



**ATTACHMENT DOCUMENT  
FOR  
ORDINARY COUNCIL MEETING**

**Tuesday 23 May 2017**

Don Ramsland  
**GENERAL MANAGER**

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# AFM – INVESTMENT

Approval Date:

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Review Date: September 2010

Responsible Officer: Chief Financial Officer

## History of Policy review

Version	Adoption Date	Minute No	Details of Review
1			Complete review
2	24 May 2016		Complete review

## Objective

1.0 To provide a framework for the investing of surplus Council funds at the most favourable rate of interest available, whilst having due consideration of risk and security for investments ensuring its liquidity requirements are being met.

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2.0 Whilst exercising the power to invest, consideration must be given to the preservation of capital, liquidity and the return on investment.

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**A. Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.**

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**B. Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.**

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**C. Investments are expected to achieve a market average rate of return in line with Council's risk management guidelines.**

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Walgett Shire Council is committed to openness and transparency in its financial management practices and to preserving capital while gaining the most advantageous rates of return with minimum risk.

**Council Policy Reference**

AFM – Investment Policy

**Statutory Requirements**

[Local Government Act 1993](#)

[Local Government Act 1993 – Investment Order dated 31 July 2008](#)

[Local Government \(General\) Regulation 2005](#)

[Trustee Act 1925 \(NSW\)](#)

[Australian Accounting Standards](#) issued by the Australian Accounting Standards Board.

**Government References**

[Review of NSW Local Government Investments - Final report prepared by Michael Cole – April 2008](#)

NSW DLG Draft Investment Policy Guidelines – May 2009

Local Government Code of Accounting Practice and Financial Reporting

DLG Circulars relating to Investments – including Circular 09-20, 08-48, 06-70

**Related Policy/Procedure**

AFM – Financial Management and Control

**Investment**

**1. Authority for Investment**

All investments are to be made in accordance with:

- Local Government Act 1993 – Section 625, Section 413 and Section 12
- Local Government Act 1993 – Investment Order (of the Minister) dated <sup>31 July 2008</sup> 5<sup>th</sup> January 2016.
- Local Government (General) Regulation 2005 – Clause 212
- Australian Accounting Standards issued by the Australian Accounting Standards Board.
- Trustee Act 1925 (NSW) – Section 14

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**2. Delegation of Authority**

The General Manager has the authority to invest surplus funds and may delegate this function to the Chief Financial Officer ~~Director of Corporate and Community Services~~ and/or Management Accountant ~~Finance Manager~~. All investments must be signed by two (2) signatories. The following officers have the authority to sign investments:

- General Manager
- Chief Financial Officer ~~Director Corporate and Community Services~~
- Director Environmental Planning and Regulatory Services
- Director Engineering Urban Infrastructure Services
- Director Rural Infrastructure and Support Services
- Management Accountant ~~Finance Manager~~

**3. Ministerial Order**

The Minister for Local Government issued a revised order pursuant to Section 625 of the Local Government Act 1993. The Minister signed the amended Order on 31 July 2008 and it was gazetted on Friday 15 August 2008. It replaces the order dated 15 July 2005.

**4. PRUDENT PERSON STANDARD**

Council investments will be managed with the care, diligence and skill that a prudent person would exercise. As Trustees of public monies, Officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this investment Policy, and not for speculative purposes.

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**5. ETHICS AND CONFLICTS OF INTEREST**

Council Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires Officers to disclose any conflict of interest to the General Manager.

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Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

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**4.6. Current Investments below requirements of the Revised Ministerial Order**

When considering selling the current investments that now fall below the requirements of the revised Ministerial Investment, Walgett Shire Council officers will exercise due care and diligence. Before disposing of these investments Council will seek independent financial advice by an independent investment adviser or dealer licensed by the Australian Securities and Investment Commission (ASIC)([www.asic.gov.au](http://www.asic.gov.au)). The investments concerned are:

Issuer Name	Name (or Nickname) of the Product
Helium Series 64	Scarborough AA
Managed ACES SPC	Parkes AA-
ZIRCON	Coolangatta
Magnolia 2005-14	Flinders AA

These investments excluded by the recently revised Investment Order are to be grandfathered. These investments become ultra vires under the new Investment Order and can continue to be held to maturity, redeemed or sold.

This arrangement will be monitored and reviewed by the [Management Accountant Finance Manager](#) on a six (6) monthly basis from July 2009 until such time as the investments are no longer held by Council.

**Investment Guidelines**

**5.7. Forms of Investment**

All forms of Investment for the purposes of [section 625 \(2\) of the Local Government Act 1993](#) are by Order of the Minister notifying forms of investment. A copy of the Investment Order is attached as “Annexure A”.

**6.8. Legislative Obligations**

All investments are to be made exercising care, diligence and skill that a prudent person of business would exercise in managing the affairs of another person. **Investments that are high risk, speculative or hazardous in nature are to be avoided.**

**7.9. Legislative Requirements**

All investments are to be made in accordance with the provisions of the Local Government Act 1993, with particular regard to the following:

- The purpose of the investment;;
- The desirability of diversifying council investments;
- The nature of and risk associated with council investments;
- The desirability of maintaining the real value of the capital and income of the investment;
- The risk of capital or income loss or depreciation;
- The potential for capital appreciation;
- The likely income return and the timing of income return;
- The length of the term of the proposed investment;
- The period for which the investment is likely to be required ;
- The probable duration o the investment;

- The liquidity and marketability of a proposed investment during, and on the determination of, the term of the investment;
- The aggregate value of the assets of the council;
- The effect of the proposed investment in relation to any tax liability;
- The likelihood of inflation affecting the value of the proposed investment;
- The costs (including commission, fees and charges) of making a proposed investment;
- The results of any review of existing council investments;
- Other matters as appropriate.

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## 10. PROHIBITED INVESTMENTS

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- a) Derivative based instruments;
- b) Principal only investments or securities that provide potentially NIL or negative cash flow; and
- c) Stand alone securities issued that have underlying, options, forward contracts and swaps of any kind

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### 8.11. Operational Requirements

- a. The working account balance of Council is to be kept at a level no greater than is required to meet Council's immediate working operational requirements except where the rate of return is comparable to the rate of return of other investments.
- b. A delegated Finance Officer will notify the Management Accountant Finance Manager that excess funds exist in the working account or that an existing investment is due for maturity and funds are not required to meet Council's immediate working operational requirements.
- c. The Management Accountant Finance Manager will authorise the Finance Officer to investigate investment options.

### 9.12. Quotations

- a. Three (3) quotations will be obtained from authorised institutions before making an investment.
- b. The Code of Accounting Practice and Financial Reporting require that Council maintains a separate record of these quotations.
- c. All quotes are to be attached to the investment authorisation to be signed by the authorised signatories and filed in the Financial Investment Voucher Folder.

## 10 Risk Management Guidelines

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Investments are to comply with the following criteria:

- (a) Preservation of capital – the requirement for preventing losses in an investment portfolio's total value (considering the time value of money);
- (b) Institutional Diversification –

1. Not less than three (3) quotations shall be obtained from authorised institutions when an investment is made.
2. Individual investments shall not exceed \$1,000,000.
3. The maximum amount to be held by any one (1) institution at any one time shall not exceed forty (40%) percent of the total portfolio at the time when the deposit was made.
4. All term deposit investments are to be made with authorised deposit taking institutions covered under the Australian Government Guarantee;

(c) Maturity Risk – The investment portfolio shall be invested within the following maturity constraints.

<b>OVERALL PORTFOLIO MATURITY</b>		
<u>Portfolio % &lt; 1 year</u>	<u>Minimum 40%</u>	<u>Maximum 100%</u>
<u>Portfolio % &gt; 1 year, &lt; 3 years</u>	<u>Minimum 0%</u>	<u>Maximum 60%</u>
<u>Portfolio % &gt; 3 years, &lt; 5 years</u>	<u>Minimum 0%</u>	<u>Maximum 40%</u>
<u>Portfolio % &gt; 5 years</u>	<u>Minimum 0%</u>	<u>Maximum 10%</u>

(d) Market/Credit Risk – consideration shall be given to the risk that the fair value or the future cash flows of an investment will fluctuate due to changes in market prices, or the risk of failure to repay principal or pay interest of an investment.

(e) Liquidity Risk –

1. Investment maturity shall correspond with cash flow requirements.
2. Access to a minimum \$1,000,000 or 10% of the investment portfolio is available within seven (7) days.

**10. Maximum Value**

~~The maximum value allowed to be invested with any one institution is \$1,000,000 unless otherwise approved by Council.~~

**11. Long term investments**

~~Investments fixed for a period greater than 12 months, should they arise, are to be approved by Council.~~

**12.13. Investments Register**

The Code of Accounting Practice requires Council to maintain a separate record of money it has invested under section 625 (2) of the Local Government Act 1993. The record must specify:

- a) date the investment is made;
- b) the amount of money invested;

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- c) particulars of the security or form the money is invested;
  - d) name of the institution;
  - e) due date and term of the investment;
  - f) if available, the rate of interest to be paid;
  - g) the amount of money that the council has earned, in respect to the money invested;
  - h) investment number consisting of three digits/financial year (e.g. 123/09);
  - i) When being rolled over, the investment being closed should refer to the new investment number. When the new investment is being made the investment number of the closed investment should be recorded.

An Investment Register is held by Council both in hard copy and electronically. The Investment Register held in hard copy contains all information as above and any documentation relating to the investment and is maintained by a delegated Finance Officer. An electronic copy of all investment information is to be filed in TRIM.in Financial Management – Investments.

#### **13.14. Financial Investment Voucher Folder**

- The *Financial Investment Voucher Folder* is maintained and updated by a delegated Finance Officer with all correspondence both inward and outward relating to the investment.
- Each investment will be allocated a section labelled with the investment number.
- The section within the folder will contain all correspondence, confirmation of the term deposit/investment, coupon payment advices etc.
- All correspondence must be filed in TRIM in Financial Management – Investments.

#### **14.15. Maturity**

Once an investment has matured the following may occur:

- a) Rollover the investment – if it is determined that the investment will be rolled over (taking into account Part 7 of this procedure), then the investment will be rolled over and issued with a new investment number. The interest paid and the new investment number will be recorded in the investment register under the number of the investment being rolled over. The new investment number will refer to the previous investment number.
- b) Redeem the investment – Interest paid, principle repaid will be recorded in the investments register.

#### **15.16. Reports on Council Investments**

The Responsible Accounting Officer (RAO) must provide Council with a written report detailing all money that Council has invested. The report must be made up to the last day of the month immediately preceding the meeting. This information must be presented in accordance with [section 625 \(2\) of the Local Government Act 1993](#) and must be presented at each monthly ordinary meeting under the provisions of [Clause 212 of the Local Government \(General\) Regulation 2005](#). This report *must include a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and Council's investment policy*.

#### **16.17. Independent Investment Advisors**

- Any investment advisor or investment dealer acting on behalf of Council must be licensed with the Australian Securities and Investment Commission.
- These third parties are expected to exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of another person.
- This procedure is to be presented to all third parties to ensure that they are delivering appropriately and complying with Council's requirements, including the Ministerial Investment Order.
- The RAO should obtain written confirmation from independent financial advisors that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing including that they are not receiving any commissions or other benefits in relation to the investments they are recommending or reviewing.
- Product manufacturers / distributors should be excluded from being appointed investment advisors to Council.

#### **17.18. Withdrawal of Investments**

- In the event that a credit rating of a security, company or body issuing the security falls below the minimum requirement, as set out in the Minister's Order, Council must make all the necessary arrangements to withdraw the deposit as soon as practicable.
- In the case of existing securities (as tabled Part 4) excluded by the recently revised Investment Order, they are to be grandfathered. These investments become ultra vires under the new Investment Order and can continue to be held to maturity, redeemed or sold. Before disposing of these investments Council will seek independent financial advice by an independent investment advisor or dealer licensed by the Australian Securities and Investment Commission (ASIC)([www.asic.gov.au](http://www.asic.gov.au)).

#### **18.19. Annual Review**

Investment performance will be reviewed ~~monthly twice annually in March and September~~ and the outcomes will be reported to Council. The investment policy and procedures will ~~be reviewed annually, or immediately following the release of any OLG Guidelines or Circulars aimed at assisting Councils in Developing investment Policy or Procedures. also be reviewed at this time.~~

#### **19. Procedure Review**

~~This procedure will be reviewed immediately following the release of any DLG guidelines or circulars aimed at assisting councils in developing investment policy and procedures.~~

**LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER**

(Relating to investments by councils)

I, the Hon. Paul Lynch MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act, 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) mortgage of land in any State or Territory of the Commonwealth (restricted to first mortgages over land with a Loan to Value ratio of no greater than 60%);
- (d) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (e) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (f) a deposit with the Local Government Financial Services Pty Ltd
- (g) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

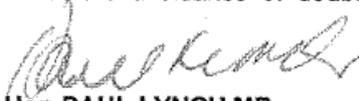
**All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.**

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Order dated 15 July 2005, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Dated this 31<sup>st</sup> day of July

2008

  
**Hon PAUL LYNCH MP**  
**Minister for Local Government**

“Appendix B” – Investment Register

Investment Number	Date Invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date Invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date Invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

Investment Number	Date Invested	Amount \$	Lodged With	Rate % per annum	Term	Due Date	Interest \$
Details							

**Procedure Review History**

Date	Changes Made	Approved By
	Complete Review	Ray Kent – General Manager

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# WALGETT SHIRE COUNCIL



## RELATED PARTIES DISCLOSURE

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### OBJECTIVES

From July 2016, the Australian Accounting Board Standard – Related Parties Disclosures (AASB 124) applies to councils in New South Wales.

Council is required to disclose Related Party Transactions and Relationships and Key Management Personnel compensation in the annual Financial Statements to comply with AASB 124.

### APPLICABILITY

Key Management Personnel named in this policy.

### GENERAL

#### AASB 124 framework and requirements

The Policy establishes that Related Parties and Key Management Personnel will be identified such that transactions between Council and Related Parties can be identified and where assessed as being required to be disclosed, be reported in the annual Financial Statements in accordance with AASB 124.

AASB 124 requires that Council must disclose the following financial information in its annual Financial Statements:

- disclosure of any Related Party relationships outlining the relationship with any Related Parties or subsidiaries (where applicable), whether or not there have been transactions within the relevant reporting period
- Key Management Personnel (KMP) Compensation Disclosures

The disclosure of Related Parties information requirements under AASB 124 are additional to those in place under Section 449 of the Local Government Act 1993 regarding the annual returns disclosing interests of Councillors and designated persons. Additionally, the requirements under this Policy do not supplant the responsibilities to declare conflicts of interest as identified in the Council's Code of Conduct.

In the preparation of the annual Financial Statements, an assessment of the materiality and significance of the Related Party Transactions will be made to determine the level of disclosure.

AASB 124 identifies that the purpose of disclosing Related Parties is to assess where transactions or relationships could impact on the profit and loss of an entity. This may be because a Related Party may enter into transactions in a manner that other parties may not due to the relationship with the Council or Key Management Personnel. Alternatively, there may be a personal relationship between a Key Management Personnel and their relatives or other persons that could influence the transactions of the Council with another party.

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Key Management Personnel are responsible for planning, directing and controlling. Key Management Personnel are required to identify Related Parties and Related Transactions that they expect will or do occur between those Related Parties and Council. Council will itself have Related Parties and Related Transactions which similarly need to be identified.

The Policy identifies the requirement to capture disclosures of Related Parties and Transactions between those Parties and Council and the need to collate the disclosures in a Register. The Register will be used to prepare the required components for inclusion in the annual Financial Statements.

## **Related Parties Identification and Disclosure timetable**

Disclosures of Related Parties and Transactions will be required of Key Management Personnel at least twice annually.

The due dates for Disclosures will be 15 January and 15 June annually.

Key Management Personnel should provide updates on Related Parties and Transactions as issues arise by submitting an updated Related Parties Disclosure Form at times other than the two collection dates listed above if their situation changes.

The Council will also disclose any Related Parties and Related Transactions for inclusion in the Related Parties Disclosures register by 15 January and 15 June annually.

## **Related Parties Disclosure Register**

Information collected on the Related Parties Disclosure Form (attached) will be securely stored in Council's Related Parties Disclosure Register.

Access to the Related Parties Disclosure Register will be available only to those who may lawfully be granted access after consideration of matters of privacy and other legislative requirements.

The Related Parties Disclosures Register will be used as the basis for the information included in the annual Financial Statements to satisfy the Related Party reporting requirements.

The Management Accountant is responsible for the updating and maintenance of the Related Parties Disclosures Register.

## **KEY MANAGEMENT PERSONNEL (KMP)**

Key Management Personnel are identified as those persons having authority and responsibility, either directly or indirectly, for planning, directing and controlling the activities of the entity.

Walgett Shire Council has identified as Key Management Personnel:

- Councillors
- Administrators
- General Manager
- Directors & Chief Financial Officer

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## Compensation Disclosure requirements

KMP Compensation Disclosures require that information on all forms of paid, payable, or provided in exchange for services provided must be disclosed.

This information may include:

- *Short-term employee benefits* - such as:
  - wages, salaries and social security contributions
  - paid annual leave and paid sick leave
  - profit sharing and bonuses (if payable within twelve months of the end of the period)
  - non-monetary benefits (such as medical care, housing, cars and free and subsidised goods or services) for current employees.
- *Post-employment benefits* such as:
  - pensions, other retirement benefits
  - post employment life insurance
  - post-employment medical care
- *Other long-term employee benefits*, including:
  - long-service leave or sabbatical leave
  - jubilee or other long-service benefits
  - long-term disability benefits
  - and, if they are not payable wholly within twelve months after the end of the period, profit sharing, bonuses and deferred compensation
- *Termination benefits*.

## Close members of the family of KMP

The method for identifying the close family members and associated entities of KMP will be by KMP self-assessment with details to be submitted on the Related Parties Disclosure form.

KMP have an ongoing responsibility to advise Council immediately of any changes to Related Parties and associated Transactions.

Close family members of the KMP are those family members who may be expected to influence, or be influenced by, that person in their dealings with the Council, and include:

- that person's children
- that person's spouse/domestic partner
- children of that person's spouse/domestic partner
- dependants of that person or that person's spouse/domestic partner.

