open. It appears that the building may have moved in such a manner to cause the outside steps to be higher than the bottom of the doors. The doors being outward opening would not open. Both doors have hard wired exit lights, again with out battery backup.

The main doors to the hall and the street frontage have a push bar mechanism, that uses a steel chair as a locking mechanism, do open and in the event of an evacuation would be functional. Again, the exit light is hard wired in without battery backup. There is a ramp with a hand rail constructed for wheelchair access. Unfortunately there is also a four inch step at the top of the ramp prior to entry to the hall. This would make access difficult for wheelchair bound patrons.

Throughout the building there are a number of fire extinguishers. These have been serviced. The fire extinguishers are required to be located at a height no greater than 1.2m from the top of the extinguisher to the floor. All the extinguishers within this facility are located too high and need to be lowered.

Either side of the front doors to the main hall are smaller rooms. One would have been used as a box office, the other as access to possibly a projection room up stairs. The box office houses the main switch board which is not fire rated. The room is also full of rubbish. The other room is used as a store and access to an upper level (possible projection room), access being via a set of stairs that did not appear to be very stable. There is nothing in the upstairs room.

The floors in the entire building present in a very good condition with little or no movement or cracks, broken boards.

The ceilings are in very good condition although there are a number of exposed electrical cables that possibly should be running through conduit.

There appeared to be sufficient natural lighting and ventilation.

The condition of the roofing material on the outside was excellent.

Summary.

The building and grounds are generally in a very well maintained condition however the condition of all external fire doors are very poor and do not comply with any fire regulations, building regulations or OH&S compliance.

The area where the septic system is located should be looked at with some priority as this constitutes not only a safety hazard but also possibly a health hazard.

The fenced off area at the back of the building needs to be redesigned to allow easy egress in the event of an evacuation.

The two rooms either side of the front doors of the main hall need to be cleaned out and the stairs checked by a qualified inspector or builder for stability/safety.

David Callander  
OH&S Co-ordinator  
Walgett Shire Council  
Ph. (02) 6828 6110  
m. 0417 249 929  
dcallander@walgett.nsw.gov.au

006/05/03/44  
L.Smyth/D.Callander

26th June 2007

## INSPECTION REPORT Public Hall – Carinda

To: Alan Nelson.

### BACKGROUND

As requested, an inspection was carried out by Councils Health and Building Surveyor and OH&S Coordinator on 21<sup>st</sup> June 2007 to ascertain the extent of maintenance which may be required to ensure the longevity of the public hall at Carinda.

The purpose of this report is to identify current maintenance requirements and covers aspects of both "OH&S" and Local Government Act, "Places of Public Entertainment" requirements. An extensive series of photos is available if required.

The building is in need of urgent maintenance as detailed in this report to ensure that it can safely used by the public.

Council's Heritage Advisor, Graham Hall, is proposing that the building be listed as an item of local heritage under a forthcoming Local Environmental Plan (draft register item number 2590122).

The Carinda Precinct Committee has made representation to Council in a letter dated 15<sup>th</sup> May 2007 in respect to the poor condition of fire exit doors in the building. Further ongoing funding discussions have been held in regard to general refurbishment of part of the building.

Due to the construction, age of the building and lack of on-going maintenance of fire service installations applicable to this type of building, considerable cost will be incurred in maintenance and upgrading works to ensure compliance of the building for public use.

1. Replace all existing exit doors and fit or adjust existing compliant door furniture.
2. Replace existing external stage door and furniture.
3. Replace existing single door to supper room/entrance,(east elevation) with minimum 820mm wide door. Adjust ramp size to comply with AS 1428. *Access for disabled.*
4. Lower all fire extinguishers to comply with AS 2444. These are currently fitted to walls at a height of approximately 1800 above the floor to the top.
5. All exit signs to be fitted with battery backup. Internal directional sign to be replaced with standard sign. Exit sign over single inward opening door adjacent to kitchen (west) to be removed. Repair exit signs over door adjacent to kitchen (east).
6. Install a fire hose reel.
7. Fireproof switch board enclosure in box office at front of building. Re orientate main switch to comply with wiring rules..
8. Check all electrical wiring and enclose in compliant conduits, wall or ceiling spaces.
9. Remove all rubbish from stairwell and loft area over front of building. Close to use or install compliant stairs.
10. Replace doors to box office and loft stairwell. Public access to be restricted. Install compliant locking devices.
11. Remove caneite ceiling lining in box office and replace with fire resistant material.

## SHIRE OF WALGETT – AGENDA

12. Provide compliant disabled ramp to front entrance. (Currently a step and ramp combination).
13. Replace steps to stage area with compliant steps and handrails. (Currently risers vary from 230mm to 280mm.)
14. Clear debris from stage change rooms.
15. Kitchen facilities to be made compliant with NSW Food Act and regulations including floor covering and vermin proofing.
16. Septic drainage system at rear of building to be pumped out, tanks to be reinstalled and all drainage lines replaced. Install new rein drain effluent disposal sub soil drainage. Fit grate to sewer ORG.
17. Pump and electrical cable for pump to be installed as per regulations. Currently coiled on ground.
18. Provide 1m wide concrete apron to north and west sides of building to ensure moisture stability of external and sub floor areas.
19. Repair or replace all sub floor enclosure boards to north and east walls.
20. Prepare a fire plan and install in building.
21. Repair damaged roof guttering to south wall.
22. Check all stormwater drainage to ensure water is directed away from the building.
23. Rear gate closing mechanism to be made accessible from both sides. Currently no access from rear yard for escape purposes.
24. Install a disabled toilet facility.

### ESTIMATE OF COST.

It is estimated that the full cost of the **maintenance** works will be up to \$50,000 (if done at an appropriate standard). An additional \$8000 may be required if a disabled toilet facility is included.

### RECOMMENDATION

It is recommended that Council set aside appropriate funding complete the maintenance work detailed here and any ongoing maintenance that may be required to keep the building in a reasonable condition.

NOTE: A separate OH&S report has been prepared for Council agenda purposes and is attached hereto.

Len Smyth  
Health & Building Surveyor.

David Callandar  
OH&S Coordinator

CC: Stephen Mclean  
Emma Darcy  
Matthew Goodwin  
Kaye Stone.

**MANAGER CORPORATE SERVICES REPORT TO COUNCIL MEETING  
17 JULY 2007**

**Item No:** 22

**Subject:** Walgett Visitor Information and Internet Centre Accreditation

**Author:** Alana Douglas – Tourism Development Officer

**File No:** 245/02/01/00

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**Summary:**

This report recommends that Council alter the Walgett Visitor Information Centre from a level two accreditation to a level three accreditation.

**Comments (including issues and background):**

Currently the Walgett Visitor Information Centre (Walgett VIC) operates as a level 2 accredited visitor information centre. This means that the centre must meet a certain number of criteria including opening 363 days per year for a minimum of 43 hours per week with accreditation costing approximately \$880 every 3 years. The implications of this criteria is that Council must employ staff during weekends and public holidays. Council has experienced difficulty in employing staff to fill this casual position.

While visitor numbers have continued to increase since its inception in July 2005, the operation of the centre each Saturday since January 2007 has averaged 3.68 people per Saturday with a total of 70 visitors in the past five months. The cost for Council to open the Centre each Saturday is significant in comparison to the number of visitors.

The Lightning Ridge Visitor Information Centre is a level one accredited centre and has had 10,281 visitors to date since January 2007. This is potentially a great opportunity to apply more emphasis on the Lightning Ridge Visitor Information Centre which has greater visitation, with Walgett and Collarenebri Visitor Information Centres as supporting visitor information centres that ensure all major entrances to Walgett Shire offer visitor services.

**Relevant Reference Documents:**

- Accreditation Levels - overview of Accreditation Criteria
- Level 3 Policy
- Walgett Visitor Information Centre Visitor Numbers

**Stakeholders:**

- Walgett Visitor Information and Internet Centre
- Walgett Shire Council
- Visitors to Walgett Visitor Information Centre
- Users of Walgett Internet Centre

**Financial Implications:**

Walgett Visitor Information Centre Budget 07/08: \$122,439.00

Walgett Internet Centre Budget 07/08: \$19,735.00

With the change from a level 2 accredited centre to level 3, accreditation fees would be reduced from \$880 to \$385.

Walgett Shire Council Management Plan has been prepared for the Centre to operate as a Level 3 Centre.

**Recommendation:**

**That Council assess Aurora Visitor Information Centre Accreditation Criteria and review the Walgett Visitor Information Centre's Accreditation level from a Level 2 to a Level 3 accredited centre.**

**MANAGER PLANNING AND REGULATION'S REPORT TO COUNCIL  
MEETING 17 JULY 2007**

**Item No:** 23

**Subject:** Enforcement Policy

**Author:** Matthew Goodwin – Manager Planning and Regulation

**File No:** 275/06/00/00 and 004/12/03/00

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**Summary:**

This report recommends that Walgett Shire Council note the adoption of an enforcement policy by the General Manager.

**Comments (including issues and background):**

Recently Council's Planning and Regulation staff drafted an enforcement policy with a view to making it clear to the public and staff what types of regulatory matters that Council is involved in and the issues that will be considered prior to any decision being made about what action may be taken in particular situations.

The enforcement policy was developed with regard to the Enforcement Guidelines for Councils published by the NSW Ombudsman in June 2002 and the model enforcement policy contained therein.

Because the policy is primarily operational in nature it has been endorsed by the General Manager. The endorsed policy is reproduced in the following pages.

**Relevant Reference Documents:**

- Walgett Shire Council Enforcement Policy, as endorsed by the General Manager on the 9 July 2007.
- Enforcement Guidelines for Councils published by the NSW Ombudsman in June 2002.

**Stakeholders:**

- Public and Council staff.

**Financial Implications:**

Nil

**Recommendations:**

**That Walgett Shire Council resolve to note the endorsement by the General Manager of an operational policy titled the "Walgett Shire Council Enforcement Policy" on 9 July 2007.**



# **WALGETT SHIRE COUNCIL**

## **ENFORCEMENT POLICY**

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## **1 PREFACE**

Walgett Shire Council is involved in a broad range of regulatory activities.

In recognition of the regulatory responsibilities of all Councils, the NSW Ombudsman in June 2002 published “Enforcement Guidelines for Councils” which included a model enforcement policy. The guidelines and model policy were used as the basis for developing the Walgett Shire Council Enforcement Policy.

The Enforcement Policy reflects the need for the decision making processes of Council’s authorised officers to be carried out in a transparent, efficient, fair and consistent manner while having regard to all the circumstances in each case.

The inclusion of Appendices A and B at the rear of the policy can be interpreted as a guide to indicate the relative level of seriousness of some offences and therefore, from a consistency viewpoint, to determine whether or not the Council may issue a warning prior to some level of formal action.

## **2 TITLE**

This policy (“the policy”) is called the Walgett Shire Council Enforcement Policy.

## **3 POLICY COMMENCEMENT**

The Policy was endorsed by the General Manager of Walgett Shire Council on 9<sup>th</sup> July 2007 and commenced operation from that date.

## **4 PURPOSE**

The purpose of this policy is to:

- Acknowledge Council’s obligation under Section 8 of the Local Government Act 1993 to ensure that its regulatory powers are applied in a consistent manner and without bias, and
- Provide a proactive policy statement regarding the enforcement of compliance with legislation and/or condition/s of development consent, and
- Foster prompt, consistent and effective action by the Council in response to allegations of unlawful activity whilst ensuring that the principles of natural justice are respected.

## **5 POLICY OBJECTIVES**

The aim of this policy is to establish clear guidelines for the exercise of discretion in dealing with proactive regulatory action by the Council and customer service requests or complaints about unlawful activity. It provides guidelines on:

- (1) How to assess whether complaints of unlawful activity require investigation;
- (2) Options for dealing with unlawful activity;

- (3) How to decide whether enforcement action is warranted.

## **6 ENFORCEMENT PRINCIPLES**

Walgett Shire Council is committed to: -

- (1) Acting in the interest of protecting community health, safety and the environment;
- (2) Acting consistently, fairly and impartially;
- (3) Preventing discrimination on the basis of race, religion, sex, national origin, political association or other personal reason/s;
- (4) Ensuring enforcement action is in keeping with the relative severity of the offence/s;
- (5) Ensuring enforcement action is taken against the right person for the correct offence;
- (6) Ensuring that any actual or potential conflict of interest situations are managed in a fair, consistent and impartial manner;
- (7) Disclosing all evidence relevant to the alleged offence/s;
- (8) Assisting the Court by providing all necessary information whether or not that information is in favour of the Council case;
- (9) Issuing cautions to the alleged offender/s, where necessary;
- (10) Making cost effective decisions concerning enforcement action having regard to the likely outcome at court;
- (11) Ensuring action is instigated within the specified time limits.

## **7 APPLICATION**

This policy applies to the investigation and enforcement of complaints about unlawful activity or failure to comply with the terms or conditions of approvals and orders.

While primarily directed at the regulation of development activity, the policy is also applicable to pollution control, regulation of parking, control over animals, unauthorised development including buildings, non-compliance with development consent conditions, food safety, public health and safety issues.

## **8 RESPONSIBILITY**

All Council staff who deal with the proactive enforcement of relevant legislation in addition to written and verbal action requests or complaints alleging unlawful activity are responsible for implementing these policy guidelines.

All notifications of alleged unlawful activity should be appropriately recorded by the Council.

## **9 DEFINITIONS**

“Unlawful activity” is any activity or work that has been or is being carried out:

- (1) Contrary to the terms or conditions of a development consent, approval, permission or other written authorisation from the Council;
- (2) Contrary to an environmental planning instrument that regulates the activities or work that can be carried out on particular land;
- (3) Contrary to a legislative provision regulating a particular activity or work;
- (4) Without a required development consent, approval, permission or the like;
- (5) Contrary to New South Wales legislation for which the Council is the appropriate regulatory authority.

## **10 INVESTIGATING UNLAWFUL ACTIVITIES**

All complaints and matters regarding unlawful activities will be reviewed to determine whether the matter requires enquiry or investigation. Further enquiries/investigation will not be initiated where:

- (1) The matter has already been investigated and resolved, or
- (2) The Council has no jurisdiction (for example, NSW WorkCover issues on building sites or amusement devices or an internal matter within strata buildings or where the Department of Environment and Climate Change is the appropriate regulatory authority etc), or
- (3) The activity is determined to be lawful without an investigation.

In considering whether a complaint will warrant enquiry or investigation the Council will consider a range of factors, including:

- (1) Is the matter within the jurisdiction of the Council?
- (2) Is the complaint premature e.g. does it relate to some unfinished aspect of work that is still in progress?
- (3) Is the activity or work permissible with or without consent?
- (4) If the activity is permissible with consent, is there a consent in place?
- (5) Is it possible to determine from the information available to the Council whether the activity or work is permissible without consent and/or whether all conditions of consent are being complied with?
- (6) Is the complaint trivial, frivolous or vexatious?
- (7) Has too much time elapsed since the events which are the subject of the complaint?
- (8) Is there a more appropriate agency to investigate and deal with the matter?
- (9) Is the activity having a significant detrimental effect on the environment, or does it constitute a risk to public safety?

- (10) Does the complaint indicate the existence of a systemic problem e.g. if the complaint is one of a series, could there be a pattern of conduct or a more widespread problem?
- (11) Is there a history of related complaints against this person or organisation?
- (12) Does the complaint have special significance in terms of the priorities of the Council?
- (13) Are there significant resource implications in relation to an investigation and any subsequent enforcement action?
- (14) Is it in the public interest to investigate the complaint?
- (15) The effective use of resources having regard to the circumstances of the case.

If a decision is made not to investigate a complaint, this decision must be recorded with the reasons for that decision and the complainant so advised.

## **11 RESPONDING TO COMPLAINTS**

Every effort will be made to ensure that all Customer Service Requests or complaints about alleged unlawful activity are actioned within the 'service standard' time allowed for resolving the category of complaint as indicated in the Customer Service Request system.

