



WALGETT SHIRE COUNCIL

AGENDA

23 March 2010

RAY KENT
General Manager



16 March 2010

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 **Gem Room at the Lightning Ridge Bowling Club commencing at 10.00am.**

NOTE that a tour of inspection will depart from in front of the Bowling Club at 9.00am. Sites to be inspected include: The Visitor information Centre; Bore Baths; Diving Pool pipeline; new caravan park; front of library.

AGENDA

1. Opening of Meeting

2. Acknowledgement of Traditional Owners

I would like to acknowledge the traditional owners of the lands within the Walgett Shire and I would also like to acknowledge the Aboriginal and Torres Strait Islander people who now reside within this Shire.

3. Apologies

4. Welcome to Visitors

5. Public Forum Presentations

(Limited to five minute presentations, and must relate to items listed within the Business Paper)

- Presentation from Main Street Beautification Consultants

6. Declaration of Pecuniary/Non Pecuniary Interests

7. Confirmation of Minutes

8. Reserve Trust Management Committee Reports

Refer to Closed Session for the following Reports:

- Tender UIST-03-10 – Management of Walgett Memorial Swimming Pool
- Tender UIST-04-10 – Management of Collarenebri Swimming Pool

9. Mayoral Minutes

- A. Walgett Shire Council Mayoral Minute 31

10. Motions of which Notice has been given

11. Presentation of Petitions

12. Councillor's Questions with Notice

13. Reports of Delegates and Representatives

1. Minutes of Meeting of the Orana Regional Organisation of Councils (OROC)..... 33
2. Minutes of Walgett Interagency Meeting 51
3. Castlereagh Macquarie County Council Minutes – December 2009 56
4. Minutes of the Flood Management Authorities Quarterly meeting 61
5. Minutes of Namoi Peel Customer Service Committee Meeting 74
6. Walgett Local Area Traffic Committee..... 82

14. Reservation of items for Debate

15. Reports of Officers

GENERAL MANAGER

7. Minutes of the December 2009 Meeting of the Rowena Precinct Committee 87
8. Council Decisions Action Report– 23.02.10 93

DIRECTOR CORPORATE AND COMMUNITY SERVICES

9. Internally Restricted Funds 100
10. Externally Restricted Funds 102
11. Cash on Hand and Investment Report as at 28 February 2010..... 104
12. Draft Human Resource Proposals 107
13. Draft Emergency Services Leave Policy 139
14. Tourism Branding 144
15. Community Partnerships Report..... 156
16. Report on Youth Development and Services – November 2009 to February 2010.... 158
17. Land Register 167

DIRECTOR PLANNING AND REGULATORY SERVICES

18. Policy - Building near Council Utility Systems 215
19. Development and Complying Development Certificate Applications 220
20. Castlereagh Macquarie County Council Invoice: Fruit Fly Control..... 226
21. Local Approvals Policy - Proposed Exemption to Permit Camping at the Burren Junction Bore Baths..... 229
22. Soil Contamination, Walgett Airport soil 234
23. 2009/2010 Local Heritage Fund Grants 240

DIRECTOR URBAN INFRASTRUCTURE SERVICES

24. Future of the Walgett Saleyards..... 244
25. The Future of the Walgett Medical Centre Building 248
26. Asset Management Policy 251
27. Walgett Cemetery Memorial Garden Proposal..... 262

16. Reports of Committees

17. Questions without notice from Councillors

18. Confidential Reports/Closed Council Meeting

1. Engagement of Casual Employee..... 3
2. Tender UIS-02-10 - Installation of Water Meters in Lightning Ridge and Carinda..... 5
3. Tender UIST-03-10 – Management of Walgett Memorial Swimming Pool..... 8
4. Tender – UIST-04-10 – Management of Collarenebri Swimming Pool 10
5. Footpath Replacement Programme Walgett 12

19. Close of Meeting

3. Apologies

6. Declaration of Pecuniary/Non Pecuniary Interests

7. Confirmation of Minutes

DRAFT

WALGETT SHIRE COUNCIL

MINUTES

23 February 2010

RAY KENT
General Manager

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

MINUTES OF THE MEETING OF THE WALGETT SHIRE COUNCIL HELD AT THE COUNCIL CHAMBERS ON TUESDAY 23 FEBRUARY 2010 COMMENCING AT 10:05AM

PRESENT

Clr I Woodcock (Mayor)
Clr Martinez
Clr K Smith
Clr L Walford
Clr R Greenaway
Clr D Lane
Clr J Keir (arrived at 10.10am)
Clr G Murray (arrived 10.12am)
Ray Kent (General Manager)
Ms C Medcalf (Director Corporate & Community Services)
Mr I Taylor (Director, Rural Infrastructure & Support Services)
Mr F Coralde (Director, Urban Infrastructure Services)
Mr M Goodwin (Director, Planning and Regulatory Services)
Mrs J Campbell (Minute Secretary)

Apologies

1/2010	Apologies
Resolution: That an apology be accepted from Clr Colless and leave of absence be granted. Moved: Clr Greenaway Seconded: Clr Keir CARRIED	

Welcome to Visitors

The Mayor welcomed all visitors to the meeting and acknowledged the traditional owners of the land.

Public Forum Presentations

Philomena McCue from the Lightning Arts and Craft Centre

Item 1 Lightning Ridge Reserve (R230055) Reserve Trust

Philomena raised some concerns that she would like to see addressed at the Lightning Ridge Arts & Craft Centre:

- Permission to tap into the optic fibre that is currently going into the Library to allow the telephone to be put on
- A more secure fence to be installed around the perimeter of the Centre

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

- Some kind of cooling system to be installed
- Painting of the western wall with a mural

2/2010 Proposals from the Lightning Ridge Arts and Craft Centre

Resolution:

That permission to connect the phone using the fibre optic connection going into the Library for the Lightning Ridge Arts & Craft Inc be granted immediately and that the other proposals advised in her public forum presentation be taken into consideration in the formulation of the 2010/2011 budget.

Moved: Clr Greenaway

Seconded: Clr Lane

CARRIED

10.10am *Clr Keir entered the meeting*

Marlene Cutler and Johnny Witts from the Collarenebri Golf Course Incorporated
Item 2 Collarenebri (R82811) Reserve Trust – Collarenebri Golf Course Incorporated

The representatives raised concerns regarding the cost of obtaining Public Liability insurance for the Golf Course given that the Club is effectively non-operational. They will consider seeking a temporary licence.

10.12am *Clr Murray entered the meeting*

Dr Elizabeth Smith representing the Australian Opal Centre
Item 9 Funding Request – Australian Opal centre

- Expressed the desire for the funding request outlined in item 9 to be approved.
- Expressed concern regarding the funding opportunity that will lapse if the request for funding from Council is not approved.

10.30am *Clr Walford left the meeting*

10.35am *Clr Walford returned to the meeting*

Mr Jack Baker and Mr Alan Friend from the Walgett Ratepayers Association
Walgett Weir

- Raised their concern about the height of the weir and the fact that water is not being kept in Walgett for use.
- Outlined the history of the Walgett weir

3/2010 Request the Western Division make deputation to State and Federal Water Ministers

Resolution:

That Council approach the Western Division Conference to organise a deputation to the State and Federal Water Ministers proposing that every town along the Barwon Darling river system endeavour to keep the level of their weir to a comparable height to ensure a secure water supply for each town and village and to properly supply a water feature for each town and village.

Moved: Clr Walford

Seconded: Clr Keir

CARRIED

Michael Fuller and Aleks Dobrochodow, from Busy Street

Presented their final report on Tourism branding

Declaration of Pecuniary/Non Pecuniary Interests

- Clr Lane declared a Non Pecuniary Interest in Item 21 – State Emergency Fleet
- Clr Greenaway declared a Non Pecuniary Interest in item 12 – Community Development and Tourism Quarterly Report – October 2009 to January 2010 and any item that relates to Namoi House

4/2010 Confirmation of Minutes – 15 December 2009

Resolution:

1. That the minutes of the Council meeting held on the 15th December 2009 be confirmed.

Moved: Clr Lane

Seconded: Clr Keir

CARRIED

Clr Murray raised a concern that in council resolution 387/09, the current advertising was not changed for the water restrictions. The Director Urban Infrastructure Services advised that he would address the matter.

5/2010 Confirmation of Minutes – 19 January 2010

Resolution:

1. That the minutes of the Extraordinary Council meeting held on the 19th January 2010 be confirmed.

Moved: Clr Greenaway

Seconded: Clr Lane

CARRIED

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

6/2010 Lightning Ridge (R230055) Reserve Trust	
Resolution:	
That:	
1.	A licence for 3 years be issued to the Lightning Ridge Arts and Craft Council Incorporated for use of part of Lot 8 DP1123745 (previously gazetted as Lot 166 DP820444) as an Arts and Craft Centre.
2.	The rent fee be \$410 per annum.
3.	The Mayor and General Manager be authorised to sign the licence.
Moved:	Clr Murary
Seconded:	Clr Lane
CARRIED	
7/2010 Collarenebri (R82811) Reserve Trust - Collarenebri Golf Course Incorporated	
Resolution:	
That:	
1.	A licence be issued to the Collarenebri Golf Course Incorporated for use of part Lot 57 DP752673 as a Golf Course.
2.	The rent fee be \$410 per annum.
3.	The Mayor and General Manager be authorised to sign the licence.
Moved:	Clr Greenaway
Seconded:	Clr Smith
CARRIED	

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

8/2010 Collarenebri (R82811) Reserve Trust – Mulga Mudlarks

Resolution:

That:

1. A licence for 3 years be issued to the Mulga Mudlarks Incorporated for use of part Lot 57 DP752673 as a Mud Trials area.
2. The rent fee be \$410 per annum.
3. The Mayor and General Manager be authorised to sign the licence.

Moved: Clr Lane
Seconded: Clr Walford

CARRIED

DRAFT

9/2010 Investigation into interest free loans

Resolution:

That Council investigate any possible interest free loans for infrastructure in the context of budget deliberations.

Moved: Clr Greenaway
Seconded: Clr Murray

CARRIED

10/2010 Walgett Racecourse & Showground (D520009) Reserve Trust Report

Resolution:

1. That Council consider providing a \$50,000 annual budget for upgrading the Walgett Showgrounds as a new expenditure proposal at the time of formulation of the 2010/11 budget.

Moved: Clr Lane
Seconded: Clr Walford

CARRIED

Mayoral Minutes

Nil

Motions of which Notice has been given

11/2010 Notice of Motion – Walgett Levee – truck bypass route

Resolution:

1. That the council investigate the possibility of including a truck by-pass route with the upgrading of the Walgett levee bank.

Moved: Clr Murray

Seconded: Clr Lane

CARRIED

Presentation of Petitions

The Mayor presented a petition from 232 residents which stated:

“We, the undersigned being residents of Walgett Shire object to any proposal to relocate the War Memorial currently located at Fox and Wee Waa Streets”

12/2010 Petition from Walgett RSL Club

Resolution:

That Council receive the petition organised by the Walgett RSL Memorial Club regarding not moving the monument in Wee Waa and Fox Streets.

Moved: Clr Keir

Seconded: Clr Murray

CARRIED

Councillors Question with Notice

Clr Murray

Question 1:

Has the Carinda tip remediation been completed?

Response:

The Director Urban Infrastructure Services advised that the cleanup of the tip has been completed.

Question 2:

When is the fence being installed around the Skate Park and is there any action in place to paint over the Graffiti?

Response:

The Director Corporate and Community Services advised that applications for funding assistance to fence the skatepark have gone in and we are waiting results. Work is about to commence in the next 2 weeks (approximately) on the basketball/netball courts next to the skatepark. We are trying

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

to have the courts completed prior to the fencing being installed. In addition, we are waiting for delivery of water bubblers that will be installed at each of the skateparks.

The Director further advised that graffiti is an ongoing issue. Parks and Gardens staff are generally responsible for graffiti removal and youth services staff do some when they're up there.

Clr Greenaway

Question 1:

Does the Shire contribute financially towards Namoi House Inc. & if not why is Council involved in running Namoi House Inc.?

Response:

The Director Corporate and Community Services advised that Council does not contribute financially to Namoi House Inc. Councillors were provided with a detailed report in the Closed Session of the November meeting regarding this matter.

The discussion of this matter was moved into Closed Session.

13/2010 Community Safety Precinct Committee Minutes

Resolution:

1. That the Minutes be received and noted.

Moved: Clr Lane

Seconded: Clr Walford

CARRIED

NOTE: That an invitation be extended to Superintendent Bob Noble to attend the next meeting of Council in March at Lightning Ridge and that the Mayor and General Manager seek a meeting with the Superintendent prior to the Council Meeting.

- Clr Lane declared a Pecuniary Interest in any motion relating to the Silo at Burren Junction as he is an employee of the owners.

12.15pm Clr Lane left the Meeting

14/2010 Kamilaroi Highway at Burren Junction

Resolution:

That Council combine with Graincorp and write to the RTA about the possibility of moving the Kamilaroi Highway away from the Burren Junction Silo.

Moved: Greenaway

Seconded: Clr Murray

CARRIED

12.16pm Clr lane returned to the Meeting

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

15/2010 Walgett Local Traffic Committee

Resolution:

1. That Council note and adopts the recommendations of the meeting of the Local Area Traffic Committee on 17 December 2009 as follows:
 - a. Bus Zone – Rowena: Relocation to the north of the current location; and
 - b. Taxi Zone – Fox Street Walgett (southbound): Relocation from angle parking to parallel to kerb outside Gateway Hotel.

Moved: Clr Greenaway

Seconded: Clr Lane

CARRIED

12.20pm Clr Walford left the meeting

12.23pm Clr Walford returned to the meeting

16/2010 Walgett Local Emergency Management Committee

Resolution:

1. That Council note the minutes of the Walgett Local Emergency Management Committee meeting held 12 January 2010.

Moved: Clr Murray

Seconded: Clr Keir

CARRIED

17/2010 NSW Rural Fire Service North West Zone Service Level Agreement Committee Meeting

Resolution:

1. That Council note the draft minutes of the North West Zone NSW Rural Fire Service meeting held in accordance with the Service Level Agreement with its constituent councils December 2009.

Moved: Clr Greenaway

Seconded: Clr Smith

CARRIED

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

18/2010 Funding Request – Australian Opal Centre

Resolution:

That Council grant \$40,000 from the current budget to the Australian Opal Centre and that Council consider in its budget deliberations the allocation of \$20,000 in 2010/11 for operational costs of the Centre.

Moved: Clr Lane
Seconded: Clr Smith

CARRIED

19/2010 Request for Council to join the Murray Darling Association Inc in 2010/11

Resolution:

1. That membership of the Murray Darling Association be considered as a new expenditure proposal at the time of formulation of the 2010/2011 Budget.

Moved: Clr Murray
Seconded: Clr Greenaway

CARRIED

20/2010 “Sustaining Rural Communities” – National Conference, Narrabri

Resolution:

1. That all Councillors be authorised to attend the “Sustaining Rural Communities” National Conference to be held in Narrabri in April 2010.

Moved: Clr Walford
Seconded: Clr Lane

CARRIED

21/2010 Community Development and Tourism Quarterly Report – October 200 – January 2010

Resolution:

1. That the Community Development and Tourism quarterly report (October – January 2010) be received and noted.

Moved: Clr Keir
Seconded: Clr Lane

CARRIED

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

22/2010 Outback Regional Tourism Organisation - Symposium

Resolution:

1. That Councillors Lane, Walford and Martinez attend the Outback Regional Tourism Organisation Symposium in Lightning Ridge 22- 23 March 2010.

Moved: Clr Lane

Seconded: Clr Martinez

CARRIED

23/2010 LGSA Tourism Conference - 2010

Resolution:

1. That Councillor Lane be authorised to attend the LGSA Tourism Conference in March 2010.

Moved: Clr Martinez

Seconded: Clr Smith

CARRIED

WALGETT SHIRE COUNCIL MINUTES

Resolution:

- | | Organisation | Project | Request | Cost of Project / Activity | Recommendation | Stakeholders |
|----|---|--|------------|----------------------------|----------------|---|
| 1 | Walgett & District Pony Club | 6 day annual camp - request for donation of showground hire costs (cool room, microphone, floodlights, electricity, kitchen) | \$1,000.00 | \$36,800.00 | \$1,150.00 | Children & local retailers |
| 2 | Lightning Ridge Historical Society | 2010 Easter Exhibition & reprint of "An Old Chum Remembers" (x 500 books) | \$300.00 | \$1,314.00 | \$300.00 | Community (Historical significance) |
| 3 | Carinda Rugby Union Club (for Carinda Community) | Purchase of a Distributor for use by the whole Carinda Community | \$1,000.00 | \$5,145.00 | \$1,500.00 | Carinda Community (particularly high risk groups - elderly residents) |
| 4 | Barwon Aboriginal Corporation | Rugby League Gala Day (Sep 2010) | \$2,000.00 | \$6,000.00 | \$1,500.00 | Local Aboriginal men (with participation from NRL role models) & local retailers (visiting teams) |
| 5 | Opal & Gem Festival Inc. | Lightning Ridge Opal Festival - activities/competitions to promote the opal mining culture | \$500.00 | \$1,800.00 | \$521.00 | Community (OH&S emphasis & Tourism) |
| 6 | Lightning Ridge Community Radio Inc | 13th Birthday Celebrations (Annual "Picnic in the Park") | \$1,000.00 | \$3,000.00 | \$750.00 | Community (emphasis on bringing different cultures together and bringing visitors into Shire) |
| 7 | Lightning Ridge & Region Transcultural Community Council | Annual Picnic in Lions Park as part of "National Volunteer week" to thank all the volunteers in the community | \$600.00 | \$1,300.00 | \$600.00 | Community (volunteers to local services) |
| 8 | Lightning Ridge Swimming Club | Children's swimming carnival at Lightning Ridge pool (March 2010) | \$1,000.00 | \$2,000.00 | \$1,000.00 | Community - Youth (aimed at all youth across Shire) |
| 9 | Lightning Ridge Improvement & Beautification Committee | "Kidz Jamboree" (a Family Event held the Saturday following Goat Races) - assist funding of competitions and activities | \$600.00 | \$2,000.00 | \$600.00 | Community - Youth (aged to 18) & Families |
| 10 | Lightning Ridge Gymnastics Club Inc | Purchase of a photocopier | \$500.00 | not specified | \$500.00 | Community (Youth) |
| 11 | Ridge Ukulele Group | Attendance at a Cairns Ukulele festival in Cairns for Group Teacher/Coordinator | \$500.00 | \$1,200.00 | \$ nil | Ukelele Groups in Walgett & Lightning Ridge |
| 12 | Yawarra Meamei Women's Group Inc | Entry fee to pool & lunch for "Summer House Holiday Pool Day Activity" 2011 | \$400.00 | \$500.00 | \$400.00 | Disadvantaged single parents, carers, & their children |
| 13 | Walgett Aboriginal Medical Service (Yinaar Gaayili - Midwifery Program) | Purchase of resources & educational material for midwifery program (Program aims to increase birth weights, breastfeeding rates, improve parenting skills, & encourage fathers to be more active in parenting) | \$500.00 | \$500.00 | \$500.00 | Community (Health/Babies/Parenting) |
| | | TOTAL: | | | \$9,321.00 | |
| | Total 2009/2010 Budget | | \$15,000 | | | |
| | Allocated Round 1 | | \$5,315 | | | |
| | Advertising expense | | \$364 | | | |
| | Remaining available for Round 2 | | \$9,321 | | | |

CARRIED

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

25/2010 Quarterly Budget review as at 31st December 2009

Resolution:

1. That Council note the quarterly budget review for the period to 31 December 2009 and adopt the changes as recommended.

Moved: Clr Greenaway

Seconded: Clr Lane

CARRIED

26/2010 Cash on Hand and Investment Report as at January 2010

Resolution:

1. That the cash on hand and investment report as at 31 January 2010 be received

Moved: Clr Lane

Seconded: Clr Greenaway

CARRIED

27/2010 Budget Report 2010/2011

Resolution:

That:

1. Council adopts the budget timetable as detailed in the report.
2. Council adopts the Baseline Budget assumptions as detailed in the report.
3. Council resolves to move the Ordinary Council meeting from Tuesday 22 June 2010 to Monday 28 June 2010

Moved: Clr Martinez

Seconded: Clr Keir

CARRIED

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

28/2010 Rating Land Valuation Cycle

Motion:

1. That Walgett Shire Council support the retention of a four year land valuation cycle and communicate their decision to the New South Wales Valuer General.

Moved: Clr Murray
Seconded: Clr Walford

AMENDMENT

That Walgett Shire Council support a five year land valuation cycle and communicate their view to the New South Wales Valuer General

Moved: Clr Greenaway
Seconded: Clr Smith

**AMENDMENT BECAME MOTION
CARRIED**

29/2010 Crown Reserve Established over the Preserved Opal Field

Resolution:

That Council:

1. Note the letter dated 10 December 2010 from the Land and Property Management Authority regarding the establishment of Crown Reserve 1024168 over parts of the preserved opal fields, the termination of Permissive Occupancy 1985/19 and related matters.
2. Nominate the position of Councillor to be appointed to the management committee for Crown Reserve 1024168, with the Director Planning and Regulatory Services to act as an advisor to the Councillor.
3. Transfer \$189,000, which is presently held as internally restricted reserves, to the Reserve Trust for Crown Reserve 1024168 if the Trust or Land and Property Management Authority agree in writing to use the funds exclusively for land management works within the reserve or additional land acquisition for the reserve.
4. Request the Land and Property Management Authority to add a representative of the Lightning Ridge Tourist Association and a representative of the residents of the Preserved Opal Fields to the Management Committee for the Crown Reserve 1024168.
5. Nominate Councillor Lane to participate in the Management Committee for Crown Reserve 1024168 for Walgett Shire Council.

Moved: Clr Lane
Seconded: Clr Walford

CARRIED

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

1:16pm adjourned for lunch

1:50pm returned from lunch

1:50pm Clr Lane left the meeting

30/2010 State Emergency Services Fleet

Resolution:

That Council:

1. Endorse proceeding with the upgrading of the SES vehicle fleet to meet service standards over the next three years.

Moved: Clr Martinez

Seconded: Clr Smith

CARRIED

DRAFT

1:53pm Clr Lane returned to the meeting

31/2010 Leasing of High Utilisation Plant

Motion:

That Council:

1. Endorse calling tenders for the lease of two graders, two multi-tyred rollers, and one padfoot roller, on minimum terms of four years; and
2. Endorse the sale by tender or auction of both motor graders identified for disposal in council's strategic plant replacement program.

Moved: Clr Greenaway

Seconded: Clr Martinez

That consideration of this item be deferred until an investigation has been completed on cost and funding of purchase versus leasing options.

Moved: Clr Murray

Seconded: Clr Lane

CARRIED

32/2010 December 2009 Flood Event

Resolution:

1. That Council note the impact of the December 2009 Flood event on Walgett Shire roads.

Moved: Clr Greenaway

Seconded: Clr Keir

CARRIED

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

2:14pm Clr Martinez left the meeting

2:17pm Clr Martinez returned to the meeting

33/2010 Coonabarabran – Mungindi Road Improvement Proposal

Resolution:

That Council advise Warrumbungle Shire Council that:

2. Walgett Shire would contribute to the grant report on the basis of the proportion of the upgrade in each shire;
3. Walgett would nominally be prepared to allocate up to \$600,000 per annum to the project on a one third or 50% contribution basis; and
4. Walgett is willing to lead the Grant Submission Report preparation, using an external consultant project manager.

Moved: Clr Greenaway

Seconded: Clr Smith

CARRIED

NOTE: Clr Murray and Clr Keir asked that their vote against the motion be recorded.

34/2010 Delegate to Committee for the Coonabarabran – Mungindi Road Improvement Proposal

Resolution:

That Council:

Nominate Councillor Greenaway and the Director Rural Infrastructure and Support Services to be part of a committee for the Coonabarabran – Mungindi Road Improvement Proposal

Moved: Clr Keir

Seconded: Clr Smith

CARRIED

35/2010 Moree Plains Shire Council – Higher Productivity Vehicle Strategy

Resolution:

That Council:

1. Advise Moree Plains Shire Council that the proposed High Productivity Vehicle Routes compiled 20/11/09 are suitable to Walgett Shire Council.

Moved: Clr Smith

Seconded: Clr Greenaway

CARRIED

Questions Without Notice

Clr Murray

Question 1:

The water leaking next to the Carinda pub, what is happening with that?

Response:

The Director Planning & Regulatory services advised that he will take the question on notice and will ask his Building Surveyor to take a look at the situation.

