



AGENDA FOR ORDINARY COUNCIL MEETING

TUESDAY, 28 June 2011

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Walgett Shire Council will be held in the **Walgett Shire Council Chambers** on **Tuesday 28 June 2011**, commencing at 10.00am to discuss the items listed in the Agenda.

NOTE: Prior to the Council Meeting, there will be a Citizenship ceremony for two (2) candidates.

Don Ramsland
GENERAL MANAGER

WALGETT SHIRE COUNCIL AGENDA

CONFLICT OF INTERESTS

What is a "Conflict of Interests" – A conflict of interests can be two types:

Pecuniary – an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Non-Pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature.)

Remoteness

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

Who has a Pecuniary Interest? – A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- Another person with whom the person is associated (see below)

Relatives, Partners

A person is taken to have a pecuniary interest in a matter if:

- The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter

N.B. "Relative", in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse.
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter

However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company of other body, or
- Just because the person is a member of, or is employed by, the Council
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) At any time during which the matter is being considered or discussed by the Council or Committee, or
 - (b) At any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge – A person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Participation in Meetings despite Pecuniary Interest (S452 Act)

A Councillor is not prevented from taking part in the consideration or discussion of, or from voting on, any of the matters/questions detailed in Section 452 of the Local Government Act.

Non-Pecuniary Interest – Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-Pecuniary conflicts of interest must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

Disclosure to be Recorded (S453 Act)

A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee or Sub-Committee must be recorded in the minutes of the meeting.

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AGENDA

1. **Opening of Meeting**
2. **Acknowledgement of Traditional Owners**
I would like to acknowledge the traditional owners of the lands within the Walgett Shire and I would also like to acknowledge the Aboriginal and Torres Strait Islander people who now reside within this Shire.
3. **Apologies**
4. **Welcome to Visitors**
5. **Public Forum Presentations**
(Limited to five minute presentations, and must relate to items listed within the Business Paper)
6. **Declaration of Pecuniary/Non Pecuniary Interests**
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Apologies

Clr Ian Woodcock has advised that he will be absent at the 28 June Council Meeting.

Welcome to Visitors

N/A

Declaration of Pecuniary/Non Pecuniary Interests

N/A

Confirmation of Minutes/Matters Arising

The minutes are provided under separate cover.

Minutes of Council meeting – 24 May March 2011

Recommendation:

That the minutes of the Council meeting held 24 May 2011 be confirmed.

Moved:

Seconded:

Reserve Trust Management Committee Reports

Nil

Mayoral Minutes

Nil

Motions of which Notice has been given

Nil

Presentation of Petitions

N/A

Councillors Questions From Last Meeting

Clr Smith

QUESTION 1: BAD POTHOLES ON CAMERON'S LANE NEAR ROWENA TURNOFF

At the Rowena Turnoff on Cameron's lane, there are 2 really bad potholes.

RESPONSE:

The Director Engineering Services advises that he is currently investigating the issue and will inspect the location over the next couple of weeks.

QUESTION 2: FLOOD DAMAGE – COLLY TO MUNGINDI ROAD

On the Collarenebri to Mungindi road, the flood damage is getting very bad and needs attention.

RESPONSE:

The Director Engineering Services advises that he is currently investigating the issue and will inspect the location over the next couple of weeks.

QUESTION 3: BACK LANE BEHIND WILSON STREET, COLLARENEBRI

Has the back lane been fixed behind Wilson street, Collarenebri (west side)?

RESPONSE:

The Acting Director Urban Infrastructure Services advises that the road has been graded and compacted. He further advised that due to the wet weather the sealing has been delayed.

QUESTION 4: DUST STRIPS ON MUNGINDI TO COLLARENEBRI ROAD

The Sealed strips on the Collarenebri to Mungindi Road near Longswamp and Mogil Mogil needs attention.

RESPONSE:

The Director Engineering Services advises that he is currently investigating the issue and will inspect the location over the next couple of weeks.

Clr Keir

QUESTION 1: REPORT ON FUNDS SPENT ON SR7716

No report has been received in relation to where the funds were allocated to the SR7716 upgrade feasibility study. \$30,000 was spent.

RESPONSE:

The Finance Manager advises that the Shire was always going to spend \$60k – out of this \$30k has been removed to other Shires so the final expense is only \$30k for Walgett Shire Council. This was discussed at the Council Budget meeting.

QUESTION 2: RURAL ROADS MEETING – 7 JUNE 2011

Councillors were emailed about the Rural Roads meeting on Tuesday 7 June, this is the same day as the Budget Workshop, but it is probably important that Council has a representative attend.

RESPONSE:

No response required.

Clr Murray

QUESTION 1: CULVERTS ON CARINDA TO WALGETT ROAD

On the Walgett to Carinda road, when are the culverts going to be fixed?

RESPONSE:

The Director Engineering Services advises that he is currently investigating the issue and will inspect the location over the next couple of weeks.

QUESTION 2: LETTER OF SUPPORT FROM COUNCIL - COOPERA

Can Council write a letter of Support for the CoOpera group from Adelaide as they are no longer able to come out to Walgett with their shows?

RESPONSE:

The General Manager advised that an appropriate letter of Support is being drafted.

QUESTION 3: ITEMS FROM BURREN JUNCTION BUDGET MEETING

Can Council please give us an update on the following items as to whether they can be completed?

1. Burren Junction Road outcome (all Muddy) – needs grading
2. At the turn near the Silo from Burren Junction to Pilliga – a mess
3. Bugilbone Crossroad – needs repair
4. Tareela Lane two (2) dangerous corners on road – possible clearing. One is a blind corner and the other is near the Tareela Homestead.
5. TareelaLane causeway needs work
6. North side of the Namoi River Bridge to Pilliga needs resealing with gravel for 3000 metres between Ridge and Bitumen – (Could use gravel from Bugilbone Gravel Pit)
7. Nunkeri causeway – South of Namoi River on road to Pilliga needs resealing.

RESPONSE:

The Director Engineering Services advises that he is currently investigating.

Reports of Delegates and Representatives

1. WESTERN DIVISION 2011 SEMINAR

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/61

Summary:

This report recommends that Council receive and note the Minutes of the 2011 Seminar of the Western Division Council's of NSW.

Background:

The 2011 Seminar of the Western Division Council was held in Sydney on 30 May 2011 prior to the Annual Shires Conference.

Current Position:

Council was represented at the Conference by Councillors Woodcock and Murray, as well as the General Manager.

Relevant Reference Documents/Policies:

Minutes of 2011 Western Division Seminar

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Council
Councillors

Financial Implications:

Nil

Alternative Solutions/Options:

Nil

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Conclusion:

The Seminar was well organised and Councillors attending benefited by the dissemination of information and networking with the Council representative and attendees from various agency and departments.

Western Division Seminar - Minutes

Recommendation:

1. That the minutes of the 2011 Western Division Seminar be received.

Moved:

Seconded:

Attachments:

Minutes of Western Division Seminar held 30 May 2011

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Western Division Councils of NSW Seminar
Parliament House Sydney
May 30, 2011

Attended by 60 people Council delegates State Government Ministers and local members

President Cr Peter Laird welcomed everyone and thanked the Ministers for attending

Minister for Western NSW, Mental Health and Healthy Lifestyles and Member for Barwon, Kevin Humphries addressed the meeting.

He said the role of Western NSW sat in the Premier and Cabinet portfolio so it had a direct line of communication to the top and they were developing a new model for the government to deliver services to Western NSW with a focus on whole communities. Services such as health, education, housing, roads, police and emergency services needed to work together in Western NSW to deliver the best outcomes for all residents.

Consultation with Local Government in the region would also be a large part of the delivery model. Things like social housing should be a part of Local Government planning as well as a State Government strategy. Minister Humphries said he would be touring the West and Central West in July and would like to meet with Councils at that time.

Chief Policy Adviser for the Minister is Polly Gibbons and her contact details are:

Email: Polly.Gibbons@minister.nsw.gov.au; Phone: 92302247

Minister for Roads and Ports Duncan Gay said there were some major changes happening in his portfolio, particularly changes to the RTA which would be announced later in the year.

He said he was hoping to implement some commonsense approaches to issues and was keen to hear from Local Government about particular examples where this was not the case. He cited the changes to the width restriction on wool bales as a small but commonsense win for the new government.

He said he continued to work on reinstating the 110 km speed limit on the Newell which he had promised before the election and he was assured it would be in place before too long.

A major focus of the government was to work with the Transport Portfolio to achieve better outcomes for freighting products across the state whether by road or rail.

Minister Gay will be touring Western NSW in August and September.

His major Policy Advisor is Andrew Huckle. His contact details are:

Email: Andrew.huckle@minister.nsw.gov.au; Phone: 9228 5271

Minister for Local Government Don Page said he was looking forward to working with Local Government to improve infrastructure and the new government would pay 50 percent of interest on council loans for infrastructure spending.

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Western Division Councils of NSW Seminar
Parliament House Sydney
May 30, 2011

The Government would be conducting an audit Council by Council on the infrastructure backlog and it was important that a clear picture was given so that these matters could be dealt with in a fair and equitable manner.

He said he understood the frustrations with rate pegging but reasonable requests for a special rate variation would be considered independently by IPART.

The Government was committed to make Councils sustainable in the long term and it would be taking part in the Federal Government's Review of Financial Assistance Grants and he encouraged Councils to put in submissions to the NSW Grants Commission.

There would also be legislation introduced as a result of the Review into Local Government Elections which would give Councils the option for Elections to be run by the NSW Electoral Commission or by themselves.

The Code of Conduct rules were also under review, a website would be established to make the rules clearer and hopefully return decision making to Local Government.

Minister for Parks and Heritage Robyn Parker said in her portfolios, Reviews would be done into National Parks and the Waste Levy which she understood was a big issue for local government.

She said there would be a change in the way Aboriginal Cultural Heritage was assessed to make it a more efficient process and the Environment Protection Agency would be looking at the certification of trucks carrying dangerous good to make sure it was correctly policed and illegal dumping was not a result of these laws.

President of the LGSA Bruce Miller thanked the Councils for their support during his time in office and assured everyone he would continue to provide support and advice for the incoming Executive.

Member for Murray Darling John Williams said he was supporting a Review of Policing in regional areas, which would be conducted soon. The Review would be led by a former Western Police Inspector who had retired and would be able to offer valuable insight into the challenges facing officers throughout the region.

The Local Environmental Plan Templates also had some challenges for Western NSW as the templates failed to take into account the lack of population and huge distances.

He said he was working with all Ministers across the Portfolios to make changes particularly relating to the Western Division.

Chief Executive Officer of the Australian Trucking Association Stuart St Clair told the seminar there was a real crisis in the industry as the average age of truck drivers was 46 and 80 percent of the road network in Australia was the responsibility of Local Government, which was starved of funding.

Western Division Councils of NSW Seminar
Parliament House Sydney
May 30, 2011

He said the Association supported freight going on rail but mainly bulk commodities going to ports as it was physically impossible for rail to deliver door to door. Logistically the majority of freight from remote areas of Australia would always be delivered by truck. He cautioned the rail lobby not to overload road transport costs as this would make it uncompetitive and stop the transport of goods.

Australia was the size of the United States with a population as large as New York which made moving freight a logistical challenge. He said the arterial road system was blocked for a number of reasons but hopefully the new State Government would make it work, as 12 Cabinet Ministers out of 22 came from regional NSW and they had a real understanding of the transport problems faced by people and industry in rural areas.

The ATA was working closely with the Federal government to establish a national set of rules which would adopt some of the good things already established as well as some new ideas. There were some major differences between the states but there was a degree of tolerance and a will to achieve balance on all the issues.

The Transport Industry paid \$1.8 billion in taxes and he believed some of this funding should be given directly to Local Government. The Trucking Association also believed the industry should pay a fuel based tax rather than keep the disparity in the registration costs. This meant the trucks that were using the roads, paid the most tax, rather than those which were only used occasionally.

LATE MOTIONS - Two late motions were received

GRAIN LINES INVESTMENT

That the Shire Association of NSW urge the NSW Government to continue its investment in the maintenance and upgrading of the grain lines to ensure the continued transport or export and domestic grain by rail.

Moved Lachlan Seconded, Bourke

RATING OF NATIONAL PARKS AND STATE FORESTS

That the Shires Association of NSW accelerates its efforts to secure Legislation in NSW to withdraw the non rateable status of both National Parks and State Forests.

Moved Carrathool, Seconded Hay

These motions were carried and Mayor Ray Donald said he would approach the LGSA Executive and make every effort to get the Late Motions in for discussion at the LGSA Conference.

NEXT MEETING Hillston Friday October 21

2. *BARWON DARLING ALLIANCE COMMITTEE - MINUTES OF MEETING*

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/45

Summary:

This report recommends that Council receive and note the minutes of the meeting of the Barwon Darling Alliance held 31 May 2011.

Background:

The Barwon Darling Alliance has been inactive for a number of years.

Current Position:

Action is now being taken to wind up the Alliance.

Relevant Reference Documents/Policies:

Barwon Darling Alliance Minutes dated 31 May 2011.

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Barwon Darling Alliance Member Councils

Financial Implications:

Funds are being donated as specified in the Minutes

Alternative Solutions/Options:

Nil

Conclusion:

That action being taken to wind up the Barwon Darling Alliance be endorsed.

Barwon Darling Alliance Committee – Minutes of Meeting

Recommendation:

1. That Council receive and note the minutes of the Meeting of the Barwon Darling Alliance held on 31 May 2011 and endorse action being take to wind up the Alliance

Moved:

Seconded:

Attachments:

Minutes of Meeting held 31.5.2011



Barwon Darling Alliance

Murdi Paaki Regional Assembly & the Shire Councils of
Bourke, Brewarrina, Central Darling, Coonamble and Walgett

**MINUTES OF THE BARWON DARLING ALLIANCE (BDA) MEETING
HELD ON THURSDAY, 31ST MAY 2011 AT 1.00PM
Sofitel Wentworth Hotel Sydney**

Attendance from Councils:

Coonamble Shire Council	Mayor Tim Horan Cr Michael Webb Rick Warren – General Manager
Brewarrina Shire Council	Mayor Matthew Slack-Smith (Chair) Cr Wulf Rhechler Glenda Tasker – General Manager
Bourke Shire Council	Acting Mayor Robert Stutsel Cr Wal Mitchell Geoff Wise – General Manager
Central Darling Shire Council	Mayor Paul Brown Cr Peter Sullivan
Walgett Shire Council	Mayor Ian Woodcock Don Ramsland – General Manager (by proxy)

Meeting Chair: Mayor Matthew Slack-Smith

Executive Officer: Geoff Wise

Apologies:

Sam Jefferies and Alistair Ferguson

Motion: Apologies from Sam Jefferies and Alistair Ferguson be accepted

Moved: Cr Mitchell

Seconded: Cr Webb

Carried

BACKGROUND

- The Barwon Darling Alliance (BDA) has been inactive for a number of years, with no ongoing financial contributions being made.
 - To a significant extent, the BDA has been replaced by other regional representations, including the formation of Orana Regional Organisation of Councils, Western Division Group of Shires, and different representation of Aboriginal Groupings, with executive support.
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- On 20th May 2011, at a gathering of representatives from the majority of the Councils on BDA, it was agreed that a meeting of the BDA should be convened as conveniently and soon as possible to discuss the winding up of BDA.
- A meeting of BDA was proposed to be held in Sydney coinciding with the Annual Shires Association Conference in May/June 2011.
- Executive Officer Geoff Wise spoke about this proposal to Alistair Ferguson, Acting Chair, Murdi Paaki Regional Assembly, on 30th May 2011, and to Sam Jefferies, substantive Chair, Murdi Paaki Regional Assembly, and inaugural Chair, BDA, on 31st May 2011. Both agreed that whilst BDA has served a very useful purpose for over a decade, there is little reason for it to continue. Both agreed for action to be taken for BDA to be wound up, and both submitted their apologies for any meeting being held on 31st May 2011.
- Executive Officer G Wise has advised that as at 31st March 2011, the BDA General Fund Account held a balance of \$14,169.80. In anticipation of any decision to wind up the Corporation, remaining funds after all necessary expenses are likely to be approximately \$10,000.

Agenda Motions:

1. The meeting resolved that the Barwon Darling Alliance be wound up as soon as possible, subject to all appropriate corporation actions being completed.
2. The meeting resolved that a financial statement of the BDA be audited as soon as possible, with audit costs paid from the BDA funds.
3. The meeting resolved that any BDA funds remaining after payment of all outstanding accounts be distributed to Stewart House.
4. The meeting resolved that a financial statement of the BDA be circulated to all members.
5. The meeting resolved that each member Council and Murdi Paaki Regional Assembly be requested to develop a resolution at their Council/Assembly supporting this termination, and advise G Wise, outgoing Executive Officer, BDA, of their resolution.

The above five motions were submitted simultaneously.

Moved: Mayor Horan

Seconded: Mayor Brown

Carried

There being no further business the meeting closed at 1.10PM

3. ORANA REGIONAL ORGANISATION OF COUNCIL MINUTES OF MEETING

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/54

Summary:

To consider the Minutes of the Meeting of the Orana Regional Organisation of Councils held on 4 March 2011 and 20 May 2011.

Background:

A meeting of the Orana Regional Organisation of Council's was held on 4 March and 20 May 2011.

Current Position:

To receive and note the minutes of the Orana Regional Organisation of Council's meeting held 4 March and 20 May 2011.

Relevant Reference Documents/Policies:

Minute of the Orana Regional Organisation of Council's held 4.3.2011 and 20.5.2011

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Member Councils

Financial Implications:

Nil

Alternative Solutions/Options:

Nil

Conclusion:

Nil

Orana Regional Organisation of Council's – Minutes of meeting

Recommendation:

1. That Council receive and note the minutes of the Orana Regional Organisation of Councils held on 4 March 2011 and 20 May 2011.

Moved:

Seconded:

Attachments:

Minutes of Meeting held 4.3.2011 and 20.5.2011

WALGETT SHIRE COUNCIL AGENDA

Minutes of OROC Meeting

held at
Outback Motor Inn, Nyugan
on
Friday 4th March 2011
at 11.00am

1. Central West Catchment Management Authority (CWCMA) – Diana Kureen, Catchment Officer Local Government

Diana Kureen, Catchment Officer Local Government. CWCMA was invited to present an update to the OROC Board members of CWCMA local government partnership and activities.

- The CWCMA collaborates with the 16 catchment Councils through the Local Government Reference Group which provides a formal meeting place to discuss issues and share information. Forums are held quarterly and include guest speakers and site visits.
- This Alliance is a collaborative partnership between 13 of the 16 councils in the Central West catchment. It was initially formed in 2000 as the Salinity Action Alliance to address salinity through a whole-of-catchment approach. Through:
 - * *Education and support of on-ground action by rural landholders and urban residents.*
 - * *Capacity building at the grass roots level.*
 - * *Collaborative action between Councils, Landcare and State agencies*
- Through a partnership with the Central West CMA, which provided almost \$2 Million incentive funding for the period 2007-10, the Alliance was reinvigorated, and further contributed \$1.5 cash and in-kind contributions from the participating councils. The funding guidelines determined that projects should:
 - * have a specific, strategic focus and fit with Catchment Action Plan targets
 - * aim to develop capacity of councils
 - * includes community educational component
 - * identify works across the catchment to include both large and small councils
 - * the Future of the Alliance has been outlined in the Alliance 5 year plan.
- Between 2007 and 2010, 12 of the Alliance Councils undertook work on the major projects supported by the Central West CMA. These projects included:
 - * Willow & Weed control
 - * Regeneration
 - * Replanting
 - Stormwater Management
 - Increased amenity
 - Education
 - Improved NRM planning
- CWCMA has produced a Regional State of the Environment Report, 17 Councils reporting on key environmental indicators to develop a regional picture of what is happening across the catchment.

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- NRM Delivery Plan for Central West CMA seeks to identify Local Government current and potential activities that:
 1. Contribute to Central West CMA Catchment Action targets
 2. Can be used as in-kind contributions when applying for external grants
- CWCMA continues to work with Councils on Planning and Policy
Improved protection of Natural Resources through LEPs and DCPs with the incorporation of Sensitive Areas Map overlays and clauses covering:
 - Land** - capability, erosion, karst, salinity.
 - Water** - riparian lands, aquifers, inundation.
 - Biodiversity** - wetlands, ecologically endangered communities, threatened species habitat.

To date CWCMA investment in Local Government activities are indicated in the table below:

LGA	Total
Bogan	\$106,000
Coonamble	\$119,600
Dubbo City	\$298,000
Gilgandra	\$128,300
Narromine	\$105,400
Warren	\$187,600
Warrumbungle	\$123,890
TOTAL	\$1,068,790.00

- Currently CWCMA is undertaking a Catchment Action Plan review using a planning framework that allows community to participate from the start by identifying assets of value to stakeholders which includes local government, landcare, Aboriginal and State Government agencies.

Diana was thanked by the Board for her comprehensive presentation and she was invited to remain for the OROC Board Meeting.

2. Meeting Open and apologies

The meeting was opened at 11.35am by OROC Chair Cllr Doug Batten.

Present: Cllr Doug Batten, Gilgandra; Mark Riley, Dubbo City; Paul Mann, Gilgandra Shire; Cllr Lilliane Brady, Cobar Shire; Cllr Michael Webb, Coonamble Shire; Bruce Quarmby, Coonamble Shire; Kevin Tighe, Warrumbungle Shire; Peter Shinton, Warrumbungle Shire; Glenda Tasker, Brewarrina Shire; Matthew Slack-Smith, Brewarrina Shire; Cllr Paul Serdity, Warren Shire; Ashley Wielinga, Warren Shire; Cllr Bill Murray, Walgett Shire; Don Ramsland, Walgett Shire; Cllr Bill McAnally, Narromine Shire; Greg Lamont, Narromine Shire; Michael Brady, Bogan Shire and Belinda Barlow, Executive Officer.

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Apologies: Clr Allan Smith, Dubbo City; Clr Rex Wilson, Warren Shire; Clr Ray Donald, Bogan Shire; Clr Ian Woodcock, Walgett Shire; Clr Tim Horan, Coonamble Shire; Rick Warren, Coonamble Shire; Gary Woodman, Cobar Shire; Geoff Wise and Andrew Lewis, Bourke Shire and Rob McCutcheon Central West CMA Board Member.

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

Moved: Paul Mann

Seconded: Mark Riley

CARRIED

3. Confirmation of Minutes – OROC Meeting held 4th November 2010

Motion: *That the Minutes of the OROC meeting held in Dubbo on Wednesday 4th November 2010 be accepted as a true and accurate record of that meeting.*

Moved: Clr Lilliane Brady

Seconded: Clr Peter Shinton

CARRIED

Business arising from previous Minutes – 25th August 2010

There was no business arising.

Confirmation of Minutes – GMAC Meeting held 7th February 2011

Motion: *That the Minutes of the GMAC meeting on 7th February 2011 in Dubbo, be accepted as a true and accurate record of that meeting.*

Moved: Mark Riley

Seconded: Paul Mann

CARRIED

Business arising from GMAC Meeting – 7th February 2011

Ashley Wielinga – Sponsoring General Manager Electricity Contracts

Ashley reminded all General Managers that Energy and Management Services are currently preparing a pricing request for street lighting and general sites on behalf of OROC. Ashley requested that a signed letter of authority from each council must be returned to him as soon as possible for the pricing request to go ahead.

Ashley emphasised that EM&S' 2011 fee structure consists of a fixed cost for each Council plus a cost based on the number of contracted sites.

Ashley also stressed to the OROC Board that E21 EnergyPlus software developed by EM&S to identify cost saving opportunities as well as providing valuable data for energy contract negotiation is vital to identify areas of considerable savings and move forward as a group. CENTROC Members are now all using E21 EnergyPlus whilst only 4 OROC Members are currently using E21.

WALGETT SHIRE COUNCIL AGENDA

Recommendations from GMAC Meeting held 7th February 2011

Motion: *That the recommendations contained within the GMAC Minutes from 7th February 2011 be adopted.*

Moved: *Clr Lilliane Brady*

Seconded: *Michael Brady*

CARRIED

4. OROC Correspondence

Motion: *That the OROC correspondence be accepted by the OROC Board*

Moved: *Clr Lilliane Brady*

Seconded: *Clr Peter Shinton*

CARRIED

5. Financial Report

The financial report was tabled by the Executive Officer.

Motion: *That the OROC financial report for the period ending 25th January 2011, be accepted by the OROC Board*

Moved: *Greg Lamont*

Seconded: *Michael Brady*

CARRIED

6. OROC Constitution

Motion: *That the revised OROC Constitution be accepted by the OROC Board.*

Moved: *Clr Lilliane Brady*

Seconded: *Michael Brady*

CARRIED

6. Executive Officer's Report

The Executive Officers report was tabled.

Training and Education of OROC Councillors

Motion: *That OROC Executive Officer in conjunction with General Managers identify Councillor training opportunities for the region that would be run over a block period (consecutive 2 days).*

Moved: *Clr Lilliane Brady*

Seconded: *Clr Michael Webb*

CARRIED

Diana Kureen reported that CWCMA provides Councillor 'lunch time' training in Natural Resource Management.

WALGETT SHIRE COUNCIL AGENDA

Cost Shifting Activities

Motion: *That OROC Executive Officer develops a template for the collation of a 'cost shifting' data base for OROC.*

Moved: Paul Mann

Seconded: Don Ramsland

CARRIED

Motion: *That the Executive Officer's Report is accepted by the Board.*

Moved: Michael Brady

Seconded: Mark Riley

CARRIED

8. Natural Disaster Relief and Recovery Fund (correspondence) Regional Development Australia – Orana

RDA Orana is seeking each Council's community priorities for recovery and reconstruction assessments (infrastructure and facility damage) from the recent flood events in late 2010 and early 2011. This letter also informs OROC of the newly released Federal Government, Natural Disaster Relief and Recovery Fund. This correspondence was noted as received by the Board.

Motion: *That a copy of each Council's response to RDA Orana's request for priorities in recovery and reconstruction from recent flood events be forwarded to the Executive Officer.*

Moved: Clr Bill McAnally

Seconded: Clr Michael Webb

CARRIED

9. General Business

General Business was discussed by the OROC Board.

9.1 Water - Murray Darling Basin Plan

Clr Rex Wilson's reports on Standing Committee on Regional Australia inquiry and Murray Darling Association Forum were presented to the Board.

Motion: *That the OROC Board acknowledge and thank the involvement of Clr Rex Wilson, Ashley Wielinga and Geoff Wise for their involvement in preparing submissions to the Guide on the Murray Darling Basin Plan, the Regional Standing Committee inquiry and the Murray Darling Association Forum.*

Moved: Paul Mann

Seconded: Greg Lamont

CARRIED

9.2 Health – Western Local Hospital Network (LHN)

The NSW Ministerial Directions for the Western LHN were forwarded to OROC Chair Doug Batten and in consultation with Paul Mann and Geoff Wise; they were satisfied with the content of the document and the special recognition of Dubbo Base Hospital budget. It was also noted that the

WALGETT SHIRE COUNCIL AGENDA

Western LHN Ministerial Directions were to be signed off by NSW Health Minister Carmel Tebbutt by 3rd March 2011, before the NSW State Government is placed into caretaker period.

It was also noted that Paul Mann and Tim Horan have been appointed to the Western LHN Board.

Motion: *That the OROC Board congratulates and recognises the recent appointment of two OROC Board Members to the Western LHN Board, being Clr Tim Horan and Mr Paul Mann.*

Moved: Clr Lilliane Brady

Seconded: Clr Peter Shinton

CARRIED

9.3 Census Data and statistical information for itinerant and fly in / fly out populations in agricultural and mining communities.

Clr Lilliane Brady discussed that with an approaching 2011 Census it is important that itinerant and fly in fly out workforce that work and reside in the region's mining and agricultural communities, are informed to indicate during the Census collection that their normal place of residence is the community in which they earn their income for the majority of the year. This is to ensure that Federal and State funding is allocated to assist local government to maintain and upgrade infrastructure and services in these communities.

Ashley Wielinga informed the OROC Board that Warren Shire Council had similar issues with itinerant cotton workers in the 1990's, and Don Ramsland also discussed that this itinerant population poses a problem in Lightning Ridge during certain times of the year.

Motion: *That OROC write to relevant Ministers informing them of the difficulties in obtaining correct Census data as an increasing itinerant and fly in fly out workforce resides in many of OROC's mining and agricultural communities.*

9.4 Dubbo Base Hospital Master Plan

Mark Riley reported to OROC that a Master plan for redevelopment of Dubbo Base Hospital has been completed and \$22.7 million has been set aside for Stage 1 of this plan.

Andrew Newton, Dubbo Base Hospital General Manager is to be invited to address OROC at their next meeting.

9.5 Redistribution of NSW Electoral boundaries

Gary Woodman informed the OROC Board that it was reported at the Inaugural Meeting of Progress our Regional Towns (PORTS) meeting in November, that there is an suggestion that at the next NSW redistribution of electoral boundaries, country NSW could lose 1 or 2 seats.

WALGETT SHIRE COUNCIL AGENDA

10. Close/Next Meeting

The next **OROC Board** meeting is planned for **Friday 20th May 2011 and is to be hosted by Cobar Shire**. A dinner function will be organised for OROC members that travel to Cobar on Thursday 19th May 2011.

The next GMAC Meeting is scheduled for Friday 6th May, 2011 at a venue yet to be determined.