Action will be instigated within the following time frames:

- (1) Urgent and life threatening matters should be actioned as soon as possible following receipt of the complaint. Examples include unsafe building works, dangerous awnings, collapsed building/wall, serious pollution, food safety issues and public health and safety matters, etc. As a guide these matters should be dealt with on the day of the receipt of a complaint.
- (2) General compliance matters will be dealt with on a priority basis having regard to the relative seriousness of the matter. These examples include works not in accordance with consent or construction without consent, illegal use, noise and food complaints.
- (3) Nuisance matters should be actioned within fourteen working days; examples include domestic noise matters, minor non-compliance such as overgrown land or other matters in which there are no likely immediate health or safety implications

Note that response times may vary depending on staff and other resources. However the Council will acknowledge the complaint and keep the complainant informed in accordance with the service standards of the Council.

### **11.1 Confidentiality of complainants**

The Council will respect the privacy and confidentiality of information received. However due to its statutory obligations and other requirements, confidentiality cannot always be guaranteed. In cases where the release of information is considered to be necessary the person who made the complaint will be consulted before such a decision is made. The complainant's identity may be disclosed where:

- the person consents in writing to the disclosure of that information; or

- the principles of natural justice dictate that information be disclosed to the person who is the subject of the complaint, which may enable the complainant to be identified; or
- the Council is of the opinion that disclosure of the identifying information is necessary to investigate the matter effectively.

## **12 OPTIONS FOR DEALING WITH CONFIRMED CASES OF UNLAWFUL ACTIVITIES**

The Council will try to use the quickest and most informal option to deal with unlawful activity wherever possible unless there is little likelihood of compliance with such options.

Approaches to be considered include:

- (1) Referring the complaint to an external agency for further investigation or prosecution.
- (2) Taking no action on the basis of a lack of evidence or for some other appropriate reason.
- (3) Counselling the subject of the investigation to educate them on the relevant Council requirements.
- (4) Negotiating with the subject of the investigation and obtaining some undertakings to address the issues of concern arising from the investigation  
e.g. an application for modification of development consent.
- (5) Referring the parties for mediation with the Community Justice Centre or alternatively for private mediation.
- (6) Issuing a letter requiring work to be done or activity to cease in lieu of more formal action.
- (7) Issuing a notice of intention to serve an order or notice under relevant legislation, followed by service of an appropriate order or notice (Local Government Act (LG Act) ss. 124-128, Environmental Planning & Assessment Act (EP&A Act) s. 121B, and the Protection of the Environment Operations Act (POEO Act) Pts 4.2-4.4 and 8.6).
- (8) Issuing a notice requiring work to be done under various legislation.
- (9) Starting proceedings in the Land & Environment Court for an order to remedy or restrain a breach of the relevant Act or Regulation (s.673 LG Act; s.123 EP&A Act).
- (10) Seeking injunctions from the Land & Environment Court or the Supreme Court.
- (11) Issuing a Court Attendance Notice in the local court.
- (12) Issuing a penalty infringement notice.
- (13) Taking proceedings for an offence against the relevant Act or Regulation (s. 691 LG Act, s.125 EP&A Act, Chapter 5 POEO Act).
- (14) Carrying out the works specified in an order under the LG Act at the cost of the person served with the order (s.678 LG Act).

All enforcement action will be monitored and a decision made in relation to non-compliance within 2 weeks of any deadline imposed.

### **13 TAKING ENFORCEMENT ACTION**

From an operational perspective the Council has a range of enforcement options including, but not limited to the following:

- (1) Issuing a verbal warning;
- (2) Issuing a written warning;
- (3) Issuing a “show cause” letter;
- (4) Service of a Notice of Intention to issue an Order;
- (5) Service of written or oral Notices/ Orders/ Directions;
- (6) Issuing of a penalty infringement notice/s;
- (7) Recommendation to instigate legal action;
- (8) Granting an extension of time for compliance;
- (9) Revocation of an approval;
- (10) Removal/ impounding of goods or items;
- (11) Refusal of an application.

When deciding whether to take enforcement action, the Council will consider the circumstances of the case. These include:

- (1) Has the Council created an estoppel situation? Estoppel is a legal rule which prevents a person from later denying conduct or words which have been relied, and acted, upon by another person to their detriment.
- (2) Is the breach a technical breach only?
- (3) When was the unlawful activity carried out and for how long?
- (4) How has the unlawful activity affected the natural or built environment and the health, safety and amenity of the area?
- (5) Would consent have been given if it had been sought?
- (6) Can the breach be easily remedied?
- (7) Does the person in breach show contrition?
- (8) Are there any particular circumstances of hardship affecting the complainant or the person the subject of the complaint?
- (9) Has the person the subject of the complaint received a previous warning or other non-coercive approach or has formal legal action been taken?
- (10) Would an educative approach be more appropriate than a coercive approach?
- (11) What are the costs and benefits of taking formal enforcement action as opposed to taking informal or no action?
- (12) Is there sufficient evidence to establish a prima facie case? Is there some doubt over the evidence or offence/s?

- (13) Has Council staff acted appropriately in investigating the matter and were standard procedures followed including officers having appropriate authorisation and delegation?
- (14) What are the chances of success if the proposed enforcement action was challenged in court?
- (15) Is there a draft planning instrument on exhibition that would make the unauthorised use legal?
- (16) What action would be reasonable and proportionate in this case?
- (17) Is it in the public interest including there being a reasonable prospect of success?
- (18) Has the alleged offender been given an opportunity, if appropriate, to provide information as to why enforcement action should not be instituted?
- (19) Has the alleged offender been advised, if appropriate, that no response to a show cause letter will result in the commencement of enforcement action?
- (20) What is the likely length and net expense of the legal action.

The Council will ensure that the principles of natural justice are adhered to prior to a decision being made. The following principles will be addressed and implemented by the Council:

- Whoever is the subject of concern must know all the allegations in relation to their action;
- All parties to the complaint must have the right to be heard;
- All relevant submissions and evidence must be considered;
- Matters which are not relevant must not be taken into account;
- The person who makes the complaint must not determine the matter;
- The decision-maker must be fair and just.

#### **14 DELEGATIONS FOR ENFORCEMENT ACTION**

Council staff may be delegated to initiate various levels of enforcement action under the following Acts and associated regulations:

- (1) Environmental Planning and Assessment Act 1979
- (2) Local Government Act 1993
- (3) Protection of the Environment Operations Act 1997
- (4) Impounding Act 1993
- (5) Companion Animals Act 1998
- (6) Roads Act 1993
- (7) Food Act 2003
- (8) Public Health Act 1991
- (9) Swimming Pools Act 1992
- (10) Contaminated Land Management Act 1997

**15 APPENDIX A**

As a guide the following offences may result in a prior warning being given before any enforcement action in the form of the service of an order or notice or penalty infringement notice or court action is undertaken.

- Annual Fire Safety Statement - non submission by owner
- Advertising signs without approval or unsightly
- Air pollution – smoky chimney
- Barking/roaming dog, unregistered dog
- Commercial swimming pool not properly maintained
- Development / Activity without consent or not in accordance with a condition/s of consent
  - Minor development or old unauthorised development
  - Minor breach of consent condition/s
- Erosion & sediment control matters (owner builder / no prior warning) involving no imminent risk of pollution.
- Fire hazard of a less serious nature.
- Food safety/hygiene matters of a less serious nature
- Noise pollution
  - Air conditioner\*
  - Intruder alarm\*
  - Musical instrument and sound equipment\*
  - Power tools\*
  - Motor vehicle on residential premises\*
  - Use of refrigeration equipment fitted to motor vehicle\*
- Non compliance with an Order/Notice/Direction- work partly done or other mitigating circumstances
- Breach of water restrictions
- Evaporative air conditioner waster water being disposed of inappropriately into street, stormwater or sewer
- Obstruction of Public Place / Road – (minor matters)
- Residential swimming pool issue not serious (eg resuscitation chart not provided)
- Revocation of an approval (eg footpath dining/ place of public entertainment).

\* Mandatory warning required by legislation

Note that the above list of offences is an indication only and any offences not listed will be considered on their individual merits.

**16 APPENDIX B**

As a guide the following offences may result in NO prior warning being given before any enforcement action in the form of the service of an order or notice or penalty infringement notice or court action is undertaken.

- Dangerous Dog Order / Attacking Dog/ Restricted Dog
- Dangerous building/ awning
- Dangerous waterhole
- Deposit litter from vehicle.
- Development not in accordance with consent / risk to health & safety/bush fire protection/ notice of Intention issued by PCA
- Deposit litter / Dumped Rubbish
- Development without consent – unsatisfactory explanation / no explanation / repeat offender / prohibited development / risk to health & safety or environment
- Dilapidated building
- Environmental damage of a significant nature
- Erosion & sediment control matters
- Fire hazard threatening an asset.
- Food safety matters of a serious nature
- Failure to pay Clean Up / Prevention Notice fee
- Failure to comply with order / notice / cease use of premises / failure to comply with order regarding development consent / demolish remove unlawful building / threatening life / public safety / environment / amenity protection/ fence land / keeping of birds and animals/ remove object from public place/ contravene noise control notice/ noise pollution.
- Littering
- Noise abatement direction
- Noise pollution generally after prescribed mandatory warning
- Not comply with condition of development consent/approval to operate
- Nuisance Dog Order
- Obstruction of road / public place involving safety.
- Obstruction / intimidation/ assault of a Council officer
- Open burning without approval or not in accordance with an approval or cause excessive smoke.
- Pollute Waters
- Parking offences
- Pollution Incident – Failure to notify
- Remove and /or damage tree/s
- Swimming Pool fencing / gates / open
- Street Trading without consent / approval

Note that the above list of offences is an indication only and any offences not listed will be considered on their individual merits.

END.

**MANAGER PLANNING AND REGULATION'S REPORT TO COUNCIL  
MEETING 17 JULY 2007**

**Item No:** 24

**Subject:** Development and Complying Development Certificate Applications

**Author:** Matthew Goodwin – Manager Planning and Regulation

**File No:** 315/01/00/00

**Summary:**

This report provides a summary of the Development and Complying Development Certificate applications recently dealt with under delegated authority.

**Comments (including issues and background):**

The following tables provides details of Development Applications (DA) and Complying Development Certificate (CDC) applications dealt with under delegated authority by the Manager Planning and Regulation and General Manager during June 2007.

DA	LOCATION	DEVELOPMENT	LAND (lot/sec/DP)	ZONE	DECISION	DATE
2007016	Burren Junction	Water Evaporation pond for disposal of effluent from Burren Junction hot water Bore Baths	49//40744 & 1//181329	1. Non-urban A & B	Approved	12-Jun-07
2007017	Lightning Ridge	Erect a garage	21/11/758612	2. Village	Approved	04-Jun-07
2007020	Carinda	Subdivide 2 lots into 2 lots	8//455201 & 442//866773	1. Non-urban A	Approved	01-Jun-07

CDC	DEVELOPMENT	ZONE	LAND (lot/sec/DP)	LOCATION	DECISION	DATE
2007017	Alterations and additions to existing building	2. Village	134//45077	Lightning Ridge	Approved	12-Jun-2007
2007018	Remove existing carport/erect a shed 6x4 and carport 6x4	2. Village	B//409368	Walgett	Approved	20-Jun-2007

**Relevant Reference Documents:**

- Respective Development Application and Complying Development Certificate files.

**Stakeholders:**

- Public and applicants

**Financial Implications:**

Nil

**Recommendations:**

**That Walgett Shire Council resolve to note the Development and Complying Development Certificate applications dealt with under delegated authority by the Manager Planning and Regulation and General Manager during June 2007.**

**MANAGER PLANNING AND REGULATION'S REPORT TO COUNCIL MEETING 17 JULY 2007**

**Item No:** 25

**Subject:** Water Connection Fees

**Author:** Matthew Goodwin – Manager Planning and Regulation

**File No:** 145/11/11/00

**Summary:**

The fees applied to water connections under Council's Management Plan 2007/2008 – 2011/2012 could be ambiguous. This report recommends that Council clarify the wording associated with fees for water connections.

**Comments (including issues and background):**

At a meeting held on 28 June 2007 the Administrator resolved to adopt the Walgett Shire Council Management Plan 2007/2008 – 2011/2012. An extract from that Management Plan is provided below which deals with the charges to be applied to new water connections.

ACTIVITY	FEE OR CHARGE	GST	BENEFIT	PRICING POLICY
Activity Approval B3 - Water Connection or Meter	\$650.00 for standard single 20mm water connection (raw or filtered)	No	Private	100% Cost Recovery
All prices include water meters	\$900.00 for a dual 20mm water connection (raw and filtered) \$750.00 for a single 25mm water connection (raw or filtered) \$1000.00 for a dual 25mm water connection (raw and filtered) For services greater than 25mm – at cost For relocation or replacement of services with a larger service – at cost			

The wording in the table can be improved to clarify that the charges quoted only apply to standard water connections and that all non-standard connections will be at cost. In that context it is recommended that the wording be amended.

**SHIRE OF WALGETT – AGENDA**

**Relevant Reference Documents:**

- Walgett Shire Council’s Management Plan 2007/2008 – 2011/2012.
- Local Government Act 1993.

**Stakeholders:**

- Public and applicants.

**Financial Implications:**

Nil

**Recommendation:**

**That Walgett Shire Council resolve to apply the water connection fees as detailed in the table below for the 2007-2008 financial year.**

ACTIVITY - PLUMBING				
Activity Approval B3 - Water Connection or Meter – STANDARD CONNECTIONS  All prices include water meters	\$650.00 for standard single 20mm water connection (raw or filtered) \$900.00 for a dual 20mm water connection (raw and filtered) \$750.00 for a single 25mm water connection (raw or filtered) \$1000.00 for a dual 25mm water connection (raw and filtered)	No	Private	100% Cost Recovery
Activity Approval B3 - Water Connection or Meter – NON-STANDARD CONNECTIONS	For services greater than 25mm – at cost For relocation or replacement of services with a larger service – at cost			

<b>MANAGER ENGINEERING REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 26

**Subject:** Royal Flying Doctors Service - Servicing of Walgett Shire Aerodromes

**Author:** Alan Nelson – Manager Engineering

**File No:** 195/04/00/00

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**Summary:**

This report briefs Council on issues relating to night time operations by the Royal Flying Doctor Service at aerodromes within Walgett Shire. A further report is envisaged, most likely to the August Council meeting.

**Comments (including issues and background):**

A communication was received from the Royal Flying Doctor Service (RFDS), indicating that night operations in western New South Wales were being reviewed after an aircraft was badly damaged in an incident where it hit a kangaroo when landing. This incident did not occur at an aerodrome in Walgett Shire.

In response to this communication, contact was made with the Department of Transport and Regional Services (DOTARS) to ask if the 'Securing Our Regional Skies' funding initiative could be extended to assist in this situation by fencing aerodromes to exclude kangaroos. The response was that this package was introduced to deal with human threats to aviation, notwithstanding that the consequences of contact with an animal, such as mentioned above, can be equally serious.

Guidelines for another Commonwealth programme, 'Safer Runways in Remote Australia' will be released later this month and it is proposed to look at these guidelines to ascertain if they could accommodate security fencing of Walgett, Lightning Ridge and Collarenebri aerodromes to exclude kangaroos and other feral animals which may be a threat to aircraft. In the meantime, to provide for continued operation of the RFDS into these three aerodromes, a commitment has been given that Council on call staff will undertake a 'roo run' to clear kangaroos from the runway area before the aircraft attempts to land or take off.

A further report will be submitted to Council, after the guidelines for the funding programme 'Safer Runways in Remote Australia' have been released.

**Relevant Reference Documents:**

- Communication from RFDS
- Press release from Australian Government

**Stakeholders:**

- Walgett Shire Council
- Royal Flying Doctor Service
- Department of Transport and Regional Services

**Financial Implications:**

Unknown at this stage – some relatively minor costs will be incurred if on call staff are required to clear kangaroos from aerodromes to permit night operations of the RFDS.