Question 2:

Can an action report of what is discussed at Council meetings be put in the agenda with a date when things are completed?

Response:

The General Manager advised yes

Question 3:

With regard to the trees on the racecourse, is it possible for someone to knock them over?

Response:

The Director Urban Infrastructure Services advised yes

Clr Keir

Question 1:

With regard to the main street of Come-By-Chance, where are we going with the bitumen?

Response:

Both the Director of Rural Infrastructure and Support Services and the Director Urban Infrastructure Services advised that it is programmed to be commenced shortly.

Question 2:

I have provided copies of letters that have been written to Council in relation to the Walgett to Pilliga road. Does Council have copies of all of these and have they had a response?

Response:

The Director Rural Infrastructure and Support Services advised that most of them he has responded to.

Question 3:

Have we sold any flats yet?

Response:

The Director Corporate & Community Services advised that there was a successful negotiation with the Department of Housing to purchase 2 units. She further advised that the flats they are willing to purchase are one 3 bedroom in Arthur Street and a 2 bedroom in Gilbert Street, but only subject to their final pest and building inspections.

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

Question 4:

Is there a women's refugee about to be closed or is closed in Walgett?

Response:

The Director Corporate & Community Services advised that Barwon Cottage has temporarily closed its doors in relation to taking in new clients while they are restructuring the operation.

Question 5:

How are we going with Country Energy and the lightning upgrade of the CBD?

Response:

The Director Corporate & Community Services advised that it is all completed.

Clr Greenaway**Question 1:**

Could we investigate to see if we could put a large Solar type system into operate the lights at the Collarenebri Aerodrome?

Response:

The General Manager advised that he had spoken with a representative from the Flying Doctors Service on Wednesday last, who advised him of a contact who will provide a list of solar systems that are operating well at other aerodromes. The General Manager further advised that the Director Urban Infrastructure Services will follow the matter up.

Question 2:

With regard to the carport roof in front of Bruce's garage at Collarenebri, can the building inspector please have a look at this?

Response:

The Director Planning & Regulatory Services asked the Councillor if he could provide him with a detailed location and he will ask his Building Surveyor to have a look.

Question 3:

In relation to the staff structure, there seems to be a new position added of Community Development Officer and this was not approved?

Response:

The Director Corporate & Community Services advised that this positions was resolved at a previous meeting of Council last year. She further advised that the position the councillor was referring to is a 12 month position and was a result of the Visitor Information Officer full time position not being required.

Question 4:

In relation to the staff structure again, the position of Senior Tourism Development Officer currently being filled by Rick Tasker, is this a new position or is it the Tourism Development Officer position and just a misprint?

Response:

The Director Corporate & Community Services advised that she will take this on notice.

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

Question 4:

Is Mrs Darcy still working for Council and what is she currently working on?

Response:

The Director Corporate & Community Services advised yes, she is currently working on Council's land register.

Question 5:

We have a Lands Officer position. Why is that person not doing that job and why are we getting an outside person?

Response:

The Director Corporate & Community Services advised that because of the complexity of the land register, and the qualifications that are required to complete a land register, the position of Lands Officer does not have the required skills.

Question 6:

So once the Lands Register is complete, is that all that we will have Mrs Darcy employed for?

Response:

The Director Corporate & Community Services advised that Mrs Darcy is scheduled to prepare outstanding Plans of Management for community land and that there is an employment contract with her.

Ian Woodcock**Question 1:**

Can we see the employment contract and date that the contract commenced for Mrs Darcy? Did we not agree at a previous meeting that we would not continue with her engagement?

Response:

The General Manager advised that a confidential report covering the issues raised will be brought to the next meeting.

Clr Greenaway**Question 7:**

At Australia Day, we had a minute silence in the welcome to country, why is that?

Response:

The Director Corporate & Community Services advised that it is common practice that Indigenous people do at functions. She advised that it relates to remembrance of the stolen generation.

Question 8:

What we are going to do with the faulty workmanship with the cement slab on all of the skateparks? Water pools in the centre of the facilities.

Response:

The Director Corporate & Community Services advised that she will go back to the Manufacturer and check the spec with them and will also liaise with Council's Health and Building Surveyors on the matter.

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

Question 9:

Who makes the decision who occupies the council houses?

Response:

The General Manager advised that Council has adopted a Policy which determines which occupants of which positions are entitled to occupy Council dwellings.

Clr Greenaway advised that the rest of his question he will raise in confidential session.

Clr Martinez**Question 1:**

What is the status of the Cumborah community hall?

Response:

The Director Corporate & Community Services advised that there was a meeting attended by herself and the Mayor and Councillor Lane with representatives from Cumborah community. She further advised that another meeting is scheduled for 1st March.

The Mayor advised that he will be unable to attend the next meeting and asked if Councillors Lane and Martinez could attend.

Question 2:

After a previous meeting of Council, we discussed about getting a GPS for the airstrip at Lightning Ridge? Has anything happened in respect of this matter?

Response:

The General Manager advised that he did not recall the matter.

The Director Urban Infrastructure Services advised that he was unaware of this as well, but will take this on notice and will look into it.

Clr Lane

In relation to the comments from the Lightning Ridge Arts & Craft Centre this morning, it is a pity that local councillors were not asked of their opinion of the location of the skatepark.

Clr Walford**Question 1:**

In relation to the second bridge on the Lightning Ridge road out of Walgett, there was no road closure signs put up when water closed the lay by?

Response:

The Director Rural Infrastructure & Support Services noted the Councillors concern.

Question 2:

With the Main Street Beautification, what is happening?

Response:

The Director Corporate & Community Services advised that the report was out for public comment and a report on the project will be put to the March Council meeting.

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

Question 3:

Can we get some beautification up at the Walgett airport?

Response:

The Director Urban Infrastructure advised that he will look into this.

Clr Smith**Question 1:**

Can we get items advertised in "Mungindi Matters", because some of the residents north of Collarenebri don't get access to Council information?

Response:

The General Manager advised yes.

The Executive Assistant asked if contact details could be provided by the Councillor.

Question 2:

What is happening with the walkway to Wali Reserve at Collarenebri?

Response:

The Director Rural Infrastructure & Support Services advised that a request for funding to do some works in is progress.

The Director Urban Infrastructure Services advised that \$20,000 has been set aside in this year's budget for this work as well.

Question 3:

Can something be done about getting the water pressure fixed at Collarenebri?

Response:

The Director Urban Infrastructure Services advised that he will take on notice.

Question 4:

The Campdraft and Rodeo at Collarenebri are trying to get back up and running. In relation to the Crown Reserve, can we find out how much money is held by the Trust?

Response:

The General Manager advised that staff can find out how much money is in the Reserve Trust.

Question 5:

Received a letter from the Hospital Auxiliary explaining the dangers of not having a footpath on the hospital side of the road and asking for a concrete pathway to be installed?

Response:

The General Manager advised that this item can be brought up as new expenditure proposal for the 2010/2011 budget.

Question 6:

Received a letter about the state of the Cryon to Collarenebri Road, can we see about this?

Response:

The Director Rural Infrastructure & Support Services advised that he has responded to that letter.

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

Question 7:

With the guttering work that was completed on the grandstand at Collarenebri, can the money saved relative to the budget be put into the painting?

36/2010 Works on the Collarenebri Grandstand

Resolution:

That the money saved on the replacement of the guttering on the grandstand at Collarenebri be expended on the painting of the grandstand.

Moved: Clr Smith

Seconded: Clr Greenaway

CARRIED

3:12pm Clr Lane left the meeting

Clr Woodcock

The Mayor advised Council of two letters he received in relation to the matter of the Lightning Ridge Bush Safari from the Ombudsman and the NSW Government Office of Minister for Police.

37/2010 Move into Closed Session

Resolution:

That the public be excluded from the meeting pursuant to Sections 10A (2)(c)(d) (g) of the Local Government Act 1993 on the basis that the items deal with:

- (c) Information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) Commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it
- (g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Moved: Clr Smith

Seconded: Clr Walford

CARRIED

Council referred back to Clr Greenaway's question raised in Questions with Notice.

The Director Corporate & Community Services responded to a number of questions from Councillor Greenaway in respect of the restructuring of staffing arrangement for Namoi House and Barwon house.

3:30pm Meeting adjourned

3:44pm Meeting re-convened

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

38/2010 Legal Services Quarterly – February 2010

Resolution:

1. That Council receives and notes the report.

Moved: Clr Martinez

Seconded: Clr Walfotrd

CARRIED

39/2010 Tenders – RFT10006 – Supply & Delivery of one New or Used Minimum 225HP PTO Tractor

Resolution:

1. That Council accept tender from Mitchell Machinery for RFT10006 Supply & Delivery of One New or Used Minimum 225hp PTO Tractor for a Fendt 927 Tractor with reversible operator station in the amount of \$284,000.00 plus GST.

Moved: Clr Greenaway

Seconded: Clr Walford

CARRIED

NOTE: Clr Murray asked that his vote against the motion be recorded.

40/2010 Tenders – RFT10002 – Supply & Delivery of one Automated Bitumen Patching Truck

Resolution:

1. That Council accept tender from Ausroad Systems Pty Ltd for RFT10002 Supply & Delivery of One Automated Bitumen Patching Truck for a Hino Chassis based vehicle in the amount of \$299,804.00 plus GST.

Moved: Clr Greenaway

Seconded: Clr Martinez

CARRIED

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

41/2010 Tenders – RFT10003 Replacement of One Automated Bitumen Patching/Sealing Truck

Resolution:

1. That Council accept tender from Ausroad Systems Pty Ltd for RFT10003 Supply & Delivery of One Automated Bitumen /Sealing Truck for a Hino Chassis based vehicle in the amount of \$329,104.00 plus GST.

Moved: Clr Greenaway

Seconded: Clr Smith

CARRIED

42/2010 Tenders – Bridge Construction

Resolution:

That Council:

1. Award the contract E09001 for the construction of six bridges to CivilTeam Engineering Pty Ltd for Alternative 1 in the price of \$2,613,993.43 plus GST.
2. Increase the budget allocated for this project by \$1.62M with matching decreases in the following budget items: RTA Timber Bridge Partnership Program (revenue), Roads To Recovery (revenue), Regional Roads Operation & Maintenance items, and Shire Roads Operation & Maintenance items

Moved: Clr Martinez

Seconded: Clr Walford

CARRIED

43/2010 Tenders – RFT10008 Supply of Used 500HP Road Train Rated Prime Mover

Resolution:

That Council:

1. Accept no tender for RFT10008 Supply of Used 500hp Road Train Rated Prime Mover as the tenders submitted were non conforming and had unacceptably high current mileage; and
2. Obtain suitable offers from suppliers listed at www.truckhub.com.au and similar media for consideration.

Moved: Clr Greenaway

Seconded: Clr Walford

CARRIED

4:17pm Clr Walford left the meeting

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

44/2010 Tenders – RFQ10001 Supply & Delivery of 6x4 Side Loading Waste Truck

Resolution:

1. That Council accept tender from RHT Australia Pty Ltd for RFQ10001 Supply & Delivery of 6x4 Side Loading Waste Truck for a Iveco Chassis based vehicle with a Superior Pak Body in the amount of \$335,604.00 plus GST.

Moved: Clr Greenaway

Seconded: Clr Martinez

CARRIED

45/2010 Tenders – UIS/29/09 – Amenities Block at Lightning Ridge

Resolution:

That:

1. The tender of Bowyer Construction in the amount of \$132,718.30 incl GST be accepted for the construction of the Amenities Building in Lightning Ridge and a period of 15 weeks be adopted for the contract period.

Moved: Clr Keir

Seconded: Clr Greenaway

CARRIED

Questions Without Notice

Clr Greenaway

Question One:

Why was a staff member asked to move out of a Council house and another staff member moved in?

The General Manager advised that the tenant did not occupy a position entitled to staff housing and understood that occupation was temporary pending the arrival of an officer entitled to housing. Council's Building Surveyor was entitled to the dwelling as a condition of his employment. The General Manager made the decision in respect of this matter.

Clr Woodcock

Question one:

A report was going to be provided in regards to the employee at the Visitor Information Centre who did not complete works that was asked to be done.

A discussion was held on this topic and the Director Corporate & Community Services undertook to provide the Mayor further information on the matter.

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL MINUTES

46/2010 Move back into Open Session

Resolution:

That Council return to Open Session.

Moved: Clr Greenaway

Seconded: Clr Smith

CARRIED

The meeting closed at 4:38pm

To be confirmed at the meeting of Council to be held on Tuesday 23rd March 2010

DRAFT

Mayor

General Manager

Confirmation of Minutes - 23 February 2010

Recommendation:

1. That the minutes of the Council meeting held on the 23rd February 2010 be confirmed.

Moved:

Seconded:

8. Reserve Trust Management Committee Reports

Nil

9. Mayoral Minutes

A. WALGETT SHIRE COUNCIL MAYORAL MINUTE

COUNCIL MEETING: 23 March 2010

SUBJECT: Coolibah Kids – Walgett Preschool and Long Day Care Centre

Summary:

This report is to clarify innuendo and uncertainty that has been circulating regarding the viability of Coolibah Kids Preschool and Long Day Care Centre in Walgett.

Discussion (including issues and background):

I can confirm confidently that this Centre is not closing and has just recently been successful with another round of accreditation which is operational for a three year period.

Coolibah Kids received funding from Walgett Shire Council in the initial construction phase, however all, money loaned to the Centre was repaid promptly and within a six month timeframe.

Coolibah Kids is a community based, not for profit organisation run by a volunteer committee and remains the only long daycare and preschool centre within the Walgett Shire. Since Coolibah Kids opened in 2007, access to quality child care has enabled many mothers to return to the local workforce and has been cited by many families new to Walgett and the surrounding towns as a determining factor in relocating to the district.

The Centre is booked to capacity and has a licence to increase the number of children attending if they can successfully attract more qualified teachers. The Centre is presently operating efficiently with 39 children under the directorship of Mrs Amy Townsend (Diploma in Early Childhood).

Walgett Shire Council supports this viable initiative for the Walgett Shire and will ensure that a suitable house/unit is provided to the Centre as previously agreed to help attract further qualified staff to the Centre.

Walgett Shire Council wishes Coolibah Kids every success in their endeavours and looks forward to continuing a positive community relationship.

Relevant Reference Documents:

Nil

Stakeholders:

Walgett Shire Council
Coolibah Kids

Financial Implications:

Annual rent subsidy of approximately \$12,000

Walgett Shire Council Mayoral Minute – Coolibah Kids

Recommendation:

That:

1. Council make available a two bedroom unit in the Arthur Street development to house a qualified Child Care Worker employed at Coolibah Kids Preschool and Long Day Care Centre
2. The initial term of the lease be three years, that is the term of the accreditation.
3. The rent for the unit be a “pepper corn” rent.

Moved:

Seconded:

10. Motions of which Notice has been given

Nil

11. Presentation of Petitions

Nil

12. Councillors Questions with Notice

Nil

13. Reports of Delegates and Representatives

1. *MINUTES OF MEETING OF THE ORANA REGIONAL ORGANISATION OF COUNCILS (OROC)*

REPORTING SECTION: General Manager
AUTHOR: Ray Kent – General Manager
FILE NUMBER: 09/34

Summary:

Minutes of organisations of which council is a member are placed before Council for noting.

Discussion (including issues and background):

Attached are the Minutes of a meeting of OROC, and an associated Planning Session, attended by the Mayor in February.

Relevant Reference Documents:

Nil

Stakeholders:

Council and community

Financial Implications:

Nil

Minutes of Meeting of the Orana Regional Organisation of Councils (OROC)

Recommendation:

That the minutes be noted.

Moved:

Seconded:

Attachments:

Minutes of OROC meeting held 19th February 2010 and the summary of outputs from an associated Planning Session.

WALGETT SHIRE COUNCIL AGENDA

DRAFT Minutes of the OROC Meeting
held at Dubbo City Council
Central Conference Rooms
on Friday 19th February at 9.00am

Meeting Commenced at 9.05am

Meeting Chaired by Councillor Dawn Collins

- 1. Present:** Clr Dawn Collins, Narromine Shire; Vas Roberts, Narromine Shire; Clr Rex Wilson, Warren Shire; Darren Smith, Acting GM Warren Shire, Clr Doug Batten, Gilgandra Shire; Paul Mann, Gilgandra Shire; Clr Alan Smith, Dubbo City Council; Mark Riley, Dubbo City Council; Michael Brady, Bogan Shire; Clr Ray Donald, Bogan Shire; Clr Peter Shinton, Warrumbungle Shire; Bob Geraghty, Warrumbungle, Shire; Clr Andrew Lewis, Bourke Shire; Geoff Wise, Bourke Shire; Clr Matthew Slack-Smith, Brewarrina Shire; Glenda Tasker, Brewarrina Shire; Clr Ian Woodcock, Walgett Shire; Clr Michael Webb, Coonamble Shire and Belinda Barlow OROC.

Apologies: John Griffiths, Coonamble; Clr Tim Horan, Coonamble; Ray Smith, Cobar; Clr Lilliane Brady, Cobar; Ashley Wielinga, Warren and Ray Kent, Walgett.

Motion *That the apologies be accepted by the OROC Board.*

Moved: Bob Geraghty

Seconded: Michael Brady

CARRIED

2. Confirmation of Minutes – OROC Meeting held 23rd October 2009

Motion That the Minutes of the OROC meeting held in Narromine on Friday 23rd October 2009 be accepted as a true and accurate record of that meeting.

Moved: Mark Riley

Seconded: Clr Doug Batten

CARRIED

Business arising from previous Minutes 23rd October 2009

There was no business arising

Confirmation of Minutes – GMAC Meeting held 5th February 2010 in Warren

Motion: That the Minutes of the GMAC meeting held in Warren on Friday 5th February 2010 be accepted as a true and accurate record of that meeting.

Moved: Paul Mann

Seconded: Mark Riley

CARRIED

Business arising from GMAC Meeting

It was noted by the Chair that the GMAC Minutes stated the meeting was held on 15th February 2010, this should be corrected to 5th February 2010.

Recommendation 1: It was recommended by GMAC that a review of the OROC Constitution be held over until after the Strategic Plan is completed.

Recommendation 2: It was recommended by GMAC that the OROC Chair in conjunction with the Executive Officer can sub delegate media and communication matters to a suitable member of OROC if required.

Recommendation 3: It was recommended by GMAC that the current arrangements of employment with the Executive Officer be extended for a further 6 months.

Recommendation 4: It was recommended that the OROC Executive Officer will be sponsoring General Manager will be Paul Mann, Gilgandra Shire Council until a time when Narromine Shire Council has a General Manager in place.

Motion: That the 4 above recommendations be accepted by the OROC Board.

Moved: Mark Riley

Seconded: Clr Doug Batten

CARRIED

3. Correspondence

Correspondence In

- **Local Government Grants Commission** – An offer be extended to the Local Government Grants Commissioner to make a presentation to the June 2010 OROC Board Meeting.

Action: That the OROC Executive Officer extends an invitation to the Local Government Grants Commission to present to OROC at the June 2010 meeting.

- **NSW Health** Minister's response to OROC – Dubbo Base Hospital reduction in services. It was discussed that OROC forward letters of regional health concerns to C Division Shires and Western Division Shires Association. It was identified by the OROC Board that there is a direct link with some issues in the OROC region and these key local government groups can offer assistance in relation to influencing governments.

WALGETT SHIRE COUNCIL AGENDA

It was discussed that the communities in the OROC region and western NSW need to give the State government a strong collaborative message that the Orange health service delivery model isn't going to satisfy the needs of this region.

Action: That the correspondence regarding the level of services at Dubbo Base Hospital be forwarded to C Division Shires Association and Western Division Shires Association.

- **Central West CMA (CWCMA)** – That the OROC Board support the CWCMA water smart communities in the Orana region, and OROC extend its interest in working collaboratively with CWCMA to encourage water use efficiency across all sectors of the OROC communities.

Action: That OROC forward CWCMA memo to LMWUA for information.

- **Dubbo Orana Cancer Action Team.** This group is aiming to improve the cancer services and overall health services to the Orana region, the group is seeking letters of requests from local government to urge the NSW government for the redevelopment of Dubbo Base Hospital and its services.

Motion i: That each council individually respond to the letter from Dubbo Orana Cancer Action Team.

Motion ii: That OROC write to the Minister of Health to action the consideration of an appropriate strategic plan for Dubbo Base Hospital for the betterment of the Orana region.

Moved: Clr Doug Batten Seconded: Clr Allan Smith CARRIED

- **Mining Related Councils** – Bogan Shire Council is attending this information session in Newcastle on 26th February 2010.

Motion: That Michael Brady General Manager, Bogan Shire Council will report back to OROC on the outcomes of this meeting.

Moved: Mark Riley Seconded: Clr Doug Batten CARRIED

Motion: That the Correspondence inwards be accepted by the OROC Board.

Moved: Clr Allan Smith Seconded: Clr Andrew Lewis CARRIED

Motion: That the Correspondence outwards be accepted by the OROC Board.

Moved: Clr Allan Smith Seconded: Paul Mann CARRIED

4. Healthy Communities

The Executive Officer gave a brief overview of the Sharing the Load to Shed the Load project.

Motion: That the Executive Officer seeks the support from OROC communities for:

- i) ideas/input for 'healthy community' projects that are currently being conducted throughout the region and;
- ii) expressions of interest for a suitable person that is capable of facilitating this project for OROC, by 8th March 2010.

Moved: Clr Doug Batten

Seconded: Clr Andrew Lewis

CARRIED

5. Financial Report

Motion: That the Board accepts the OROC financial report.

Moved: Mark Riley

Seconded: Paul Mann

CARRIED

6. Executive Officer's Report

The Executive Officer's report was presented to the OROC Board.

The OROC Board discussed that OROC should actively seek the support of C Division Shires Association and Western Division Shires Association and aim to keep the communication paths clearly open between all local government and key stakeholders in the region.

Clr Ray Donald extended his support to the Executive Officer and its progress to date.

Motion: That OROC write to the NSW Premier to follow up the outcomes adopted at the NSW Country Jobs Summit held in Bathurst in December 2009.

Moved: Clr Ray Donald

Seconded: Clr Doug Batten

CARRIED

Motion: That OROC formally accepts the invitation for the Executive Officer to join the Central NSW Education Consortium.

Moved: Clr Doug Batten

Seconded: Clr Ian Woodcock

CARRIED

Motion: That the OROC Board accept the Executive Officer's report

Moved: Clr Ray Donald

Seconded: Clr Andrew Lewis

CARRIED

7. General Business

Paul Mann noted that Ray Kent, General Manager Walgett Shire Council had written two effective human resource documents:

- i) an apprenticeship and traineeship strategy and;
- ii) a phased retirement plan.

These two documents address the attraction and retention issues of local government in rural and remote areas as well as the issues of ageing staff in local government. Paul Mann indicated that these documents can be obtained by contacting Ray Kent at Walgett Shire Council.

8. Close/Next Meeting

As the MDBA Basin Plan is soon to be released and the OROC Strategic Plan to be reviewed and implemented, it was suggested that OROC should meet as early as April with a date to be determined between the Chair and Deputy Chair.

The meeting closed at 10.05 am.

ACTIONS

- Action 1:** That the correspondence regarding the level of services at Dubbo Base Hospital be forwarded to C Division Shires Association and Western Division Shires Association.
- Action 2:** That OROC forward CWCMA memo to LMWUA for information.
- Action 3:** That OROC write to the Minister of Health to action the consideration of an appropriate strategic plan for Dubbo Base Hospital for the betterment of the Orana region.
- Action 4:** That the Executive Officer seeks the support from OROC communities for:
- i) ideas/input for 'healthy community' projects that are currently being conducted throughout the region and;
 - ii) expressions of interest for a suitable person that is capable of facilitating this project be forwarded OROC Exec Officer by 8th March 2010.
- Action 5:** That OROC write to the NSW Premier to follow up the outcomes adopted at the NSW Country Jobs Summit held in Bathurst in December 2009.