In addition to those family member identified above as close family members, a KMP may have other members of their extended family who they should identify as close family members if these family members could be expected to influence, or be influenced by, that person in their dealings with Council. This could include:

- that person's brothers and sisters
- that person's spouse/domestic partner's brothers and sisters
- aunts, uncles, and cousins of that person's or that person's spouse/domestic partner
- dependants of those person's or that person's spouse/domestic partner
- that person's or that person's spouse/domestic partners', parents and grandparents.

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It is the responsibility of KMP to assess and report all related parties that they know do, or expect are likely to, have transactions with Council.

## RELATED PARTIES AND RELATED PARTY RELATIONSHIPS

### Related Party

A Related Party is:

- a) a person who is a close family member of a KMP where that person has control or joint control of the reporting entity or has significant influence over, or could be influenced by any nominated person in the key management personnel.
- b) an entity related to the Council if the entity is the member of the same group of companies (e.g. parent company or one of its subsidiaries), is part of arrangements such as joint ventures or is an associate of the reporting entity, is a post employment benefit plan, is an entity controlled, jointly controlled or is significantly influenced by a person identified in (a), is an entity that a person identified in (a) is a key management personnel of, as a related party.

Entities frequently carry on parts of their activities through subsidiaries, joint ventures and associates. Entities may also include companies, trusts, partnerships, incorporated association or unincorporated groups or bodies and non-profit associations such as sporting clubs. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A KMP and the Council needs to consider what associated entities exist when compiling their Related Parties Disclosures form.

### Related Party Relationships

Related Party relationships are a normal feature of commerce and business.

A Related Party relationship could influence the normal business operations of Council even if Related Party Transactions do not occur.

The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties.

### Related Party Transactions

Related Party Transactions are the transfer of resources, services or obligations between Council and a related party. They are considered to be transactions whether or not a price is charged.

Such transactions may include:

- purchase or sale of goods (finished or unfinished)
- purchase or sale of property and other assets
- rendering or receiving services
- leases
- transfers of research and development
- transfers under licence agreements

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- transfers under finance arrangements (including loans and equity contributions in cash or in kind)
- provision of guarantees or collateral
- commitments to do something if a particular event occurs or does not occur in the future, including executory contracts (recognised and unrecognised)
- quotations and/or tenders
- commitments
- settlements of liabilities on behalf of Council or by Council on behalf of the related party.

Regard must also be given if transactions that are collectively or individually significant.

## **ISSUES THAT WILL BE ASSESSED IN CONSIDERING RELATED PARTY TRANSACTIONS**

The Disclosure process will consider all transactions between Council and persons and entities the Council or KMPs have named as related parties.

Collations of the disclosures may be made in some circumstances. AASB 124 provides that Council must disclose all material and significant Related Party Transactions and outstanding balances, including commitments, in its annual Financial Statements. Generally, reporting will be made where a transaction has occurred between Council and a related party of Council where the transaction is material and/or significant in nature or size when considered individually or collectively.

For the purpose of this policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality. In preparing the information for the annual Financial Statements, the Council will consider the information in the Related Parties Disclosures Register on the basis of materiality and significance.

### **Ordinary citizen transactions**

Ordinary citizen transactions do not need to be disclosed on the basis of services being available to all citizens at the same fee or level of service. Examples include:

- paying rates and charges
- paying normal entry fee for use of the Council's swimming pool
- attending the theatre when tickets have been bought at prices other patrons would pay
- fines on normal terms and conditions

### **DISCLOSURES**

AASB 124 provides that Council must disclose all material and significant Related Party Transactions in its annual Financial Statements by aggregate or general description and include the following detail:

- the nature of the Related Party Relationship, and
- relevant information about the transactions including:
  - the amount of the transaction;
  - the amount of outstanding balances, including commitments, and
    - their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in the settlement; and
    - details of any guarantee given or received;
  - provision for doubtful debts related to the amount of outstanding balances; and

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- the expense recognised during the period in respect of bad or doubtful debts due from Related Parties.

Generally, transactions with amounts receivable from and payable to KMP or their Related Parties which occur within normal employee, customer or supplier relationships and at arm's length and are not material or significant, shall be excluded from detailed disclosures, but they will be disclosed in the financial statements by general description.

Disclosures that Related Party Transactions were made on terms equivalent to an arm's length transaction can only be made if such terms can be substantiated.

## **Review of this policy**

This policy will be reviewed annually but may also be reviewed if any of the following occur:

- corporate restructure that impacts on the KMPs,
- legislative, accounting standard or Local Government Code of Accounting Practice change that impacts on the application of the Policy, or
- other circumstances as determined from time to time by a resolution of Council

## **RELATED POLICIES/DOCUMENTS**

Related Party Disclosure form (attached)

Local Government Act 1993

Australian Accounting Board Standard – Related Parties Disclosures AASB 124

Council's Code of Conduct

Related Parties Operational Policy

# WALGETT SHIRE COUNCIL

## Related Parties - Disclosure Form

<b>NAME OF KEY MANAGEMENT PERSONNEL (KMP)</b>
<b>DATE</b>

<b>Name of related person or entity</b>	<b>Relationship of KMP with the person or entity</b>	<b>Nature of transaction(s)</b>

DELIVERY PROGRAM/OPERATIONAL PLAN

Community Priorities

- Town Beautification Programs
- More employment opportunities
- Support & promote tourist attractions
- National promotion of local industries
- RV friendly Towns

***Economic Development***

**OBJECTIVE:** A strong and diverse economic base that supports employment, industry and provides lifestyle opportunities for residents

CSP REF	STRATEGY	ACTION	PERFORMANCE	RESPONSIBILITY	BUDGET	PROGRESS	13/14	14/15	15/16	16/17
E 2.1	Develop and implement an economic development strategy which identifies potential projects and/or industries that build on the Shires attributes and natural resources	Develop and implement an Economic Development Strategy	Economic Development Strategy plan developed and implemented	General Manager	\$10,170	Being drafted				X
		Implement an Economic Incentive Scheme	Scheme Commenced		\$10,170	Being drafted				X
		Advocate for the development of the Australian Opal Centre	Progress in ensuring commitment by other levels of Government		No specific Budget	Loan funds being approved				X
E 2.4	Develop main street beautification projects for Walgett, Lightning Ridge and Collarenebri	Complete projects for each town	Projects completed within Budget	General Manager	Balance of 14/15 subsidy to be carried forward	Consultation continues				X
E 2.3	Develop partnerships between Council, businesses, landholders and training organisations to provide localised training and employment opportunities	Develop an employment strategy	Partnership opportunities for local employment and training identified,	General Manager	No Specific Budget	Consultation continues				X
E 2.2	Add existing initiatives and provide a framework to partner with stakeholders to develop new initiatives.	Conduct stakeholder forums to explore tourism opportunities	Stakeholder forums conducted and outcomes progressed.	General Manager	No Specific Budget	Forums being organised				X

<b>CSP REF</b>	<b>STRATEGY</b>	<b>ACTION</b>	<b>PERFORMANCE</b>	<b>RESPONSIBILITY</b>	<b>BUDGET</b>	<b>PROGRESS</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>
E 2.5	Develop and source opportunities for wider promotion of Walgett Shire through effective utilisation of media and multimedia.	Undertake marketing & promotion initiatives	Increased exposure for Walgett Shire	Economic Development Officer	\$20,000	Local and regional media				X
		Update Shire Signage	Signage Works Program Completed		\$5,085	Awaiting organisation				X
		Sponsor Arts Along the Highway Program	Arts projects sponsored		\$10,170 \$5,085	Awaiting organisation Awaiting organisation				X X
	Work with Education Decision Makers to increase school retention rates and local employment opportunities	Continue School to work Program. Support PCYC and Advocate for improved local school education outcomes	Increased school retention rate and school to Work Program participation	General Manager Economic Development Officer	\$3,051	School to work program commenced				X
E2.1	Undertake Industrial/Residential subdivision in Walgett and Lightning Ridge	Commence Development and Design process	Planning and Development Processes completed	General Manager	No specific budget	Negotiations for land underway				

DELIVERY PROGRAM/OPERATIONAL PLAN

Community Priorities

- Youth & Community Centre Facilities
- Transport Options
- Enhanced options for people with disabilities
- Playgrounds & healthy lifestyles options
- Aged Care & Facilities

Community

**OBJECTIVE:** Develop a connected, informed and resilient community that recognises and values diversity

CSP REF	STRATEGY	ACTION	PERFORMANCE	RESPONSIBILITY	BUDGET	PROGRESS	13/14	14/15	15/16	16/17
C 1.1	Support, resource and initiate local activities and projects that increase community capacity and participation and build community connections for all age sectors	Develop a community consultation framework.	C C framework developed including web based feedback facility	Chief Financial Officer (CFO)	No Specific Budget	Underway				X
		Provide Sec 356 Donations & Subsidies	Donations & Subsidies provided within Policy	General Manager	\$533,500	Completed				X
		International Women's Day Events	Events conducted	Manager Community Development	\$1,220	Completed				X
		Develop projects in conjunction with community organisations	Projects developed and supported	Manager Community Development	\$10,170	Application round 1 complete				X
C 1.2	Develop a range of initiatives which expand and enhance services and facilities for both youth and aged recreational and cultural pursuits	Update the Youth Strategy	Review of Youth Strategy Completed.	Manager Community Development		In progress				
		Maximize grant opportunities for the development of youth programs	Grants maintained or increased on 14/15 level		\$1,230 \$71,292 \$33,200 \$55,023 \$53,876	Underway grants continue				X

		Operate youth centre's & vacation care programs	Program of activities developed and implemented		\$72,205 (V.C) \$203,670 (V.C) \$10,524 \$2,481 \$2,500 \$8260	Underway activities program completed				X
	Develop and implement a planning process that effectively identifies and responds to the needs of the Aged community	Conduct Youth Week Program	Program delivered		\$5,085	2017 Complete				X
		Resource & support the activities of the Walgett Youth Council	Youth Council appropriately resourced and supported		\$10,524	Underway				X
		Develop an Aging Strategy	Aging Strategy developed		No Specific Budget	In progress				X
C 1.4		Work in collaboration with agencies and community groups to address existing and emerging issues specific to the Aboriginal community	Update the Aboriginal Reconciliation Plan	Aboriginal Reconciliation Plan updated	Manager Community Development	No Specific Budget	In progress Continuing			
		Undertake Aboriginal Projects	Projects developed & completed		\$10,170	Continuing				X
		Continue to fund the Aboriginal Liaison Officer position	Position funded		(ALO part of Corp Salaries budget)	Continuing				X

C 1.7	Develop plans and programs that reduce the perception of fear of crime	Develop a Community Safety plan	Community Safety Plan developed	Manager Community Development	No Specific Budget	Complete 2016				X	
		Advocate for the removal of window bars in CBD	Reduction in number of premises with barred windows	General Manger	Forms part of the Main St Upgrade Programs	Grant scheme in place				X	
C 1.10	Develop a wide range of community arts, leisure, sports and recreation activities that response to identified community needs and aspirations and are linked to positive social outcomes.	Support Arts Program	Arts Program support	Manager Community Development	\$2,500 \$3,500 \$3,000 \$10,000 \$12,500	Continuing				X	
		Undertake a cultural event	Increase in cultural activities		\$5,085					X	
		Continue membership of Outback Arts	Increase participation in cultural activities		\$9,153	Continuing				X	
		Engage with local sporting associations and peak sporting bodies	Increased participation in junior and senior sport			Forms part of general youth programs	Underway				X
		Provide Library Services	Increased use of library as a community space		\$476,807		Increased patronage continues				X

C 1.8	Support agencies and local organisations to address the availability of emergency services, affordable housing, disability and aged services for people with disabilities.	Consultation process for engaging with marginalized sections of community developed	Enhanced wellbeing options provided for disadvantaged and marginalized community members	Manager Community Development	Forms parts of general C.D Budget & Interagency activities	Programs continue				X
C 1.9	Develop a long term parks improvement program that responds to community expectations and identifies asset management outcomes	Parks & Reserves improvement Plan undertaken	Parks & Reserves Improvement Plan developed & incorporated into LTFP	Director Engineering Services	Forms part of Dept. works planning	Review of AMP ongoing				X
		Undertake part grant funded works when applications are successful	Projects completed on budget	Director Engineering Services	As per adopted budget	Ongoing				X
		Operate & maintain Swimming pools & Bore Baths		Chief financial Officer (CFO) Director Engineering Services	As per adopted budget	Program commenced				X
		Parks, Reserves & Facilities maintenance and improvement undertaken in accordance with budget	Annual Parks & Reserves maintenance & improvement program completed on budget	Director Engineering Services	As per adopted budget	Ongoing				X

C1.6	Work in collaboration with agencies and community groups to address existing and emerging issues specific to the CALD community.	Develop a multicultural plan	Multicultural Plan developed	Manager Community Development	No Specific Budget	Underway				X
		Employ a Multicultural Support Worker	Worker employed		\$0	Program abandoned				X
		Provide funding and participate in Harmony day activities	Funding provided and Harmony day program developed		\$2,034	Activity scheduled for 2017				X

DELIVERY PROGRAM/OPERATIONAL PLAN

Community Priorities

- Quality water supply
- Sustainable river & catchment management
- Increased tree planting
- Waste Management/Recycling
- Environmental Sustainability

**Sustainable Living**

**OBJECTIVE:** To provide waste management, potable and raw water systems, that meets community expectations, and health and environmental standards. To ensure that adequate land is available to meet commercial, residential and recreational needs. The provision of public infrastructure that supports water security, social, economic and recreational opportunities

CSP REF	STRATEGY	ACTION	PERFORMANCE	RESPONSIBILITY	BUDGET	PROGRESS	13/14	14/15	15/16	16/17
SL 3.1	Develop and implement a solid waste management plan which includes the options for recycling.	Prepare project brief and framework for solid waste management plan	Solid waste management plan developed and implemented	Director Environmental Services	No specific Budget	In progress, RFQ complete submissions under review				X
SL 3.2	Develop and enhance water & sewer supply infrastructure through an asset management framework	Renew water & sewer supply infrastructure in accordance with capital works program	Capital works program completed (water)	Director Engineering Services	As per adopted budget	Ongoing revaluation & update of AMP				X
			Capital works program completed (sewer)		As per adopted budget	Ongoing revaluation & update of AMP				X
SL 3.3	Apply a land use strategy to guide sustainable development and implement a local environment plan which reflect the intent of the strategy	Administer land use matters in accordance with Shire LEP & DCP	Effective processing of DA's and land use enquiries with acceptable timeframes	Director Environmental Services	No specific Budget	LEP amendment under exhibition				X
	Undertake Planning to ensure a sustainable Rural Lifestyle	Prepare planning proposal to rezone land to provide more opportunities for rural residential development	Rural Lifestyle Strategy developed Rezone rural land	Director Environmental Services	No specific Budget	Awaiting final draft. Exhibition must wait until current planning proposal is gazetted				X

DELIVERY PROGRAM/OPERATIONAL PLAN

Community Priorities

- Roads – improved maintenance & enhancement
- Improved footpaths, kerb & guttering
- Enhanced sporting facilities & public amenities
- Improved disability access to facilities

**Infrastructure**

**OBJECTIVE:** Provide and maintain an effective local road network that meets community expectations and needs. A regional and state road network that is appropriately supported and resourced by other levels of government. The provision of effective and reliable communications services and infrastructure that meets the community and economic needs of local residents. Maintenance and improvement of Council property assets at an optimal level.

CSP REF	STRATEGY	ACTION	PERFORMANCE	RESPONSIBILITY	BUDGET	PROGRESS	13/14	14/15	15/16	16/17
I 4.1	Review and implement opportunities to improve roads and bridges as part of the asset renewal process	Develop a local roads and bridges works program	80% of works program completed	Director Engineering Services	As per adopted budget	Ongoing				X
		Maintain Urban roads	80% of works program completed		As per adopted program	In progress				X
I 4.2	Maintain an effective operational relationship with the RMS	Develop a works program for state and regional roads.	100% of works program completed	Director Engineering Services	As per adopted budget	Assessed as satisfactory as at March 17 & Council completing additional work				X
I 4.3	Research and review options for developing new and existing infrastructure	Advocate to other levels of Gov't for funding of Infrastructure Projects	Project promoted through local forums & State & Federal members	General Manager	No specific budget	Grants approved for progression SR 103 \$5.44m approved.				X
I 4.4	Advocate to Utility & Communications providers regarding the capacity and reliability of their infrastructure across the Shire,	Lobby service providers in response to identified community concerns	Improved response from service providers	Chief Financial Officer (CFO)	No Specific Budget	Service provider to address June 17 Council meeting				X
I 4.5	Develop and implement an asset management plan that makes due provision for the maintenance and improvement of Council property assets.	Property works programme developed	80% of works program completed	Chief Financial Officer (CFO)	\$101,700	Program continues, however funds are required in future years				X
		Develop new Works	Works Depot	Director	\$0	Programed for 17/18				

<i>CSP REF</i>	<i>STRATEGY</i>	<i>ACTION</i>	<i>PERFORMANCE</i>	<i>RESPONSIBILITY</i>	<i>BUDGET</i>	<i>PROGRESS</i>	<i>13/14</i>	<i>14/15</i>	<i>15/16</i>	<i>16/17</i>
		Depot	completed	Engineering Services	\$0	Delay due to land title dispute				
		Upgrade Walgett Levy	Stages 4 & 5 completed	Director Engineering Service		commencing in June 17				
		Upgrade Admin building	Project Completed	Chief Financial Officer (CFO)	\$100,000	Complete				X
		Construct disability toilet	Project Completed	Chief Financial Officer (CFO)	\$42,964 to be rolled over from 15/16	Postponed pending grant application for new VIC				X
		Covered area & bar/kitchen upgrade LR Racecourse	Project	Chief Financial Officer (CFO)	\$276,253 to be rolled over from 15/16 if grant successful	New grant application underway				X
		Re-tile Collarenebri Pool	Project Complete	Director Engineering Services	\$108,000	Complete 2016				X
		Long Jump Pit Walgett oval	Project Complete	Chief Financial Officer	\$0	Complete 2016				X
I 4.1	Develop a local road enhancement programme that improves transport options during extreme weather events.	Continue to advocate for betterment funding. Progress funding application with IPAR	Program for betterment upgrade of roads commenced	Director Engineering	(Part of Local Roads Budget)	Continuing				
I4.1	Implement an effective complaints management process that effectively responds to residents issues regarding roads	Develop complaints management process	Complaints management process developed and implemented	Chief Financial Officer (CFO)	No specific Budget	Completed 2016				

DELIVERY PROGRAM/OPERATIONAL PLAN

Community Priorities

- Enhanced responsiveness to Community Issues
- Enhanced communication & dissemination of information
- Improved WSC website
- Law & Order
- Crime Prevention

**Governance and Civil Leadership**

**OBJECTIVE:** Implement Governance and Financial practices that support the effective administration of the Council. Engage the community and regional partners through effective communication and consultation processes that can result in improved social, economic and cultural outcomes for the community.