**Recommendation:**

**That Council note the commitment given to the Royal Flying Doctor Service, that on call staff will assist in clearing kangaroos from landing areas at Walgett, Lightning Ridge and Collarenebri aerodromes, to facilitate the continuation of their night time operations into these communities.**



**ROYAL FLYING DOCTOR SERVICE**

OF AUSTRALIA

*South Eastern Section  
New South Wales Operations*  
ABN 86 000 032 422

JOINT PATRONS:

*Her Excellency  
Professor Marie Bashir AC  
Governor of New South Wales  
and Sir Nicholas Shehadie AC, OBE*

The General Manager  
Shire Councils of:  
**Wellington, Narromine, Nyngan, Cobar, Warren,  
Gilgandra, Coonabarabran, Coonamble, Baradine, Barraba,, Bourke, Walgett,  
Lightning Ridge, Brewarrina.**

Dear Sir/Madam

**Night Operations in Western/North Western New South Wales**

I am writing regarding the safety hazard created by kangaroos on aerodrome runways at night.

RFDS and Air Ambulance crews have noted the presence of kangaroos at many locations in recent weeks. The RFDS aircraft based at Dubbo hit three kangaroos on landing at a Western port on the night of the 24<sup>th</sup> April. Fortunately the pilot was able to ensure that no injuries were sustained but the aircraft has major damage and, in fact, is stranded at the aerodrome in question. The RFDS is working to repair this aircraft and ferry it to Adelaide for thorough inspection. The cost is estimated to be \$100,000.

I understand that a commercial aircraft hit a kangaroo at another Western port on the night of the 26<sup>th</sup> April.

The RFDS and Air Ambulance Service (which utilizes RFDS aircraft and flight crews) have discussed this safety issue and deemed it an unacceptable risk.

*Therefore, with immediate effect, between the hours of 1800 and 0700 Dubbo and Sydney based aircraft will only respond to Priority One cases (i.e. critical medical emergencies). Priority will be assessed by the RFDS and Air Ambulance medical staff. Cases not deemed to be absolute emergencies will need to be transported by road or be flown the next day.*

The RFDS has no wish to restrict its services and would welcome the assistance of Councils to control the kangaroo problem so that full night operations can be resumed.

01-05-2007 10:08 FROM-RFDS

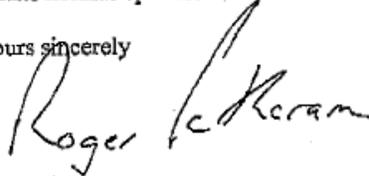
+68824555

T-251 P.002/002 F-848

I am aware that different procedures are in place at different locations to clear runways or kangaroos when flights are due and that this is not always undertaken by Shire staff. However, as the aerodromes are the responsibility of Councils the RFDS is reliant on Councils to solve the problem.

I would be grateful if, as a first step, you review the procedures in place at your aerodrome and provide me *in writing* (either by fax or by email to [roger.petheram@rfdse.org.au](mailto:roger.petheram@rfdse.org.au)) details of both current procedures and planned improvements. Obviously the sooner improved procedures are implemented the sooner normal operations can be resumed.

Yours sincerely



**Roger Petheram**  
Base Manager, Dubbo  
Manager, Aerial Services  
South Eastern Section

30th April 2007

10/05 2007 11:23 FAX 02 6277 7680

BARWON EO

001  
004/004

SAFER RUNWAYS IN REMOTE AUSTRALIA

Page 1 of 1



Australian Government  
Department of Transport and Regional Services

Australian Transport Safety Bureau | Bureau of  
Transport and Regional Economics

SAFER RUNWAYS IN REMOTE AUSTRALIA



8 May 2007

011TRS/Budget

The Australian Government will spend \$22 million over the next four years (\$1.5 million in 2007-08) to contribute to improved safety at up to 300 airstrips in remote and isolated areas of Australia.

The Deputy Prime Minister and Minister for Transport and Regional Services, Mark Vaile, made the announcement today.

"Many communities in remote Australia depend on air services for essential supplies, mail, passenger transport and medical care, especially if their roads become unusable because of the weather," Mr Vaile said.

"The Australian Government subsidises a weekly air service to more than 230 isolated communities under the Remote Air Services Subsidy (RASS) scheme, but a growing number of the airstrips used by those communities need to be upgraded.

"In addition, many other isolated airstrips used by the Royal Flying Doctor Service need essential repairs and maintenance.

"The funding announced today will be available to upgrade up to 300 airstrips in remote and isolated communities that:

- receive weekly air services under the RASS scheme or are eligible to receive air services under the scheme; or
- would be eligible to receive RASS services if their airstrip was upgraded to meet the scheme's safety standards; or
- need a better airstrip to support the operations of the Royal Flying Doctor Service.

"The funding will be available to repair and upgrade runway surfaces, safety equipment such as runway lighting and navigation aids, and infrastructure such as fences and gates. The scheme will not cover terminals, buildings, hangars or on-airport commercial developments.

"The funding will generally be provided on a joint basis with the state or territory government and the airstrip owner, which will usually be a local council or Indigenous organisation," he said.

The Government will release the guidelines for the new scheme in June.

Media contact: Tim Langmead 02 6277 7680/0421 554 990

*Danna Stainlay 6277 7680*

Close

Last Updated: 8 May, 2007

[http://www.dotars.gov.au/departments/statements/2007\\_2008/media/011trs.aspx?printa...](http://www.dotars.gov.au/departments/statements/2007_2008/media/011trs.aspx?printa...) 10/05/2007

<b>MANAGER ENGINEERING REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 27  
**Subject:** Five Year Road Plan  
**Author:** Alan Nelson – Manager Engineering  
**File No:** 250/12/00/00

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**Summary:**

This report presents an amended Five Year Road Plan, incorporating a new fifth year as well as the significant Strategic Regional Programme funding which Council has received since the plan was last adopted by Council in 2006/07.

**Comments (including issues and background):**

Earlier this year, Council adopted a Five Year Road Plan after a period of public consultation and consideration of public input into the document. However, since this plan was adopted, Council has received significant grants for roadworks from the Commonwealth Government's Strategic Regional Programme. Accordingly, the Five Year Road Plan needs to be amended to reflect these additional road grants, which will be progressively spent over the years 2007/08 to 2009/10.

As Regional Road No 333 is the only one of these three strategic projects with a realistic chance of attracting State Government REPAIR programme funding, it is proposed to complete it over the three years. Regional Road No 457 will be completed in two stages in the first and third years, whilst Regional Road No 329 will be completed in the second year.

The amended Five Year Road Plan is attached to this report. It should be noted that funding for road development projects is sharply reduced in years four and five. This is because of the conclusion of the Strategic Regional Programme funding but also reflects a need to concentrate far more on maintenance of existing road assets following this three year period of intensive network development. As this plan incorporates a new fifth year and involves some significant amendments, a period of public consultation is suggested.

**Relevant Reference Documents:**

- Amended Five Year Road Plan

**Stakeholders:**

- Walgett Shire Council
- NSW Government
- Commonwealth Government

**Financial Implications:**

Nil. This amended Five Year Road Plan does not require Council to invest any of its own funds in road development over the life of the plan.

**Recommendation:**

- 1. That Council adopt the Five Year Road Plan attached to this report in draft form and seek public comments on its contents.**
- 2. That the results of public consultation be brought back to the next meeting of Council.**

## **FIVE YEAR ROAD PLAN**

**Funding for road projects comes from a number of sources. Five main sources are included in this road plan and, whilst there may be opportunities to access funds from other sources from time to time, it would be unrealistic to incorporate projects into this plan on the basis of utilising funds from sources that are unlikely to eventuate. These main sources are as follows ;**

**Block Grant – an annual lump sum made available by the State Government through the RTA for Council to undertake works (maintenance and development) on regional roads. The total available funds shown below is not equal to the Block Grant as much of this allocation needs to be retained for routine maintenance activities, such as grading, patching, resealing etc, which are not included in this plan.**

**REPAIR Programme – a dollar for dollar programme made available by the State Government through the RTA for Council to undertake works (development or rehabilitation) on regional roads. Council is not assured of gaining funds from this programme, however, on the basis of past performance it has been included as the prospects are at least reasonable. There is an upper limit of \$350,000 to be granted and matching funds are normally taken from the Block Grant.**

**Timber Bridge Replacement Programme – this state programme has been reintroduced by the State Government, however there is no information available at present which would allow the programme to be included in this plan with confidence. The plan will need to be reviewed, if and when an approved project from this programme becomes known.**

**FAG (Road Component) Grant – is made available annually by the Commonwealth Government for expenditure on local roads. The size of the grant is determined by a formula and, like the Block Grant, the total available funds is not equal to the grant, as it too must take into account routine maintenance activities.**

**Roads to Recovery Grant (2) – this is a four year programme which commenced last year. It is made available by the Commonwealth Government for expenditure on roads of any category, however the Commonwealth would prefer to see it spent on local roads.**

**Strategic Regional Programme – Council has received an allocation of \$2.1 million for Regional Road No 457, which must be matched with \$900,000 from Council's own funds. Subsequent to this advice, Council has also received \$2.8 million for both Regional Road No 329 and Regional Road No 333. In each case, these funds need to be matched with \$1.2 million from Council's own funds. The grant funds have already been made available to Council, however the plan has been prepared as if the funding is made available at the time it is spent.**

## Year One – 2007/08

Assumed Available Road Funds - \$3,838,000

Comprising

Block Grant - \$550,000

REPAIR Programme - \$300,000

FAG (Road Component) Grant - \$200,000

Roads to Recovery Grant - \$838,000

Strategic Regional Programme - \$1,950,000

### Projects

1. Regional Road No 333 (seal Monkey Scrub towards Carinda) - \$1,300,000 (assumes \$300,000 from REPAIR Programme)
2. Regional Road No 457 (south of Little Weir) - \$1,500,000
3. Shire Roads (reforming of selected road lengths) - \$538,000
4. Sealing of village streets in Burren Junction - \$200,000
5. Shire Road No 120 – Construction of new bridge over Milchome Creek (Epping Bridge) - \$300,000

## Year Two – 2008/09

Assumed Available Road Funds - \$6,138,000

Comprising

Block Grant - \$800,000

REPAIR Programme - \$300,000

FAG (Road Component) Grant - \$300,000

Roads to Recovery Grant - \$838,000

Strategic Regional Programme - \$3,700,000

Rowena Community - \$200,000

### Projects

1. Regional Road No 333 (seal Monkey Scrub to Castlereagh River) - \$1,300,000 (assumes \$300,000 from REPAIR Programme)
2. Regional Road No 329 (seal unsealed length between Rowena and Burren Junction) - \$4,000,000
3. Shire Road No 103 (Selected lengths from Burren Junction towards Pilliga – seal for dust suppression) - \$250,000
4. Shire Road No 120 - Construction of new bridge over unnamed watercourse (1<sup>st</sup> Epping Bridge) - \$200,000
5. Shire Roads (reforming of selected lengths) - \$388,000

### Year Three – 2009/10

Assumed Available Road Funds - \$4,388,000

Comprising

Block Grant - \$800,000

REPAIR Programme - \$300,000

FAG (Road Component) Grant - \$300,000

Roads to Recovery Grant - \$838,000

Strategic Regional Programme - \$2,150,000

#### Projects

1. Regional Road No 333 (seal Castlereagh River to Shire Road No 38) - \$1,400,000 (assumes \$300,000 from REPAIR Programme)
2. Sealing of village streets in Cumborah - \$200,000
3. Regional Road No 202 (gravel resheeting of selected lengths) - \$150,000
4. Shire Road No 101 (gravel sheeting of selected lengths) - \$150,000
5. Shire Roads (reforming of selected lengths) - \$638,000
6. Regional Road No 7716 (gravel sheeting of selected lengths – Pilliga end) - \$350,000
7. Regional Road No 457 (seal Little Weir to State Border) - \$1,500,000

### Year Four - 2010/11

Assumed Available Road Funds - \$1,388,000

Comprising

Block Grant - \$350,000

FAG (Road Component) Grant - \$200,000

Roads to Recovery Grant - \$838,000

#### Projects

1. Shire Roads (reforming of selected lengths) - \$388,000
2. Regional Road No 426 (gravel sheeting of selected lengths) - \$350,000
3. Sealing of village streets in Carinda - \$200,000
4. Shire Road No 79 - replace timber deck at bridge over Pagan Creek - \$200,000
5. Shire Road No 103 (Selected lengths from Burren Junction towards Pilliga – seal for dust suppression) - \$250,000

## **Year Five - 2011/12**

**Assumed Available Road Funds - \$1,588,000**

**Comprising**

**Block Grant - \$550,000**

**FAG (Road Component) Grant - \$200,000**

**Roads to Recovery Grant - \$838,000**

### **Projects**

- 1. Shire Roads (reforming of selected lengths) - \$438,000**
- 2. Shire Road No 112 - Construction of new bridge over Wanourie Creek - \$400,000**
- 3. Regional Road No 426 (gravel sheeting of selected lengths) - \$350,000**
- 4. Regional Road No 457 (Selected length from Collarenebri towards Mungindi - seal for dust suppression) - \$200,000**
- 5. Shire Road No 103 (Selected lengths from Burren Junction towards Pilliga – seal for dust suppression) - \$200,000**

<b>MANAGER ENGINEERING REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 28  
**Subject:** Lightning Ridge Landfill  
**Author:** Alan Nelson – Manager Engineering  
**File No:** 185/02/00/00

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**Summary:**

This report recommends that Council seeks community input into a proposal to construct a landfill on vacant land, located to the west of the Lightning Ridge Cemetery.

**Comments (including issues and background):**

A report was presented to the March 2007 meeting of Council (held on April 17) which contained a recommendation that Council seek the owners consent to proceed to prepare a Development Application for a landfill to be constructed on Part Lot 103, DP 1066289. Subsequent to this, following an address to Council by a spokesperson of the LRMA (Lightning Ridge Miners' Association), Council resolved to defer the matter pending further public consultation.

Council staff have met with representatives of the Lightning Ridge Precinct Committee, the Lightning Ridge Miners' Association and Mr G Lane (the current landfill site operator) to discuss possible options for future waste management in Lightning Ridge. The Lightning Ridge Tourism Association was also invited to attend but were not represented. However, those present did consider that their comments were representative of those that would have been made by the Tourism Association, had they been in attendance. There is no reason to doubt this.

Council had previously resolved to carry out a thorough analysis of two sites to establish their suitability as a future landfill site. These sites were as follows :

1. Lot 76 DP 838673 - this is freehold land held by Council and is located east of the intersection of State Highway No 18 and Regional Road No 426 (Bill O'Brien Way). Because of its proximity to the only realistic gateway to Lightning Ridge, this site is opposed by all groups because of a perception that, if developed, it will lead to littering along the Bill O'Brien Way, giving visitors a poor first impression of Lightning Ridge.
2. Lot 103 DP 1066289 – this is land vested in the Crown and is located to the west of Lightning Ridge. The LRMA are strongly opposed to this site, considering it to be uncomfortably close to their puddling dams.

Those at the meeting referred to above were of the view that a landfill could be satisfactorily established on a site just east of the Lightning Ridge Cemetery. This land is Part Lot 4138 DP 766643. Subject to investigation, along the lines of what was previously undertaken at the abovementioned two sites, it is envisaged that ground conditions at this additional site, referred to hereunder as Option Three, should be generally suitable for the establishment of a landfill. However, prior to committing to this additional expense, it is suggested that Council, through the local media, invite written submissions in response to a proposal to establish a landfill at the Option Three site. Council should also engage the Lightning Ridge Community Working Party, seeking their views to the proposal. The Crown, through the Department of Lands, should also be contacted in a similar fashion. In the event that there is no significant local opposition, Council could then move forward with a geotechnical investigation of the site and, provided this does not bring forward any significant concerns, site acquisition action, including an appropriate buffer to adjoining lands, could then be commenced.

**Relevant Reference Documents:**

- Report to Council Meeting – March 2007 (not attached)
- Council Resolution No 75/07 – March 2007
- Council Resolution 120/07 – May 2007
- Plan showing location of Option Three relative to Lightning Ridge urban area.

**Stakeholders:**

- Walgett Shire Council
- Lightning Ridge Community
- Lightning Ridge Community Working Party
- Various Lightning Ridge Organisations
- NSW Department of Lands

**Financial Implications:**

The cost of additional consultation, as recommended in this report, is minimal.

