



WALGETT SHIRE COUNCIL

AGENDA

25 November 2008

RAY KENT
General Manager



19/11/2008

Mayor
Walgett Shire Council
PO Box 31
WALGETT NSW 2832

NOTICE IS HEREBY GIVEN that the Ordinary Meeting of Walgett Shire Council will be held at the **Burren Junction RSL Club commencing at 10am.**

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

Councillor Smith apologises for being unable to attend the November Council meeting.

Recommendation:

That the apology of Councillor Smith be noted and leave of absence granted for the November Council meeting

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

7. Confirmation of Minutes



WALGETT SHIRE COUNCIL

MINUTES

28TH OCTOBER 2008

RAY KENT
General Manager

WALGETT SHIRE COUNCIL MINUTES

MINUTES OF THE MEETING OF THE WALGETT SHIRE COUNCIL HELD IN THE WALGETT SHIRE COUNCIL CHAMBERS ON TUESDAY 28 OCTOBER 2008 COMMENCING AT 10.02am

PRESENT

Clr I Woodcock (*Mayor*)
Clr G Colless (*Deputy Mayor*)
Clr R Greenaway
Clr J Keir
Clr M Martinez
Clr D Lane
Clr K Smith
Clr L Walford
Clr G Murray
Mr R Kent (*General Manager*)
Ms C Medcalf (*Director Corporate & Community Services*)
Mr M Goodwin (*Director, Planning and Regulatory Services*)
Mr I Taylor (*Director Rural Infrastructure & Support Services*)
Mr F Coralde (*Director Urban Infrastructure*)
Miss J Gates (*Minute Secretary*)
Miss H Lovegrove (*Minute Secretary*)

Public Forum Presentations

Mr J Baker – Walgett District Ratepayers Association

Mr Baker made extensive comments on the following matters:

- *Confirmation of minutes*
 - *Notices of Motions*
 - *Item 1 – Report on Management Plan*
 - *Item 2 – Council Delegates, Representatives and Members – External Bodies and Organisations*
 - *Item 7 – Quarterly Budget Review as at 30th September 2008*
- Mr Baker tabled his notes for circulation to Councillors

Mr A Place – Rural Fire Service

- Mr Place advised that he was present at the Meeting so that he could introduce himself to Councillors as the Superintendent Zone Manager for this area.

Declaration of Pecuniary/Non Pecuniary Interests

Clr Greenaway declared an interest in Item 10, as he is a member of the Walgett Historical Society

210/08	Confirmation of Minutes
Motion:	
That the minutes of the Council meeting held on 23 rd September 2008 be confirmed.	
MOVED:	Clr Lane
SECONDED:	Clr Walford
CARRIED	

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211/08	Mayoral Minute – Location of Council Meetings
Motion	
That the proposed locations for Ordinary Meetings of Council in 2009 be endorsed	
MOVED:	Clr Woodcock
CARRIED	

212/08	Motions of which notice has been given
Council request the Department of Education to provide a paper outlining the conclusions reached following the recent review of the Walgett Community College along with any proposals for changes to operations, management and curriculum.	
MOVED:	Clr Murray
SECONDED:	Clr Greenaway
CARRIED	

Council review the list of committees before election of delegates.	
MOVED:	Clr Greenaway
SECONDED:	Clr Lane
CARRIED	

A status report be presented to the November Council meeting on Council's Family Day Care and In house Care programs. Such a report to provide information on utilisation and costs.	
MOVED:	Clr Murray
SECONDED:	Clr Keir
CARRIED	

A report be presented to the November Council meeting on the policy covering private use of Council motor vehicles. Such report to cover eligibility, costs, terms and conditions of use and utilisation of the Scheme.	
MOVED:	Clr Greenaway
SECONDED:	Clr Lane
CARRIED	

WALGETT SHIRE COUNCIL MINUTES

Council continue to recognise the Precinct Committees at Carinda, Burren Junction and Rowena for the purpose of advising Council of the needs of those areas and that a report on any practical issues associated with the support of the Committees and their operations be presented to the November Council Meeting.

Moved: Clr Greenaway

Seconded: Clr Murray

The Mover and Seconder agreed to amend the Motion as follows:

Council continue to recognise the Precinct Committees at Carinda, Burren Junction and Rowena for the purpose of advising Council of the needs of those areas and that a report on any practical issues associated with the support of the Committees and their operations be presented to the November Council Meeting. This report also to address the establishment of Precinct Committees in other villages and towns.

CARRIED

213/08	Report on Management Plan 2008/2009 – 2012/2013	145/11/07/00
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Motion:

That the Report on the Management Plan 2008/2009 – 2012/2013 for the period July 2008 – September 2008 be received.

MOVED: Clr Lane

SECONDED: Clr Walford

CARRIED

Meeting adjourned at 10:51am for a citizenship ceremony.

Meeting resumed at 11:23am

214/08	Council delegates, Representatives and Members – External Bodies and Organisations	004/09/03/84
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Motion:

That Council discontinue membership of the Barwon Darling Alliance as from March 2009

MOVED: Clr Greenaway

SECONDED: Clr Murray

CARRIED

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WALGETT SHIRE COUNCIL MINUTES