Orana Regional Organisation of Councils (OROC)

Planning Workshop
Dubbo

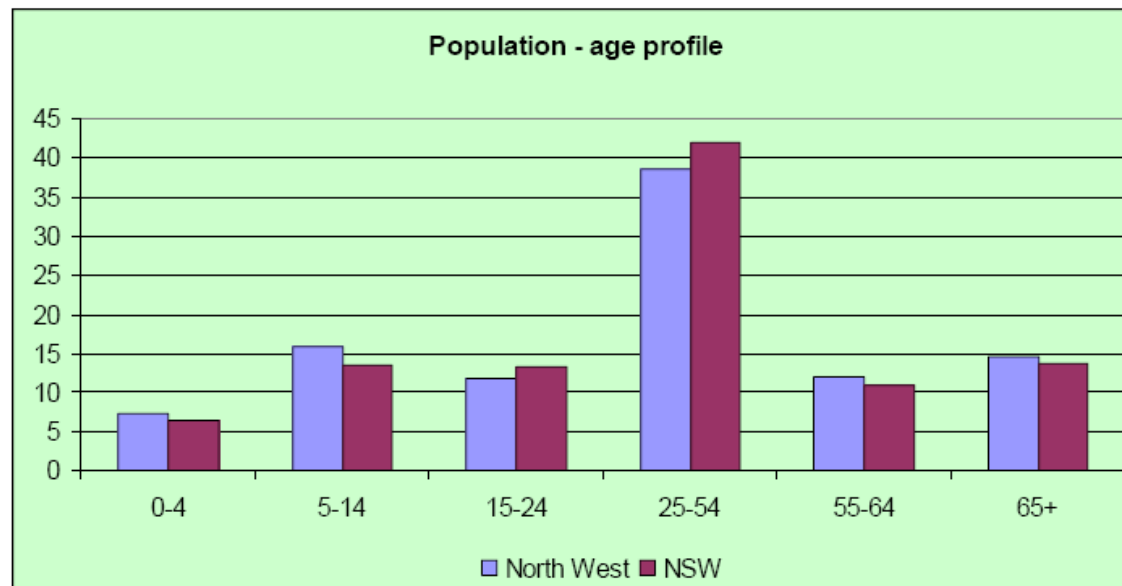
SUMMARY OF OUTPUT

February 19, 2010
Facilitator : Diana Gibbs

1. A snapshot of the region - a profile of the region, from the viewpoint of external policy-makers.

A factual basis is essential for any strategic plan, and goals set must be realistic. A brief snapshot of certain dimensions of the region was discussed in this context.

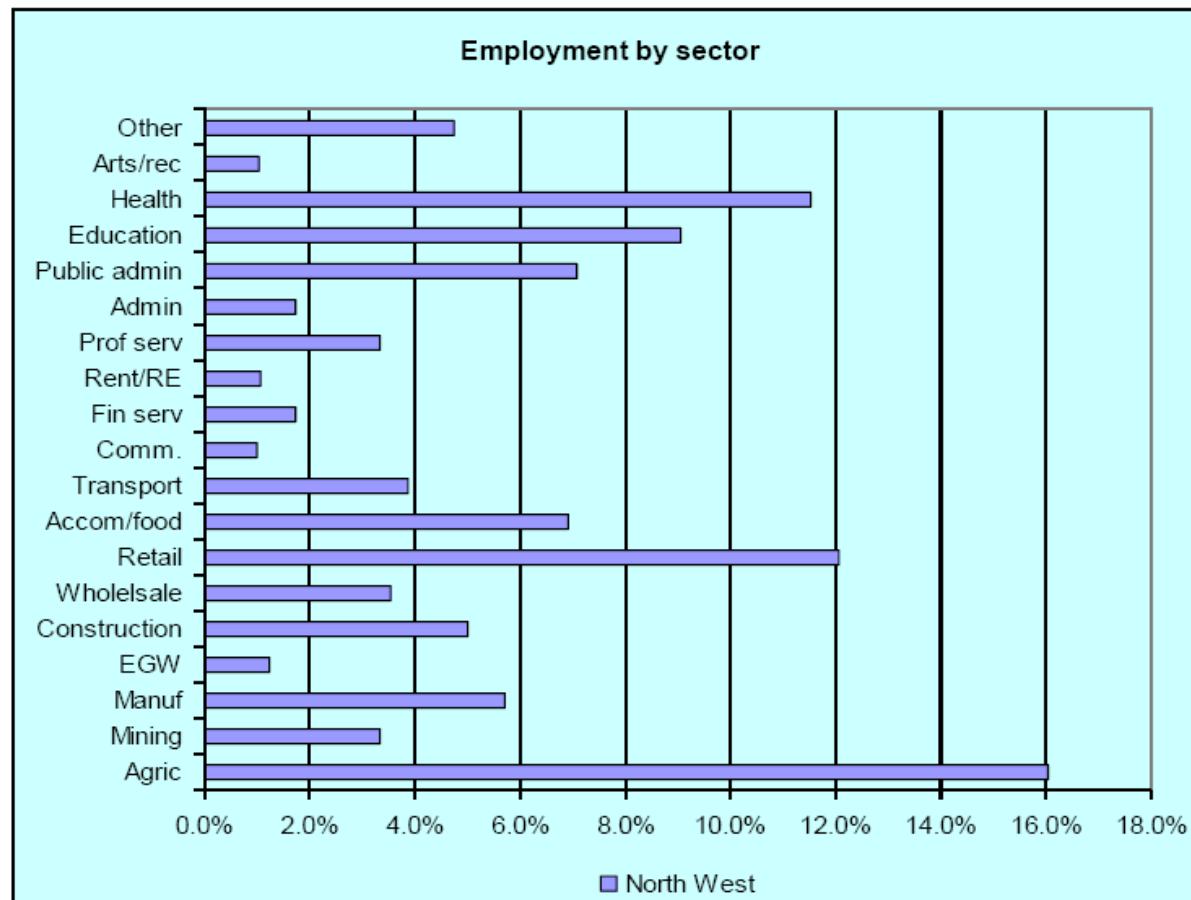
A. Population



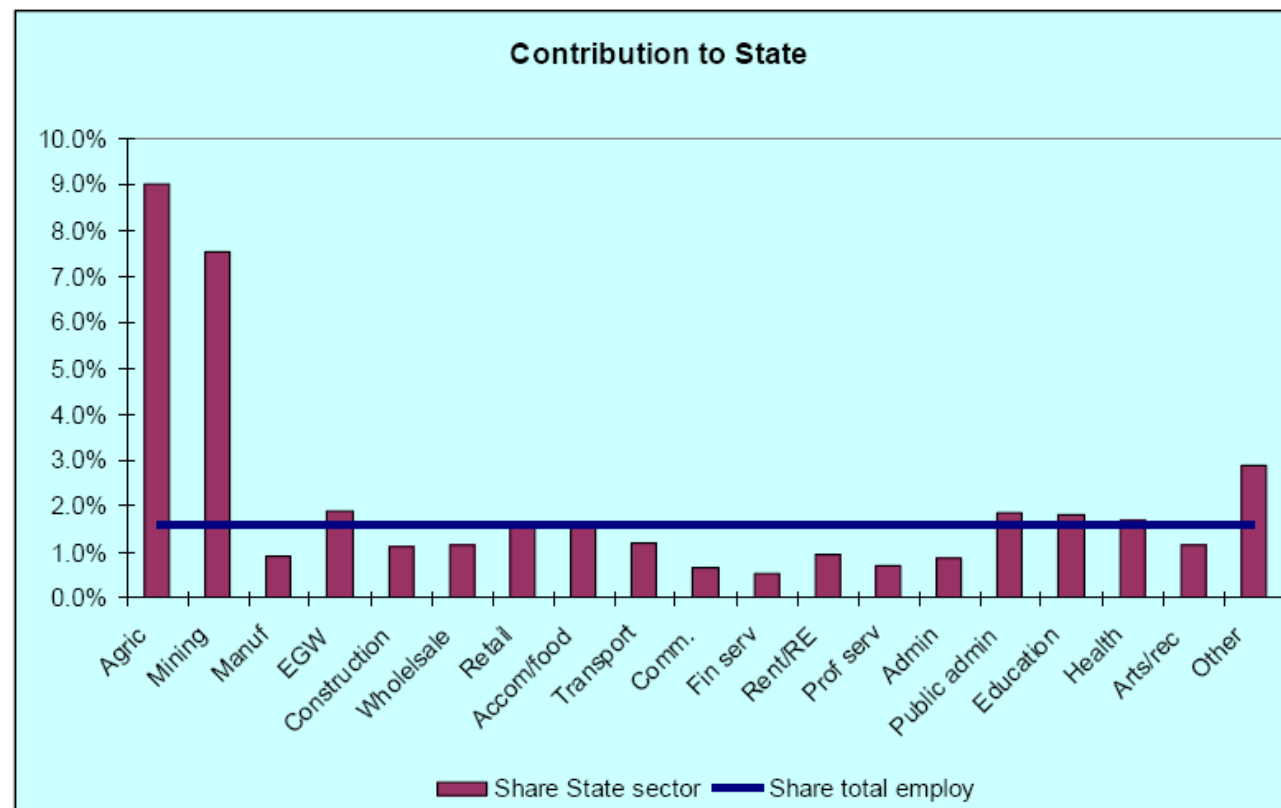
The high-needs population groups (children and aged persons) are a higher proportion of the regional population than State averages. This will place demands on local service providers. At the same time, the late-teen to mature age groups (15-54) are under-represented – this is the sector that is productive, holding jobs and delivering wage incomes. The high proportion of indigenous persons in the regional population was also noted.

B. Industry structure

The strong contribution of agriculture and mining is a major characteristic of the region.



Overall, the region contributes 2% to total State employment. Mining and agriculture in the region clearly contribute more than this average.



The region is under-represented in the “private services” such as Communications, Real Estate, financial services, etc, and slightly over-represented in the public sector service sectors such as government, health, and education. This demonstrates the importance of public sector jobs in the region, and suggests scope for expansion in the private services sector.

C. Labour Force

The region has a lower participation rate (the proportion of the population aged 15+ who wish to have a job) than the State average, and also a higher unemployment rate (the proportion of the labour force who do not have a job). This suggests a possible degree of under-employment – there is capacity for more employees to be found in the region, by attracting more people to enter the labour force.



Unemployment rates have increased in recent years, but are still slightly below “non-Sydney” State averages. However, closer examination of these data indicate that this is because the labour force has declined as jobs have been lost – when jobs are lost, it would appear that the unemployed either leave the region, or leave the labour force. Had they stayed, the unemployment rate in 2009 would have reached 12% instead of 6%.

2. Perceived Strengths and Weaknesses of the region.

Members of OROC provided their opinion on regional strengths and weaknesses, on the basis of the snapshot of the region presented.

A. Regional Strengths

- Agriculture and mining – big share of State totals – need to emphasis the positive State role for the region.
- Government employment delivers important income to the region
- Once in the region, people like the lifestyle
- The small communities of the region can offer a more involved/intimate life experience – not isolated
- Dubbo – important regional centre – the region needs Dubbo and Dubbo needs the region
- The transport sector makes an important contribution to the regional economy.

B. Regional Weaknesses

- Difficult to create jobs in the region – mining can do it, but otherwise little capacity to “hunt” jobs
- NRM policies increase uncertainty for agriculture, and result in a decreased attraction for investment
- There is a negative perception of “regional life” – but part of this may be self-inflicted ?
- Vulnerable to boom/bust, because of strength of (and therefore dependency on) agriculture and mining
- The region is a “political wilderness” – not marginal, no perceived strategic importance
- Lack of skills – basic as well as professional – and hard to match urban wage rates to attract skilled people to region
- No strong, cohesive regional voice
- Agriculture is a local strength, but there is no local training/education available in this sector
- The population is skewed towards more “aged” sectors, and is declining overall.

C. Regional Needs

- More jobs for region
- Having needs (especially relating to health, education, law and order) heard by State/Fed governments

-
- Recognition of increasing burden placed on local government to deal with regional issues
 - Inappropriate policies and “system” imposed, should be tailored to regional needs
 - More services required, particularly social infrastructure
 - Conflicts arise between infrastructural development and NRM issues
 - Social issues – especially indigenous issues – need to be addressed.

Some “themes” had already been discussed with the Executive Officer, as to strengths and weaknesses, as well as expressed needs. These were summarized, and presented to the meeting. They were seen as being complementary to the above lists.

3. Goals for OROC

Members of OROC provided their opinion on the goals that they would like to achieve. These included :

- Advocacy and lobbying on behalf of the region – including the need for a unified voice across the region, general promotion of the region, articulation of net contribution made to State by region, etc.
- Resource sharing amongst Councils
- Networking between Councils, including information sharing (especially between GM's), job swapping, etc., as well as OROC providing information to individual member Councils on funding opportunities and programs
- Secure adequate levels of services (especially health)
- Obtaining funds to deliver specific projects for the region – around \$250,000 per year would be appropriate
- Developing a regional training centre for local government employees.
- Lobbying for the development of all the infrastructure required to support regional growth
- Working to create an environment to grow employment in the region
- Promote career opportunities in local government – facilitate professional development opportunities, e.g. by job swapping and exchanges to enhance training.
- Provide incentives to attract investment (financial and other incentives), and lobby for action by State/Fed governments that will provide incentives for investment in region.
- Assure regional sustainability for Councils
- Develop a process to expand infrastructure (social and industrial - “hard” and “soft”)
- Promote the efficient and effective use of all available resources of the region, via demonstration to State and Fed agencies as to how to better deliver services to regional communities.
- Establish “Team OROC” to achieve results.
- Develop a plan to reverse population decline in region – probably in collaborative manner with others (e.g. RDA-Orana)
- Raise the profile of the region, together with OROC being recognized as the lead organization to represent the region – and so also raise the profile of OROC

-
- Establish united understanding and commitment between OROC members, towards a unified direction which will raise the profile of the region, stressing benefits for all, provide training for youth (and others) and which will be focused on obtaining grants for assistance.
 - Develop an MOU to secure required funding, and to agree tasks
-

4. Action Required for OROC to Achieve Two Prime Goals

Members of OROC nominated the two priority areas as :

- Advocacy and Lobbying
- Resource Sharing/Networking

Actions required in these priority areas were identified as including :

A. Advocacy and Lobbying

- OROC should position/prepare itself to respond to needs, such as preparing a regional response to specific needs, based on relevant knowledge, and supporting/adding its weight to a local voice on other issues
- Develop a “regional prospectus” as a resource to support all Councils in economic development and tourism initiatives. This could be done via up-dating a document prepared around 10 years ago.
- OROC will seek personal meetings with relevant government ministers/bureaucrats, to support individual Councils
- OROC will develop a uniform (positive) approach for submission to governments (State or Fed) as required, in which solutions to regional problems are put forward
- OROC will communicate with allies (e.g. RDA-Orana, CMA, etc) to develop a consistent common response from the Orana region on various issues.

B. Resource Sharing/Networking

- GM's will continue working together towards a common approach to integrated planning
- GM's will develop a regional approach to an internal audit process
- OROC will find attractive procurement opportunities – such as electricity purchasing. In some areas, it was noted that while certain resources/services could be obtained collectively, they would be delivered individually by Councils. OROC will also explore other opportunities for savings to be delivered.
- OROC will continue to build on relationships already established at an operational level
- OROC will undertake an audit of skills and training needs in the region – starting with Councils
- OROC will seek to consolidate Councils' training needs, and then work to get a relevant trainer to come in to the region to deliver the required program

5. Issues Impacting on OROC attaining goals

A number of factors may impact on the ability of OROC to implement its eventual strategy into the future. These factors include :

- Parochialism between Councils – this can be overcome by establishing trust between OROC members, and thus facilitating the ability to work towards a common (beneficial) goal
- The “tyranny of distance” – Orana is a large region, but this drawback can be overcome by telecoms and other IT available
- OROC must work to establish a strong sense of a “community of interest”, with Dubbo being a key component of the region, but also depending on the region
- OROC must ensure that all government agencies recognize Orana as the relevant region for the delivery of services and plans, rather than other groupings that may disadvantage some communities.

6. Resources for OROC

In order to develop a Business Plan, OROC must examine the resources required to deliver the desired services (and where to source them) as well as examining appropriate operational arrangements.

There are a number of “allies” that can assist in spreading the need for resources. These include the RDA and CMA (already identified), and perhaps the LGSA, but there could also be resources available from the Indigenous Co-ordination Centre (ICC). Leveraging activities via an ability to influence spending by these allies will reduce OROC’s need for direct funding.

If OROC is seen to be delivering results for the region and for the member Councils, then it would be easier to increase direct funding.

7. Organisation for OROC

Members did not consider it necessary for OROC to be an incorporated entity. There is a constitution for OROC, but it was agreed that action should be taken to update this document – with a hope that one of the member Councils could undertake this task.

While a number of other models could be assumed to exist, for the time being the existing constitution could be used.

The desirable number of meetings that OROC should hold was discussed. Opinions differed, but it was generally agreed that if representatives (ideally the Mayor and GM) of **all** member Councils could attend, and there were a number of activities to discuss, then a face-to-face meeting was desirable, and should probably be held at 2-monthly intervals. It was likely that the Executive Committee would meet more frequently. Agenda's for forthcoming meetings could be discussed by the GM's at the GMAC meetings, and also with other relevant Committees (NOTE – this assumes that as projects/activities progress, a Committee would be formed to oversee such projects or activities).

It was also suggested that Councils could bring other representatives to meetings, by invitation, as required. Similarly, representatives of other key regional groups or agencies could also be invited to attend OROC meetings, if considered relevant.

2. MINUTES OF WALGETT INTERAGENCY MEETING

REPORTING SECTION: General Manager
AUTHOR: Ray Kent – General Manager
FILE NUMBER: 09/33

Summary:

Minutes of bodies upon which Council is represented are placed before Council for noting.

Discussion (including issues and background):

Minutes of the February meeting of the Walgett Interagency Group are attached.

Relevant Reference Documents:

Nil

Stakeholders:

Council and community

Financial Implications:

Nil

Minutes of Walgett Interagency meeting
<p>Recommendation:</p> <p>That the Minutes of the Walgett Interagency meeting held 9th February 2010 be noted.</p> <p>Moved:</p> <p>Seconded:</p>

Attachment:

Minutes of February Interagency meeting

**Walgett Interagency Meeting 9th February 2010
Walgett RSL Hall 10A M**

Attendance: George McCormick	Youth Development Walgett Shire Council
Jenny Trindall	A.L.O Walgett Shire Council
Leigh Lesley	FACSA
Louise Rowley	Walgett Youth Centre. Team Leader
Steve Ruttle	DEEWR
Jessie Richardson	WAMS
Nathan Morgan	Reconnect Youth
Jody Hunt	ADHC
Lesley Roxbee	Murdi Paaki Drug & Alcohol Network
Kylie Gilmore	WAMS
Catherine Rutherford	MPREC
Virginia Robinson	DEG
Len Kanowski	GWAHS Murdi Paaki Drug & Alcohol
Peter Cochrane	DET
Lyn Rummary	DET
Carol Mc Namara	ADHC
Lesley Houston	AA NSW
Wayne Newman	Namoi House INC

Apologies: Jane Humphries	Attorney Generals Department
Anne Dennis	Walgett Aboriginal Lands Council
Alison Wheeler	WSC Community Development Officer
Lianne Tasker	WSC

Acting Chairperson: George McCormick

Minute taker: Jenny Trindall

George acknowledged Country and thanked all for attending, Virginia as local Elder welcomed new faces to meeting.

Murdi Paaki: Improving access to Drug and Alcohol Services in the Murdi Paaki.
Lesley Roxbee tabled flyers and spoke about partnerships with Lyndon, Greater western area Health, WAMS – working together in order to send out Drug and Alcohol workers , she explained that this program came out of the COAG trial.
She also explained that regular fortnightly or monthly visits will be done by the Drug and Alcohol network coordinator, working together, also Training and Support will be set up and that there will also be Group sessions.
The Drug and Alcohol coordinator will cover Brewarrina, Lightning Ridge and Walgett.

Steve Ruttley DEEWR re: Methadone program what is happening in Walgett and was anything going to be done to address the program.

There was a lot of discussion about the program and it will be followed up.

It was explained that there is an eighteen-month waiting list for the Methadone program

Virginia Robinson DEG: asked about a mapping of some kind regarding training and skills re: Drug and Alcohol management.

Virginia also asked if weather Interagency can ask Prime Minister Kevin Rudd about addressing the issues with drug and alcohol and acceptance of responsibility regarding the situation in Walgett..

Lesley explained that NSW health reps came to WAMS as well, other towns in the Western area.

Steve Ruttley DEEWR: asked will there be a better service to address client's needs regarding alcohol and drugs.

It was explained that the Attorney Generals Department will be running workshops next month.

Virginia Robinson DEG: asked when will it happen, An investigation and identification of relevant skills and management regarding the General Practitioners involved in community.

It was explained by Lesley that the following will happen.

- Recruitment, Retention
- Grow your own Drug an Alcohol
- Seeking local people

George McCormick WSC: mentioned that the three youth center's across the shire, Walgett, Lightning Ridge and Collarenebri had the kids involved in entering a calendar competition which was designed and distributed to all communities across the whole of the shire. George also mentioned that the calendar happens every year targeting different areas around health example drugs and alcohol.

George also spoke about the mailing distribution list. He asked if people at the meeting can forward their names onto Jane Humphries, he also said that the Walgett local Aboriginal Lands Council will be invited to the next interagency meeting, and that the mailing list will be updated. Noted no representation by Police, this would be an advantage as services could gauge if their delivery of services are recording positive outcomes and areas to target, or increase regarding crime stats etc.

Robyn White (via Carol McNamara) passed on her contact info for mailing list

General Business:

Minutes from the last Interagency was read by George McCormick.

Moved: as a true and accurate indication of meeting by Nathan Morgan

Second: Lyn Rummery

Business arising from minutes:

Greater Western Area Health will find out if Lightning Ridge reps can attend interagency meetings.

CDAT: George tabled report, read to meeting .explained that things such as A.A programs have been mentioned and that the Community Centre is currently offering SMART programs.

Walgett Shire Council:

- Calendar information is on Walgett Shire Web site.
- Community Plan
- Draft community plan is at Café 64 for anyone to have a look at.
- IWD at Walgett RSL Club

White Ribbon Communities: George gave a brief over view about the proposal and all present at the meeting said that it's a great idea and that they would fully support the event. George suggested all contact Lianne Tasker at Council for more info or to offer support suggestions.

WAMS: Jessie Richardson tabled a report and also spoke about the report.

- School Check will happen soon
- Women's program
- Out reach program for Collarenebri.

Youth: George McCormick tabled a brief and gave an update.

- Kids Protect your lids initiatives with RTA
- Great numbers of young people at Vacation Care Projects during January
- Mental health training will be organized by DADAC and that he has some new staff on board that will do the training.
- Looking for support with National Youth Week celebrations
- Youth Week 2010 – April 10th – 18th

Steve Ruttley asked about the Graffiti on the skate park,

George explained that there is a few things we can look at but is open to any suggestions from meeting. It needs to be/ or could be reduced by:

- Patrolling by the Police.
- Better lightning etc

George replied that's the best we can do at the moment, Youth Development Team have conducted Anti- graffiti poster comps, class talks on Shire visits, involved the youth themselves in the initiatives to reduce Graffiti.

What needs to happen is that the community should be involved, example reporting so that it can stop. Unfortunately it can sometimes involve only a few youth and sometimes young adults who are the culprits.. This unfortunately makes it look bad for all young people.

It was also mentioned about helmets regarding the skate park for safety. George explained that there were three shows/ programs regarding bike and personal safety delivered in partnership with RTA, ODGP, WAMS and Yawarra Meamei to each larger

community in the shire, this was a big hit, the kids enjoyed the show along with getting some safety tips. Overall it was a great success.

Language Program:

Virginia Robinson DEG: asked Jenny Trindall ALO Walgett Shire Council what was happening?

Jenny explained that she as a number of employees, and that she will get in touch very soon with the go ahead.

Healing program: is being organized, Jenny Trindall ALO Walgett Shire Council informed everyone that a meeting was called for all Aboriginal Organizations and Aboriginal employees to come together to discuss and organize Apology Day as a community event for the community by the community.

Out of this meeting, it was decided that each Aboriginal Organizations apply for the grant in order to celebrate this event.

Jenny informed the people that she applied for the grant to put on a Big Breakfast at the RSL club on behalf of the Shire to celebrate this special day, and that everything has been organized, Jenny handed out the flyers regarding Apology Day Celebration and encouraged everyone to come along, that they where most welcome.

Reconnect:

Nathan Morgan: gave a verbal report and said that the following programs will be happening.

- Tour Regarding Sites
- Youth
- Heritage
- Culture

Across the Shire

- Teams Touch Footy must consist of three females
- Sexual Health Sessions was completed with speakers from Greater Western Area health service.

Next meeting 2nd March 2010 Walgett Shire Council meeting room 10am

Meeting closed 12:30pm

3. CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES – DECEMBER 2009

REPORTING SECTION: Planning and Regulatory Services
AUTHOR: Director Planning and Regulatory Services - Matthew Goodwin
FILE NUMBER: 09/47

Summary:

Minutes of external bodies are generally placed before Council for noting and discussion where appropriate.