**Recommendation:**

- 1. That Council seek public comments on a proposal to develop a landfill for Lightning Ridge on Part Lot 4138 DP 766643, as well as ascertaining the views of the Lightning Ridge Community Working Party and the Department of Lands.**
- 2. That the results of this consultation be referred to the August 2007 meeting of Council.**

SHIRE OF WALGETT - MINUTES

**75/07 – Proposed Replacement Lightning Ridge Landfill Site**

**RESOLUTION:**

It was resolved on the Motion of the Administrator that on the basis of comments made by a member of the Lightning Ridge community this matter will be deferred to the May Meeting to allow for further discussion.

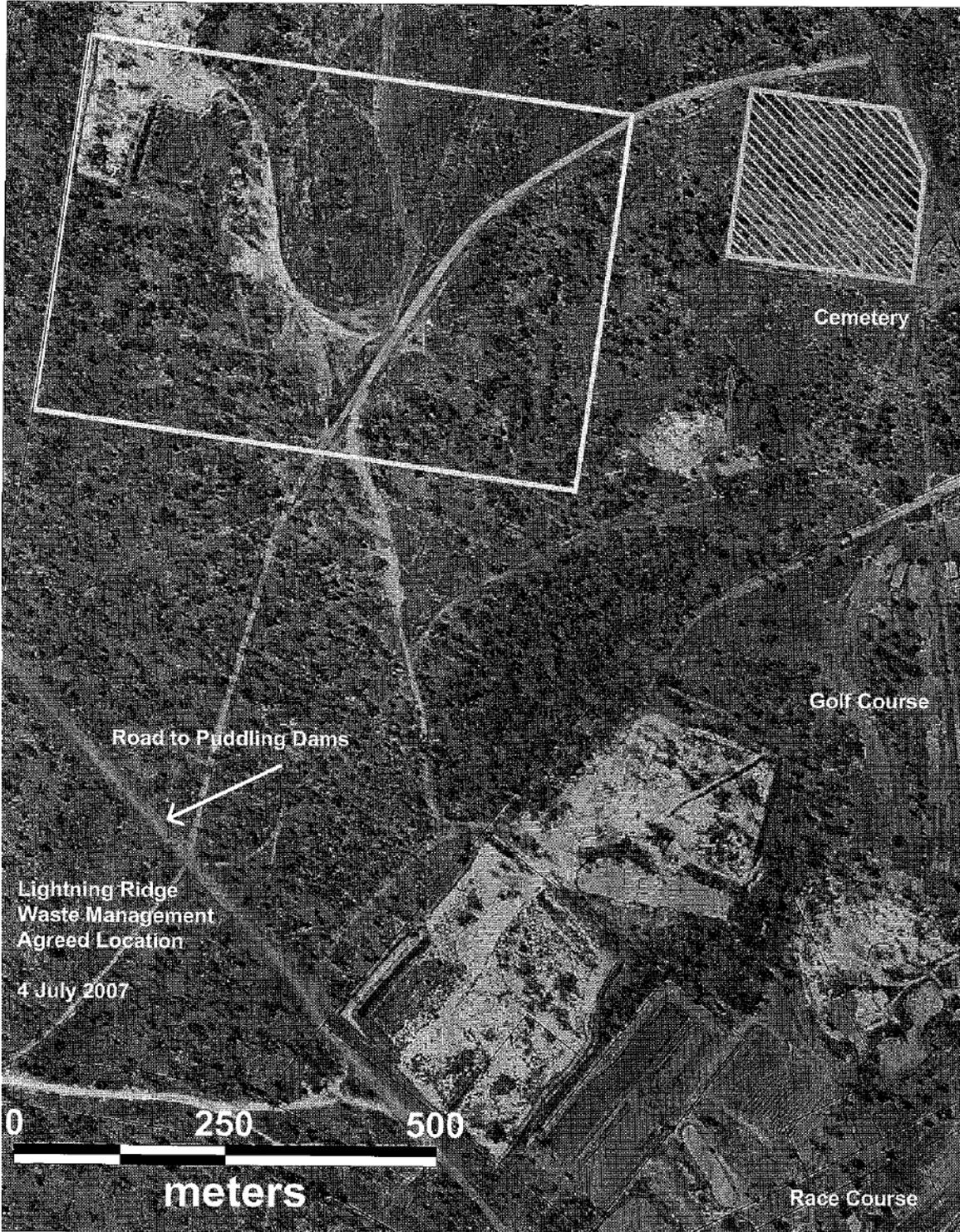
Carried.

**120/07 – Lightning Ridge Landfill**

**RESOLUTION: -**

It was resolved on the Motion of the Administrator that Council re-engage the Lightning Ridge community, to ascertain their views in relation to a proposal which would see no replacement landfill established in Lightning Ridge and the results of this consultation be brought back to a future meeting of Council.

Carried.



<b>MANAGER ENGINEERING REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 29  
**Subject:** Beanbri Silo Access  
**Author:** Alan Nelson – Manager Engineering  
**File No:** 175/07/06/00

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**Summary:**

This report recommends that Council seals the access road from the Kamilaroi Highway to the Beanbri Silo, provided AWB Limited agrees to meet 50% of the estimated cost of \$700,000.

**Comments (including issues and background):**

The road leading from the Kamilaroi Highway to AWB Limited's grain silo adjacent to the rail siding at Beanbri has been subject to numerous discussions between Council staff and AWB management in recent years. From Council's perspective, the road is satisfactory in its current state of construction, excepting the period in October/November when it is used by harvest traffic carting into the silo. Depending on the size of the harvest, the amount of heavy traffic over this period can create a situation where Council's normal maintenance regime is inadequate.

Previous suggestions to AWB, that the road be sealed and that the cost of this work be shared between Council and AWB, have been rejected on the basis that the financial return to the company from this site has been insufficient to justify the expense. However AWB, perhaps in anticipation of a very good harvest this year, has asked that Council reconsider the upgrading and sealing of this road, with an indication as to what contribution would be sought from AWB.

The upgrading requirement is solely because of the AWB facility. Accordingly, a strong case exists for the upgrading cost to be met by AWB Limited. However, Council had previously indicated a willingness to share the upgrading cost in equal proportions with AWB Limited, recognising that AWB's customers at this facility are Walgett Shire ratepayers and the benefits of road upgrading would flow to them as well as to AWB Limited.

The estimated cost of sealing the local road from the Kamilaroi Highway to the silo entrance is \$700,000 and, on the basis of previous cost apportionment, the cost to Council would be \$350,000. Because of the nature of traffic, a slightly wider seal than normal is suggested, otherwise edgewear and edge rutting will probably become a continuing problem. This, unfortunately, will tend to make the job a little more expensive than it would otherwise be. The current programme does not provide for this expenditure and it could only be provided by a programme review.

It is suggested that, if Council wishes to see this work progress, subject of course to AWB Limited meeting their share of the cost, replacement of the bridge over Michome Creek on Shire Road No 120 be deferred to 2008/09. The balance of \$50,000 could be found from maintenance funding.

**Relevant Reference Documents:**

- Correspondence from AWB Limited (not attached)

**Stakeholders:**

- Walgett Shire Council
- AWB Limited

**Financial Implications:**

The current road programme makes no allowance for this work and it could only be undertaken by either reviewing the programme or by budgeting for a deficit.

**Recommendation:**

1. **That Council agree to the sealing of Shire Road No 117, from the Kamilaroi Highway to the Beanbri Silo entrance, subject to AWB Limited meeting 50% of the estimated cost of \$700,000.**
2. **That, in the event that AWB Limited agrees to meet its share of the cost and the work proceeds in the current financial year, Council meets its share of the cost by deferring replacement of the bridge over Michome Creek on Shire Road No 120 to 2008/09.**

<b>MANAGER ENGINEERING REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 30  
**Subject:** Naming of Park – Lightning Ridge  
**Author:** Alan Nelson – Manager Engineering  
**File No:** 315/01/06/00

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**Summary:**

This report recommends that Council advises the Geographical Names Board of New South Wales that, after considering objections to the proposal to name a park in Lightning Ridge “Len Cram Park”, it remains of the view that this is a suitable name for the park.

**Comments (including issues and background):**

The Geographical Names Board has advertised the proposal to name an unnamed park in Lightning Ridge “Len Cram Park”. Three objections were received by the Board, which has referred them to Council for comment.

The merit of the name “Len Cram Park” was placed before Council in December 2006 and, notwithstanding the normal practice of the Geographical Names Board not to name features after living persons, Council saw fit to recommend this name to the Board. It is suggested that the substance of the three objections is insufficient to warrant a change of view by Council to this naming proposal.

**Relevant Reference Documents:**

- Council Resolution No 355/06 – December 2006
- Summary of Objections Received – Geographical Names Board of NSW

**Stakeholders:**

- Walgett Shire Council
- Residents of Lightning Ridge and District
- Objectors
- Geographical Names Board of NSW

**Financial Implications:**

Minor administrative costs and the cost of a sign are envisaged if the name is approved.

**Recommendation:**

**That Council reaffirm to the Geographical Names Board of New South Wales that it remains supportive of the name “Len Cram Park” as a name for the unnamed park (Lot 4531, DP 767720) located in Opal Street, Lightning Ridge between Cardinal Road and Black Prince Drive.**

**355/06 – Naming of Park – Lightning Ridge**

**RESOLUTION: -**

It was resolved on the Motion of the Administrator that Council submits the name 'Len Cram Park' to the Geographical Names Board of New South Wales as a name for the unnamed park (Lot 4531, DP 767720) located in Opal Street, Lightning Ridge between Cardinal Road and Black Prince Drive.

Carried.

## ADVERTISING SUMMARY SHEET – LEN CRAM PARK

1 Notified NSW Govt Gazette 20 April 2007

2 Advertised – Lightning Ridge News – 19 April 2007.

Date Received	Name	Address	Objection/Support
27 April 07	Mrs Julia Schellnegger	PO Box 14 Lightning Ridge 2834	<p><b>Objection.</b></p> <p>... Being a resident of Lightning Ridge for the past nearly 40 years, I would point out that there are quite a few more deserving people that should be considered and recognised before Len Cram. Len has written a few books which are for his own personal gain even though the Opal industry may receive some run off benefit in the way of promotion, but then that would apply to many people here.</p> <p>However many others have contributed heaps more for the town and Opal industry. For your further consideration the first person I would like to propose is a deceased gentleman namely Mr Bernard (Bill) Joseph Waterford, "Lorne Station" Lightning Ridge. Bill was a local grazier who supported all local charities and community organisations such as the old Lightning Ridge Bush Nurse Centre, served many years in a voluntary capacity as Director of the Lightning Ridge Co-operative Society Supermarket complex, financially helped many people, and helped build the Catholic Church. Most important of all he was a POW in Changi, worked on the Burma Thai Railway just to mention a few huge contributions to town and country.</p> <p>Second choice, Mr Amos (Sandy) Randell (deceased). Opal miner, built the first "Walk in Mine" business which brought in thousands of tourists every year. He was one of the original members that started the Lightning Ridge Miners Association and Lightning Ridge</p>

			<p>Miners Co-operative supermarket complex. Also served in the war, served in a voluntary capacity on local boards, again to mention just a few.</p> <p>Third, Mr George Hanson (deceased) was a prominent person opal miner and cutter. One of the original persons responsible for forming the Lightning Ridge Miners Association, the Lightning Ridge Co-operative supermarket, served also on boards in a voluntary capacity.</p> <p>Fourth, Mr Patrick McErlain (deceased) opal miner, served on board of directors Lightning Ridge Miners Association, served also 15 years on Opal Advisory Service, Golf Club and supported local charities.</p> <p>As a choice of living persons, for number one Mr Ian Woodcock, manager Lightning Ridge Bowling Club for many years still to date. Ian was a local councillor, Mayor Walgett Shire, he does the Lightning Ridge Funeral Service voluntary capacity, assists people with personal needs, preparing wills etc. Nothing is a problem to him and I believe many services provided by the Club for locals and others only exist because of Ian's good management and relationship with his Board of Directors and staff. He is always ready to help anybody.</p> <p>I would deeply appreciate you giving full consideration to my proposals I have written here and thank you for your time reading this.</p>
17 May 2007	Janet Molyneux 02 6828 2850	Email to Walgett Shire Council	<p><b>Objection</b> I would like to suggest these aboriginal words "MUURI" -</p>

SHIRE OF WALGETT – AGENDA

		forwarded to GNB	meaning Lightning and "MIRELLA" - meaning Ridge. The English words could be written underneath them to show the meaning.
18 May 2007	A & G Jenkins	PO Box 305 Lightning Ridge 2834	<b>Objection</b> Naming parks after local identities creates animosity among the local residents.  We propose it be called "Leopardwood Park" or in aboriginal "Bukkilar Park" Grow and identify some leopardwood trees in the area and it is an excellent tourist attraction.

<b>MANAGER ENGINEERING REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 31  
**Subject:** Rainwater Tank Rebate  
**Author:** Alan Nelson – Manager Engineering  
**File No:** 145/09/00/00

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**Summary:**

This report briefs Council on the introduction of a State Government sponsored rainwater tank rebate scheme and suggests Council assists residents by making available information relating to the rebate.

**Comments (including issues and background):**

Council recently resolved not to offer a rainwater tank rebate to residents of Walgett Shire. Subsequent to this, the New South Wales Government has announced, as part of the recent State Budget, that a rainwater tank rebate will be available across the state from July 1, 2007. The rebate is available to customers of water authorities through the Department of Environment and Climate Change.

Council does not have an administrative role to play in this process, however it is anticipated that residents will probably approach Council seeking information on the rebate. Accordingly, it is suggested that an information sheet be produced to correctly advise residents how to seek the rebate. Similarly, it is suggested that a press release be prepared on this subject.

**Relevant Reference Documents:**

- Local Government and Shires Association Weekly Circular 26/07

**Stakeholders:**

- NSW Government
- Walgett Shire Council

**Financial Implications:**

Nil

**Recommendation:**

**That Council prepare an information sheet and press release to advise local residents of the State Government’s rainwater tank rebate scheme.**

## Planning and Environment

### Item 17: State-wide rainwater tank rebates commence 1 July 2007

The NSW Government's Rainwater Tank Rebate will be available to households across NSW from this Sunday, July 1, 2007. The rebate will provide up to \$1500 to install any type of new rainwater storage system in an existing home.

To maximise potable water savings, the rebate is scaled so that the highest level will be paid for tanks connected to toilets and washing machines.

Details are as follows:

Tank(s) Capacity	Rebate	Connection to Toilet(s)	Connection to Washing Machine(s)	Maximum Total
2,000 – 3,999 litres	\$150	\$500	\$500	<b>\$1150</b>
4,000 – 6,999 litres	\$400	\$500	\$500	<b>\$1400</b>
7,000 litres and above	\$500	\$500	\$500	<b>\$1500</b>

An information kit with application forms and brochures for residents will be sent to all NSW councils and water utilities next week.

The rebate will be administered by Sydney Water within its area of operations and the Department of Environment and Climate Change (DECC) in all other areas of the State.

The rebate will replace the existing Sydney Water rebate but be additional to rainwater tank rebates offered by any other NSW councils or water utilities.

Sydney Water customers will apply for the rebate through Sydney Water by visiting [www.sydneywater.com.au](http://www.sydneywater.com.au) or calling 13 20 92.

Customers of all other water utilities will apply through DECC by visiting [www.environment.nsw.gov.au/rebates](http://www.environment.nsw.gov.au/rebates) or calling 1300 361 967.

Councils requiring further information about the Rainwater Tank Rebate or any other components of the Climate Change Fund, should contact DECC water and energy programs on 02 8281 7417 or [sustainability@environment.nsw.gov.au](mailto:sustainability@environment.nsw.gov.au).

#### Contact

LGSA: Renee Barbaro, phone: 02 9242 4070; email: [renee.barbaro@lgsa.org.au](mailto:renee.barbaro@lgsa.org.au)

DECC: phone: 02 8281 7417; email: [sustainability@environment.nsw.gov.au](mailto:sustainability@environment.nsw.gov.au).

R90/1056: RB

**MANAGER ENGINEERING REPORT TO COUNCIL MEETING  
17 JULY 2007**

**Item No:** 32  
**Subject:** Community Water Grants - Applications  
**Author:** Alan Nelson – Manager Engineering  
**File No:** 195/04/00/00

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**Summary:**

This report briefs Council on the submission of applications to Round Three of the Commonwealth's Community Water Grants Programme.