CSP REF	STRATEGY	ACTION	PERFORMANCE	RESPONSIBILITY	BUDGET	PROGRESS	13/14	14/15	15/16	16/17
G 5.1	Implement processes that ensure legislative and financial standards are actioned in a timely manner	Timely dissemination of information from Division of Local Government and Auditors	All legislative requirements met and compliance with financial standard	Chief Financial Officer (CFO)	No specific Budget	Continuing				X
G 5.2	Develop processes that promote Council as an employer of choice in the Western Region	Review Functionality of Council Structure	Organisational Structure review completed	General Manager	\$15,225	Organisation structure revision in draft Expanded advertising  Training plans being prepared  Positions advertised				X
		Implement effective recruitment and retention strategy	Increased response to job opportunities with Council		\$35,000					X
		Provide Workplace & Professional Development training options	Training outcomes achieved		\$162,720 \$15,255					X
		Establish programs for Cadetships/traineeships	Cadet and traineeship programs developed and implemented		\$5,000					X

<b>CSP REF</b>	<b>STRATEGY</b>	<b>ACTION</b>	<b>PERFORMANCE</b>	<b>RESPONSIBILITY</b>	<b>BUDGET</b>	<b>PROGRESS</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>
G 5.3	Develop regional Local Government initiatives and partnerships with a view to improving the social economic and cultural life in the Region.	Participate in and make visible contributions to regional forums such as OROC, C Division, and Western Division LGNSW	Increase in positive outcomes and opportunities from participation at a regional level	General Manager	\$9,662 \$36,612	Awaiting formation of Joint Organisation of Councils				X
G 5.4	Engage with the community through effective communication and consultation processes.	Implement communication and consultation processes that maximize community engagement	Increase in community participation in Council decision making	Chief Financial Officer (CFO)	N/A	Survey used for development of DIAP				X
	Develop & implement a web based Community. Feedback Portal that provides for community consultation on Council projects & activities.	Research best practice websites to develop specific for Feedback portal	Specific for feedback Portal developed	Chief financial Officer (CFO)	N/A	Walgett Shire Council Facebook page commenced in 2017				X
G 5.1 G 5.2	Development of a leadership and supervision improvement Program for Executive, Senior Managers and Supervisors	Engage a HR Consultant to develop and present program	Program Developed and Implemented	General Manager	Part \$160,000 Training Transferred to 16/17	Training plan to be updated				X



# Disability Inclusion Action Plan 2017-2021

2017 - 2021



Walgett Shire Council Vision Statement;

*"Maximise opportunities for the community to improve their quality of life whilst embracing their own culture and social diversity for the benefit of all"*

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## ***1. Abbreviations***

DIAP- Disability Inclusion Access Plan

WSC -Walgett Shire Council

GM - General Manager

CFO – Chief Financial Officer

MCD- Manager Community Development

HBS- Health & Building

PO- Property Officer (assets)

ISC- Information Services Coordinator

YDO- Youth Development Officer

CDO- Community Development Officer

WDRG- Walgett Disability Reference Group

LRDRG- Lightning Ridge Disability Reference Group



### Message from the Mayor

It is my pleasure to present Walgett Shire Council's Disability Inclusion Action Plan 2016-2020. Our Council embraces the inclusion of people with a disability in all aspects of community life. We are committed to creating a more inclusive and welcoming community for people with disabilities.

The Disability Inclusion Action Plan demonstrates our commitment to improve the quality of our services, facilities, accessibility issues, systems and programs over a four year period. The Plan was developed through extensive consultation processes and engagement by our teams with the community and outlines the actions we will take to provide more accessible and inclusive services.

We look forward to hearing about the positive impact the Plan has for people with a disability in our Shire.

Mayor, Councillor Ian Woodcock



### Message from the General Manager

This Disability Action Plan presents Council's commitment to people with disabilities for improving access and inclusion over the next four years.

Planning for disability inclusion is about supporting the basic right of choice for people with disability in our community. People with disability have the same right to choose how to live, work and enjoy community life as other people.

Council's aim is to ensure that our services, community based programs, facilities and processes are inclusive. The Plan aims to improve conditions for people with a disability who live, work and visit our Shire.

I look forward to working with staff and our community to put the plan into action over the coming years and encourage people to work together as inclusion and accessibility is everyone's business.

General Manager, Don Ramsland

*"Council acknowledges the traditional custodians and first people of our lands the Gamilaroi and Yuwaalaraay people. We pay our respect to Elders both past, present and future and acknowledge their spiritual connection to the lands and waterways within the Walgett Shire."*



*Australian Unity CEO Mr Cameron Holland and Area Manager Mrs Zuzana Sisa along with Local Disability Project Worker Miss Joanne Osbourne at a recent event of service providers at Lightning Ridge in which Council conducted in place survey and consultations regarding the development of the Disability Inclusion Action Plan*

## **1. Background**

In 2014 the *NSW Disability Inclusion Act 2014* was passed. This Act requires Council to develop a Disability Inclusion Action Plan to help remove barriers and enable people with a disability to participate fully in their communities.

For the first time all levels of Government across Australia have committed to a unified National approach to improving the lives of people with disability their families and carers through the development of the National Disability Strategy. In this Strategy the State and Federal Governments have committed to an approach where the individual is the centre of focus and not their disability.

Council's vision is for an inclusive, respectful and diverse community where all residents and visitors enjoy a safe and friendly environment.

Council's Disability Inclusion Action Plan will aim to provide better access to Council information, services and facilities ensuring people with disabilities can fully participate in their community.

The Walgett Shire Disability Inclusion Action Plan was developed through a series of community consultations and a range of other communication strategies, offered to community to have their say in the planning stages and eventual adoption of this Plan.

The formation of three community based Access and Inclusion sub- groups in our three larger communities of Walgett, Lightning Ridge and Collarenebri allowed key points/ opportunities for people to discuss, refer and pass on their thoughts in relation to the consultation processes.

The formation of a Council staff working group with a two-fold responsibility representing peoples with disabilities and also acting as a reference group for potential issues around access and inclusion with Council properties, facilities, events and programs aided the consultation process to no end.

A review of relevant literature, Council documents / policies took place and a staff survey was conducted across the challenging demographic that is Walgett Shire.



*"Members of the Disability Inclusion and Access Committee"*

Due to the difficulty in consulting with many community members due to the vastness of the Shire and timeframes Council developed an on-line survey tool and promoted to those across the Shire seeking responses from a series of questions developed in reference to areas of access and inclusion and aligning with International, State and Local level guidelines and principals of accessibility and inclusion.

Council values well-placed relationships with key organisations established over many years working and collaborating with services and agencies across the Shire, and with this in mind Council targeted persons within the sector, working with, supporting or assisting peoples with disabilities and their carers to form the catalyst of the external reference groups in each community.

Other forms of consultation were extensive and rewarding with an impressive Number of surveys completed and collated.

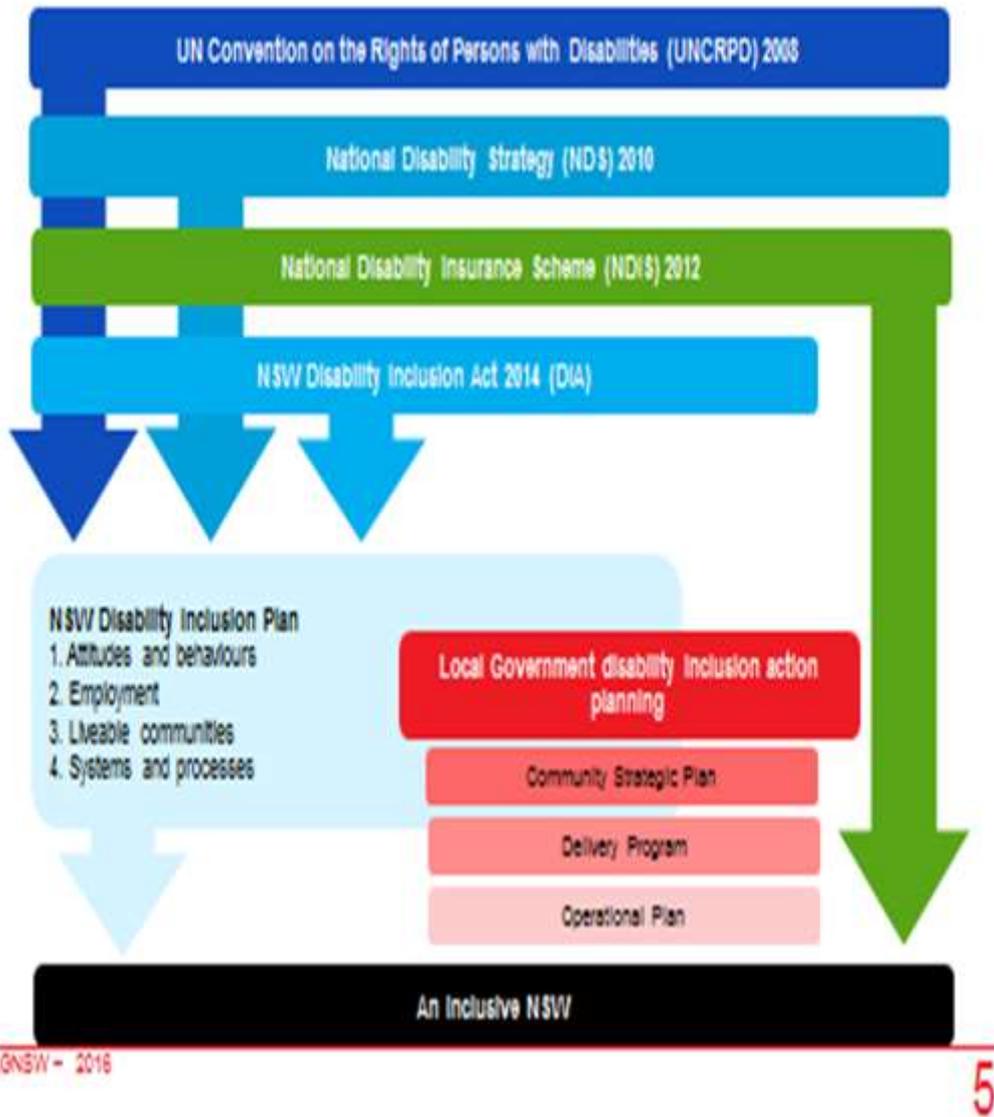
The opportunities provided by this consultation and plan development was meet with enthusiasm and goodwill by community.

The three (Walgett, Lightning Ridge and Collarenebri Disability Reference Committees, consisting of community members, and sector workers and supporters played an important role in the development of this Plan. Committee members were involved in a formal review process of the draft Plan and provided feedback and recommendations.





# Policy and Legislative Framework



**ABOVE:** outlines the relationship between relevant policy and legislative instruments

*Source": Disability Inclusion Action Planning Guidelines Local government.*

## 2. Legislation and Policy

### International

#### The United Nations Convention on the Rights of Persons with Disabilities

The United Nations Convention on the Rights of Persons with Disabilities protects the rights of all people with a disability around the world. Australia was one of the first countries to sign the Convention when it was ratified in 2008. The convention acknowledges that people with disability have the same human rights as those without disability.

This commits participating governments to ensure these rights can be exercised and that barriers are removed.

The United Nations Convention of the Rights of Persons with Disabilities supports the social model of disability.

This recognises that attitudes, practices and structures are disabling and can create barriers to people with disability from enjoying economic participation, social inclusion and equality which are not an inevitable outcome of their disability.

The Convention is guided by the following principles:

- respect for inherent dignity, individual autonomy including the freedom to make one's own choices and independence of persons;
- non-discrimination;
- full and effective participation and inclusion in society;
- respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
- equality of opportunity;
- Accessibility;
- equality between men and women;
- Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities.



*Community consultation and survey completion at a community event in Lightning Ridge*

## National

### *National Disability Strategy 2010-2020*

The National Disability Strategy 2010-2020, developed in partnership by the Commonwealth, State, Territory and Local Governments, sets out a national plan for improving life for Australians with disability, their families and carers, to support the commitment made to the United Nations Convention on the Rights of Persons with Disabilities

Actions in the Implementation Plan that involve councils include improving Web Content accessibility, access to infrastructure, recreation, employment and community participation.

### National Disability Insurance Scheme

The National Disability Insurance Scheme is a major reform that will deliver a national system of disability support focused on the individual needs and choices of people with disability. The National Disability Insurance Scheme gives participants more choice and control over how, when and where supports are provided.

## State

### Disability Inclusion Act 2014 (NSW)

The Disability Inclusion Act (2014) acknowledges human rights; promoting the independence and social and economic inclusion of people with disability.

The Act requires NSW government departments, local councils and some other

public authorities to develop and implement a Disability Inclusion Action Plan.

The plan must be consistent with the State Disability Inclusion Plan and include strategies to increase access and participation.

### Local

Walgett Shire Council Community Strategic Plan 2012-2022 was created by the community and provides a long term vision for our Shire. The Community Strategic Plan informs Council's Delivery Program and Operational Plan, which set out Council's role in achieving the community's vision. Other Council plans and documents relevant to the Disability Inclusion Action Plan include:

- ✓ Community Consultation Policy
- ✓ WHS Policy
- ✓ Equal Employment Opportunity Policy
- ✓ Walgett Shire Youth Strategy
- ✓ Community Strategic Plan
- ✓ Walgett Shire Aboriginal Reconciliation Action Plan
- ✓ Walgett Shire Crime Prevention and Safety Plan

## Aligning actions with Council Policy - Walgett Shire Councils Community Strategic Plan 2012-202

### Development of the Disability Inclusion Action Plan is supported by the Walgett Shire Community Strategic Plan goals as follows:

C1.1 - Develop a connected, informed and resilient community

C 1.2 Increase participation in administering and supporting recreational and cultural activities, particularly those that cater for the younger and older members of The community

C1.3 - To create a community that values and recognises the contribution of aged people in our communities

C1.8 - Enhanced health & social outcomes

C1.9 - A network of parks and open spaces that provides recreational opportunities and increased participation in active lifestyle options

E2.3 - To provide increased employment opportunities that supports local industries and the local economy

I 2.3 - To expand and improve infrastructure that provides enhanced recreational and economic outcomes

I 4.4 - The provision of effective and reliable utility and communications services and infrastructure that meet the community and economic expectations of local residents

I 4.5 - To maintain and improve Council's property assets to an optimal level

G 5.2 -Work to become an 'Employer of Choice' in the western region



*Recently constructed disabled toilet in Gray Park - Walgett*

### Where do we go for information and ensuring correct process?

Council considers and aligns its processes and procedures with an extensive legislation and standards informing and guiding Council's decision making, approvals (buildings etc.- infrastructure, environmental work and community development and capacity building. Included below but limited to the identified policies and legislative requirements

- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability (Access to Premises-Buildings) Standards 2010
- NSW Anti-Discrimination Act 1977
- Carers Recognition Act 2012
- Local Government Act 1993 and Local Government (General) Regulation 2005
- <http://www.abcb.gov.au/Resources/NCC> Access to the National Construction Code (NCC), which includes the Building Code of Australia (BCA), which stipulates the requirements for access for people with disability along with other requirements relating to design/construction for accessible buildings

- Australian Human Rights Commission - Guidelines on application of the Premises Standards - <http://www.humanrights.gov.au/guidelines-application-premises-standards>
- Australian Government – Attorney-General’s Department - <https://www.ag.gov.au/Pages/default.aspx> (note use search engine “Disability”)
- Building Professionals Boards, NSW Government - Premises Standards - <http://www.bpb.nsw.gov.au/legislation-regulation/premises-standards>
- Building Professionals Boards, NSW Government - Unjustifiable hardship under the Premises Standards - <http://bpb.nsw.gov.au/unjustifiable-hardship-under-premises-standards>
- Series of Australian Standards (AS) include AS 1428 Design for access and mobility – which can be purchased from suppliers such as <https://www.saiglobal.com/>
- Guideline on the application of the premises standard, version 2, February 2013 - <http://www.humanrights.gov.au/our-work/disability-rights/disability-standards>
- Disability (Access to Premises — Buildings) Standards
- 2010, <https://www.legislation.gov.au/Details/F2010L00668>
- Companion Animals Act 1998, Assistance animals not to be denied entry - <http://www.legislation.nsw.gov.au/#/view/act/1998/87/part6>

### Premises Standards

*The national Disability (Access to Premises — Buildings) Standards 2010 (Premises Standards) came into effect on 1 May 2011. The Premises Standards help to improve the accessibility and safety of new and upgraded buildings, and are important in 'future-proofing' the built environment. Accessible buildings meet future needs as well as current expectations of equity and fairness. The Premises Standards are made under the Commonwealth Disability Discrimination Act 1992. They list the buildings that must comply, who is responsible for compliance, exemptions from compliance, and an Access Code of technical building standards.*

### Areas that do not need to be accessible

Part D3.4 of the Access Code and the BCA specify the areas that are not required to be accessible:

- a) an area where access would be inappropriate because of the particular purpose for which the area is used
- b) an area that would pose a health or safety risk for people with a disability
- c) any path of travel providing access only to an area exempted by this clause.

These areas could include rigging lofts, waste containment areas, foundry floors, loading docks, fire lookouts, plant and equipment rooms and other similar areas. Identifying such areas should be on a case-by-case basis. Note: only accredited Building Certifiers whom are approving a project can grant an exemption under this part of the BCA.