Motion:	
Council's representatives, members and delegates be as follows:	
Australian Airports Association	- Not Required
Barwon Darling Alliance	- Mayor and Clr Murray (alternate)
Bushfire Management Committee	- Clr Murray
Camps on Claims Working Group	- Clr Lane
Castlereagh Macquarie County Council	- Mayor and Clr Greenaway (declared elected)
Community Working Party	- Clr Walford
Floodplains Management Authorities Group	- Mayor and Clr Keir (alternate)
Kamilaroi Highway Group	- Not Required
Lightning Ridge/Goodooga Reference group	- Clr Martinez
Lightning Ridge Mining Board	- Delegate: Clr Lane, Alternate Clr Murray
Lightning Ridge Tourism Board	- Clr Martinez
Local Emergency Management Committee	- Mayor
Local Government Group of the Namoi Catchment Authority	- Clr Keir
Namoi Peel Catchment Customer Service Committee	- Clr Keir
Mungindi Menindee Advisory Council	- Clr Greenaway and Clr Murray
Netwaste	- Not Required
Northern Regional Library	- Clr Smith and Clr Greenaway
Orana Area Consultative Committee	- Clr Lane
Orana Regional Organisation of Councils	- Mayor and Clr Colless (alternate)
Outback Arts Incorporated	- Clr Keir
Outback Regional Tourism Organisation	- Clr Martinez
Regional Procurement initiative	- Not Required
Rural Bush Fire Group Management	- Clr Murray
Community Safety Precinct Committee	- Mayor and Clr Colless (alternate)
Saleyards Advisory Committee	- Clr Colless
Shire's Association of NSW C Division	- Mayor and Clr Colless
Western Division of the Shire's Association	- Mayor and Clr Colless (alternate)
Local Traffic Committee	- Clr Colless and Clr Martinez
Walgett and District Tourism Association	- Clr Keir
Walgett and Collarenebri Reference Group	- Clr Smith
Walgett Community College Board	- Clr Murray
Walgett Shire Interagency Group	- Clr Keir
Weight of Loads Committee	- Clr Colless and Clr Martinez
MOVED:	Clr Walford
SECONDED:	Clr Greenaway
CARRIED	

215/08	Records Management Policy for Councillors	013/07/01/12
Motion:		
That the Council approve the policy GOV - Records Management Policy for Councillors.		
MOVED:	Clr Walford	
SECONDED:	Clr Greenaway	
CARRIED		

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216/08	Tourism Development Activities – October 2008 Report	245/02/01/00
Motion:		
That Council receives and notes the Tourism Development Officers report for October 2008.		
MOVED:	Clr Greenaway	
SECONDED:	Clr Murray	
CARRIED		
217/08	Report on Youth Development and Services July – September 2008	003/05/10/00
Motion:		
That the report on Youth Development and Services for the period July 2008- September 2008 be noted.		
MOVED:	Clr Lane	
SECONDED:	Clr Smith	
CARRIED		
218/08	Write off of Assessment 10983	180/01/02/00
Motion:		
That Council cease further legal action against the joint owners of Assessment 10983.		
That the amount of \$6,262.79 be written off assessment 10983.		
MOVED:	Clr Lane	
SECONDED:	Clr Greenaway	
CARRIED		
219/08	Quarterly Budget Review as at 30th September 2008	180/01/01/00
Motion:		
That Council note the quarterly budget review for the period to 30 September 2008 and adopt the attached changes.		
MOVED:	Clr Walford	
SECONDED:	Clr Keir	
CARRIED		

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220/08	Writing off Debts to Council	004/13/02/41
Motion:		
That Council authorises the General Manager to write off, by order in writing, individual debts to the value of \$1,500 and within the provisions of Local Government (General) Regulations 2005 Part 5, Division 3, Clause 131 and Part 9, Division 5, Clause 213.		
MOVED:	Clr Martinez	
SECONDED:	Clr Lane	
CARRIED		

221/08	Rural Addressing Road Name Amendments	100/03/00/00
Motion:		
That Walgett Shire Council resolve to:		
1. Note the letter dated 30th September 2008 from the Geographical Names Board of NSW which raised matters relating to several of the 109 rural road names adopted by Walgett Shire Council at a meeting held on 2nd September 2008.		
2. Respond to the Geographical Names Board of NSW with a letter indicating Walgett Shire Council:		
(a) Maintains its request that the names SR 84 Fred Reece Way and SR 129 George Sands Way be gazetted.		
Fred Reece was a respected Aboriginal Elder who named the Barriekneal Aboriginal Housing Corporation when it was first established in 1977. He was born on Bangate Station in 1890 and passed away in 1987, aged 97.		
George Sands was a respected Aboriginal Elder who resided at the Namoi Village, Walgett where Shire Road 84 terminates. He was born 17th April 1936 and passed away 15th November 2000 aged 64.		
(b) Accepts that the previously proposed name for SR79 Pagan Creek Bridge Road should be shortened to comply with the Board's guidelines for naming roads. It is now requested that the name SR 79 Pagan Creek Road be gazetted.		
(c) Accepts that the name SR 111 Narran Lake Road is too similar to SR 102 Narran Road and Narran Street in both Collarenebri and Cumborah. To resolve the situation Council will consult with the community with a view to renaming SR 102 Narran Road and Narran Street, Cumborah. Once this consultation has been completed, Council will advise the Board of the names that it has adopted.		
(d) Accepts the road previously proposed to be named "SR 119 Hollywood Road" should now be gazetted as "SR 119 Hollywood Lane" to maintain consistency with the gazetted name for the portion of the road within the Coonamble Shire. Accordingly Council now requests the gazettal of "SR 119 Hollywood Lane".		
(e) Maintains its request for the gazettal of RR 426 Bill Obrien Way.		

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William Dominic Anselm "Bill" O'Brien was a Councillor on the Walgett Shire Council for over 11 years from 1959. He donated land for the establishment of the Lightning Ridge bore baths and personally contributed to numerous improvements at Lightning Ridge. He passed away 29th August 1988.

- (f) Accepts that the name "SR 87 Burren Junction Bore Road" should be shortened to comply with the Board's "Guidelines for naming roads - Communications 4.2". It is now requested that the name "SR 87 Burren Bore Road" be gazetted.
- (g) Accepts that the name "SR 101 Wilby Wilby Bridge Road" should be shortened to comply with the Board's "Guidelines for naming roads - Communications 4.2". To resolve the situation Council needs to consult with the Brewarrina Shire Council because the road passes through both Shires. Once this consultation has been completed, Council will advise the Board of the adopted name.

3. Undertake consultation with the community via advertisements in the Walgett Spectator and the Lightning Ridge News, as well as letters to adjoining landholders, for a minimum of 28 days indicating that it is proposing to implement the following proposed road name changes:

- (a) Changing the name of SR 102 Narran Road to SR 102 Angledool Road.
- (b) Changing the name of Narran Street at Cumborah to Glengarry Street.

4. Write to the Brewarrina Shire Council indicating that Walgett Shire Council is proposing to request that the Geographical Names Board of NSW gazette SR 101 as the Wilby Wilby Road. Also noting that the proposal arose because the previously adopted name of Wilby Wilby Bridge Road has been deemed to be too long by the Geographical Names Board of NSW.