**Comments (including issues and background):**

Community Water Grants is one of three programmes comprising the Australian Water Fund and is likely to be the only one of these programmes that Council has a realistic chance of gaining funding towards local projects. Council was successful with the two projects advanced in Round One, these projects being the Burren Junction Bore Baths and Spider Brown Oval at Lightning Ridge. No projects were submitted in Round Two, as it was considered, perhaps incorrectly, that funding success in Round One might have seen other applicants preferred in Round Two.

Council had resolved to submit application for the following projects in the recently closed Round Three :

Water Meter Installation – Walgett  
Number One Oval – Walgett (automatic watering system)  
Gray Park – Walgett (automatic watering system)  
Opal Street Park – Lightning Ridge (automatic watering system)

These applications have been submitted with the exception of Water Meter Installation in Walgett. This application was not submitted as it would have required a minimum of 200 hours voluntary community input, something considered inappropriate for such a project. In any case, the New South Wales Government has announced that this project is likely to be funded in 2007/08 under their Country Towns Water and Sewerage Programme. This would also make the application for Commonwealth funds for the same project unlikely to succeed. However, in lieu of this application, applications for meter installation in Carinda and Rowena have been submitted as these have not been included for state subsidy.

Applications have been submitted on the basis of a 50% contribution towards the total cost from Council. It would be pointless to seek a grant from this source, without indicating a willingness to make a contribution of 50% or more. It is anticipated that the result of these applications will be known in about three months time.

**Relevant Reference Documents:**

- Community Water Grants Website (not attached)
- Programme Applications (not attached)

**Stakeholders:**

- Walgett Shire Council
- Commonwealth Government

**Financial Implications:**

In the unlikely event that each of these applications is successful, a budget adjustment will be required. Only the Walgett Number One Oval project has been budgeted in 2007/08, with the other two watering system projects provided for in 2008/09 and 2009/10. The two village water metering projects have not been provided in the 2007/08 budget at this stage.

**Recommendation:**

**That Council note the submission of applications under Round Three of the Community Water Grants programme.**

<b>MANAGER ENGINEERING REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 33  
**Subject:** Walgett Bore Baths  
**Author:** Alan Nelson – Manager Engineering  
**File No:** 280/06/01/00

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**Summary:**

This report recommends the closure of the Walgett Bore Baths on account of the level of anti social behaviour that the facility seems to attract and be associated with.

**Comments (including issues and background):**

Following a period of closure, Walgett Bore Baths were reopened earlier this year on a limited (six hours per day) basis. However, in recent times, anti social behaviour associated with the facility has increased to the point that closure of the facility should again be considered.

In the past few weeks the following incidents have occurred :

1. youths have cut holes in the man proof fence around the baths during daylight hours.
2. the huge River Red Gum in the baths enclosure has been ring barked.
3. another large tree has had much of its bark stripped away
4. persons unknown have defecated in the pool.
5. concrete around the pool edge has been broken away and used as missiles to break or damage surrounding facilities.
6. garbage bins have been emptied into the pool.
7. totally clothed youths have been jumping into the pool disrupting tourists and other genuine users.

There can be no doubt that these anti social activities are harming the image of Walgett and causing unnecessary expenditure for Council. These matters have been reported to the Police. However, there is nothing to suggest that the levels of anti social behaviour will occur in the foreseeable future.

There are genuine users of the facility who will suffer if the facility is closed. Nevertheless, if the facility remains open, these problems will continue probably to the point that genuine users will be discouraged from using the baths. In any case, given the fact that the facility is not supervised at all times, there is an unacceptable level of risk to both Council and users, if the facility remains open with the current problems unresolved.

**Relevant Reference Documents:**

- Nil

**Stakeholders:**

- Walgett Shire Council
- Residents of Walgett
- Visitors to Walgett

**Financial Implications:**

If the bore baths remain open, increased expenditure as a result of vandalism is likely to result. The extent of this is unknown.

**Recommendation:**

**That, on account of recent anti social behaviour, the Walgett Bore Baths be closed indefinitely.**

**MANAGER ENGINEERING REPORT TO COUNCIL MEETING  
17 JULY 2007**

**Item No:** 34  
**Subject:** Council Housing Policy  
**Author:** Kaye Stone – Asset officer  
**File No:** 295/01/16/00 and 004/12/03/00

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**Summary:**

This report recommends that the attached housing policy be adopted.

**Comments (including issues and background):**

Walgett Shire Council first adopted a housing policy in 2005. Since then Council has resolved to make a number of changes to the policy.

The Housing Policy has been completely redrafted. The main changes that have been made to the Staff Housing Policy for 2007 are as follows:-

- 2) Establish a Walgett Shire Housing Committee as per Appendix “D”.
- 5) Rental charged to designated staff positions listed in Appendix A is to be 30% (unfurnished residences) of equivalent market rental value and is to be independently assessed and reviewed every five years.
- 6) On Termination of the Tenancy Agreement carpets must be professionally cleaned.
- 9) Annual inspection on leased residences shall be carried out by the Council Asset Officer and a staff member nominated by the Council Housing Committee.  
  
The tenant shall be given at least seventy two hours notice of a proposed inspection and shall be entitled to be in attendance when the inspection is undertaken.
- 15) All Council supplied soft furnishings must be professionally cleaned , when the tenant vacates the property, where they have come in contact with pets of any type.  
  
No additional furniture shall be acquired for the refurbishment of Council residences, unless the Council’s Housing Committee determines otherwise.
- 21) Pets of any type are not allowed inside Council residences, unless/written application is made to the Council Housing Committee and permission is given in writing.  
  
Any damage caused by the pet must be repaired at the cost of the tenant.

**Relevant Reference Documents:**

- File No – 295/01/16/00
- General Managers Report to Council 16 February 2006
- Administrators Report to Council 16 February 2006
- Staff Housing Policy 2005

**Stakeholders:**

- Walgett Shire Council
- Council Staff

**Financial Implications:**

The cost to Council will be reduced due to no further furniture being acquired to furnish Council housing.

**Recommendations:**

1. **That a Council Housing Committee be formed to include the following staff members;**

**General Manager  
Manager Planning and Regulation  
Manager Engineering  
Manager Corporate Services  
Assets Officer**

2. **That the attached Staff Housing Policy be adopted.**

**WALGETT SHIRE COUNCIL'S HOUSING POLICY**

**Policy:**

Council purchases, upgrades and maintains as necessary, adequate housing stock to provide rental housing primarily for successful applicants of designated positions as listed in Appendix A.

Such housing is to be offered to the successful applicant, at the discretion of the Council Housing Committee. This arrangement contributes to a range of incentives designed to attract and retain appropriate skilled and experienced staff to the Walgett Shire and to encourage them to remain in employment with the Shire on a long term basis.

Those identified position descriptions will include wording to the effect "Staff housing may be offered to the successful applicant"

**1. Ownership**

All housing remains at all times the property of Council.

**2. Management**

The Council Housing Committee is as listed in Appendix D.

**3. Housing Standards**

At present Council owns twenty seven (27) units and residences in Walgett, Lightning Ridge and Collarenebri. These dwellings range in quality of amenity and maintenance level from basic to executive accommodation.

All dwellings are to be subject to an initial condition appraisal to ascertain appropriate rental grading by an appropriate qualified independent individual or organisation.

**4. Excess housing**

Housing deemed, at any one time, as excess to the requirements of Council for staff use, may be available for rental by Government Departments and selected special purpose bodies (eg: medical and dental practitioners etc) through selected real estate agencies or by direct lease from Council at commercial rental rates.

All requests for excess housing allocations must be in writing addressed to the General Manager and must be considered by the Council Housing Committee.

**5. Rental**

Rent charged to designated positions listed in Appendix A is to be 30% (unfurnished residences) of equivalent market rental value as independently assessed and reviewed every five years. Variations in rental level are to be applicable to new tenancy agreements entered into after the adoption of this policy. Rental rates for current employees will be adjusted in accordance with this Policy after a period of three months notice from the date of adoption of this Policy.

All rent shall be paid fortnightly by direct salary deduction.

Housing allocations included in salary packages are to be shown as a \$ cost on records for income purposes with monies transferred to Council's Maintenance Funding Reserve.

The Council Housing Committee may, at its absolute discretion, allocate excess housing to staff members not listed in Appendix A at a subsidised rate in recognition of work completed outside Council core business hours.

**6. Tenancy Agreements and Bonds.**

It shall be the responsibility of the Council's Assets Officer to ensure that tenants sign a Tenancy Agreement prior to occupying a Council Residence.

A bond equal to four (4) weeks market rent is to be paid by all new tenants.

In the case of staff it will be deducted from salary in four (4) equal instalments. The bond will be lodged with the Tenancy Bond Board for the duration of the tenancy and repaid on termination of employment, less any costs incurred by Council associated with damage or works required for re-tenancy not considered fair wear and tear including garden maintenance.

On termination of the Tenancy Agreement all carpets must be professionally cleaned.

**7. Existing Tenancies**

All existing tenancy agreements are to remain at the discretion of the Council Housing Committee.

Should any existing or new tenancy be deemed unsatisfactory it will be terminated strictly in accordance with the terms of the tenancy agreement or by an independent rental dispute tribunal.

**8. Pre-Tenancy Inspections**

Before commencement of a tenancy, a joint inspection of the condition of the property is to be carried out, a report prepared and signed by both the tenant and council's representative. This report will form the basis for maintenance requirements and is to be made available should any dispute arise in the future.

**9. Periodical Inspections**

Annual inspection on leased residences shall be carried out by the Council Asset Officer and a staff member nominated by the Council Housing Committee.

The tenant shall be given at least seventy two hours notice of a proposed inspection and shall be entitled to be in attendance when the inspection is undertaken.

Unsatisfactory maintenance or conditions will be dealt with in accordance with the terms of the tenancy agreement signed by the tenant.

**10. Day to Day Maintenance**

The tenant shall notify Council Assets Officer in writing of any maintenance required as the need arises. The Assets Officer shall consult the Manager Engineering regarding the priority to be given to the work and funding available, and where agreed, arrange for the work to be performed as quickly as possible.

The Council will not pay for day to day maintenance which has not been organised in accordance with this Policy.

**11. Emergency Repairs**

Where the need for emergency repairs arises during Council's normal operating hours, the need shall be reported to Council Assets Officer for action.

Emergency repairs which affect the health or security of the tenant may be arranged by the tenant if the need for the repairs arises outside normal Council operating hours or if the Assets Officer is unavailable to deal with the matter. Any emergency repair shall be reported to the Assets Officer or a member of the Housing Committee in writing as soon as possible.

Invoices for emergency repairs arranged by the tenant in accordance with this Policy shall be submitted to the Council for payment.

**12. Garden and Lawn Maintenance**

All properties are to be kept in a neat and tidy condition and clear of excess rubbish at all times.

Garden and lawns maintenance shall be the responsibility of the tenant, except where the tenant is occupying one of the flats at either 32 Euroka Street or 12 Arthur Street, Walgett. In this case, responsibility for garden and lawn maintenance rests with Council, unless other arrangements, outside the scope of this policy, are in place.

Where a tenant fails to maintain the garden and lawn in a satisfactory condition, Council's Housing Committee reserves the right to have Council staff perform any maintenance deemed necessary at the tenant's expense.

**13. Disposal of Housing**

Housing stock deemed to be in excess of assessed housing requirements or in need of major maintenance may be disposed of at the discretion of the Council. All monies received from the sale of such properties will be transferred to the Housing / Property Reserve.

**14. Accommodation Subsidies**

- a. Where Council has housing available, for a position listed in Appendix A, which is not accepted by the employee, no rental subsidy will be payable by Council to that employee, unless otherwise approved by the Housing Committee.
- b. Where Council has no housing available for positions noted in Appendix A, and the employee takes up a private lease agreement, a rental subsidy equivalent to the subsidy detailed in clause (5), will be paid to the employee.

**15. Furniture**

Basic furniture already available to the tenant will continue for the term of his / her occupancy. Rental in such instances will be a minimum of \$10.00 and a maximum of \$25.00 depending on the quantity and quality of furniture involved. Such rental to be added to the rental in Clause (5) and is to be established by the Council Housing Committee.

Where a dwelling is provided with furniture, an annual inventory shall be prepared by the tenant in conjunction with Council's Assets Officer and submitted to council for record purposes.

All Council supplied soft furnishings must be professionally cleaned , when the tenant vacates the property, where they have come in contact with pets of any type.

No additional furniture shall be acquired for the refurbishment of Council residences, unless the Council's Housing Committee determines otherwise.

**16. Housing Upgrades**

As part of the preparation of the annual Management Plan, the Manager Engineering shall arrange for an assessment of each residence to be made regarding the need for works to upgrade those residences and shall report to the Council the details of works considered necessary with an estimate of cost.

The Council shall determine what upgrades shall be undertaken and include those works in its adopted Plan of Management for the relevant year.

**17. Utilities**

The tenant is to be responsible for all costs associated with gas, power and water during the term of the tenancy. Telephone, electricity, and gas supplies are to be connected by and remain in the name of the tenant for the term of the tenancy.

**18. Insurance**

Council will maintain adequate property insurance.

It is the responsibility of the tenant to take out and maintain appropriate contents insurance on all privately owned goods and chattels.

**19. Maintenance Funding Reserve**

All proceeds from rental received are to be deposited in a maintenance funding reserve to be expended on rates, insurance, maintenance and upgrading works associated with the Council's housing stock. Additional funding, where required, will be made available in accordance with the annual budget process.

**20. Housing Allocations**

New housing allocations will initially be determined by the Council Housing Committee based on the merits of the application.

Any individuals wishing to relocate to another Council property will be required to lodge an application in writing for the Council's Housing Committee's consideration and determination.

**21. Pets**

Pets of any type are not allowed inside Council residences, unless written application is made to the Council Housing Committee and permission is given in writing.

Any damage caused by the pet must be repaired at the cost of the tenant.

**22. Disputes**

Any unresolved dispute concerning the Council's Housing Policy shall be referred to the Council Housing Committee whose decision shall be final and binding on the Council and the Tenant.

**Appendices**

- Appendix A: Eligibility for Housing – Designated Positions.
- Appendix B: Council Housing List.
- Appendix C: Residential tenancy Agreement – Council Employees.
- Appendix D: Council Housing Committee
- Appendix E: Market Assessment completed 2005

**APPENDIX A: ELIGIBILITY FOR HOUSING – DESIGNATED POSITIONS:-**

- General Manager
- Manager Corporate Services
- Manager Planning and Regulations
- Manager Engineering
- Accountant
- Corporate Services Officer
- Health & Building Surveyor
- Town Planner
- Engineer Projects
- Engineer Works
- Engineer Asset and Support Services

Additional vacant staff housing may be offered to other staff members if and when available after an application in writing which will be considered and determined by the Council Housing Committee.