### Companion Animals Act 1998, Assistance animals

The federal Disability Discrimination Act (1992) and the NSW Companion Animals Act (1998) states:

- *A person with a disability is entitled to be accompanied by an assistance animal being used bona fide by the person to assist the person, into or onto any building or place open to or used by the public or on any public transport*
- *An occupier or person in charge or control of a building or place open to or used by the public or a person in charge or control of any public transport must not, without reasonable cause, refuse to permit a person to take an assistance animal into or onto, or while accompanied by an assistance animal to enter or be in or on, that building or place or public transport if the person has a disability and is using the animal bona fide to assist him or her.*
- *An occupier or person in charge or control of a building or place open to or used by the public or a person in charge or control of any public transport must not impose a charge on or in respect of a person with a disability who is accompanied by an assistance animal used bona fide by the person to assist him or her and who is taking the animal into or onto, or is entering or is in or on, that building or place or public transport, unless the charge would have been imposed respect of that person if the person had not been accompanied by the animal.*

-



DIAP community BBQ - introduction and information presented by Cllr Taylor and Community Development team- September 2016

### *3. Shire Profile and Demographic*

Walgett Shire Local Government Area is located in the far north west of New South Wales and covers an area of 22,007 square kilometers. Walgett Shire borders with Queensland to the north, Moree Plains and Narrabri Councils to the east, Coonamble to the south and Brewarrina to the west.

The Shire is located on Gamilaroi country in the southern and eastern sector and to the north is on Yuwaalaraay country.

Acknowledgement of the traditional occupiers of the land is displayed on signs along main roads entering into the Walgett Shire. The Shire is geographically on the productive black-soil plains of New South Wales, part of which is in the Central Division and part in the Western Division.

The North and North West of the Shire is opal bearing country, which is home to NSW state gemstone, the Black Opal.

Walgett Shire comprises thirteen towns, villages and hamlets spread throughout the Shire and the preserved opal fields of Grawin, Glengarry and Sheeppark.

**Each community has its own special identity.**



Defining a disability:

**The Disability Inclusion Act 2014 (DIA) defines disability as:**

***“The long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder the full and effective participation in society on an equal basis with others.”***

#### 4. Disability snapshot in Walgett Shire

Information about disability in Walgett Shire is based on Australian Bureau of Statistics (ABS) Census data.

The below data was taken from the ABS website and relates to 2012

Description	2010	2011	2012
Disability Estimates - Persons with a disability living in private dwellings (no.)			1643
Disability Estimates - Persons with a disability living in private dwellings (%)			24.4

Other data from the Australian Bureau of Statistics:

Description	2011	2012	2013	2014
Selected Government Pensions and Allowances - Carer Payment (no.)	179	195	211	232
Selected Government Pensions and Allowances - Disability Support Pension (no.)	692	716	723	706

### Information from the Australian Bureau of Statistic indicates:

- 1643 people are living with a disability in private dwellings within the Walgett Shire; this represents 24.4% of the total population.
- According to the ABS, 232 people were receiving a *Carer Payment Benefit* in 2014, an increase of 53 people from 2011. This payment is made to people who personally provide constant care, in the home, to someone with a severe disability, medical condition, or who is frail aged.
- 706 people living within the Walgett Shire LGA were receiving a Disability Support Pension in 2014. The Disability Support Pension is provided to people who have a physical, intellectual or psychiatric condition that stops them from working or people who are permanently blind.

### What we are doing:

Council research's and considers the development of a range of options when conducting or implementing community programs relating to inclusiveness and access for people with disabilities.

Council's community development team have, over many years formed long term relationships with many service providers, employment organisations and care services for people with disabilities.

We are well placed to work with all groups across our Shire and consider consultation as a prerequisite when access and inclusiveness issues are discussed and identified. Council's community development team actively engage, recognise, and acknowledge the significant events targeting people with disabilities and their carers throughout the calendar year. We include all aspects of celebration, acknowledgement and education surrounding access and inclusion barriers and strength's to provide the broader community with information in a bid to create a n improved understanding across community of issues that affect people with disabilities and provide opportunities and raise awareness of inclusion of people with disabilities. Some examples include:

- Provided experience through the School 2 Work program for placements for high school students with disability.
- Celebrate International Day of People with Disabilities as an annual event.
- Celebrate and recognise Carers Week throughout three larger communities
- Installed an accessible toilet Gray Park Walgett improving access
- Installed adaptive technology (magnifying equipment) in Walgett Library.
- Enforcing ALL requirements in building codes to new and renovated additions

to buildings and public amenities

- Establish reference groups for Access and Inclusiveness across the community
- Encouraging and promoting inclusion for all at Council functions and events across the Shire

#### Programmed future projects across our Shire

- Construction disabled toilets at Len Cran Park- Lightning Ridge
- Disabled access ramp to Walgett Library
- Construction of disabled toilet facility in Come by Chance



## 5. Community Consultation



*"Community engagement is about involving through consultation, the community in decision making processes, which is critical in the successful development of acceptable policies and decisions in government, the private sector and the community."*

In the development of the Plan Council staff spoke in-place with many people across the three larger communities.

- ✓ Community service and health workers, people with a disability and their careers and the broader community participated in surveys and conversations informing the final Plan.
- ✓ Pop ups at open services day events
- ✓ Council made survey boxes for people to complete "in place" surveys at the libraries, Council depots and a selection of "hot spots" as identified by community sector workers
- ✓ An extensive media campaign was driven across the Shire informing residents of the Shire of Councils undertaking of the DIAP.
- ✓ Council's staff attended community functions, CDAT meetings and youth events in a bid to have as much input from community.
- ✓ Staff attended and promoted DIAP at NDIS community information sessions
- ✓ Youth Council representatives took home flyers to parents informing them in the Aboriginal villages outside of the Walgett and Collarenebri townships and promoting the on-line survey tool.



*Disability Inclusion Action Plan In place survey distribution and engagement with locals*



*In place survey distribution and information consultation*

Who and how we consulted:

Date	<b>Consultation and engagement method</b>
<b>Aug /Sep 2016</b>	<i>Walgett Shire Interagency / cross section community services and agencies Informed Lightning Ridge Inter-agency and Walgett Interagency groups of service, Gov and non – Gov and agencies/ orgs working within the LGA</i>
<b>Aug</b>	<i>Policy and literature review – Disabilities and Inclusion / accessibility</i>
<b>Aug-Sep 2016</b>	<i>Walgett Youth Council- meeting discussion on impact on youth and young people a DIAP may offer.</i>
<b>Aug-sept</b>	<i>Media campaign to whole of community informing of Councils processes and strategies in developing DIAP</i>
<b>Sept</b>	<i>Blanket information sheet and survey draft developed for communities across the Shire promoting and informing of Walgett Shire Disability Inclusion Action Plan Working</i>
<b>Sept</b>	<i>Meetings with staff and Directors at Council in reference to forming “Council” working Group to support actions in DIAP</i>
<b>Oct</b>	<i>Attendance at DIAP ( Local Gov workshop) Narromine- guidelines and templates- information sharing</i>
<b>Oct</b>	<i>Development and upload of survey/ Hard Copy and online tool (Survey Monkey) - website for maximum participation from broader community .preliminarily community information session and survey distribution.( see attached survey)</i> <i>Survey boxes placed across community including:</i> <ul style="list-style-type: none"> <li>• <i>Work depot Council Walgett/ Lightning Ridge</i></li> <li>• <i>Council Libraries: Lightning Ridge and Walgett</i></li> <li>• <i>Nova Employment- Cafe64</i></li> <li>• <i>HACC Lightning Ridge</i></li> <li>• <i>Men’s Shed Lightning Ridge</i></li> <li>• <i>Visitor Information Centres –Walgett-Lightning Ridge</i></li> <li>• <i>Delivered and collected in place: Schools, hospitals Aboriginal Land Council</i></li> <li>• <i>In-place at (6) community events.</i></li> <li>• <i>Post Office – Collarenebri</i></li> <li>• <i>Shop front store - Collarenebri</i></li> </ul>
<b>Oct</b>	<i>Meetings with community informing and roles and responsibilities of Reference Group in Walgett , Lightning Ridge and Collarenebri</i>
<b>Oct</b>	<i>Staff info session and promotion</i>
<b>Oct</b>	<i>Placement of Survey boxes and surveys at hot spots across three larger communities</i>
<b>Oct</b>	<i>Radio promotion through 2WEB</i>
<b>Oct</b>	<i>Development of introduction to plan and demographics/ information / identification of services</i>
<b>Nov</b>	<i>Forming of Reference Groups ( x 3) Meeting -Café 64 – Nova Employment Agency</i>
<b>Nov</b>	<i>Undertaking of risk assessments and gaps and needs in relation to accessibility</i>

	<i>and inclusion to Council owned/ operated facilities</i>
<b>Nov</b>	<i>Attendance and <u>in place</u> consultation and survey promotion at annual OPEN DAY in Lightning Ridge</i>
<b>Dec</b>	<i>Attendance and <u>in place</u> consultation and survey promotion at annual OPEN DAY in Collarenebri</i>
<b>Dec</b>	<i>Media promotion as closing down survey monkey for survey of residents.</i>
<b>Dec</b>	<i>Final collation and analysis survey results to inform plan</i>
<b>Jan17</b>	<i>Review and collation of responses – development and formation of draft DIAP</i>
<b>Jan</b>	<i>Action Plan developed in consultation with groups/ access and inclusion committees</i>
<b>Jan</b>	<i>Draft document presented for review to access committees- Walgett and Lightning Ridge</i>
<b>Jan</b>	<i>Risk assessment of identified areas of immediate concern carried out in streetscape</i>
<b>Feb</b>	<i>Meetings with Reference groups in each community : input and review</i>



In place consultation again proved to be successful in informing and gathering information in development of the DIAP.

## 6. The Survey

### Disability Inclusion Action Plan 2017-2021 - Survey Questions.

Walgett Shire Council is currently developing a Disability Inclusion Action Plan and encourages your input and responses to the following:

#### Individual Profile

- Age \_\_\_\_\_
- Community: Walgett / Lightning Ridge / Collarenebri / Carinda / Rowena / Burren Junction / Cryon / Grawin (Please circle your Community area)
- Gender Male / Female
- Language spoken at home \_\_\_\_\_
- Are you a carer or person with disability? Yes / No
- Do you identify as Aboriginal/Torres Strait Islander Yes / No

Do you think the *Walgett* Community is welcoming of people with disabilities? E.g. businesses, shops etc.

- Yes / No
- If No please give an example \_\_\_\_\_

Do you think Council's facilities are accessible, please provide detail of areas for improvement?

- Libraries Yes / No  
If No, which facility \_\_\_\_\_
- Community centres \_\_\_\_\_
- Public Facilities i.e. Toilets \_\_\_\_\_
- Pools /ovals recreational spaces \_\_\_\_\_
- Footpaths / areas of concern \_\_\_\_\_
- Other – Please specify \_\_\_\_\_

Are you aware of any of Council's employment programs / initiatives? Yes / No

Do you think Council organised events cater for people with a disability?

Yes. Please give an example \_\_\_\_\_

\_\_\_\_\_

No. Please give an example \_\_\_\_\_

\_\_\_\_\_

**Are these events communicated effectively to the community?**

Yes. Suggestions for improvement? \_\_\_\_\_

\_\_\_\_\_

No. Suggestions for improvement? \_\_\_\_\_

\_\_\_\_\_

**Are you aware of Council's Access Committee and community reference groups?**

- What it does Yes / No
- How to be a member Yes / No
- How to contact the committee regarding an access issue Yes / No

**Do you find Council's information publications accessible?**

- E-bulletins Yes / No
- Website Yes / No
- Newsletter Yes / No

**Do you find Council staff at all of its locations and facilities approachable, understanding of your requirements and helpful?**

- Yes / No

If No, please provide details \_\_\_\_\_

\_\_\_\_\_

**We encourage and appreciate your feedback and any other comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**For further information please contact:**

Walgett Shire Council Manager Community Development: Mr George McCormick 02 6828 6107  
e: [gmcormick@walgett.nsw.gov.au](mailto:gmcormick@walgett.nsw.gov.au)

### What people told us:

The surveys were completed by **211** people across the Shire through a in a range of methods including hard copy (**107**) , Survey Monkey- online (**58**) and in place at community events (**46**).

Community responses highlighted the importance of being involved in the local community and having access to appropriate services and recreational social and educational opportunities.

It was interesting to note that many survey participants noted and shared positive feedback for Council services and programs, highlighting the community engagement and development as active and making inroads to building social capital and capacity.



*In place community consultation at Collarenebri with a community services day*

Participants also were forthcoming with identifying issues around access and the general streetscape in relation to footpaths and mobility in terms of navigating the built environment.

People with a disability told us what would make a difference to their community participation. We also heard from carers and family and friends of people with a disability together with community service and health workers.

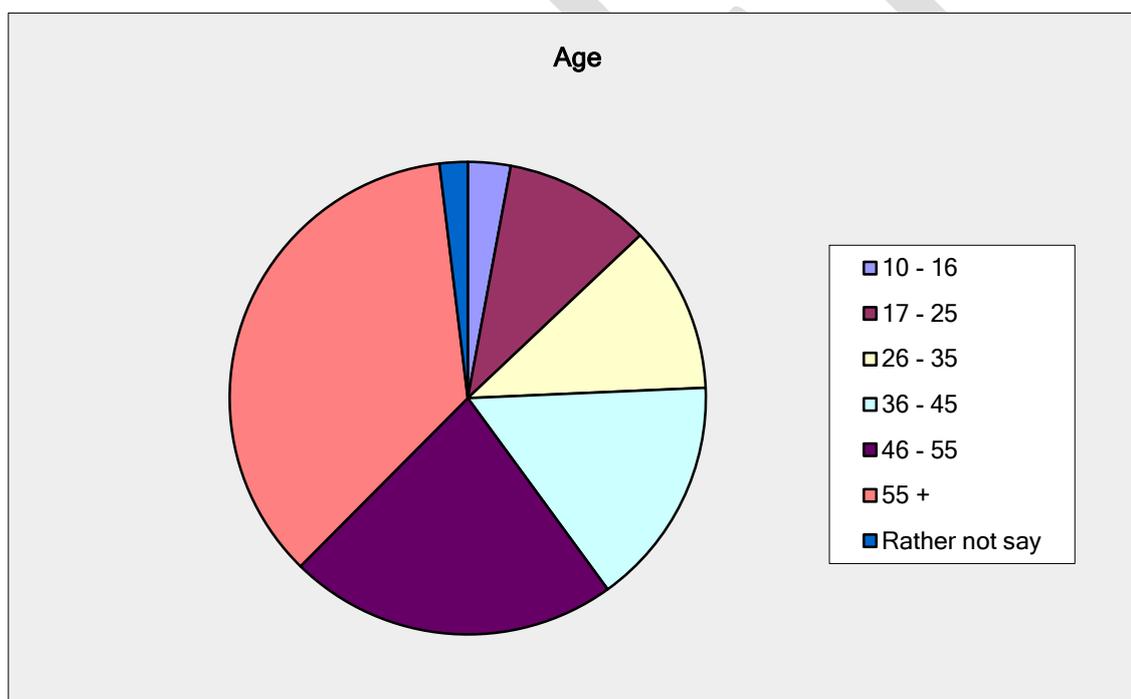


*Council's partnerships with service providers at local and state levels are essential in addressing the needs of our peoples with disabilities.*



## 7. Consultation Outcomes

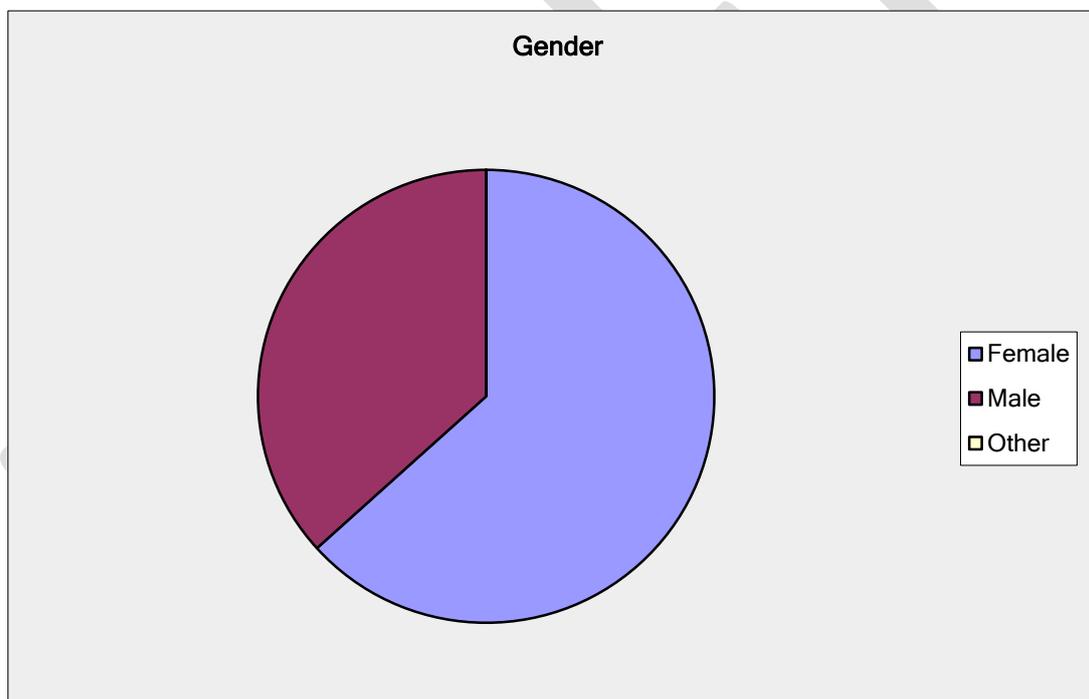
Age		
Answer Options	Response Percent	Response Count
10 - 16	2.9%	6
17 - 25	10.0%	21
26 - 35	11.4%	24
36 - 45	15.7%	33
46 - 55	22.4%	47
55 +	35.7%	75
Rather not say	1.9%	4
<i>answered question</i>		<b>210</b>
<i>skipped question</i>		<b>1</b>



Of the 211 participants 55% were over 55 years of age understandably of most concern with disability inclusion. The 46-55 year old category represented the second highest input with 22.4 %.