5. Write to the Parkes office of the RTA and request its endorsement for the Regional Road names adopted by Council on 2nd September 2008.

MOVED: Clr Lane
SECONDED: Clr Martinez

CARRIED

222/08	Former Walgett Railway Station Building	005/05/01/00
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Motion:

That Walgett Shire Council resolve to:

1. Write to Mrs and Mrs Scott Wickman to:

- (a) State that Walgett Shire Council has accepted their offer to takeover ownership of the former Walgett Railway Station building, as proposed in their letter dated 1st September 2008. Council's acceptance is based on the building being reused to extend their house on the "Kiel Kiel" property and that there will be no cost to Council.
- (b) Request that they:
 - (i) Confirm in writing that they accept ownership of the building.
 - (ii) Indicate a date by which the building will be moved to the "Kiel Kiel" property, while noting that Walgett Shire Council prefers that the building be moved as soon as possible.

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<p>(iii) Confer with Walgett Shire Council's Heritage Advisor, Ray Christison, regarding the adaptation of the building and the conservation of materials.</p> <p>(iv) Create a full photographic record of the building's relocation and adaptation, and provide a copy of this record to Walgett Shire Council.</p> <p>(c) Note that prior to using the building to extend the existing house, Council approval will be required via a Complying Development Certificate application to ensure the extension complies with the Building Code of Australia.</p> <p>2. Write to the Walgett District Historical Society Inc and Lightning Ridge Calweld Drill Hire thanking them for their expressions of interest regarding the former Walgett Railway Station Building and informing them of the above resolution.</p> <p>MOVED: Clr Lane SECONDED: Clr Keir</p> <p>CARRIED</p>
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223/08	Development and Complying Development Certificate Applications	007/02/05/35
<p>Motion:</p> <p>That Walgett Shire Council resolve to note the Development and Complying Development Certificate applications dealt with under delegated authority by the Director Planning and Regulatory Services and General Manager during August and September 2008.</p> <p>MOVED: Clr Lane SECONDED: Clr Colless</p> <p>CARRIED</p>		

223/08	Walgett Shire Growth Management Study & Strategy	315/01/02/00
<p>Motion:</p> <p>That consideration of the matter be deferred to the December Council meeting.</p> <p>MOVED: Clr Lane SECONDED: Clr Martinez</p> <p>Unanimous vote</p>		

Meeting adjourned for Lunch at 1:10

Meeting resumed at 1:46pm

Clr Keir absent from the Council Chambers

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224/08	DA 2008022 – Advertising Signs	DA2008022
<p>Motion:</p> <p>That Development Application 2008022 in the name of Trevor Hudson for advertising signs along the Three Mile Road at Lightning Ridge be approved subject to the following conditions of development consent:</p> <p style="text-align: center;">CONDITIONS OF CONSENT</p> <p>PRESCRIBED CONDITIONS OF DEVELOPMENT CONSENT</p> <p>Prescribed conditions of development consent under the Environmental Planning and Assessment Regulation 2000 do not apply to the type of work being undertaken.</p> <p>CONDITIONS IMPOSED BY COUNCIL</p> <p>The following development consent conditions are imposed by Council.</p> <p>GENERAL</p> <p>Gen 020. Any future development on the subject site or use of the subject land in a manner inconsistent with this development consent (approval) will require separate development consent to be obtained from council in writing prior to the commencement of any work. <i>Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979.</i></p> <p>Gen 030. Council is to be immediately informed in writing if arrangements for work are changed. <i>Reason: To enable Council to maintain an accurate record of approvals granted.</i></p> <p>RESTRICTED APPROVAL</p> <p>Rap 010. This development consent is valid for fifteen (15) years from the date of consent. <i>Reasons: Clause 14 of State Environmental Planning Policy 64 - Advertising and Signage restricts development consents for advertising to a maximum of fifteen years.</i></p> <p>Rap 020. The maximum size and number of signs are to be as follows:</p> <ul style="list-style-type: none"> (a) One sign at the intersection of Morilla Street and Three Mile Road that is no larger than 2.4 metres wide by 2.4 metres high. (b) Six signs along the Three Mile Road to be no larger than 1.2 metres wide by 0.8 metres high. <p><i>Reasons: To ensure consistency with the maximum size of signs at the Morilla Street and Three Mile Road intersection. To restrict the number of signs to the maximum proposed by the applicant.</i></p> <p>APPROVED PLANS</p> <p>Pin 010. The development shall be implemented in accordance with:</p> <ul style="list-style-type: none"> (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application, (b) the details set out on the plans approved and stamped by authorised officers of Council, <p>except as amended by the conditions of this development consent. <i>Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.</i></p>		

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SITING/SETOUT

The signs along the Three Mile Road are to be set back a minimum of 15 metres from the centre line of the road.

Reason: To ensure the signs do not interfere with Council's maintenance operations along the road.

MAINTENANCE AND APPEARANCE

Mtc 015.

The signs are to be maintained in good condition and painted in colours compatible with its surrounds to the satisfaction of council.

Reason: To ensure compatibility with the streetscape is maintained.

ENVIRONMENTAL MANAGEMENT

Env 030.

Removal or disturbance of vegetation and topsoil must be confined to within 3 metres of the proposed structure.

Reason: To minimise environmental disturbance.

INSPECTIONS

The applicant is to advise Council of the name and address of the body nominated to act as the Principal Certifying Authority, on the "Notice of Commencement Form" forty eight (48) hours prior to work commencing.

Inspections at the completion of stages as indicated below are required to be carried out by the Principal Certifying Authority. **Work must not proceed past any inspection stage until approval is given by the Certifier.**

Inspections

- On set-out of the works and prior to any excavation.
- Footings after excavation and before pouring of any concrete

Reason: Compliance Certificates cannot be issued if the Principal Certifying Authority does not carry out the designated inspections, and to ensure compliance with the approved plans.

NOTE REGARDING COVENANTS:

It is possible that a covenant may affect the land, which is subject to this consent. The granting of this consent does not necessarily override any covenant. You should seek legal advice regarding the effect of any covenants that may affect the land.