**APPENDIX: B - Walgett Shire Council Housing List as at 1<sup>st</sup> July 2007**

Town	Address	Dwelling Type	Lot/Section/DP No
Walgett	24 Eureka Street	Residence	22//253488
Walgett	8 Eureka Street	Residence & Single Garage	33//253488
Walgett	Flat 1, 32 Eureka St	Residential Flat	K//414481
Walgett	Flat 2, 32 Eureka St	Residential Flat	K//414481
Walgett	Flat 3, 32 Eureka St	Residential Flat	K//414481
Walgett	2/12 Arthur Street	Residential Flat	37//632187
Walgett	1/12 Arthur Street	Residential Flat	37//632187
Walgett	Aerodrome Road	Residence & Carport	11//851116
Walgett	Montkeila Street	Residence & Carport	702/44/759036
Walgett	26 Eureka Street	Residence, Carport & Garage	21//253488
Walgett	6 Vaughan Place	Residence	123//774648
Walgett	5 Vaughan Place	Residence, Carport & Garage	199//775242
Walgett	16 Albert Street	Residence & Carport	22//226373
Walgett	45 Namoi Street	Residence	101//713768
Walgett	46 Eureka Street	Residence & Carport	62//801975
Walgett	1 O'Neill Court,	Residence & Carport	1//811508
Walgett	4 O'Neill Court	Residence	4//811508
Walgett	Racecourse	Residence	75//750291
Lightning Ridge	9 Gem Street	Residence & Double Garage	1/23/758612
Lightning Ridge	2 Lappkalle	Residence	23//837866
Lightning Ridge	7 Cardinal Rd	Residence	50//803512
Lightning Ridge	Aerodrome	Residence & Carport	161//862540
Collarenebri	6 George Street	Residence & Carport	1//220534

**APPENDIX: D - The Walgett Shire Council Housing Committee is made up of the following persons;**

General Manager  
 Manager Planning and Regulation  
 Manager Engineering  
 Manager Corporate Services  
 Assets Officer

**APPENDIX E**  
**Walgett Shire Council Property –**  
**Market Rental Assessment 2005 (unfurnished residences)**

Town	Address	Brick/ Hardy Plank	No of Rooms	Air Con	Heating	Market Rent Price		75% of Market		30% of Market		50% of Market	
						Per Week	Rent per wk	Rent per wk	Rent per wk	Rent per wk	Rent per wk		
Walgett	24 Euroka Street	H/P	3	evap	wood	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Walgett	8 Euroka Street	H/P	3	evap	wood	\$165.00	\$123.75	\$49.50	\$82.50	\$49.50	\$82.50	\$49.50	\$82.50
Walgett	45 Pitt Street	H/P	3	Split Sys	Electricity	\$175.00	\$131.25	\$52.50	\$87.50	\$52.50	\$87.50	\$52.50	\$87.50
Walgett	Flat 1, 32 Euroka St	H/P	1	Air Con	Electricity	\$85.00	\$63.75	\$25.50	\$42.50	\$25.50	\$42.50	\$25.50	\$42.50
Walgett	Flat 2, 32 Euroka St	H/P	1	Air Con	Electricity	\$90.00	\$67.50	\$27.00	\$45.00	\$27.00	\$45.00	\$27.00	\$45.00
Walgett	Flat 3, 32 Euroka St	H/P	1	evap	Electricity	\$90.00	\$67.50	\$27.00	\$45.00	\$27.00	\$45.00	\$27.00	\$45.00
Walgett	2/12 Arthur Street	H/P	2	Air Con	Electricity	\$140.00	\$105.00	\$42.00	\$70.00	\$42.00	\$70.00	\$42.00	\$70.00
Walgett	1/12 Arthur Street	H/P	1	Air Con	Electricity	\$100.00	\$75.00	\$30.00	\$50.00	\$30.00	\$50.00	\$30.00	\$50.00
Walgett	Aerodrome Road	H/P	3	Split Sys	wood	\$170.00	\$127.50	\$51.00	\$85.00	\$51.00	\$85.00	\$51.00	\$85.00
Walgett	Montkeilla Street	H/P	3	split/evap	wood	\$180.00	\$135.00	\$54.00	\$90.00	\$54.00	\$90.00	\$54.00	\$90.00
Walgett	26 Euroka Street	H/P	3	evap	wood	\$160.00	\$120.00	\$48.00	\$80.00	\$48.00	\$80.00	\$48.00	\$80.00
Walgett	6 Vaughan Place	H/P	4	evap	Electricity/Gas	\$210.00	\$157.50	\$63.00	\$105.00	\$63.00	\$105.00	\$63.00	\$105.00
Walgett	5 Vaughan Place	Brick	3	evap	Electricity	\$180.00	\$135.00	\$54.00	\$90.00	\$54.00	\$90.00	\$54.00	\$90.00
Walgett	16 Albert Street	H/P	3	evap	Oil/Electricity	\$175.00	\$131.25	\$52.50	\$87.50	\$52.50	\$87.50	\$52.50	\$87.50
Walgett	45 Namoi Street	H/P	3	2 split/evap	Split System	\$175.00	\$131.25	\$52.50	\$87.50	\$52.50	\$87.50	\$52.50	\$87.50
Walgett	46 Euroka Street	Fribo	3	evap	wood	\$160.00	\$125.00	\$46.00	\$75.00	\$46.00	\$75.00	\$46.00	\$75.00
Walgett	1 O'Neill Court,	Brick	3	split/evap	Split System	\$220.00	\$165.00	\$66.00	\$110.00	\$66.00	\$110.00	\$66.00	\$110.00
Walgett	4 O'Neill Court	Brick	3	evap	Electricity	\$210.00	\$157.50	\$63.00	\$105.00	\$63.00	\$105.00	\$63.00	\$105.00
Walgett	Racecourse	H/P	3	Split Sys	Electricity	\$165.00	\$123.75	\$49.50	\$82.50	\$49.50	\$82.50	\$49.50	\$82.50
Lightning Ridge	9 Gem Street	H/P	3	evap	Electricity	\$175.00	\$131.25	\$52.50	\$87.50	\$52.50	\$87.50	\$52.50	\$87.50
Lightning Ridge	2 Lappkalle	Brick	3	split/evap	Split System	\$225.00	\$168.75	\$67.50	\$112.50	\$67.50	\$112.50	\$67.50	\$112.50
Lightning Ridge	7 Cardinal Rd	Brick	3	Split/evap	Split System	\$225.00	\$168.75	\$67.50	\$112.50	\$67.50	\$112.50	\$67.50	\$112.50
Lightning Ridge	Aerodrome	Brick	2	evap	Electricity	\$170.00	\$127.50	\$51.00	\$85.00	\$51.00	\$85.00	\$51.00	\$85.00
Collarenebri	6 George Street	H/P	3	split/evap	wood	\$180.00	\$135.00	\$54.00	\$90.00	\$54.00	\$90.00	\$54.00	\$90.00

Walgett Shire Council Housing Policy - July 2007

<b>MANAGER ENGINEERING REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 35

**Subject:** Land Sale - Corner Fox and Euroka Street Walgett

**Author:** Kaye Stone – Assets Officer

**File No:** 005/02/09/00

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**Summary:**

This report recommends that Council endorse the sale of land and the issuing of a commercial lease to Walgett Tyre, Machinery and Bearing Service.

**Comments (including issues and background):**

On 16 February 2007 the “Walgett Local Environmental Plan 2006—Classification and Reclassification of Public Land” (LEP) was gazetted. The most significant effect of the LEP was to reclassify 256 lots of freehold land owned by Walgett Shire Council from “community” land to “operational” land under the Local Government Act 1993.

This reclassification of land resulted in 7 parcels of land (listed below) on the corner of Fox and Euroka Streets, Walgett being advertised for sale by tender. Council received one tender for all of the Lots. This tender was rejected on the basis that the offer was considered inadequate.

- Lot A DP161095
- Lot B DP161095
- Lot C DP161095
- Lot 1 DP323840
- Lot 27 DP612034
- Lot 28 DP612034
- Lot A DP395921

Council engaged Booth, Brown, Samuels and Olney to negotiate with the single tenderer, which as a result recommended the sale of the land to Walgett Tyre, Machinery and Bearing Service on the following terms:

1. Council will, at its expense, consolidated the seven parcels into one lot and attend to the registration of the Plan of Consolidation.
2. Walgett Tyre, Machinery and Bearing Service purchase the land for \$27,500.00 plus GST.
3. Council will lease the land to Walgett Tyre, Machinery and Bearing Service for \$1.00 (plus GST) per annum until the earlier of completion or termination of the Contract for Sale.

**Relevant Reference Documents:**

- Council Report dated 3 February 1997
- Council Report dated 28 April 1997
- Council Report dated 16 December 2002
- Council Report dated 8 March 2004
- Council Report dated 5 April 2004
- Council Report dated 20 February 2007
- Letter from Walgett Tyre, Machinery and Bearing Service
- Letter from Booth, Brown, Samuel and Olney
- Proposed Lease

**Stakeholders:**

- Walgett Shire Council
- Walgett Tyre, Machinery and Bearing Service

**Recommendations:**

1. That a Development Application be lodged for the consolidation of the following Lots:-

Lot A DP161095  
Lot B DP161095  
Lot C DP161095  
Lot 1 DP323840  
Lot 27 DP612034  
Lot 28 DP612034  
Lot A DP395921

2. That the seven Lots listed in Recommendation 1 be sold to Walgett Tyre Machinery and Bearing Service on the following terms:-

2.1 Council will, at its expense, consolidate the seven parcels into one lot and attend to the registration of the Plan of Consolidation.

2.2 Walgett Tyre, Machinery and Bearing Service purchase the land for \$27,500.00 plus GST.

2.3 Council will lease the land listed in Recommendation 1 to Walgett Tyre, Machinery and Bearing Service for \$1.00 (plus GST) per annum until the earlier of completion or termination of the Contract for Sale.

3. That Council issue a lease to Walgett Tyre, Machinery and Bearing Service for a period of 4 months for the amount of \$1.00 (plus GST) allowing lawful occupation of the seven Lots detailed in Recommendation 1 whilst the sale of the land is being completed.

4. Authorise the General Manager and Administrator to affix the Common Seal and sign the commercial lease and contract of sale to Walgett Tyre, Machinery and Bearing Service and contract of sale.

<b>MANAGER ENGINEERING REPORT TO COUNCIL MEETING 17 JULY 2007</b>
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**Item No:** 36  
**Subject:** Walgett Historical Society – Lease of Premises  
**Author:** Kaye Stone – Asset Officer  
**File No:** 145/09/03/00 and 021/08/02/00

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**Summary:**

This report recommends that Council issue a new lease to the Walgett District Historical Society Incorporated for the occupation of the Old Council Chambers and the Masonic Lodge.

**Comments (including issues and background):**

Walgett District Historical Society Incorporated was issued a lease to occupy the Old Council Chambers on the 1 July 2000 for a period of 5 years with an option to renew for a further 5 years.

The land the Old Council Chambers is located on is Lot 45, DP253643. Prior to 16 February 2007 the land was classified as “community” land under the Local Government Act 1993. Since the gazettal of the Walgett Local Environmental Plan 2006 – Classification and Reclassification of Public Land on 16 February 2007 it has been classified as “operational” land.

Under the *Local Government Act 1993* Council is not permitted to issue a lease on community land without a Plan of Management, accordingly the previously issued lease was not lawful.

Walgett District Historical Society Incorporated have confirmed that they have sublet a portion of the building to a third party. Item 18 of the old lease gave the lessee provision to sublet part of the property to “Walgett Special 1 Cooperative”.

Council has sought legal advice from Booth Brown Samuel and Olney who indicate:-

*“I confirm that the lessee is permitted under Item 18 (Annexure A) to sublet, at its discretion (not Council’s discretion) part of the premises to Walgett Special 1 Co-Operative. Unless WS1CO happens to be a masseur (which I understand it is not), the lessee is NOT permitted to sublet the leased premises to a masseur.”*

There is no reason why a new lease to Walgett District Historical Society Incorporated should not be prepared to facilitate the continued occupation of part of the Old Council Chambers by the masseur.

## **SHIRE OF WALGETT – AGENDA**

Council has also been approached by Walgett District Historical Society Incorporated to lease the Walgett Masonic Lodge, this being Lot 372 DP 828037. Currently Walgett District Historical Society Incorporated has access to the Masonic Lodge which they utilise to store memorabilia. The Masonic Lodge is currently classified as operational land.

### **Relevant Reference Documents:**

- Lease document
- Correspondence from Booth, Brown, Samuel and Olney

### **Stakeholders:**

- Walgett Shire Council
- Walgett District Historical Society Incorporated
- Community of Walgett and District

### **Financial Implications:**

Under the current lease Walgett District Historical Society Incorporated is required to pay \$10.00 per 5 years. It is recommended that the new leases be prepared with a fee of \$100.00 per annum per building.

### **Recommendations:**

1. **That Council prepare a new lease, each for a ten year period, for the Walgett District Historical Society Incorporated to occupy the Walgett Old Council Chambers and the Walgett Masonic Lodge.**
2. **That the lease fee for each property be set at \$100.00 (plus GST) per annum payable in advance.**
3. **That the General Manager and Administrator be authorised to affix the Common Seal of Council and sign each lease when they are acceptable to both parties.**

**COMMITTEE MINUTES TO COUNCIL MEETING 17 JULY 2007**

**Item No:** 37

**Subject:** Walgett Shire Council Consultative Committee Minutes – 7 February 2007

**Author:** Consultative Committee

**File No:** 145/04/07/00

**MINUTES OF THE MEETING  
WALGETT SHIRE COUNCIL CONSULTATIVE COMMITTEE**

**FILE: 145/04/07**

The following are minutes of the Walgett Shire Council Consultative Committee Meeting held on Wednesday, 7 February 2007 in the Walgett Council Chambers, commencing at 3.05pm.

**1. PRESENT**

Bronwyn Newton	Secretary
Janet Babic	Management Representative
Ian Taylor	LGEA Representative
Len Smyth	DEPA Representative
John Radman	Committee Member
<b>Observer:</b> Terry Dray	<b>United Services Union</b>
4.00pm Stephen McLean	Management Representative

Ian Taylor was nominated to act in the Chairperson role for this meeting.

Additional agenda items received and noted:-  
Customer Service Officer (Planning & Regulation) – Position Description & Competency  
Criteria documents for endorsement  
Corporate Services Officer – Position Description for endorsement  
Accountant – Position Description for endorsement

**2. APOLOGIES**

Roy White Management Representative

**3. MINUTES**

The Minutes of the Consultative Committee Meeting held on Wednesday, 6<sup>th</sup> December 2006 were confirmed, with no amendments required.

**4. BUSINESS ARISING**

**Chairperson & Deputy Chairperson**

Chairperson & Deputy Chairperson's positions were declared vacant and expressions of interests/nominations were called for the positions.

**RECOMMENDATION-**

It was recommended that the Consultative Committee endorse the following elected members to the identified positions: -

Chairperson – Mr Ian Taylor  
Moved – Ms Janet Babic & Seconded – Mr Len Smyth  
Deputy Chairperson – Ms Janet Babic  
Moved – Mr Ian Taylor & Seconded – Mr Len Smyth

**Nominations – Committee Members**

Secretary, Bronwyn Newton advised that the Consultative Committee had received no nomination interests from employees to become a member of the Consultative Committee.

Secretary, Bronwyn Newton to advertised for nominations for new members to join the Consultative Committee and to advise the Committee the response received at the Consultative Committee meeting to be held 7<sup>th</sup> March 2007.

**RECOMMENDATION:**

**Ms Bronwyn Newton, Secretary to advertise for nominations for new members to join the Consultative Committee and to advise the Committee the response received at the Consultative Committee meeting to be held 7<sup>th</sup> March 2007.**

**Consultative Committee – Meeting Dates**

Secretary, Bronwyn Newton distributed copies of the Consultative Committee meeting dates for 2007 to all members present at the meeting.

**5. GENERAL BUSINESS**

**Creditors Clerk**

The Position Description and Competency Criteria documents of Creditors Clerk were submitted for endorsement by the committee.

Coordinator Human Resources, Mrs Bronwyn Newton advised the Committee majority of the changes related to the removal of the Bank Reconciliation responsibility and procedures.

Coordinator Human Resources, Mrs Bronwyn Newton also advised the Committee that the Incumbent and the Finance Officer (positions supervisor) had both been consulted regarding the changes.

**RECOMMENDATION:**

**It was recommended that the Consultative Committee endorse the Position Description and Competency Criteria documents of Creditors Clerk.**

**Rates Clerk**

The Position Description and Competency Criteria documents of Rates Clerk were submitted for endorsement by the committee.

Coordinator Human Resources, Mrs Bronwyn Newton advised the Committee majority of the changes related to the removal of the Bank Reconciliation responsibility and procedures.

Coordinator Human Resources, Mrs Bronwyn Newton also advised the Committee that the Incumbent and the Manager Corporate Services (positions supervisor) had both been consulted regarding the changes.

## SHIRE OF WALGETT – AGENDA

The following amendments to the Position Description of Rates Clerk were recommended by the committee:-

Remove Page One (1) – Footer note -*“To be competent within twelve months of employment”*. This statement only refers to Page 2 – Desirable Criteria -Point 3.