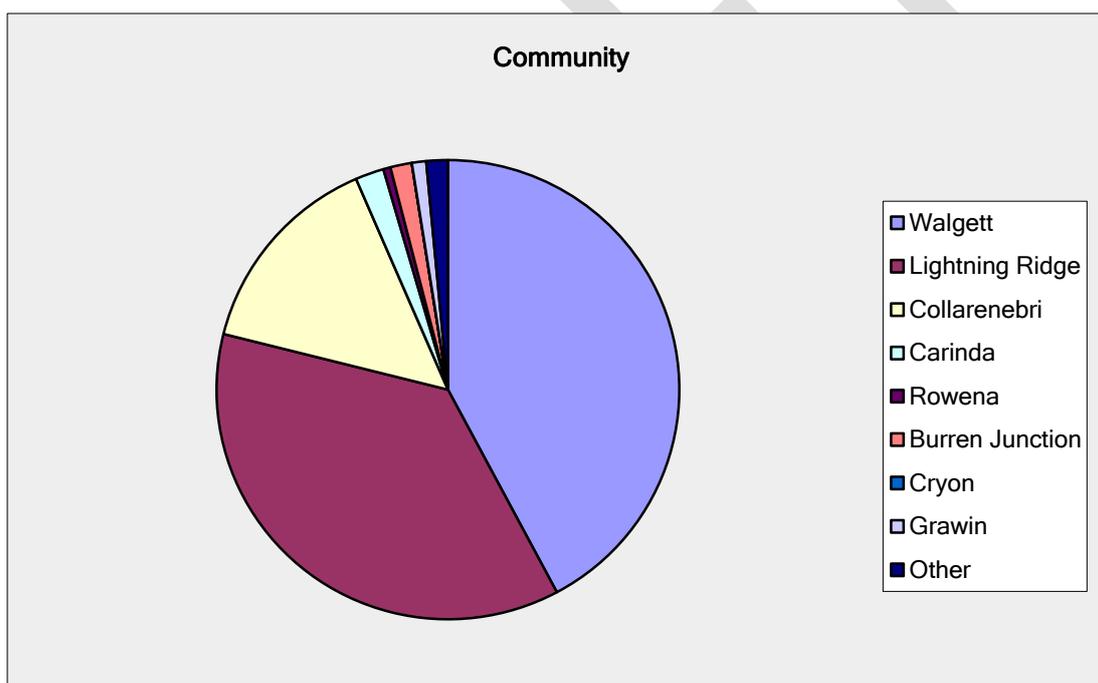
Council are impressed with the representation of all age groups across the Shire.

Gender		
Answer Options	Response Percent	Response Count
Female	63.3%	133
Male	36.7%	77
Other	0.0%	0
<i>answered question</i>		210
<i>skipped question</i>		1



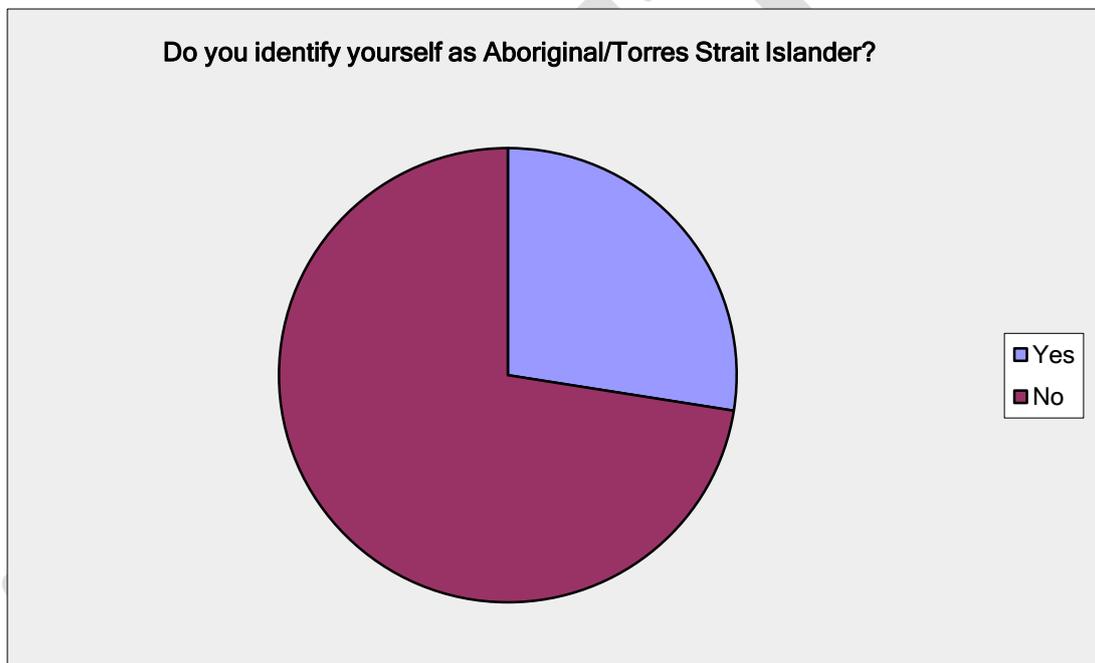
Majority of respondents to the survey were females. This is not unexpected as at many of the community events staged where predominantly attended by women. It was the mothers, carers and guardians that turned up at the numerous Programs and events

Community		
Answer Options	Response Percent	Response Count
Walgett	42.2%	84
Lightning Ridge	36.7%	73
Collarenebri	14.6%	29
Carinda	2.0%	4
Rowena	0.5%	1
Burren Junction	1.5%	3
Cryon	0.0%	0
Grawin	1.0%	2
Other	1.5%	3
Other (please specify)		3
<i>answered question</i>		<b>199</b>
<i>skipped question</i>		<b>12</b>



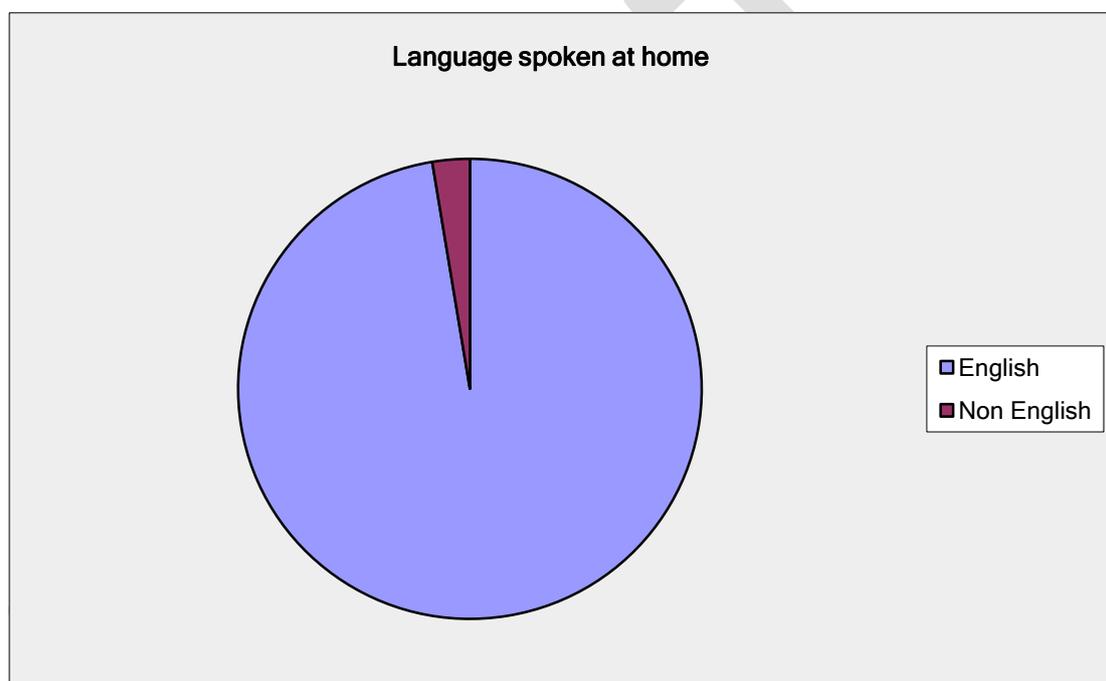
As expected the larger towns of Walgett, Lightning Ridge and Collarenebri recorded the greatest number of responses. All towns within the Walgett Shire had a participant in the survey which demonstrates we “did” get to the people in this initiative.

Do you identify yourself as Aboriginal/Torres Strait Islander?		
Answer Options	Response Percent	Response Count
Yes	27.5%	46
No	72.5%	121
<i>answered question</i>		167
<i>skipped question</i>		44



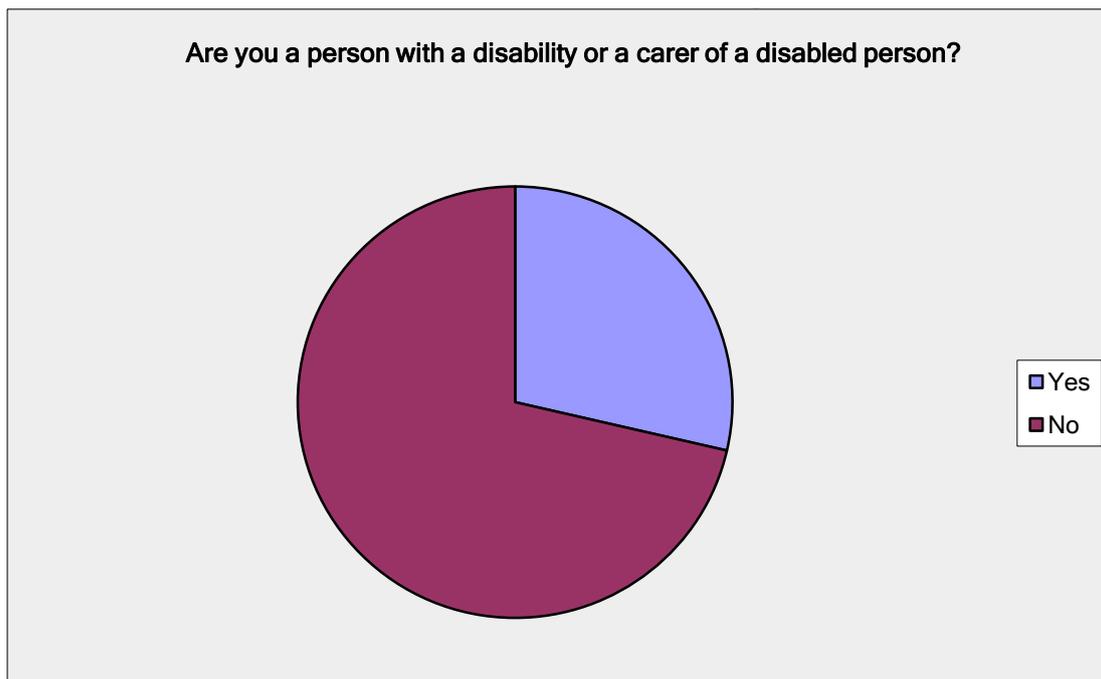
From the survey responses we can identify that 27.5% of respondents were of Aboriginal decent.

Language spoken at home		
Answer Options	Response Percent	Response Count
English	97.4%	191
Non English	2.6%	5
Please specify		5
<i>answered question</i>		<b>196</b>
<i>skipped question</i>		<b>15</b>



People from Non English Speaking backgrounds were also represented within the survey and consultation processes with 2.7% from NESB.

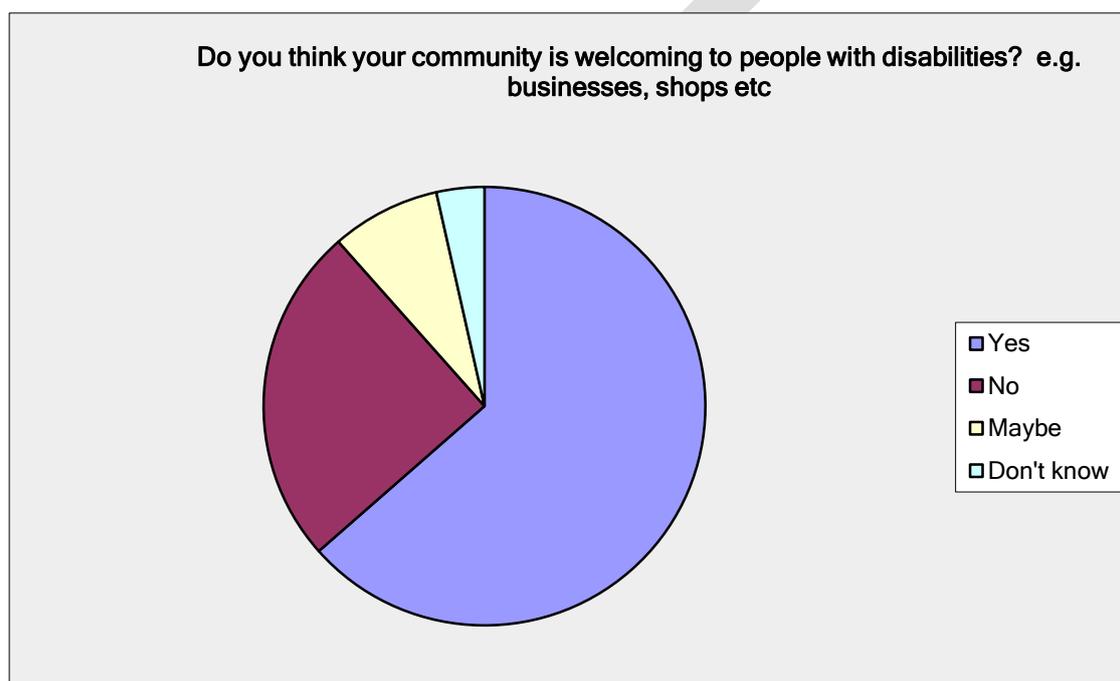
Are you a person with a disability or a carer of a disabled person?		
Answer Options	Response Percent	Response Count
Yes	28.6%	57
No	71.4%	142
<i>answered question</i>		199
<i>skipped question</i>		12



This indicates that of the 211 people that took part in the consultation processes, 57 indicated that they have / or cared for a person with a disability.

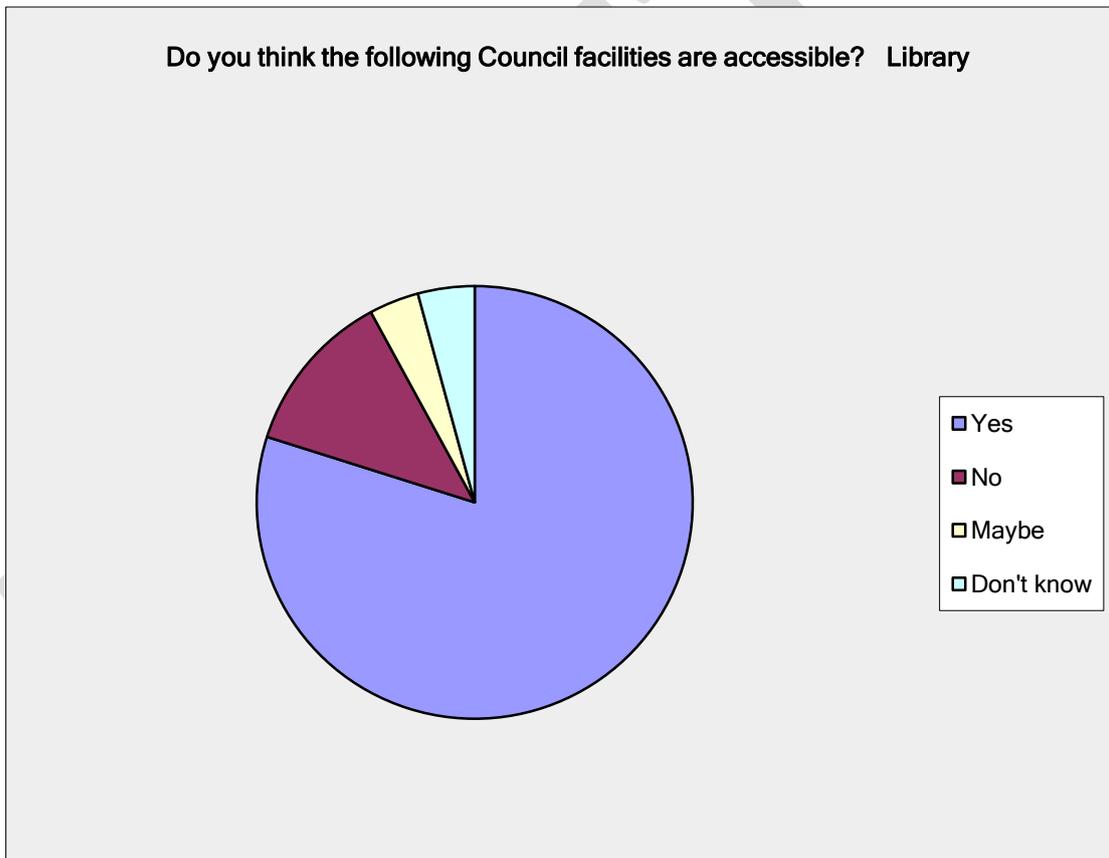
Do you think your community is welcoming to people with disabilities? e.g. businesses, shops etc

Answer Options	Response Percent	Response Count
Yes	63.5%	127
No	25.0%	50
Maybe	8.0%	16
Don't know	3.5%	7
If no, please give an example		50
<i>answered question</i>		200
<i>skipped question</i>		11



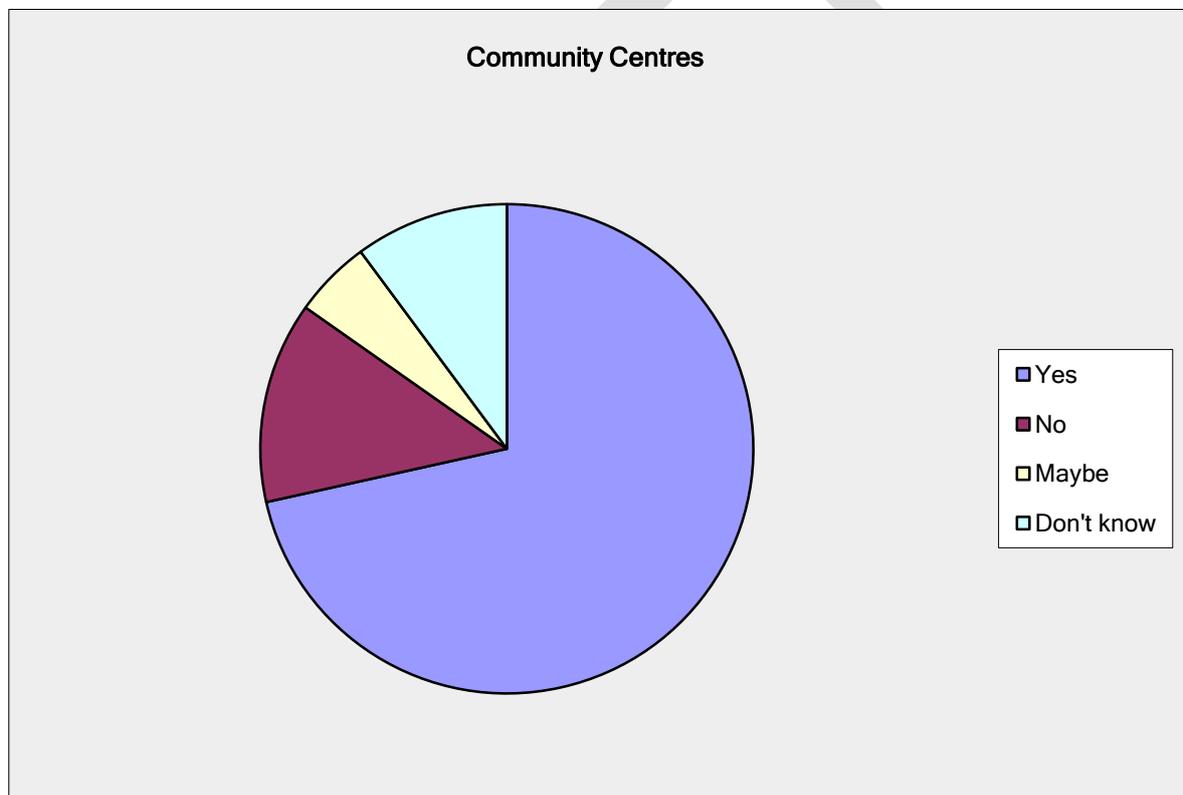
The survey results showed 63% believed Council was welcoming to people with a disability.