Reason: To avoid breaching the requirements of any covenant.

END

MOVED: Clr Lane
SECONDED: Clr Walford

Unanimous vote

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225/08 Application to extend Western Lands Lease 13301 145/09/02/01

Motion:

That Walgett Shire Council write to the Department of Lands and state that it has no objection to the application by Lindsay and Heather Matson to add 450 square metres to Western Lands Lease 13301 at Lightning Ridge.

MOVED: Clr Lane
SECONDED: Clr Martinez

CARRIED

226/08 Road Maintenance Council Contract 783/10/00/04

Motion:

That the commencement of the Road Maintenance Council Contract with the NSW Roads and traffic Authority on 1 October 2008 is noted.

MOVED: Clr Lane
SECONDED: Clr Walford

CARRIED

227/08 Timber Bridge Partnership Program 190/02/04/01

Motion:

That Council note the application for funding of replacement of Cumberland Creek Bridge, 26 Mile Warrambool Bridge, and Sparkes Warrambool Bridge under the Timber Bridge Partnership Program

MOVED: Clr Lane
SECONDED: Clr Greenaway

CARRIED

228/08 Disclosure of Interest in Written Returns

The General Manager tabled Returns pursuant to Section 449 (1) of the Local Government Act 1993 for the following: Councillor Walford; Councillor Martinez; Councillor Woodcock; Councillor Greenaway.

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229/08	Closed Council Meeting	
Motion:		
That the public be excluded from the meeting pursuant to Section 10A (2) (a) (b) and (c) of the Local Government Act 1993 on the basis that the items deal with:		
(a) personnel matters concerning particular individuals (other than councillors),		
(b) the personal hardship of a resident or ratepayer		
(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,		
MOVED:	Clr Woodcock	
SECONDED	Clr Greenaway	
CARRIED		

230/08	Offer from Pallier regarding Assessment 6312	180/04/04/00
Motion:		
That the \$5000 offer be accepted as full and final satisfaction of the rates on assessment 6312 and the remaining outstanding rates and charges be written off against the Provisions for Doubtful Debts.		
MOVED:	Clr Greenaway	
SECONDED:	Clr Smith	
CARRIED		

Clr Keir returned to the Council Chamber at 2.15pm

231/08	Tender for Construction of Council Medium Density Housing Scheme – Gilbert Street Walgett	230/10/43/56
Motion:		
That the tender of Starjest Constructions Pty Ltd for a price of \$2,018,895 (incorporating steel framing) be accepted		
A formal approach be made to State Government bodies offering to sell one three bedroom unit and two or three two bedroom units at cost plus 15% (to cover land and overhead costs) and the Mayor and General Manager be authorised to sign Contracts for sales that satisfy the price specifications		
The Council properties identified in the report as being appropriate for sale be placed on the market shortly before the completion of the unit scheme		
A further report be placed before Council recommending reserve prices and selling arrangements for the existing Council properties which are to be sold, prior to the properties being placed on the market		
MOVED:	Clr Lane	
SECONDED:	Clr Murray	
LOST		

WALGETT SHIRE COUNCIL MINUTES

<p>Motion:</p> <p>That:</p> <p>The tender of Starjest Constructions Pty Ltd for a price of \$2,018,895 (incorporating steel framing) be accepted</p> <p>A formal approach be made to State Government bodies offering to sell three dwellings at cost plus 15% (to cover land and overhead costs) and the Mayor and General Manager be authorised to sign Contracts for sales that satisfy the price specifications</p> <p>The Council properties identified in the report as being appropriate for sale be placed on the market shortly before the completion of the unit scheme</p> <p>A further report be placed before Council recommending reserve prices and selling arrangements for the existing Council properties which are to be sold, prior to the properties being placed on the market</p> <p>MOVED: Clr Colless SECONDED: Clr Lane</p> <p>CARRIED</p>
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232/08	General Manager's Contract and Related Matters	295/01/16/00
<p>Motion:</p> <p>That:</p> <ol style="list-style-type: none">1. Annual Performance reviews of the General Manager be undertaken in July.2. The 2008/09 work priorities for the General Manager outlined in the report be endorsed.3. The Mayor be authorised to approve sufficient Special Leave Without Pay in the period prior to 10th December to enable the General Manager to undertake treatment as described in the report.4. Council generally support the approach to Acting General Manager arrangements outlined in the report.5. Council delegate to the Mayor the authority to appoint a Director to act in the role of General Manager during absences on leave of the General Manager. <p>MOVED: Clr Greenaway SECONDED: Clr Keir</p> <p>CARRIED</p>		

WALGETT SHIRE COUNCIL MINUTES

233/08	Return to Open Council Meeting
Motion:	
That Council move out of Closed Session	
MOVED:	Clr Lane
SECONDED:	Clr Greenaway
CARRIED	
The General Manager read the Resolutions that had been made in Closed Session.	

Questions without notice from Councillors

Clr Smith

Advised that many matters listed in the last meeting minutes of the Burren Junction Precinct Committee, and which were to be addressed by Council, appear to be outstanding. The Councillor also advised that he did not believe that the Committee had received any correspondence from Council in response to the minutes. The Councillor requested advice in respect of the matters he had raised.

Response

The General Manager advised that as the November Council Meeting was to be held in Burren Junction he would organise for a response to the matters raised to be included in the Agenda for that Meeting

Clr Greenaway asked the following questions:

1. Is Walgett a village or town?

Response

The Director, Planning and Regulatory Services advised that from a zoning perspective there is no real difference. Subsequently the Director has confirmed that Walgett is zoned as 'village or township' under the Interim Development Order No 1 – Shire of Walgett

2. What is the cost of the new records system?

Response

The Director, Corporate and Community Services advised that she would provide the figure to Councillors

3. Why has the CWA scholarship donation for the medical grant not been paid?

Response

The Director, Corporate and Community Services advised that an invoice was received for \$3,300 and this was paid to the NSW Doctor's Network Newcastle for the Bush Bursary/ Country Women's Scholarship which is where the request came from. The Director confirmed that she has had dealings with them and that there is a doctor expected in the first week of December.