Discussion (including issues and background):

The minutes of the Castlereagh Macquarie County Council meeting held on 16 December 2009 are attached.

Relevant Reference Documents:

Nil

Stakeholders:

Walgett Shire Council, public.

Financial Implications:

Nil

Castlereagh Macquarie County Council Minutes – December 2009
<p>Recommendation:</p> <p>That Walgett Shire Council resolve to:</p> <ol style="list-style-type: none">1. Note the minutes of the Castlereagh Macquarie County Council meeting held on 16 December 2009. <p>Moved: Seconded:</p>

Attachments:

A – Minutes of 16 December 2009 Castlereagh Macquarie County Council meeting

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Minutes of Ordinary Meeting of Council
At Council Chambers, Dunedoo
On 16 December 2009, At 10.00 am

PRESENT: **Councillors:** Noel Kinsey (Chairman), Ian Woodcock, John Collison, J. Wright, Peter Shinton, Murray Coe, and R. Azar.

Staff Members: Ian Kelly

APOLOGIES: R. Greenaway, D. Schieb, and M. Webb.

CONFIRMATION OF MINUTES

Resolved on a motion of Councillors J Collison and P Shinton that the Minutes of the Ordinary Meeting held in Gilgandra on Wednesday, 21 October 2009 be confirmed.

Carried

BUSINESS ARISING FROM THE PREVIOUS MINUTES

Councillor Kinsey reported he had spoken to Ms Sanya Silver, NSW Ombudsman Office, and had agreed to Mr Barry Holden's request regarding spraying Hudson Pear.

Councillor Kinsey confirmed verbal agreement with Ms Silver as follows:

1. Cheque made payable to Barry Holden for \$785 for clearing of Mr Holden's Mining lease including \$270 for Kurrajong trees.

Resolved on a motion of Councillors N Kinsey and P Shinton Council agree with Mr Holden's request. Councillor J Collison recorded his vote against the motion.

GENERAL MANAGERS REPORT

Item 1: Bank Reconciliation as at 30 November 2009

Resolved on a motion of Councillors J Collison and I Woodcock that the Bank Reconciliation as at 30 November 2009 be received and adopted.

Carried

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Minutes of Ordinary Meeting of Council
At Council Chambers, Dunedoo
On 16 December 2009, At 10.00 am

Item 2: Fruit Fly

Resolved on a motion of Councillors J Collison and P Shinton that Council write to our constituent councils advising of progress of the Fruit Fly Program and the expected costs of \$3,000 per constituent council.

Carried

Item 3: Implementation of the integrated planning and reporting framework

Resolved on a Motion of Councillors J Collison and P Shinton that the attached report has been received and noted.

Carried

CHIEF WEEDS OFFICER'S REPORT

Noxious Plant Report - Warrumbungle

Resolved on a motion of Councillors P Shinton and M Coe that the Warrumbungle Noxious Plant Report be received and noted.

Carried

Noxious Plant Report - Coonamble

Resolved on a motion of Councillors J Collison and J Wright that the Coonamble Noxious Plant Report be received and noted.

Carried

Noxious Plant Report - Gilgandra

Resolved on a motion of Councillors J Wright and J Collison that the Gilgandra Noxious Plant Report be received and noted.

Carried.

Noxious Plant Report – Walgett

Resolved on a motion of Councillors I Woodcock and J Wright that the Walgett Noxious Plant Report be received and noted.

Carried

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Minutes of Ordinary Meeting of Council
At Council Chambers, Dunedoo
On 16 December 2009, At 10.00 am

Noxious Plant Report – Warren

Resolved on a motion of Councillors R Azar and M Coe that the Warren Noxious Plant Report be received and noted.

Carried

CONFIDENTIAL

Resolved on a motion of Councillors J Collison and R Azar that Council proceed into the Committee of the Whole, the time being 11.45 am, to consider the following matter:

Carried

Item 1 : Property Inspections and Private Works

Resolved on a motion of Councillors R Azar and J Collison that the press and public be excluded from the Committee Meeting because the business being discussed and transacted, concerned if discussed, prejudice the maintenance of law and are personal matters concerning particular individuals (Section 10A2(a)(e)).

Carried

Resolved on a motion of Councillors P Shinton and J Collison that Reports on Property Inspections be received and noted.

Carried

RESUMPTION OF ORDINARY MEETING

Resolved on a motion of Councillors I Woodcock and P Shinton that Council resume the Ordinary Meeting of Council at 12.00 pm.

Carried

ADOPTION OF RECOMMENDATION OF CONFIDENTIAL COMMITTEE OF THE WHOLE

The General Manager advised that the following recommendation is adopted by the Committee of the Whole.

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Minutes of Ordinary Meeting of Council
At Council Chambers, Dunedoo
On 16 December 2009, At 10.00 am

GENERAL BUSINESS

Resolved on a motion of Councillors J Collison and P Shinton that the General Manager write to the Minister for Lands about the importance of controlling noxious weeds on crown land.

Carried

Upper Macquarie County Council report

Mr Roy Jennison, General Manager of the Upper Macquarie County Council, and Mr Don Baldwin, Chief Weeds Officer, addressed the Council meeting and advised us of the problems associated with Industry & Investment integrated planning and reporting framework.

NEXT MEETING

The next meeting is scheduled for Wednesday, 17 February 2010, at Warren.

THERE BEING NO FURTHER BUSINESS
THE MEETING CONCLUDED AT 1.00 PM

4. MINUTES OF THE FLOOD MANAGEMENT AUTHORITIES QUARTERLY MEETING

REPORTING SECTION: Urban Infrastructure Services

AUTHOR: Siegfredo O Coralde – Director of Urban Infrastructure Services

FILE NUMBER: 09/48

Summary:

Minutes of the bodies on which Council is represented are presented to Council for consideration.

Discussion (including issues and background)

The Minutes of the quarterly meeting of the Flood Management Authorities held on 26 November 2009 are enclosed.

Relevant Documents:

Nil

Stakeholders:

Walgett Shire Council

Financial Implications:

Nil

Minutes of the Flood Management Authorities Quarterly Meeting
<p>Recommendation:</p> <p>1. Council note the Minutes of the quarterly meeting of Floodplain Management Authorities held on 26 November 2009.</p> <p>Moved:</p> <p>Seconded:</p>

Attachment:

Minutes of meeting held 26 November 2009

Floodplain Management Authorities



MINUTES, NOVEMBER QUARTERLY MEETING 11 am, Thursday 26th November, 2009 McKell House Auditorium Rawson Place, Sydney

- Item 1** **Apologies & Attendance**
- Item 2** **Confirmation of Minutes & Business Arising
Quarterly Meeting, Tuesday, 25th August 2009**
- Item 3** **Chairman's Report & Business Arising**
- Item 4** **Executive Officer's Report & Business Arising**
- Item 5** **Treasurer's Report & Business Arising**
- Item 6** **Reports from Executive Members & Business Arising**
Deputy Chair's Report
Education Report
Planning Report
Federal FMA Report
- Item 7** **Reports on Conferences and Business Arising**
2010 Gosford Conference
2011 Tamworth Conference
- Item 8** **Reports from Departments and Business Arising**
DECCW
State Emergency Service
Emergency Services NSW
Bureau of Meteorology
- Item 9** **Items Listed for Discussion by Members**
Legal Advice
Constitution
- Item 10** **General Business**
- Item 11** **Next Scheduled Meeting & Meeting Close**

A light luncheon (sandwiches) was served at the conclusion to the meeting

Item #1 APOLOGIES & ATTENDANCE

In the absence of Chair Allan Ezzy, Deputy Chair Betty Green chaired the meeting. Attendance and Apologies are listed at Appendix 1.

Moved "That the apologies be accepted" Dinham/Ribbons Carried

Item #2 CONFIRMATION OF QUARTERLY MEETING MINUTES

Minutes of the August Quarterly Meeting had been circulated and were taken as read.

Moved "That the Minutes as circulated be accepted as a true record of the Quarterly Meeting of the 25th August, 2009." Dinham/Brown Carried

Business arising from the Minutes. Issues raised

- Land Use planning and the need for planning policy to reflect flood plain risk management principles as set out in the Manual.
- Insurance Council flooding information needs to be available to LG
- NRMA letters to persons placed in "high flood risk" category have caused confusion.
- Fairfield considering issuing 149 certificates to persons affected by NRMA categorisation.
- Problems with floodplain mapping and insurance "high risk" mapping; they are different things serving different purposes. Access is needed to the Insurance Councils "high flood risk" lines,
- Use of Lidar mapping discussed as a foundation for natural resource and emergency management and flood mitigation.
- FMA to seek information from Insurance Council regarding the number of properties classified as "high risk" in each LG area as a start point.

Item #3 CHAIRMAN'S REPORT

The following report from the Chair had been circulated prior to the meeting. Cr Green gave Cr Ezzy's apologies outlining that he was elsewhere on business, Circulated Report:

Welcome to the November Quarterly meeting. Unfortunately I am unable to be at this meeting, in consequence I have asked Deputy Chair Betty Green to Chair the meeting.

I would however take the opportunity to welcome two new members

- Ballina Shire Council
- Hay Shire Council

I am also hopeful of announcing another new corporate member at the meeting.

The Executive have decided to circulate several items of correspondence from Ministers with the Business papers. I trust that this will help promote discussion from the floor of the meeting. Additionally the Executive has decided to attempt to meet with Minister Wong. Following the Coastal Climate Change announcements and the preponderance of Climate Change related grants it is obvious that the Authorities must again attempt to meet with the Minister.

The Federal government has now effectively "handed over" all control of floodplain management to the states. Despite the rhetoric regarding climate change and resilience with respect to flooding, in practice, land use planning and infrastructure development is continuing apace with "business as usual". States are continuing to attempt to devolve responsibility and costs to local government whilst denying the authority and financial

resources to meet these devolved responsibilities. More will be said about this at the meeting.

The NSW has recently circulated the Draft Coastal Policy. This will be discussed at the meeting and an FMA position will be reached to respond to the Minister. It is important to let the FMA know members position on this matter.

The legal advice from Marsden has "lain on the table" since our last meeting. This will also be discussed.

As can be seen this is a very full agenda.

As this is the last FMA meeting before the Christmas season. I would like to take the opportunity of wishing you all the best for a safe and happy Christmas and prosperity and peace in 2010.

And in the last week in February 2010 we will be meeting in Gosford for the FMA's 50th Annual Conference. I look forward to welcoming you to that event.

Yours Faithfully
Cr Allan Ezzy. APM
Chairman

Moved....."That the Chairman's Report be adopted".....Green/Brown.....Carried

Item #4 EXECUTIVE OFFICER'S REPORT

Circulated Report

2010 Quarterly Meeting Dates

Please note that McKell House has been booked for the following dates in 2010

Thursday 27th May, 2010

Thursday 26th August, 2010

Thursday 25th November, 2010

All meetings starting at 11.00am in the Auditorium.

The February Quarterly Meeting and the Annual General Meeting will be held in association with the Annual Conference, times date and place will be notified.

Legal Advice

As reported to the last FMA quarterly meeting, legal advice was sought from Marsden and had been received. The advice was tabled at the meeting and available on the FMA website. Marsden have advised on seven points. Also of note is a subsequent email exchange. The matter is scheduled for discussion under "General Business".

FMA Letters to Ministers

Copies of recent correspondence to and from Ministers will be available on the website and circulated separately. Please read before the meeting.

Executive Service Provision

Members are urged to consider the provision of executive support for the Authorities. Please talk to the Deputy Chair Betty Green regarding this important function.

Yours Faithfully
Wilton C Boyd
Executive Officer

Moved....."That the Executive Officer's Report be adopted".....Boyd/De Silva Carried

Item #5 TREASURER'S REPORT

Circulated Report:

2009 FINANCIAL PLAN

The following budget was adopted at the 2009 AGM for the activities of the FMA for the financial year ending 31 December 2009.

The adopted fee structure remains the same as for the previous year as follows

- Full Members.....\$1,100
- Associate & Corporate Members.....\$550
- Private Members.....\$110
- Life Members.....Nil

Notices regarding payment of fees have been sent out to all members; members are now responding to those notices.

FLOODPLAIN MANAGEMENT AUTHORITIES OF NSW

2009 Budget

	2008	2009	2009
INCOME	Budget	Budget	YTD
Membership Fees (1)	93,500	93,000	84,250.00
Interest (2)	4,000	4,000	389.67
Sundry (3)	8,500	0	1689.00
Grant (4)	0	0	0
FMA Sales (5)	5,000	0	1163.45
ATO Refunds(6)	0	0	3910.00
TOTAL INCOME	111,000	97,500	91,402.12

EXPENDITURE			
Audit & Accountancy Fees (7)	4,000	4,000	3,455.00
Chairman's Allowance(8)	6,000	6,000	1,111.70
Executive Services (9)	35,000	35,000	24,750.00
Special Executive Services(10)	7,000	7,000	8,696.42
Annual Conference Expenses (11)	8,000	20,000	3015.40
Entertainment	1,000	1,000	661.10
Media / Promotions	5,000	5,000	0
Miscellaneous	3,000	4,000	496.84
Lobbying	2,000	2,000	0
Website(12)	5,000	20,000	641.66
Member Visitation & Committees(13)	4,000	9,000	0
Legal	4,000	4,000	2530.00
Study Tour Sponsorship (14)		2,000	2,200.00
Floodplain Professional Education(15)	25,000	0	22,515.59
Australian Taxation Office	5,000	0	0
Bulk Subscription "Floodplain Manager" (16)	8,000	0	0
TOTAL EXPENDITURE	122,000	119,000	70,073.71

SURPLUS/(DEFICIENCY)	(11,000)	(21,500)	21,328.41
	-		

WALGETT SHIRE COUNCIL AGENDA

Carry Over Expenditure (17)	(23,000)	(6,000)	(6,000)
------------------------------------	----------	---------	---------

Notes: (1) Income based on 80 Full members and 10 Associate/Corporate/Government Members
 (2) Assuming that the economic conditions will only marginally lower actual income.
 (3) Income assumes return of Conference Advance plus allowance for Conference profit share. No advance was made to Albury for the 2009 Conference.
 (4) Grant for Floodplain Management Education Initiative; no Grants expected for 2009.
 (5) Book & DVD Sales. No significant numbers of book sales anticipated after 2009 Conference.
 (6) No ATO Refunds assumed
 (7) Fees associated with BAS, Annual Audit etc
 (8) Chair's Allowance; has remained constant for several years
 (9) Contract Payments
 (10) Reimbursement of expenses for attending to FMA business as covered in the contract
 (11) Annual "priming" funds for Conference plus payment of registrations and conference fees for FMA and special guests at Conference
 (12) Allowance made for upgrading of website
 (13) Includes Expenditure allowance for Federal Committee
 (14) Study Tour Sponsorship Established at 2009 AGM
 (15) Support and Expenses for Education Program
 (16) Payment to Molino Stewart for Sudden Rises insert into Flood Plain Manager not continued in 2009
 (17) Commitments made but not paid in financial year; mainly Education Program

Bank Balance

(\$)

Opening Balance, 03 July, 2009	94,204.32
Income For Period	<u>77,048.74</u>
Subtotal	171,253.06
Less expenditure for Period	<u>12,082.38</u>
Closing Balance, 05 October, 2009	<u>159,170.68</u>

Total Cash

(\$)

Bank Balance as at 05 October, 2009	159,170.68
Plus Outstanding Deposits	Nil
Less Outstanding Cheques	
# 341 (\$169.00) & #342 (\$1,000.00) & #351 (\$641.66)	1810.66
Cash Book Balance	157,360.83
Plus Term Deposit (11 August, 2009)	<u>36,506.81</u>
Total Cash	<u>193,866.83</u>

Cheques

<u>Date</u>	<u>Cheque No</u>	<u>Amount (\$)</u>	<u>Comments</u>
01/07/2009	343	234.23	I. Dinham Expenses
07/07/2009	344	186.70	I. Dinham Expenses Kempsey Shire Council.
31/07/2009	345	494.34	Reimbursement of Betty Greens Expenses
31/07/2009	346	2,605.40C	Cr Betty Green - Expenses Claim
31/07/2009	347	51.00	Cr Allan Ezzy - Expenses
01/08/2009	348	4,069.2	Aus Engineers – Expenses Claim
18/08/2009	349	418.00	Accountcorp – Accountants Fees

WALGETT SHIRE COUNCIL AGENDA

20/08/2009	350	2,530.00	Marsdens – Legal Services
20/08/2009	351	641.66	National Forum – Web site rebuild
20/08/2009	352	94.66	Ian Dinham - Expenses
25/08/2009	353	339.10	SA & AG Michael – Catering August Meeting
25/08/2009	354	410.00	PIA of NSW, Conference Fees

Membership renewals for the period were 69.

Yours Faithfully
Wilton C Boyd
Executive Officer

Moved....."That the Treasurer's Report be adopted and Cheques Approved for payment".....Boyd/Dinham.....Carried

Item #6 ITEMS LISTED BY EXECUTIVE

Deputy Chair's Report

Circulated Report:

There are three main issues which I would like to bring to your attention in this quarterly report.

Telecommunications: Telecommunications investigations are proving more challenging than anticipated. Further discussion with the consultants has convinced me that the proposal is not a viable option for the FMA at this time. There are several other options being investigated however I doubt that they will give us real time participation. While this is the desired outcome we may have to use other options in the interim. There are still some options to be investigated and if anyone has any ideas or something they are using or have seen I would greatly appreciate your input.

Scholarship Policy: A draft policy has been developed and circulated for your comments. Time lines and other relevant information are underway. The draft policy, supporting time lines and funding proposals will be circulated in January 2010 for consideration and voting on at the AGM in February 2010. Again your feedback and input would be appreciated.

Draft Constitution: The draft update of the FMA Constitution has been circulated and your feedback is urgently sought to ensure that we have covered all the matters required. Please read this carefully and make comment. This is important as this is your association and needs to be meeting the needs of Local Government and our communities in the areas of Flood Mitigation and Flood Risk Management into the future.

The Executive had a meeting with Barbara Richardson of DECCW and her senior manager Mike Sharpin where issues of mutual concern were discussed also identified proposals where the FMA and DECCW can work together to improve Flood Mitigation and Environmental outcomes.

The report of the Regional Co coordinator for the Mid North Coast Flood Recovery programme has recently been released. This is an important document on the issues

identified during the Flood Recovery period and also has matters affecting mitigation programmes included.

I was fortunate to be able to represent the FMA at the launch of four Manuals on Flooding issues by the Federal Attorney General Robert McClelland at Lismore on 6 October 2009. A list of the manuals is at the end of this report and they are all available on the website. The launch was attended by the Flood combat agencies (SES, Police and Ambulance), Major General Hori Howard (Ret), Lismore Council Mayor and FMA, with some attention by the media. The Keynote address was given by Chas Keys, a long time stalwart for the FMA. A copy of his address has been circulated previously. In his address Chas outlined the history of Flood Mitigation and Management in NSW and identified some of the challenges which he sees face the FMA and Local Government in relation to flooding at the present time.

AG McClelland clearly identified the importance of Flood Mitigation and that of Land Use Planning in reducing the impacts of Flood as one of the Natural Disasters continually facing Australia. He went on to say that it was important that these facts be recognized and systems put in place to ensure proper management of mitigation issues. He agreed that Mitigation of Natural Disaster results in better prepared communities and reduced cost to the country and communities in terms of dollars and impacts on individuals and communities. However I don't think anyone else is listening.

The fact that at the launch the combat agencies were primarily involved and not local government per se is indicative of where Flood Mitigation and Flooding issues have moved to.

We all are aware of the changes which have occurred over the past few years with amalgamations of government departments, both Federal and State, which have resulted in the diminution of Flood Mitigation as an identified area within government, with the resultant reduction in funding. This is an issue of concern which the FMA Executive raise with Government Ministers and senior staff at every meeting we have. While the Federal Attorney- General has taken our concerns on board we are still waiting to see the programmes which have been identified as possible funding sources for Flood Mitigation (as with all other Natural Disaster mitigation areas).

The four manuals launched by Attorney General McClelland are:-

Flood Preparedness Manual 20

Flood Warning Manual 21

Flood Response Manual 22

Emergency Management Planning for Floods affected by Dams Manual 23

All are available on the Federal Attorney General's web site.

Yours Faithfully

Cr Betty Green

Deputy Chair

Cr Green advised of the proposals to precede with constitutional changes at the next AGM. Additionally, the form of the association and the federalisation were discussed.

Cr Green advised that the cost of telecommunication hook up would be of the order \$40,000 to be fully interactive, this was not financially possible. There were suggestions of web streaming and podcasts of meetings; these needed a level of expertise not currently available. Cr Green invited anyone with knowledge and "bright ideas" on how to achieve the objective to "put their hand up" and contact Cr Green.

Cr Green also discussed the Scholarship Policy going through the proposed policy in some detail. It was agreed that applications could be made on the website.

Cr Green raised the lack of definitive information from DECCW regarding Levees. (Wilton Boyd outlined that the FMA had requested info from members but the response had been very poor). DECCW does not have a listing, nor does it appear that any Department has a listing of all structural levees in NSW. Unless the levee structure is classified as a "large dam" no regulator appears charged with regulating levees. Issues which arise are the structural integrity of the levees, ongoing maintenance, number of people exposed in the

event of failure (persons at risk) and requirement to upgrade (where required) over time including an ongoing ability to withstand climate change induced flood increases. The failure of a levee in a flood poses a real threat and perhaps potential disaster. There is a need for one department to be responsible for levee safety. It was suggested that some of this information should be able to be found in the Council annual audit reports to the Dept of Local Government. The SES also has a data base of levees. Much of the information regarding who in local government owns levees may be able to be gleaned from these sources.

Moved....."That the Deputy Chairs report be adopted, the draft Scholarship Policy be adopted and the Executive continue with the plan to bring proposed constitutional changes to the AGM"Mills/De Silva.....Carried

Technical Report – Ian Dinham

Ian Dinham reported on the flood risk management course highlighting the success of the 2009 year; an excellent year in several ways. Ian urged all Councils to "send a planner" to the course, particularly block 3 on land use planning, a must for all planners involved in any way in this activity.

Ian also discussed recent meeting of the FFWC

- Manly Hydraulic station and 40% of gauges are not funded in state budget
- There is no Local Government representation on the State Emergency Management Committee, it is dominated by combat agencies, and representation is needed.
- Newcastle Flash Flood warning system was raised, recently audit showed many sites defective.

The proposed national Emergency Warning System will be rolled out and is funded despite operational limitations, limitations of SMS text and doubts as to its' effectiveness when compared to other methods of warning. It was raised that the introduction of the warning system is now being considered as part of an overall enhanced natural disaster mitigation strategy based solely on evacuation.

Item #7 REPORTS from CONFERENCE HOSTS

Report from Gosford, 2010 Conference

Eddie Love gave an updated verbal report on Gosford.

Report from Tamworth, 2011 Conference

Graeme Mackenzie was an apology and the Executive Officer read his report. Theme for the 2011 Conference was likely to be " **Spend to Save or Take the Punt**"

Item #8 REPORTS from DEPARTMENTS

DECCW

Duncan McLuckie outlined

- DECCW had received 300 applications for the grant money being offered by the state government. There will be a State Advisory Committee meeting on 15 December to frame recommendations.
- DECCW was looking at forming a "concept committee" for budget applications
- It was intended that preliminary advice would be available in May to applicants but with overall rider that all is determined once budget is known
- The 2010 preconference education sessions are well on the way to be finalised, these sessions are good value for money and are particularly suited for someone who does not want to do the full blown UTS course. Everyone is encouraged to attend. Sea Rise Policy is very topical and members aware of new policy. Flood risks etc will

change with implementation of policy, but long term effects and aimed at making the right planning decisions now.

- DECCW is embarking/scoping a project to aggregate LG flood data. This would then enable the “handing over” of a tool/knowledge box of data.

State Emergency Services (NSW)

Belinda Davies gave an update on SES activity. (Notes to be included in Appendix 8 when received)

BoM

Hugh Bruist gave a powerpoint presentation on conditions and forecasts; this can be found at Appendix 8

Emergency NSW

No representative of Emergency NSW was present. The Executive Officer reported that Ben Baccari had advised

“As I mentioned last week the National Disaster Resilience Program is now being administered wholly by the States and Territories. Each jurisdiction will be running and announcing their own program. It appears that Queensland has announced and called for applications for a grants program in Queensland which is being funded under the NDRP. This announcement has no bearing on programs in NSW.