Do you think the following Council facilities are accessible? Library		
Answer Options	Response Percent	Response Count
Yes	79.9%	151
No	12.2%	23
Maybe	3.7%	7
Don't know	4.2%	8
<i>answered question</i>		<b>189</b>
<i>skipped question</i>		<b>22</b>



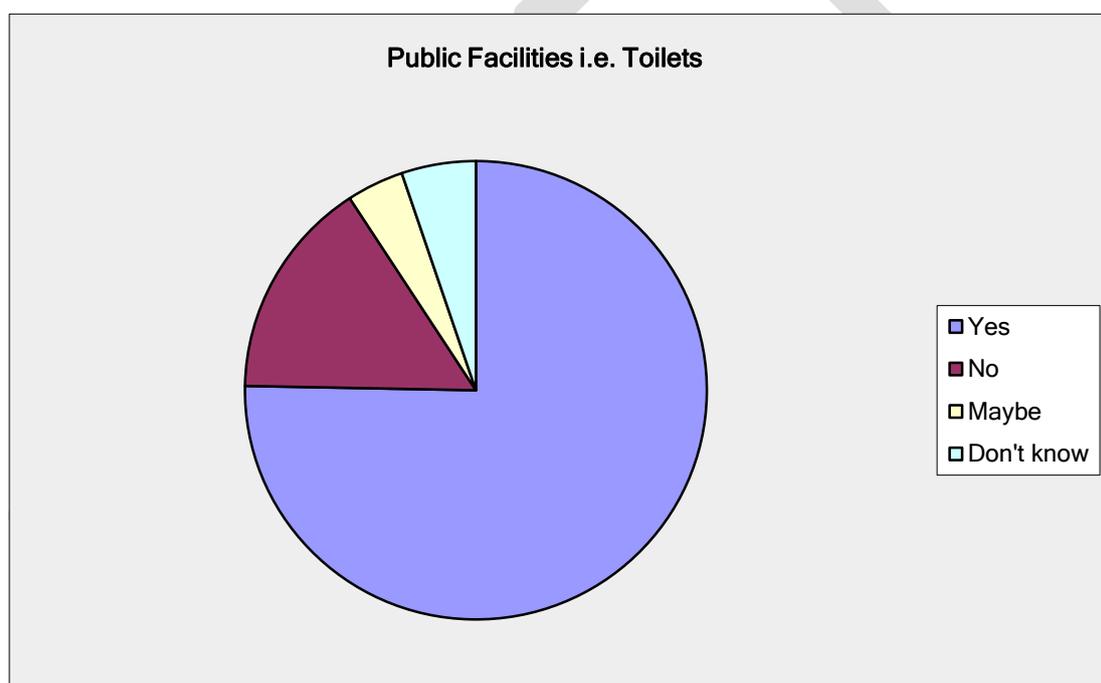
79.9% of those surveyed believed Council's existing facilities are accessible to people with disabilities

Community Centres		
Answer Options	Response Percent	Response Count
Yes	71.5%	113
No	13.3%	21
Maybe	5.1%	8
Don't know	10.1%	16
<i>answered question</i>		<b>158</b>
<i>skipped question</i>		<b>53</b>



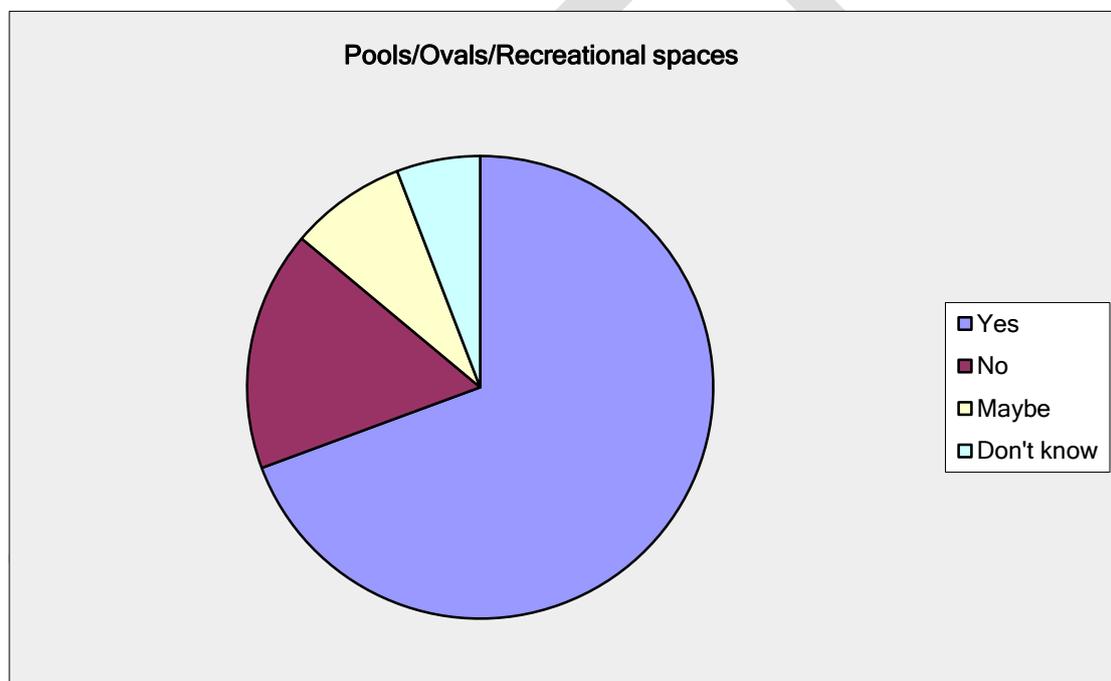
Although Council has limited “community centres 75% of people surveyed responded they were accessible.

Public Facilities i.e. Toilets		
Answer Options	Response Percent	Response Count
Yes	75.3%	131
No	15.5%	27
Maybe	4.0%	7
Don't know	5.2%	9
<i>answered question</i>		<b>174</b>
<i>skipped question</i>		<b>37</b>



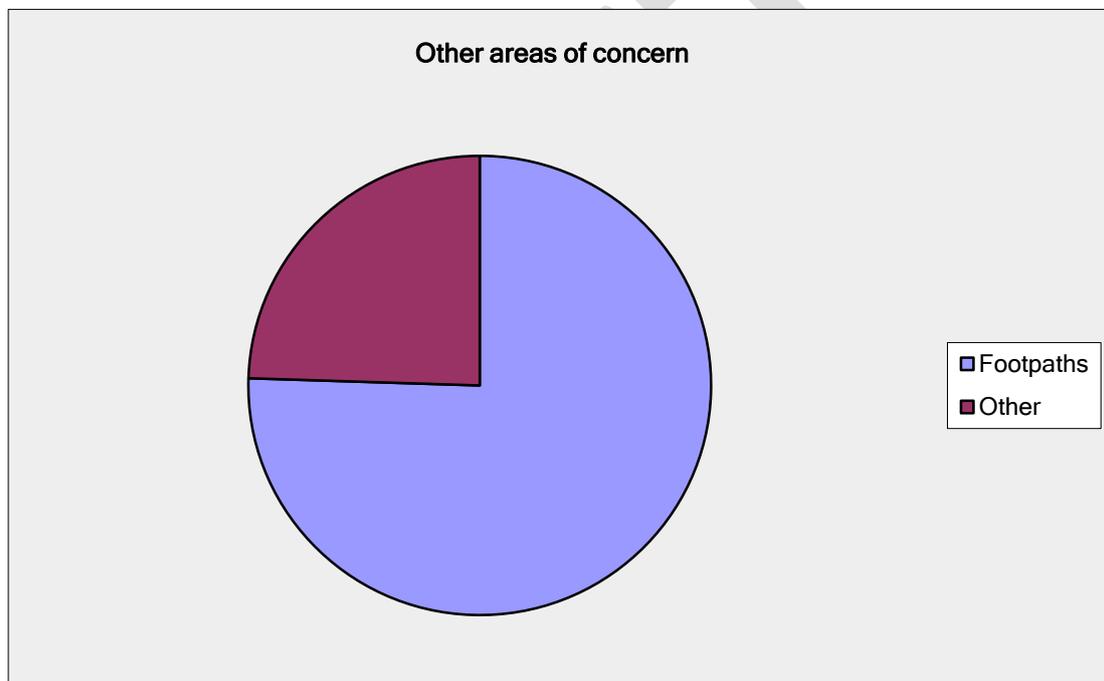
Results from this question suggest Council's current toilet facilities are accessible to people with a disability, although through the consultation process it was noted many feel there are not adequate number of such across the Shire.

Pools/Ovals/Recreational spaces		
Answer Options	Response Percent	Response Count
Yes	69.4%	120
No	16.8%	29
Maybe	8.1%	14
Don't know	5.8%	10
<i>answered question</i>		<b>173</b>
<i>skipped question</i>		<b>38</b>



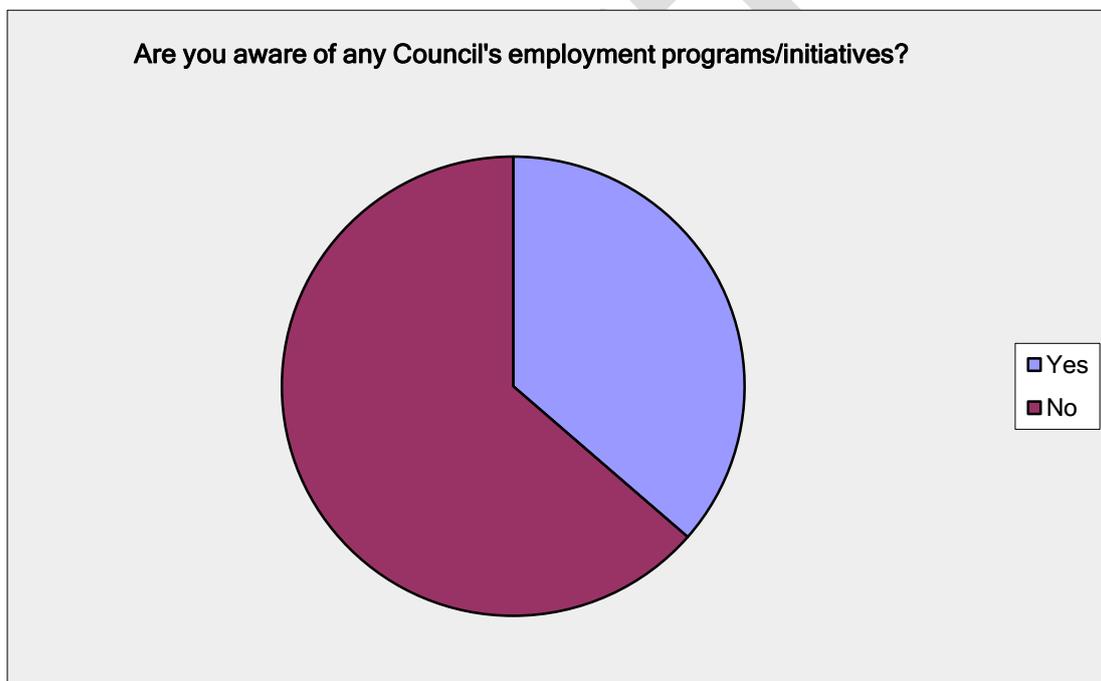
Indications from this question suggest Council current ovals, parks and recreation areas and facilities are accessible to people with disabilities.

Other areas of concern		
Answer Options	Response Percent	Response Count
Footpaths	75.5%	114
Other	24.5%	37
Please provide suggestions for improvement		127
<i>answered question</i>		<b>151</b>
<i>skipped question</i>		<b>60</b>



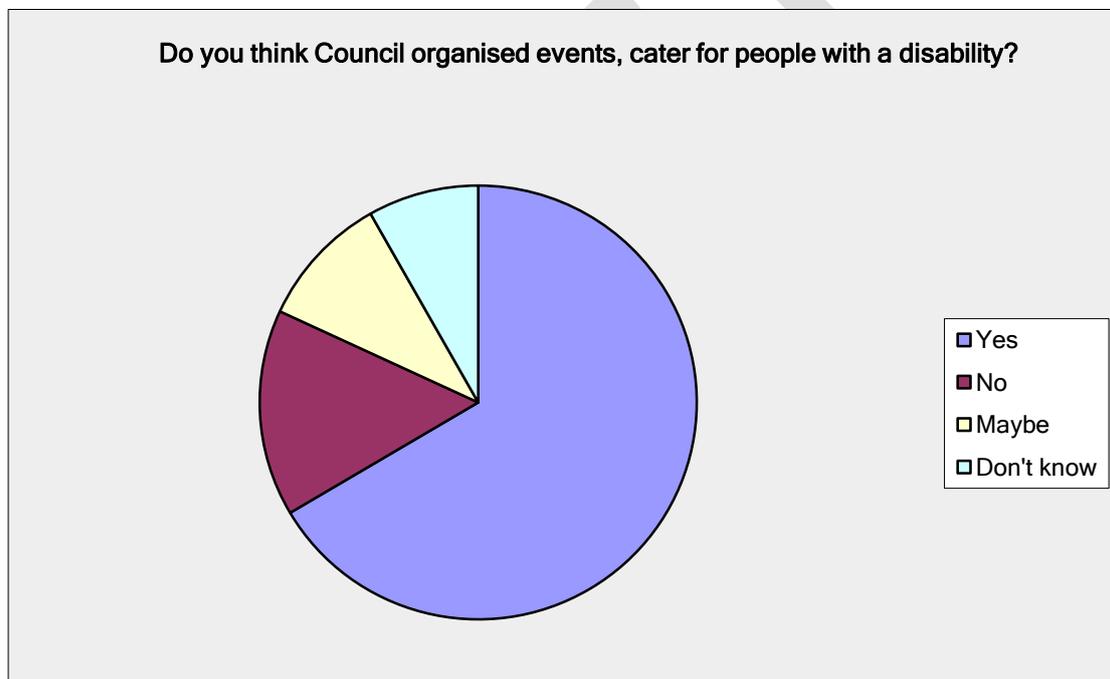
Responses indicate 75.5% of those surveyed considered footpaths were a major issue for residents of the Shire.

Are you aware of any Council's employment programs/initiatives?		
Answer Options	Response Percent	Response Count
Yes	36.4%	68
No	63.6%	119
<i>answered question</i>		187
<i>skipped question</i>		24



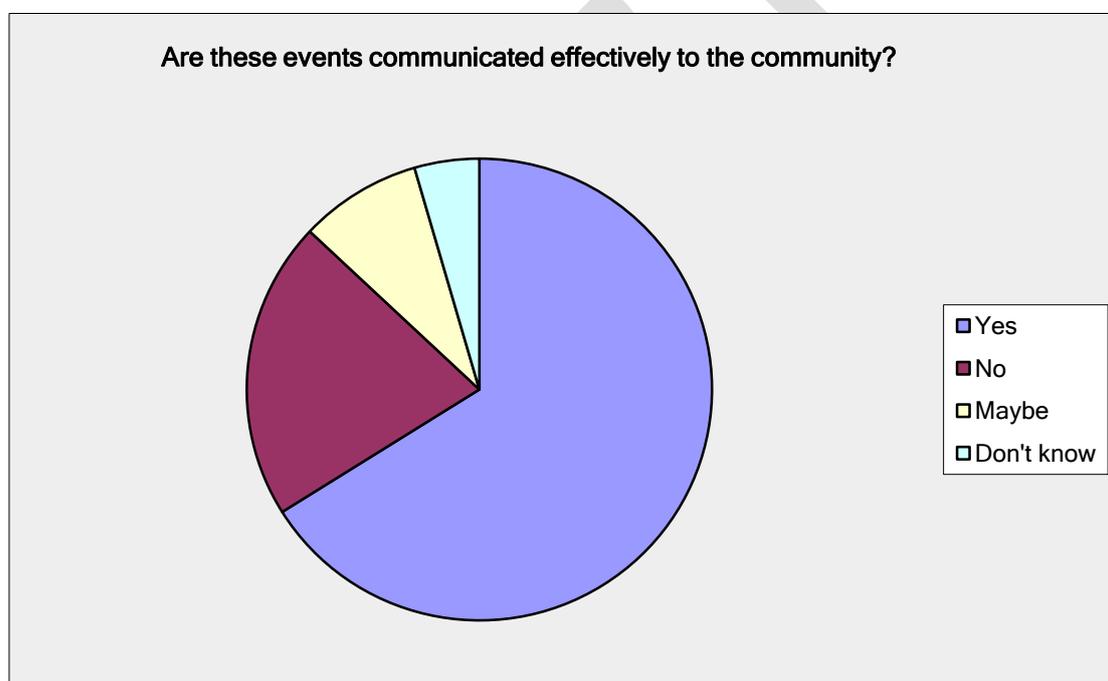
Over one third of those surveyed noted that they were aware of Councils employment programs, EEO policies and procedures, positions for trainees, School 2 Work programs and other initiatives.