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4. Whether the Budget contained provision for the \$500 donation for the annual senior citizens luncheon?

Response

The Director, Corporate and Community Services advised that there is no allocation in the budget for the Senior Citizens Luncheon and that no request has been received.

Clr Colless

How is the public going to be advised of the outcomes of meetings?

Response

The General Manager advised that in the past, following each Council meeting, he had usually undertaken interviews with radio and the print media in respect of key agenda items of interest to the community. In future, and having discussed the Mayor's previous experience in this regard, it was expected that the media would now contact the Mayor for comment following each Council meeting.

Clr Murray asked the following questions:

1. Can reflectors be placed on the tree on Lorne road?

Response

The Director, Rural Infrastructure and Support Services advised that reflectors can be placed on or adjacent to the tree (as is appropriate) on Lorne Road and this will be arranged as soon as practicable.

2. Is Council proposing to repair the side road at Boorooma Creek Bridge?

Response

The Director, Rural Infrastructure and Support Services advised that Boorooma Creek bridge side track is on Highway 29 and is a Roads and Traffic Authority of NSW (RTA) Asset. As such works on same require RTA approval and usually Council would not expend its own funds on an RTA asset. Repairs to the side track will be recommended to the RTA for inclusion in Heavy Patching works scheduled to be undertaken on Highway 29 in this vicinity during 2008/09

Mayor

What is happening with the Council caravan park in lightning ridge?

Response

The Director, Planning and Regulatory Services advised that regulatory matters association with the Local Government (Manufacturers Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 are being dealt with by Council's Senior Health and Building Surveyor. Some progress has been made on priority matters, but other work has not yet been completed. Issues associated with the lease of the Crown Reserve fall within the responsibility of the Director Urban Infrastructure who is a relatively new Council employee. As a result he would need to take the question on notice.

The meeting closed at 4.02pm

To be confirmed by Council at its ordinary meeting to be held on Tuesday, 23rd November 2008.

Mayor

General Manager

- 8. Reserve Trust Management Committee Reports**
- 9. Mayoral Minutes – Three**

1. WALGETT SHIRE COUNCIL MAYORAL MINUTE

COUNCIL MEETING: 25/11/2008

SUBJECT: CWA Request for funding for their medical student scholarship program and annual luncheon

The Barwon Branch of the CWA has requested that Council amend the 2008/09 Budget to provide a \$2,000 contribution towards an established scholarship scheme for a second year medical student and a \$500 contribution to the cost of the annual CWA luncheon.

The CWA advise a request was not made for the funds at the time of the formulation of the 2008/09 Budget as they assumed that, pursuant to a decision of a previous Council, the contributions would be ongoing and included in the baseline Budget.

The Rural Doctors Network did make a formal request for a \$3,000 contribution towards a similar scholarship scheme and these funds were included in the Budget and have been paid.

There is currently \$6,000 remaining in the Community Assistance Scheme budget and a public call for applications for these funds is to be made shortly, with applications to be received by 31st January 2009.

It is proposed that Council allocate \$2,500 from the Community Assistance Scheme for the CWA. Further, it is proposed that Council resolve to include a similar amount, but indexed in line with the annual increase in rates, in the Draft Budgets for the remainder of Council's term. It is not considered appropriate that this Council attempt to bind a future Council in respect of the contributions.

If Council supports the approach being recommended, than it is considered appropriate to also make a four year commitment to the Rural Doctors Network Scholarship Program.

Recommendation:

That:

- 1. \$2,500 be allocated from the 2008/09 Community Assistance Scheme Budget to provide a contribution of \$2,000 towards the Barwon Branch of the CWA Medical Scholarship Scheme and a contribution of \$500 towards the annual luncheon of the Branch**
- 2. the two contributions to the CWA be indexed in line with the movement in rates and included in the Draft Budgets of Council for the balance of this Council's term**
- 3. the \$3,000 contribution of Council to the Rural Doctors Network Medical Scholarship Scheme be indexed and included in the Draft Budgets of Council for the remainder of this Council's term**
- 4. The Barwon Branch of the CWA and the Rural Doctors Network be advised of Councils resolution**

2. WALGETT SHIRE COUNCIL MAYORAL MINUTE

COUNCIL MEETING: 25/11/2008
SUBJECT: End of year dinner

It is requested that consideration be given to an end of year dinner being held for councillors, senior staff and partners.

The final Council meeting for the year is scheduled for Tuesday 16th December and an appropriate date and time might be Thursday 18th December at 7.00 pm in a private area of the Lightning Ridge Bowling Club restaurant. It is suggested that Council would cover the cost of food while attendees would bear the cost of drinks. Motel accommodation is available for those who might choose to spend the evening in the Ridge following the dinner.

Recommendation:

The Mayor be authorized to host an end of year dinner for Councillors, senior staff and partners in accordance with the proposal outlined in the Minute.

3. WALGETT SHIRE COUNCIL MAYORAL MINUTE

COUNCIL MEETING: 25/11/2008

SUBJECT: Request from St. Peter's Anglican Church for donation to Carols in the Park

St Peter's Anglican Church has requested that Council amend the 2008/09 Budget to provide a \$100.00 contribution towards their hire of Gray Park on 24 November 2008 to hold "Carols in the Park".

Gray Park is a Reserve Trust managed by Council under the Crown Lands Act 1989. Council can grant a temporary licence with a fee which must be applied to the maintenance of the Trust. Council's temporary licence fee is \$100.00

There is currently \$6,000 remaining in the Community Assistance Scheme budget. It is proposed that Council allocate \$100.00 from the Community Assistance Scheme to St Peter's Anglican Church.

Recommendation

- 1. That a donation of \$100.00 be made to St Peters Anglican Church for Carols in the Park.**
- 2. That the Mayor be delegated authority to donate an amount to cover the hire fee for any other church which applies for a donation for a similar event within the Shire.**

10. Motions of which Notice has been given

Clr Colless

That Council carry out the maintenance detailed in the attached letter from Walgett Agents of 5/11/2008 subject to available funding and recommend any uncompleted maintenance be considered for Council's 2009/2010 budget

CLEMSON HISCOX & CO

STOCK & STATION & REAL ESTATE AGENTS & AUCTIONEERS

82-84 FOX ST (P.O BOX 270)

WALGETT NSW 2832

ABN: 63 100 123 662

Ph: 02 68283444

Fax: 02 68283999

5th November 2008

Walgett Shire Council
PO Box 31
Walgett NSW 2832

Walgett Agents submission to:

Walgett Shire Council for funding for maintenance of Walgett Saleyards
November 2008.