The meeting closed at 1.00 pm.

WALGETT SHIRE COUNCIL AGENDA

ACTIONS

Action: OROC Executive Officer is to invite General Manager of Dubbo Base Hospital Andrew Newton to present the Dubbo Base Hospital Master plan at the next Board Meeting.

Summary of Motions

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

Moved: Paul Mann

Seconded: Mark Riley

CARRIED

2. Motion: *That the Minutes of the OROC meeting held in Dubbo on Wednesday 4th November 2010 be accepted as a true and accurate record of that meeting.*

Moved: Cllr Lilliane Brady

Seconded: Cllr Peter Shinton

CARRIED

3. Motion: *That the Minutes of the GMAC meeting on 7th February 2011 in Dubbo, be accepted as a true and accurate record of that meeting.*

Moved: Mark Riley

Seconded: Paul Mann

CARRIED

4. Motion: *That the recommendations contained within the GMAC Minutes from 7th February 2011 be adopted.*

Moved: Cllr Lilliane Brady

Seconded: Michael Brady

CARRIED

5. Motion: *That the OROC correspondence be accepted by the OROC Board*

Moved: Cllr Lilliane Brady

Seconded: Cllr Peter Shinton

CARRIED

6. Motion: *That the OROC financial report for the period ending 25th January 2011, be accepted by the OROC Board*

Moved: Greg Lamont

Seconded: Michael Brady

CARRIED

7. Motion: *That the revised OROC Constitution be accepted by the OROC Board.*

Moved: Cllr Lilliane Brady

Seconded: Michael Brady

CARRIED

WALGETT SHIRE COUNCIL AGENDA

8. **Motion:** *That OROC Executive Officer in conjunction with General Managers identify Councillor training opportunities for the region that would be run over a block period (consecutive 2 days).*

Moved: Cllr Lilliane Brady

Seconded: Cllr Michael Webb

CARRIED

WALGETT SHIRE COUNCIL AGENDA

9. **Motion:** *That OROC Executive Officer develops a template for the collation of a 'cost shifting' data base for OROC.*

Moved: Paul Mann

Seconded: Don Ramsland

CARRIED

10. **Motion:** *That the Executive Officer's Report is accepted by the Board.*

Moved: Michael Brady

Seconded: Mark Riley

CARRIED

11. **Motion:** *That a copy of each Council's response to RDA Orana's request for priorities in recovery and reconstruction from recent flood events be forwarded to the Executive Officer.*

Moved: Clr Bill McAnally

Seconded: Clr Michael Webb

CARRIED

12. **Motion:** *That the OROC Board acknowledge and thank the involvement of Clr Rex Wilson, Ashley Wielinga and Geoff Wise for their involvement in preparing submissions to the Guide on the Murray Darling Basin Plan, the Regional Standing Committee inquiry and the Murray Darling Association Forum.*

Moved: Paul Mann

Seconded: Greg Lamont

CARRIED

13. **Motion:** *That the OROC Board congratulates and recognises the recent appointment of two OROC Board Members to the Western LHN Board, being Clr Tim Horan and Mr Paul Mann.*

Moved: Clr Lilliane Brady

Seconded: Clr Peter Shinton

CARRIED

14. **Motion:** *That OROC write to relevant Ministers informing them of the difficulties in obtaining correct Census data as an increasing itinerant and fly in fly out workforce resides in many of OROC's mining and agricultural communities.*

Moved: Clr Lilliane Brady

Seconded: Clr Peter Shinton

CARRIED

WALGETT SHIRE COUNCIL AGENDA

Minutes of OROC Meeting
held at
Cobar Shire Council Chambers
on
Friday 20th May 2011
at 9.15 am

Guests presenting to OROC

NBN Co. Stakeholder Relations Duncan Bremner and General Manager of Dubbo Health Service. Andrew Newton presented to the OROC Board.

1. Duncan Bremner – Stakeholder Relations, NBN Co

Duncan Bremner, Stakeholder Relations NBN Co presented the following information to OROC.

NBN Co Background

- On 7 April 2009 the Australian Government announced the establishment of NBN Co Limited (NBN Co) to design, build and operate the wholesale-only National Broadband Network (NBN).
- NBN Co's role is to realise the Australian Government's vision for the development of a next generation NBN.
- The NBN will provide the infrastructure that will allow wholesale and retail service providers to deliver advanced digital services to the nation.
- This multi-billion dollar investment will be the single largest nation building infrastructure project in Australian history.

NBN Co National Update: Key Activities

- **ACCC Decision and Telstra Negotiations**

Following a policy decision from the ACCC in December 2010, NBN Co is currently reviewing network design as now means it will need to build new, and upgrade some old, parts of the network eg. transit network elements, Points of Interconnect (POIs) and Fibre Access Nodes (FANs).

NBN Co and Telstra negotiations to use Telstra infrastructure are close to being finalised. The deal with Telstra will lead to less community disruption and reduce rollout cost. It is therefore better for residents and better for taxpayers to await this agreement.

- **RFP**
RFP suspended – NBN Co examining alternative deployment models
- **Wireless**
Wireless network construction beginning late 2010
3 year construction roll-out
12Mbps down / 1Mbps up
- **Satellite**
Initial service roll-out scheduled for 3rd quarter 2011
NBN Co is designing and building its own Satellites
- **Engagement and Co-investment**
NBN is currently examining co-investment project and access to existing infrastructure and will engage closely with State and Local Government across Australia.
NBN Co has a vast list of community engagement guiding principles: this includes the RDA network and Local Government.

Pilot site - Armidale

On the 18th May 2011 the city of Armidale in rural New South Wales celebrated becoming the first centre in mainland Australia to receive the National Broadband Network.

The NBN will in the coming months enable an increasing number of residents, businesses, and medical and educational facilities in the Armidale First Release Site to receive broadband at speeds of up to 100 Megabits per second. Armidale was selected as a First Release Site as it provided an ideal location for evaluating a build in a rural inland town and represents some of the diversity of the situations NBN Co will encounter across Australia in the volume rollout.

2. Andrew Newton – General Manager Dubbo Base Hospital

Andrew Newton, General Manager, Dubbo Base Hospital (DBH) presented the following information to the OROC Board.

A welcomed recent announcement of \$57 million (State and Federal Governments) for Stage 1 and Stage 2 redevelopment at Dubbo Base Hospital.

Stage 1 and 2 of the development can be rolled out together including: new theatres, recovery rooms, intensive care, obstetrics and patient and staff accommodation.

There will be improved clinical outcomes and improved patient care for Dubbo and the entire region.

- Currently DBH has an occupancy rate of 105% with 152 beds
- Redevelopment of DBH will see 200 – beds and a (considered and normal) occupancy rate of 85%.
- Entire budget for redevelopment will be \$200 million.
- The timely manner for construction and redevelopment is very integral to attracting and retaining senior doctors and clinicians to DBH.
- DBH has a catchment of 116,000 people – north and west of Dubbo. Post redevelopment, DBH will have a consistent level of care and service as Orange Hospital. The only health services not available to Dubbo which will be offered in Orange are Interventional Cardiology and Radiotherapy.

Staff Specialists

- DBH is presently recruiting more senior Doctors.
- Currently there are 86 Doctors in Dubbo including 30 Registered Medical Officers (RMOs) and Registrars.
- A locum can cost up to \$200/day plus travel and accommodation. DBH is actively recruiting permanent staff, offering savings of to \$300,000/year per Doctor.

***Paediatric** services have 5.5 FTE Doctors and offer outreach services.

***General Surgery** – 4 VMOs and 1 staff specialist all in Dubbo and offer outreach to Mudgee and Bourke for surgery.

***ENT** – 1 VMO resident in Dubbo, outreach services to Mudgee and specialist service to Bourke.

***Cardiology** – 2 Staff Specialists, about to commence pacemaker clinics in Dubbo with interventional work offered at Nepean and Orange.

***Obstetrics** – 2 VMOs and 2 Staff Specialists and provide outreach consultation services.

***Orthopaedics** – 7 VMOs on rotating roster from Sydney.

WALGETT SHIRE COUNCIL AGENDA

- * **Renal** – 3 Staff Specialists, all residents of Dubbo.
- * **General Medical** – 1 Staff Specialist (Gastroenterologist) mainly using locums for this services, currently recruiting 4 permanent staff to DBH.
- * **Anaesthetics** – 1 Staff Specialist, 4 VMOs as well as using locums for this service.
- * **Emergency** – Director of Critical Care is based in Dubbo.
- * **ICU** – 3 VMOs, and 3 ventilated beds.
- * **Hematologist** – 1 Staff Specialist.
- * **Renal** services offered to Brewarrina, Bourke, Mudgee, Warren and Walgett.
- * **Health educators** are working in the region's communities.

2. Meeting Open and apologies

The meeting was opened at 10.45am by OROC Chair Clr Doug Batten.

Present: Clr Doug Batten, Gilgandra; Clr Allan Smith, Dubbo City; Clr Rex Wilson, Warren Shire; Mark Riley, Dubbo City; Neil Alchin, Gilgandra Shire; Clr Lilliane Brady, Cobar Shire; Clr Michael Webb, Coonamble Shire; Rick Warren, Coonamble Shire; Steve Loane, Warrumbungle Shire; Clr Peter Shinton, Warrumbungle Shire; Glenda Tasker, Brewarrina Shire; Clr Matthew Slack-Smith, Brewarrina Shire; Geoff Wise, Bourke Shire; Ashley Wielinga, Warren Shire; Clr Ian Woodcock, Walgett Shire; Don Ramsland, Walgett Shire; Clr Bill McAnally, Narromine Shire and Belinda Barlow, Executive Officer.

Apologies: Clr Ray Donald, Bogan Shire; Clr Tim Horan, Coonamble Shire; Gary Woodman, Cobar Shire; Clr Andrew Lewis, Bourke Shire, Michael Ryan, Bogan Shire and Greg Lamont, Narromine Shire.

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

Moved: Clr Bill McAnally

Seconded: Geoff Wise

CARRIED

3. Confirmation of Minutes

OROC Meeting held 4th March 2011

Motion: *That the Minutes of the OROC meeting held in Dubbo on Friday 4th March 2011 be accepted as a true and accurate record of that meeting.*

Moved: Clr Michael Webb

Seconded: Clr Peter Shinton

CARRIED

GMAC Meeting held 6th May 2011

Motion: *That the Minutes of the GMAC meeting on 6th May 2011 in Dubbo, be accepted as a true and accurate record of that meeting.*

Moved: Mark Riley

Seconded: Steve Loane

CARRIED

WALGETT SHIRE COUNCIL AGENDA

Recommendations from GMAC Meeting held 6th May 2011

Motion: *That the 10 recommendations contained within the GMAC Minutes from 6th May 2011 be adopted.*

Moved: Mark Riley

Seconded: Cllr Lilliane Brady

CARRIED

4. OROC Correspondence

Motion: *That the ABS Census correspondence be accepted by the OROC Board, with no further action.*

Moved: Cllr Lilliane Brady

Seconded: Cllr Allan Smith

CARRIED

Motion: *That the OROC correspondence be accepted by the OROC Board*

Moved: Cllr Allan Smith

Seconded: Cllr Lilliane Brady

CARRIED

5. Financial Report

The financial report was tabled by the Executive Officer.

Motion: *That the OROC financial report for the period ending 20th May 2011, be accepted by the OROC Board*

Moved: Mark Riley

Seconded: Cllr Lilliane Brady

CARRIED

6. Executive Officer's Report

The Executive Officers report was tabled.

Training workshop for elected members

Motion: *That OROC Executive Officer together with LGSA (Local Government Learning Solutions) co-ordinate and run a Councillor weekend training workshop series for the region's elected members.*

Motion: *That OROC Executive Officer informs LGSA Learning Solutions to identify and offer relevant training courses the elected members.*

Moved: Cllr Matthew Slack-Smith

Seconded: Cllr Peter Shinton

CARRIED

Cross regional project – Weather Radar

Motion: *That RDA Orana is encouraged to be working collaboratively on regional issues and projects.*

Motion: *That the OROC Executive Officer further develop the weather radar project for a future round of RDAF program.*

WALGETT SHIRE COUNCIL AGENDA

Moved: Cllr Lilliane Brady

Seconded: Don Ramsland

CARRIED

Motion: *That the Executive Officer's Report is accepted by the Board.*

Moved: Cllr Lilliane Brady

Seconded: Mark Riley

CARRIED

9. General Business

General Business was discussed by the OROC Board.

9.1 MDBA Water, PSI Delta – Final Report

The final report on the socio-economic study of the Lower Macquarie Valley undertaken by PSI Delta for Narromine and Warren Shire Councils' will be released in early June. Information contained within these findings is relevant to all OROC members.

Action: *That PSI-Delta is invited to the next OROC Board meeting to present the final report and findings.*

9.2 NSW ROC Network

OROC Chair Cllr Doug Batten and Joint Deputy Chair Cllr Rex Wilson attended a NSW ROCs meeting on 6th May in Sydney. It was reported by the OROC Chair that the Division of Local Government and other State Government Agencies desire to engage with regions or ROCs rather than directly with 152 individual councils. State Government recognise that ROCs have achieved great success by working collaboratively on regional issues and regional projects.

9.3 RDA Orana relationship with OROC

RDA Orana is invited to attend OROC Board Meetings to further strengthen regional collaboration.

Motion: *That OROC acknowledge the need for a strong solid relationship with RDA Orana in this regard. The Chair of RDA Orana and CEO of RDA Orana be invited to attend OROC Board Meetings and further that the Chair of OROC be requested to develop a regular meeting schedule with the Chair of RDA Orana.*

Moved: Cllr Allan Smith

Seconded: Cllr Lilliane Brady

CARRIED

Motion: *That the OROC Chair together with RDA Orana work together to improve the relationship between Mid Western Council and OROC.*

Moved: Cllr Lilliane Brady

Seconded: Cllr Peter Shinton

CARRIED

9.4 Health

Motion: *That the presentation by Mr Andrew Newton, General Manager, Dubbo Health Service be noted and that Mr Newton be thanked accordingly.*

That each member council provide correspondence to the Executive Officer in support of a covering letter from OROC to the: NSW Premier; Minister for Health; Member for Dubbo; Minister for Western NSW; Federal Minister for Health and Member for Parkes acknowledging the completion of the DBH Master plan and the

WALGETT SHIRE COUNCIL AGENDA

need for a clear funding strategy to ensure the fruition of the Hospital's redevelopment within a five year time frame.

Moved: Mark Riley

Seconded: Geoff Wise

CARRIED

OROC Chair. Clr Doug Batten informed the Board that there had been some revived interest in reviewing the boundary of the newly formed Western Local Health Network. Clr Batten has discussed the issue at length with the Acting Chief Executive of the Western Local Health Network and is supportive that the current structure and boundary of the Western LHN is given some time to be established and succeed.

OROC was given the opportunity to comment on the Ministerial Directions when it was signed off by the previous Health Minister, Carmel Tebbut. This is the existing (health) agreement with the recently formed O'Farrell State government. It was discussed by the Board, that significant achievements have been realised using this model and boundary thus far, these include:

- name of the network district;
- a newly developed master plan for Dubbo Base Hospital and attraction of funding to DBH;
- commitment and attraction retention strategy of a range of health specialists and clinicians to Dubbo Base Hospital and the region;
- many points raised by OROC's submission to the discussion paper 'Health Reform in NSW' are still current.

Motion: *OROC requests that the previous health subcommittee should review OROC's submission to the NSW Government's Health Reform in NSW and offer findings to the next OROC Board Meeting.*

Moved: Geoff Wise

Seconded: Clr Ian Woodcock

CARRIED

9.5 NBN Co

Motion: *That the presentation by Mr Duncan Bremner of the NBN Co be noted and Mr Bremner be thanked accordingly.*

That OROC proceed to engage with RDA Orana as the conduit to the NBN Co with a view to advice being provided to OROC as to what processes member Councils need to undertake to progress the early roll out in the OROC region of the NBN.

Moved: Clr Allan Smith

Seconded: Clr Lilliane Brady

CARRIED

The next **OROC Board** meeting will be held on **Friday 22nd July 2011** and is to be hosted by **Brewarrina Shire Council**. Accommodation and a dinner function will be organised for OROC members that travel to Brewarrina on Thursday 21st July 2011.

The next GMAC Meeting is scheduled for Friday 8th July 2011 in Dubbo.

The meeting closed at 1.00 pm.

WALGETT SHIRE COUNCIL AGENDA

Actions

- 1. Action:** *That PSI-Delta is invited to the next OROC Board meeting to present the final report and findings of the recent study undertaken by Narromine and Warren Shire Council.*
- 2. Action:** *That the OROC Executive Officer organise accommodation and a dinner function for OROC members that travel to Brewarrina on Thursday 21st July 2011.*

Summary of Motions

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| 1. Motion: <i>That the apologies be accepted by the OROC Board.</i> |
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Moved: Clr Bill McAnally

Seconded: Geoff Wise

CARRIED

- | |
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| 2. Motion: <i>That the Minutes of the OROC meeting held in Dubbo on Friday 4th March 2011 be accepted as a true and accurate record of that meeting.</i> |
|--|

Moved: Clr Michael Webb

Seconded: Clr Peter Shinton

CARRIED

- | |
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| 3. Motion: <i>That the Minutes of the GMAC meeting on 6th May 2011 in Dubbo, be accepted as a true and accurate record of that meeting.</i> |
|---|

Moved: Mark Riley

Seconded: Steve Loane

CARRIED

- | |
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| 4. Motion: <i>That the 10 recommendations contained within the GMAC Minutes from 6th May 2011 be adopted.</i> |
|---|

Moved: Mark Riley

Seconded: Clr Lilliane Brady

CARRIED

- | |
|--|
| 5. Motion: <i>That the ABS Census correspondence be accepted by the OROC Board, with no further action.</i> |
|--|

Moved: Clr Lilliane Brady

Seconded: Clr Allan Smith

CARRIED

- | |
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| 6. Motion: <i>That the OROC correspondence be accepted by the OROC Board</i> |
|---|

Moved: Clr Allan Smith

Seconded: Clr Lilliane Brady

CARRIED

- | |
|---|
| 7. Motion: <i>That the OROC financial report for the period ending 20th May 2011, be accepted by the OROC Board</i> |
|---|

Moved: Mark Riley

Seconded: Clr Lilliane Brady

CARRIED

- | |
|---|
| 8. (i) Motion: <i>That OROC Executive Officer together with LGSA (Local Government Learning Solutions) co-ordinate and run a Councillor weekend training workshop series for the region's elected members.</i> |
|---|

- | |
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| 8. (ii) Motion: <i>That OROC Executive Officer informs LGSA Learning Solutions to identify and offer relevant training courses the elected members.</i> |
|--|

Moved: Clr Matthew Slack-Smith

Seconded: Clr Peter Shinton

CARRIED

WALGETT SHIRE COUNCIL AGENDA

9. (i) Motion: *That RDA Orana is encouraged to be working collaboratively on regional issues and projects.*

9. (ii) Motion: *That the OROC Executive Officer further develop the weather radar project for a future round of RDAF program.*

Moved: *Clr Lilliane Brady*

Seconded: *Don Ramsland*

CARRIED

10. Motion: *That OROC acknowledge the need for a strong solid relationship with RDA Orana in this regard. The Chair of RDA Orana and CEO of RDA Orana be invited to attend OROC Board Meetings and further that the Chair of OROC be requested to develop a regular meeting schedule with the Chair of RDA Orana.*

Moved: *Clr Allan Smith*

Seconded: *Clr Lilliane Brady*

CARRIED

11. Motion: *That the OROC Chair together with RDA Orana work together to improve the relationship between Mid Western Council and OROC.*

Moved: *Clr Lilliane Brady*

Seconded: *Clr Peter Shinton*

CARRIED

12. (i) Motion: *That the presentation by Mr Andrew Newton, General Manager, Dubbo Health Service be noted and that Mr Newton be thanked accordingly.*

12. (ii) Motion: *That each member council provide correspondence to the Executive Officer in support of a covering letter from OROC to the: NSW Premier; Minister for Health; Member for Dubbo; Minister for Western NSW; Federal Minister for Health and Member for Parkes acknowledging the completion of the DBH Master plan and the need for a clear funding strategy to ensure the fruition of the Hospital's redevelopment within a five year time frame.*

Moved: *Mark Riley*

Seconded: *Geoff Wise*

CARRIED

13 (i) Motion: *That the presentation by Mr Duncan Bremner of the NBN Co be noted and Mr Bremner be thanked accordingly.*

13. (ii) Motion: *That OROC proceed to engage with RDA Orana as the conduit to the NBN Co with a view to advice being provided to OROC as to what processes member Councils need to undertake to progress the early roll out in the OROC region of the NBN.*

Moved: *Clr Allan Smith*

Seconded: *Clr Lilliane Brady*

CARRIED

4. OUTBACK REGIONAL TOURISM ORGANISATION – MINUTES OF MEETING

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/41

Summary:

This report recommends that Council receive and note the Minutes of the meeting of Outback Regional Tourism Organisation on Friday 10 June 2011.

Background:

A special meeting of Outback Regional Tourism Organisation was held on 10 June 2011 to consider an amalgamation proposal.

Current Position:

The Outback Regional Tourism Organisation has resolved to amalgamate with the New England Northwest Regional Tourist Organisation and other suitable parties.

Relevant Reference Documents/Policies:

Minutes of Outback Regional Tourism Organisation (ORTO) – 10 June 2011.

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Council
Tourist Operators

Financial Implications:

Nil

Alternative Solutions/Options:

Nil

Conclusion:

The Minutes of the Outback Regional Tourism Organisation held 10 June 2011 be received and noted and Council seek to join the Inland Tourism Organisation immediately.

Outback Regional Tourism Organisation – Minutes of Meeting

Recommendation:

1. The Minutes of the Outback Regional Tourism Organisation held 10 June 211 be received and noted and Council seek to join the Inland Tourism Organisation immediately.

Moved:

Seconded:

Attachments:

Minutes of Meeting held 10 June 2011.



Outback Regional Tourism Organisation
PO Box 222
GALSTON NSW 2159
ABN 89 069 430 557
Ph 02 9656 1598

**OUTBACK NSW TOURISM
SPECIAL GENERAL MEETING MINUTES
TELECONFERENCE**

Friday 10th June 2011

CHAIRMAN Roger Collins

Present:

Glynn Jacobs
Dinitee Haskard
Fran Carter
Jane Brook
Naomi Schmidt

Robyn Ryan
John Groenendijk
Phil Johnston
Mick McCulkin

Apologies:

Michelle Kelly
Paula Mastripolito

Matthew Slack-Smith

Proxys:

Matthew Slack-Smith has passed his proxy to Fran Carter
Michelle Kelly has passed her proxy to Dinitee Haskard
Paula Mastripolito has passed her proxy to Jane Brook

Welcome all and thank you for attendance

Roger Collins

Chair of Outback NSW Roger Collins addressed the meeting and gave the Outback Regional Tourism Position on the amalgamation and context leading up to today's vote.

Over the past several years the NSW State Government has made it clear that the Outback Regional Tourist Organization (ORTO) should expect a reduced amount of marketing and administrative funding in the future. With this in mind the Board of the ORTO has been looking to develop and implement a sustainable business model in readiness for this reduced funding. One of the models of sustainability that was suggested was one to merge with like organizations to take advantage of any economies of scale. That is, in order to become a sustainable organization we would need to grow our business to fully utilize any administration that was established and that a larger organization would mean increased members' fees that may offset a reduction in Government funding.

All RTO's in New South Wales face this dilemma and in recognition of this Tourism New South Wales suggested a merger with like organizations including New England North West Tourism and Central NSW Tourism. To help ease each organization into a new entity, increased funding for marketing and the payment of establishment costs for the new entity have been offered.

Over the past 6 months a steering committee has been established to work towards the formation of the Inland RTO, a constitution has been established along with an initial Board structure and membership level. It is with some caution that we now recommend the merger of the ORTO into the Inland RTO and do so on the provision that the existing ORTO Board continue to function for at least

WALGETT SHIRE COUNCIL AGENDA

the next six months. This will provide advice and feedback to the newly established Inland Board, to assist in a smooth transition, to ensure that funds on hand at ORTO are utilized effectively in a marketing campaign, to ensure that should the Inland RTO fail to attract Central NSW Tourism and the New England North West RTO's to the merged body that the ORTO remains established, to honour existing contracts with our Executive and to allow sufficient time to wind up the ORTO organization as per our constitution.

We would anticipate that the ORTO post 1 July will not be receiving any income (nor seeking any) and that all existing members of ORTO should be encouraged to join the membership of the Inland Tourism Organization should they feel that it can satisfactorily represent them and the marketing proposals are of appeal.

Chair invites questions relating to the proposed merger.

Roger Collins

Mick McCulkin – Clarification on time period following 6 months Outback to function as we are for that time.

Roger Collins – Advised a contingency of funds would be used over this time with Lori to remain in capacity of Marketing to help bolster Campaigns and help Outback capitalise on additional funds.

Dinitee Haskard – This will prevent a 6 month period where we are not doing anything.

Roger Collins – Outback will use the resource of Lorick Management/ Lori Modde to assist with marketing to ensure that Outback are well represented.

Chair invited meeting to speak to the motion before them.

Roger Collins

Dinitee Haskard – expressed some concern that the motion did not state Outback to retain its identity.

Roger Collins – advised that Outback Identity would remain for marketing purposes.

Chair put the motion to the meeting for vote

Roger Collins

Motion Tabled – Moved – Phil Johnson

Seconded – John Groenendijk

That the Outback Regional Tourist Organization merges with the New England North West Regional Tourism Organization, and other suitable parties as they become available, to form the Inland Tourism Organization from the 1st of July 2011 and request that the Inland Tourism Organization Board undertake the governance, administration, marketing and other functions as our peak Regional Tourism Organization.

Vote was unanimous in favour of the motion tabled.

Chair called on Glynn Jacobs to provide outcome of Expressions of Interest to represent Outback NSW on the Inland Board

Glynn Jacobs – Thanked all who Expressed interest in holding a position on the new Inland NSW Tourism Board. A total of 6 nominations were received. Three for Local Government and three for Industry Representative.

Successful applicants where:-

Industry: Roger Collins

Industry: Michael McCulkin

Local Government: Andrea Roberts

Local Government: Phil Johnson

Next Meeting will be held in conjunction with the Inland Tourism Awards in Balranald.

Roger closed by saying thanks to all for attendance.

Reservation of items for Debate

Nil

Reports of Officers

5. COUNCIL DECISIONS ACTION REPORT – 24.05.11

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 10/154

Summary:

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

Background:

Attached is the Action Report related to the 24 May 2011 Council Meeting. The Report summarises action in respect of all Resolutions as well as any other matter raised at the Meeting which required action. The Report does not repeat Resolutions etc as these are contained in the Minutes of the previous Meeting which are included elsewhere in the Agenda.

Current Position:

Details of Action taken/being taken are flagged for each motion.

Relevant Reference Documents/Policies:

Agenda and Minutes of the 24 May 2011 Council Meeting

Governance issues:

Standard procedure dictates that Council resolutions should be implemented as soon as practicably be achieved.

Environmental issues:

Nil

Stakeholders:

Councillors and Executive Team

Financial Implications:

Nil

WALGETT SHIRE COUNCIL AGENDA

Alternative Solutions/Options:

Nil

Conclusion:

That the action list be received and noted. It is suggested that any queries be passed with the General Manager prior to meeting day to facilitate at the meeting.

Council decisions Action Report – 24.05.11

Recommendation:

1. That the report be received.

Moved:

Seconded:

Attachments:

Action Schedule

COUNCIL DECISIONS:

Meeting held 24 May 2011

Action Report

5/2011/1 Apologies – 24 May 2011

GM: No Action Required

5/2011/2 Lightning Ridge Dementia Day Care Centre – Signing of Contracts

GM: Contracts Signed and Shire Handed over to builder

Question – Approaches to Goangra Bridge and Bitumen on SR7716

DES: Under investigation

5/2011/3 Minutes of Council meeting – 3 May March 2011

GM: No Action Required

Question – Situation at Pokataroo with Pipes

DESE: Under Investigation

Question – Vandalism on the corner of Wilson and Herbert Street, Collarenebri

DPRS: Will be dealt with at the earliest opportunity, Staff shortage is preventing the issue from being addressed sooner.