NSW is still waiting on Commonwealth approval of our program before an announcement and call for applications is made. The new NDMP in NSW will be called the Natural Disaster Resilience Grants Scheme (NDRGS). Once announced information will be made available on the EMNSW website, a press release issued and an email announcing the NDRGS sent to a wide distribution list including all current NDMP project managers, local councils, the FMA, the LGSA and other interested parties.

Subject to Commonwealth approval an announcement should be made early next week. The Commonwealth website should refer interested parties to jurisdictional websites for further information.”

Item #9 ITEMS RAISED BY MEMBERS

2012 Conference

Cr Brown, Eurobodalla Shire, outlined that Eurobodalla would be bidding to host the 2012 Conference

Item #10 GENERAL BUSINESS

Passing of Cr Kerry Lloyd

Ian Dinham reported on the death of former Cr Kerry Lloyd, well known as a strong supporter of Floodplain Management. Ian represented the FMA at the funeral.

Legal Advice from Marsden and actions arising.

Wilton Boyd outlined the advice that had been received from Marsdens and the additional information which had been already circulated. Particular attention was drawn to the additional information. (These can be found at Appendix 10)

Wilton Boyd outlined highlighted several points and urged members to get legal advice on these issues or any point not covered by legal advice already held. The major point made were that it was understood that in order to ensure immunity under the Local Government Act a Council must

- Formally determine a flood planning level (generally the 100 yr ARI)
- Formally consider flooding above the flood planning level including flooding above the 100 yr ARI

- Formally determine whether it was appropriate to place planning requirements and conditions of consent on development above the flood planning level and the 100 yr ARI and resolve to make formal application to the Director Generals , DoP and DECCW, for exemption from the Guidelines to allow planning requirements and conditions of consent on development above the flood planning level and the 100 year ARI
- once formal application is made a Council has done all that is required under the Guidelines and Council should be able to gain protection under the Act
- in determining the application for exemption the Directors accept responsibility for their decisions on behalf of the State government and therefore a Council should enjoy protection under the Act.

Additional comments made were that

- with the formal application for exemption there is no requirement for a Council to “negotiate” an outcome with the Directors General; once an application is lodged the Directors General can be requested to determine the application before them.
- there appeared no compelling reason for a Council to compromise on its requirements that conditions above the 100 yr ARI are required, indeed if Council has determined that requirements and conditions are required, then there may be compelling (indemnity) reasons why Council should not compromise.
- any compromised “resolution/agreement” different to the resolved position of Council should be formally adopted by Council before determination by the DG’s rather than simply accepted by staff.
- it is necessary that Council considers flood planning levels and applications for exemption under the Guidelines on a catchment by catchment basis. Marsdens advice is clear on this within the accompanying emails.
- Councils in the Hawkesbury Nepean Valley (and similar areas having known particular high risk flood problems) need to be particularly mindful of ensuring that Council’s protection under the Act remains in place.
- Attention was drawn in particular to the Riverstone West Precinct Development Control Plan, 2009 Appendix C - Floodplain Management Strategy as issued by the DoP. The requirement is for the formulation of a floodplain management strategy. Within the requirements are the necessity to follow the principles of the NSW Government’s Floodplain development Manual, 2005 and to define the range of flooding events to be studied at a minimum of 2 yr, 5 yr, 20 yr, 100 yr, 200 yr, 500 yr, and PMF events.
- The possible implications of this DCP with respect to liabilities were discussed.
- It was stated that it would appear that Marsdens advice is that to be certain of coverage under the Act Councils must consider and determine flooding above the 100 yr ARI. If it is appropriate to place any planning or development conditions of consent above the 100 yr ARI [this consideration would need to include such matters as resilience conditions and evacuation preparedness etc] then it would appear that Members should be placing Applications for Exemption to the Guidelines before the DG’s as a matter of urgency. This should be done in order to ensure protection of Council’s position under the Act and to ensure that responsibility for the decisions remains with the State government,
- Members were urged to be cautious as the State appears to continue to push responsibility for its’ decisions down onto local government.
- Members were urged to seek their own legal advice regarding their own specific situations.

Draft Coastal Policy

The following link is to the DECCW web page about the draft SLR policy guidelines:

<http://www.environment.nsw.gov.au/climateChange/sealevel.htm>

It has links to the drafts for comment & also to the DoP site with the adopted Policy.

There is media coverage in the SMH

<http://www.smh.com.au/national/hopes-hit-by-high-tide-20091104-hy01.html> &
<http://www.smh.com.au/national/home-owners-must-pay-for-sea-walls-20091104-hy04.html>

Discussion was lead by Ian Dinham - Technical Executive Member. Points raised during discussion included:

- Sea Rise Policy is very topical and most members are aware of the new policy.
- Flood risks etc will change with implementation of policy, but long term effects and aimed at making the right planning decisions now.
- The policy does not look at all aspects of climate change, eg does not allow for intensified rainfall
- The interface/interaction between the various forms of flooding in the coastal zones appears to be largely ignored.
- Where does the policy stand with respect to replacement infrastructure and development?
- The policy appears to strongly discourage higher densities
- The policy is in disagreement with other state policies, which has precedence?
- The policy has a planning horizon of 2100 for infrastructure. How is that to be achieved in current context and life of the infrastructure?
- Conflicts will occur with the 50/100m impact rule and requirements for FPL plus 500mm.
- Resilience requirements should be heavily promoted, they are virtually ignored
- Who will fund what is not spelt out and remains a question unanswered.
- The policy coins new terms and definitions outside the DoP LEOP Template. How does this all fit together; does it fit together?

Cr Allan Brown outlined problems facing Eurobodalla

- Eurobodalla had problems with its new LEP with the state planners
- LEP template requirements and Sea Level Rise policy not coordinated
- Will need more mapping and an additional overlay

Sue Ribbons outlined

- Pittwater have raised a number of questions in consultations with DoP
- Planners are asking some specific questions which require specific answers
- What do you do in investigation areas?
- How do you notify on 149 Certificates?

Ian Dinham urged all members to make a submission on these matters.

Scholarship Report

Nilimini de Silva gave a brief outline of her overseas study tour and tabled a booklet produced by the study tour group. A full presentation will be made at the 2010 Annual Conference.

Item #11 FEBRUARY MEETINGS

Annual General & Quarterly Meetings:

The next meetings will be held in association with the Annual Conference @ Gosford, 23rd to 26th February, 2010. Time, place and venue will be circulated in the meeting notices.

Appendices Attached

List of Appendices

Appendix Item 1

Attendance and Apologies

Appendix Item 2

Minutes August Quarterly Meeting

Appendix Item 4

EOI Document

Ministerial Correspondence

Appendix Item 6

Scholarship Policy

Draft Constitution

Appendix Item 7

Tamworth Report

Appendix Item 8

Departmental Reports

Appendix 10

Marsdens Legal Advice and Additional Advice

Scholarship Report

Note: Appendices are available separately – contact the Executive Officer

5. MINUTES OF NAMOI PEEL CUSTOMER SERVICE COMMITTEE MEETING

REPORTING SECTION: Urban Infrastructure Services
AUTHOR: Siegfredo O Coralde – Director of Urban Infrastructure Services
FILE NUMBER: 09/1563

Summary:

Minutes of the bodies on which Council is represented are presented to Council for consideration.

Discussion (including issues and background)

The Minutes of the meeting of the Namoi-Peel Customer Service Committee meeting held on 10 February 2010 are enclosed.

Relevant Documents:

Nil

Stakeholders:

Walgett Shire Council

Financial Implications:

Nil

Minutes of Namoi Peel Customer Service Committee Meeting
<p>Recommendation:</p> <p>1. That Council note the Minutes of the meeting of Namoi-Peel Committee held on 10 February 2010.</p> <p>Moved: Seconded:</p>

Attachment:

Minutes of meeting held 10 February 2010

Namoi-Peel Customer Service Committee

**Namoi-Peel Customer Service Committee
Minutes of Meeting
Wednesday 10 February 2010
Gunnedah Services & Bowling Club**

Present: David Phelps (Chair), Ian Coxhead, Brian Wainwright, Michael Bryant, John Clements (observer), Ken Stump, Peter Watson, Jan Hahn, Glenn Bailey, James Kahl, Gary Coady (NSW Office of Water), Dan Berry, Michael Jeffery, Craig Cahill, Ken Gee, Mark Jarvis, Mary Fielder and Toni Hayes.

1. MEETING PRELIMINARIES

1.1 Meeting opened @ 9.30am

1.2 Apologies

Apologies received from Daryl Albertson, Megan Patterson, Warren McAdam.
I Coxhead/K Stump accepted

2. MINUTES OF PREVIOUS MEETING

Resolved that the minutes of meeting held on 18 November 2009 be accepted as a true and correct record. Taken as read.

I Coxhead/K Stump carried

3. ACTIONS ARISING FROM MINUTES

0810.08: SWC to look at putting operations planning information that it prepares for DWE on the website (D Berry)

- o SWC currently redeveloping internet site. Will look at including this information.
- o To be removed from action sheet.

0905.01: Collate figures from past 2-3 years for Namoi Valley to evaluate cost disparity and present to committee (J Clements)

- o Ongoing.

0905.03: Committee to develop an approach to IPART, in conjunction with Namoi Water, re fish passage offsets/alternatives and costing of same (D Phelps/J Clements)

- o J Clements requested onsite meeting with NSW Department of Industry and Investment and State Water to look into further.
- o Ongoing

0911.01: Put out a list of suggested KPIs for Namoi and provide to committee for discussion at next meeting (C Cahill)

- o Complete. See agenda item 5.1 for further information.

0911.02: Find out what is going to be involved with Fisheries in widening Pian Channel (C Cahill)

- o \$10,000 in investigation funding still to be completed to determine best option.
- o Investigation work should be complete in next 3-4 months.
- o See also Asset Report below.
- o J Clements requested on site meeting with NSW Department of Industry and Investment (NSW I&I).



Namoi-Peel Customer Service Committee

0911.03: Find out if Treasury will be paying for the upgrade at Split Rock Dam and provide out of session paper/information to members (C Cahill)

- o IPART submission clearly states State Water has recommended this be 100% Treasury funded. Wait to see what IPART determine.

4. CORRESPONDENCE

4.1 Incoming

- o Nil.

4.2 Outgoing

- o Customer Notices – noted.
- o I Coxhead stated that some irrigators in the Peel commented they didn't receive notices of supplementary event.
- o C Cahill indicated that a survey has recently been sent to all irrigators to update contact details and indicate preferred method of correspondence (fax, SMS, email).
- o J Clements asked for an electronic version of the contact list.
- o Namoi Water to reinforce communication to irrigators.
- o Peel Valley WUA meeting at end of month. J Hahn requested a copy of the survey to take to meeting to see who didn't receive. C Cahill indicated that he is available to attend the meeting if necessary.

5. CUSTOMER SERVICE

5.1 Report on Achievements of KPI Targets

Report by C Cahill (attached)

- o At previous meetings the CSC has indicated that current KPIs are not adequate.
- o C Cahill provided a list of suggested additional KPIs for the committee to consider:
 - Supplementary/off allocation announcement recommended to NOW within 24 hours of a possible event;
 - Supplementary announcement within 10% of post analysis review of possible supplementary announcements;
 - Expression of interest sent to customers within 12 hours prior to the start of a supplementary event (Namoi valley only).
 - J Kahl suggested that at least 12 hours notice be given.
 - Also suggested that during large events an updated expression of interest be sent out to customers.

Motion:

The Namoi-Peel CSC agree to adopt SWC's suggested additional KPIs into the report.

*P Watson/J Kahl
carried*

5.2 Compliance Report

Report by N Smith

- o Tabled and noted.
- o Committee has concerns re increase in reported breaches. C Cahill indicated this is due to better recording and reporting procedures.
- o N Smith is the "go to" person for State Water for compliance issues. He liaises with NSW Office of Water on issues that need to be escalated.
- o Members requested compliance information be provided specific to the Namoi and Peel valleys for the next meeting and include a comparison



Namoi-Peel Customer Service Committee

- with other areas of the state. If any issues arise, will invite Nigel to the following meeting to brief.
- Committee also wants to know what action is taken by NOW if State Water reports a compliance breach.

Action 1002.01:

Provide compliance report specific to Namoi and Peel valleys and include a comparison with other areas of the state.

Responsibility: N Smith

6. WATER DELIVERY

6.1 Flow Update and Water Delivery Usage Report

Presentation by K Gee (attached)

- What will we look at today
- Quick look at this years water movement 1 July 2009 to 28 Jan 2010
- Split Rock Water Movement
- Chaffey Water Movement
- Keepit Water Movement
- 2009/2010 Allocations
- 2009/2010 Off Allocation Access Peel River
- 2009/2010 Supplementary Access Lower Namoi*
- * Gunidgera to Bullawa figures should read 100% over 11 days.
- Supplementary Flows
- Flow Volumes
- Summer Access for the Lower Namoi
- Quick look at inflows
- Forecast Namoi River
- Forecast Manilla River Upper Namoi
- BOM forecasts
- BOM rainfall deciles

Comments:

- Gunidgera/Pian supplementary event – how much was pumped as opposed to what could have been pumped? Full volume was pumped that was available.
- K Stump – was a well managed flow, however highlights need to look at off-take issue/options re capacity to get flow to end of creek.

6.2 Supplementary Event report

Report by C Cahill

- Peter Watson congratulated State Water on recent supplementary event. Ran very smoothly and was well run. Started early and everyone was kept informed. Committee agreed.
- I Coxhead stated that some irrigators in the Peel commented they didn't receive notices of supplementary event.

6.3 Summer Release Strategies – update

Report by C Cahill

- M Fielder recently sent a text indicating continuation of summer releases until end of February.
- Not sure as to how it will be run after end of February. J Kahl suggested a survey for expressions of interest.
- Winter irrigation will happen early May and continue up to end of system flow.

Namoi-Peel Customer Service Committee

Action 1002.02:

Send out Expression of Interest survey to ascertain irrigation requirements after end of February.

Responsibility: C Cahill

6.4 Peel and WSP Update

Report by G Coady, NSW Office of Water

- o Closed first week December. Close to 100 submissions received.
- o Main areas of concern – Peel alluvium, Peel regulated water.
- o Main issues raised are re long term annual extraction limits, cease to pump and flow reference points in unregulated streams, trading in regulated system and issues relating to water supply works, access licence etc.
- o Following close of submissions, information has been collated and a number of reports done.
- o Interagency panel (NOW, DECCW, NSW I&I and CMA) met last week and resolved to make a number of recommendations to the Minister for variations to the Plan.
- o Key recommendations relate to growth in use in groundwater alluvium, trading between Namoi and Peel, flow reference points and cease to pump conditions in unreg streams and implications, and long term average annual extraction limit.
- o At the moment, information is with draftsmen to rewrite sections of the plans. Hoping to be finalised by end of month to submit revised draft plan to Minister and advisory committee.
- o Growth in use in groundwater – submissions were made recommending introduction of supplementary licences.
- o In relation to trading into Namoi, option of 3GL of permanent trade into the Namoi with a conversion factor of 7ML. Seemed to get reasonable support.
- o Further consideration given to additional permanent trading following any augmentation of Chaffey Dam. Consideration was that there would have to be some transfer of water from the Peel into the Namoi system to back up such trades.
- o In terms of flow reference points and cease to pump, a number of submissions questioned locations of some reference points. Revised recommendations going to the Minister.
- o J Clements asked for copy of SWC management outcome plan. G Coady indicated this expired in 2007. Discussion between G Coady and J Clements on wording/requirement of the Act.
- o PVWUA meeting on 24 February. I Coxhead asked if there would be anything further to present at that meeting. G Coady indicated not likely, however will check.
- o I Coxhead – re 6.1GL cap on regulated, a lot of angst about the low figure. G Coady said this figure has come from IQQM model. The real question relates to the model itself. Being looked at and report will be prepared.
- o 10-year rolling average discussed. The model doesn't accurately represent what has happened in the Peel in the past.
- o If the Minister were to approve additional 71R (permanent transfers and cancellation of licences in the Peel and creation of additional licences in the Namoi) the suggestion is the provision of water is to be drawn from Chaffey. Members felt this was not right. Discussed at length. Is like people buying their own water.
- o I Coxhead asked what about temporary trade into the Namoi? General consensus is this will remain as is.



Namoi-Peel Customer Service Committee

- o I Coxhead stated there is a lot of entitlement held in the Peel which can't be used, yet have to pay entitlement fees? What are they going to do with it? This is something that needs to be addressed.
- o Scenario: if water is available in Chaffey, what if over next 4 years use as much water as possible and blow out usage by more than 20%, still won't trigger any growth in use as plan will be up for review during this period.
- o G Coady indicated there has to be an average increase over 4-5 years of 40% to hit the trigger.

7. ASSET MANAGEMENT

7.1 Asset Report

Report provided by J Nankivell

- o Tabled and noted,
- o Re 2123 Keepit Fish Passage Offsets – D Phelps commented that this seems to be another way of saying we don't need it at Keepit so why spend the money at all? SWC still in negotiations with fisheries
- o NSW I&I want additional information to what was put on the table.

7.2 Dam Safety Upgrade status report

Presentation by M Jeffery (attached)

- o Scope of Projects
- o General Arrangement Drawings of Keepit, Split Rock and Chaffey Dam upgrades
 - 2.1: Arrangement Keepit, includes artist's impression
 - 2.2: Arrangement Split Rock
 - 2.3: Arrangement Chaffey, includes artist's impression
- o Status of Projects
- o Risk Reduction due to works

7.3 Gunidgera Regulator and Pian Channel upgrade

Action 1002.03:

Arrange onsite meeting with NSW I&I, State Water and Namoi-Peel CSC representatives to discuss Keepit fish passage offsets proposed for Gunidgera Regulator & Pian Channel.

Responsibility: C Cahill

8. BUSINESS DEVELOPMENT

8.1 Report on Metering for the Murray-Darling Basin

Report provided by G Hillis

- o Tabled and noted,
- o J Hahn questioned costs to irrigators.
- o Proposal is that the Commonwealth will pay for capital upfront but maintenance and ongoing replacement costs will be user pays. SWC is proposing that this will be a new charge per meter (separate to entitlement and usage charges). Will be dependent on IPART and price to be set by regulator.
- o At this stage, no more patent approvals have been made for meters.
- o J Clements asked about follow-up to motions previously moved by the CSC – what happens with these? Motions are sent to the SWC Management Team.
- o J Clements asked for figures in the business case relating to the metering standards as per motion made at previous meeting.



Namoi-Peel Customer Service Committee

Motion:

That State Water provide the committee with details of the size of the environmental adaptive licence that is to be issued in the Namoi Valley and the comparison with the other valleys.

*K. Stump/B Wainwright
carried*

Action 1002.04:

Provide the committee with details of the size of the environmental adaptive licence that is to be issued in the Namoi valley and the comparison with the other valleys.

Responsibility: D Berry

- o P Watson asked about figure in VOR for metering and compliance in the Namoi, are we likely to see this figure come down or a reduction in charges? D Berry indicated will see a change to mix of input to costs. At the moment most of the costs are related to field work. This will be reduced in future when technology is better. The net may balance out

8.2 Valley Operating Reports

Reports provided by C Cahill

- o Tabled and noted.
- o OPEX is coming in under. Budgeted on vacancy rate of 4% within State Water. Turn around rate has been slower than hoped.
- o Net result for year vacancy rate has been about 8%, which explains difference between budget and OPEX.

8.3 Review of State Water Corporation Act

Report provided by D Armstrong

- o Tabled and noted.
- o D Berry gave background of why review is happening.
- o Calling for tenders.
- o State Water hasn't got any proposals to make significant changes.

8.4 Review of Customer Service Charter

Report by D Berry

- o Review of Charter required annually in consultation with CSCs under SWC's Operating Licence.
- o Some additional references will be made to reflect implementation of iWAS and Call Centre.
- o IPART auditors did not make recommendations for changes.
- o The committee agreed to accept options 1 & 3 in the report and have no suggestions for further updates.

Motion:

The Namoi-Peel CSC has reviewed State Water's Customer Service Charter and has no suggestions for further updates other than those recommended by State Water, including additional references to iWAS and Call Centre.

*M Bryant/K Stump.
carried*

9. OUR PEOPLE

9.1 State Water organisation update

- o Water Delivery Unit – operating with full staffing levels.
- o Customer Field Officers – one returning from injury, one returning from maternity leave and one currently on Long Service Leave.
- o A Bennett has returned part-time and S Ross will continue to do some metering in Namoi as well as helping out in Gwydir and Peel.

Produced by State Water for the benefit of its customers.

Page 6 of 8



Namoi-Peel Customer Service Committee

- o All maintenance positions are full, R Sainsbury at Keepit has taken secondment to Major Projects. T Sands will step into this role.
- o B Wainwright asked about future staffing at Split Rock when dam is at full capacity. Mentioned fisherman taking boats up to dam wall. Concerned re liability of SWC of someone hurting themselves at the dam wall. Something to keep in mind.
- o SWC indicated that in the event of a spill, the dam will be staffed.

10. GENERAL BUSINESS

10.1 Election of Chair

- o As per Terms of Reference, there is a requirement for annual election of Chair.
- o D Phelps stood down as Chair and D Berry called for nominations from the committee.
- o I Coxhead nominated D Phelps. Committee in favour. D Phelps accepted.

10.2 IPART determination

- o I Coxhead asked if IPART has made its determination on water pricing.
- o D Berry indicated expecting draft determination to be released mid-March.
- o Draft will be released and submissions called for.
- o Final determination scheduled for release on 1 July.

NSW Office of Water IPART Submission

- o G Coady indicated IPART consultants reviewing NOW's submission. IPART will hold hearings in regional centres. Submission is available on the internet.
- o NOW has recommended over 3 years up to 267% increase, around 100% in most valleys (regulated). Mostly around 200% for unregulated and groundwater, but could be up to 300%. Has recommended fixed charges. Asking for two groundwater charges to be set – one for coastal and one for inland.

11. MEETING REVIEW & NEXT MEETING

Meeting closed: 12.50pm

Next Meeting: Wednesday 12 May 2010

Venue: Keepit Dam @ 9.00am

Report Deadline: 23 April 2010

To: Toni Hayes
Phone: 02 6751 2710
Fax: 02 6752 1590
Email: Toni.Hayes@statewater.com.au

6. WALGETT LOCAL AREA TRAFFIC COMMITTEE

REPORTING SECTION: Director Rural Infrastructure & Support Services
AUTHOR: Ian Taylor - Director Rural Infrastructure & Support Services
FILE NUMBER: 09/62

Summary:

This report recommends that Council note and adopts the recommendations of the recent meeting of the Local Area Traffic Committee.

Discussion (including issues and background):

The minutes of the recent meeting of the Local Area Traffic Committee in February 2010 are attached for consideration. The recommendations of these minutes may be noted and adopted by Council.

Relevant Reference Documents:

09/62-03/010 Minutes of the LATM meeting of 18 February 2010

Stakeholders:

Walgett Shire Council
Road Users in Walgett Shire

Financial Implications:

Recommended works will be completed subject to available funding allocations.