Add – Page Two (2) -Desirable Criteria – *“Completion of Local Government NSW Rating Professional Courses”*.

### **RECOMMENDATION:**

**It was recommended that the Consultative Committee endorse the Position Description of Rates Clerk with the following amendments:-**

**Remove Page One (1) – Footer note – *“To be competent within twelve months of employment”*.**

**Add Page Two (2) – Desirable Criteria – *“Completion of Local Government NSW Rating Professional Courses”*.**

**It was also recommended that the Consultative Committee endorse the Competency Criteria document of Rates Clerk with no amendments required.**

### **Assets Officer**

The Competency Criteria of Assets Officer (Grade 10) was submitted for endorsement by the committee.

### **RECOMMENDATION:**

**It was recommended that the Consultative Committee endorse the Competency Criteria of Assets Officer with no amendments required.**

### **Assets Officer**

The Competency Criteria of Assets Officer (Grade 12) was submitted for endorsement by the committee. The Committee discussed the Competency Criteria and recommended to seek clarification from the Manager Engineering how the following points relate to the Position Description of Assets officer.

Entry Level – *“Develop, coordinate and promote programs for the community in conjunction with other service providers, organizations & groups”*

Skill Step Three – *“Establish strong relationship with key industrial bodies”*

Skill Step Three – *“Ability to encourage community representation and participation of available and possible services”*

United Services Union Representative, Mr Terry Dray advised that Committee this was a good example of why the author of the document should attend the meetings so the Committee can seek clarification when required.

Secretary, Mrs Bronwyn Newton suggested that rather than someone attending the meeting with the possibly of having no involvement or input required that it would be worthwhile if the Committee members seek clarification from the author before attending the meeting or suggest to the Secretary to invite the author to the meeting for a specific purpose when required.

**RECOMMENDATION:**

It was recommended that the Consultative Committee seek clarification from the Manager Engineering how the following points relate to the Position Description of Assets officer.

Entry Level – “Develop, coordinate and promote programs for the community in conjunction with other service providers, organizations & groups”

Skill Step Three – “Establish strong relationship with key industrial bodies”

Skill Step Three – “Ability to encourage community representation and participation of available and possible services”

This item to be discussed at the Consultative Committee to be held 7<sup>th</sup> March 2007.

*Note: -*

Stephen McLean, Management Representative arrived at the meeting 4.00pm.

**Customer Service Officer (Finance) / Assistant Health & Building Surveyor / Lightning Ridge Depot Staff**

Chairperson, Mr Taylor requested the committee’s approval to discuss all three agenda items together as they were all of a similar nature (Information Purposes only) – There were no objections received with this request.

United Services Union Representative, Mr Terry Dray advised the committee that the Customer Service Office (Finance) and the Assistant Health & Building Surveyor arrangements should not be classified as a flexible work arrangement. Mr Dray advised the Committee that these two arrangements are part time employment under the Flexible work practices policy.

The committee noted Mr Dray’s comments and recommends in future that these agreements be presented to the Committee noting what type of Flexible Work Practice they are defined as in Council’s Flexible Work Practice Policy.

**Customer Service Officer (Planning & Regulation)**

The Position Description and Competency Criteria documents of Customer Service Officer (Planning & Regulation) were submitted for endorsement by the committee.

Coordinator Human Resources, Mrs Bronwyn Newton advised the Committee this position description was being reformatted as recommended at the November Consultative Committee meeting.

Coordinator Human Resources, Mrs Bronwyn Newton also advised the Committee that the Incumbent and the Manager Planning & Regulation (positions supervisor) had both been consulted regarding the changes.

The following amendments to the Position Description of Customer Service Officer (Planning & Regulation) were recommended by the committee:–

## SHIRE OF WALGETT – AGENDA

Responsibilities Point 1 – Should read as below

*“Various administrative tasks, including the preparation and maintenance of spreadsheet data, registers, correspondence, reports, agendas, minutes, receipting, copying, laminating and photocopying.”*

Responsibilities Point 2 Add “Records” – Should read as below

*“Delivery to Customer Service Officer (Records) – record copies of all business documents/papers, be they paper, facsimile or electronic in nature.”*

Responsibilities Point 3 Add “System” – Should read as below

*“Entry and maintenance of Council’s customer service action request system in a timely, accurate and auditable manner.”*

Responsibilities Point 9 – Should read as below

*“Circulation of publications amongst staff of Planning & Regulation.”*

Responsibilities Point 10 Add “Arrangement of” – Should read as below

*“Arrangement of advertising of Planning & Regulation related matters.”*

Remove Page One (1) – Footer note -*“\*To be competent within twelve months of employment\*”*. This statement only refers to Page 2 – Desirable Criteria -Point 3.

Essential Criteria – Point 10 – Replace “NSW” with “Australian”.

The following amendment to the Competency Criteria document of Customer Service Officer (Planning & Regulation) was recommended by the committee:-

Skill Step Three – delete *“Demonstrates through keyboard skills”*

### **RECOMMENDATION:**

**It was recommended that the Consultative Committee endorse the Position Description of Customer Service Officer (Planning & Regulation) with the following amendments:-**

**Responsibilities Point 1 – Should read as below**

***“Various administrative tasks, including the preparation and maintenance of spreadsheet data, registers, correspondence, reports, agendas, minutes, receipting, copying, laminating and photocopying.”***

**Responsibilities Point 2 Add “Records” – Should read as below**

***“Delivery to Customer Service Officer (Records) – record copies of all business documents/papers, be they paper, facsimile or electronic in nature.”***

**Responsibilities Point 3 Add “System” – Should read as below**

***“Entry and maintenance of Council’s customer service action request system in a timely, accurate and auditable manner.”***

**Responsibilities Point 9 – Should read as below**

***“Circulation of publications amongst staff of Planning & Regulation.”***

**Responsibilities Point 10 Add “Arrangement of” – Should read as below**

***“Arrangement of advertising of Planning & Regulation related matters.”***

Remove Page One (1) – Footer note -“\*To be competent within twelve months of employment\*”. This statement only refers to Page 2 – Desirable Criteria -Point 3.

Essential Criteria – Point 10 – Replace “NSW” with “Australian”.

It was also recommended that the Consultative Committee endorse the Competency Criteria document of Customer Service Officer (Planning & Regulation) with the following amendment:-

Skill Step Three – delete “Demonstrates through keyboard skills”

### Corporate Services Officer

The Position Description of Corporate Services Officer was submitted for endorsement by the committee.

Coordinator Human Resources, Mrs Bronwyn Newton advised the Committee that the position is currently vacant and that the Manager Corporate Services (positions supervisor) had been consulted regarding the changes.

The following amendments to the Position Description of Corporate Services Officer were recommended by the committee:-

Responsibilities – Records Management - Point 4 - add “of” – Should read as below  
“Provide efficient systems support and dissemination of reports such as “complaints” and “requests” in a timely manner”

Essential Criteria Add Point – “Demonstrated attention to detail”  
Essential Criteria – Point 9 – Replace “NSW” with “Australian”.

Desirable Criteria – Point 1 – Add “Freedom of Information Act”– Should read as below  
“Experience in Local Government and working knowledge of the Local Government Act (1993), State Records Act (1998), Privacy and Personal Information Protection Act (1998), Freedom of Information Act and other relevant legislation and regulations”

### RECOMMENDATION:

It was recommended that the Consultative Committee endorse the Position Description of Corporate Services Officer with the following amendments:-

Responsibilities – Records Management - Point 4 - add “of” – Should read as below  
“Provide efficient systems support and dissemination of reports such as “complaints” and “requests” in a timely manner”

Essential Criteria Add Point – “Demonstrated attention to detail”  
Essential Criteria – Point 9 – Replace “NSW” with “Australian”.

Desirable Criteria – Point 1 – Add “Freedom of Information Act”– Should read as below  
“Experience in Local Government and working knowledge of the Local Government Act (1993), State Records Act (1998), Privacy and Personal Information Protection Act (1998), Freedom of Information Act and other relevant legislation and regulations”

**SHIRE OF WALGETT – AGENDA**

**Accountant**

The Position Description of Accountant was submitted for endorsement by the committee.

Coordinator Human Resources, Mrs Bronwyn Newton advised the Committee that the position is currently vacant and that the Manager Corporate Services (positions supervisor) had been consulted regarding the changes.

The following amendment to the Position Description of Accountant was recommended by the committee:-

Essential Criteria – Point 14 – Replace “NSW” with “Australian”.

**RECOMMENDATION:**

**It was recommended that the Consultative Committee endorse the Position Description of Accountant with the following amendment:-**

**Essential Criteria – Point 9 – Replace “NSW” with “Australian”.**

**There being no further business the meeting closed at 4.50pm**

**Next Meeting of the Consultative Committee Meeting will be held on  
7<sup>th</sup> March 2007 at 3.00pm at the Council Chambers Meeting Room.**

**COMMITTEE MINUTES TO COUNCIL MEETING 17 JULY 2007**

**Item No:** 38

**Subject:** Walgett Shire Council Consultative Committee Minutes – 7 March 2007

**Author:** Consultative Committee

**File No:** 145/04/07/00

**MINUTES OF THE MEETING  
WALGETT SHIRE COUNCIL CONSULTATIVE COMMITTEE**

FILE: 145/04/07

The following are minutes of the Walgett Shire Council Consultative Committee Meeting held on Wednesday, 7 March 2007 in the Walgett Council Chambers, commencing at 3.15pm.

**1. PRESENT**

Bronwyn Newton	Secretary
Janet Babic	Management Representative
Roy White	Management Representative
Len Smyth	DEPA Representative
John Radman	Committee Member
<b>Observer: Terry Dray</b>	<b>United Services Union</b>

**2. APOLOGIES**

Stephen McLean	Management Representative
Ian Taylor	LGEA Representative

**3. MINUTES**

The Minutes of the Consultative Committee Meeting held on Wednesday, 7<sup>th</sup> March 2007 were confirmed, with no amendments required.

**4. BUSINESS ARISING**

**Confirmation of Committee Minutes and Recommendations**

United Services Union Representative, Mr Terry Dray enquired if there was a procedure to ensure that the General Manager approves the recommendations of the Consultative Committee.

United Services Union Representative, Mr Terry Dray offered to supply an example of the wording used by other Council's Consultative Committee's to ensure the General Manager approves the recommendations of the Consultative Committee.

**RECOMMENDATION:**

**United Services Union Representative, Mr Terry Dray to supply an example of the wording used by other Council's Consultative Committee's to ensure the General Manager approves the recommendations of the Consultative Committee.**

**Nominations – Committee Members**

Secretary, Bronwyn Newton advised that the Consultative Committee had received no nomination interests from employees to become a member of the Consultative Committee.

It was suggested that the Consultative Committee should approach the recently elected United Services Union Representative for Walgett Shire Council Mr Greg Lyons.

United Services Union Representative, Mr Terry Dray advised that Walgett Shire Council's Union Representative Mr Greg Lyons had resigned from the position.

United Services Union Representative, Mr Terry Dray confirmed that he is currently discussing Walgett Shire's Union Representative position with Mr Andrew Bostock. Mr Dray has requested that Mr Bostock be supplied with nomination forms to become a member of the Consultative Committee.

**RECOMMENDATION:**

**Secretary, Mrs Bronwyn Newton to supply a nomination form to Mr Andrew Bostock to become a member of the Walgett Shire Council Consultative Committee.**

**5. GENERAL BUSINESS**

**Payment for Relief Duties Policy**

Secretary, Bronwyn Newton distributed copies of the Payment for Relief Duties policy and read the comments received from Mr Ian Taylor.

Secretary, Mrs Bronwyn Newton advised the committee that this policy has been developed to overcome the problem where a staff member is doing additional workload outside their position description.

Secretary, Mrs Bronwyn Newton advised that the additional work may be from a lower paid position and therefore higher duties payment could not be applied.

The committee discussed problems and grey areas within the policy and suggested that the policy be reviewed and rediscussed at the next meeting to be held 4<sup>th</sup> April 2007.

**RECOMMENDATION:**

**It was recommended that the Consultative Committee review the Payment for Relief Duties Policy and discuss at the meeting to be held 4<sup>th</sup> April 2007.**

**Drug & Alcohol Policy**

Secretary, Bronwyn Newton distributed copies of the Drug & Alcohol policy and advised that the Drug & Alcohol policy has been submitted to the Consultative Committee for review and endorsement before being presented to Council for endorsement.

The committee identified that the disciplinary procedures when an employee is intoxicated will need to be established considering different levels of intoxication. It was suggested that the policy be reviewed and rediscussed at the next meeting to be held 4<sup>th</sup> April 2007.

**RECOMMENDATION:**

**It was recommended that the Consultative Committee review the Drug & Alcohol Policy and discuss at the meeting to be held 4<sup>th</sup> April 2007.**

**Safe Working Method Statements**

Secretary, Mrs Bronwyn Newton advised the Consultative Committee that she had received a request from the Occupational Health Safety Coordinator, Mr David Callander for the Consultative Committee to review Safe Working Method Statements as requested from the General Manager.

United Services Union Representative, Mr Terry Dray advised that Safe Working Methods Statements fall outside the scope of what the Consultative Committee is designed to deal with.

It was agreed that it would be appropriate for the Occupational Health & Safety Committee to review Safe Working Method Statements.

Considering the disbandment of the Occupational Health & Safety Committee it was recommended that the Occupational Health & Safety Coordinator, Mr David Callander, the employee using the safe working method and the employee's supervisor should review the Safe Working Method Statement.

**RECOMMENDATION:**

**It was recommended by the Consultative Committee that Safe Working Method Statements should be reviewed by the following Three (3) employees:-**

- # Occupational Health & Safety Coordinator, Mr David Callander**
- # Employee using the Safe Working Method**
- # Employees supervisor.**

*Note: -*

Terry Dray, United Services Union Representative department the meeting 4.15pm.

**Assets Officer**

The Competency Criteria of Assets Officer (Grade 12) was resubmitted for endorsement by the committee. Manager Engineering, Mr Alan Nelson was invited to the consultative Committee meeting to discuss the Competency Criteria of Assets Officer and provide clarification on how the following points relate to the Position Description of Assets officer.

Entry Level – *“Develop, coordinate and promote programs for the community in conjunction with other service providers, organizations & groups”*

Skill Step Three – Point 1 – *“Establish strong relationship with key industrial bodies”*

Skill Step Three – Point 4 – *“Ability to encourage community representation and participation of available and possible services”*

Manager Engineering, Mr Alan Nelson advised the committee that the position of Assets Officer had been redesigned to include the Reserve Trust Secretary tasks which he was not involved with. Manager Engineering, Mr Nelson suggested the following changes to the Competency Criteria document of Assets Officer

Delete - Entry Level – *“Develop, coordinate and promote programs for the community in conjunction with other service providers, organizations & groups”*

SHIRE OF WALGETT – AGENDA

Skill Step Three – Point 1 – Should read as below

*“Establish strong relationship with key industrial players and peer support groups in relation to Assets Management matters”.*

Skill Step Three – Point 4 Replace “of” with “in”– Should read as below

*“Ability to encourage community representation and participation in available and possible services.*

**RECOMMENDATION:**

**It was recommended that the Consultative Committee endorse the Competency Criteria of Assets Officer with the following amendments:-**

**Delete - Entry Level – “Develop, coordinate and promote programs for the community in conjunction with other service providers, organizations & groups”**

**Skill Step Three – Point 1 – Should read as below**

***“Establish strong relationship with key industrial players and peer support groups in relation to Assets Management matters”.***

**Skill Step Three – Point 4 Replace “of” with “in”– Should read as below**

***“Ability to encourage community representation and participation in available and possible services.***

**There being no further business the meeting closed at 4.30pm**

**Next Meeting of the Consultative Committee Meeting will be held on  
4<sup>th</sup> April 2007 at 3.00pm at the Council Chambers Meeting Room.**

I advise that in accordance with my delegated authority, the determinations of the Consultative Committee contained in this report are approved.