5/2011/4 Award Consultative Committee Minutes

GM: No Action required

5/2011/5 Western Division Conference - Minutes

GM: Letter Drafted

5/2011/6 Council decisions Action Report – 3.05.11

GM: Outstanding Items being Followed Up

WALGETT SHIRE COUNCIL AGENDA

5/2011/7	Circulars received from the NSW Local Government and Shires Association of NSW – May 2011
GM:	Appropriate items being followed up
5/2011/8	Circulars received from the Division of Local Government – May 2011
GM:	Appropriate Items being followed up
5/2011/9	Monthly Calendar – May 2011
GM:	No Action required
5/2011/10	Impact of State Elections
GM:	Situation being monitored
5/2011/11	Regional Library Agreement
GM:	Awaiting meeting of Regional Library to finalise negotiations
	Main Street - Walgett
GM:	Report being prepared for July 2011 Meeting
5/2011/12	Matters Generally for Brief Mention or Information only from General Manager – May 2011
GM:	Matters being followed as required
5/2011/13	Quarterly Report on Youth Development Services (January 2011 – March 2011)
GM:	No Action Required
5/2011/14	Community Development and Tourism Quarterly Report (January – March 2011)
GM:	No Action Required
5/2011/15	External funding Received – Human resources
GM:	No Action Required

WALGETT SHIRE COUNCIL AGENDA

5/2011/16 Community Services – External Grants Received

GM: No Action Required

5/2011/17 Amendment Request to the Walgett Shire Youth Council Constitution

GM: Matter being followed up

5/2011/18 Development and Complying Development Certificate Applications

DPRS: No Action Required

5/2011/19 Matters Generally for Brief Mention or Information only from Director of Planning & Regulatory Services

DPRS: No Action Required

5/2011/20 Commonwealth Government Productivity Commission Report

DUIS: Progressing

5/2011/21 Goods and Services Tax Certificate 2011 (Late Item)

DCS: Certificates signed and lodged

5/2011/22 Cash on Hand and Investment Report as at 30 April 2011 (Late Item)

DCS: No Action Required

5/2011/23 Move into Closed Session at 12.40pm

GM: No Action Required

5/2011/24 Code of Conduct Committee

GM: Appropriate Action Pending

5/2011/25 Review of Organisation Structure – Fine Tuning

GM: Changes being referred to Award Consultative Committee prior to further action being taken

WALGETT SHIRE COUNCIL AGENDA

5/2011/26 Lightning Ridge Bore Bath Licence and Ownership

DUIS: Progressing, Council's solicitor has been advised

5/2011/27 Walgett Water Supply and Sewerage Project

DUIS: Progressing, Meeting on 30 June 2011 scheduled

5/2011/28 Return to Open Session at 1.05pm

GM: No Action Required

5/2011/29 Adoption of Closed Session Reports

GM: Appropriate follow up action taken

6. CIRCULARS RECEIVED FROM THE NSW LOCAL GOVERNMENT AND SHIRES ASSOCIATION OF NSW – JUNE 2011

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 10/615

Summary:

Copies of weekly circulars received from the Local Government and Shires Association since 24 May 2011 Council meeting have been distributed to Councillors.

Background:

The following items in each circular have been flagged by the General Manager as requiring particular attention of Councillors:

Issue 19

Item 7 – Modernising Local Government: Consultation Report
Item 17 - National Sustainable Population Survey
Item 20 – IPART Review of Access Pricing on NSW Grain Lines

Issue 20

Item 3 – NSW Local Government Week 2011
Item 10 – 2011 Local Government Aboriginal Network Conference
Item 18 – LGSA Cost Shifting Survey for 2009/10

Issue 21

Item 3 – New Shires Association Office Bearers and Executives Elected
Item 6 – 2011 Shires Association Conference – Record of Decisions
Item 10 – Review of Model Code of Conduct for Local Councils – Request for Submission on discussion paper

Issue 22

Item 7 – 2011 Shires Association Conference
Item 11 – Fringe Benefits Tax Changes
Item 15 – Local Government Reform Funding Workshops
Item 18 – LGSA Social Policy Document
Item 19 – Creation of Destination NSW
Item 20 – Murray Darling Basin Plan – Windsor Inquiry Final Report

Current Position:

Councillors need to peruse these circulars and raise any matters of interest with the General Manager prior to the Meeting.

Council will need to nominate 3 Councillors to attend the Local Government Reform Funding Workshops being held Wednesday 13 July 2011 in Dubbo.

WALGETT SHIRE COUNCIL AGENDA

Relevant Reference Documents/Policies:

Nil

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Councillors
Walgett Shire Council staff

Financial Implications:

Nil

Alternative Solutions/Options:

Not Applicable

Conclusion:

Councillors need to consider the contents of the various circulars and determine what action, if any, needs to be taken.

Circulars received from the NSW Local Government and Shires Association of NSW – June 2011

Recommendation:

That:

1. The information contained in the weekly circulars from the NSW Local Government and Shires Association be received and noted.
2. Council nominate 3 Councillors (Clr , Clr , and Clr) and the General Manager to attend the Local Government Reform Funding Workshops in Dubbo on Wednesday 13 July 2011.

Moved:

Seconded:

Attachments:

Nil

7. CIRCULARS RECEIVED FROM THE LOCAL GOVERNMENT DEPARTMENT OF PREMIER AND CABINET – JUNE 2011

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 10/616

Summary:

Copies of circulars received 11-07 to 11-09 from the Local Government Division Department of Premier and Cabinet are attached for Councillors information.

Background:

The General Manager has flagged the following circulars as requiring the particular attention of councillors:

- Circular to Council 11-07 - Review of the Model Code of Conduct for Local Councils - Request for Submissions on Discussion paper
- Circular to Councils 11-08 - Collaborative Arrangements between Councils - Survey Report
- Circular to Councils 11-09 - Responsibilities of Councils to respond to concerns about dogs in the community

Current Position:

All circulars have been emailed to Councillors prior to Council meeting.

Relevant Reference Documents:

Nil

Governance Issues:

All circulars have Governance implications

Environmental issues:

Stakeholders:

Councillors
Walgett Shire Council staff

Financial Implications:

Obviously some circulars will have a financial impact and where this is the case, Councillors particular attention will be drawn to them.

WALGETT SHIRE COUNCIL AGENDA

Alternative Solutions/Options:

Nil

Conclusion:

Council will need to comply with the various requirements set out in the circulars.

Circulars received from the Local Government – Department of Premier and Cabinet – June 2011

Recommendation:

1. That the information contained in the Departmental circulars 11-07 to 11-09 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved:

Seconded:

Attachments:

- 11-07 - Review of the Model Code of Conduct for Local Councils - Request for Submissions on Discussion paper
- 11-08 - Collaborative Arrangements between Councils - Survey Report
- 11-09 - Responsibilities of Councils to respond to Concerns about dogs in the community



Premier & Cabinet
Division of Local Government

Circular to Councils

Circular No. 11-07
Date 1 June 2011
Doc ID. A245463

Contact John Davies
02 4428 4139
John.davies@dlg.nsw.gov.au

REVIEW OF THE MODEL CODE OF CONDUCT FOR LOCAL COUNCILS - REQUEST FOR SUBMISSIONS ON DISCUSSION PAPER

The purpose of this circular is:

1. to advise councils of the Division of Local Government's review of the Model Code of Conduct for Local Councils in NSW (the Model Code) and
2. to invite submissions on a discussion paper the Division has prepared in relation to its review.

The original version of the Model Code commenced operation on 1 January 2005. A further revised version of the Model Code subsequently came into force on 27 June 2008 and operates to this day.

The Division of Local Government sees the Model Code as an evolving document. While the regime for managing complaints about council officials has vastly improved over the 6 years the Model Code has been in operation, the Division agrees that there remains scope for further refinement and improvement.

Over the two and a half years in which the revised Model Code has been in operation, the Division has identified or has had brought to its attention a number of areas where the Model Code has not operated in the manner in which it was intended or where its operation could be improved. The Division therefore believes that it is timely that we undertake a further comprehensive review of the Model Code.

The Division has prepared a discussion paper for the purposes of seeking the views of stakeholders and any other interested persons to inform the review process. This may be found on the Division's website at www.dlg.nsw.gov.au. This is the first part of a comprehensive review.

In Part 4 of the discussion paper the Division has outlined the issues that have been raised with it about the operation of the current version of the Model Code. The Division would like to hear from stakeholders and other interested persons about any other areas they consider the Model Code requires improvement and their suggestions on how best to make those improvements.

Division of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E dlg@dlg.nsw.gov.au W www.dlg.nsw.gov.au ABN 99 567 863 195

WALGETT SHIRE COUNCIL AGENDA

2

In Part 5 of the discussion paper the Division has asked for the views of stakeholders and other interested persons on possible options for improving the Model Code to address the issues that have been raised.

The Division requests that general managers bring the discussion paper to the attention of their councillors and staff. Councils may also wish to notify their communities of the discussion paper on their own websites or by other means.

We request that submissions be made in writing to the following postal address:

Division of Local Government
Department of Premier and Cabinet
Locked Bag 3015
NOWRA NSW 2541

Alternatively, submissions may be made by email to dlg@dlg.nsw.gov.au.

The Division requests that submissions be received by **15 July 2011**.

The Division will consider submissions in identifying preferred options for the amendment of the Model Code.

Once it has identified preferred options for the amendment of the Model Code, the Division will undertake further targeted consultation with stakeholders with a view to identifying and addressing any potential implementation issues.

Once the Division has completed this targeted consultation, it will prepare a new draft of the Model Code containing proposed amendments. The Division will undertake further open consultation in relation to the proposed draft Model Code, before making a recommendation to the Minister for consideration for gazettal under the *Local Government (General) Regulation 2005*.

As with previous versions of the Model Code, the Division will supplement the new Model Code with amended Guidelines to assist in the interpretation of the new provisions of the Model Code. The Division will also reissue an updated education package to assist councils to raise awareness among councillors, staff, delegates and committee members of any new requirements under the new Model Code.

Should anyone wish to contact the Division to discuss this discussion paper or the Model Code of Conduct Review, they may telephone John Davies, the Model Code of Conduct Review Project Officer on 02 4428 4139.



Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet



Premier & Cabinet
Division of Local Government

Circular to Council

Circular No. 11-02
Date 1 June 2011
Doc ID: A205048

Contact Wayne Trudgen
02 4428 4213
wayne.trudgen@dlg.nsw.gov

COLLABORATIVE ARRANGEMENTS BETWEEN COUNCILS - SURVEY REPORT

In January 2010, the Division of Local Government, Department of Premier and Cabinet issued a survey to all councils and council managed collaborative arrangements to update its database. The Division also sought to obtain councils' views on factors supporting collaborative arrangements as a means of meeting community needs.

A report on the results of the survey is now available on the Division's website at www.dlg.nsw.gov.au. The report presents findings from more than 100 councils about the extent of local government collaborative arrangements across NSW and factors that underpin the effectiveness of these arrangements.

The survey results indicate that the majority of councils embrace collaborative arrangements as a way of building capacity in the sector. There is evidence of a stronger strategic approach to these arrangements, with councils reporting that the majority of these arrangements are underpinned by robust strategic and business planning.

Councils that have not submitted information or would like details amended or updated are requested to advise the Division via email to collaboration@dlg.nsw.gov.au. The Division intends updating this information periodically.

Councils that would like to comment on the findings of the report, or have suggestions on how collaboration between councils can be strengthened, are encouraged to email their suggestions to collaboration@dlg.nsw.gov.au.

The Division remains committed to encouraging increased collaboration between councils as a way of strengthening local government service delivery efficiency. The Division will be exploring with the Strategic Alliance Network Executive Committee further initiatives to enhance collaboration.

I would like to thank the councils that completed the survey and trust that you find the report useful in considering future opportunities for collaboration.

A handwritten signature in black ink, appearing to read 'Ross Woodward'.

Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

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5 O'Keefe Avenue NOWRA NSW 2541
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Premier & Cabinet
Division of Local Government

Circular to Council

Circular No. 11-09
Date 3 June 2011
Doc ID: A247959

Contact Glen Colley
02 4428 4183
glen.colley@dlg.nsw.gov.au

RESPONSIBILITIES OF COUNCILS TO RESPOND TO CONCERNS ABOUT DOGS IN THE COMMUNITY

This circular is to remind councils of their responsibilities to actively enforce the *Companion Animals Act 1998* by responding to concerns about dogs not under effective control in the community.

A recent NSW Court case has highlighted the strong community expectation that councils actively respond to the concerns of residents who report incidents of uncontrolled dogs.

As set out in previous Divisional Circulars to Councils, the effectiveness of the Act depends largely on a proactive approach by councils to identify and deal with dangerous dogs in their areas. If a concerned resident reports uncontrolled or potentially dangerous dogs in their community, the local council has an obligation to investigate the matter and take all necessary action.

The Act provides councils with extensive powers to investigate and take action against the owners of dogs involved in attacks or threatening to attack. These are outlined in section 9 of the Division's *Guideline on the exercise of functions under the Companion Animals Act*.

Section 33(1)(c) of the Act enables authorised officers to be proactive in dealing with instances of unacceptable behaviour of individual dogs and addresses the potential of a dog to cause problems in the future.

As section 9.2.3 of the Guideline highlights:

"this provision recognises the situation where a dog may have come to the attention of an authorised officer because it has displayed unreasonable aggression towards a person or animal – to the extent that it causes fear or apprehension of an attack. Such a dog poses a threat to people and other animals".

It is critical that where councils are made aware of the existence of dogs considered to be dangerous by either the council or the community, the council considers whether to issue a notice of intention to declare the dog to be dangerous without exception or delay. Where a council commences action regarding a dog attack or dangerous dog matter, it is vital that it completes the action and record this on the Register.

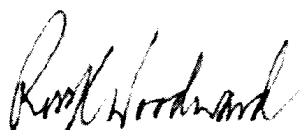
Division of Local Government
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However, in taking such action council officers must ensure that they comply with the requirements of the Act with regard to the giving of notice, as set out in sections 9.6 and 9.7 of the Guideline.

Councils also play an important role in educating the community about the need to report to councils all incidents of concern involving dogs not under effective control, dog attacks or dangerous dogs.

Under clause 33A of the Companion Animals Regulation 2008, councils are obliged to report all dog attack incidents using the Companion Animals Register within 72 hours of the information being brought to their attention. The dog attack module also allows a council to record relevant information that comes to its attention over the course of an investigation.

A copy of the *Guideline on the exercise of functions under the Companion Animals Act* can be downloaded from the Division's website www.dlg.nsw.gov.au.

A handwritten signature in black ink, appearing to read 'Ross Woodward', is positioned above the printed name and title.

Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

8. MONTHLY CALENDAR – JUNE 2011

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 10/22

Summary:

Monthly calendar of Council activities

Discussion (including issues and background):

It was resolved at the 28 September 2010 Ordinary meeting of Council to produce a monthly in-house calendar as a central focus point to allow Councillors and senior management staff to plan their activities and spread their work load having regard to upcoming commitments.

It also avoids situations where some Councillors missed meetings or are not aware of when they have been scheduled. In addition, outside organisations have been requested to send meeting notice and minutes direct to Council's various representatives. Where notification is received meeting dates will be listed on the strategic tasks, events and meetings calendar and the representative(s) names flagged.

Current Position:

The calendar for the months of June to August 2011 is attached. Councillors are requested to raise any queries prior to the meeting.

Relevant Reference Documents/Policies:

Nil

Governance issues:

Good governance centres in part on good communication and forward planning.

Environmental issues:

Not applicable

Stakeholders:

Councillors
Walgett Shire Council staff

Financial Implications:

Nil

Alternative Solutions/Options:

Not applicable

WALGETT SHIRE COUNCIL AGENDA

Conclusion:

Provided there are no changes it is appropriate to receive and note the information.

Monthly Calendar – June 2011

Recommendation:

1. That Council receive and note the regular monthly calendar for the period June to August 2011.

Moved:

Seconded:

Attachments:

Calendar for June to August 2011.

WALGETT SHIRE COUNCIL AGENDA



STRATEGIC TASKS, EVENTS AND MEETINGS CALENDAR

June 2011

Date of Meeting	Time	What	Who	Business Paper due Date
Wed, 1 June		NSW Annual Shires Conference, Sydney	General Manager and Councillors	
Thu, 2 June		2011 NSW Local Government in Emergency Management Conference		
Fri, 3 June				
Sat, 4 June				
Sun, 5 June				
Mon, 6 June				
Tue, 7 June		Councillors Budget Workshop 10.00am	Councillors, General Manager and Directors	
Wed, 8 June				
Thu, 9 June				
Fri, 10 June				
Sat, 11 June				
Sun, 12 June				
Mon, 13 June				
Tue, 14 June				
Wed, 15 June				
Thu, 16 June				
Fri, 17 June				
Sat, 18 June				
Sun, 19 June				
Mon, 20 June		National General Assembly, Canberra	General Manager and Mayor	
Tue, 21 June		National General Assembly, Canberra	General Manager and Mayor	
Wed, 22 June		National General Assembly, Canberra Collarenebri & Lightning Ridge Community Working Party Meetings	General Manager and Mayor General Manager, Mayor and Cllr Walford	
Thu, 23 June				
Fri, 24 June				
Sat, 25 June				
Sun, 26 June				
Mon, 27 June				
Tue, 28 June		Council Meeting, 10.00am – Walgett	General Manager, Councillors and directors	
Wed, 29 June		Walgett Community Working Party Meeting	General Manager, Mayor and Cllr Walford	
Thu, 30 June		Grants Commission Visit		

WALGETT SHIRE COUNCIL AGENDA



STRATEGIC TASKS, EVENTS AND MEETINGS CALENDAR

July 2011

Date of Meeting	Time	What	Who	Business Paper due Date
Fri, 1 July				
Sat, 2 July				
Sun, 3 July				
Mon, 4 July				
Tue, 5 July				
Wed, 6 July				
Thu, 7 July				
Fri, 8 July		GMAC Meeting		
Sat, 9 July				
Sun, 10 July				
Mon, 11 July				
Tue, 12 July				
Wed, 13 July				
Thu, 14 July		RSD Meeting Wilcannia	Mayor, GM, DCS and 3 Cirs	
Fri, 15 July				
Sat, 16 July				
Sun, 17 July				
Mon, 18 July				
Tue, 19 July				
Wed, 20 July		Collarenebri Community Working Party Meeting 11.00am Lightning Ridge Community Working Party meeting 5.30pm		
Thu, 21 July				
Fri, 22 July				
Sat, 23 July				
Sun, 24 July				
Mon, 25 July				
Tue, 26 July		Council Meeting – Rowena 10.00am		
Wed, 27 July		Walgett Community Working Party Meeting 10.00am		
Thu, 28 July				
Fri, 29 July		OROC Meeting, Brewarrina		
Sat, 30 July				
Sun, 31 July				

WALGETT SHIRE COUNCIL AGENDA



STRATEGIC TASKS, EVENTS AND MEETINGS CALENDAR

August 2011

Date of Meeting	Time	What	Who	Business Paper due Date
Mon. 1 Aug		Local Government Week		
Tue. 2 Aug		Local Government Week		
Wed. 3 Aug		Local Government Week Local Government Awards Evening		
Thu. 4 Aug		Local Government Week		
Fri. 5 Aug		Local Government Week		
Sat. 6 Aug		Local Government Week		
Sun. 7 Aug		Local Government Week		
Mon. 8 Aug				
Tue. 9 Aug				
Wed. 10 Aug				
Thu. 11 Aug				
Fri. 12 Aug				
Sat. 13 Aug				
Sun. 14 Aug				
Mon. 15 Aug				
Tue. 16 Aug				
Wed. 17 Aug		LG Destination 2036 Workshop	GM and Mayor	
Thu. 18 Aug		LG Destination 2036 Workshop	GM and Mayor	
Fri. 19 Aug				
Sat. 20 Aug				
Sun. 21 Aug				
Mon. 22 Aug				
Tue. 23 Aug		Council Meeting - Walgett	All Councillors and Exec Staff	
Wed. 24 Aug		L/Ridge Community Working Party Collarenebri Community Working Party		
Thu. 25 Aug				
Fri. 26 Aug				
Sat. 27 Aug				
Sun. 28 Aug				
Mon. 29 Aug				
Tue. 30 Aug				
Wed. 31 Aug		Walgett Community Working Party		

9. PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY

REPORTING SECTION: Corporate & Community Services
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/1409

Summary:

The purpose of this report is to enable Council to consider the adoption of a Draft Policy for the payment of expenses and provision of facilities to Councillors.

Background:

This matter was previously considered by Council at the meeting on 22 March 2011.

Council is required to adopt a policy for the payment of expenses and the provision of facilities to Councillors within five months after the end of each year, with a copy of the policy to be forwarded to the Department of Local Government.

Current Position:

A draft policy was prepared for Council's consideration, taking into account the existing policy, legislative requirements and the guidelines issued by the Department of Local Government.

An additional clause was included on page 10 of the policy clarifying that Council approval is required for the reimbursement of legal costs. The guidelines from the Division of Local Government suggest that an approvals process be in place.

Subsequently the proposal was advertised on the local press during the weeks commencing 28 March, 4 April, 11 April, and 18 April.

The proposal was also displayed on Council's website during the above periods.

No submissions were received during the period the proposed policy was on public exhibition and accordingly it is now appropriate for Council to further consider and determine the matter.

Relevant Reference Documents/Policies:

Local Government Act 1993
WSC Policies Document
WSC Procedures Document

Governance issues:

The adoption of a policy will contribute to the governance of the organisation

Environmental issues:

Nil

Stakeholders:

Councillors
Council staff

Financial Implications:

The monetary amounts in the policy were updated last year, and the current draft policy does not provide for an increase.

Alternative Solutions/Options:

Council is required to adopt a policy for the Payment of Expenses and the Provision of Facilities to Councillors, however the terms of the policy may be varied.

Conclusion:

Following public exhibition and in view of the fact that no submissions were received it is now appropriate for Council to determine the matter.

Payment of Expenses and Provision of Facilities for Councillors Policy

Recommendation:

- That following public exhibition and in view of the fact that no submissions were received: Council adopt the Draft Policy for the Payment of Expenses and Provision of Facilities to Councillors, in accordance with Section 253 of the Local Government Act.

Moved:

Seconded:

Attachments:

1. Draft Payment Expenses and Provision of Facilities for Councillors Policy (will be circulated under separate cover)

10. REVIEW OF CODE OF CONDUCT – PERSONAL BENEFIT

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/1409

Summary:

To review Council's Code of Conduct with regards Personal Benefits (Gifts and Benefits of Value).

Background:

This matter was previously considered at Council's meeting on 22 February 2011.

It had recently come under notice that a staff member had been involved with a football tipping competition during 2010 and had in fact won that competition and was eligible for a gift card.

The current code is silent on this sort of activity.

It is appropriate that the Code now be amended accordingly to address such current practices.

Current Position:

Accordingly it is proposed to amend the present Clause 8 by adding in additional wording shown in bold type:

8 PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Token gifts, **Gift cards** and benefits

- 8.1 Generally speaking, token gifts, **gift cards** and benefits include:
- a. free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) council work related events such as training, education sessions, workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.
 - b) invitations to and attendance at local social, cultural or sporting events
 - c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
 - d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers.
 - e) Goods, products or services provided to all attendees at a conference/meeting where attendance by an official has been authorised.

Gifts and benefits of value

- 8.2 Notwithstanding clause 8.1, gifts, **gift cards** and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of
-

WALGETT SHIRE COUNCIL AGENDA

facilities such as gyms, use of holiday homes, free or discounted travel, **social tipping contests and the like.**

Gifts and benefits

8.3 You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts, **gift cards** or benefits of any kind
- c) accept any gift, **gift cards** or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) accept any gift, **gift cards** or benefit of more than token value
- e) accept an offer of money, regardless of the amount.

8.4 Where you receive a gift, **gift cards** or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the general manager. The recipient, supervisor, Mayor or general manager must ensure that any gifts, **gift cards** or benefits of more than token value that are received are recorded in a Gifts Register. The gift, **gift cards** or benefit must be surrendered to council, unless the nature of the gift, **gift cards** or benefit makes this impractical.

8.5 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, **gift cards** benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.

8.5 (a) "No council official shall accept a gift, **gift cards** or benefit of any kind, regardless of value, from persons seeking the exercise of a council's decision making discretion or who have sought the exercise of the council's decision making discretion within the previous 12 months".

8.6 No Council official shall accept a gift, **gift cards** or benefit of any kind, regardless of value, from persons seeking the exercise of a council's decision making discretion or who have sought the exercise of the council's decision making discretion within the previous 12 months.

Subsequently the proposal was advertised on the local press during the weeks commencing 7 March, 14 March, 21 March, 28 March, 4 April, 11 April, and 18 April.

The proposal was also displayed on Council's website during the above periods.

No submissions were received during the period the proposed policy was on public exhibition and accordingly it is now appropriate for Council to further consider and determine the matter.

Relevant Reference Documents:

Local Government Act 1993 (as amended)
Local Government (General Regulation 2005
Council's Code of Conduct

Governance issues:

The addition of the Proposed amendment will allow Council to tighten appropriate Governance within our organisation.

Environmental issues:

Nil

Stakeholders:

Councillors
Local community
Staff

Financial Implications:

Any costs will be met from current budget allocations

Alternative Solutions/Options:

Not applicable

Conclusion:

Following public exhibition and in view of the fact that no submissions were received it is now appropriate for Council to determine the proposal to amend the Code of Conduct.

Review of Code of Conduct – Personal Benefit

Recommendation:

1. That, in accordance with the requirements of the Local Government Act 1993 (as amended) and following the proposed amendments being on public exhibition for 28 days and in view of the fact no Public submissions were received with 42 days of the commencement of Public exhibition, Council's Code of Conduct be amended by inserting the following words shown in bold type:

8 PERSONAL BENEFIT

For the purposes of this section, a reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation.

Token gifts, **Gift cards** and benefits

- 8.1 Generally speaking, token gifts, **gift cards** and benefits include:
 - a. free or subsidised meals, beverages or refreshments provided in conjunction with:
 - i) the discussion of official business
 - ii) council work related events such as training, education sessions, workshops
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 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.
 - b) invitations to and attendance at local social, cultural or sporting events
 - c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
 - d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers.
 - e) Goods, products or services provided to all attendees at a conference/meeting where attendance by an official has been authorised.

Gifts and benefits of value

- 8.2 Notwithstanding clause 8.1, gifts, **gift cards** and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of

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facilities such as gyms, use of holiday homes, free or discounted travel, **social tipping contests and the like.**

Gifts and benefits

8.3 You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts, **gift cards** or benefits of any kind
- c) accept any gift, **gift cards** or benefit that may create a sense of obligation on your part or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) accept any gift, **gift cards** or benefit of more than token value
- e) accept an offer of money, regardless of the amount.

8.4 Where you receive a gift, **gift cards** or benefit of more than token value that cannot reasonably be refused or returned, this must be disclosed promptly to your supervisor, the Mayor or the general manager. The recipient, supervisor, Mayor or general manager must ensure that any gifts, **gift cards** or benefits of more than token value that are received are recorded in a Gifts Register. The gift, **gift cards** or benefit must be surrendered to council, unless the nature of the gift, **gift cards** or benefit makes this impractical.

8.5 You must avoid situations giving rise to the appearance that a person or body, through the provision of gifts, **gift cards** benefits or hospitality of any kind, is attempting to secure favourable treatment from you or from the council.

8.5 (a) "No council official shall accept a gift, **gift cards** or benefit of any kind, regardless of value, from persons seeking the exercise of a council's decision making discretion or who have sought the exercise of the council's decision making discretion within the previous 12 months".

8.6 No Council official shall accept a gift, **gift cards** or benefit of any kind, regardless of value, from persons seeking the exercise of a council's decision making discretion or who have sought the exercise of the council's decision making discretion within the previous 12 months.

Moved:

Seconded:

Attachments:

Nil

11. DRAFT MANAGEMENT PLAN 2011 – 2015 AND BUDGET 2011-2012 REPORT

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 11/153

Summary:

This report recommends that the draft Management Plan and Budget, which includes the Fees and Charges and Budget for the year ending 30 June, 2012 and the Management Plan for 2011 – 2015 be formally adopted by Council.

Discussion (including issues and background):

The draft Management Plan for 2011-2015 and Budget for 2011-2012 was placed on exhibition on 4 May, 11 May and 18 May 2011 and public comment invited with submissions closing at 5.00 pm on Friday 3 June, 2011.

Community Forums were scheduled for Rowena, Collarenebri, Carinda, Walgett, Lightning Ridge, Grawin, Burren Junction and Come By Chance and presentations also made to the Aboriginal Community Working Party meetings at Collarenebri, Lightning Ridge and Walgett.

However forums at Collarenebri and Walgett did not proceed as no members of the public attended.

Submissions were received from the following:

- Brett Stevens – Burren Junction Precinct Committee
- Christian Powell - on behalf of Walgett Residents
- Dominick Warnock – Carinda Precinct Committee
- Michael Taylor
- Bernadette Phelps – Rowena Precinct Committee
- Robert Greenaway

and where appropriate due provision has been made for the issue(s) raised to be included in the draft Plan and/or Budget. Copies of these submissions have been circulated to all Councillors under separate cover.

Relevant Reference Documents:

Draft Management Plan 2011-2015 and Draft Budget 2011-2012.

Stakeholders:

Walgett Shire Council
Walgett Shire Residents and Ratepayers

Financial Implications:

As detailed and set out in the revised Draft Management Plan 2011-2015 and Draft Budget 2011-2012.

Legal Issues:

Requirements for the preparation and adoption of Council's Management Plan and Budget are set out in the Local Government Act 1993 and Local Government (General) Regulation 2005.

Options and Alternatives:

Amendments have been made to the draft documentation following the informal Budget Workshop held on Tuesday 14 June, 2011 to address the various issues raised and considered at that workshop.

Conclusion:

That following due consideration Council consider the adoption of the Draft Management Plan 2011-2015 and Draft Budget 2011-2012, together with the schedule of Fees and Charges for 2011-2012.