Minutes of the December 2009 Meeting of the Rowena Precinct Committee
<p>Recommendation:</p> <p>1. That Council note and adopts the recommendations of the meeting of the Local Area Traffic Committee on 18 February 2010 as follows:</p> <ul style="list-style-type: none">a. Temporary Road Closure Morilla & Opal Streets (MR426) Lightning Ridge for Easter Festival;b. Temporary Road Closure Fox Street (HW18) and Wee Waa Streets Walgett for Anzac Day; andc. Temporary Road Closure Wilson Street (HW12) and Walgett Street Collarenebri for Anzac Day. <p>Moved: Seconded:</p>

Attachments:

Minutes of the LATM meeting of 18 February 2010



WALGETT LOCAL AREA TRAFFIC COMMITTEE MEETING

MINUTES

Thursday 18 February 2010

Commencing at: 10.15 AM

Walgett Shire Council Administration Office, 77 Fox Street Walgett

PRESENT: Ian Taylor, Director Rural Infrastructure & Support Services, Walgett Shire Council,
Chairman (IT)

Wayde Hazelton, Road Safety & Traffic, Western Region, RTA NSW (WH)

APOLOGIES: Nil

1.0	CONFIRMATION OF PREVIOUS MINUTES	ACTION
-----	----------------------------------	--------

1.1	Moved Ian Taylor, seconded Wayde Hazelton that the minutes of the Walgett Local Area Traffic Committee Meeting of 17 December 2009 be accepted as a true and accurate record of proceedings.	
-----	--	--

2.0	COUNCIL RESOLUTIONS	ACTION
-----	---------------------	--------

2.1	Nil	
-----	-----	--

3.0	CONFIRMATION OF INTERIM BUSINESS	ACTION
-----	----------------------------------	--------

3.1	Nil	
-----	-----	--

4.0	BUSINESS ARISING FROM PREVIOUS MINUTES	ACTION
-----	--	--------

4.1	Nil	
-----	-----	--

5.0	INCOMING CORRESPONDENCE	ACTION
-----	-------------------------	--------



WALGETT LOCAL AREA TRAFFIC COMMITTEE MEETING

5.1	Temporary Road Closure – Morilla and Opal Streets (MR426) Lightning Ridge for Easter Goat Race Festival Moved Ian Taylor, seconded Wayde Hazelton that the Road Occupancy License submitted by Lightning Ridge Goat Race Committee be approved subject to: 1) Provision of evidence of Public Liability Insurance covering the event; 2) Submission of a signed Notice of Intention to Hold a Public Assembly; 3) Removal of all non-event vehicles from the closed area prior to the event commencing; and 4) The traffic management plan is amended to have bi-directional detour signs at all three intersections on the detour via Harlequin and Agate Streets.	
5.2	Temporary Road Closure – Fox Street (HW18) and Wee Waa Street (HW29) Walgett for Anzac Day 2010 Moved Ian Taylor, seconded Wayde Hazelton that the Road Occupancy License submitted by Walgett Shire Council be approved subject to: 1) Provision of evidence of Public Liability Insurance covering the event; 2) Submission of a signed Notice of Intention to Hold a Public Assembly; and 3) Removal of all non-event vehicles from the closed area prior to the event commencing.	
5.3	Temporary Road Closure – Wilson Street (HW29) and Walgett Street Collarenebri for Anzac Day 2010 Moved Ian Taylor, seconded Wayde Hazelton that the Road Occupancy License submitted by Walgett Shire Council be approved subject to: 1) Provision of evidence of Public Liability Insurance covering the event; 2) Submission of a signed Notice of Intention to Hold a Public Assembly; and 3) Removal of all non-event vehicles from the closed area prior to the event commencing.	

6.0	RESTRICTED ACCESS VEHICLE ROUTES	ACTION
-----	----------------------------------	--------

6.1	Nil	
-----	-----	--

7.0	INFORMAL BUSINESS	ACTION
-----	-------------------	--------



WALGETT LOCAL AREA TRAFFIC COMMITTEE MEETING

7.1	Road Safety Infrastructure Assessment of Identified Aboriginal Communities – Gingie, Namoi, & The Walli Noted draft report completed. Further consideration will be given when final report is completed.	Note
7.2	Pedestrian Refuge – Waterloo Street Burren Junction, at Alma Street Intersection Linemarking remains to be completed.	IT
7.3	Inquest into the death of Benjamin David Walford – MR426 Bill O'Brien Way Lightning Ridge Implementation of recommendation on hold awaiting advice from RTA	DV
7.4	Walgett Community College Safety Issues – Warrena Street Walgett Awaiting development of revised plan by WSC in consultation with RTA. RTA advised Bus Zone to be reduced to distance between last driveway and Peel Street.	IT
7.5	GrainCorp Silo Burren Junction – HW29 Kamilaroi Highway Burren Junction Awaiting reply from GrainCorp including a copy of their Traffic Management Plan and what other action they plan to implement to mitigate hazards associated with their Burren Junction Development. Proposals for a realignment of the road to eliminate the hazard would need to be addressed to the Regional Manager of RTA. WSC to follow up with GrainCorp.	IT
7.6	Pedestrian Crossing Upgrade – Fox Street (HW18) Walgett at intersection of Arthur Street Linemarking remains to be completed.	IT
7.7	School Bus Pick-up Areas on MR7716 & HW18 The school bus pick-up areas on HW18 between HW12 and Walgett, and on the sealed section of MR7716 be referred to the next meeting with details of their location and the number of residences served at each site for a review of their wet weather safety. A single wet weather bus pick-up point has been proposed for MR7716 near the entrance to the irrigation block of the property "Crossdale" – pending further information from council.	IT
7.8	School Zone Signs – Burren Junction Missing signs to be reinstated by WSC. If new signs are required they can be ordered through Sharon Grierson (RTA)	IT



WALGETT LOCAL AREA TRAFFIC COMMITTEE MEETING

7.9	No Standing Signs (1) any remaining "No Standing" signs will operate as "No Stopping" signs as of 1 December 2008 and to avoid confusion Council should expedite their replacement with R5-400 "No Stopping" signs or R5-40 "No Parking" signs as appropriate and (2) all parking regulatory signage zones must be closed across intersections (not around side street kerbs) for them to be enforceable. Ongoing.	IT
7.10	Line Marking – Intersection Pandora Street / Nettleton Drive Lightning Ridge Awaiting design by Council.	IT
7.11	Directional Signage – HW29 & HW18 Through Walgett Signs should have all arrived in Walgett. Works Proposal for installation will be submitted under the RMCC.	IT
7.12	Pedestrian Crossing and Pedestrian Crossing ahead signs on State Highways Upgrade of the above to current standard (green signs) can be funded through RTA – send quote to DV for agreement.	IT
7.13	GrainCorp Silo Walgett – Safety Council is yet to receive a DA for an expansion of the site.	IT
7.14	Bus Zone – Rowena School The proposed relocation of the Bus Zone to the north of its current position outside Rowena School. Due to be completed by March.	IT
7.15	Taxi Zone Safety Issue – Fox Street (HW18) Walgett (southbound) The Taxi Zone adjacent to the Gateway Hotel driveway in Fox Street Walgett be relocated south, to the position between the exit from the Gateway Motel and the Wee Waa Street roundabout, and that the Zone be implemented parallel to the kerb. Awaiting Council approval.	IT

8.0	NEXT MEETING	ACTION
-----	--------------	--------

8.1	Note: Scheduled for 10.00 AM Thursday 15 April 2010 unless advised otherwise.	IT
-----	---	----

14. Reservation of items for Debate

15. Reports of Officers

7. ***MINUTES OF THE DECEMBER 2009 MEETING OF THE ROWENA PRECINCT COMMITTEE***

REPORTING SECTION: General Manager
AUTHOR: Ray Kent – General Manager
FILE NUMBER: 09/1491

Summary:

The minutes of Precinct Committee meetings are placed before Council for information.

Discussion (including issues and background):

The minutes of the Rowena Precinct Committee meeting held 14th December 2009 are attached. The Minutes have been circulated to Directors for action, where appropriate.

Relevant Reference Documents:

Nil

Stakeholders:

Council and Rowena residents

Financial Implications:

Nil

Minutes of the December 2009 Meeting of the Rowena Precinct Committee

Recommendation:

1. That the Minutes of the December meeting of the Rowena Precinct Committee be noted.

Moved:

Seconded:

Attachment:

Minutes of the 14th December 2009 Precinct Committee meeting

Rowena Precinct Committee Meeting

14/12/09, Rowena Hall at 5pm

Present: Ken Stump (Chair), Tanya Cameron, Rob & Helen Harris, Marg Bow, Robert Greenaway, Bernie Phelps, Pat Fardell, Sandy Shearer, Jenny Brummell, Kim Alexander & Randy Schaffer, Jill Holland, Lauren Harris

Apologies: David, Tim & Joc Cameron, Myrna Harris, Harold & Terry Phelps, Wendy and Les Burrell, Rebecca Cook, Tim Phelps

Business Arising:

Trees – Ken summarised meeting with Carole Medcalf which included timeline of Federal Infrastructure Funding and issue regarding trees removed near Pre-School. Bernie gave an explanation of reasons for planting trees on the western side, the preparation and maintenance involved and the removal, on short notice by Council staff, of some of the trees. Tanya also gave some background on discussions with the Director Urban Infrastructure to halt the removal of trees, to no avail, until Pre-School parents could move them.

The Rowena Precinct Committee request, from Walgett Shire Council, a full audit of the \$6,000 expended on trees planted in Rowena, as listed in the last Walgett Shire Newsletter

Moved B. Phelps

Seconded R. Harris

Jill Holland advised that she had answered survey questions on playground equipment in Rowena late 2008 or early 2009

The meeting also requested that a town map showing designated roads/streets and utilities be obtained so that volunteers working to improve the village and surrounds do not encroach on Council infrastructure in the future. Participants also discussed the need for a Council employee whose specific responsibility is the village of Rowena and the surrounding district – this could take the form of part time work for an existing resident.

Correspondence: Council Meeting Agendas and Minutes via email, copy of email to Shire from Rowena CWA, Letter to district residents advising today's meeting

General Business:

Water Supply – a copy of an email sent to Walgett Shire Council from the Secretary of Rowena CWA was tabled and noted. Pat Fardell, President of Rowena CWA, gave some background on the email – she often has black residue in her town water supply following any work on the lines and it can take up to 15 minutes to clear. The same thing happens at the Rowena School, where a pump burnt out, but not at Jill and Neville Holland's.

Ken encouraged village residents to also personally contact the Shire with their complaints

It was noted that the rainwater tank at the Shire Hall has developed severe leaks and needs to be replaced – this is the only rain water supply at the hall. It was also suggested that a second tank be placed on the north east corner of the hall where there is already a downpipe.

Roads – Work on drainage at the front of the school, budgeted in the 2009-2014 Management Plan is still to commence.

Large holes on the eastern approaches to the Bulyeri Bridge over the Thalaba Creek have not been attended to.

Sections of Shire Rd 12, Millie Rd, that were not graded when new gravel was laid need attention as pot-holes and gullies run the width of the road in some places, making them impossible to avoid

Signage – All road signs between Pokataroo and Rowena Lane do not indicate that Rowena exists and there is no sign at the Woodvale corner on SR 13. Meeting requested some action on this as well as some blue tourist information signs, at each turn-off to Rowena from RR 329, indicating the services available in Rowena.

Ken gave further details of the meeting that he and Tanya had with Carole Medcalf regarding a long term plan for Rowena and the surrounding district, to be included in a 15 year plan that the Shire will be working on in the near future.

Ideas put forward by participants at the meeting were as follows;

- Upgrades to the wiring, lighting, external timber finishes & doors of the Shire Hall as well as some general maintenance
- Approaches tidied with trees planted, improvements to the tip and fences around the hall and tennis courts
- Park and playground equipment, possibly at the hall where there are existing toilet facilities, with shade areas, picnic tables etc
- Bitumen seal on the southern end of Middle St and bitumen on South St from Shaw to Rowena St
- Crown land on the corner of Rowena Rd and Rowena St be developed as a truck parking area
- Development of a Primitive Camping Area
- Future road works – gravel western bus runs and bitumen seal from Merrywinebone to the Gwydir Highway, Cameron's Lane and other roads to the west of the village to connect Walgett directly to the Rowena area.
- Continued improvements to the village water supply

The Committee believes that roads infrastructure and all-weather access for every ratepayer has to be the most important issue, however we recognise that funding for these is usually in very short supply. Therefore, whilst these form the first of our Future Plan points we accept that they will be an ongoing, longer term project and that other items on our list may be completed in a shorter time frame.

We have broken the list into two parts;

EXISTING PROJECTS

- Finish the village water supply
- Upgrades to the wiring, lighting, external timber finishes & doors of the Shire Hall as well as some general maintenance
- Improve waste management to a contemporary town standard
- All promised improvements be completed

FUTURE PROJECTS

- Future road works – gravel western bus runs
- Bitumen seal from Merrywinebone to the Gwydir Highway and Cameron's Lane. And other roads to the west to connect Walgett directly to the Rowena area.
- Approaches tidied with trees planted, improvements to the tip and fences around the hall and tennis courts
- Park and playground equipment, possibly at the hall where there are existing toilet facilities, with shade areas, picnic tables etc
- Bitumen seal on the southern end of Middle St and bitumen on South St from Shaw to Rowena St
- Crown land on the corner of Rowena Rd and Rowena St be developed as a truck parking area
- Development of a Primitive Camping Area

ITEMS FOR ACTION

1. The Rowena Precinct Committee request, from Walgett Shire Council, a full audit of the \$6,000 expended on trees planted in Rowena, as listed in the last Walgett Shire Newsletter
2. The meeting also requested that a town map showing designated roads/streets and utilities be obtained so that volunteers working to improve the village and surrounds do not encroach on Council infrastructure in the future. Participants also discussed the need for a Council employee whose specific responsibility is the village of Rowena and the surrounding district – this could take the form of part time work for an existing resident.
3. It was noted that the rainwater tank at the Shire Hall has developed severe leaks and needs to be replaced – this is the only rain water supply at the hall. It was also suggested that a second tank be placed on the north east corner of the hall where there is already a downpipe.
4. **Roads** – Work on drainage at the front of the school, budgeted in the 2009-2014 Management Plan is still to commence.
5. Large holes on the eastern approaches to the Bulyeroi Bridge over the Thalaba Creek have not been attended to.
6. Sections of Shire Rd 12, Millie Rd, that were not graded when new gravel was laid need attention as pot-holes and gullies run the width of the road in some places, making them impossible to avoid
7. **Signage** – All road signs between Pokataroo and Rowena Lane do not indicate that Rowena exists and there is no sign at the Woodvale corner on SR 13. Meeting requested some action on this as well as some blue tourist information signs, at each turn-off to Rowena from RR 329, indicating the services available in Rowena.
8. The Committee believes that roads infrastructure and all-weather access for every ratepayer has to be the most important issue, however we recognise that funding for these is usually in very short supply. Therefore, whilst these form the first of our Future Plan points we accept that they will be an ongoing, longer term project and that other items on our list may be completed in a shorter time frame.

EXISTING PROJECTS

- Finish the village water supply
- Upgrades to the wiring, lighting, external timber finishes & doors of the Shire Hall as well as some general maintenance
- Improve waste management to a contemporary town standard
- All promised improvements be completed

FUTURE PROJECTS

- Future road works – gravel western bus runs
- Bitumen seal from Merrywinebone to the Gwydir Highway and Cameron's Lane. And other roads to the west to connect Walgett directly to the Rowena area.
- Approaches tidied with trees planted, improvements to the tip and fences around the hall and tennis courts
- Park and playground equipment, possibly at the hall where there are existing toilet facilities, with shade areas, picnic tables etc
- Bitumen seal on the southern end of Middle St and bitumen on South St from Shaw to Rowena St
- Crown land on the corner of Rowena Rd and Rowena St be developed as a truck parking area
- Development of a Primitive Camping Area

8. COUNCIL DECISIONS ACTION REPORT– 23.02.10

REPORTING SECTION: General Manager
AUTHOR: Ray Kent – General Manager
FILE NUMBER: 10/154

Summary:

A Schedule will be provided to each Council Meeting which summarises action taken in respect of matters considered at the previous meeting of Council.

Discussion (including issues and background):

Attached is the Action Report related to the February 2010 Council Meeting. The Report summarises action in respect of all Resolutions as well as any other matter raised at the Meeting which required action. The Report does not repeat Resolutions etc as these are contained in the Minutes of the previous Meeting which are included elsewhere in the Agenda.

Relevant Reference Documents:

Agenda and Minutes of the February 2010 Council Meeting

Stakeholders:

Councillors and Executive Team

Financial Implications:

Nil

Council decisions Action Report – 23.02.10
<p>Recommendation:</p> <p>That the report be received.</p> <p>Moved:</p> <p>Seconded:</p>

Attachment:

Action Schedule

COUNCIL DECISIONS: Meeting held 23rd February 2010

Action Report

2/2010	Proposals from the Lightning Ridge Arts and Craft Centre
DCCS:	Phone line being investigated. Not Yet connected.
3/2010	Request the Western Division make deputation to State and Federal Water Ministers
GM:	Formal request to Western Division to include a late motion on Agenda of Annual Conference forwarded – 23/2/2010. A similar motion from Bourke Shire Council was carried at the conference. A similar motion from Bourke Shire Council was carried at the conference.
	Advertising not changed - Water restrictions
DUIS:	Advertisement rechecked per amended approved water restriction. Readvertising week beginning 1/3/10
6/2010	Lightning Ridge (R230055) Reserve Trust
GM:	Mayor and General Manager signed licence – 23/2/2010
DUIS:	Documents sent to Arts & Craft Society week beginning 1/3/10
7/2010	Collarenebri (R82811) Reserve Trust - Collarenebri Golf Course Incorporated
GM:	Mayor and General Manager signed licence – 23/2/2010
DUIS:	Waiting for Golf Course Inc to return to Council with their input – due 16/3/10
8/2010	Collarenebri (R82811) Reserve Trust – Mulga Mudlarks
GM:	Mayor and General Manager signed licence – 23/2/2010
DUIS:	Documents sent to Mulga Mudlarks week beginning 1/3/10
9/2010	Investigation into interest free loans
DCCS:	None available as Walgett Shire Council is not an urban area of high growth.
10/2010	Walgett Racecourse & Showground (D520009) Reserve Trust Report
DUIS:	In progress to obtain quotes for replacement of roof and fencing – due 15/4/10. Collecting notes for a 5 year maintenance and repair program. Meeting scheduled with users group 30/3/10
11/2010	Notice of Motion – Walgett Levee – truck bypass route
DUIS:	In progress – no expected completion date as yet

WALGETT SHIRE COUNCIL AGENDA

12/2010	Petition from Walgett RSL Club
GM:	Letter to Secretary Manager of RSL advising that petition formally presented to Council sent 25/2/2010
13/2010	Community Safety Precinct Committee Minutes
GM:	No action required
	Invitation to Superintendent Bob Noble to attend the next meeting of Council in March. Mayor and General Manager seek a meeting with the Superintendent
GM:	Superintendent on leave. Expected return 1/4/10
14/2010	Kamilaroi Highway at Burren Junction
DRISS:	Written to Graincorp requesting support of bypass.
15/2010	Walgett Local Traffic Committee
DRISS:	No further action at this stage
16/2010	Walgett Local Emergency Management Committee
DRISS:	No Action required
17/2010	NSW Rural Fire Service North West Zone Service Level Agreement Committee Meeting
DRISS:	No Action required
18/2010	Funding Request – Australian Opal Centre
DCCS:	Invoice requested to enable payment.
19/2010	Request for Council to join the Murray Darling Association Inc in 2010/11
GM:	Included as a New expenditure proposal for 2010/11.
20/2010	“Sustaining Rural Communities” – National Conference, Narrabri
GM:	Executive Assistant contacted all Councillors in week beginning 1/3/10 to establish whether wished to attend.
21/2010	Community Development and Tourism Quarterly Report – October 200 – January 2010
DCCS:	No Action required

WALGETT SHIRE COUNCIL AGENDA

22/2010	Outback Regional Tourism Organisation - Symposium
DCCS:	No Action required
23/2010	LGSA Tourism Conference - 2010
DCCS:	No Action required
24/2010	Community Assistance Scheme Donations – 2009/2010 Budget
DCCS:	Letters sent to all recipients and unsuccessful applicants
25/2010	Quarterly Budget review as at 31 st December 2009
DCCS:	No Action required
26/2010	Cash on Hand and Investment Report as at January 2010
DCCS:	No Action required
27/2010	Budget Report 2010/2011
DCCS:	Report to March Council Meeting
GM:	Changed date for June Council Meeting notified in Council Newsletter and local papers
28/2010	Rating Land Valuation Cycle
DCCS:	Letter forwarded to Valuer General
29/2010	Crown Reserve Established over the Preserved Opal Field
DPRS:	Response letter sent 26/2/10 (091557/007) – No further action required
30/2010	State Emergency Services Fleet
DRISS:	Dubbo City Council vehicle secured
31/2010	Leasing of High Utilisation Plant
DRISS:	No Action required
32/2010	December 2009 Flood Event
DRISS:	No Action required

WALGETT SHIRE COUNCIL AGENDA

33/2010	Coonabarabran – Mungindi Road Improvement Proposal
DRISS:	Replied to Warrambungle Shire as resolved
34/2010	Delegate to Committee for the Coonabarabran – Mungindi Road Improvement Proposal
DRISS:	No further action required
35/2010	Moree Plains Shire Council – Higher Productivity Vehicle Strategy
DRISS:	Replied as per resolution
	Water leaking next to the Carinda Pub
DPRS:	Senior Health and Building Surveyor to check status when Cumberland way is reopened.
	Action report Re: Council Meeting decisions
GM:	Action report included in March Council Agenda
	Trees on the Racecourse
DUIS:	Meeting scheduled with users group to identify trees – due 30/3/10
	Main Street Come-By-Chance - bitumen
DRISS:	Scheduled for late March/Early April start
	Solar type lighting system at the Collarenebri Aerodrome
DUIS:	Contact made with Tony Matthews (RFDS). Awaiting further information
	Bruce's garage at Collarenebri
DPRS:	Notice of intention to be sent regarding loose galvanised iron
	Position of Senior Tourism Development Officer
DCCS:	Position Description reflects Senior. Change made to Organisation Chart
	Employment of Mrs Darcy
GM:	Confidential Report included in March Council meeting agenda.

WALGETT SHIRE COUNCIL AGENDA

Faulty workmanship with the cement slab on all of the skateparks	
DCCS:	Health & Building Surveyor instructed to check all slabs.
Status of the Cumborah Community Hall	
DPRS:	Met with residents of Cumborah about proposal - 1 March 2010 Waiting for Cumborah Community inc to convene a community meeting with a view to getting a community consensus on the preferred site and type of building to be progressed.
GPS for the airstrip at Lightning Ridge	
DUIS:	Contact made with Tony Matthews (RFDS). Awaiting further information
Beautification at the Walgett Airport	
DUIS:	To commence 20/3/10
Items advertised in "Mungindi Matters"	
GM:	Arrangements made to publish Council column fortnightly in "Mungindi Matters" and for Newsletter to be distributed by Post Office to properties in northern section of Shire
Walkway to Wali Reserve at Collarenebri	
DUIS:	Scheduled for clearing and site stabilisation. Completion expected 30/3/10
Water pressure fixed at Collarenebri	
DUIS:	Completed. This is continuously monitored
Money held by the Trust at Collarenebri Showgrounds	
DUIS:	No money held by the Trust over the last 10 years.
Footpath at Collarenebri hospital	
DUIS:	Inspected 3/3/10
Works on the Collarenebri grandstand	
DUIS:	Gutter repairs completed 5/3/10. Advised committee of resolution and need for quotations. Eexpected to be completed 18/3/10

WALGETT SHIRE COUNCIL AGENDA

38/2010	Legal Services Quarterly – February 2010
DCCS:	Next report due May
39/2010	Tenders – RFT10006 – Supply & Delivery of one New or Used Minimum 225HP PTO Tractor
DRISS:	Order issued
40/2010	Tenders – RFT10002 – Supply & Delivery of one Automated Bitumen Patching Truck
DRISS:	Order issued
41/2010	Tenders – RFT10003 Replacement of One Automated Bitumen Patching/Sealing Truck
DRISS:	Order issued
42/2010	Tenders – Bridge Construction
DRISS:	Awaiting confirmation from RTA
43/2010	Tenders – RFT10008 Supply of Used 500HP Road Train Rated Prime Mover
DRISS:	No further action
44/2010	Tenders – RFQ10001 Supply & Delivery of 6x4 Side Loading Waste Truck
DRISS:	Order issued
45/2010	Tenders – UIS/29/09 – Amenities Block at Lightning Ridge
DUIS:	Tender awarded and construction to commence 30 March 2010.
Visitor Information Centre works	
DCCS:	Negotiations have been conducted with Federal Government RE: using unspent infrastructure funds

9. **INTERNALLY RESTRICTED FUNDS**

REPORTING SECTION: Corporate and Community Services
AUTHOR: Myrene Lovegrove – Finance Manager
FILE NUMBER: 10/178

Summary:

Walgett Shire Council has several unused internally restricted reserves. Removing the funds from these reserves will enable the funds to be considered for allocation to current priorities. Conversely, the staff leave liability reserve needs to be increased to reflect council's current liability.

Discussion (including issues and background):

Currently Walgett Shire Council has the following items identified as internally restricted funds in the general fund:

Flood Protection	\$210,000.00
Walgett Shire Stormwater Management	\$234,179.00
Levee Bank Maintenance	\$ 14,000.00
Kerb and Gutter Renewal	\$ 50,000.00
Walgett Industrial Design	\$ 7,000.00
Miners Contribution Road	\$ 6,000.00
Economic Development	\$ 15,000.00

These items all relate to projects from past financial years and have remained unused for extended periods of time. Discussions with Council's auditors have indicated that it is best practice to consider operational projects in the formulation of the following year's budget and not hold sizable internal reserves. Removing these reserves will release \$536,179.00 from restricted reserves and increase the unrestricted cash surplus at 30 June 2010.