Do you think Council organised events, cater for people with a disability?		
Answer Options	Response Percent	Response Count
Yes	66.5%	121
No	15.4%	28
Maybe	9.9%	18
Don't know	8.2%	15
Please give examples		67
<i>answered question</i>		<b>182</b>
<i>skipped question</i>		<b>29</b>



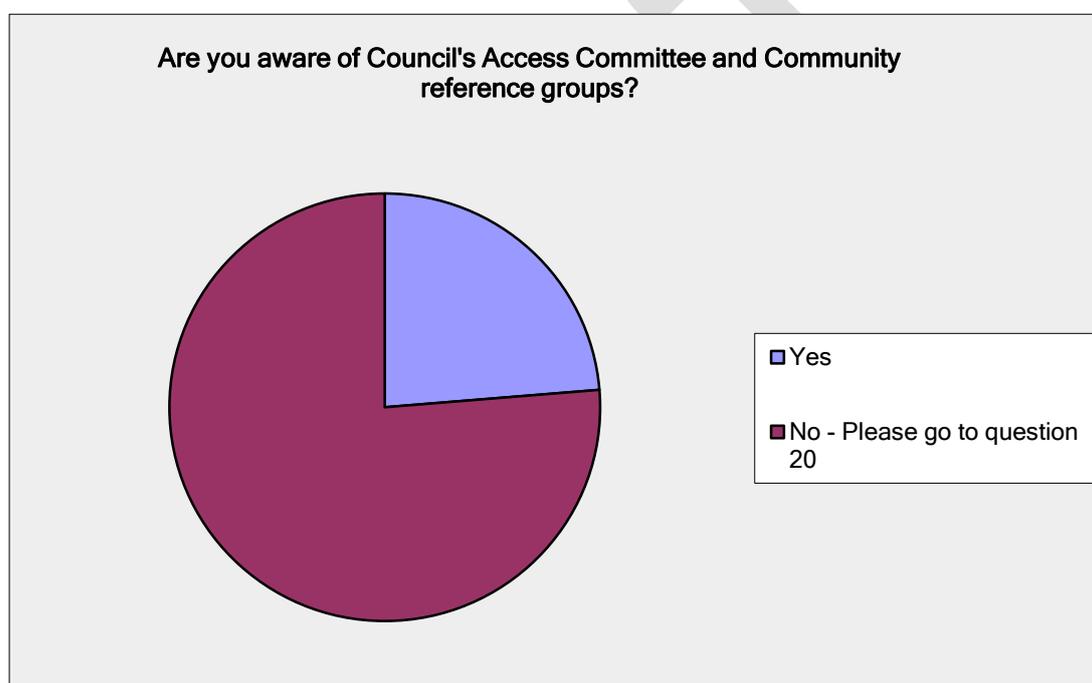
A total of 66.5% respondents agreed that Council organised events and programs catered for people with a disability, while 15.4% disagreed.

Are these events communicated effectively to the community?		
Answer Options	Response Percent	Response Count
Yes	66.1%	117
No	20.9%	37
Maybe	8.5%	15
Don't know	4.5%	8
Suggestions for improvement.		55
<i>answered question</i>		<b>177</b>
<i>skipped question</i>		<b>34</b>



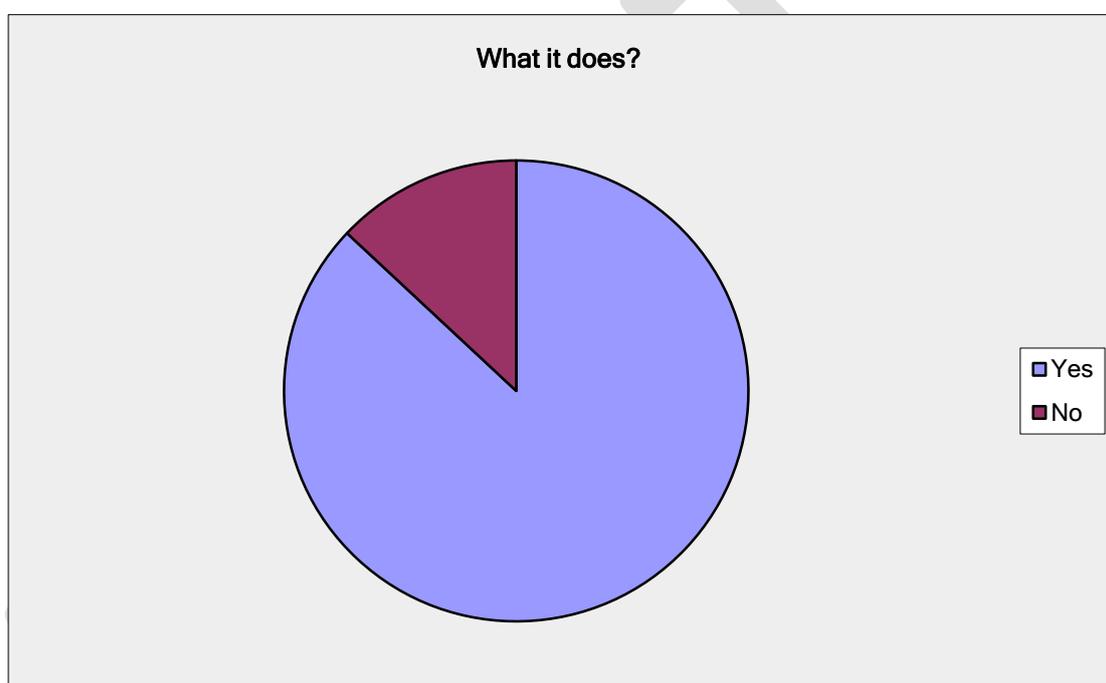
Communication with the public is a challenging task when you have the demographic and remoteness of our Shire. The survey indicated that 66% of those surveyed felt Council is communicating effectively to its community.

Are you aware of Council's Access Committee and Community reference groups?		
Answer Options	Response Percent	Response Count
Yes	23.7%	45
No - Please go to question 20	76.3%	145
<i>answered question</i>		190
<i>skipped question</i>		21



Not surprisingly a limited number of people (23%) were aware of the formed Access Committee's in the Local Government Area. It is envisaged as the DIAP gets underway and actions are carried out, awareness will increase significantly.

What it does?		
Answer Options	Response Percent	Response Count
Yes	87.0%	40
No	13.0%	6
<i>answered question</i>		46
<i>skipped question</i>		165



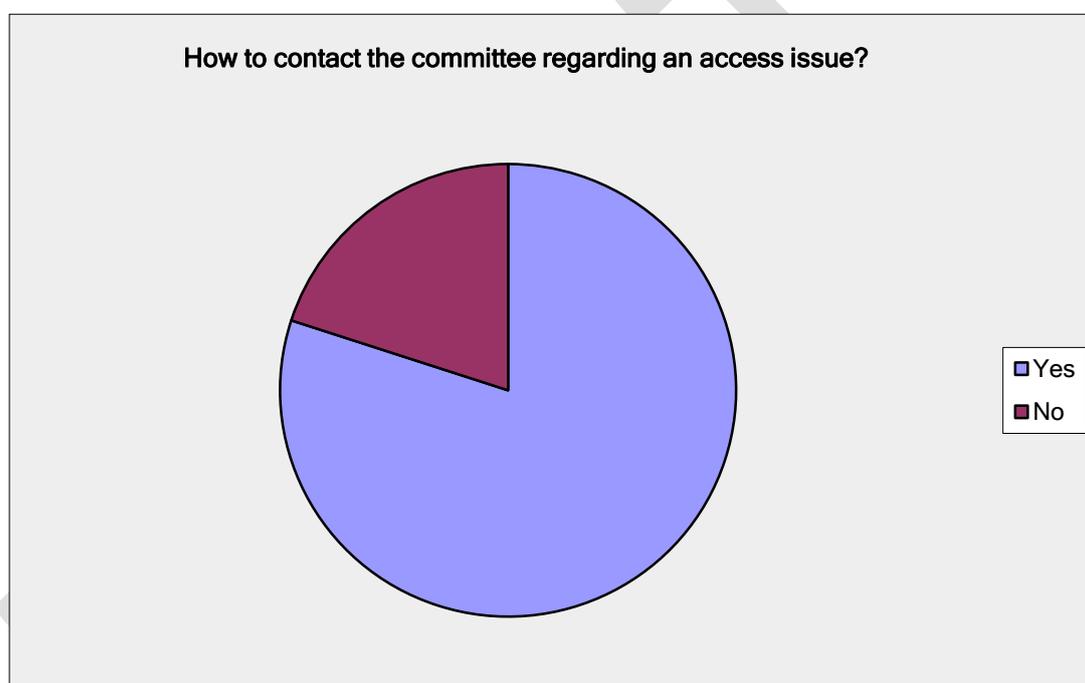
Forty (40) of the “yes” respondents were aware of the access committee’s and what they are endeavouring to achieve across the Local Government Area.

How to be a member?		
Answer Options	Response Percent	Response Count
Yes	78.3%	36
No	21.7%	10
<i>answered question</i>		<b>46</b>
<i>skipped question</i>		<b>165</b>



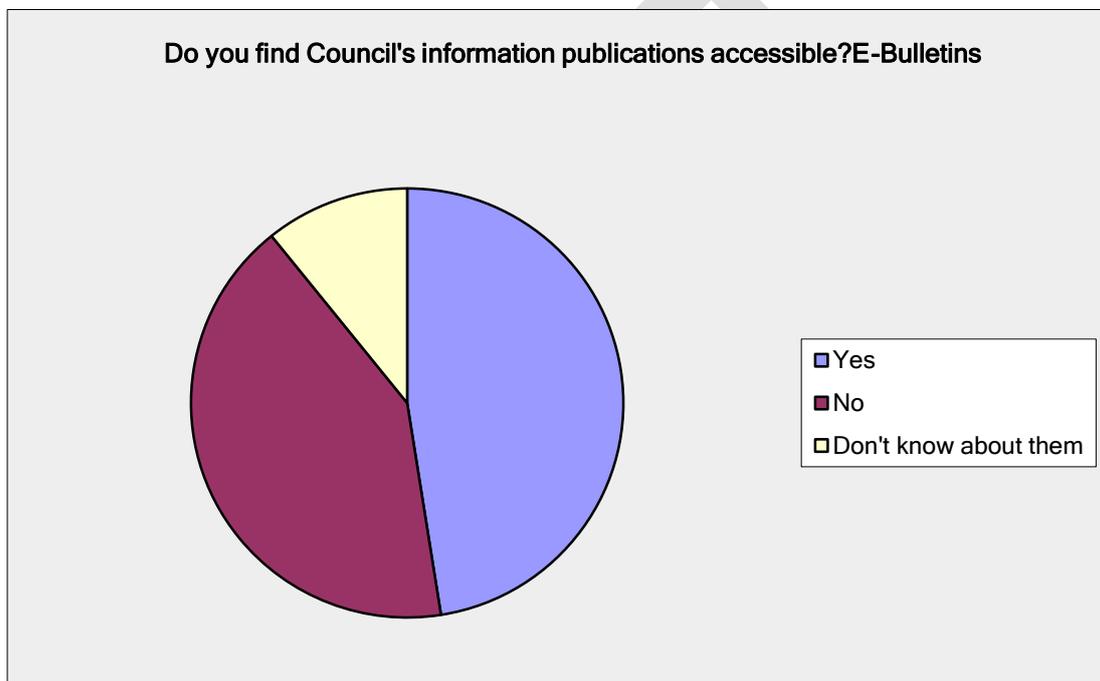
During the extensive community consultation and engagement process undertaken by the Community development team people were informed of, how to be a member and processes involved, this is evidenced in the survey responses of 78% indicating they know how to become a member.

How to contact the committee regarding an access issue?		
Answer Options	Response Percent	Response Count
Yes	80.0%	40
No	20.0%	10
<i>answered question</i>		50
<i>skipped question</i>		161



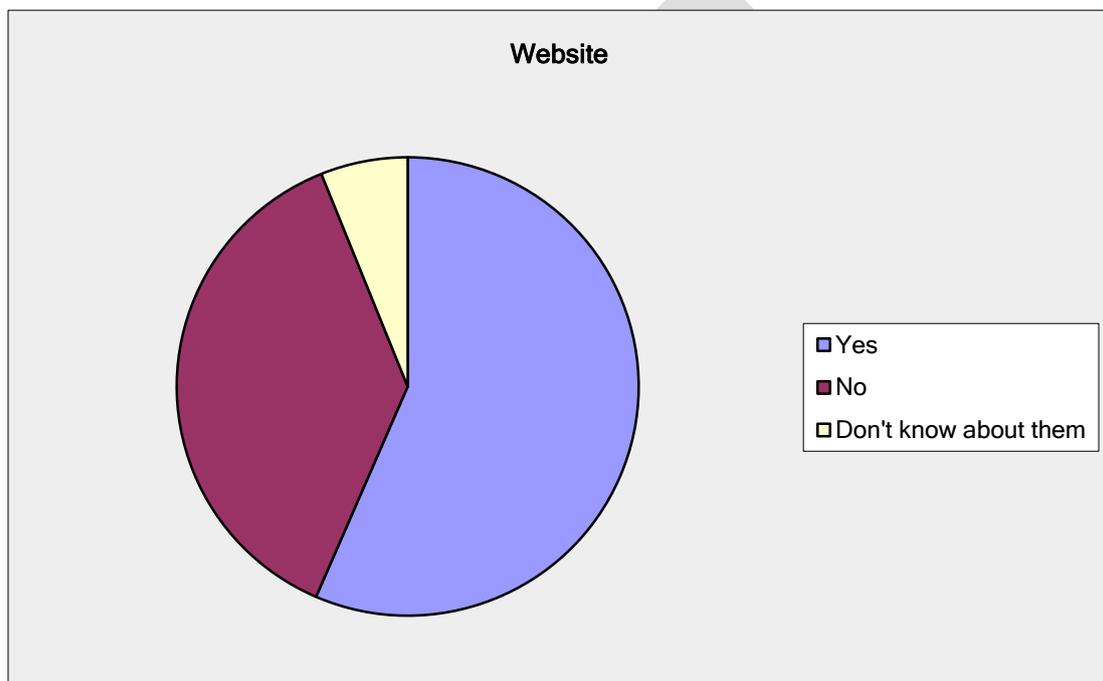
During the community consultation processes people were informed of, how to contact the committee regarding an issue, this is evidenced in the survey responses of 78% indicating they now know how.

Do you find Council's information publications accessible? E-Bulletins		
Answer Options	Response Percent	Response Count
Yes	47.5%	66
No	41.7%	58
Don't know about them	10.8%	15
<i>answered question</i>		139
<i>skipped question</i>		72



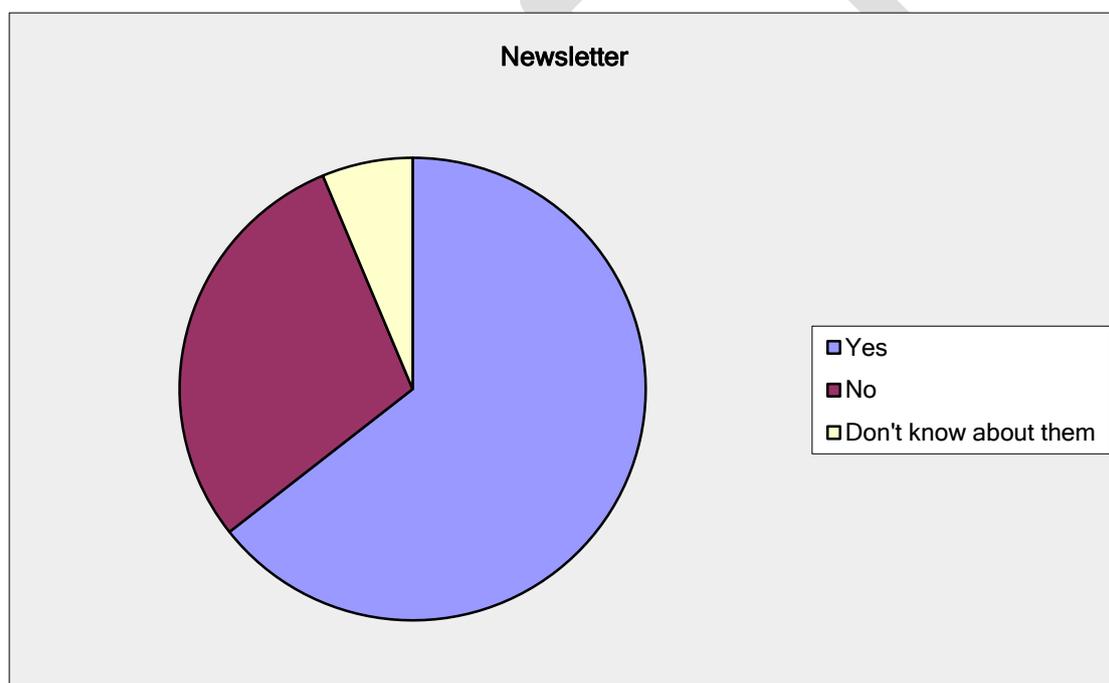
Communication to the broader community formed an important aspect of the DIAP development. Many surveyed indicated the e-bulletins were not feasible due to lack of internet access.

Website		
Answer Options	Response Percent	Response Count
Yes	56.5%	83
No	37.4%	55
Don't know about them	6.1%	9
<i>answered question</i>		147
<i>skipped question</i>		64



Of the respondents having internet access, (55%) found the web page informative and accessible.

Newsletter		
Answer Options	Response Percent	Response Count
Yes	64.4%	112
No	29.3%	51
Don't know about them	6.3%	11
<i>answered question</i>		<b>174</b>
<i>skipped question</i>		<b>37</b>



As expected the 3000 hard copy newsletter publications Council distributes every quarter which includes information and updates on Council and community business is most accepted by the people as indicated by survey respondents.

Do you find Council staff at its locations and facilities approachable, understanding of your requirements and helpful?		
Answer Options	Response Percent	Response Count
Yes	72.5%	137
No	14.8%	28
Maybe	7.9%	15
Don't know	4.8%	9
Please give details		57
<i>answered question</i>		<b>189</b>
<i>skipped question</i>		<b>22</b>



The responses to this question were appreciated by Council and staff alike. This indicates of those surveyed that 137 people found Council staff approachable and helpful.

## 1. Positive attitudes and behaviour

Typically the negative attitudes and stereotyping of people with a disability cause barriers in many situations, places and inclusion. Many people make assumptions based on what they think people with a disability can and cannot do, should or should not do. Many people feel uncomfortable talking to disabled people and people tend to think of disabled people as not as productive as everyone else.