Draft Management Plan 2011-2015 and Budget 2011-2012 Report

Recommendation:

That Council:

1. Adopts Fees and Charges 2011/2012 as listed in the 2011-2015 Management Plan with Council reserving the right to vary fees and charges of a commercial nature as circumstances require.
2. Resolves in accordance with Section 566 of the Local Government Act 1993, to make the rate of interest to charge on overdue rates and charges be 9% for 2011/2012.
3. Resolves in accordance with Section 563 of the Local Government Act 1993, to make the discount 3.6% for payment in full of total rates and charges (less any rebates) for ratepayers whose payments are received in full on or before the 29 August 2011.
4. Adopts a 2.8% increase in the total levy for General Fund Rates.
5. Adopt a 10% increase on Sewerage and Domestic Waste charges.
6. Adopt a 10% increase on Water charges in all areas except Lightning Ridge, where the increase is 7%.
7. Resolves to make the rates and charges for Ordinary Rates, Water, Sewer and Waste as set out in the 2011-2015 Management Plan.
8. Adopt the 2011/2012 Income and Expenditure Statement as set out in the 2011-2015 Management Plan.
9. Adopt the 2011/2015 Management Plan as presented incorporating any changes adopted.

Moved:

Seconded:

WALGETT SHIRE COUNCIL AGENDA

Attachments:

2011/2015 - Management Plan and 2011/2012 Budget will be circulated under separate cover.

12. MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION ONLY FROM GENERAL MANAGER – JUNE 2011

REPORTING SECTION: General Manager
AUTHOR: Don Ramsland – General Manager
FILE NUMBER: 09/1455

1. Division of Local Government – Integrated Planning and Reporting Legislation

A letter dated 6 June 2011 confirming that Walgett Shire Council is in Group 3 for implementation of the new legislation (copy attached).

As such, Walgett Shire will have to introduce the new process by 1 July, 2012.

2. Division of Local Government Local Government Destination 2036.

A letter dated 25 May 2011 confirming that a seminar will be held for all mayors and general managers in Dubbo on 17/18 August to consider ways of identifying an effective and sustainable local government sector to 2036. A copy of the letter is attached for councillors' information.

3. NSW Electoral Commission – 2012 Quadrennial Elections

A letter dated 9 June 2011 advising that Councils will have the option of running their own quadrennial elections in 2012 and requesting a meeting with the General Manager to discuss the concept before September, 2011. A copy of the letter is enclosed for Council's information. The matter will be the subject of a further report following the meeting with Electoral Commission representatives.

Matters Generally for Brief Mention or Information only from General Manager – June 2011

Recommendation:

1. That the matters listed by the General Manager for brief mention or information be received and noted.

Moved:

Seconded:

Attachments:

Letter from Division of Local Government – Integrated Planning
Letter from Division of Local Government – Destination 2036
Letter from NSW Electoral Commission – 2012 Quadrennial Elections



Premier & Cabinet
Division of Local Government

RECEIVED 9 JUN 2011

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference:
Your Reference:
Contact
Phone:

A239373
Grahame Gibbs
02 4428 4130

Mr Donald Ramsland
General Manager
PO Box 31
Walgett NSW 2832

DM
Dear Mr Ramsland

I am writing regarding the Commonwealth Local Government Reform Fund. As I advised in my letter of 2 June 2011, a component of the Reform Fund is to provide specific assistance to approximately 40 councils which have been identified as having limited resources and capability.

Following an assessment of all councils by a taskforce committee comprising representatives from Local Government & Shires Associations, Local Government Managers Australia, Institute of Public Works Engineering Australia (IPWEA) and the Division of Local Government, your Council has been identified as being offered assistance.

The assessment had regard to each council's financial and technical capacity. It also gave priority to council's with a population of less than 10,000 and those that had nominated to be in Group 3 for Integrated Planning and Reporting.

This assistance comprises a fully funded Asset Management Maturity and Gap Analysis and a cash grant of \$30,000. The total value of this assistance is \$38,000. Also included is access to asset management tools, training and other resources.

The Gap Analysis is an objective analysis of your organisation's asset management and financial planning maturity. It will be conducted on-site by an IPWEA representative using the NAMS.PLUS tools for assessing Asset Management Maturity and Gap Analysis. I understand that this assessment tool has been in use by some councils for a number of years.

The Gap Analysis makes an assessment of Council's maturity in regards to Stewardship, Asset Management Planning and Financial Planning. The independent assessment will be conducted in two parts. The initial assessment will provide the Council with a prioritised Action Plan to guide Council towards achieving better asset management and financial outcomes. A second assessment is then conducted in June 2012. This will measure the Council's progress.

The initial assessment would guide Council in how best to apply the assistance grant. It is stressed that this process is consistent with the asset management and financial planning requirements of Integrated Planning and Reporting (IP&R). Council will therefore need to have conducted this assessment during June or July this year in order to allow sufficient time to meet the IP&R implementation date of 30 June 2012 for Group 3 councils.

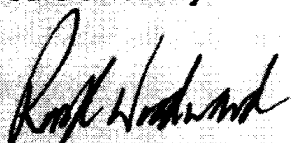
It will be necessary for Council to provide the Division with a progress and final reports on how the Council is progressing in towards meeting IP&R requirements and how the grant has been applied.

The timing for payment of the grant to Council is expected to be mid September 2011. This is subject to the release of funds by the Federal Government. I will be contacting you closer to the date with payment details.

In the meantime, the division has arranged for IPWEA to make contact with you in the next two weeks to make arrangements to undertake the gap analysis. I am sure that this will be valuable in providing you with prioritised guidance to apply your grant funds.

In addition to this targeted assistance, I would remind you of the other forms of assistance available to Council as I outlined in my letter of 2 June 2011. I would urge councillors and appropriate staff to take up this assistance.

Yours sincerely

 6/6/11

Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet



Premier & Cabinet
Division of Local Government

5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Our Reference:
Your Reference:
Contact:
Phone:

A242546

Sue Anderson
02 4428 4140

Mr Donald Ramsland
General Manager
Walgett Shire Council
PO Box 31
WALGETT NSW 2832

RECEIVED 30 MAY 2011


Dear Mr Ramsland

Invitation to attend – "Local Government – Destination 2036"

As you may be aware, at the Leaders of Local Government Forum held on 4 May 2010 at Parliament House Sydney, I proposed that a workshop of all Mayors and General Managers be held to discuss and consider options for the future of local government in NSW.

I am now pleased to advise that the Division of Local Government, with the help of the Local Government and Shires Associations (LGSA), the Local Government Managers Australia (NSW) (LGMA) and the Australian Centre of Excellence for Local Government (ACELG), is currently making preparations for a two-day workshop: *Local Government – Destination 2036*.

The purpose of this letter is to personally invite you to attend this important event. The primary objective of the workshop will be to produce a roadmap for an effective and sustainable local government sector through to the year 2036 (i.e. a 25 year horizon). Of particular emphasis is the requirement to develop a shared action plan for local government, with a strong focus on the next four years.

It is important to appreciate that, as the leaders of local government, you would be attending this workshop in a broader strategic capacity, rather than as a representative of your individual council.

The workshop will be held on 17 and 18 August 2011 in Dubbo and will be independently facilitated. All facets of the workshop will be jointly developed with the LGSA and LGMA. Presentations at the workshop will be kept to a minimum, with the majority of time being devoted to allow participants to explore how local government in NSW can position itself to meet the challenges of the future.

T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E dlg@dlg.nsw.gov.au W www.dlg.nsw.gov.au ABN 99 567 663 195


To achieve the best outcome from the workshop, it will be necessary for all councils to be represented and for all participants to commit to the full two days. If you are unable to attend I would appreciate it if you nominate the next most senior person from your Council who is available to attend.

It would be appreciated if you could complete and return the attached "Expression of Interest" form via email to Destination2036@dlg.nsw.gov.au on or before Friday 10 June 2011. Please note that up to two nights' accommodation and meals will be provided for all participants.

I will let you know more details following receipt of all the "Expression of Interest" forms. In the meantime, if you have any queries or wish to discuss this matter please contact me on (02) 4428 4100.

I look forward to working with you on this important and exciting sector-wide initiative.

Yours sincerely



Ross Woodward
Chief Executive, Local Government
A Division of the Department of Premier and Cabinet



9 June 2011

Mr Donald Ramsland
Walgett Shire Council
PO Box 31
WALGETT NSW 2832

RECEIVED 14 JUN 2011

Dear Mr Ramsland

**Request for meeting to discuss arrangements for the conduct of your council's
2012 Local Government Elections**

As you are aware, the Minister for Local Government has announced the Government's intention to return to councils responsibility for the conduct of their elections. Councils will, however, have the option to engage the New South Wales Electoral Commission (NSWEC) to conduct their elections. I understand that councils will need to make a decision by 31 October 2011 as to whether they are going to conduct their own election or engage the NSWEC.

I would appreciate the opportunity for my staff to meet with you to discuss issues around this important matter. For your information, I strongly support the option for councils to have a choice as to who conducts their elections. I would nonetheless encourage you to recommend to council that the services of the NSWEC be engaged to conduct your elections.

The purpose of the meeting, therefore, is to discuss a range of matters associated with assisting the council to come to a decision as to whether they wish to conduct their own election or to engage the NSWEC. We would like to commence these meetings from Monday, 5 July 2011, and to have them all concluded by late September. As you are aware, it is a large logistical task to co-ordinate us visiting some 150 councils who will be having elections in 2012.

In order for you to prepare for the meeting, I have attached a high level checklist of tasks that would need to be undertaken if a council decides to conduct its own election. Arrangements are now being made to find suitable times for us to meet with you. I would greatly appreciate the opportunity to personally meet with as many council General Managers as I can physically fit into this tight schedule. I appreciate that you and your senior staff have other commitments, however, as this is a significant policy change and an additional important decision that councils have to make, I would encourage you and your senior staff to make every effort to attend the meeting.

If you have any questions in relation to this please contact Mr Terry Jessop of the NSWEC (Tel 02 9290 5990 or Terry.Jessop@elections.nsw.gov.au) who is co-ordinating these meeting arrangements.

I look forward to meeting as many General Managers as possible in the short time frame.

Yours sincerely

A handwritten signature in black ink that reads 'Colin Barry'.

Colin Barry
Electoral Commissioner

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Checklist for 2012 Local Government Elections Prepared by New South Wales Electoral Commission			
Consideration	Description	✓	x
Impartiality & Integrity	<p>Elections must be conducted at arms length from mayor & councillors and be seen as such</p> <p>Council employee appointed as returning officer could be seen as compromising that impartiality</p>		
Electoral Administration & Legal	Ensure there is uniform interpretation of electoral legislation inline with NSWEC and other councils, and maintain uniformity with established electoral practices, especially in relation to alleged offences		
Election Forms & Manuals	Identify, prepare and print all forms, declaration envelopes, election official manuals.		
Resources	Acquire, pack & dispatch all materials for polling places, including stationery, ballot boxes, voting screens etc. NSWEC may make dyes available for cardboard equipment		
Ballot Papers	Ballot papers must be printed and held in a secure environment		
Returning Officer	<p>Assuming a council employee would not be appointed, a returning officer will have to be recruited, trained to necessary level of competence and supported for up to 10 weeks (Note: NSWEC ROs would not be available and AEC staff do not have LG election experience)</p> <p>A returning officer would require professional insurance and/or indemnification by council</p>		
Returning Office	<p>Provide adequate office accommodation for returning officer for pre poll voting, secure storage of materials, packing for polling places, vote counting, etc</p> <p>Council would be required to provide computers, printers, copier, phones, etc and ongoing support throughout the election.</p> <p>Council will not have access to a computerised election management system to provide polling place vote estimates; recruitment of election officials; nominations; postal & pre-poll voting & results.</p>		
Clerical Assistance	Council would be required to provide and/or recruit sufficient clerical assistance for enquiries, pre poll & postal voting, visiting declared institutions, recruitment of polling place staff etc		
Polling Place Staff	<p>Returning officer would be required to advertise for, and recruit and train polling place staff,</p> <p>Returning officer would need to develop & implement training program for polling place managers</p>		
Communication & Information	<p>Provide consistent, relevant & timely information to all stake holders, including RPPs, candidates, voters, media, etc</p> <p>Avoid duplicated effort and cost in advertising elections with NSWEC and other councils</p> <p>Stake holders will expect to see election night polling place counts, Sunday check counts, distribution of preferences for optional preferential/proportional representation at least to the NSWEC level</p>		

WALGETT SHIRE COUNCIL AGENDA

	Council would need to provide ongoing website management to display general information, candidate information, results		
Polling Places	Councils would need to negotiate with schools etc for the use of their facilities		
Nominations & Candidates	NSWEC would not conduct candidate seminars however Council run seminars would require EF&D presentation by EFA staff Returning officer must be able to verify candidate & proposer enrolment status when nominations lodged Returning officers must deal with nominations in terms of their link to candidates' EF&D obligations		
Election Material	Registration of candidate election material		
Electoral Rolls	NSWEC will provide councils with scannable rolls to enable NSWEC to identify non-voters. Council will need to advise number of issuing points for each polling place, pre-poll & postal		
Proportional Representation Counts	Councillors must be elected according to the prescribed counting system. NSWEC vote counting software could be made available to count ballot papers with Group Voting Squares		
Post Election	Council would need to deal with ongoing issues related to payments to election officials, including superannuation payments etc Election may be subject to appeal to Administrative Decisions Tribunal Council would need to prepare a Report to Parliament on the conduct of the election Council would be required to make submissions to, and appearances before Joint Standing Committee and be subject to JSC recommendations Responsibility for ongoing storage & security of election materials		

13. HUMAN SERVICES FUNDING

REPORTING SECTION: Community Services

AUTHOR: Lianne Tasker Manager Community Development & Tourism

FILE NUMBER: 10/246

Summary:

Council has received grant funding from Human Services for the delivery of community development and youth services. The Council Seal is required to be affixed to the funding agreement.

Background:

Council receives annual funding from the NSW Government Department of Human Services, Community Services. The positions of Youth Development Officer and Manager Community Development & Tourism have received funding through Human Services Community Services Grants Program. The Community Services Grants Program has been replaced by the Keep Them Safe framework and a major restructure of Human Services funding has resulted in a re-streaming of all funded services to fall into one of two categories:

- a) Early Intervention and Placement Prevention Program (EIPP) or
- b) Strengthening Communities - Community Builders

Council's Youth Development Officer Position falls within the EIPP stream and, Manager Community Development & Tourism falls within the Strengthening Communities - Community Builders stream.

Whilst the funding service specifications under the two streams have changed, the funding amount remains fixed, with an annual CPI increase.

Renewable funding is also received for the operation of Council's vacation care programs in Walgett, Lightning Ridge, Grawin and Collarenebri.

Current Position:

The Community Services, Department of Human Services NSW Service Agreement is required to be executed, and the Council Seal affixed, in order to receive 2011/2012 funding.

Funding amounts:

Youth Development Officer	\$49,818
Community Development Officer	\$48,780
Vacation care – Walgett	\$15,464
Vacation care – Collarenebri	\$ 3,913
Vacation care – Lightning Ridge	\$ 8,543
Vacation care – Grawin	\$ 3,632

WALGETT SHIRE COUNCIL AGENDA

Relevant Reference Documents/Policies:

Walgett Shire Council Community Plan – 2010 - 2014
Aboriginal and Torres Strait Islander Reconciliation Plan 2007- 2010
Walgett Shire Youth Development Strategy 5 Year Plan 2009-2014

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Communities of Walgett Shire.
Department of Human Services NSW.

Financial Implications:

Nil

Alternative Solutions/Options:

Nil

Conclusion:

Department of Human Services NSW provide renewable funding for Council to deliver community development and youth services. The 2011/2012 Service Agreement is required to be executed in order to receive this funding.

Human Services Funding 2011/2012

Recommendation:

That Walgett Shire Council resolve to:

1. Authorise the Mayor and General Manager to sign and affix the Council seal to two copies of the Community Services, Department of Human Services NSW Service Agreement.

Moved:

Seconded:

Attachments:

Community Services, Department of Human Services NSW Service Agreement in duplicate for signing purposes.

14. MULTICULTURAL POLICIES AND SERVICES PROGRAM PLAN 2011- 2014

REPORTING SECTION: Community Services
AUTHOR: Lianne Tasker Manager Community Development & Tourism
FILE NUMBER: 11/164

Summary:

The Multicultural Policies and Services Program (MPSP), formerly Local Ethnic Affairs Statement identifies the way in which Council can assist people from culturally diverse communities to access council services and facilities. This report seeks Council's endorsement of the Walgett Shire Council MPSP.

Background:

Under the Community Relations Commission and Principles of Multiculturalism Act 2000 the Chief Executive Officer of each New South Wales public authority is required to implement the Principles of Multiculturalism within their area of administration (s.3(5)).

The Multicultural Policies and Services Program (formerly known as the Ethnic Affairs Priorities Statement, or EAPS, program) is the NSW government vehicle for the implementation of these Principles, administered by the Community Relations Commission.

The EAPS program has been in existence since 1983. In 1997 the Premier:

- Issued a Memorandum requiring all agencies to integrate ethnic affairs into their core business (Memo 1997-07, current), and
- Amended the Annual Reporting regulations to require all government agencies to report on EAPS progress and future strategies in their Annual Report.

All NSW government agencies are required to:

- Have a current MPSP
- Consider posting the *multicultural plan* on their agency web-site;
- Annually report on implementation of their *multicultural plan*, with both a retrospective and forward component
- Submit an extract of the implementation report to the Community Relations Commission (CRC).

Current Position:

Walgett Shire Council Multicultural Policies and Services Program Plan 2011- 2014 has been developed via community consultation and after consideration of best practice principles. Council endorsement is required to meet Council's responsibilities under the Community Relations Commission and Principles of Multiculturalism Act 2000.

Relevant Reference Documents/Policies:

Walgett Shire Council Community Plan – 2010 – 2014
Multiculturalism Policy

WALGETT SHIRE COUNCIL AGENDA

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Communities of Walgett Shire
Community Relations Commission NSW.

Financial Implications:

The MPSP includes the action "funding for multicultural activities allocated in budget". The 2010/2011 budget has been reduced from \$8,000 – *migrant programs* and \$5,000 *Harmony Day celebrations* to the amounts of \$0 - *migrant programs* and \$2,000 - *Harmony Day celebrations* for 2011/2012. The budget reduction will severely impact on service delivery.

Alternative Solutions/Options:

Nil

Conclusion:

Under the Community Relations Commission and Principles of Multiculturalism Act 2000 Council is required to implement the principles of multiculturalism. The Multicultural Policies and services Program Plan (MPSP) 2011-2014 identifies the ways in which Council can assist people from culturally diverse communities to access Council services and facilities. It is recommended that Council adopt the MPSP in order to meet it's responsibilities under the Act.

Multicultural Policies and Services Program Plan 2011 -2014

Recommendation:

That Walgett Shire Council:

1. Adopts the Multicultural Policies and Services Program Plan 2011- 2014 as presented with any adopted changes.

Moved:

Seconded:

Attachments:

Multicultural Policies and Services Program Plan 2011- 2014

WALGETT SHIRE COUNCIL
MULTICULTURAL POLICIES AND SERVICES
PROGRAM PLAN 2011-2014

(FORMERLY: LEAPS -LOCAL ETHNIC AFFAIRS PRIORITIES STATEMENT)

Walgett Shire Council recognises that people from culturally diverse backgrounds may face many issues in relation to access to services and participating in the wider community. This may be due to language barriers, a general lack of understanding on how systems such as the legal, social and educational systems operate in Australia. It may also be due to there being very few, or no other people, of their ethnic background residing in their community.

Walgett Shire Council is committed to providing equitable and accessible services, facilities and activities for the whole community.

The Multicultural Policies and Services Program (MPSP), (formerly Local Ethnic Affairs Statement) identifies the way in which Council can assist people from culturally diverse communities to access Council services and facilities.

Under the Multicultural Policies and Services Program, all New South Wales Government agencies must report what actions they are taking to enhance and promote multiculturalism within their sphere of business

Walgett Shire Council supports and affirms the four principles of multiculturalism outlined within the CRC and the Principles of Multiculturalism Act 2000 as summarised:

Leadership

All individuals in New South Wales should have the greatest possible opportunity to contribute to, and participate in, all aspects of public life in which they may legally participate.

Community Harmony

All individuals and institutions should respect and make provision for the culture, language and religion of others within an Australian legal and institutional framework where English is the common language.

Access and Equity

All individuals should have the greatest possible opportunity to make use of and participate in relevant activities and programs provided or administered by the Government of New South Wales.

Economic and Cultural Opportunities

All institutions of New South Wales should recognise the linguistic and cultural assets in the population of New South Wales as a valuable resource and promote this resource to maximise the development of the State.

It is intended that Multicultural Policies and Services Program principles will be implemented through all facets of Council business.

WALGETT SHIRE COUNCIL AGENDA

ACTIVITY AREA B

PROGRAM AND SERVICE DELIVERY (Includes Services and Programs, Consultation, Participation, Capacity Building)

Strategies	Actions	Responsibility	Expected Completion	Performance Measure
All members of the community are aware of Council programs services	Guidelines and Forms are developed to ensure that facilities such as parks, public space, halls and Council-owned equipment are accessible for use by ethnic community groups.	Assets Officer	June 2011	Facility and booking forms are available for use by ethnic groups.
	Local libraries assist in addressing ethnic community needs in language and cultural maintenance, literacy and English language services.	Senior Library Officer	June 2011	Liaise with Northern Regional Library (NRL) to access language and cultural literacy services. Develop a questionnaire for patrons to complete regarding resources requested.
	Council website provides links to Multicultural resources	MCDT	June 2011	WSC Website updated to include links to Multicultural resources.
All members of the community are aware of Council's environmental policies	All information developed or received regarding environmental issues are distributed to all members of the community.	Relevant Directors	Ongoing	Information on water usage, water safety, waste management and environmental issues sent to Migrant Advisory Group.

WALGETT SHIRE COUNCIL AGENDA

ACTIVITY AREA C

Staffing (Includes Recruitment, Training, CLA – Community Language Allowance)

Strategies	Actions	Responsibility	Expected Completion	Performance Measure
Council staff are fully informed of Council's multicultural strategies to ensure effective service delivery	Provide all staff with cultural awareness training	Human Resource Officer	June 2012	Cultural Awareness training sessions held annually. Regularly evaluated and revised
	Induction package for new staff contains information regarding council's multicultural strategies	Human Resources Officer	Ongoing	New employees provided with a copy of Multicultural Policies and Services Program. Staff provided with information on Rural Health Interpreter Service as part of induction.
Use the skills of bilingual staff in public contact situations as a cost-effective way to improve services to Council clients	Distribute Community Language Allowance (CLA) information to staff to identify staff who speak a community language	Human Resources Officer	Ongoing	Seek nominations for CLA Allowance Notify Commission of nominees and arrange for testing

WALGETT SHIRE COUNCIL AGENDA

ACTIVITY AREA D (continued)

COMMUNICATION (Includes Publicity, Client Communication)

Strategies	Actions	Responsibility	Expected Completion	Performance Measure
Information on Council services, programs and facilities is distributed to CALD residents	Identify and consult with relevant multicultural community agencies and networks	MCDT	Ongoing	Staff to attend relevant agency and Migrant Advisory Group meetings.
	Distribute information to residents in a variety of ways	MCDT	Ongoing	Information sent out in publications, advertising, consultations and community events & festivals through print media, posters, radio and advertising.

WALGETT SHIRE COUNCIL AGENDA

ACTIVITY AREA E

FUNDED SERVICES (Includes Grants to Communities, Contracted Services)

Strategy	Actions	Responsibility	Expected Completion	Performance Measure
Provide financial assistance to community groups who provide cultural ideals within the community	Council staff directly advises multicultural communities about Section 356 Donations	Senior Finance Officer	July 2011, January 2012 and ongoing	Section 356 donations granted for multicultural events and celebrations
Council will network with agencies and peak non-government service provider agencies to provide information on funding opportunities	Distribute funding opportunities to relevant agencies, organisations or community groups	MCDT	Ongoing	Identified funding opportunities forwarded to relevant agencies/ organisations

15. FUNDING APPLICATION – DOMESTIC VIOLENCE PREVENTION

REPORTING SECTION: Community Services
AUTHOR: Lianne Tasker Manager Community Development & Tourism
FILE NUMBER: 19/1458

Summary:

Council has applied for funding under the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) Community Action Grants program in the amount of \$250,000. If successful, the funding will be utilised to employ a Community Development Worker to work with communities throughout Walgett Shire for the prevention of domestic violence.

Background:

Walgett Shire is identified as a high risk population with issues of multi generational welfare dependency, negative employment growth and transport disadvantage. While there is a population decrease, there is an Indigenous population increase, with a high percentage of children and young people. Walgett is placed at decile 1 on the SEIFA index of relative socio-economic disadvantage.

Walgett Shire LGA rates amongst the top 5 towns in NSW for assault, domestic violence and sexual offences (ABS data 2008).

The three larger communities of Walgett, Lightning Ridge and Collarenebri all have unique community features but all experience high levels of domestic violence. During Walgett Shire Council community consultations (2010) each community raised the safety of women and children and the desire for a co-ordinated approach to early intervention strategies. During consultations, family violence was identified as having a harmful affect on community life and a high proportion of community members expressed the desire for a violence free family life.

Whilst domestic violence services exist in the Shire's three larger towns, a co-ordinated, strategic approach does not exist.

Department of Families, Housing, Community Services and Indigenous Affairs Community Action Grants provide up to \$250,000, over a three year period, for successful applicants to engage in early intervention domestic violence prevention strategies.

Current Position:

Council has submitted a funding application under the FaHCSIA Community Action Grant program in the amount of \$250,000. If successful, the funding will provide the opportunity to employ a Community Development Worker, for a three year period, with a focus on early intervention domestic violence prevention. The project worker will operate from a community development perspective using capacity building and leadership development to prevent harm caused by domestic violence. The project will involve working with community, organisations and agencies to –

- Co ordinate and strengthen a collaborative community approach to prevention of domestic violence by taking a lead role in facilitation of Domestic Violence Committees and development, implementation, monitoring and evaluation of Domestic Violence Prevention

WALGETT SHIRE COUNCIL AGENDA

Plans in Walgett, Lightning Ridge and Collarenebri.

- Co ordinate community wide awareness by taking a lead role in facilitating consciousness raising events.

Project objectives will include:

- Establish a collaborative, community level, approach to prevention of domestic violence.
- Raise community awareness of gender inequality, prevention of violence against women, and respectful relationships

Relevant Reference Documents/Policies:

Walgett Shire Council Community Plan – 2010- 2014

Aboriginal and Torres Strait Islander Reconciliation Plan 2007- 2010

Walgett Shire Youth Development Strategy 5 Year Plan 2009-2014

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Communities of Walgett Shire

Department of Families, Housing, Community Services and Indigenous Affairs

Financial Implications:

The amount of \$250,000 is sought from the funding body to fully fund the worker and project costs for the period of the project.

Alternative Solutions/Options:

Nil

Conclusion:

Council has applied for funding under the Department of Families, Housing, Community Services and Indigenous Affairs Community Action Grants program. If successful, the funding amount of \$250,000 will fund the employment of a Community Development Worker to facilitate early intervention domestic violence activities, for a period of three years.

Funding Application Domestic Violence Prevention

Recommendation:

1. That the Department of Families, Housing, Community Services and Indigenous Affairs funding application in the amount of \$250,000, for the employment of a Community Development Worker, be received and noted.

Moved:

Seconded:

Attachments:

Nil

16. EXTERNAL FUNDING RECEIVED – NAIDOC 2011

REPORTING SECTION: Community Services
AUTHOR: Lianne Tasker Manager Community Development & Tourism
FILE NUMBER: 11/22

Summary:

Council has secured a grant from the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) towards NAIDOC celebrations 2011. The Funding Agreement requires execution.

Background:

NAIDOC events are supported by Council throughout the Shire. The NAIDOC week long celebration in Walgett is driven by a working group of community members, along with Council's Aboriginal Liaison Officer. This group programs a collaborative week long schedule of events and each organisation applies for the \$800.00 FaHCSIA grant to assist to facilitate their activities.

Council will be hosting the first day of the celebrations with a breakfast, flag raising ceremony and morning tea on the 27th June 2011.

Current Position:

Council has been notified that a grant in the amount of \$800 has been successful and the Funding Agreement is required to be signed with the Council seal affixed.

Relevant Reference Documents/Policies:

Walgett Shire Council Community Plan
Aboriginal and Torres Strait Islander Reconciliation Plan 2007- 2010
Walgett Shire Youth Development Strategy 5 Year Plan 2009-2014

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Walgett Shire communities
Department of Families, Housing, Community Services and Indigenous Affairs

Financial Implications:

Nil

WALGETT SHIRE COUNCIL AGENDA

Alternative Solutions/Options:

Nil

Conclusion:

In order to receive the \$800 grant from Department of Families, Housing, Community Services and Indigenous Affairs the Mayor and General Manager are required to sign and affix the Council seal to two copies of the attached Standard Funding Agreement

External funding received – NAIDOC 2011

Recommendation:

That Walgett Shire Council resolve to:

1. Authorise the Mayor and General Manager to sign and affix the Council seal to two copies of the Department of Families, Housing, Community Services and Indigenous Affairs *Standard Funding Agreement* for the NAIDOC grant in the amount of \$800.

Moved:

Seconded:

Attachments:

Standard Funding Agreement in duplicate for signing only

17. CASH ON HAND & INVESTMENT REPORT

REPORTING SECTION: Corporate Services
AUTHOR: Shane Roberts – Senior Finance Officer
FILE NUMBER: 09/1460

Summary:

This report summarises the cash on hand and investments held by Walgett Shire Council as at 31 May 2011.