Additionally an aerodrome reserve, with a current balance of \$151,500.00, is being held in internal restrictions. The estimated cost of the lighting project at Collarenebri is \$120,000.00. The \$120,000.00 should cover Walgett Shire Council's expected commitment to the lighting of Collarenebri airstrip. Removing the \$31,500.00 excess will increase the unrestricted cash surplus at 30 June 2010 by \$31,500.00.

Walgett Shire Council's leave liability reserve had a balance of \$500,000.00 at 30 June 2009. After consideration of the age structure of council current workforce and expected leave liability as at 30 June 2010, it would be prudent to increase this balance by \$100,000.00.

Relevant Reference Documents:

Nil

Stakeholders:

Walgett Shire Rate Payers

Financial Implications:

No additional costs.

An additional \$467,679.00 available in unrestricted fund at the end of June 2010

Internally Restricted Funds

Recommendations:

That:

1. Council remove \$31,500.00 from the internally restricted aerodrome reserve.
2. Council remove the following from internally restricted reserves:

* Flood Protection	\$210,000.00
* Walgett Shire Stormwater Management	\$234,179.00
* Levee Bank Maintenance	\$14,000.00
* Kerb and Gutter renewal	\$50,000.00
* Walgett Industrial Design	\$7,000.00
* Miners Contribution Road	\$6,000.00
* Economic Development	\$15,000.00
3. Council increase the leave liability reserve by \$100,000.00.

Moved:

Seconded:

10. EXTERNALLY RESTRICTED FUNDS

REPORTING SECTION: Corporate and Community Services
AUTHOR: Myrene Lovegrove – Finance Manager
FILE NUMBER: 10/178

Summary:

Walgett Shire Council has several unused externally restricted reserves. Removing the funds from these reserves will enable the funds to be considered for allocation to similar current priorities.

Discussion (including issues and background):

Currently council holds several small externally restricted reserves relating to projects from past financial years which have remained unused for extended periods of time. Some date back to before 2002. The reserves are identified as:

Art Start Funding	\$2,300.00
Reclaim the Night	\$ 255.00
Youth Activities	\$4,038.00
WAL	\$5,000.00

A search of council records had identified all these items as historic with no recent correspondence, requests for acquittals or refunds. The first three relate to community service activities. No formal record of the last reserve is available. In 2005 a \$5,000.00 grant was received from the NRMA, possibly for road safety programs for children. The grant was probably from the defunct NRMA New South Wales Road Safety Trust.

Council's auditor, Spencer Steer has recommended removing these historic external reserves and allocating the funds to similar current priorities.

Relevant Reference Documents:

Nil

Stakeholders:

Walgett Shire Rate Payers

Financial Implications:

No additional costs.

An additional \$11,593.00 will be available in unrestricted funds at the end of June 2010.

Externally Restricted Funds**Recommendation:**

1. That Council remove the following from externally restricted reserves and reallocate to similar areas:

* Art Start Funding	\$2,300.00
* Reclaim the Night	\$ 255.00
* Youth Activities	\$4,038.00
* WAL	\$5,000.00

Moved:**Seconded:**

11. **CASH ON HAND AND INVESTMENT REPORT AS AT 28 FEBRUARY 2010**

REPORTING SECTION: Corporate and Community Services
AUTHOR: Myrene Lovegrove – Finance Manager
FILE NUMBER: 09/1460

Summary:

This report summarises the cash on hand and investments held by Walgett Shire Council as at 28 February 2010.

Discussion (including issues and background):

Walgett Shire Council operates one primary transaction account with the Commonwealth Bank and invests funds surplus to its operational requirements. The level of funds held in the account at any time reflects the outlook in terms of payments to be made in the short term.

As at 28 February 2010 the operational bank account's balance was \$3,635,109.21. The balance held in the working account is unusually high in anticipation of large cash outflows expected during March. The reconciliation of this balance is:

Operational Account Bank Reconciliation As at 28 February 2010	
	\$
Opening Ledger Account Balance as at 31 January 2010	1,338,651.59
Add: Receipts	3,484,295.89
Add: Recalled Investments	1,500,000.00
Less: New Investments	
Less: Payments	(2,687,838.27)
Closing Ledger Balance as at 28 February 2010	3,635,109.21
Balance as per Bank Statement as at 28 February 2010	3,618,762.52
Add: Receipts not banked	113,671.32
Less: Payments not presented	(97,324.63)
Closing Balance of Bank Account	3,635,109.21
Difference (A-B)	-

As at 28 February 2010 Walgett Shire Council's investment register's balance was \$5,549,360.80. The balance as per the attached investment report comprised:

Term Deposits	\$4,500,000.00
Callable Range Accrual Notes	\$1,000,000.00
Floating Rate Collateralized Debt Obligation (CDO)	\$ 49,360.80

The market values disclosed for the Floating Rate Collateralized Debt Obligation (CDO) are market values as at 30 June 2009 and were supplied by the ANZ Group. Generally the Floating Rate Collateralized Debt Obligations (CDO) are re-valued each 30 June. Currently the CDO's market value represents less than 0.9% of Walgett Shire Council's investment portfolio. The need to seek an external valuation of these products for the 30 June 2010 will be discussed with Council's auditors, Spencer Steer.

As at 28 February 2010 Walgett Shire Council's total available cash and invested funds were \$9,184,470.01 represented by:

Working Account Balance	\$3,635,109.21
Investments	\$5,549,360.80

Cash on Hand Investment Report as at 28 February 2010

Recommendation:

1. That the cash on hand and investment report as at 28 February 2010 be received.

Moved:

Seconded:

WALGETT SHIRE COUNCIL AGENDA

Council investments have been made in accordance with the Local Government Act 1993, 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>		
Term Deposits								
Australian Defence Credit Union	Term Deposit	90	5.47	809/10		02-Mar-10	\$	500,000.00
Bank of Queensland	Term Deposit	90	5.35	810/10		02-Mar-10	\$	500,000.00
National Australia Bank	Term Deposit	91	5.55	811/10		08-Mar-10	\$	500,000.00
Macquarie Bank	Term Deposit	91	5.60	814/10		30-Mar-10	\$	500,000.00
Local Government Financial Services	Term Deposit	91	5.50	815/10		06-Apr-10	\$	500,000.00
IMB Ltd Financial Services	Term Deposit	91	5.50	818/10		13-Apr-10	\$	500,000.00
National Australia Bank	Term Deposit	91	5.60	817/10		04-May-10	\$	500,000.00
Newcastle Permanent	Term Deposit	91	5.74	818/10		18-May-10	\$	500,000.00
Australian Defence Credit Union	Term Deposit	91	5.78	819/10		25-May-10	\$	500,000.00
Callable Range Accrual Notes (CRAN)								
Commonwealth Bank of Australia bond	Term Deposit	90	7.50	812/10	16-Mar-10	16-Dec-10	\$	500,000.00
Royal Bank Canada bond	Term Deposit	90	7.70	813/10	16-Mar-10	16-Mar-11	\$	500,000.00
Floating Rates Collateralized Debt Obligations (CDO)								
Zircon Finance Ltd	Floating Rate CDO		0.00			20-Sep-14	\$	0.00
Morgan Stanley Aces SP	Floating Rate CDO	90	6.073		21-Mar-10	20-Jun-15	\$	12,165.59
Helium Capital Ltd	Floating Rate CDO	90	5.957		23-Mar-10	23-Jun-14	\$	2,193.12
Magnolia Finance GLB Ltd	Floating Rate CDO	91	5.523		22-Mar-10	20-Mar-12	\$	35,002.09
							\$	<u>5,549,360.80</u>

Investment Report as at 28 February 2010

12. DRAFT HUMAN RESOURCE PROPOSALS

REPORTING SECTION: Corporate and Community Services
AUTHOR: Carole Medcalf – Director, Corporate and Community Services
FILE NUMBER: 09/1455/

Summary:

In the context of integrated planning, as a part of the resourcing strategy, Human Resources (HR) function aims to attract, develop and retain appropriately qualified, talented and committed staff to ensure a healthy and a sustainable local Council that is responsible for and accountable to the local community. The draft HR proposals are intended to contribute significantly to this aim over the next 4 years.

Discussion (including issues and background):

Three proposals have been developed: Introducing a Phased Retirement Plan; an Apprenticeships and Traineeships Strategy; and Capturing & Retaining Tacit Knowledge. These proposals have been accepted by the Executive Team and were endorsed by the Consultative Committee at the last meeting held on 24 February 2010.

Phased Retirement Plan

Currently 40% of the permanent staff attached to Walgett Shire Council are over 50 years of age. To enable these employees to retire with dignity and without disrupting the smooth flow of operations, the proposal highlights the phased retirement options that the council can consider, eligibility criteria, process to follow, benefits that can be derived and pitfalls to avoid during the implementation of the plan.

Apprenticeships & Traineeships Strategy

With the aim of developing the skills of existing staff as well as creating a strong pool of candidates for future job opportunities (to address issues of aging workforce, succession planning requirements and the commitment to create job opportunities for the indigenous community), the proposed strategy highlights: the financial benefits available from Federal and State Government; common questions that need to be answered from an organisational as well as a trainee point of view; the positions identified within the Council to provide apprenticeship and traineeship opportunities, options available and an implementation plan.

Capturing and Retaining of Tacit Knowledge:

Given the current issues faced by the Council in terms of an aging workforce, literacy and numeracy issues of outdoor staff and difficulty in attracting qualified professionals to the Shire, the proposal highlights: the importance of capturing tacit knowledge; when to capture; which positions to target; how to capture; evaluation of options suitable for Walgett Shire Council and an implementation plan.

Relevant Reference Documents:

Not Applicable

Stakeholders:

Walgett Shire Council
Staff of Walgett Shire Council

Financial Implications:

As stated in budget proposals for financial year 2010/2011

Draft Human Resource Proposals
<p>Recommendation:</p> <p>That Council adopts the three proposed strategies as part of its overall HR long term strategic development</p> <p>Moved:</p> <p>Seconded:</p>

Attachments:

Proposal on Phased Retirement Plan

Proposal on Apprenticeships and Traineeships Strategy

Proposal on Capturing and Retaining Tacit Knowledge



**WALGETT
SHIRE
COUNCIL**

PHASED RETIREMENT PLAN

January 2010 | Sam Bandula

Table of Contents

1.0 INTRODUCTION.....	2
2.0 OPTIONS	4
3.0 BENEFITS	4
4.0 ELIGIBILITY	5
5.0 PROCESS.....	5
6.0 PITFALLS TO AVOID	6
REFERENCES.....	6

1.0 Introduction

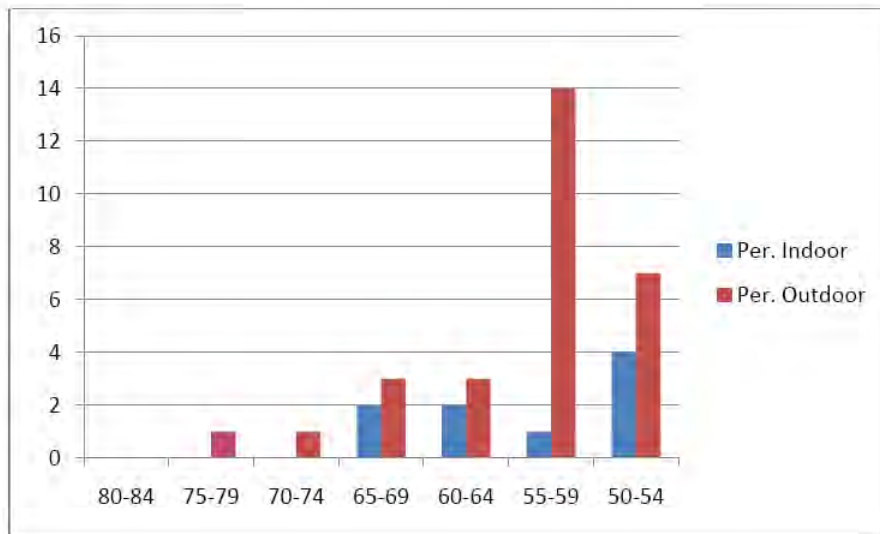
This paper intends to propose a phased retirement plan to address the aging staff issue at Walgett Shire Council (WSC), with the objective of helping staff transition from fulltime employment to retirement whilst maintaining expertise and knowledge within the Council.

Walgett Shire, as many other regional areas, is facing the issue of an aging population. From an organizational point of view, this demands for an analysis into the workforce structure within WSC to take proactive measures to support a sustainable HR strategy.

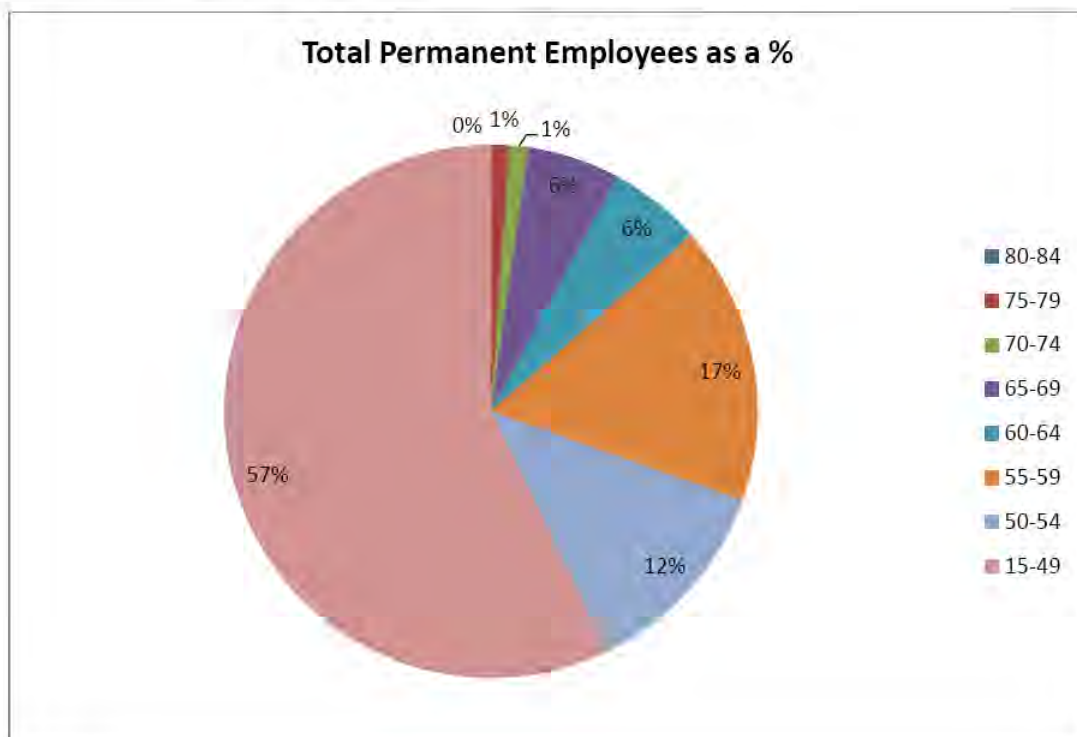
Following table summarizes the statistics related to permanent and casual staff (including contracts) as of December 2009 (with employees falling within age brackets of over 50 years of age highlighted in different colors).

Age (years)	Casual Employee Total (including Contracts)	Casual Indoor (I/D)	Casual Outdoor (O/D)	Permanent Employee Total	Per. I/D	Per. O/D	Total I/D	Total O/D	Total Employees	Total Employees as %	Total Permanent Employees as a %
80-84	2	2					2	0	2	1%	0%
75-79				1		1	0	1	1	1%	1%
70-74				1		1	0	1	1	1%	1%
65-69	3	3		5	2	3	5	3	8	5%	6%
60-64				5	2	3	2	3	5	3%	6%
55-59	5	2	3	15	1	14	3	17	20	14%	17%
50-54	5	2	3	11	4	7	6	10	16	11%	12%
45-49	8	4	4	8	1	7	5	11	16	11%	9%
40-44	6	5	1	10	4	6	9	7	16	11%	11%
35-39	8	6	2	13	8	5	14	7	21	14%	15%
30-34	5	4	1	11	6	5	10	6	16	11%	12%
25-29	6	4	2	6	4	2	8	4	12	8%	7%
20-24	5	1	4	3	2	1	3	5	8	5%	3%
15-19	4	3	1				3	1	4	3%	0%
Total	57	36	21	89	34	55	70	76	146		100%

Following graph projects the statistics related to permanent staff over 50 years.



Out of a total staff of 146, 89 employees are in the permanent category. Out of these permanent employees, 38 employees (43%) are above 50 years of age and 12 of them (15%) are over 60 years. The following figure depicts this scenario.



In the absence of a specified retirement age, as a responsible employer, the Council not only has to make avenues available for these employees to retire with dignity when they wish, but make plans to fill the positions that will be vacated by these employees. A phased retirement strategy can make available a smooth transition to achieve the desired results.

2.0 Options

Flexible work practices used for phased retirement will depend on the needs of the work unit and the type of work required from the position and can include;

- Part Time Work
Graduated reduction of working hours, working days and/or working load in the current job.
Could result in a job sharing arrangement or working from home arrangement.
- Casual/ Contract Work
Retire from the organization and join back on a casual or contract basis that can allow reasonable gaps between service periods
- Move to project based work
Rather than serving on a 35 or 38 hours a week, move into a project based role that will provide flexibility in terms of working days and hours.
- Take up alternative job opportunities at similar or lower level on a fulltime or part time basis
Step down from the existing role and move into an alternate role at a similar or lower level that will have more flexibility
- Move to mentoring roles for junior staff and apprentices
When stepping down from an existing role, get relief from operational duties and move into a mentoring role to groom the successors (if available in the organizational structure)
- Work full time with additional flexible hours or flexible leave arrangements
If purchased leave option is available, utilize that option to gain additional leave or work out an additional flexi hour arrangement to get extended leave periods.

3.0 Benefits

By introducing a phased retirement plan, a number of benefits can be achieved.

- Improved productivity and staff morale

- Reduced absenteeism/ work stress
- Demonstrating Council's commitment to health and well being of employees
- Enable employees to balance work and personal responsibilities
- Creates a culture that allows employees to reduce work hours or withdraw from former duties with dignity and respect
- Ability to retain staff
- Ability to retain corporate knowledge
- Assist in Succession Planning
- Opportunity to mentor less experienced staff

4.0 Eligibility

To determine the eligibility for a phased retirement plan, a number of factors (with a balance between operational needs and circumstances of employees) should be given consideration, including the following;

- A minimum age as a guideline (ie. age specified by government to be eligible for the retirement benefits or mature age employees above 50)
- A minimum number of continuous service with the Council (ie. Minimum of 3 years)
- The availability of required skills and expertise in the market, in the Shire or within close proximity to the Shire
- Service record of the employee, including performance, commitment, loyalty, position and expertise obtained in the roles
- Possibilities and limitations in granting approval, including seniority of the position, strategic impact, overall accountability and responsibility.
- Implications from the Award or individual contracts

If an employee who meets the age criteria experiences a medical or a physical limitation to performing the expected duties in a given role, subject to above criteria and mutual agreement, such employees too will be considered under this scheme.

5.0 Process

A policy, procedure and an application form need to be developed prior to the implementation of a phased retirement plan. A maximum validity period for the plan (ie. 2 years) and the option for extension

(ie. for a maximum period of another 1 year) should also be included in the procedure as well as processing time for an application (ie. 60 days). The process could include the following steps.

1. Upon meeting the eligibility criteria, employee to complete a phased retirement application form in consultation with the department head and submit to HR, if desired.
2. HR to review the form and submit to the GM for approval
3. Upon approval, employee to enter into a written agreement (Agreement to include hours of work, overall time frame, duties to be undertaken, performance requirements, security, communication and OH&S requirements, procedure for review and revise the agreement)
4. Arrangement to be monitored and reviewed on a quarterly basis

6.0 Pitfalls to Avoid

Although a phased retirement plan is introduced with good intentions, steps should be taken to avoid any misinterpretations or adverse consequences. Some areas that the Council needs to be mindful of include;

- Assess cases on merit
- Principles of fairness, justice and transparency to be maintained
- If a request is refused, reasons to be given in writing and all attempts to be made to consider alternative options
- Standard grievance procedure to be applied when employees are dissatisfied with decisions
- Flexibility to be maintained to vary the arrangements on mutual agreement
- Employees who have a phased retirement plan should not be disadvantaged regarding professional development opportunities

References

- Phased Retirement Plan, Canning Council - Western Australia.
- Phased Retirement Policy, WA Health – Western Australia
- Work Life Balance Fact Sheet, Department of Commerce – Western Australia
- Workforce Plan, Swan Hill Rural City Council – NSW

WALGETT SHIRE COUNCIL

Proposal on Apprenticeships and Traineeships

By Sam Bandula

2010

77, FOX STREET, WALGETT, NSW 2832

Table of Contents

1.0	INTRODUCTION	2
2.0	FINANCIAL BENEFITS	2
3.0	COMMON QUESTIONS.....	3
4.0	COUNCIL REQUIREMENTS.....	5
5.0	OPTIONS AVAILABLE	6
6.0	IMPLEMENTATION PLAN	6
	APPENDIX A – PROPOSAL BY AUSTRALIAN BUSINESS LIMITED.....	8
	APPENDIX B – PROPOSAL BY CENTRAL WEST COMMUNITY COLLEGE.....	11

1.0 Introduction

An Apprenticeship and a Traineeship Strategy can bring a multitude of benefits to Walgett Shire Council (WSC). The Federal Government has introduced a number of funding options to facilitate skill development and creation of job opportunities for young, mature age as well as indigenous workers, both employed and unemployed.

Apprenticeship and Traineeship incentives are designed to support;

- Training already being conducted by the workplace
- Young as well as mature age apprentices to commence or re-start their apprenticeships
- Existing staff to gain national qualifications
- Existing staff to gain recognition for current skills
- Meeting current legislative requirements
- Providing opportunities to indigenous community
- Providing opportunities to disable workers
- Providing opportunities to School Based Apprentices
- Meeting identified priority training requirements
- Building a training culture within the organization

Funding opportunities are available for new entrant trainees as well as existing worker trainees under this scheme, although benefits may vary.

2.0 Financial Benefits

In summary, following are the benefits available for an employer, upon meeting eligibility criteria by the employer and the trainee;

1. Commencement Incentive (after 3 months of commencement for new as well as exiting, fulltime and part time trainees)
 - \$1,250 for Cert II training (Existing Trainees not eligible)
 - \$1,500 for Cert III, IV, diploma or advanced diploma level training
2. Special Commencement Incentive
 - \$750 for recommencing an out of trade Certificate III, IV, diploma or advanced diploma
 - \$1,100 if the trainee is enrolled in an eligible innovation training package at Cert III or IV level
 - \$1,000 for Rural & Regional Apprentices who start a Cert III or IV qualification in a National Skill Needs List in a non-metropolitan area
 - \$1,500 additional incentive for Cert II apprentices who have Exceptional Circumstances Drought Area Certificate
 - \$750 additional for a school based apprentices
 - \$750 for continuing to employ a school based apprentice after year 12

- \$750 special incentive for mature age disadvantaged apprentices over 45 years commencing Cert II or above
- \$1,500 Higher Technical skill commencement incentive for selected qualifications
- 3. Completion Incentive
 - \$2,500 standard completion incentive if the apprentice successfully completes Cert III or IV
 - \$750 additional incentive for mature age apprentices completing the qualification
 - \$1,500 Additional Incentive for Cert II with Exceptional Circumstances Drought Area Certificate
 - \$2,500 Higher Technical Skill Completion Incentive
- 4. Kick Start Bonus
 - For apprentices under 19 years of age, commencing an apprenticeship in an Occupation in National Skill Needs List between 1 December 2009 and 28 February 2010, a bonus totalling \$3,350 (\$850 paid at the end of three months and \$2,500 paid at the end of 9 months).
- 5. Wage Support
 - Support for Adult (25 years or over) apprentices by way of wage subsidy (\$150 per week or \$7,800pa for the 1st year and \$100 per week or \$5,200pa for the 2nd year)
 - \$104.30 per week, for employing apprentices with disability

Other benefits include;

- Apprentices Exempted from Work Cover Premium
- Payroll Tax Rebates
- Australian Training Centres provide free of charge service in identifying, organizing and maintaining apprenticeships and traineeships as well as arranging incentives
- Services of a Group Training Organization can be obtained if the Council is not in a position to look after the trainees for the full duration of the Apprenticeship or Traineeship, who will become the employer of the trainee and the Council becomes the host.