Areas of immediate attention:

- Graveling and drainage of unloading ramps on northern end of yards
- Installation of ramp boards northern end of yards
- Dyna bolting of crush back to concrete pad and welding repairs to crush
- Minor leaks in pens and delivery yard troughs
- Various welding of broken gate hinges and chains
- Supply of 10 A -2-20 Council Locks
- Floats, fittings and bungs for Pen troughs

Approximately 2 days welding and repairs to chains, gates, crush etc.
Similar time on the troughs and some plumbing on main water lines
below the catwalks.

It may be possible to swap some bob cat hours for the manure in the pens
and lanes.



Clr Murray

That the Shire Road 64 (Mission Road from the Kamillaroi Highway to the Castlereagh Highway) become a fully maintained Shire road with signage at each end of the road stating "local traffic only"

Clr Greenaway

That a discussion be held on the way Council Investments are made with the possibility of forming an Investment Policy at the November Council Meeting

Clr Murray

After each Council meeting, a media release be issued of the minutes and discussion for local newspapers, newsletters and general population

11. Presentation of Petitions

12. Councillor's Questions with Notice

13. Reports of Delegates and Representatives

The attached Minutes from an Extraordinary Meeting of the Castlereagh Macquarie County Council have been submitted by Councillor Greenaway

Recommendation:

That the Minutes be noted.

CASTLEREAGH MACQUARIE COUNTY COUNCIL

Extraordinary meeting of Council
Held in Council Chambers Gilgandra
Wednesday, 29th October, 2008.

Councillors Ian Woodcock & Robert Greenaway attended the Extraordinary Meeting held in Gilgandra.

Elections were held to elect the Chairman & Deputy Chairman.

**Councillor Noel Kinsey from Warren was elected Chairman- unopposed.
Councillor Robert Greenaway from Walgett was elected Deputy Chairman- unopposed.**

There were four new Councillors- one from each Shire- Coonabarabran, Gilgandra, Walgett & Warren.

Finances are in very good order & very well placed.

Meetings to be held bi-monthly on the third Wednesday of the month held in rotation in the towns that make up Castlereagh Macquarie County Council.

The next meeting will be held at Coonabarabran on 17th December,2008.

The attached Minutes for the mid Term Meeting of the Western Division Group of the Shires Association have been received

Recommendations:

That:

- 1. The Minutes be noted**
- 2. The Secretary of the Western Division be advised that the Minutes need to be amended to record the attendance of Deputy Mayor Geoffrey Colless and Acting General Manager Carole Medcalf**

WESTERN DIVISION GROUP OF THE
SHIRES ASSOCIATION OF NSW

MID TERM MEETING



MINUTES

Friday 17 October 2008

10.00am

Cobar Shire Council Chambers
36 Linsley Street, Cobar



WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW
MINUTES OF THE MID TERM MEETING HELD ON FRIDAY 17 OCTOBER 2008
AT THE COBAR SHIRE COUNCIL CHAMBERS COMMENCING AT 10.00AM

~ IN ATTENDANCE ~

- **Balranald Shire Council:**
Councillor Ron Mengler, Mayor
Mr Don Cooper, General Manager
- **Bogan Shire Council:**
Councillor Jim Hampstead, Deputy Mayor
Mr Michael Brady, General Manager
- **Bourke Shire Council:**
Councillor Andrew Lewis, Mayor
Councillor Bob Stutsel, Deputy Mayor
Mr Geoff Wise, General Manager
- **Brewarrina Shire Council:**
Councillor Matthew Slack-Smith, Mayor
Councillor Wulf Reichler, Deputy Mayor
Ms Glenda Tasker, General Manager
- **Carrathool Shire Council:**
Councillor Vince Cashmere
Mr Ken Croskell, General Manager
- **Central Darling Shire Council:**
Councillor Ray Longfellow, Mayor
Mr Tim Hazell, General Manager
- **Cobar Shire Council:**
Councillor Lilliane Brady, Mayor
Mr Ray Smith, General Manager
- **Hay Shire Council:**
Councillor Mick Rutledge, Mayor
Councillor Peter Dwyer, Deputy Mayor
Mr Allen Dwyer, General Manager
- **Lachlan Shire Council:**
Councillor Des Manwaring, Mayor
Mr George Cowan, General Manager
- **Wentworth Shire Council:**
Councillor Margaret Thomson, Mayor
Mr Peter Kozlowski, General Manager



WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW
MINUTES OF THE MID TERM MEETING HELD ON FRIDAY 17 OCTOBER 2008
AT THE COBAR SHIRE COUNCIL CHAMBERS COMMENCING AT 10.00AM

~ APOLOGIES ~

Bogan Shire Council

- Councillor Ray Donald, Mayor

Bourke Shire Council

- Councillor Wal Mitchell

Carrathool Shire Council

- Councillor Peter Laird, Mayor

Walgett Shire Council

- Councillor Ian Woodcock, Mayor
- Mr Ray Kent, General Manager



WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW
MINUTES OF THE MID TERM MEETING HELD ON FRIDAY 17 OCTOBER 2008
AT THE COBAR SHIRE COUNCIL CHAMBERS COMMENCING AT 10.00AM

- WELCOME BY MAYOR OF COBAR -

The Mayor of Cobar, Councillor Lilliane Brady welcomed delegates to Cobar and in doing so highlighted a number of projects that were currently being undertaken within the town and stating that she hoped that it was going to be a successful meeting.

- SECRETARY'S REPORT -

1. ELECTION OF PRESIDENT

The Secretary, Mr Ray Smith assumed the role of Returning Officer and called for nominations for the position of President.

Only one (1) nomination was received which was for Councillor Ray Longfellow which was duly accepted by Councillor Longfellow.