Background:

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

Current Position:

As at 31 May 2011 the operational bank account's balance was \$1,650,747.53. The reconciliation of this balance is:

**Operational Account Bank Reconciliation
 As at 31 May 2011**

	\$
Opening Ledger Account Balance as at 1 May 2011	1,114,641.22
Add: Receipts	2,705,737.16
Add: Recalled Investments	500,000.00
Less: New Investments	
Less: Payments	(2,669,630.85)
Closing Ledger Balance as at 31 May 2011	1,650,747.53
 Balance as per Bank Statement as at 31 May 2011	 1,647,769.25
Add: Receipts not banked	3,278.28
Less: Payments not presented	(300.00)
Closing Balance of Bank Account	1,650,747.53

2 Term Deposits to the value of \$500,000.00 were recalled in May 2011.

As at 31 May 2011 Walgett Shire Council's investment register's balance was \$5,274,493.99. The balance as per the attached investment report comprised:

Term Deposits	\$5,250,000.00
Floating Rate Collateralized Debt Obligation (CDO)	\$ 24,493.99

WALGETT SHIRE COUNCIL AGENDA

The market values disclosed for the Floating Rate Collateralized Debt Obligation (CDO) are market values as at 31 October 2010 and were supplied by the ANZ Group.

Relevant Reference Documents/Policies:

09/1772/0004 May 2011 bank reconciliation ledger 11.5010
09/1460-02/005 Investments Report To Council 2010-2011

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Walgett Shire Council
Residents of Walgett Shire Council

Financial Implications:

As per report

Alternative Solutions/Options:

Nil

Conclusion:

As at 31 May 2011 Walgett Shire Council's total available cash and invested funds were \$6,925,241.52 represented by:

Working Account Balance	\$1,650,747.53
Investments	\$5,274,493.99

Cash on Hand and Investment Report as at 31 May 2011

Recommendation:

1. That the cash on hand and investment report as at 31 May 2011 be received.

Moved:

Seconded:

Attachments:

Cash on Hand and Investment Report

<u>Investment Institution</u>	<u>Type of Investment</u>	<u>Term</u> (days)	<u>Rate %</u>	<u>Ref</u>	<u>Maturity Date</u>	
Term Deposits						
National Australia Bank	Term Deposit	154	6.21	672/11	27-Jul-11	\$250,000.00
Credit Union Australia	Term Deposit	92	6.02	673/11	01-Jun-11	\$250,000.00
Suncorp	Term Deposit	92	6.02	674/11	01-Jun-11	\$250,000.00
Suncorp	Term Deposit	90	6.01	676/11	08-Jun-11	\$250,000.00
Suncorp	Term Deposit	153	6.21	677/11	10-Aug-11	\$250,000.00
Credit Union Australia	Term Deposit	181	6.27	678/11	07-Sep-11	\$250,000.00
National Australia Bank	Term Deposit	91	5.73	679/11	15-Jun-11	\$250,000.00
National Australia Bank	Term Deposit	91	5.76	680/11	22-Jun-11	\$250,000.00
Credit Union Australia	Term Deposit	91	5.97	681/11	29-Jun-11	\$250,000.00
National Australia Bank	Term Deposit	91	5.80	682/11	29-Jun-11	\$250,000.00
Suncorp	Term Deposit	168	6.15	684/11	14-Sep-11	\$250,000.00
Bank of Queensland	Term Deposit	154	6.10	686/11	31-Aug-11	\$250,000.00
Bank of Queensland	Term Deposit	91	5.75	687/11	06-Jul-11	\$250,000.00
Bank of Queensland	Term Deposit	182	6.20	688/11	05-Oct-11	\$250,000.00
Newcastle Permanent Building Society	Term Deposit	90	5.91	689/11	06-Jul-11	\$250,000.00
Bankwest	Term Deposit	93	5.85	690/11	13-Jul-11	\$250,000.00
Newcastle Permanent Building Society	Term Deposit	91	5.84	691/11	20-Jul-11	\$250,000.00
Newcastle Permanent Building Society	Term Deposit	91	5.89	692/11	27-Jul-11	\$250,000.00
Credit Union Australia	Term Deposit	98	5.94	693/11	03-Aug-11	\$250,000.00
Bankwest	Term Deposit	91	6.90	694/11	03-Aug-11	\$250,000.00
Bankwest	Term Deposit	91	6.00	695/11	17-Aug-11	\$250,000.00

\$5,250,000.00

Floating Rates Collateralized Debt Obligations (CDO)


Zircon Finance Ltd	Floating Rate CDO		0.00		20-Sep-14	\$0.00
Morgan Stanley Aes SP	Floating Rate CDO	91	5.950		20-Jun-15	\$3,032.81
Helium Capital Ltd	Floating Rate CDO	92	6.7417		23-Jun-14	\$21,461.18
						<hr/> \$24,493.99

\$5,274,493.99

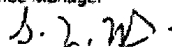
Investment Report as at 31 May 2011

I hereby certify that the investments shown herein have been invested in accordance with Section 625 of the Local Government Act 1993, associated regulations and in accordance with Council's Policies and Procedures.

Signed



Susie Jones
Finance Manager



Prepared and Reconciled by Shane Roberts
Senior Finance Officer

18. INTERIM FINANCIAL AUDIT MANAGEMENT LETTER REPORT

REPORTING SECTION: Corporate Services
AUTHOR: Susie Jones – Finance Manager
FILE NUMBER: 11/32

Summary:

This report provides Council with the results of Hill Rogers Spencer Steer's interim audit conducted February 2011.

Background:

In late February 2011, Council's auditors Hills Rogers Spencer Steer, conducted an interim audit of financial systems and have provided the attached Management Letter. The auditors examine and test the accounting system and controls to provide recommendations on possible ways to strengthen and/or improve procedures.

Current Position:

Main observations made have resulted in the following recommendations:

- To restrict finance staff from being able to modify EFT files after creation
- To document that a review has taken place to ensure that the system has levied all appropriate charges through the rating system.
- To conduct regular review of the Payroll master file
- To ensure regular reconciliation of the General ledger to the investment report
- To document a regular review of non-rateable land, ensuring accurate levy's are charged
- To regularly review level's of annual leave accrued, and implement a policy to help reduce the current level's
- To document a review of senior staff contracts to actual payments
- To ensure asset registers contain reliable and comprehensive information on all Council owned assets
- To consider implementing an internal audit function in line with the Department of Local Government guidelines issued in September 2010.

Hills Rogers Spencer Steer was pleased that all information and explanations requested were provided.

Relevant Reference Documents/Policies:

Audit Management Letter from Hills Rogers Spencer Steer, dated 31 March 2011

Governance issues:

It is expected that all recommendations will be acted upon to improve internal financial control. The only issue which needs further attention beyond the finance department is the internal audit function. It is noted that without this function in place, the risk of fraud and error occurring within Council is increased.

WALGETT SHIRE COUNCIL AGENDA

Environmental issues:

n/a

Stakeholders:

Walgett Shire Council
Walgett Shire Council Ratepayers and Residents

Financial Implications:

n/a

Alternative Solutions/Options:

n/a

Conclusion:

Interim Financial Audit Management Letter Report for the 2010 /2011 financial year

Recommendation:

1. That the Audit Management Letter from Hills Rogers Spencer Steer be received and noted.

Moved:

Seconded:

Attachments:

Letter from Hills Rogers Spencer Steer

RECEIVED 06 APR 2011

31 March 2011

Hill Rogers
Spencer Steer

Mr. Don Ramsland
General Manager
Walgett Shire Council
PO Box 31
WALGETT NSW 2832

Dear Mr. Ramsland,

Audit Management Letter

We advise attending Council's offices for the purpose of conducting our interim audit in respect to the year ending 30 June 2011 and are pleased to report that all the information and explanations required by us were obtained.

We examined and tested certain aspects of Council's accounting systems and internal controls and wish to draw your attention to matters that we consider warrant some attention. In respect to the major system control areas of Electronic Funds Transfer (EFT) and Rates, we have previously offered our recommendations on possible ways to strengthen and/or improve procedures. For these areas we have provided our observations, the weaknesses in the current management control system and the perceived benefits in adopting our recommendations. We invite you and your management team to advise us of the existence and the extent of reliance that is placed on any mitigating controls.

We also offer our recommendations on possible ways to strengthen and/or improve procedures in relation to aspects of the control systems for Payroll master-file Maintenance, Investments and other significant areas likely to impact our ability to form an unqualified opinion on the financial reports for the year ending 30 June 2011.

It should, however, be appreciated that the matters dealt with in this letter came to our notice during the conduct of our normal audit procedures, which are designed primarily to express our opinion on the annual financial accounts and our comments cannot be expected to include all possible improvements.

1. Electronic Funds Transfer (EFT)

Observations

Council makes payments to staff and a number of suppliers by EFT. This involves the creation of a bank file from the respective sub-systems. These files are currently created and accessible to Accounts Payable and Payroll staff respectively.

Weaknesses

Accessible EFT files may create an opportunity for Accounts Payable and Payroll staff to manipulate the bank files before the EFT payment is processed at the bank.

Hill Rogers
Spencer Steer

Recommendations

To ensure the integrity of these files, and provide adequate security regarding their contents including bank account details, these files should not be able to be accessible or modifiable by the officers responsible for the sub-systems in which the file are created.

Council should restrict Accounts Payable and Payroll staff from being able to access EFT files after creation. An appropriate segregation of duties would be to designate an employee outside of the Accounts Payable and Payroll functions to transfer the EFT file to the network (and subsequent transfer). Alternatively, the network folder in which the EFT file is saved should not be accessible to Accounts Payable and Payroll staff.

Benefits of adopting the recommendations

A control is in place to prevent Accounts Payable and Payroll staff from making changes to the EFT files after creation but before the payments being authorised and processed and reversing the change to avoid detection.

Management Comments

We have taken the recommendation into consideration and have now changed our process so the file is downloaded into a folder which can not be accessed by any finance staff. The file is then uploaded by the banking software and the value checked only once created on the banking software. Once this is completed it can not be changed.

2. Rates

2.1 Exception Reports

Observations

We have previously reported to you that no adequate internal control is in place to ensure that all rateable properties have applicable Domestic Waste, Water and Sewer charges raised.

We have been advised in the response to our last management letter dated 3 June 2010 that *"when there are no exceptions, Authority will not print an exception report and action will be taken to document the non-printing of an exemption report."*

During the interim audit, there is no evidence that the Zone/Balance exception report has been generated to ensure the completeness of Council's income.

Weakness

No audit trail is kept to evidence the internal controls in place.

Hill Rogers
Spencer Steer

Recommendation

The agreed procedure should be implemented as soon as practicable.

Exception reports should be generated routinely, at least annually, with the results formally documented and filed for future reference and audit review. Examples of documentation include, but not limited to, exception reports and system reporting history if no report can be printed where there are no exceptions.

Benefits of adopting recommendation

Retaining appropriate documentation facilitates the control of work flow from identifying properties with services provided and no charges raised, clearing out exceptions and provides evidence of income derived from domestic waste, water and sewer services provided by Council are complete.

Management Comments

We will be reviewing the complete process along with relevant controls when the new rates officer is established. This exception reporting will be completed at the end of the year along with the new rates modeling which checks all properties and the status they hold. Any exception reports will also be run then and filed along with the end of year process.

2.2 Non-rateable Properties

Observations

We have been advised that the movements between rateable and non-rateable land are independently reviewed on an annual basis, but there is no evidence of this review. In addition, no review has been conducted on the existing non-rateable land to ensure that their non-rateable status is still appropriate.

Management's response to our last management letter dated 3 June 2010 indicated that a "review of non-rateable properties will now be conducted as part of the end of month process."

We observed that the proposed procedure has not been implemented.

Weakness

Land may be exempted from rates in accordance with Local Government Act 1993 and exemptions may expire with the passing of time or changes in use of the land. Without regular review, land that changes rating status may remain unidentified and, therefore, rates revenue may be under/over levied.

Recommendation

To ensure all land has been correctly classified as non-rateable, the list of all non-rateable land should be reviewed, at least annually, and preferably as part of the preparation of the Statement of Compliance Return by an officer independent of the rating function. This review should be evidenced by way of signature.

Hill Rogers
Spencer Steer

Benefits of adopting recommendation

Regular independent review of the non-rateable land listing ensures the currency of rating status and accuracy of rates levies.

Management Comments

Again this will be a process which will be completed at year end along with the rates modeling, and will be documented as being completed with a list of all non rateable properties being printed and signed by the rates officer.

3. Master-file Maintenance - Payroll

Payroll staff are responsible for the maintenance of all details within the Payroll sub-system including bank account details and creation of new staff. We have been advised that the finance system "Authority" does not permit the removal of the ability to maintain bank account details within the Payroll module.

Master-file Maintenance Audit Reports are produced during every pay run, but bear no evidence of independent review. We also noted that critical changes such as bank account details are not included in the Master-file Maintenance Audit Reports.

Recommendations

The review of the Master-file Maintenance Audit Report is an important internal control function to ensure that changes made to bank account details and creation of new staff are correct and authorised.

Master-file Maintenance Audit Reports should be enhanced to include all critical information such as changes in bank account details. These reports should then produced and reviewed on a regular basis by an officer independent of the respective sub-system and evidenced by way of signature.

Management Comments

We have had issues getting the audit file to work in our payroll module. This has now been fixed and we can resume our payroll audit file which will be checked and signed by our senior finance officer.

4. Investments - General Ledger Reconciliation

We observed that there was a variance between the General Ledger and the Investment Register within the period of review and reconciliations between the General Ledger and the Investment Register are not performed.

We have been advised that the variance was caused by Council's investments in Collatorised Debt Obligations (CDO) which have been classified as "Fair Value Through Profit and Loss". We noted that the fair (market) value of these investments will be accounted for at financial year end with appropriate disclosures made. During the year, the fair (market) value of these investments has been reported to Council

Hill Rogers
Spencer Steer

via the Investment Register, but has not been brought to account in the General Ledger resulting in the variance.

Recommendation

The reconciliation process is a fundamental internal control procedure to ensure that Council's records are in agreement with investments held. Accordingly, the reconciliation should be performed and reviewed (at least monthly) and retained on file. The reconciliation should be signed by the preparer, certifying to their correctness, and bear evidence of independent review.

Management Comments

We note the comments and a print out of the general ledger will be included with the end of month report to council and signed and kept in a month end file.

5. Excessive Annual Leave

Examination of annual leave balances owing to staff revealed that twenty four (24) staff members had accrued balances of eight (8) weeks or more, valued at \$400,843 at the time of our visit.

We have been advised that Council does not have a formal policy regarding excessive annual leave.

Recommendations

To ensure compliance with award conditions, legislative requirements and to minimise the cost to Council, as leave is usually paid at a higher amount than when accrued, the accumulation of annual leave should be carefully monitored and appropriate action taken to reduce excessive balances.

A policy regarding the accumulation and use of annual leave should be implemented.

Management Comments

Our HR Manager will periodically review levels of annual leave, and take action in line with the award for any excessive leave accumulated. We will also update our policy to include action to be taken for excessive annual leave balances.

6. Senior Staff Contract Reconciliations

Formal annual reconciliations are not completed to ensure that actual payments made in respect to contracted employees are in accordance with the total remuneration package of their contracts.

Recommendation

Reconciliations should be prepared, on their anniversary, to ensure that contract staff have been remunerated in accordance with their contracts. The reconciliations should be reviewed by a senior finance officer and placed on the employee's personnel files.

Hill Rogers
Spencer Steer

Management Comments

As advised during your visit, a reconciliation is performed to complete the financial statements, as these values need to be reported in a separate note. We only have one senior staff contract being for the General Manager, the contracted details are added into the payroll system when it commences, and these details will be checked as part of the payroll audit check. Any changes will then also be checked in the same way.

7. Recognition of Other Structures, Other Assets, Community Land including Land under Roads at Fair Value

During our visit we assessed the progress of implementing the requirements of the Division of Local Government's ("DLG") Circular 09/09 including a project plan drafted by the responsible Director. The plan provides for project completion by 28 June 2011.

Recommendation

Management should ensure that confidence exists in the asset registers to produce reliable information to support accurate and complete disclosures of the written down replacement cost of all infrastructure assets as at 30 June 2011 and the depreciation expense for the year.

Management Comments

We are in the process of re-valuing our other structures, other assets and community land.

8. Internal Audit Guidelines

We note that Council has not yet considered the guidelines issued by the DLG in September 2010. These guidelines have been issued under Section 23A of the Local Government Act 1993 and that Council must take any relevant guidelines issued under section 23A into consideration before exercising any of its functions.

Hill Rogers
Spencer Steer

Recommendation

We invite management to discuss with us the opportunity to enhance its governance processes by reviewing management control systems in non-financial as well as financial areas.

Conclusion

We wish to thank you and your staff for the hospitality and courtesies extended to us during our visit.

Yours faithfully,


Gary Mottau
Partner

19. DEVELOPMENT AND COMPLYING AND COMPLYING DEVELOPMENT CERTIFICATE APPLICATIONS

REPORTING SECTION: Planning and Regulatory Services
AUTHOR: Matthew Goodwin – Director Planning and Regulatory Services
FILE NUMBER: 09/1367

Summary:

This report provides a summary of the Development and Complying Development Certificate applications recently processed under delegated authority by Council staff.

Background:

Most Development Applications (DA) lodged with Walgett Shire Council are assessed by Council's Town Planner and/or Director of Planning & Regulatory Services. If appropriate, they are then approved by the Director or General Manager under delegated authority. Only applications recommended for refusal, or where objections have been received from the public, are referred to Council for determination.

Complying Development Certificate (CDC) applications which are compliant with relevant building and development standards, are assessed and approved by Council's Senior Health and Building Surveyor, Andrew Wilson, a Building Professionals Board Accredited Certifier.

Current position:

The table following this report provides details of Development Applications (DA) and Complying Development Certificate (CDC) applications dealt with under delegated authority by the Director Planning and Regulatory Services during May 2011. Document type 20 represents Development Applications, while document type 24 represents Complying Development Certificates.

Relevant Reference Documents:

- * Respective DA and CDC files.
- * Environmental Planning & Assessment Act 1979.
- * Environmental Planning and Assessment Regulation 2000.
- * State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004.
- * State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
- * State Environmental Planning Policy No 60—Exempt and Complying Development, etc.

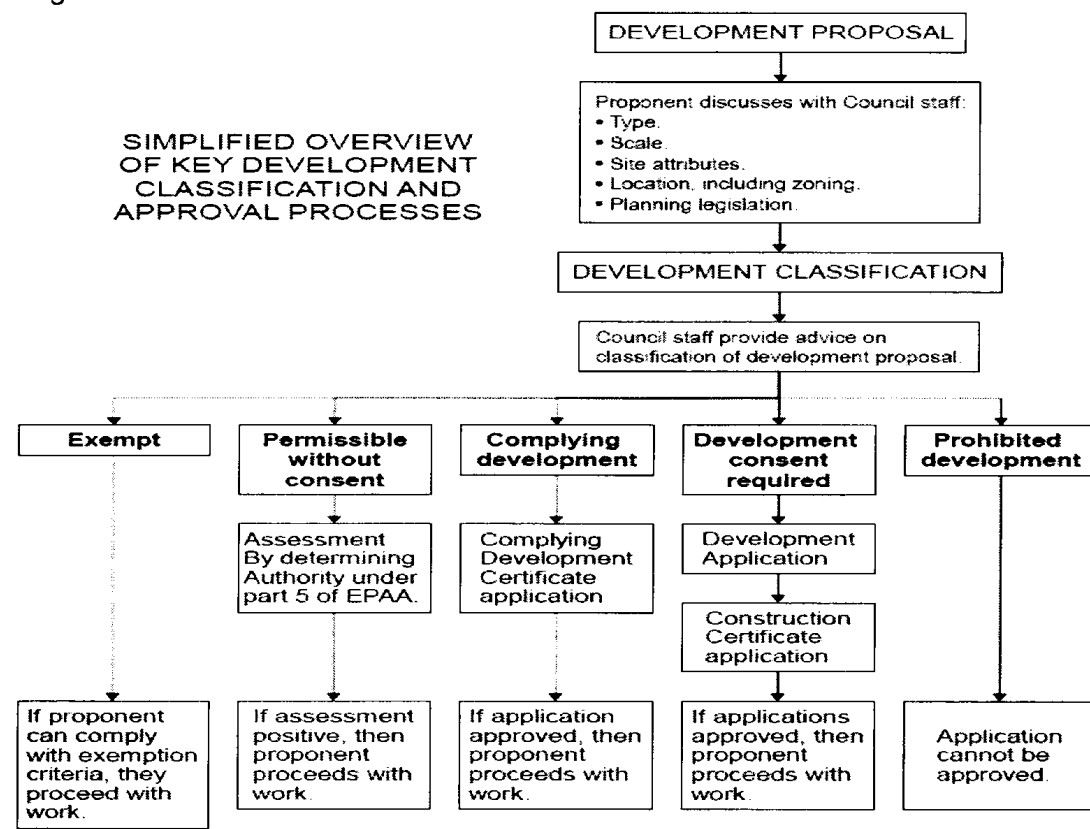
Governance issues:

DAs: DAs are assessed under against a series of "matters for consideration" specified under section 79C of the Environmental Planning and Assessment Act 1979 and any relevant statutory requirements (such as regulations, Interim Development Order No 1 – Shire of Walgett and State Environmental Planning Policies). Section 80A of the Act provides that Council may impose conditions of development consent. It is appropriate and normal practice to impose conditions that are related to the nature and scale of the development, as well as the environment in which it will occur.

WALGETT SHIRE COUNCIL AGENDA

CDCs: Standards for complying development are defined by the relevant State Environmental Planning Policy (SEPP). Sub-section 85A(7) of the Environmental Planning and Assessment Act 1979 provides that Council cannot refuse a CDC application which complies with the relevant development standards and regulatory requirements (eg plans and specifications demonstrate compliance with the Building Code of Australia). Conditions that apply to a CDC are specified by the SEPP under which the application is approved.

A simplified overview of development classification and approval processes are provided in the diagram below.



Environmental issues:

DAs: A Statement of Environmental Effects is required to be lodged with a DA that contains environmental information appropriate for the nature and scale of the development, as well as the setting in which it is proposed to occur. Under statutory requirements, some developments of a large scale and/or proposed for a sensitive area may require significant additional supporting environmental information.

CDCs: Complying development is restricted to certain types of land use, particular zones and may be excluded from environmentally sensitive areas, bush fire prone land, etc.

Stakeholders:

Public, applicants, Council, Department of Planning.

Financial implications:

Part of the costs incurred assessing and inspecting respective developments is recovered from application and inspection fees.

Alternative solutions/options:

Nil

Conclusion:

The report on Development and Complying development Certificate Applications dealt with by Council be received and noted.

Development and Complying Development Certificate Applications

Recommendation:

That Walgett Shire Council resolve to:

1. Receive and note the report on Development and Complying Development Certificate applications dealt with by Council staff under delegated authority during May 2011.

Moved:

Seconded:

Attachments:

ATTACHMENT A - Report - DAs & CDCs dealt with under delegated authority May 2011

AUTHORITY

Determined Applications



06/09/2011	Parameters:	Date Range:Y Start Date:1/05/2011 End Date:31/05/2011 As At Date:	Document Type: Officer:ALL Number of Days:0 Stop The Clock:No	Page:1
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Document	Applicant Name / Address	Development Type Property Address Title Owner	Determination	Determined	Received
Document Type: 20					
	No Stop the Clock	Total Calendar Days: 91			
020/2011/00000003/001		70 Class 6 - Shop Slacksmith ST BURREN JUNCTION LOT: 10 DP: 15645 Mr R L Findley	Approved by Council	03/05/2011	02/02/2011
	No Stop the Clock	Total Calendar Days: 43			
020/2011/00000008/001		90 Class 7b - Warehouse 45 Neilly ST WALGETT LOT: 16 DP: 925614 Mr S W & Mrs L J Wallace	Approved - Staff Delegation	09/05/2011	28/03/2011
	No Stop the Clock	Total Calendar Days: 42			
020/2011/00000009/001		160 Subdivision/Consolidation Pandora ST LIGHTNING RIDGE LOT: 954 DP: 872184 Mr M & Mrs C M Martinez	Approved - Staff Delegation	10/05/2011	30/03/2011
	No Stop the Clock	Total Calendar Days: 36			
020/2011/00000010/001		80 Class 7a - Public Carpark Wee Waa ST WALGETT LOT: 4 SEC: 15 DP: 759036 NSW Police Force <i>There are Multiple Parcels on this application</i>	Approved - Staff Delegation	10/05/2011	05/04/2011
	No Stop the Clock	Total Calendar Days: 28			
AUTHORITY					

AUTHORITY

Determined Applications



06/09/2011	Parameters:	Date Range: Y Start Date: 1/05/2011 End Date: 31/05/2011 As At Date:	Document Type: Officer: ALL Number of Days: 0 Stop The Clock: No	Page: 2
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Document	Applicant Name / Address	Development Type Property Address Title Owner	Determination	Determined	Received
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Document Type: 20
020/2011/00000011/001

160 Subdivision/Consolidation

Approved - Staff Delegation 09/05/2011

12/04/2011

LOT: 2 DP: 753926

Nernub Pty Ltd

There are Multiple Parcels on this application

No Stop the Clock

Total Calendar Days: 44

020/2011/00000012/001

150 Class 10b - Fence/Antenna/Other

Approved - Staff Delegation 27/05/2011

14/04/2011

LOT: 6543 SEC: DP: 769347 WLL: 3140

Mr P P Waterford

Officer: Ms J R Babic
Number of Applications: 6

Average Calendar Days: 32.33

Total Calendar Days: 284.00

Document	Applicant Name / Address	Development Type Property Address Title Owner	Determination	Determined	Received
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Document Type: 24

No Stop the Clock

Total Calendar Days: 1

024/2011/00000003/001

120 Class 9b - Assembly Building

Approved - Private Certifier 05/05/2011

05/05/2011

Arthur ST WALGETT

LOT: 10 SEC: 25 DP: 759036

St Joseph's School

There are Multiple Parcels on this application

AUTHORITY

AUTHORITY

Determined Applications



06/09/2011 Parameters: Date Range:Y Document Type: Page:3
 Start Date:1/05/2011 Officer:ALL
 End Date:31/05/2011 Number of Days:0
 As At Date: Stop The Clock:No

Document	Applicant Name / Address	Development Type Property Address Title Owner	Determination	Determined	Received
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Document Type: 24

Officer: Mr M P Goodwin
 Number of Applications: 1

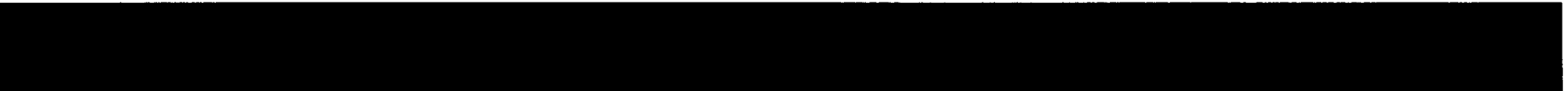
Average Calendar Days: 1.00

Total Calendar Days: 1.00

Report Totals & Averages

Average Calendar Days: 40.71

Total Calendar Days: 285.00

Total Number of Applications : 7

-

-

AUTHORITY

20. GROWTH STRATEGY & LOCAL ENVIRONMENTAL PLAN

REPORTING SECTION: Planning and Regulatory Services

AUTHOR: Matthew Goodwin – Director Planning and Regulatory Services

FILE NUMBER: 09/1109

Summary:

Recently the Director General of the Department of Planning & Infrastructure conditionally endorsed the Walgett Shire Growth Management Study and Strategy. It is recommended that Council resolve to amend the Walgett Shire Growth Management Study and Strategy in accordance with the conditional endorsement.

Background:

At a meeting held on 21 December 2010, Walgett Shire Council considered a report which detailed the status of the Walgett Shire Growth Management Study and Strategy (GMSS) and Walgett Shire Local Environmental Plan (LEP) project. Council subsequently resolved to:

2. Endorse and adopt the November 2010 version of the Walgett Shire Growth Management Study and Strategy as prepared by Edge Land Planning.
3. Note and endorse the letter dated 8 November 2010 from the General Manager to the Regional Director, Western Region of the Department of Planning which:
 - (a) Submitted the November 2010 version of the Walgett Shire Growth Management Study and Strategy and requested the Director General's endorsement for the document.
 - (b) Submitted a letter dated 19 October 2010 from the Department of Industry and Investment which endorsed Walgett Shire Council's proposal to have a 400 hectare minimum holding size for a dwelling entitlement on rural land.
 - (c) Submitted a modified 'Planning Reform Fund – Request Variation to Project' which proposes completion of the Walgett Shire Growth Management Study and Strategy and Local Environmental Plan project by 30 June 2011.

Current position:

In a letter to Walgett Shire Council dated 18-5-2010 the Director General of the Department of Planning and Infrastructure has endorsed the Walgett Shire Growth Management Study and Strategy dated November 2010 subject to certain conditions (see Attachment A). Item 5 in the letter identifies corrections that are required in the Walgett Shire Growth Management Study and Strategy, as shown in Attachment B.

Work is currently progressing on the development of the draft Walgett Local Environmental Plan 2011 based on the November 2010 version of the Walgett Shire Growth Management Study and Strategy.

Relevant reference documents/policies:

- * Walgett Shire Growth Management Strategy Community Consultation Report, July 2005.
- * Walgett Shire Growth Management Strategy Issues Paper, July 2005.
- * Walgett Shire Growth Management Study and Strategy, prepared by Edge Land Planning, dated November 2010.