Signed: \_\_\_\_\_



Mr Stephen McLean, General Manager

**COMMITTEE MINUTES TO COUNCIL MEETING 17 JULY 2007**

**Item No:** 39

**Subject:** Walgett Shire Council Consultative Committee Minutes – 4 April 2007

**Author:** Consultative Committee

**File No:** 145/04/07/00

**MINUTES OF THE MEETING  
WALGETT SHIRE COUNCIL CONSULTATIVE COMMITTEE**

FILE: 145/04/07

The following are minutes of the Walgett Shire Council Consultative Committee Meeting held on Wednesday, 4 April 2007 in the Walgett Council Chambers, commencing at 3.18pm.

**1. PRESENT**

Bronwyn Newton	Secretary
Ian Taylor	LGEA Representative
Len Smyth	DEPA Representative
John Radman	Committee Member
<b>Observer: Terry Dray</b>	<b>United Services Union</b>
3.18pm Roy White	Management Representative

**2. APOLOGIES**

Stephen McLean	Management Representative
Janet Babic	Management Representative

**3. MINUTES**

The Minutes of the Consultative Committee Meeting held on Wednesday, 7<sup>th</sup> March 2007 were confirmed, with no amendments required.

**4. BUSINESS ARISING**

**Confirmation of Committee Minutes and Recommendations**

United Services Union Representative, Mr Terry Dray enquired if Mrs Bronwyn Newton, Secretary had received the example wording sent by Mr Dray. Secretary, Mrs Bronwyn Newton confirmed the following example had been received:

*"I advise that in accordance with my delegated authority, the determinations of the Consultative Committee contained in this report are approved."*

Signed \_\_\_\_\_ *Mr Stephen McLean, General Manager*

**RECOMMENDATION:**

It was recommended that the wording below be added to the last page of all confirmed Consultative Committee Minutes commencing with the minutes 7<sup>th</sup> March 2007.

*"I advise that in accordance with my delegated authority, the determinations of the Consultative Committee contained in this report are approved."*

Signed: \_\_\_\_\_ *Mr Stephen McLean, General Manager*

**Nominations – Committee Members**

Secretary, Mrs Bronwyn Newton advised that Mr Andrew Bostock, Walgett Shire Council United Services Union delegate had nominated to become a member of the Consultative Committee.

**RECOMMENDATION:**

**It was recommended that the Consultative Committee accept Mr Andrew Bostock's nomination to become a member of the Walgett Shire Council Consultative Committee.**

**Secretary, Mrs Bronwyn Newton to invite Mr Bostock to all Consultative Committee meetings commencing with the next meeting to be held 2<sup>nd</sup> May 2007.**

**5. GENERAL BUSINESS**

**Payment for Relief Duties Policy**

The committee further discussed the policy identifying problems and grey areas within the document. It was suggested that Mr Stephen McLean, General Manager be involved in discussing the policy with the intention to improve the wording of the document.

Whilst discussing the Payment for Relief Duties Policy the Higher Duties policy was also mentioned and enquiries were made on what effects the policies have on each other.

**RECOMMENDATION:**

**It was recommended that the Consultative Committee invite Mr Stephen McLean, General Manager to discuss the Payment for Relief Duties Policy with the intention to improve the wording of the document.**

**It was recommended that the Consultative Committee review the Higher Duties Policy and discuss at the meeting to be held 2<sup>nd</sup> May 2007.**

**Drug & Alcohol Policy**

The Committee discussed the Drug & Alcohol policy and have suggested that the policy be referred to Mr David Callander, Occupational Health & Safety Coordinator for further development before endorsement.

The committee also request that the disciplinary procedures be more detailed to make the Drug & Alcohol Policy a more comprehensive document

United Services Union Representative, Mr Terry Dray advised that the Workcover document "Alcohol and other drugs in the workplace" could be used to improve the current Drug and Alcohol policy.

**RECOMMENDATION:**

The Committee recommend that the Drug & Alcohol policy be reviewed by Mr David Callander, Occupational Health & Safety Coordinator using the Workcover Document “Alcohol and other drugs in the workplace”.

**Hearing Protection Policy**

The Committee noted the Hearing Protection policy and have no objections.

**RECOMMENDATION:**

It was recommended by the Consultative Committee that the Hearing Protection policy be noted with no objections.

**Employee Assistance Program**

The Committee discussed the Employee Assistance Program (EAP) and have suggested further development take place before endorsement. The committee suggest that Counselling providers should be noted in the EAP document.

Coordinator Human Resources, Mrs Bronwyn Newton advised that Mr David Callander, Occupational Health & Safety Coordinator is currently seeking information on Counselling providers that visit Walgett Shire.

It was noted that the EAP will be further developed during the development of the Drug & Alcohol Policy and that the Workcover document “Alcohol and other Drugs in the Workplace” could also be used to assist developing the EAP.

**Youth Development Officer**

Coordinator Human Resources, Mrs Bronwyn Newton advised the committee for informational purposes only that the Youth Development Officer incumbent has had a Flexible Work Practice (Flexible hours arrangement) approved by his manager to work from 7.45am to 4.30pm with a half an hour’s lunch break on Monday’s and Wednesday’s.

**Motor Vehicle Policy**

The Committee noted that the Motor Vehicle policy had not been referred to the Consultative Committee for comments prior to being submitted to the March 2007 Council meeting for adoption.

Coordinator Human Resources, Mrs Bronwyn Newton advised problems with the wording of “Radius” and the use of different maps to ascertain if the employee should be paying for their own fuel under private use.

It was also noted that some employees may not be aware of the Motor Vehicle policy and what category they would refer to for their own agreement.

**RECOMMENDATION:**

The committee have recommended that the Motor Vehicle policy be circulated to the following listed employees for comments and questions:-

- Alan Nelson
- Andrew Bostock
- Barry Maher
- Barry Murray
- Emma Darcy
- Garry Molloy
- George McCormick
- Glen Molloy
- Greg Leersen
- Ian Taylor
- Len Smyth
- Matthew Goodwin
- Roy White
- Stephen McLean
- Trevor Campbell
- Wayne Holden

All feedback to be submitted prior to the next Consultative Committee meeting to be held 2<sup>nd</sup> May 2007.

There being no further business the meeting closed at 4.18pm

Next Meeting of the Consultative Committee Meeting will be held on 2<sup>nd</sup> May 2007 at 3.00pm at the Council Chambers Meeting Room.

I advise that in accordance with my delegated authority, the determinations of the Consultative Committee contained in this report are approved.

Signed:  Mr Stephen McLean, General Manager

**COMMITTEE MINUTES TO COUNCIL MEETING 17 JULY 2007**

**Item No:** 40  
**Subject:** Walgett Shire Council Consultative Committee Minutes – 2 May 2007  
**Author:** Consultative Committee  
**File No:** 145/04/07/00

**MINUTES OF THE MEETING  
WALGETT SHIRE COUNCIL CONSULTATIVE COMMITTEE**

**FILE: 145/04/07**

The following are minutes of the Walgett Shire Council Consultative Committee Meeting held on Tuesday, 2 May 2007 in the Walgett Council Chambers, commencing at 3.00pm.

**1. PRESENT**

Jan Taylor	Chairperson (LGEA Representative)
Bronwyn Newton	Secretary
Andrew Bostock	Committee Member (United Services Union Representative)

**Observer:** Terry Dray – United Services Union

**2. APOLOGIES**

Janet Babic	Deputy Chairperson (Management Representative)
Stephen McLean	Management Representative
Roy White	Management Representative
John Radman	Committee Member
Len Smyth	Committee Member (DEPA Representative)

Due to lack of a quorum this meeting was cancelled. Dates were discussed for a special meeting to take place however no suitable date was identified before the next meeting date to be held Wednesday, 6<sup>th</sup> June 2007.

**Committee Members – Additional Information**

Please find additional Agenda items that were distributed to members present on Wednesday, 2<sup>nd</sup> May 2007 Consultative Committee Meeting: -

- Customer Service Officer (Receptionist/Cashier) - Position Description for Endorsement
- Motor Vehicle Policy Feedback
- Safe Work Method Statement – Safe use of refrigerant in Motor Vehicles - Submitted by OH&S Coordinator
- Drug & Alcohol Policy – Submitted for Endorsement by OH&S Coordinator

Higher Duties Policy - Please find attached a copy of Council's Salary System Foundation rules which refer to Higher Duties payment to employees.

**Next Meeting of the Consultative Committee Meeting will be held on 6<sup>th</sup> June 2007 at 3.00pm at the Council Chambers Meeting Room.**

**COMMITTEE MINUTES TO COUNCIL MEETING 17 JULY 2007**

**Item No:** 41

**Subject:** Walgett Shire Council Consultative Committee Minutes – 6 June 2007

**Author:** Consultative Committee

**File No:** 145/04/07/00

**MINUTES OF THE MEETING  
WALGETT SHIRE COUNCIL CONSULTATIVE COMMITTEE**

FILE: 145/04/07

The following are minutes of the Walgett Shire Council Consultative Committee Meeting held on Wednesday, 6 June 2007 in the Walgett Council Chambers, commencing at 3.00pm.

**1. PRESENT**

Ian Taylor	Chairperson (LGEA Representative)
Janet Babic	Deputy Chairperson (Management Representative)
Bronwyn Newton	Secretary
Len Smyth	Committee Member (DEPA Representative)
Andrew Bostock	Committee Member (United Services Union)

**2. APOLOGIES**

Stephen McLean	Management Representative
Roy White	Management Representative
John Radman	Committee Member

**Observer:** Terry Dray      **United Services Union**

**3. MINUTES**

The Minutes of the Consultative Committee Meeting held on Wednesday, 4<sup>th</sup> April 2007 and 2<sup>nd</sup> May 2007 were confirmed, with no amendments required.

**4. BUSINESS ARISING**

**Payment for Relief Duties Policy**

The committee further discussed the Payment for Relief Duties Policy noting that it was developed due to omissions in current Position Descriptions. The committee identified problems and grey areas within the document that may cause issues with consistency of application, equality and the possibility of abuse of the policy.

It was suggested that there would not be many applications under this policy since the introduction of the Labour Market Premium Policy. The committee was advised that a number of applications had been received under the Payment for Relief Duties Policy.

The committee was advised that the Labour Market Premium Policy and Higher Duties payments were separate to the Payment for Relief Duties Policy. The Committee was advised that the Higher Duties payment could not be applied in some cases as the additional works may come from a position from a lower grade.

The Committee was informed that Management were considering in the next financial year, seeking advice from an external source to review all Position Descriptions, the Salary Structure System and the Staff Appraisal system.

**RECOMMENDATION:**

It was recommended that the Consultative Committee support Management's concept to seek external assistance in reviewing all Position Descriptions, the Salary Structure System and the Staff Appraisal System with the view of eliminating the need for the Payment for Relief Duties Policy.

The Consultative Committee also notes that the Payment for Relief Duties Policy appears to have inherent problems such as equality, Open to abuse and Consistency of application.

**Higher Duties Policy**

The Committee reviewed the paragraph relating to Higher Duties payment as noted in the Salary System Foundation Rules. It was agreed that this paragraph supplies insufficient advice regarding the application of Higher Duties.

The Consultative Committee is to develop a new Higher Duties Policy. Members are encouraged to table their concepts/ideas at the next ordinary Consultative Committee meeting to be held 3.00pm, Wednesday 4<sup>th</sup> July 2007.

**RECOMMENDATION:**

It was recommended that the Consultative Committee place the Higher Duties Policy on the next ordinary Consultative Committee Meeting Agenda to be held 3.00pm, Wednesday 4<sup>th</sup> July 2007.

**Motor Vehicle Policy**

The Committee noted feedback it had received from employees regarding the Motor Vehicle Policy. It was recommended that the Map defining the 400km radius should be attached to the Motor Vehicle Policy.

It was also recommended that the Termination of Agreement clause include termination in accordance with the Local Government State Award 2004 – Motor Vehicle Leaseback Clause.

*The Local Government State Award 2004  
Motor Vehicle Leaseback*

*Where a Council and an employee enter into a motor vehicle lease back agreement on or after the date of commencement of this award, the Council shall give a minimum of 12 months written notice of termination of the agreement*

*The notice requirement of this clause shall not apply on termination of employment; loss of licence; breach of the leaseback agreement or if the employee accepts a new position with the Council.*

**RECOMMENDATION:**

It was recommended that the Consultative Committee request the following additions be included in the recently adopted Motor Vehicle Policy: -

The attached Map defining the 400km radius

Termination of Agreement clause include the wording “Termination in accordance with the Local Government State Award 2004 – Motor Vehicle Leaseback clause”

### Drug & Alcohol Policy

Secretary, Mrs Bronwyn Newton supplied copies of the devised Drug & Alcohol Policy to members of the Consultative Committee present at the meeting.

Members took a short time to read through the document briefly and have made the following suggestions:-

Page 8 –

Paragraph One – Line Two Delete “normal”

Paragraph One – Line Two Delete “except at a recognised social event”

Paragraph Two – Line Two Replace “34” with “31”

Heading – Insert Heading above “TESTING” – “METHODS”

Make heading “TESTING” a sub heading “Testing”

Include number One (1) in front of first paragraph under “Testing”

Paragraph One should read as follows:-

*“Presents for work and there is a reasonable belief that the employee is considered to be under the influence of drugs and/or alcohol, refuses assistance, direction or disputes the assessment,”*

Include number Two (2) in front of second paragraph under “Testing”

Paragraph Three – Line Two Delete “AS”

Paragraph Three – Line Two Insert “Device” after Type II

Paragraph Three – Line Three Delete “other”

Paragraph Four should read as follows:-

*“In cases where workplace tests are positive and results are in dispute after a second test, the matter may be referred to a suitably qualified medical practitioner who will be engaged to conduct a second round of testing.”*

Page 9-

Make heading “RANDOM TESTING” a sub heading “Random Testing”

Paragraph Two add “and/or Council’s Occupational Health and Safety Coordinator” after Council’s Coordinator Human Resources.

Paragraph Four add “and/or Council’s Occupational Health and Safety Coordinator” after Council’s Coordinator Human Resources.

Page 10-

Heading – Insert Heading above “TESTING FOR ALCOHOL” – “PENALTIES”

Replace “TESTING FOR ALCOHOL” Heading with “Alcohol”

Replace “TESTING FOR DRUGS” Heading with “Illicit Drugs”

Page 11-

Delete “SUSPENSION/TERMINATION” Heading

Page 12 -

Delete "REPEATED OFFENCE" heading

Delete "PROCEDURES FOR ALOCHOL TESTING" heading and sentence under heading.

Delete "PROCEDURES FOR DRUG TESTING" heading and sentence under heading.

**RECOMMENDATION:**

It was recommended that the Consultative Committee request the following suggestions be considered before the adoption of the Drug & Alcohol Policy:-

Page 8 –

Paragraph One – Line Two Delete "normal"

Paragraph One – Line Two Delete "except at a recognised social event"

Paragraph Two – Line Two Replace "34" with "31"

Heading – Insert Heading above "TESTING" – "METHODS"

Make heading "TESTING" a sub heading "Testing"

Include number One (1) in front of first paragraph under "Testing"

Paragraph One should read as follows:-

*"Presents for work and there is a reasonable belief that the employee is considered to be under the influence of drugs and/or alcohol, refuses assistance, direction or disputes the assessment,"*

Include number Two (2) in front of second paragraph under "Testing"

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Page 9-

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Page 10-

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Replace "TESTING FOR ALCOHOL" Heading with "Alcohol"

Replace "TESTING FOR DRUGS" Heading with "Illicit Drugs"

Page 11-

Delete "SUSPENSION/TERMINATION" Heading

Page 12 -

Delete "REPEATED OFFENCE" heading

Delete "PROCEDURES FOR ALOCHOL TESTING" heading and sentence under heading.

Delete "PROCEDURES FOR DRUG TESTING" heading and sentence under heading.

Meeting was adjourned at 5.10pm  
Meeting to reconvene on Wednesday 13<sup>th</sup> June 2007 at 3pm in the Council  
Chambers Meeting Room.

I advise that in accordance with my delegated authority, the determinations of the  
Consultative Committee contained in this report are approved.

Signed:  Mr Stephen McLean, General Manager

**REPRESENTATIVE REPORTS TO COUNCIL MEETING 17 JULY 2007**

**Item No:**

**Subject:**

**Author:**

**File No:**

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No reports submitted.