Many believe that disabled people face prejudice and many people have experienced attitudes or behaviours where other people expected less of them because of their disability and in many cases because they weren't sure how to communicate with them.

Attitudes to people with a disability should not be determined by fear or ignorance and Council can play a role in promoting positive community behaviour.

From the research and community consultation processes feedback from community is positive around recognising and implementing process to engage and change the need for positive attitudes and behaviours in relation to Disabilities and Inclusion throughout the Shire.

### Common themes and suggestions for change included:

- Increase promotion of National and localised programs and events recognising the role people with disabilities play in society
- Increase visibility of people with a disability in Council and community publications.
- More education for the community about the broad range of disabilities.
- Higher awareness among businesses about the value of employing people with a disability.

## 2. Liveable communities

As recognised as a common theme in relation to survey respondents was the accessibility issues for people with a disability. Many commented and highlighted as a main concern in relation to the walkways, footpaths and mobility concerns across the three major communities within the Walgett Shire Walgett, Lightning Ridge and Collarenebri along with the villages within the Local Government Area.

It is important that all people can move about easily to access facilities and services and participate in community life. Survey respondents emphasised the need to adjust and model the existing physical environment for inclusiveness and accessibility

Pedestrian access featured highly with calls for more footpaths that are wider and better maintained and monitored regularly due to the constant ground movement in communities with black soil earth.

Inclusion of seating in strategic areas was also raised by many and along primary routes, for aged/people with mobility issues was raised on a number of occasions. Improving the access into shops for mobility aid users was raised along with improved street lighting, and access ramps to Library in Walgett.

### Common themes and suggestions for change included:

- Work towards ensuring Council facilities is physically accessible.
  - Playgrounds include accessible equipment.
- Footpaths are level and in good order and regularly maintained
  - Ensure safe pedestrian crossings in all townships
    - More accessible and well maintained public toilets.
    - Ensure all pool hoists are operational.
- Provide seating in Main Streets in larger communities

### 3. Employment

Meaningful employment contributes to independence and feelings of self-worth. Opportunities to work in paid and volunteer roles are important. Local employment, especially for school leavers, is important to the long term future of the community.

#### Common themes and suggestions for change included:

- Educate employers on the value of employing people with a disability.
- Provide more opportunities for meaningful employment for people with a disability.
  - Provide accessible work places and volunteer opportunities.
- Ensure accessible recruitment practices - simple forms and language.



#### 4. Service systems and processes

Information sharing and keeping people updated on Council Information is important to residents and those living within the Shire. As evidenced by the survey results Council's hard copy mail out newsletter is regarded as the best form of communication.

Feedback from survey indicates our website may be improved as many expressed issues with manoeuvring around the website. It was also identified within the survey that large print and magnifying resources and tools be introduced into our Library services across the Local Government Area

##### Common themes and suggestions for change included:

- Continuing with the current quarterly newsletter as this was identified as the most acceptable form for information sharing across the Shire
- Increase our capacity to provide accessible services to support access
- Complete an asset mapping and access guide to improve systems and process in relation to access and inclusion



*Consulting with community is essential to a relevant, realistic Disability Inclusion Action Plan*

## 8. Risk management and assessments

Within all works, functions and programs Walgett Shire Council undertake and implement a risk assessment and generally an evaluation following the process. In order to achieve a sound understanding of works to be carried out/ programs to be run/ initiatives to be implemented.

Risk factors that is relevant to the public, Council and the environment.

Council utilises the following matrix in order to gain a full understanding of what, where, how and why.



Council is currently undertaking a completed audit of risk associated with access and inclusion and utilizes the following format and risk assessment forms.

**Below is an example of our Risk Assessment forms and procedures.**

**DEPARTMENT** *(circle one)*      Corporate & Community Services      Rural Infrastructure      Urban  
 infrastructure      Planning & regulatory

**LOCATION** ----- **ASSESSOR** -----  
 ----- **DATE of ASSESSMENT** -----  
 -----

**DESCRIPTION of RISK**-----  
 -----  
 -----

**TYPE of RISK** *(tick box & circle the most appropriate criteria)*

- Environment:** noise, temperature, light, radiation, electrical, other
- Biological:** infection control
- Psychological:** abuse, stress, other
- Chemical:** toxic, flammable, gases. Other
- Security:** access, aggression, theft, property damage, other
- Fire:** egress, equipment, other injury, crush, cuts, other
- Personal Injury:** slips/trips/falls, soft tissue injury, crush, cuts, other
- Manual Handling:** ergonomics
- House Keeping:** waste
- Other**

**RISK CONTROL** *(tick most appropriate box)*

- Elimination:** get rid of the hazard
- Substitution** substitute tool, substance or process screens, environmental modifications
- Isolation:** safety eye shields
- Administration:** training, SWP's, rosters
- Personnel protective** equipment: gloves

**Control Measures**

Activity	Potential Hazards	Risk Rating	Controls	Responsible Person

<b>Step 1 – Consider the Consequences.</b>		<b>Consequence</b>	
<b>Personnel</b>	<b>Corporate</b>		
What are the consequences of this incidence occurring?		Major	
Death & Extensive Injuries	Corporate Loss ≥ Aud \$1M		
<b>Comments:</b> _____			
Consider what could reasonably have happened as well		Moderate	
Medical Treatment	Corporate Loss ≥ Aud \$100,00.00		
_____			
as what actually happened. Look at the descriptions		Minor	First
Aid Treatment	Corporate loss ≤ Aud \$10,000.00		
_____			

and choose the most suitable consequence.  
 Treatment corporate Loss ≥ Aud \$1,000.00

Insignificant No

---

**Step 2 – Consider the Likelihood.**

**Description**

---

What is the likelihood of the consequences identified in step 1 happening.  
 event is expected to occur in most circumstances

Consider this without new or interim controls in place. Look at the descriptions  
 event could occur at some time  
 it safe

And choose the most suitable likelihood.  
 event could occur, but only rarely.  
 Is it fit for purpose

event may occur, but probably never will.  
 competent / qualified

**Step 3 – Calculate the Risk**

risk assess etc

Take step 1 rating and select the correct column

Take step 2 rating and select the correct line.

Circle the risk score where the two ratings cross on the matrix below.  
 .....

**Likelihood**

A This

B This  
**Check: where working. Is**

C This  
**Equipment or gear.**

D The  
**People. Are they**

**Procedure. SWMS,**

H = High  
 M = Medium  
 L = Low Risk Score

Likelihood		Major	Moderate	Minor	Insignificant
	A	H	H	H	M
	B	H	H	M	M
	C	H	M	M	L
	D	M	M	L	L

Entered in Risk Register Yes / no Register number.

Review Date.....Reviewed  
 by.....Designation.....

**Consequence**

Activity	Potential Hazards	Risk Rating	Controls	Responsible Person

## Disability Inclusion Action Plan 2017-2021

### Councils Community Strategic Plan - Actions 2012-2022

Development of the Disability Inclusion Action Plan is supported by the Walgett Shire Community Strategic Plan goals as follows:

**C1.1** - Develop a connected, informed and resilient community

**C 1.2** Increase participation in administering and supporting recreational and cultural activities, particularly those that cater for the younger and older members of the community

**C1.3** - To create a community that values and recognises the contribution of aged and disabled people in our communities

**C1.8** - Enhanced health & social outcomes

**C1.9** - A network of parks and open spaces that provides recreational opportunities and increased participation in active lifestyle options

**E2.3** - To provide increased employment opportunities that supports local industries and the local economy

**I 2.3** - To expand and improve infrastructure that provides enhanced recreational and economic outcomes

**I 4.4** - The provision of effective and reliable utility and communications services and infrastructure that meet the community and economic expectations of local residents

**I 4.5** - To maintain and improve Council's property assets to an optimal level

**G 5.2** -Work to become an 'Employer of Choice' in the western region

## 9. Action Plan

### 1. Positive attitudes and behaviour

Strategic Goal	Action	Measurement	Responsibility	Timeframes	Alignment with Community Strategic Plan
1. Promote Positive attitudes & behaviours.	Investigate and Upgrade Councils Website & information access ensuring accessibility to all.	Website/ newsletters and any Council produced information be suitable for people with disabilities, contacts and follow ups be made" easier for all"	Information Services Coordinator(ISC) Chief Financial Officer (CFO)	December 2018 (Intermediate review)	Reference actions and alignment with Community Strategic Plan2012-2022  <b>C.1.1</b> <b>C 1.2</b> <b>C 1.3</b> <b>C 1.8</b> <b>I 4.4</b>
	Continue to focus on positive promotion and special events days/ Carers Events, "Days for People with disabilities", inclusion opportunities.  Consult community in relation to their expectations	Seek feedback and input from reference groups to gain and implement best practice.  Evaluate processes to measure the difference programs made/ impact/ improved relationships	General Manager(GM) CFO Manager Community Development (MCD)  Aboriginal Liaison & Community Development Officer (ALCDO) Youth Development Officer (YDO)	Immediate - review and monitor -Dec- 2019	<b>C.1.1</b> <b>C 1.2</b> <b>C 1.3</b> <b>C 1.8</b> <b>I 4.4</b>

<b>2. Disability Awareness &amp; Acknowledgement</b>	Staff training in relation to working with people with disabilities  Awareness to people with Disabilities	Staff Trained (frontline)  Youth and Community Teams  Library staff  Customer Relations  Induction package to include information on social inclusion and awareness to people with disabilities  Successful implementation and attendance of staff	Human Resources Officer( HRO)  Youth Development Officer ( YDO)  MCD  CFO HRO  CDO	Develop - Research 17- 18 Implement 2019.	Reference actions and alignment with Community Strategic Plan2012-2022  <b>C.1.1</b> <b>C 1.2</b> <b>C 1.3</b> <b>C 1.8</b> <b>G 5.2</b> <b>I 4.4</b>
<b>3. Positive Implementation of events / social inclusion for people with disabilities.</b>	Active promotion for all events facilitated by Council	Improved statistics and inclusion numbers of participants at events  Feedback( positive) from public	CFO  MCD  CDO  YDO	Event to event basis  ¼ reports to Council  Annually	<b>C.1.1</b> <b>C 1.2</b> <b>C 1.3</b> <b>C 1.8</b> <b>G 5.2</b> <b>I 4.4</b>

## 2. Liveable communities

Strategic Goal	Action	Measurement	Responsibility	Timeframes	Alignment with Community Strategic Plan
<b>1. Accessible Communities and facilities.</b> Disability friendly - contributing towards liveable and accessible public spaces.	Undertake a LGA wide assessment of community infrastructures to identify areas of priority need / actions	Assets and disability friendly plan and progress report updated and useable.	Property Officer(PO) Town Planer (TP) Director Engineering (DOE)	December 2017 - 2018 ( review annually)	<b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b>
			CFO MCD		
	Implement Community input at concept design stage of identified projects & public spaces	Community input and feedback/ input	CFO MCD	On-going	<b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b>
	Audit of footpaths.	Safe & usable footpaths within the community and wheelchair / mobility scooter appropriate.	PO  CFO	December 18  reviewed annually  Ongoing	<b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b>

	<p>Footpath improvement plans (long term) to be developed and implemented</p> <p>Specific access of areas in need of urgent repair be undertaken</p>	<p>Improved footpaths and access</p> <p>maintenance of these areas completed</p>	<p>DOE</p> <p>PO</p> <p>GM</p>	Ongoing	<p>Reference actions and alignment with Community Strategic Plan2012-2022</p> <p><b>C 1.8</b></p> <p><b>C 1.9</b></p> <p><b>I 2.3</b></p> <p><b>I 4.5</b></p>
	<p>Install disabled Access toilets Lightning Ridge, Lions Park.</p>	Completed	<p>TP</p> <p>PO</p> <p>CFO</p> <p>DOE</p>	<p>Immediate</p> <p>June 2017</p>	<p><b>C 1.8</b></p> <p><b>C 1.9</b></p> <p><b>I 2.3</b></p> <p><b>I 4.5</b></p>
	<p>Construct disability access Ramp at Walgett Library</p>	Completed	<p>TP</p> <p>PO</p> <p>CFO</p> <p>DOE</p>	<p>Immediate</p> <p>June 2017</p>	<p><b>C 1.8</b></p> <p><b>C 1.9</b></p> <p><b>I 2.3</b></p> <p><b>I 4.5</b></p>
	<p>Maintain access and improvements to Council Youth Centres and facilities –Shire Wide.</p>	<p>Record statistics and monitor increased usage and feedback</p>	<p>CFO</p> <p>MCD</p> <p>CDO</p> <p>YDO</p>	On- going	<p>Reference actions and alignment with Community Strategic Plan2012-2022</p> <p><b>C 1.8</b></p> <p><b>C 1.9</b></p> <p><b>I 2.3</b></p> <p><b>I 4.5</b></p>

	Inspect and develop works plan to improve access to Showgrounds and public spaces throughout the Walgett LGA.	Completed	TP PO CFO DOE	On-going	<b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b>
<b>2..Contribute towards programs which aim to increase social inclusion and community connections.</b>	Advocate for social inclusion values at ALL Council events.	Increase community awareness and collaboration of services	CFO  MCD  CDO YDO	On-going	<b>C 1.1</b> <b>C 1.2</b> <b>C 1.3</b> <b>C 1.8</b> <b>C 1.9</b>
	Promote values and positive contribution peoples with disabilities offer to the broader community.	Wide spread accepted promotion	MCD  CDO  YDO	On-going	

### 3. Employment

Strategic Goal	Action	Measurement	Responsibility	Timeframes	Alignment with Community Strategic Plan
1. Enhance and encourage prospects of people with a disability within the Walgett Shire Council.	Review and access recruitment processes , forms, language and accessibility	Review forms and language and simplified as required	Human Resources Officer( HRO) CFO	Immediate December 2017	Reference actions and alignment with Community Strategic Plan2012-2022  <b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b> <b>E 2.3</b>
Promote benefits of accessible business practice to broader community.	Continue to drive employment initiatives with collaboration of services the key focus. Working with disability employment agencies, schools and business houses.  <ul style="list-style-type: none"> <li>• <i>School 2 Work Program</i></li> <li>• <i>Our Town-Our Future Employment Initiative</i></li> </ul>	Increased number of people with disability in placements	Human Resources Officer( HRO)  CFO  MCD  YDO	December 19  ( Review regularly and annual progress report)	<b>E 2.3</b> <b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b>

	<ul style="list-style-type: none"> <li>Encourage increased participation in Youth Council</li> </ul>			On- going	
	<p>Develop Councils workforce management plan/ strategy to include best practice guidelines for inclusion.</p> <p>Provide information and training to Council staff / Managers/ supervisors in order to increase knowledge and skills.</p>	<p>Management plan to identify gaps in work force and positions</p> <p>identified and addressed</p> <p>Increased level of knowledge displayed by staff</p>	<p>Human Resources Officer( HRO)</p> <p>CFO</p> <p>MCD</p> <p>YDO</p> <p>Human Resources Officer( HRO)</p> <p>CFO</p> <p>MCD</p> <p>YDO</p>	<p>December 18 (Annual review)</p> <p>December 18 (Annual review)</p>	<p>Reference actions and alignment with Community Strategic Plan2012-2022</p> <p><b>C 1.8</b></p> <p><b>C 1.9</b></p> <p><b>I 2.3</b></p> <p><b>I 4.5</b></p> <p><b>G 5.2</b></p> <p><b>E 2.3</b></p>

#### 4. Service systems and processes

Strategic Goal	Action	Measurement	Responsibility	Timeframes	Alignment with Community Strategic Plan
1. Information to residents and public is provided in a variety of formats	Develop plan for Councils website content compliance with disability standards	Website, functions and content meets accessibility standards.	Information Services Coordinator (ISC) Chief Financial Officer (CFO)	December 2018 ( review and develop)	Reference actions and alignment with Community Strategic Plan 2012-2022 <b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b>
	Develop a fact sheet to assist Council staff in customer services how to respond to queries regarding services for people with disabilities.	Increased level of knowledge demonstrated by staff and fact sheet developed and accessible.	CFO MCD ISC	December 18- review regularly Report to annually	Reference actions and alignment with Community Strategic Plan 2012-2022  <b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b>
	Review Council documents and publications ensuring easy access and functionality	Processes implemented ensuring ease of access and understanding	CFO MCD ISC		
2.Consultations with people with disabilities	Resources and action focus - Disability	Ensure people with disabilities are		On - going	

in relation to gaps and needs .	reference groups in each community	included in all community consultation groups and initiatives	CFO MCD ISC		Reference actions and alignment with Community Strategic Plan2012-2022
	Accommodate input from all disability reference groups in development of council plans and long term strategies	Regular meetings with groups.  Proactive outcomes	MCD CFO	On -going	<b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b>
3.Library services and “disability friendly” resources	Develop and purchase “large print”, magnification material  Offer more group focused programs ( carers and clients) =	Completed  Completed	CFO  MCD  YDO	On -going	<b>C 1.8</b> <b>C 1.9</b> <b>I 2.3</b> <b>I 4.5</b>

## ***10. Monitoring and Reporting***

### **Monitoring**

Walgett Shire Councils Disability Inclusion Action Plan includes timelines along with actions to guide the completion and progress. The process will be monitored and evaluated through the Integrated Planning and Reporting cycle.

Implementation of the Plan will be undertaken by the responsible Council internal departments. The Chief Financial Officer and Manager Community Development and community development department staff will monitor the overall implementation of the Plan and the integration of its actions into Council's 2017/18 – 2020/21 Delivery Program and annual Operational Plans.

### **Reporting**

Outcomes and achievements will be reported in Council's Annual Report and six monthly reports to the community or on a needs basis. These reports will be available on Council's Website and at its Administration Building Walgett and Walgett Shire Libraries and Visitor Information Centres

A report will also be provided to the Department of Family and Community Services and the Minister for Disability Services.

### **Review**

The Plan will be reviewed annually in line with the Integrated Planning and Reporting cycle.

An audit, evaluation and review of the Plan will be conducted at the end of the delivery program.

## Acknowledgement

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Council would like to thank the many community members and services who provided their views, personal stories and ideas for positive change.

Finally, Council thanks the members of the Disability Reference Groups within the three larger communities of Walgett, Lightning Ridge and Collarenebri who provided formal feedback on the draft document. The group consists of people with disability, their carers or family.