Accordingly, Councillor Ray Longfellow, Mayor of Central Darling Shire Council, was duly elected unopposed to the position President of the Western Division Group of the Shires Association of NSW.

RESOLVED:

That the election of Councillor Ray Longfellow as President of the Western Division for the remainder of the current term be noted.

Moved Bogan, Seconded Cobar

CARRIED

2. FINANCIAL REPORT

RESOLVED:

That the Financial Report showing a balance of \$11,105.25 as at 30 September 2008 be received and noted.

Moved Brewarrina, Seconded Bourke

CARRIED

3. FUTURE MEETING DATES

RESOLVED:

That consideration of this matter be deferred to general business pending discussion on the Strategic Business Plan.

Moved Wentworth, Seconded Hay

CARRIED

4. STRATEGIC BUSINESS PLAN

RESOLVED:

That the Strategic Business Plan for the Western Division Group of Councils prepared by Blackadder Gibbs Pty Ltd be endorsed.

Moved Bourke, Seconded Brewarrina

CARRIED



WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW
MINUTES OF THE MID TERM MEETING HELD ON FRIDAY 17 OCTOBER 2008
AT THE COBAR SHIRE COUNCIL CHAMBERS COMMENCING AT 10.00AM

5. BUSINESS CASE FOR RESOURCING THE DIVISION

There was significant debate on this particular issue with a range of viewpoints being put forward by the delegates present at the meeting.

Those viewpoints ranged from full support for the concept of employing a full time CEO to opposition member councils contributing financially to such a proposal. There was also reference to the role of ROC'S within the region and concern over any possible duplication of efforts.

It was subsequently agreed however by consensus to support Option 3, being the appointment of a full time CEO, in principle, and to seek the views of the individual member councils.

RESOLVED:

1. That the Western Division Group support in principle Option 3 from the consultant's report being the appointment of a full time CEO at an estimated cost of \$9,000 per council, per annum.
2. That this decision be referred to each member council for ratification no later than the 31 December 2008.

Moved Bourke, Seconded Brewarrina

CARRIED

6. MINUTES OF THE MINI CONFERENCE HELD ON 2 JUNE 2008

RESOLVED:

That the minutes of the Mini Conference held on Monday 2 June 2008 be received and noted with the following amendments:

Attendance

1. Noting that Mr George Cowan, General Manger of Lachlan Shire Council was not present however Des Manwaring from Lachlan Shire Council was present.
2. Noting that Councillor Andrew Lewis from Bourke Shire Council was not present but that Councillor Marie Nicholls from Bourke Shire Council was present.

Moved Lachlan, Seconded Brewarrina

CARRIED



WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW
MINUTES OF THE MID TERM MEETING HELD ON FRIDAY 17 OCTOBER 2008
AT THE COBAR SHIRE COUNCIL CHAMBERS COMMENCING AT 10.00AM

~ CONSIDERATION OF MOTIONS ~

01/08: RETENTION OF EMERGENCY MEDICAL SERVICE AT GOODOOGA

SPONSORING COUNCIL: Brewarrina Shire Council

RESOLVED:

That the Western Division Group of Shires make immediate representations to the State Minister for Health to support the retention of the Aboriginal town of Goodooga's Emergency Medical Service consisting of two qualified nurses, two assistant nurses, one ambulance and an emergency bed.

Moved Brewarrina, Seconded Bourke

CARRIED

02/08: DROUGHT – EXCEPTIONAL CIRCUMSTANCES

SPONSORING COUNCIL: Brewarrina Shire Council

RESOLVED:

That the Western Division Group of Shires support Brewarrina Shire Council's request to the Federal Minister for Agriculture, Fisheries and Forests that he reverse his inequitable decision of 15 June that declared the Brewarrina Rural Lands Protection Board area drought-free and its residents ineligible to receive Exceptional Circumstances Assistance (ECA).

Moved Brewarrina, Seconded Bourke

CARRIED

03/08: RLPB AMALGAMATION

SPONSORING COUNCIL: Brewarrina Shire Council

RESOLVED:

That the Western Division Group of Shires protest the actions taken by the Governing Board of the Rural Lands Protection Board State Council to amalgamate RLPB areas, without due consultation and because of the negative impacts the decision will have upon local communities where the level of service is reduced.

Moved Brewarrina, Seconded Bogan

CARRIED

04/08: SOCIO-ECONOMIC CONSEQUENCES

SPONSORING COUNCIL: Bourke Shire Council

RESOLVED:

For every dollar spent by the Commonwealth or State Governments on any of the programs for water buyback of active water or for expansion of land into the national reserve or national parks system, at least a similar amount of money should be committed by the respective governments for community adjustment to address the socio-economic consequences. The community adjustment programs should be developed in association with the local community.

Moved Brewarrina, Seconded Bogan

CARRIED



WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW
MINUTES OF THE MID TERM MEETING HELD ON FRIDAY 17 OCTOBER 2008
AT THE COBAR SHIRE COUNCIL CHAMBERS COMMENCING AT 10.00AM

~ GENERAL BUSINESS ~

FUTURE MEETING DATES

There was general discussion on a suitable date for next year's annual conference and emphasis on the selected dates not clashing with the sitting of the NSW Parliament.

RESOLVED:

That the Western Division Groups next year's Annual Conference be held in Balranald from the 1-3 March 2009.

Moved Bourke, Seconded Brewarrina

CARRIED

ANNUAL CONFERENCE 2009

RESOLVED:

That the Executive determine an appropriate conference theme and guest list.

Moved Bourke, Seconded Brewarrina

CARRIED

CONDUCT OF THE 2008 LOCAL GOVERNMENT ELECTIONS

RESOLVED:

That the Western Division Group support the LGSA resolution to only pay election costs equal to those costs incurred in 2004 plus CPI.