WALGETT SHIRE COUNCIL AGENDA

- * Report on the Section 430 Investigation into Walgett Shire Council, by the Department of Local Government, dated 29 January 2004
- * Environmental Planning & Assessment Act 1979.
- * Environmental Planning & Assessment Regulation 2000.
- * Standard Instrument (Local Environmental Plans) Order 2006.
- * Numerous State Environmental Planning Policies (SEPPS).
- * Directions for LEP preparation issued by the Minister for Planning (Section 117 directions).
- * Interim Development Order No 1 – Shire of Walgett, 1968, as amended.

Governance issues

Council's charter:- Section 8 of the Local Government Act 1993 establishes Council's charter, which includes:

- * to exercise community leadership
- * to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- * to have regard to the long term and cumulative effects of its decisions
- * to engage in long-term strategic planning on behalf of the local community
- * to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights

Voting:- Section 375A of the Local Government Act 1993 requires a division to be called when a motion for a planning decision is put at a meeting of the Council, and the names of Councillors voting for and against the motion must be recorded.

Environmental issues

The Walgett Shire Growth Management Study and Strategy provides background information used to inform the preparation of the Walgett Local Environmental Plan (LEP). An LEP is an important regulatory tool to facilitate particular land uses within appropriate settings, while restricting or prohibiting them in inappropriate settings.

Stakeholders:

Walgett Shire Council, community, Department of Planning & Infrastructure, State government

Financial Implications:

In 2004 Council committed \$140,000 (GST excluded) for the Walgett Shire land use strategy and Local Environmental Plan project. For 2010-2011 Council has allocated a budget of \$42,000 for Local Environmental Plan and Development Control Plan development. This is adequate to maintain the dollar for dollar commitment required under the MOU for the planning reform fund grant.

Alternative solutions/options:

Do nothing:- This may prompt further discussions with the Department of Planning & Infrastructure and possibly delay development of an LEP.

Conclusion:

The Growth Management Strategy and Local Environmental plan be endorsed.

Growth Strategy & Local Environmental Plan

Recommendation:

That Walgett Shire Council resolve to:

1. Receive and note the letter dated 18 May 2011 from the Director General, Department of Planning & Infrastructure which conditionally endorses the November 2010 version of the Walgett Shire Growth Management Study and Strategy.
2. Adopt and endorse the June 2011 version Walgett Shire Growth Management Study and Strategy which includes the changes requested by the Department of Planning & Infrastructure in point 5 of the Director General's letter dated 18 May 2011.

Moved:

Seconded:

Attachments

- A – Conditional endorsement letter dated 18/5/2011
- B – Changes required to the strategy & study document



**Planning &
Infrastructure**

RECEIVED 24 MAY 2011

Office of the Director General

Mr Don Ramsland
General Manager
Walgett Shire Council
PO Box 31
Walgett NSW 2832

11/05726

Dear Mr Ramsland

**ENDORSEMENT OF DRAFT WALGETT SHIRE GROWTH MANAGEMENT
STUDY AND STRATEGY 2010**

I refer to Council's request for the Director-General's endorsement of the draft Walgett Shire Growth Management Study and Strategy (WGMSS). The work Council has undertaken to complete this project in conjunction with the community and State Government Agencies is commended.

I have now endorsed the draft Walgett Shire Growth Management Study and Strategy dated November 2010 subject to the following conditions:

1. No additional residential opportunities to be permitted on the "preserved" opal fields as this is contrary to a longstanding interagency agreement and land title conversion program to Western Lands Leases that is currently in progress.
2. Low key home businesses uses being supported in living areas but not general businesses (reference section 9.5.2 Item 2 Policy Action 2.1.4 dotpoint 6 - home businesses).
3. Reference to very specific land use zonings are to be taken to mean the general land use designations.
4. The recommendations to change the Standard Instrument definitions (reference Sections 8.6 and 9.5.2 – Item 9 Policy Action 9.1) being excluded as the WGMSS is not the mechanism to address these matters. The changes suggested were considered in the recent review of the Standard Instrument Order 2011.

5. Minor changes being undertaken to the documentation as follows:-

Section 9.5.2 Item 5 Policy Action 5.3 – map references	Page 247	Map reference should be 8.3 or reference to map 8.4
Section 9.5.2 Item 6 – Policy Action 6.3 – land use changes for Lightning Ridge	Page 247	Map reference should be 8.10 or reference to map 8.11
Section 9.5.2 Item 8 – Policy Action 8.1- dotpoint 1 – map references	Page 247	Map references should be 8.26, 8.27 & 8.28

It is noted that the Strategy identifies additional work is required to support some of the recommendations of the Strategy in particular the rural residential living investigation study for land near Walgett, Lightning Ridge and Collarenebri. Copies of such work are important components to the Strategy and should be provided to the Department prior to any future request for land use change as part of Council's strategic planning framework.

I congratulate Council on completing this important strategic work to guide the outcomes to be delivered in its new comprehensive LEP.

Yours sincerely

SHaddad
Sam Haddad
Director General

18/5/2011

Walgett Shire Growth Management Study and Strategy

Implementation Strategy	Policy Action	Responsibility	Time-frame
	5.3. Adopt the recommended industrial and commercial zones as outlined on map 8.9 8.4		
	5.4. Investigate the possibility of replacing the screens in the shopfronts of the main street with roller shutters.		
6. Make provision for the future development of the town of Lightning Ridge	6.1. Set a minimum lot size of 700 m ² for residential development 6.2. Adopt as a strategy and investigate the potential of land for urban expansion southwest of Fantasia St to the Airport 6.3. Adopt the recommended industrial and commercial zones as outlined on map 8.17 8.11	Council	Short Term
7. Ensure that village zone boundaries relate to the urban built up area	7.1. Rationalise the village zone boundaries of Pokataroo, Cumborah, Carinda and Burren Junction as outlined in section 8.3. 7.2. Adopt a minimum lot size of 2,000 m ² in all village zones subject to geotechnical investigation .	Council	Short Term
8. Ensure that Opal Mining is recognised as the dominant land use in the Preserved Opal Fields	8.1. Adopt the management strategies for Opal mining as outlined in section 8.4.5 and which are as follows: ▪ Zone those parts of the 'preserved' Opal Fields that are flood free and have been subject to significant historical mining activity, as a Special Activities zone for mining, as shown on maps 8.21, 8.22 and 8.23. 8.26, 8.27 & 8.28 ▪ Zone any new opal field Primary Production (it should be noted that it is recommended in the next section to zone all rural land in the Shire Primary Production, so it will not be necessary to change the zoning for opal mining to occur). ▪ Prohibit residential buildings from being established on any new opal field. ▪ The Government not issue additional new Mineral	Council & Government Agencies	Short Term

21. HERITAGE ACTIVITIES AND REPORTING 2010/2011

REPORTING SECTION: Planning and Regulatory Services

AUTHOR: Director of Planning & Regulatory Services, Matthew Goodwin

FILE NUMBER: 09/1597

Summary:

Recently a series of reports regarding heritage matter for 2010-2011 were recently submitted to the Office of Environment and Heritage. It is recommended that Council note and endorse the respective reports, as well as adopt the Walgett Shire Council Heritage Strategic Plan 2011-2014.

Background:

Council has two ongoing local heritage programs, as follows:

- Heritage advisory services – Ray Christison of High Ground Consulting visits the Shire periodically and provides technical assistance to Council and the community on heritage matters. This includes advice for people considering, or undertaking, work on items proposed for listing as local heritage items.
- Local heritage fund – Small grants are provided to owners of items proposed for listing a local heritage items to assist with the maintenance of those items.

Both programs are partially funded by grants from the Office of Environment and Heritage. A condition of each grant requires that annual reports be prepared and submitted to the Office prior to payment.

Current Position:

HERITAGE ADVISOR ACTIVITIES 2010-2011:- Ray Christison is engaged to implement Council's Heritage Strategy and to provide advice to owners of heritage properties. During 2010-2011 he worked with owners of heritage buildings to ensure good outcomes for their properties, provided advice to Council on development applications affecting heritage items, and undertook an ongoing review of the 2008 Community-Based Heritage Study and draft Local Environmental Plan (LEP) Heritage Schedule.

The following has been achieved in 2010-2011.

- Ongoing review of LEP Heritage Schedule to ensure that the list is sustainable. Additional properties around Burren Junction, Collarenebri and Come-By-Chance have been visited as part of this review.
- Provision of advice on the management of heritage items within the shire, including:
 - Come-By-Chance Hall
 - Epping Woolshed, Come-By-Chance
 - Glenburnie Homestead stables, Burren Junction
 - Walgett Post Office (former)
 - Walford House, Lightning Ridge
 - Tareela Woolshed, Burren Junction
- Advice provided on developments potentially affecting heritage places, including:
 - Burren Junction Bore Baths,
 - Houses in Slacksmith and Waterloo Streets, Burren Junction,
 - Walgett Nurses' Home (former),
 - Walgett Court House (former),
 - Well related to the former Walgett Gaol.

WALGETT SHIRE COUNCIL AGENDA

- Development of a 2011/2014 Heritage Strategy.

HERITAGE REPORTS 2010-2011:- The Office of Environment and Heritage requires annual reports to be prepared by council's Heritage Advisor as follows:

- Heritage Strategy Annual Report 2010-2011 (Attachment A).
- Summary Local Heritage Fund Annual Report 2010-2011 (Attachment B).
- Heritage Strategy Plan 2011-2014 (Attachment C).

Relevant Reference Documents/Policies:

- Report of the Community Based Heritage Study of Walgett Shire, 2008 (Trim 09/1165/013).
- Heritage Branch reminder e-mail regarding grant claiming (Trim 10/270/0001).

Governance issues:

Section 8 of the Local Government Act 1993 establishes Council's charter, which includes:

- * to exercise community leadership
- * to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- * to have regard to the long term and cumulative effects of its decisions
- * to engage in long-term strategic planning on behalf of the local community
- * to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights

Environmental issues:

Council's local heritage grant and heritage advisory service programs are a positive demonstration by Council that it is committed to assisting land owners with the maintenance of local heritage items.

Stakeholders:

Owners of items proposed for listing as items of local heritage, Walgett Shire Council, public.

Financial Implications:

Council's 2010-2011 budget included the following amounts for heritage related matters:

	LINE ITEM	AMOUNT
Revenue	Heritage advisor grant	\$5,000
	Heritage projects grant	\$7,000
Expense	Heritage advisor	\$15,000
	Heritage projects	\$21,000

Receipt of the Walgett Heritage Advisor grant of \$5,000 and the Walgett Local Heritage Fund grant of \$7,000 for 2010-2011 from the Office of Environment and Heritage is conditional upon Council submitting the appropriate reports and plan (Attachments A, B and C). These documents were submitted on 15 June 2011 via e-mail by the Director of Planning & Regulatory Services.

Alternative Solutions/Options:

Do nothing:- Council could choose not to endorse the documents that are required by the Office of Environment and Heritage. This may result in the Office withdrawing grant funds for this, and subsequent, years.

Conclusion:

The report on the activities of Walgett Shire Council's Heritage Advisor be noted and that Council endorse and adopt documents prepared by Council's Heritage Advisor.

Heritage activities and reporting 2010-2011

Recommendation:

That Walgett Shire Council resolve to:

1. Receive and note the report on the activities of Walgett Shire Council's Heritage Advisor, Ray Christison, during 2010-2011.
2. Endorse and adopt the following documents, as prepared by Walgett Shire Council's Heritage Advisor, Ray Christison:
 - (a) The Walgett Shire Heritage Strategy Annual Report 2010-2011.
 - (b) The Walgett Shire Summary Local Heritage Fund Annual Report 2010-2011.
 - (c) The Walgett Shire Council Heritage Strategic Plan 2011-2014.
3. Endorse the submission of the documents to the Office of Environment and Heritage by Council's Director of Planning & Regulatory Services via e-mail on 15 June 2011.



Moved:

Seconded:

Attachments:

- A – Walgett Shire Heritage Strategy Annual report 2010-2011
- B – Walgett Local Heritage Fund Summary Annual Report
- C – Walgett Shire Local heritage Strategy 2011-2014

ATTACHMENT A – Walgett Shire Heritage Strategy Annual report 2010-2011

 <p>Planning</p>	
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Your Council name: Walgett Shire Council

NSW Heritage Grants

Local Government Heritage Management Program

Template for Heritage Strategy Annual Report 2010-2011

I confirm that the total expenditure for the heritage advisor service during 2010-11 (which includes an estimate for the June 2011 visit) was \$ 5,427.27 ex GST.

Background

A requirement of the *NSW Heritage Grants* Local Government heritage advisor program is that each Council must prepare, adopt and implement a three year Heritage Strategy for 2008/9 to 2010-11. This strategy must be based on the Heritage Branch Department of Planning publication, '*Recommendations for local council heritage management*'.

Local government heritage advisor annual reporting requirements for 2010-11

As part of the funding agreement for your heritage advisor, Council must prepare and submit an annual report on the implementation of your Council's Heritage Strategy to your local Council and the Heritage Branch by 30 May each year. Generally this report will be prepared by your Council's heritage advisor and heritage officer.

All Councils to use this Heritage Strategy Annual Report template

The 2010-11 heritage strategy annual report template outcomes and indicators are based on a standardised heritage strategy developed from the '*Recommendations for local council heritage management*' publication available on the Heritage Branch website at www.heritage.nsw.gov.au and search the publications.

Council's must use this reporting template to summarise your Council's achievements throughout the year. You should complete this locked word document template electronically by inserting your responses as follows:

1. Fill in the key performance indicator data in the **grey areas** for each heritage strategy recommendation.
2. Using this data, complete the **grey areas** for all four evaluation questions for each outcome.
3. If you would like to include extra information about and for your Council, please add your comments in the 'optional comments' **grey area**.

Please do not alter or change the template. This template is now a locked word document.

The Heritage Branch will collate this data into an annual report on the NSW Heritage Grants Local Government Heritage Management program. This report will be made available on the Heritage Branch website Local Government Heritage Management information page.

Lodging your heritage strategy annual report for 2010-11

As per the heritage advisor agreement, a copy of this annual report must be:

1. Lodged with your Council for adoption.
2. Lodged with the Heritage Branch

Recommendation 1

Establish a heritage committee to deal with heritage matters in your area

Outcome 1 (Caring for our heritage)

Increased community participation, awareness and appreciation of heritage in the local area

Key Performance Indicators

Heritage committee established	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Heritage committee constituted under S377 of Local Government Act	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Optional comments</i>
Heritage policy written and adopted by Council	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i>
Heritage committee advice/input to council decision making	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # of pieces of advice/input to Council decision making <i>Optional comments</i>
Local heritage consultants directory established	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i>
Local services and suppliers directory established	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i>

Evaluation: (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome?
2. What were the key results or achievements for this year?
3. Were there any challenges or disappointments that had a major effect on your results?
Briefly describe and show what action has been taken to address this.
4. What will you do next year? Continue with existing arrangements

Recommendation 2

Identify the heritage items in your area and list them in your local environmental plan.

Outcome 2 (Knowing and valuing our heritage)

Increased knowledge and proactive management of heritage in your local area

Key Performance Indicators

Community based heritage study completed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Date completed April 2008 Date/s reviewed and updated # 156 of heritage items recommended for inclusion in your LEP heritage schedule <i>Optional comments</i> Ongoing review of this study is being undertaken
Aboriginal heritage study completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

WALGETT SHIRE COUNCIL AGENDA

	Date completed Date/s reviewed and updated <i>Optional comments</i> Currently being finalised
No. of heritage items included in existing LEP heritage schedule	# 0 of heritage items included in LEP heritage schedule Date completed Date/s reviewed and updated <i>Optional comments</i>
Council has gazetted a principal LEP with model heritage provisions in accordance with Standard Instrument (LEPs) Order	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date gazetted <i>Optional comments</i> Awaiting finalisation
Statement of significance for all heritage items in existing LEP	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i>

Evaluation: (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Ongoing review of heritage study
2. What were the key results or achievements for this year?
3. Were there any challenges or disappointments that had a major effect on your results?
Briefly describe and show what action has been taken to address this.
4. What will you do next year? Finalise review of heritage study. Continue to identify and record additional heritage items.

Recommendation 3

Appoint a heritage and urban design advisor to assist the council, the community and owners of listed heritage items.

Outcome 3 (Caring for our heritage)

Increased community participation and proactive heritage and urban design management in your local area

Key Performance Indicators

Site visits	# 15 of heritage site visits undertaken <i>Optional comments</i>
Heritage/urban design advice given	# 1 of heritage/urban design advice given <i>Optional comments</i>
Pre DA advice given on heritage/urban design issues	# 0 of pre DA advice given on heritage/urban design issues <i>Optional comments</i>
Advice to Council DAs provided on heritage/urban design projects	# 7 of advice to Council DAs provided on heritage/urban design projects <i>Optional comments</i>

Evaluation: (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Decline in activity during 2010-2011
2. What were the key results or achievements for this year? Consolidation of a very positive working relationship between the Heritage Advisor and Council planning staff.
3. Were there any challenges or disappointments that had a major effect on your results?
Briefly describe and show what action has been taken to address this.

4. What will you do next year? Continue with existing programmes.

Recommendation 4

Manage local heritage in a positive manner

Outcome 4 (Caring for our heritage)

Proactive heritage and urban design management in your local area

Key Performance Indicators

Heritage DCP	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i>
Urban design DCP	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i>
Waive or reduce DA fees	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Optional comments</i>
Adopt a flexible approach to planning and building requirements	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i>

Evaluation: (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome?
2. What were the key results or achievements for this year?
3. Were there any challenges or disappointments that had a major effect on your results?
Briefly describe and show what action has been taken to address this.
4. What will you do next year? Continue to monitor developments in this area.

Recommendation 5

Introduce a local heritage incentives fund to provide small grants to encourage local heritage projects

Outcome 5 (Caring for our heritage)

Increased community participation and proactive conservation and management of heritage in your local area

Key Performance Indicators

Local heritage fund operational	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i>
Heritage projects funded with this years funding	# 4 of heritage projects funded this financial year
Total project value	Total \$ 29,430.50 project value
Total local heritage fund contribution	Total \$ 14,132.25 contributed by local heritage fund
Total owner contribution to project	Total \$ 15,298.25 contributed by local heritage owner to heritage project
**Heritage projects that contribute to local	# 1 of heritage projects that contribute to local

WALGETT SHIRE COUNCIL AGENDA

tourism	tourism <i>Optional comments</i>
**Projects created paid employment	# 2 of jobs created <i>Optional comments</i>
**Projects created volunteer opportunities	# 100 of volunteer hours contributed <i>Optional comments</i>

*** These indicators are important NSW Government indicators related to tourism, jobs and employment creation and must be completed.*

Evaluation: (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? This programme continues to generate enthusiasm within the community and among individual property owners.
2. What were the key results or achievements for this year? Restoration of a number of fragile timber buildings.
3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this. Heavy flooding in late 2010 and early 2011 resulted in the failure of some projects.
4. What will you do next year? Continue with the existing programme.

Recommendation 6

Run a heritage main street program

Outcome 6 (Caring for our heritage)

Council, owners and the community actively participate in attractive and well managed heritage main streets

Key Performance Indicators

Heritage main street committee operational	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Optional comments</i>
Heritage main street study completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i>
Heritage main street study recommendations implemented	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed <i>Optional comments</i>
Heritage main street program expanded to other main streets in LGA	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Optional comments</i>

Evaluation: (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome?
2. What were the key results or achievements for this year?
3. Were there any challenges or disappointments that had a major effect on your results? Briefly describe and show what action has been taken to address this.
4. What will you do next year? Work with individual building owners.

Recommendation 7

Present educational and promotional programs

Outcome 7 (Valuing our heritage)

Increased awareness and appreciation of heritage by the Council, owners and the community in your local area

Key Performance Indicators

Heritage information available for LGA (eg brochures, website, guidelines etc)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Date/s originally set up Date/s reviewed and updated <i>Optional comments</i>
Heritage promotional events held (eg National Trust Heritage Festival, local heritage festivals, heritage awards scheme, main street festivals etc)	# 1 of heritage events held in last financial year <i>Optional comments</i>
Local/regional heritage tourism strategy completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i>
Heritage trail completed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date completed Date/s reviewed and updated <i>Optional comments</i>
Heritage training for staff	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> # 3 staff attended training <i>Optional comments</i>
Heritage training for Councillors	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # Councillors attended training <i>Optional comments</i>
Heritage training/workshops for heritage owners	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # of owners attended training <i>Optional comments</i>
Heritage training /workshops for local professionals	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # of local professionals attended training <i>Optional comments</i>

Evaluation: (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome?
2. What were the key results or achievements for this year?
3. Were there any challenges or disappointments that had a major effect on your results?
Briefly describe and show what action has been taken to address this.
4. What will you do next year? Continue to work with individual property owners.

Recommendation 8

Set a good example to the community by properly managing places owned or operated by the Council

Outcome 8 (Caring for our heritage)

Council proactively conserves and manages its heritage assets

Key Performance Indicators

Council has a asset management plans with action plans for heritage assets	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>Optional comments</i>
--	---

WALGETT SHIRE COUNCIL AGENDA

CMPs/CMS prepared for state significant heritage assets	# 0 of CMPs/CMS prepared for state significant items this financial year <i>Optional comments</i>
Annual works budget secured for heritage asset maintenance and repairs	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>Optional comments</i>

Evaluation: (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Council is continuing to manage its heritage items.
2. What were the key results or achievements for this year?
3. Were there any challenges or disappointments that had a major effect on your results?
Briefly describe and show what action has been taken to address this.
4. What will you do next year? Prepare CMS for other Council heritage assets

Recommendation 9

Promote sustainable development as a tool for heritage conservation

Outcome 9 (Caring for our heritage)

Proactive heritage and sustainable development in your local area

Key Performance Indicators

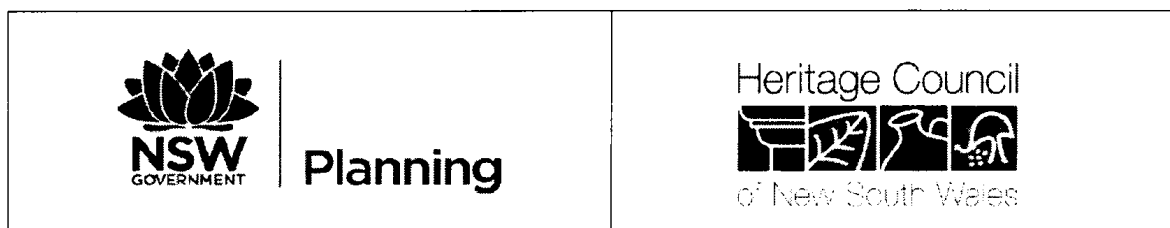
Heritage Development Application approvals for adaptive reuse works	# 0 of adaptive reuse DA approvals <i>Optional comments</i>
Development Application approvals for regeneration and urban design works	# of urban design /regeneration DA approvals <i>Optional comments</i>
Heritage Development application approvals for infill and/or additions works	# 5 of infill/additions DA approvals <i>Optional comments</i>
Pre- DA advice and advice given on sustainable and energy efficient modifications (power, water, waste, carbon neutral)	# 0 of pre-DA advice and advice given on sustainable and energy efficient modifications <i>Optional comments</i>
Sustainability and heritage awareness courses for councillors, council staff, heritage owners and community	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> # of people who attended training <i>Optional comments</i>

Evaluation: (social, environmental, economic)

Please add your commentary after each question

1. What do the KPIs tell you about this outcome? Steady level of development applications for infill development.
2. What were the key results or achievements for this year?
3. Were there any challenges or disappointments that had a major effect on your results?
Briefly describe and show what action has been taken to address this.
4. What will you do next year? Continue with existing programmes.

ATTACHMENT B – Walgett Local Heritage Fund Summary Annual Report



Summary Local Heritage Fund Annual Report

These reporting requirements must be completed to claim funds for your local heritage fund.

The Heritage Branch will reimburse our funding share according to the funding agreement with council for that financial year.

- STEP 1. Council issues project Funding Agreement offers to successful applicants specifying the exact work to be funded, required supervision and completion date.
- STEP 2. Prior to the project commencing, Council (and/or applicant) should take photographs for use in the Council final report to the Heritage Branch.
- STEP 3. Once the project is completed, the Council heritage officer or heritage advisor will inspect the project and take a photo of the project.
- STEP 4. The council heritage officer or heritage advisor (or heritage specialist) will also complete and sign off a **Project Compliance Certification Form** for the project. This form must be submitted to Council before the project funding can be paid.
- STEP 5. Complete Templates A and B and email to the Heritage Branch by 30 May each year as your claim for your Local heritage fund reimbursement. (DO NOT post as we have a paperless office).
- **Template A** - A one page summary report on all completed projects
 - **Template B** - A one page final project report for each project

Note: Information included in this summary report can also be used to complete your local Council Heritage Strategy annual report.

Walgett Shire Council Local Heritage Fund for 2010-2011 financial year
SUMMARY REPORT ON ALL COMPLETED PROJECTS

Applicant	Heritage item address	Project description	Total project cost	Applicant's contribution	Local heritage funding
P & C Marshall	'Glenburnie', Burren Junction	Restore stables	\$11,166.00	\$6,166.00	\$5,000.00
B & K Gibbons	'Moongulla', Doora Rd. Collarenebri	Repair homestead outbuildings	\$5,120.00	\$2,560.00	\$2,560.00
Lightning Ridge Historical Society	Walford House Opal St. Lightning Ridge	Repair street frontage & termite damage	\$8,000.00	\$4,000.00	\$4,000.00
Best Employment	Walgett Post Office (fmr), Fox St. Walgett	Repair & repaint windows & brickwork	\$5,144.50	\$2,572.25	\$2,572.25
TOTAL			\$29,430.50	\$15,298.25	**\$14,132.25

Based on the approved funding agreement for 2010-2011 financial year and the local heritage funding expenditure of \$14,132.25, the Heritage Branch will reimburse \$4,710.75.

*** Council can claim reimbursement on this amount from the Heritage Branch, according to the approved Council funding agreement.*

The Heritage Branch local heritage funding for: Years 1 – 4 \$ for \$ funding; Years 5 -9 \$1 for \$2 funding; Years 10+ \$1 for \$3 funding

Walgett Shire Council Local Heritage Fund for 2010-2011 (year)

FINAL PROJECT REPORT

Heritage item address	'Glenburnie', Burren Junction
Project description	Restore stables
Reason for the project	Building was in a state of partial collapse
Heritage item listing	Local Heritage Schedule 759144
Applicant	Philip & Coral Marshall
Date commenced	1 January 2011
Date completed	15 May 2011
Total project cost	\$11,166.00
Applicant contribution	\$6,166.00
Local heritage funding	\$5,000.00

Before photo



After photo



Walgett Shire Council Local Heritage Fund for 2010-2011 (year)

FINAL PROJECT REPORT

Heritage item address	'Moongulla', 2177 Doora Road, Collarenebri
Project description	Repair homestead outbuildings
Reason for the project	Extensive termite damage to existing buildings

Heritage item listing	Local Heritage Schedule 759150
Applicant	

Date commenced	1 January 2011
Date completed	30 April 2011

Total project cost	\$6,000.00
Applicant contribution	\$3,000.00
Local heritage funding	\$3,000.00

Before photo



After photo



Walgett Shire Council Local Heritage Fund for 2010-2011 (year)

FINAL PROJECT REPORT

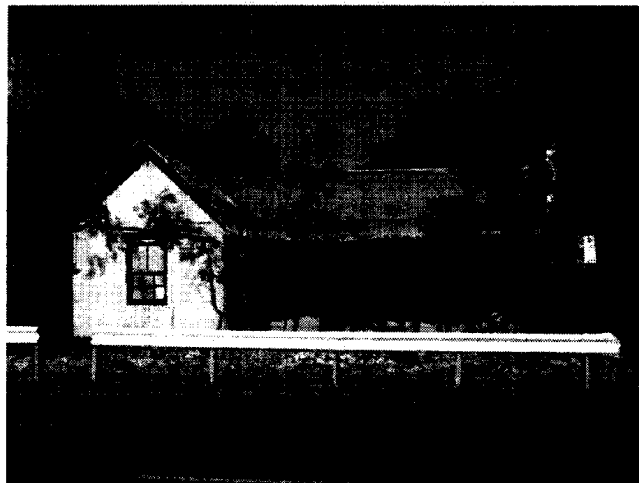
Heritage item address	Walford House, Opal Street, Lightning Ridge
Project description	Repair street frontage & termite damage
Reason for the project	Extensive termite damage & general deterioration

Heritage item listing	Local Heritage Schedule 759066
Applicant	Lightning Ridge Historical Society

Date commenced	1 January 2011
Date completed	20 May 2011

Total project cost	\$8,000.00
Applicant contribution	\$4,000.00
Local heritage funding	\$4,000.00

Before photo



After photo



Walgett Shire Council Local Heritage Fund for 2010-2011 (year)

FINAL PROJECT REPORT

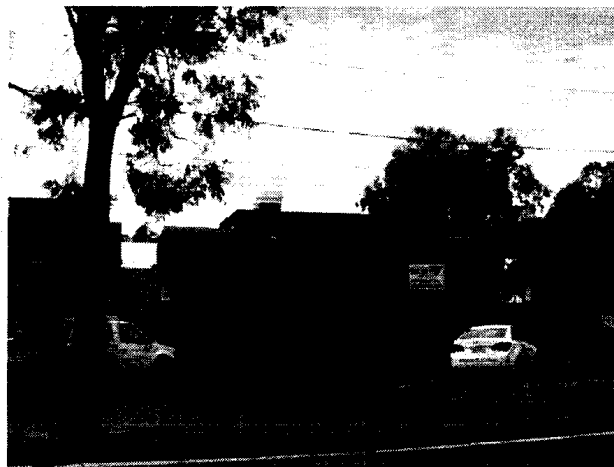
Heritage item address	Walgett Post Office (fmr), Cnr. Fox 7 Wee Waa Streets, Walgett
Project description	Repair & repaint windows & brickwork
Reason for the project	Window joinery was deteriorating plus repointing of brickwork required

Heritage item listing	Local Heritage Schedule 759039
Applicant	Best Employment Ltd

Date commenced	1 January 2011
Date completed	28 February 2011

Total project cost	\$5,144.50
Applicant contribution	\$2,572.25
Local heritage funding	\$2,572.25

Before photo



After photo



ATTACHMENT C – Walgett Shire Local heritage Strategy 2011-2014

WALGETT SHIRE COUNCIL - HERITAGE STRATEGIC PLAN 2011-14

VISION

That the Shire's heritage be identified, conserved and appreciated.