When setting up a traineeship, unless the trainee is an indigenous trainee, an administration fee of \$414 will be paid by the organization to the training provider on an annual basis.

If existing workers do not meet any of the eligibility criteria for the incentives, there are subsidized rates for obtaining national qualifications such as productivity places program (PPP) funding.

Another limitation is that any trainee who received government funding to obtain a national qualification within the past 7 years will not be eligible for any of the incentives.

3.0 Common Questions

From the organization's point of view, a number of questions need clarification, such as:

- How does this strategy fit in with training and other HR Strategies?

- What are the budget implications?
- What positions to offer? Whether these positions should be offered to new staff or existing staff?
- What qualifications need to be covered?
- How to select existing employees? If they are not eligible due to completion of a qualification over the last 7 years, how to address their skill development needs?
- How to support staff pursuing traineeships?
- How to recognize staff once they complete traineeships?
- Should the trainees be employed directly or through a Group Training Organization?
- Which Registered Training Organizations (RTOs) to use?

Apprenticeship & Traineeship strategy should form an integral part of the overall Strategic HR Plan contributing to a number of strategic initiatives such as aging population strategy, community engagement strategy, indigenous employment strategy, career development & skill enhancement strategy as well as succession planning initiatives.

The strategic perspective on the subject will enable the Council to justify the initial cost over a period of 4 years, by highlighting long term benefits. Relevant positions can be identified by exploring immediate, medium and long term skill shortages, aging workforce holding key technical positions and general skill gaps in existing staff when considering strategic planning needs. Qualifications to cover depend on skill requirements of the identified positions and availability of funds.

Existing staff who could fill strategic positions should be identified during annual appraisals by exploring their career aspirations as well as the potential, which should then be mapped against identified opportunities and position specific essential and desirable criteria. Staff should not necessarily be disadvantaged due to limitations in funding, if they have a previous qualification undertaken within the past 7 years.

Council and immediate supervisors need to understand the challenge of managing work/ training and family commitments. According to the set down policies and procedures, they should provide trainees with all the necessary assistance to support their training. Staff who successfully complete the training within the agreed time limits should be recognized during the appraisal rounds, their success celebrated at departmental level and stories shared with other staff by motivating and encouraging others to join the scheme. Supervisors who support trainees should also be given recognition.

If a proper system is in place, it will always be cost effective to manage the trainees through Council rather than going through a Group Training Organization.

When selecting RTOs, preference should be given to the local TAFE. Through TAFE, Council can approach the expertise within TAFE Western Institute. A regional Skill Development initiative should

be undertaken to get other Councils within close proximity to better source quality trainers to conduct training within Walgett for the region.

From an employee's point of view, another set of questions needs clarification. These include:

- Why should I do this?
- What Qualifications will I gain? What is the duration?
- Will my current skills be recognized?
- How will I fit this with my work load?
- How will the training and assessment be conducted?
- What assistance is available to attend training and complete assessments?
- Will I get a pay rise/ a promotion if I achieve the Qualification?
- Will I be able to complete the qualification and what repercussions exist if I fail to achieve?

The most important question of why they should enrol in a traineeship should be answered at the outset by way of a staff meeting and/or through internal communication mechanisms. The reason should be linked to their career progression, that can result in both increments and promotions when opportunities are available.

The qualifications staff need to gain are clearly identified under the essential and desirable criteria of respective position descriptions. They can be informed that their current skills can be recognized by the identified RTO through RPL (recognition of prior learning) which will effectively reduce the work load and duration of the traineeship. A Traineeship on average can range from 12 to 24 months. It should be made clear that the Council can only make opportunities available for career development and it is the responsibility of the individual employees to make use of such opportunities. Therefore, managing the work load and training will be the responsibility of the employee while the Council can make official time/ transportation and accommodation available to attend training and exams.

Depending on the type of qualification undertaken, training can be organized as on the job training, online learning, distance learning and/ or few blocked sessions of training at the RTO. Unless there are exceptional situations preventing an employee from completing a traineeship during the agreed period, every attempt should be made to complete the qualification as agreed while HR Department and ATC facilitating the process. Their achievements can be reviewed and recognized during the annual appraisals.

4.0 Council Requirements

From an overall perspective, taking into consideration factors such as aging workforce and expansion of certain services, following 10 positions (11 places) have been identified for initial consideration.

Apprenticeships

1. Apprentice Mechanic

Traineeships

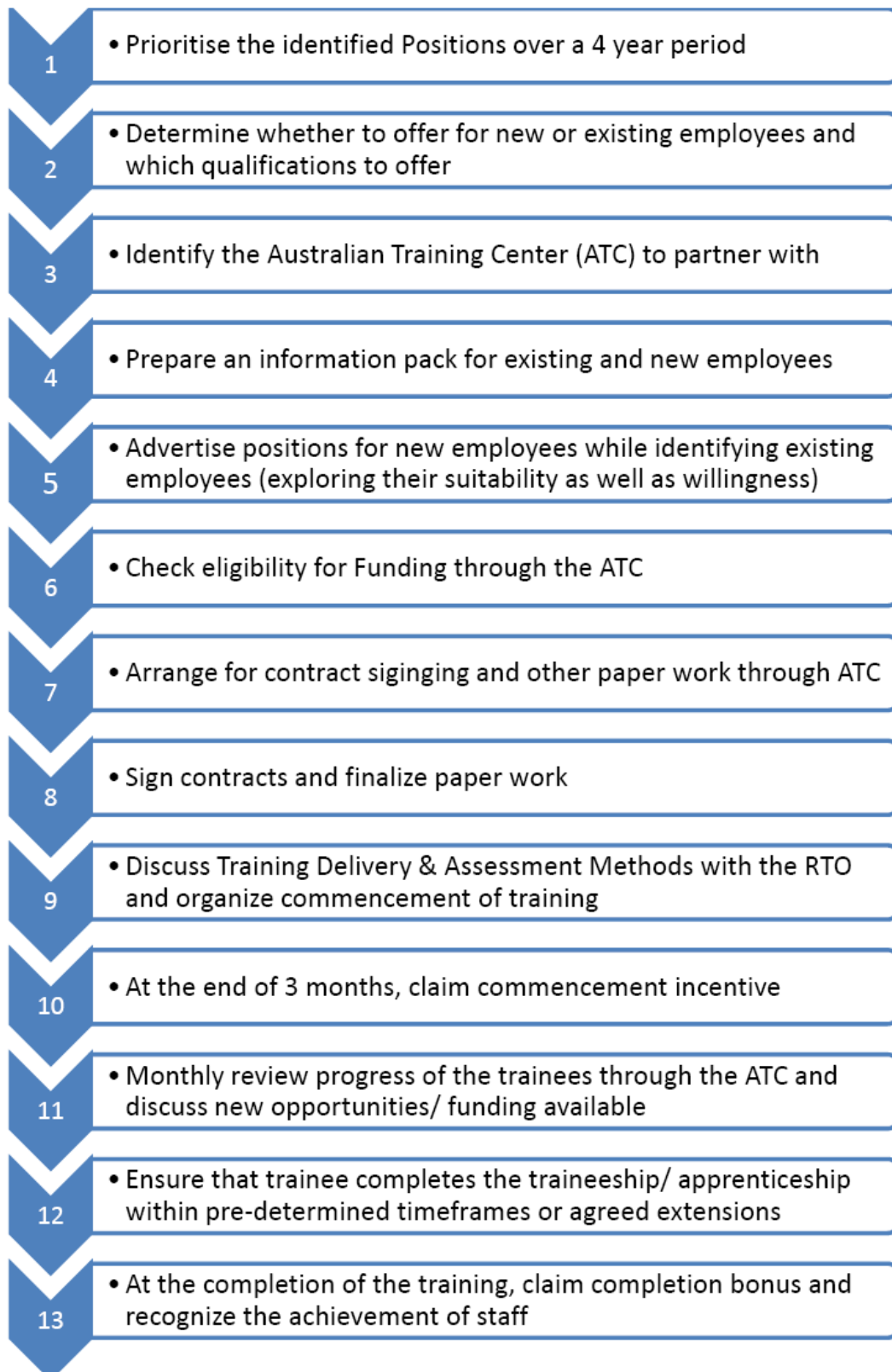
1. Trainee in Water & Sewer – 2 positions
2. Trainee Plant Operator
3. Trainee Regulatory Officer
4. Trainee Waste Minimization officer
5. Trainee for Finance
6. Trainee for HR
7. Trainee for Lightning Ridge Library
8. Trainee for Records
9. Trainee Youth Worker for Collarenebri

5.0 Options Available

In order to evaluate the feasibility of offering above apprenticeships and Traineeships as well as to identify incentives available, two Australian Training Centres (Central West Community College – CWCC, operating from Dubbo and Australian Business Limited – ABL, operating from Moree) were consulted, who are expected to provide support free of charge. Proposals given by both parties are summarised under **Appendix A & B**. Further details can be obtained by referring to the detailed work sheets submitted by both parties. Council has the option of working with one of these ATCs or both of them for selected positions. CWCC gave the impression that they are committed to a successful partnership and willing to utilize TAFE facilities while ABL had established systems such as an automated online trainee tracking system to monitor progress and a dedicated website for trainees and those who intend enrolling as trainees.

6.0 Implementation Plan

A step by step guide is provided on the following page detailing the implementation steps of the proposed Apprenticeship & Traineeship Plan.



Appendix A – Proposal by Australian Business Limited

POSITION	Term	T'Ship or A'ship	New Entrant or Existing Worker	Commencement Incentive	Skills Shortage Incentive	Completion Incentive	Kick start Bonus)	Adult Apprentices Subsidy (over 25's)	Indigenous Wage Subsidy	Salary, Oncost and other training cost for existing worker trainees (A new inclusion to the Proposal by the Council)
Apprentice Mechanic										
Cert III Automotive Mechanical Technology (Light Vehicle)	48 months	A'ship	NE & EWT	\$1,500	\$1,000	\$2,500	\$3,350	1st yr = \$150/wk (\$7800pa) 2nd yr = \$100/wk (\$5200pa)	Applicable to all T'ships & A'ships depending on eligibility. \$4400 wage subsidy for 26 weeks for fulltime employment + \$1100 each at 13 & 26 weeks as a retention bonus + \$550 as development allowance	Salary of an apprentice could start at Grade 1- \$34778pa + 3% annual increase + 45.5% oncost (Workers Comp Exempted) equals to \$50601+3%pa
Cert III Automotive Mechanical Technology (Heavy Vehicle - Road Transport)	48 months	A'ship	NE & EWT	\$1,500	\$1,000	\$2,500	\$3,350	•		
Cert III Automotive Mechanical Technology (Heavy Vehicle - Industrial)	48 months	A'ship	NE & EWT	\$1,500	\$1,000	\$2,500	\$3,350	•		
Trainee Water/Sewer									Same	Refer note below + cost of training/travelling about \$2000-5000 where Gov. Subsidies not available
Cert II Water Industry Operations	12 months	T'ship	NE	\$1,250	N/A	N/A	N/A	N/A		
Cert III & IV Water Industry Operations	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		

WALGETT SHIRE COUNCIL AGENDA

Operator									Same	Grade 1 details above or Award Trainee band salary ranging from \$16419pa - \$41902pa + 45.5% oncost + 3% salary increase + cost of training/travelling
Govt Operations	12 months	T'ship	NE	\$1,250	N/A	N/A	N/A	N/A		
Construction (Plant)	12 months	T'ship	NE	\$1,250	N/A	N/A	N/A	N/A		
Govt Operational	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		
Construction (Plant)	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		
Laboratory Officer									Same	Same
Local Govt services)	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		
Asset Minimisation									Same	Same
Maintenance (Waste)	12 months	T'ship	NE	\$1,250	N/A	N/A	N/A	N/A		
IV Asset (Waste)	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		

WALGETT SHIRE COUNCIL AGENDA

POSITION	Term	T'ship or A'ship	New Entrant or Existing Worker	Commencement Incentive	Skills Shortage Incentive	Completion Incentive	Kick start Bonus)	Adult Apprentices Subsidy (over 25's)	Indigenous Wage Subsidy	Salary, Oncost & other Training Cost for existing worker trainees
Trainee Finance Officer									Same	Same
Cert II Business (Administration)	12 months	T'ship	NE	\$1,250	N/A	N/A	N/A	N/A		
Cert II Financial Services	12 months	T'ship	NE	\$1,250	N/A	N/A	N/A	N/A		
Cert III Financial Services (Accounts Clerical)	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		
Cert III Financial Services	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		
Cert III Financial Services(Bookkeeping)	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		
Trainee HR Officer									Same	Same
Cert IV Human Resources	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		
Trainee Library Officer									Same	Same
Cert II Library/Information Services	12 months	T'ship	NE	\$1,250	N/A	N/A	N/A	N/A		
Cert III Library/Information Services	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		
Trainee Records Officer									Same	Same
Cert III Business Recordkeeping	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		
Trainee Youth Worker									Same	Same
Cert II Community Services	12 months	T'ship	NE	\$1,250	N/A	N/A		N/A		
Cert III Youth Work	24 months	T'ship	NE & EWT	\$1,500	N/A	\$2,500	N/A	N/A		

For a detailed explanation, refer to the worksheet by ABL.

Appendix B – Proposal by Central West Community College

No	Job title	Qualification	Term - Yrs	Type	New Entrant State Incentives (Course cost paid , Employer to contribute enrolment cost approx \$414 per yr)	Existing Worker (PPP) State Incentives (Part Course cost paid , Employer to contribute)	Federal Incentives for both New entrant & existing (subject to eligibility)
1	Apprentice Mechanic	Certificate III Automotive (Heavy Vehicle Mechanical) (Road Transport)	4	Apprenticeship	all classified as New entrant regardless of length of employment	NA	\$1500 commencement , \$1000 Rural & regional skill shortage \$2500 completion - additional incentives may also apply
2	Plant Operator	Certificate III in Civil Construction (Road Construction and Maintenance)	2	Traineeship New Entrant , Existing worker	Yes	NA - employer to cover cost of training	\$1500 commencement , \$2500 completion
		Certificate III in Civil Construction (Plant Operations)	2	Traineeship New Entrant , Existing worker	Yes	NA - employer to cover cost of training	\$1500 commencement , \$2500 completion
3	Water & Sewage operations	Certificate II in Water Operations	1	Traineeship New Entrant	Yes	NA	\$1250 commencement
		Certificate III in Water Operations	2	Traineeship New Entrant , Existing worker	Yes	Yes \$2000 tafe to advise emp Contribution	\$1500 commencement , \$2500 completion
		Certificate IV in Water Operations	2	Traineeship New Entrant , Existing worker	Yes	Yes \$2200 tafe to advise emp Contribution	\$1500 commencement , \$2500 completion
4	Regulatory officer	Certificate III in Local Government (Regulatory Services)	2	Traineeship New Entrant , Existing worker	Yes	NA	\$1500 commencement , \$2500 completion
		Certificate IV in Local Government (Regulatory Services)	2	Traineeship New Entrant , Existing worker	Yes	Yes \$2200 - Hunter council to advise emp Contribution	\$1500 commencement , \$2500 completion

WALGETT SHIRE COUNCIL AGENDA

No	Job title	Qualification	Term - Yrs	Type	New Entrant State Incentives (Course cost paid , Employer to contribute enrolment cost approx \$414 per yr)	Existing Worker (PPP) State Incentives (Part Course cost paid , Employer to contribute)	Federal Incentives for both New entrant & existing (subject to eligibility)
5	Waste minimisation	Certificate II in Asset Maintenance (Waste Management)	1	Traineeship New Entrant	Yes	NA	\$1500 commencement , \$2500 completion
		Certificate III in Asset Maintenance (Waste Management)	2	Traineeship New Entrant , Existing worker	Yes	Yes \$2000 Aus wide projects to advise emp Contribution	\$1500 commencement , \$2500 completion
		Certificate IV in Asset Maintenance (Waste Management)	3	Traineeship New Entrant , Existing worker	Yes	NA	\$1500 commencement , \$2500 completion
6	Frontline Management	Certificate IV in Frontline Management	2	Traineeship New Entrant , Existing worker	yes	Yes \$2200 - would have to source RTO to deliver unsure of mode & numbers	\$1500 commencement , \$2500 completion
7	Financial Services	Certificate III in Financial Services	2	Traineeship New Entrant , Existing worker	yes	Yes \$2000 - would have to source RTO to deliver unsure of mode & numbers	\$1500 commencement , \$2500 completion
		Certificate IV in Financial Services	2	Traineeship New Entrant , Existing worker	Yes	Yes \$2200 - would have to source RTO to deliver unsure of mode & numbers	\$1500 commencement , \$2500 completion
8	Human resources	Certificate IV in Human Resources	2	Traineeship New Entrant , Existing worker	Yes	Yes \$2200 - would have to source RTO to deliver unsure of mode & numbers	\$1500 commencement , \$2500 completion

WALGETT SHIRE COUNCIL AGENDA

No	Job title	Qualification	Term - Yrs	Type	New Entrant State Incentives (Course cost paid , Employer to contribute enrolment cost approx \$414 per yr)	Existing Worker (PPP) State Incentives (Part Course cost paid , Employer to contribute)	Federal Incentives for both New entrant & existing (subject to eligibility)
9	Library	Certificate II in Library/Information Services	1	Traineeship New Entrant	Yes	NA	\$1500 commencement , \$2500 completion
		Certificate III in Library/Information Services	1	Traineeship New Entrant	Yes	NA	\$1500 commencement , \$2500 completion
		Certificate IV in Library/Information Services	2	Traineeship New Entrant , Existing worker	Yes	Yes - but unsure of delivery	\$1500 commencement , \$2500 completion
10	Record clerk	Certificate III in Recordkeeping	1	Traineeship New Entrant	yes	NA	\$1500 commencement , \$2500 completion
		Certificate IV in Recordkeeping	2	Traineeship New Entrant , Existing worker	Yes	NA	\$1500 commencement , \$2500 completion
11	Youth worker	Certificate III in Community Services Work	1	Traineeship New Entrant	Yes	NA	\$1500 commencement , \$2500 completion
		Certificate IV in Youth Work	2	Traineeship New Entrant , Existing worker	Yes	NA	\$1500 commencement , \$2500 completion
12	Economical Services	Certificate IV in Small Business Management	2	Traineeship New Entrant , Existing worker	Yes	Yes \$2200 - would have to source RTO to deliver unsure of mode & numbers	\$1500 commencement , \$2500 completion

For further details, refer to the worksheet submitted by CWCC.

2009

**CAPTURING AND RETAINING TACIT KNOWLEDGE AT
WALGETT SHIRE COUNCIL**



Sam Bandula
Walgett Shire Council
12/22/2009

Table of Contents

1.0 PROJECT SCOPE.....	2
2.0 PROJECT OBJECTIVES	2
3.0 WHAT IS TACIT KNOWLEDGE? WHY IS IT IMPORTANT TO CAPTURE?	3
4.0 WHEN TO CAPTURE?	4
5.0 WHAT TO CAPTURE? WHAT POSITIONS TO TARGET?	4
6.0 HOW TO CAPTURE? WHAT OPTIONS AVAILABLE?	5
7.0 WHAT OPTION IS SUITABLE FOR WSC?.....	8
8.0 HOW TO IMPLEMENT?	8

1.0 Project Scope

Walgett Shire Council (WSC) is currently facing a number of critical issues related to its Human Resources;

- A large proportion of aging staff, nearing retirement
- A large proportion of outdoor staff with literacy and numeracy issues
- Difficulty in attracting and retaining professionals

Stemming from the above is an issue with regard to retaining knowledge within the Council.

Therefore, this project focuses on identifying mechanisms to capture and retain knowledge (mainly tacit knowledge which remains with certain people) before those with distinct expertise leave the Council and to make it an ongoing exercise so that any investment in knowledge creation/ upgrade can have a long term return. Furthermore, the Council will not have to panic when key people leave as new staff will be able to take over the role and start delivering results at the same standard, if not better, within a shorter period of time.

2.0 Project Objectives

- Explore the options available to capture and retain knowledge by January 2010
- Identify critical positions/ people for the immediate and long term future by end of February 2010
- Identify critical processes & knowledge elements possessed by the above critical positions and people by March 2010
- Decide on the most suitable option and commence implementation by April 2010 as a pilot project
- Start organization wide implementation from July 2010

3.0 What is Tacit Knowledge? Why is it important to Capture?

Tacit knowledge is personal knowledge based upon personal experiences and understanding, shaped by beliefs, perspectives and a value system. Tacit knowledge is hard to articulate, capture or share. Some would say that it is perhaps impossible to truly "capture" an individual's tacit knowledge. For the Project's purpose, we will start from the view that Tacit knowledge is one of two general categories or types of knowledge; the other being explicit knowledge.

It is generally accepted that there are two dimensions to tacit knowledge:

- Technical (procedural) – which includes the kind of knowledge often encompassed by “know how”
- Cognitive – which includes beliefs, perceptions, emotions, values and mental models

Some would describe the "know-how" as a characteristic of an expert who is able to make judgements or decisions and to act without explicitly focusing attention on process, principles, rules or procedures (all of which could be more formally classified as theoretical knowledge). (Source: http://it.toolbox.com/wiki/index.php/Tacit_Knowledge)

Within the context of Walgett Shire Council, in the journey towards capturing tacit knowledge, the questions that need to be answered in the outset are;

- What positions or people hold tacit knowledge that are of importance to the Council?
- What type of tacit knowledge would be beneficial to be captured for future use?
- Does the benefit justify the cost of capturing tacit knowledge?
- What are the human barriers to capturing tacit knowledge? (ie. Some people may not be willing to share their expertise, some people may not know that they have certain expertise, some people are on the verge of retirement and thus time may not permit the capture of their knowledge, some people may not be IT literate, to enable transfer of tacit knowledge through computerized systems)

Regardless of the cost and barriers associated with capturing tacit knowledge, if a well defined system is in place, the Council will be able to retain most of the technical knowledge

gained by staff over time, that can be stored, retrieved and shared in the absence of experts or passed down to new recruits. Such retained knowledge will also benefit grooming any existing successors to the critical positions.

4.0 When to Capture?

Attempting to capture tacit knowledge when an employee indicates that he or she wishes to resign or retire is not going to benefit either party. A one-off project to capture tacit knowledge may also not be beneficial to the Council.

Thus, capturing tacit knowledge should be built into day to day operations/ way of working and people should not feel unnecessarily burdened to fill a form or update a database to externalize their tacit knowledge.

5.0 What to Capture? What Positions to Target?

An organization wide study / analysis needs to be conducted to identify positions/ people and knowledge elements that need to be captured. In identifying what to capture, some *determining criteria* need to be established, that could include the following;

- Is it a generic process/ procedure that can be found in similar operations/ councils?
- Is there more than one person in the Council, skilled at performing a given activity to the same standard?
- Can a person with similar qualifications & experience sourced within the Walgett Shire Council, perform the same task at the same standard, in 4 weeks of taking over the role?
- Can a person with similar qualifications & experience sourced from another council or another organization performs the same task at the same standard, in four weeks of taking over the role? (4 weeks is considered in the above 2 questions since, if the current incumbent takes annual leave for 4 weeks, council generally has a mechanism in place to manage during that period)

If the answer is “No” to the majority of the above questions, then that position and/or activity needs to be targeted for this exercise. In terms of *prioritizing* for the exercise, factors needing consideration include;

- Number of years to retirement of the current incumbent (less than two years to receive highest priority)
- Any other externalities prompting a current incumbent to leave the council within next two years (Due to completion of spouse’s contract, shifting to a city due to children’s’ education, etc to receive high priority too - this can be gathered through a staff survey or at the annual appraisal)

6.0 How to Capture? What Options Available?

Tacit knowledge can be captured in a number of different ways. Encouraging people to tell their success stories under given topics, brainstorming sessions that are later documented, online discussion forums that allow people to ask questions and gather feedback as they go, mentoring sessions by veterans for the potential successors as well as documenting procedures step by step can all aid in capturing tacit knowledge.

Depending on the comprehensiveness of the task and the availability of funds and other resources, there are a number of options for council to use. Broadly, they can be categorized as follows (during categorization, documenting with pen and paper was omitted due to its limited applicability and use);

6.1 Use existing Document Management System (TRIM)

If dedicated folders can be created in TRIM allowing respective personnel to access and update on an ongoing basis (while keeping the documents as an editable version), some of the key procedures/ work instructions with intricate information can be captured for future use. A supervisor/ manager needs to review these documents and signoff as the final version.