STRATEGIES

1. Identify Items of local and state significance

Actions

- List the items identified by the Community-Based Heritage Study in the Local Environmental Plan.
- Complete a Heritage Study of the Preserved Opal fields in 2011-14.
- Review the 2008 Community-Based Heritage Study to review items and develop more robust statements of significance.
- Continue to identify and record heritage items within the shire.

2. Promote the appreciation of the Shire's heritage

Actions

- Continue ongoing liaison with local communities and community representatives regarding heritage matters.
- Heritage Advisor to brief the Council on heritage and local government.
- Liaise with local media, provide material as relevant.
- Liaise with schools.
- Liaise with tourism organisations.
- Consider a interpretive and heritage trail programs.

3. Encourage conservation of the Shire's heritage

Actions

- Inform owners that the Heritage Adviser can provide advice to owners of heritage items on heritage conservation, proposals for sympathetic alterations or extensions, and adaptive re-use of heritage items.
- Use the Local Heritage Fund judiciously to ensure and encourage heritage conservation.
- Assist owners in obtaining other funding that may be available.
- Support the establishment of a regional network of owners of historic homesteads and woolsheds.

4. Protect the Shire's heritage

Actions

- Follow procedures for assessing Development Applications with heritage implications.
- Assist applicants submitting Development Application affecting heritage items.
- Liaise with State/Commonwealth agencies about heritage items they control within the Shire.
- Implement appropriate measures to protect Aboriginal, natural and moveable items not best protected through the Local Environmental Plan.

5. Council to lead by example in implementing strategies 1-4.

Actions

- Prepare and implement Conservation Management Strategies for heritage items owned by Walgett Shire Council.

22. ALOCOHOL FREE ZONES

REPORTING SECTION: Planning and Regulatory Services

AUTHOR: Director of Planning & Regulatory Services - Matthew Goodwin

FILE NUMBER: 10/626

Summary:

Alcohol free zones in the towns of Walgett, Lightning Ridge and Collarenebri are due to expire on 15 July 2011. This report recommends that Council resolve to undertake consultation regarding the re-establishment of the zones.

Background:

Alcohol free zones in the towns of Walgett, Lightning Ridge and Collarenebri are due to expire on 15 July 2011. At a meeting held on 3 May 2011 Walgett Shire Council resolved to:

1. Note the letter dated 13 April 2011 from the Acting Commander of Castlereagh Local Area Command requesting that the existing Alcohol Free Zones at Walgett, Lightning Ridge and Collarenebri be maintained for a four year period.
2. Undertake consultation regarding establishing alcohol free zones in Walgett, Collarenebri and Lightning Ridge for four years, over the same areas as the existing zones. This will include publicising and circulating a proposal document, as well as inviting public submissions, via:
 - (a) Advertising within the Walgett Spectator and Lightning Ridge News.
 - (b) Advertising on the Walgett Shire Council web site.
 - (c) Circulation of the proposal document via mail to the officer in charge of the Walgett, Lightning Ridge and Collarenebri police stations.
 - (d) Circulation of the proposal document via mail to the NSW Anti-Discrimination Board.
 - (e) Circulation of the proposal document via mail to any known organisation representing an identifiable Aboriginal or ethnic group within the local area
 - (f) Circulation of the proposal document via mail to all liquor licensees within or adjoining the proposed alcohol free zones.
3. Consider any submissions received regarding the alcohol free zones proposal at the end of the consultation period.

Consultation has occurred in accordance with the Council resolution, including advertising in the Council's newspaper column in the Walgett Spectator on 11-5-2011 and the Lightning Ridge News on 12-5-2011. Notification letters were sent to:

- The NSW Anti-Discrimination Board on 3 May 2011.
- The NSW Police at Walgett, Lightning Ridge and Collarenebri on 12 May 2011.
- 28 aboriginal groups (including 3 Community Working Parties) on 12 May 2011.
- 11 liquor licensees on 12 May 2011.

A phone request was received from the NSW Anti-Discrimination Board to supply a copy of the letter dated 13 April 2011 from the NSW Police which requested the reestablishment of the alcohol free zones.

Current position:

At the time this report was written, two (2) submissions had been received regarding the alcohol free zone proposal (see Attachment A).

A simplified summary of the remaining process to establish an alcohol free zone is provided below:

- (1) Council must "*consider all representations and submissions that are duly made to it*" (Sub-section 644A(4) of the LGA 1993 and p.9 of the Ministerial Guidelines).
- (2) After complying with the procedures under section 644 and 644A, a Council may, by resolution, adopt a proposal to establish an alcohol free zone (section 644B LGA 1993). The resolution establishes the zone.
- (3) Council must inform any interested parties, including the applicant, the NSW Anti-Discrimination Board, the local Police Patrol Commander, officer in charge of local police stations, affected liquor licence holders that the zone has been established (p.9 of Ministerial Guidelines).
- (4) Council must then publish a notice in a local newspaper indicating that the alcohol free zones have been established (sub-section 644B(3) LGA 1993).
- (5) Council must then update signs for the zones with the new operating dates (section 644C LGA 1993).

Relevant reference documents/policies:

- * Ministerial Guidelines on Alcohol Free Zones issued by the Department of Local Government, February 2009.
- * Guidelines for Local Government Councillors issued by the Anti-Discrimination Board of NSW, 1999.
- * Guidelines for Managers of Local Councils issued by the Anti-Discrimination Board of NSW, 1999.

Governance issues:

Regulatory compliance:- When dealing with a proposal to establish an alcohol free zone, Council must comply with the provisions within Chapter 16 Part 4 of the Local Government Act 1993, as well as the 2009 Ministerial Guidelines on Alcohol Free Zones.

Council's charter:- Section 8 of the Local Government Act 1993 establishes Council's charter, which includes:

- * to exercise community leadership
- * to have regard to the long term and cumulative effects of its decisions
- * to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights

Environmental issues:

Some reduction in littering (especially glass alcohol containers) and graffiti is expected in conjunction with the enforcement of alcohol free zones.

Stakeholders:

Community, liquor licensees, aboriginal groups, NSW Police, NSW Anti-Discrimination Board.

Financial Implications:

Alcohol free zones signs will need to be updated using an existing Urban Infrastructure budget for signs.

Alternative solutions/options:

Do nothing: Given that the existing zones appear to have general support from the community and Police, this option would be unlikely to meet the expectations of those groups.

Reduce the area of the zones: The Ministerial Guidelines state that generally alcohol free zones should be as small as possible. It is unlikely that any reduction in the area of the existing zones would meet community or Police expectations given that the current zones appear to have general support.

Increase the area of the zones: This option could be applied at Lightning Ridge, but it is unlikely that it would meet the expectations of the NSW Anti Discrimination Board, given its historical recurring objections to alcohol free zones over larger portions of towns. It is also questionable whether there is any reasonable need to extend any zone.

Conclusion:

Alcohol Free Zones

Recommendation:

That Walgett Shire Council resolve to:

1. Receive and note the letter dated 31 May 2011 from the Walgett RSL Memorial Club Ltd regarding the proposed re-establishment of Alcohol Free Zones.
2. Establish alcohol free zones in Walgett, Collarenebri and Lightning Ridge for four years, over the same areas as the existing zones.
3. Inform the following parties that alcohol free zones have been established in Walgett, Collarenebri and Lightning Ridge for four years, over the same areas as the existing zones, via:
 - (a) A public notice in the Walgett Spectator and Lightning Ridge News.
 - (b) A public notice on the Walgett Shire Council web site.
 - (c) Notification letters to the officers in charge of the Walgett, Lightning Ridge and Collarenebri police stations.
 - (d) A notification letter to the NSW Anti-Discrimination Board.
 - (e) A notification letter to all liquor licensees within or adjoining the proposed alcohol free zones.
 - (f) A notification letter to all identifiable Aboriginal or ethnic groups.
4. Update alcohol free zone signage in Walgett, Collarenebri and Lightning Ridge in accordance with the Ministerial Guidelines on Alcohol Free Zones issued by the Department of Local Government, February 2009.

Moved:

Seconded:

WALGETT SHIRE COUNCIL AGENDA

Attachments:

Attachment A – Alcohol free zone proposal document

Attachment B – Letter dated 31 May 2011 from Walgett RSL Memorial Club Ltd

ATTACHMENT A – Alcohol free zone proposal document



Walgett Shire Council

77 Fox St.,
P.O. Box 31
WALGETT, N.S.W. 2832

Telephone: (02) 6828 1399
Facsimile: (02) 6828 1608
E-mail: admin@walgett.nsw.gov.au

**DRAFT ALCOHOL FREE ZONE PROPOSAL
FOR WALGETT, LIGHTNING RIDGE AND COLLARENEBRI**

Outline

Alcohol free zones in the towns of Walgett, Lightning Ridge and Collarenebri are due to expire on 15 July 2011. On 3 May 2011 Walgett Shire Council passed a resolution to consult with the community about its proposal to re-establish the zones.

The provisions of Chapter 16, Part 4 of the Local Government Act 1993 allow Walgett Shire Council to establish the zones. This document provides details of the proposed zones.

Reasons for the alcohol free zones

The Acting Commander, Castlereagh Local Area Command, NSW Police made application to Walgett Shire Council on 13 April 2011 for alcohol free zones to be re-established in Walgett, Lightning Ridge and Collarenebri. Reasons for establishing the zones are detailed in an extract from the application, as reproduced below:

Historically, the selection of Alcohol Free Zones (AFZs) within the communities of Walgett Shire were bought about due to the high level of alcohol related crime and general related public disorder in the communities mentioned. Alcohol related domestic violence and domestic assault still remain the Castlereagh Local Area Command's highest crime category. Arguably, alcohol is the main casual factor for the majority of crime in the western communities.

In the past 18 years or so since the implementation of AFZs we have gradually made the streets more and more alcohol free and at the same time made the Licensees more accountable with the responsible service of alcohol. Crime is continually reducing particularly in the area of common assault and malicious damage. Our communities are suffering less violence and our streets are safer, the continual policing and enforcement of AFZs has provided an ongoing remedy for the past street problems. It must be remembered that AFZs are flexible in that they can be lifted for special occasions and there is no evidence that people's freedoms and hampered with their introduction.

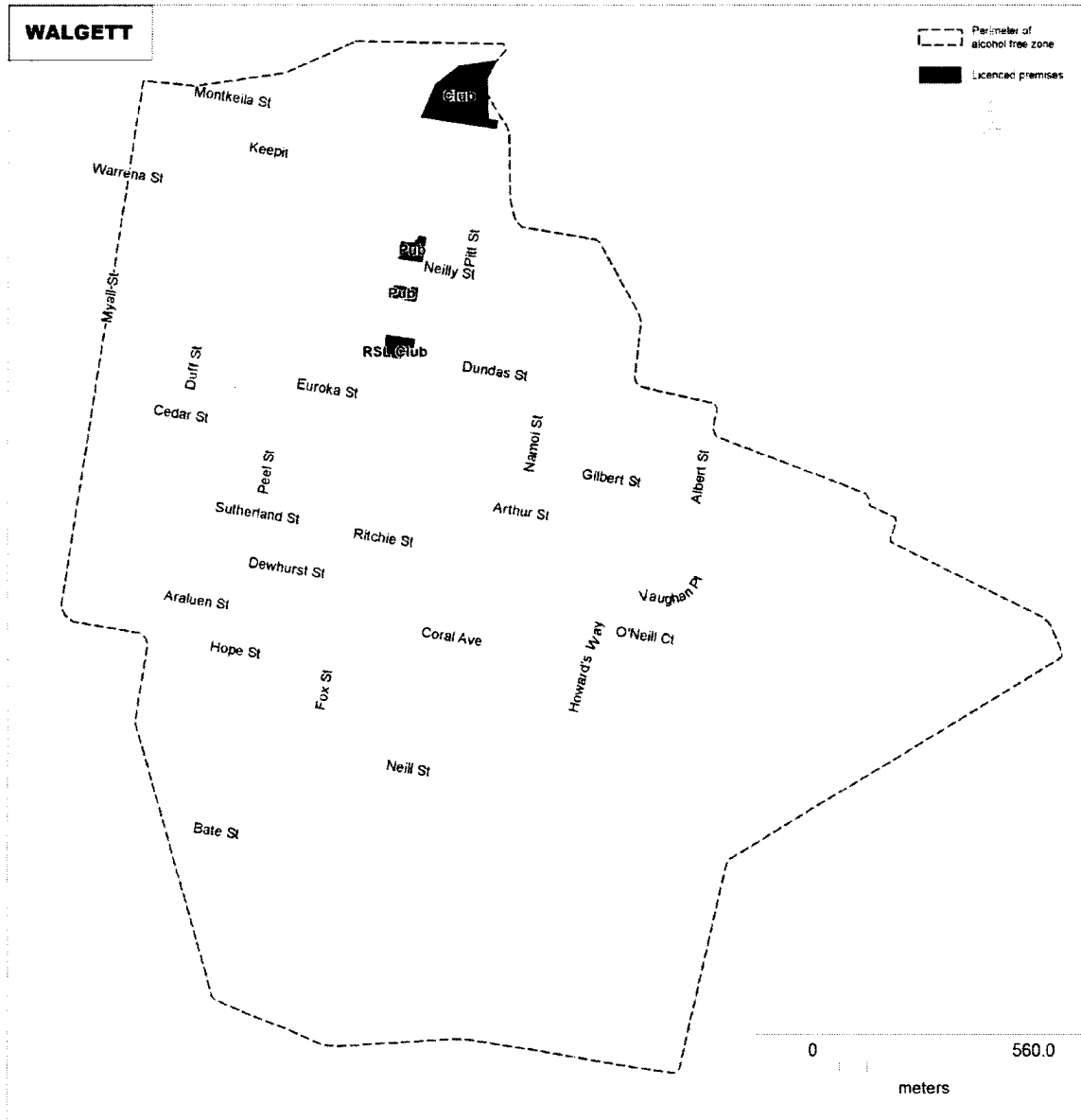
I am requesting that the AFZs be maintained for another Four year period (2011-2015). I am also requesting that the current zone boundaries for Walgett, Lightning Ridge and Collarenebri be left unchanged. I am mindful that the subject towns in the Walgett Shire have large Indigenous populations and it may be construed that the extensive coverage of an AFZ in the communities targets one social group. It must also be considered that the statistical fact is that the majority of victims of alcohol related crime in these communities are Indigenous people. Many of our calls for assistance come from members of the Aboriginal community who are in fear of, victimised by being assaulted by alcohol effected people.

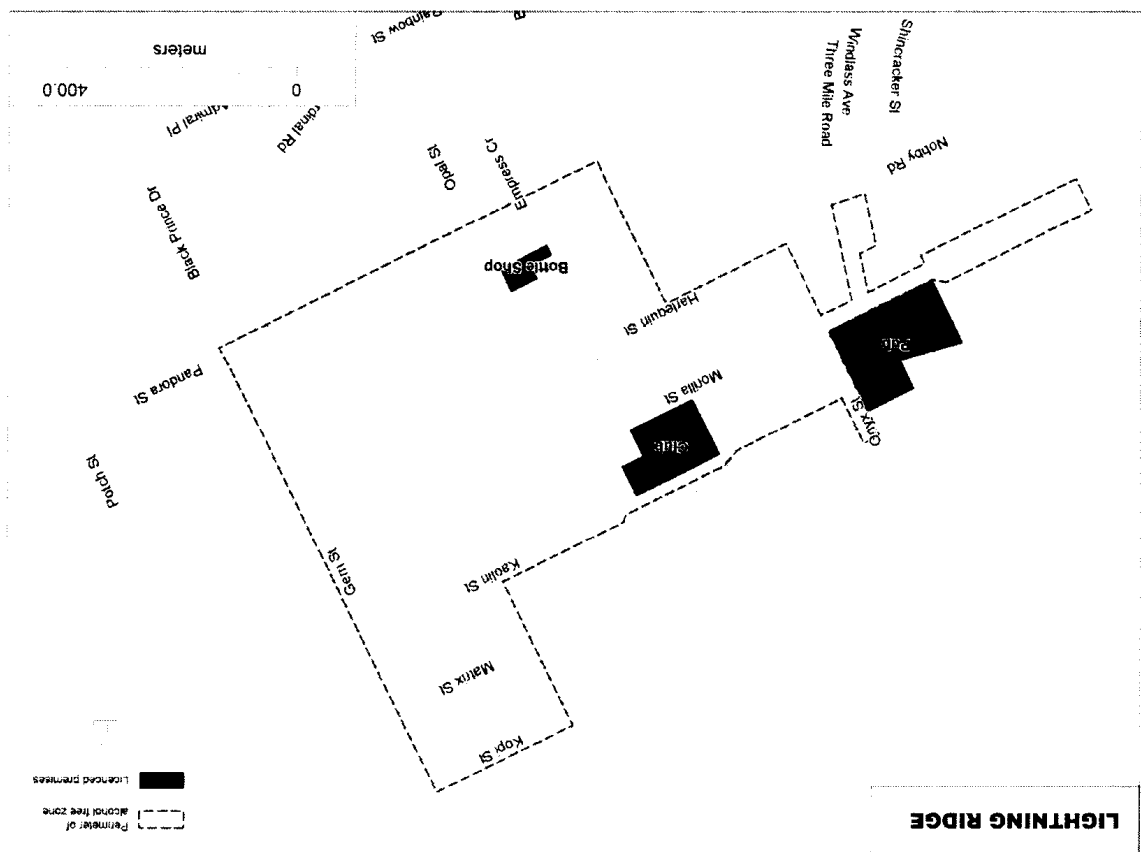
WALGETT SHIRE COUNCIL AGENDA

Apart from reducing violence and malicious damage, Council sees the establishment and enforcement of alcohol free zones as an effective method of reducing a significant problem with glass bottle littering. This will also help decrease the frequency of broken glass in streets, which is a significant hazard for the community.

Location of the alcohol free zones

The extent of the proposed zones is shown in the maps below.





WALGETT SHIRE COUNCIL AGENDA

Where does an alcohol free zone apply?

Alcohol free zones can only be created over public roads or a public place that is a car park (ie. a car park on public land or Crown Land).

How long will the zone apply?

It is proposed that the alcohol free zone will be established for four years upon the completion of the required consultation processes.

Community input

Ministerial Guidelines require that Council “*give proper consideration to any representations, submissions or objections received and as a result may amend or withdraw a proposal to establish an alcohol-free zone*”. Walgett Shire Council encourages written submissions from the public regarding the proposed zones. Submissions should be addressed to the General Manager of Walgett Shire Council.

More information?

Contact Council’s Director Planning and Regulatory Services, Matthew Goodwin, if you require any additional information.

Don Ramsland
General Manager
Walgett Shire Council

ATTACHMENT B – Letter dated 31 May 2011 from Walgett RSL Memorial Club Ltd



WALGETT RSL MEMORIAL CLUB LTD

ABN 81 001 065 667

71 Fox Street (PO Box 165), Walgett NSW 2832

Phone: 02 6828 1183 Fax: 02 6828 1932

Tuesday, 31 May 2011

Matthew Goodwin
Director Planning & Regulatory Services
PO Box 31
Walgett NSW 2832

RECEIVED - 2 JUN 2011

Dear Matthew

Regarding your correspondence date 12th May 2011 in reference to the Proposed Re-establishment of Alcohol Free Zones.

The Board of Directors at their monthly meeting on the 26th May 2011 received your correspondence and fully endorses the Re-establishment of the Alcohol Free Zones as detailed in your correspondence.

The only concern the Board of Directors wish to raise; is with the enforcement of the alcohol free zones or the lack of enforcement of the Alcohol Free Zones.

Regards

Paul Clarke JP
Secretary Manager

WALGETT SHIRE COUNCIL AGENDA

ATTACHMENT C – letter dated 30 March from Dharriwaa Elders Group

Dharriwaa Elders Group ABN: 26 795 240 948
a tax-deductible gift recipient

To: Matthew Goodwin
Director Planning and Regulatory Services
Walgett Shire Council
PO Box 31 Walgett NSW 2832

RECEIVED 14 JUN 2011

30 May 2011

RE: Proposed re-establishment of alcohol-free zones

Dear Matthew

The last meeting of the Dharriwaa Elders Group Elders Council resolved to write to you expressing the organisation's support for the re-establishment of alcohol-free zones in Walgett as described in your letter of the 12 May 2011.

Yours sincerely

V. Hill

Per

Richard Lake
Speaker for and on behalf of the Dharriwaa Elders Group

ABN: 26 795 240 948, PO Box 174 Walgett NSW 2832, ph: 02 6828 2619 fx: 02 6828 2519,
www.dharriwaaeldersgroup.org.au
Credit card donations for our premises fundraising appeal can be made here:
<http://www.ourcommunity.com.au/dharriwaaeldersgroup>

23. LIQUOR LICENCE APPLICATION

REPORTING SECTION: Planning and Regulatory Services

AUTHOR: Matthew Goodwin – Director Planning and Regulatory Services

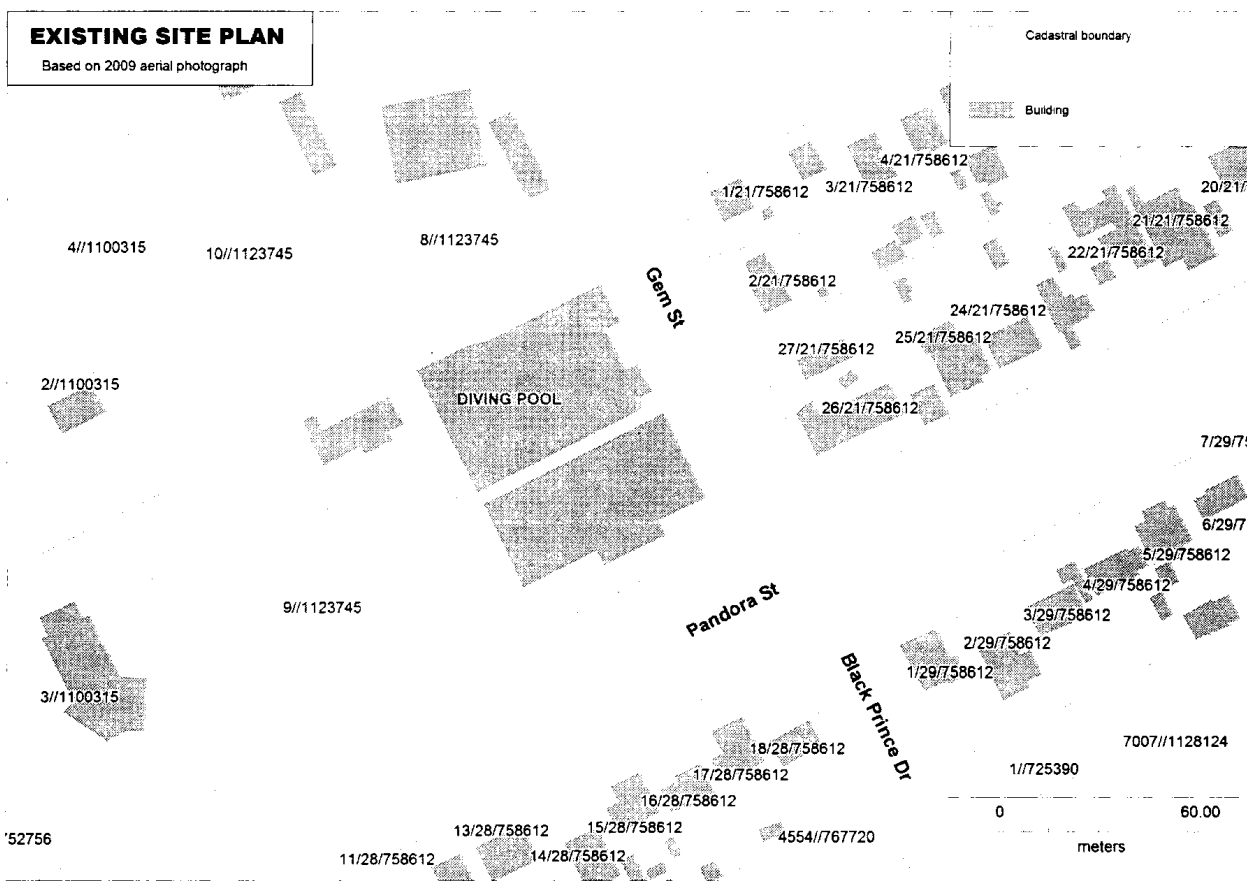
FILE NUMBER: 09/1308-02

Summary:

Walgett Shire Council has received notice that an application for a single function liquor licence has been made for the Lightning Ridge Diving Pool. It is recommended that Council resolve to note the application.

Background:

The Lightning Ridge Diving Pool is located on lot 8 DP 1123745 in Gem St., Lightning Ridge as shown in the plan below. Development Consent 2006/016 was issued by Council on 22 June 2006 for an indoor diving pool complex.



Current position:

On 15 June 2011 Walgett Shire Council received notice that an application for a single function liquor licence has been made for the Lightning Ridge Diving Pool (Attachment A). The proposed event is the 7th National Opal Symposium Dinner being organised by the Lightning Ridge Miners Association for 26 July 2011.

WALGETT SHIRE COUNCIL AGENDA

Relevant Reference Documents:

- Liquor Act 2007.
- Environmental Planning and Assessment Act 1979.
- Environmental Planning and Assessment Regulation 2000.
- Liquor Licensing Laws and Community Impact Statements: Guidelines for NSW Councils, published by the Local Government and Shires Association 2009.
- Protection of the Environment Operations Act 1997, especially provisions relating to noise.
- Protection of the Environment Operations (Noise Control) Regulation 2008.

Governance issues:

Council's key role in this matter is as a referral authority to provide local feed back to Casino Liquor & Gaming Control Authority on the application.

Environmental issues:

Noise and unsociable behaviour could arise from the event if it was inadequately managed.

Stakeholders:

Applicant, participants, NSW Police, the Casino Liquor & Gaming Control Authority and Walgett Shire Council.

Financial implications:

Nil

Alternative solutions/options:

The key alternative is to object to the application and specify reasons why the Council is objecting.

Conclusion:

The application for a single Liquor licence on behalf of the Lightning Ridge Miners Association be noted.

Liquor License Application

Recommendation:

That Walgett Shire Council resolve to:

1. Receive and note the application for a single function liquor licence on behalf of the Lightning Ridge Miners Association for the 7th National Opal Symposium Dinner on 26 July 2011 at the Lightning Ridge Diving Pool.

Moved:

Seconded:

Attachments:

A – Application for Liquor licence – single function - notification

WALGETT SHIRE COUNCIL AGENDA

ATTACHMENT A – Application for liquor licence – single function - notification

CASINO
LIQUOR
& GAMING
CONTROL
AUTHORITY



New South Wales Government

Level 6, 323 Castlereagh Street GPO Box 3570 F: 02 9995 0854 info@clga.nsw.gov.au
Haymarket, NSW 2000 Sydney, NSW 2001 F: 02 9595 0819 clga.nsw.gov.au

Application for Liquor - limited licence (Single-function)

Application number APP-0000046942
Date lodged 15 Jun 2011 03:14 PM

1. Applicant's details

Name Ms Corney, Justine Louise

2. Applicant's qualifications and experience

Details not displayed

3. Non-proprietary association details

ABN 36 001 204 726
Name of organisation LIGHTNING RIDGE MINERS ASSOCIATION LTD

4. Function and location details

Name of function	7th National Opal Symposium Dinner
Purpose/nature of function	Dinner
Other purpose/nature	Symposium dinner
Place where function will be held	Lightning Ridge Indoor Diving Complex
Local council for the premises	Walgett Shire Council
Owner of these premises	Department of Lands
Other local councils within 500 meters of premises (if any)	Not applicable
Will the function be held on Crown land?	Yes
Is development consent or approval required for a function at the premises?	Yes
If Yes, is development consent or approval in place?	Yes
Will there be another liquor licence operating at the premises during the function?	No
Street address of the function	Lot 6 Gem Street Lightning Ridge NSW 2834 Australia

Application for Liquor - limited licence (Single-function)

premises in New South Wales

5. More information about the function

Estimate how many people will attend the function	180
Quantity of beer in litres	100
Quantity of wine in litres	40
Quantity of spirits in litres	5
Will entertainment be provided at the function?	Yes. Karaoke machine with two singers.
Will food be available at the function?	Yes. Three course sit down dinner
Will toilets be available at the function?	Yes. Six female and six male
Will all personnel who sell/supply liquor at the function hold RSA qualifications at the date of the function?	Yes
Will the licensed area be physically defined?	Yes. The licensed area is within a building. With the exception of emergency exits there is only one entrance for patrons.
Will security officers be engaged for some or all of the function?	No
Describe how the applicant will supervise and control the entire licensed area for the function	The bar will serve beer and and mixed drinks in cans and decant wine into plastic carafes which patrons will take to their table. The applicant will supervise and check bar area and dining area on a regular basis.
Describe the number and location of bars, selling points etc.	There will be one selling point inside the entrance of the licensed area.
Describe how the applicant will ensure liquor is not taken away from the licensed area.	Aside from emergency exits there will be only one point of entry and exit to the licensed area. Anyone leaving the licensed area will need to walk past the bar area where RSA staff will prevent any alcohol leaving the area.
Describe the practices that will be put in place to ensure that liquor is sold, supplied or served responsibly, and that steps are taken to prevent intoxication.	Water jugs and glasses will be on every table. A three course sit down meal will be served. The bar staff will all have RSA certificates and will not provide service to anyone exhibiting signs of intoxication. The function is the mid point of a Symposium which patrons will be attending the following day.

6. Function date and liquor trading hours

WALGETT SHIRE COUNCIL AGENDA

CASINO
LIQUOR
& GAMING
CONTROL
AUTHORITY



New South Wales Government

Level 6, 223 Castlereagh Street GPO Box 3970 ☎ 02 9995 0894 info@ciga.nsw.gov.au
Haymarket, NSW 2000 Sydney, NSW 2001 ☎ 02 9995 0819 ciga.nsw.gov.au

Application for Liquor - limited licence (Single-function)

Function start date 26/07/2011 07:00 PM

Function end date 27/07/2011 01:00 AM

Liquor trading dates and times

Day 1 : 26/07/2011 07:00 PM - 27/07/2011 12:00 AM

Day 2 : 27/07/2011 12:00 AM - 27/07/2011 12:30 AM

Will liquor be sold/supplied after midnight?

Yes. Liquor will be sold until 12.30am. The music will cease prior to midnight. There will be minimal noise emanating from the building. There are no neighbours immediately adjacent to the building but some across the street. Dinner and speeches will have finished by approx 10pm and patrons will leave from that time onwards.

Will liquor be sold/supplied before 10am?

No

24. MATTERS FOR BRIEF MENTION, PLANNING AND REGULATORY SERVICES

REPORTING SECTION: Planning & Regulatory Services
AUTHOR: Matthew Goodwin, Director Planning & Regulatory Services
FILE NUMBER: 10/434

This report provides notes on items for brief mention, or information only, on more significant matters arising in the Planning & Regulatory Services Division between 13 May 2011 & 9 June 2011.

a) DRAFT WALGETT LOCAL ENVIRONMENTAL PLAN 2011

Significant staff time has been dedicated to responding to a letter dated 16-3-2011 from the Regional Director of the Department of Planning & Infrastructure regarding the draft Walgett Local Environmental Plan (LEP). In consultation with Ian Sinclair of Edge Land Planning, this has included:

- * Reviewing the LEP document.
- * Reviewing the LEP mapping. This includes fifty A3 maps, and more have been requested by the Department.
- * Preparing an application for a section 65 certificate from the Department, to enable the LEP to be publicly exhibited.

b) BUSH FIRE PRONE LAND MAP

On 15 June 2011 Walgett Shire Council received a copy of the Walgett Shire Bush Fire Prone Land Map 2011, certified on 10 June 2011 by the NSW Rural Fire Service under section 146(2) of the Environmental Planning & Assessment Act 1979. This map was endorsed by Council at a meeting held on 25 May 2010 and supersedes the previous bush fire prone land map from 2004.

The new map is available from Council's web site at
<http://www.walgett.nsw.gov.au/planning/1119/180104.html> .

c) URBAN ADDRESSING PROJECT

A project to establish standardised urban addresses within Walgett Shire commenced in April 2010. Volunteers from the Lightning Ridge Men's Shed are currently installing street number plates on buildings in Lightning Ridge that are not clearly identified.

A review of urban addressing in Walgett has commenced.

d) ENVIRONMENTAL HEALTH AND BUILDING SURVEYOR VACANCY

Interviews for the Environmental Health and Building Surveyor vacancy have been conducted.

e) TOWN PLANNER VACANCY

Interviews for the Town Planner vacancy are scheduled for 16 June 2011.

f) CONTRACT BUILDING CERTIFICATION & ENVIRONMENTAL HEALTH SERVICES

Brian Vaughan, a consultant building certifier from Narrabri has been providing periodic building certification and environmental health services on. During June he is undertaking unannounced inspections of high medium risk food premises within the Shire.

g) PLANNING AGREEMENT PROPOSAL, NAMOI SETTLEMENT

Preliminary discussions regarding the possibility of a planning agreement in conjunction with a proposed Development Application for the subdivision of the Namoi settlement have occurred. Don Ramsland, Matthew Goodwin and Prafulla KC met with representatives of Arup, the NSW Aboriginal Lands Council and the Walgett Local Aboriginal Lands Council on 23 May 2011.

h) DEVELOPMENT APPLICATION FOR WALGETT POLICE STATION

A Development Application for a new police station at Walgett has been received. The value of the development estimated in the application is \$10,296,000. Under clause 13B of State Environmental Planning Policy (Major Development) 2005, Development Applications for emergency services facilities that have a capital investment value of more than \$5,000,000 must be determined by a Western Region Joint Planning Panel (JRPP).

Joint Regional Planning Panel Fact Sheet 3 details how Development Applications are assessed for regional panels. Elements of the process include:

- * Council must submit the Development Application to the JRPP within 7 days of receipt.
- * Council is obligated to have it's planning staff prepare an assessment report for the application which is submitted to the JRPP.
- * The elected Council may make a submission to the JRPP regarding the application.
- * The JRPP determines the application.

Matters Generally for Brief Mention or Information only from Director of Planning & Regulatory Services

Recommendation:

1. That the report by the Director of Planning & Regulatory Services on matters for brief mention, or information only, be received and noted.

Moved:

Seconded:

Attachments:

Nil

25. NORTH WEST WEIGHT OF LOADS COMMITTEE – AGREEMENT

REPORTING SECTION: Director Engineering Services
AUTHOR: Ian Taylor – Executive Engineer
FILE NUMBER: 10/286

Summary:

Council is a member of the North West Weight of Loads Group. This report provides advice in relation to the renewal of the Agreement for this operation.

Background:

Council is a member of the North West Weight of Loads Group (NWWOLG). NWWOLG provides an enforcement capability to Council to police the compliance of heavy vehicle operators with statutory vehicle mass limits. The Group works in cooperation with RTA compliance officers, however their operations are not limited to State Highways.

Over mass vehicles result in exponentially increased rate of decay to council road pavements. This means the actual life of the road pavement would be less than the design life assumed in its construction. If this were permitted to occur to any real degree, it would necessitate council increasing the depreciation allowance for road pavements in its budget or decreasing the service level from a sealed road to an unsealed road.

Current Position:

The NWWOLG agreement is due to expire 30 June 2011. Council should consider extending this agreement to maintain vigilance in the community in regard to compliance with statutory mass limits. Refer to reference documents.

The draft agreement was circulated to Committee delegates earlier this year and was recently approved by the Committee. Councillor Colless is Walgett Shire's Delegate on the Committee.

Relevant Reference Documents/Policies:

Refer NSW Legislation for Vehicle Mass Management.
Letter NWWOLG 18 February 2011 10/286/0004

Governance issues:

Governance is administered by Moree Plains Shire Council.

Environmental issues:

NWWOLG enforces relevant NSW Legislation outside the reach of "Chain of Responsibility" to constrain the consumption of road assets and thereby allowing Council's road maintenance and renewal dollars to go further.

Stakeholders:

WALGETT SHIRE COUNCIL AGENDA

All Heavy Vehicle Operators in Walgett Shire.

Financial Implications:

Revenues and expenditures are variable over 12 months, but usually costs less than \$5,000 p.a.

Alternative Solutions/Options:

An alternative would be for Council to undertake the management of mass on its roads independently of NWWOLG, join another Weight of Loads Group, or not to manage vehicle mass, relying solely on chain of responsibility.

The cost of joining another group could be assumed to be similar to the NWWOLG.

The cost of managing vehicle mass independently of NWWOLG would not be efficient.

To not manage vehicle mass would make it very difficult for Council to argue to Government that it was exercising proper stewardship of its road assets.

If Council did not manage vehicle mass it should forecast the impact of illegal truck operations in the Shire and reassess its depreciation allowance for road pavements to account for additional liabilities.

Conclusion:

Council should renew the agreement for the North West Weight of Loads Committee.

North West Weight of Loads Committee - Agreement

Recommendation:

1. That the North West Weight of Loads Inter-Council Memorandum of Agreement 2011-2016 be executed under seal of Council; and
2. That the North West Weight of Loads Authority Schedule be executed under seal of Council.

Moved:

Seconded:

Attachments:

Letter NWWOLG 18 February 2011 10/286/0004

NORTH WEST WEIGHT OF LOADS COMMITTEE

PO Box 420, MOREE NSW 2400
 Telephone: (02) 6757 3276
 Fax: (02) 6751 1512
94 3404 DU/11/2004-F125

Administered by
 Moree Plains Shire Council

18th February 2011

Mr. Don Ramsland
 General Manager
 Walgett Shire Council
 PO Box 261
 WALGETT NSW 2832

Dear Mr. Ramsland,

Re: North West Weight of Loads Inter-Council Memorandum of Agreement

The current North West Weight of Loads (NWVOL) Inter-Council Memorandum of Agreement (MOA) expires on the 30th June 2011.
 A draft MOA was tabled at the NWVOL September 2010 meeting, with Councils asked to provide suggestions for improvements, to be circulated and discussed at the December 2010 meeting.

At the North West Weight of Loads Quarterly Meeting held on Monday 6th December 2010, the following was resolved:

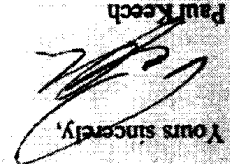
"That the new 2011-2016 Inter-Council Memorandum of Agreement is approved by the North West Weight of Loads Committee for forwarding to the individual member councils for adoption. The Memorandum of Agreement will be addressed to the General Manager and is to be executed under the seal of each council."

To action the above resolution, please find attached:

1. The North West Weight of Loads Inter-Council Memorandum 2011-2016,
2. The NWVOL Authority Schedule (also to be executed under the seal of each council) and
3. A copy of the NWVOL Constitution for your information.

Should you have any further questions regarding this matter please do not hesitate to contact me, the North West Weight of Loads Executive Officer on 02 6757 3265.

Yours sincerely,


 Paul Keech

North West Weight of Loads Executive Officer

Encompassing the Councils of Glen Innes Severn, Gunnedah, Guyddi, Inverell, Moree Plains, Narahin, Walgett, & Warumbungle.


NORTH WEST WEIGHT OF LOADS COMMITTEE

MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT made **BETWEEN THE COUNCIL OF THE SHIRE OF MOREE PLAINS** of the First Part and the **COUNCIL OF THE SHIRE OF INVERELL** of the Second Part and the **COUNCIL OF THE SHIRE OF WALGETT** of the Third Part and the **COUNCIL OF THE SHIRE OF NARRABRI** of the Forth Part and the **COUNCIL OF THE SHIRE OF GUNNEDAH** of the Fifth Part and the **COUNCIL OF THE SHIRE OF GWYDIR** of the Sixth and the **COUNCIL OF THE SHIRE OF GLEN INNES SEVERN** of the Seventh Part and the **COUNCIL OF THE SHIRE OF WARRUMBUNGLE** in the Eighth Part.

WHEREBY IT IS AGREED AS FOLLOWS:

1. The date of commencement of this Agreement shall be the 1st of July 2011.
2. That the control of the operation shall be in accordance with the North West Weight of Loads Committee Constitution.
3. The said Councils shall jointly employ Ordinance Inspectors (hereinafter called "the inspectors") to the said Councils under and subject to the provisions of the Local Government Act 1993 and the Regulations made or to be made thereunder in accordance with the pertinent agreements.
4. The council of the Shire of Moree Plains shall act as the administrative body in accordance with the Constitution for the joint employment of the inspectors and shall be responsible for actually paying the wage of the inspectors.
5. The inspectors shall be employed under the terms of the Local Government (State) Award, 2010.
6. The liability of each of the said Councils of respect of wages and other conditions of employments shall be proportional to the amount of time spent in a working week (or any other relevant period) by the inspectors actually working in a Council's area.
7. The Council of the Shire of Moree Plains shall receive from the other Councils party to this Agreement a contribution towards the payments due to the inspector in respect of his work for the said Councils. The contribution shall be calculated in accordance with Clause 6 hereof.
8. That each Council charge its own costs against the Moree Plains Shire Council and remit all receipts to that Council.
9. That the operational costs for work carried out within the area of each Council shall be charged to that Council by means of a hire rate, based on the time spent in that Council's area.
10. A) That the administration of the undertaking shall be in accordance with the North West Weight of Loads Committee Constitution, with an administrative charge of 8% of the total expenditure incurred within each of the Shires, to be included in the cost of operation, and charged against each Council in accordance with the formula hereto annexured.

North West Weight of Loads Memorandum of Agreement	Authorised by: Signature 	Date: 11/02/2011
Review Date: 13 th September 2010	Reviewed by: David Wolfenden (Asset Manager)	Page: 1 of 2

B) The per centum of Administrative charge be reviewed on a biennial basis at the Committee's March Meeting.

11. That the capital costs for equipment items, other than those for which hire rates are charged, be shared equally amongst the constituent Councils.

12. That the above terms of agreement shall be binding on the constituent Councils until the 30th June 2016.

13. That this agreement may be terminated by six (6) months notice in writing by any of the parties to the others of them, and shall not extend for a period longer than five (5) years from the date of commencement of the agreement.

IN THE WITNESS THEREOF the Common Seals of the Said Councils have been hereunto affixed.

THE COMMON SEAL of the COUNCIL OF THE

SHIRE OF WALGETT was hereunto affixed


on this the _____ day of _____ 20

On the in pursuance of a resolution of the said

Council passed the _____

.....
GENERAL MANAGER

.....
MAYOR

North West Weight of Loads	Authorised by: 	Reviewed by: David Wolfenden (Asset Manager)	13 th September 2010
Memorandum of Agreement	Signature		
	Date: 11/02/2011	Page: 2 of 2	



Walgett Shire Council

This is to certify that the persons named in the schedule below, are authorised to operate within the area of the Walgett Shire Council, under the provisions of Section 80 of the NSW Road Transport (General) Act 2005 and Section 19 of the NSW Road Transport (Mass Loading and Access) Regulation 2005.

SCHEDULE

Inspectors

David Carter
Leonard Hattenfels
Geoffrey Girard
Greg May

Administration

Della Barnes
Renee McMillan
Jacqui Mitchell
Jessica Murray

The Common Seal of
Walgett Shire Council
was hereunto affixed
on the ____ day of
_____ 20__.

.....
(Mayor)

.....
(General Manager)

CONSTITUTION

NORTH WEST WEIGHT OF LOADS COMMITTEE

Last adopted:

(At the meeting of the 13th December 1988)

(At the meeting of the 14th June 1989)

(At the meeting of the 18th June 2003)

(At the meeting of the 4th December 2006)

1.0 NAME

The organisation shall be known as the North West Weight of Loads Committee (hereinafter referred to as "the Committee").

2.0 OBJECTS

The Objects for which the Committee is formed are:

- a. To manage and administer the business and affairs of the Committee's operations in accordance with Local Government Act 1993, the Road Act 1993, the Road Transport (Mass, Loading & Access) Regulations 1996 under the Roads Act 1993, the Interstate Road Transport Act 1985, and the Road Transport (General) Act 2005.
- b. To co-operate with other organisations, persons or bodies corporate for the implementation of the Weight of Loads operations throughout its administrative area.
- c. To recommend policies to the Constituent member Councils and keep such constituency informed of the Committee's activities and matters pertinent to overloading.
- d. To generally promote the aims of reducing damage to Shire and Classified Roads by the policing of vehicle weight limits as prescribed in the Acts and Regulations pertinent to overloading.
- e. To employ and appoint staff to carry out the requirements of the scheme and administer the Regulation pertinent to overloading.

3.0 INTERPRETATION

In this Constitution unless there is something in the subject or context inconsistent therewith:-

- a. "The Committee" means the North West Weight of Loads Committee.
- b.
 - (i) The "Administrative Council" shall mean that Council designated by the Committee to carry out the normal day to day duties pertaining to the Management & Administration of the Weight of Loads Committee operations.
 - (ii) "Executive Officer" and "Administrative Officer" shall refer to the position of General Manager and Director of Engineering Services of the Administrative Council or a nominee appointed by such officer to carry on the purpose of the appointment.

North West Weight of Loads Committee Constitution Version 3	Authorised by: Signature	Date Adopted: 04/12/2006
Review Date:	Reviewed by:	Page: 1 of 6

- c. Words importing the singular or plural number shall include the plural and singular respectively and words importing the masculine gender shall include the feminine or neuter gender.
- d. "The Committees administrative area" refers to those Local Government area and boundaries pertinent to each Constituent Council of the Committee.
- e. "Constituent Council" refers to Councils who are signatories to the Committee's agreement pertinent at any time.
- f. "Members" refers to those delegates appointed by constituent Councils and affiliated organisations as identified in Section 4.0 of the Constitution entitled to vote at a meeting of the Committee.

4.0 COMPOSITION OF COMMITTEE

The Committee shall be a Committee of delegates appointed by each of the Constituent Councils and affiliated organisations who are signatories to the North West Weight of Loads Committee agreement in accordance with the formula set down as follows:

- a. The Administrative Council shall appoint two (2) delegates to the Committee.
- b. Each other Constituent Council shall appoint one (1) delegate to the Committee and one (1) alternate delegate.
- c. The Transport Hauliers Association shall be allowed to appoint one (1) delegate to the Committee and one (1) alternate delegate.
- d. The New South Wales Farmers Association shall be allowed to appoint one (1) delegate to the committee and one (1) alternate delegate.

4.1 PROBATIONERY MEMBERSHIP

- a. The Committee may allow other Local Government Councils to become probationary members of the Committee for a period of twelve (12) months should the Committee receive a request for same.
- b. Such probationary Councils shall be required to enter into a management agreement for the period specified under the same terms and conditions save the period of the agreement as is entered by the other Constituent Councils.

4.2 VOTING RIGHTS & QUORUM

- a. A quorum of the Committee shall consist of a majority of appointed delegates.
- b. Each appointed delegate shall have at each meeting one vote value in any ballot or Committee vote, save the Chairman who shall have the right to a casting vote in any tied ballot.
- c. In the absence of the Chairman or Vice-Chairman to preside over the proceedings of the meeting, the members present shall elect a chairperson for that meeting.

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- d. Each alternate delegate shall only have voting rights in any ballot or committee vote under circumstances prevailing where the appointed delegate is absent from the meeting at which the vote/ballot is being taken.
- The alternate delegate is assumed to mean another Councillor or Council representative. In the absence of a Council appointed delegate then the Council vote shall be carried by the General Manager of that Council or his appointed delegate.
- e. There shall be no form of proxy voting available to be used in any Committee ballot notwithstanding the operation of Clause 4.2 (b).
- f. Any matters raised at the meeting requiring ballot shall be determined by a majority of votes from the membership present.

5.0 EXECUTIVE OFFICERS & EXECUTIVE MEMBERS

- a. The Executive & Administrative Officers of the Committee shall have no voting rights conferred upon them.
- b. The duties of the Executive & Administrative Officers shall be to ensure that the business and general affairs of the Committee are conducted in accordance with the Committee's policies and decisions.
- c. The General Manager of the Administrative Council or his/her nominee shall be deemed to be the Secretary of the Committee.
- (i) The Secretary shall carry out all those duties and directions which the President or Committee may make from time to time.
- (ii) The Secretary shall convene and attend meetings of the Committee and Sub-Committees taking minutes of the business transacted there and shall enter the proceedings of meetings in the Committee's Minute Book.
- (iii) The Secretary shall conduct, keep and produce correspondence in connection with the Committee.
- (iv) The Secretary shall prepare and submit to the Committee for approval the annual report of the Committee's affairs for presentation to the Annual General Meeting.
- (v) The Secretary shall keep a register of the names and addresses of each member for the time being of the Committee.

5.1 CHAIRMAN & VICE CHAIRMAN

- a. The membership of the Committee shall elect at each Annual General Meeting of the Committee a Chairman and Vice-Chairman who shall hold office until the next succeeding Annual General Meeting.
- b. The Chairman shall have a casting vote in any tied ballot of the Committee.
- c. The Chairman may give direction to the Executive and Administrative Officers of the Committee and shall preside over meetings of the Committee.
- d. The Vice-Chairman shall assume the role of Chairman in the absence of the Chairman at meetings and at those times the Chairman is on leave from the Committee or has vacated the chair.

North West Weight of Loads Committee Constitution Version 3	Authorised by: Signature	Reviewed by:	Page: 3 of 5
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6.0

POWERS OF COMMITTEE

- a. The business and general affairs of the Committee shall be vested under the day to day management of the Executive and Administrative Officers subject to the Committee's direction and the Committee may exercise all such powers and do all such things as the Committee may deem expedient for the furtherance of the Committee's objectives provided that such acts are in accordance with the policies of the Committee and the Constituent Councils and Local Government Act 1993, the Road Act 1993, the Road Transport (Mass, Loading & Access) Regulations 1996 under the Roads Act 1993, the Interstate Road Transport Act 1985, and the Road Transport (General) Act 2005 pertaining to overloading.
- b. The Committee may make such policy as to its own regulation and the administration of its organization notwithstanding the operation of Section 5.0 of this constitution.
- c. The Committee may recommend policies to the Constituent Councils for their adoption or endorsement.

6.1 DISSOLUTION OF COMMITTEE

In the event of the Committee winding up, becoming defunct, otherwise ceasing to exist, however arising, all the assets and funds of the Committee shall after payment of expenses and liabilities, be paid to the Administrative Council for the disbursement of any surplus, or apportionment of any deficit between any Constituent members.

7.0

MEETINGS AND PROCEDURES

- a. The Committee shall meet once every quarter. The months of meeting for the following year shall be decided at the Annual General Meeting.
- b. On receipt of a request from three (3) members of the Committee the Chairman shall call a special meeting for the purpose specified. The Chairman may at those times be deemed necessary call a special meeting for consideration of urgent matters.
- c. Matters requiring a decision by the Committee shall be entered into the Committee business paper which shall be circulated not less than seven (7) days prior to the meeting notwithstanding that items raised in the general business section of the meeting by the delegates may be considered and determined.

7.1 ANNUAL GENERAL MEETING

- a. An Annual General Meeting shall be held at least once in every calendar year at such time and place as may be determined by the Committee. The Committee's financial year shall be from the 1 day of July to the 30th day of June of the next year.
- b. The business of the Annual General Meeting shall be to elect the Chair of the Committee and Vice-Chair.

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Review Date:			Date Adopted: 04 12 2006

8.0 ACCOUNTS AND AUDIT

- a. The Committee shall cause proper accounts and records to be kept by the Administrative Council for the time being with respect to all monetary and other transactions of the Committee and have reports submitted from time to time as required.
- b. The Principal Accounting Officer of the Administrative Council shall submit an Annual Statement of the financial affairs of the Committee to the Annual General Meeting in each year, such statements having been previously noted by the Auditor. The Principal Accounting Officer shall also present a copy of the Audited Statements of the previous three (3) years at the meeting for the Committee's information.
- c. The Administrative Council shall be entitled to a management fee for managing and keeping the records for the Committee's operation.

9.0 EMPLOYMENT OF STAFF

- a. Staff shall be employed in accordance with the Committee's needs and policies from time to time.
- b. Staff shall be directed by the Executive Officer or his nominee.
- c. The Administrative Council shall pay staff employed by the Committee in accordance with the Awards pertinent at any time and in accordance with the Employment Agreement signed by the Constituent Councils and executed under their common seals and the staff concerned.
- d. Staff shall be employed in accordance with the Committees normal employment agreement.

10.0 LEGAL PROCEEDINGS, LAYING OF INFORMATION ETC

- a. The address for service of notices upon the Committee shall be as follows:
The Secretary
North West Weight of Loads Committee
PO Box 420
Moree NSW 2400
- b. The Administrative Council may prepare information in summonses for those Council's requesting this service to be carried out.
- c. The Administrative Officer of the Committee is authorised to lay information on behalf of Constituent Councils (requesting this service to be carried out).
- d. The Administrative Council may institute proceedings under the Self Enforcing Infringement Notice System on behalf of the Constituent Councils.

10.1 LETTERHEADS AND LOGOS

- a. The Committee's correspondence shall be enacted upon its own letterhead.
- b. The Executive Officer or his nominees of the Committee are authorised to sign such Committee's correspondence

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11.0 ADOPTION OF CONSTITUTION

- a. The Constitution adopted by the Committee shall be submitted to each Constituent Council and affiliate organizations for their consideration and acceptance and as an Annexure to the Management Agreement pertaining to the operation of the Committee.
- b. The Constitution may be amended by the Constituent Councils and affiliated organisations by the adoption in majority of any recommended change proposed by the Committee.

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26. RFQ11016 - FEASIBILITY STUDY & SITE SELECTION FOR THE REDEVELOPMENT OF THE WALGETT WORKS DEPOT - DRAFT FOR INFORMATION

REPORTING SECTION: Executive Engineer
AUTHOR: Ian Taylor – Executive Engineer
FILE NUMBER: 11/40

Summary:

Council has approved funding to commence planning for the redevelopment of its Walgett Works Depot. This report updates Council on this project.

Background:

Council's Walgett Works Depot is in poor condition and could benefit greatly from measures to improve occupational health, safety, and environmental management, and general working conditions at the site.

The depot could also function as a staff training facility, backup to the current administration building for business continuity purposes, as an emergency operations centre, and as a heavy vehicle inspection station. These requirements are only partially met through existing arrangements.

A draft Brief to undertake this work was prepared in February 2011 and circulated to (internal) stakeholders. Only one reply was received.

The Brief has been amended to incorporate the following additional sites: State Emergency Services (SES) Walgett Unit Headquarters, Rural Fire Service Walgett Brigade Headquarters, Castlereagh Macquarie County Council (CMCC) Walgett Depot, and Walgett Water Treatment Plant (WTP). These sites are owned by Council and Council has certain responsibilities for their provision, however, with the exception of the WTP, need to operate independently of the Works Depot.

This amendment was recommended primarily because: (a) The Walgett SES facility has an unsafe structure which requires demolition, has inadequate secure storage, and often has a significant operational activity based at the Walgett Airport during flood incidents; (b) The CMCC has requested their Walgett site (at the airport) to be upgraded; (c) The WTP is being planned for replacement and could possibly be located more suitably; and (d) The existing Works Depot site is adjoining residential development on three sides and may meet a perceived need for additional residential housing.

Current Position:

Subject to any further input on the draft Brief (attached), staff can proceed to select and engage an agent to provide the advice required in the Brief.

The Brief requires that the agent examine the feasibility of redeveloping the depots on four sites including the existing site and recommend which site is most suitable. The agent is required to

WALGETT SHIRE COUNCIL AGENDA

assess the sites both in terms of physical and economic criteria. A preliminary budget is one of the deliverables.

Relevant Reference Documents/Policies:

Procurement Policy and Procedures

RFQ11016 - Feasibility Study & Site Selection for the Redevelopment of the Walgett Works Depot
- DRAFT V1

Governance issues:

The engagement will be managed by a project officer in accordance with delegated authorities.

Environmental issues:

The agent is required to address environmental issues in its report.

Stakeholders:

Walgett Shire Council
Council Staff
State Emergency Service
Rural Fire Service
Castlereagh Macquarie County Council
NSW Police
NSW Roads and Traffic Authority
Adjoining property owners

Financial Implications:

The commission will be managed within current/future approved budgets.

Alternative Solutions/Options:

Alternatives for consideration have been limited to sites under the control of Council, currently impacted by operational activities, identified for industrial development, or undesirable to be occupied by a private developer. The number has been limited to four to manage the total cost of the assessment.

If Council proposes to consider a privately owned site, it is recommended that Council finalise an option to purchase the site prior to proceeding with this assessment. If this is not done, an assessment of the cost of the site cannot be reliably made.

Conclusion:

The proposed commission will provide Council with a report which will substantiate recommendations in regard to the choice of a site on which to redevelop the Walgett Works Depot and provide a preliminary budget upon which to plan and fund the project.

RFQ11016 – Feasibility Study & Site Selection for the redevelopment of the Walgett Works Depot – Draft for Information

Recommendations:

1. Council receive and note the draft Brief for RFQ11016 - Feasibility Study & Site Selection for the Redevelopment of the Walgett Works Depot; and
2. Council endorse the *strategic* direction of this project.

Moved:

Seconded:

Attachments:

RFQ11016 - Feasibility Study & Site Selection for the Redevelopment of the Walgett Works Depot
– V1 (Under Separate Cover)

Reports of Committees

Nil

Questions for the next Meeting

Confidential Reports/Closed Council meeting

Under Separate Cover

Close of Meeting