Moved Bourke, Seconded Brewarrina

CARRIED

APPOINTMENT OF SECRETARY

RESOLVED:

That Mr Tim Hazell, General Manager of Central Darling Shire Council, be appointed as Secretary of the Western Division Group for the remainder of the current term

Moved Balranald, Seconded Hay

CARRIED

THE MEETING CLOSED AT 12.10PM

14. Reservation of items for Debate

15. Reports of Officers

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17. Questions without notice from Councillors

18. Confidential Reports/Closed Council Meeting

19. Close of Meeting

1. COUNCIL PLANNING DAY – PREPARATION OF COMMUNITY STRATEGIC PLAN

REPORTING SECTION: General Manager
AUTHOR: Ray Kent – General Manager
FILE NUMBER: 145/11/00/00

Summary:

At the beginning of each Council term it is essential that members work together to establish goals and priorities for action. Desirably this goal and priority setting is done with a shared understanding of the Shire's characteristics and socio-economic trends and within the context of a long term vision for the Shire. It is proposed that a Planning Day be held in February 2009 as the first step in preparing both a Community Strategic Plan for the Shire as well as a 4 year Management Plan which reflects this Council's priorities.

Discussion (including issues and background):

Currently Council is required to satisfy a number of planning and reporting requirements. It is required to prepare: a 4 year Management Plan; an Annual Budget; a Social Plan every 5 years; an Annual Report; an Annual State of Environment Report, with a major review every 5 years.

At Walgett, an Operational Plan will be finalised in December. This Plan schedules all major recurrent activities, construction programs, projects and studies (which have been funded in the 2008/09 Budget) over the next 18 months.

What is missing at Walgett, and many other Council's, is a longer term Strategic Plan – a Plan in which: the needs of the community over the next 10 to 20 years are identified; key directions and priorities are established; and the strategies for achieving outcomes are outlined.

The Department of Local Government has advised that it is finalising a Draft Amendment Bill, Regulation and Guidelines for Community Strategic Plans. The Bill will make it mandatory for Councils to prepare Community Strategic Plans.

A Discussion Paper issued by the Department of Local Government in November 2006 suggested that a Community Strategic Plan should have as its focus the building of a sustainable community and the various roles that a Council could play in achieving this aim. From the Department's point of view the key elements of a sustainable community include:

- Social cohesion
- Functional economy
- Robust environment
- Sound infrastructure

It is suggested that a start should be made on the preliminary work associated with the preparation of a Strategic Community Plan at a Planning Day to be held in February 2009. The outcomes from the Day will also feed into the deliberations associated with the formulation of the 2009/10 Budget and amendment of the Management Plan.

In the New Year, Council has: the Australia Day function on Monday 26th January; the "C" Division Conference in Lightning Ridge on the 4th February and the Council Meeting on the 24th February, with the Agenda to be finalised in the preceding week. Given these commitments it is suggested that Tuesday 10th February would be appropriate for the Planning Day. The Agenda for a Planning Day would normally involve the following:

- A review of current social, economic and demographic characteristics and trends for the Shire (the General Manager would prepare a Paper covering these matters)
- A SWOT analysis in respect of the Shire, that is, a discussion of strengths, weaknesses, opportunities and threats
- A consideration of longer term objectives, priorities and strategies for achieving outcomes
- Preliminary deliberation on priorities in terms of short term (3 to 4 year) projects and programs.

Following the Planning Day a Paper would be prepared on the Day's outcomes along with recommendations for progressing the preparation of the Strategic Plan. This Paper would be presented to the February meeting of Council.

Given the importance of the Day, it is proposed that a skilled Facilitator (who is knowledgeable in respect of the issues faced by remote rural communities such as Walgett) be engaged for the occasion. The Facilitator would also prepare the Paper for Council following the Planning Day.

Relevant Reference Documents:

Stakeholders:

Council, residents and staff

Financial Implications:

Cost of a facilitator (yet to be determined)

Recommendations:

That

- 1. A Council Planning Day be held in the Council Chamber on Tuesday 10th February 2009 commencing at 10.00 am and concluding at 4.30 pm**
- 2. The Agenda for the Day be as generally outlined in the Report**
- 3. The Mayor and General Manager be authorised to engage a Facilitator for the Planning Day**

2. "C" DIVISION CONFERENCE OF THE SHIRES ASSOCIATION 2009

REPORTING SECTION: General Manager
AUTHOR: Ray Kent - General Manager
FILE NUMBER: 135/02/01/03

Summary:

Walgett Shire Council will host the Annual "C" Division Conference at the Bowling Club in Lightning Ridge on Wednesday 4th February 2009. The Mayor and Councillors will host a dinner for delegates and partners on the evening of the 3rd February. Council needs to consider whether it wishes to place any motions before the Conference which, if adopted, will then be forwarded for consideration at the Annual State Conference of the Shires Association.

Discussion (including issues and background):

A letter from the Chairman of "C" Division, Councillor Ray Donald from Bogan Shire Council, is attached. In the letter the Chairman requests that all motions should be submitted to him no later than Friday 12th December 2008. Motions must cover issues that "are of concern to the Councils of C Division". Could Councillors bring drafts of any Motions to the Council Meeting for discussion and, where appropriate, adoption and forwarding to the "C" Division Chairman.

Relevant Reference Documents:

Letter from RL Donald, Chairman of the "C" Division of the Shires Association

Stakeholders:

Councillors and residents

Financial Implications:

Nil

Recommendation:

That the report be received.

Attachments: Letter from RL Donald

**“C” Division
Shires Association of NSW**

Comprising the Shires of Bogan, Coonamble,
Gilgandra, Narromine, Walgett,
Warren, Warrumbungle, Wellington, Dubbo City Council
and Castlereagh-Macquarie County Council

Chairman and Representative on Executive:
Cr Ray Donald
Bogan Shire Council

P O Box 221
Nyngan NSW 2825
Telephone: 02 68 359 000
Fax: 02 68 359 011
Email: admin@boganshire.com

7th November 2008

To: General Managers

The next 'C' Division Conference is scheduled to be held in Lightning Ridge, hosted by Walgett Shire Council on Wednesday 4th February 2009. The venue for the Conference is the Lightning Ridge Bowling Club.

This Conference considers motions covering issues that are of concern to the Councils of 'C' Division. They are then forwarded to the Shires Conference for consideration. Accordingly, would you please arrange for any motions your Council requires to be considered at the 'C' Division Conference (and for reference to the Annual Conference) to be submitted to me by no later than Friday 12th December 2008 as staff will be on leave over the Christmas and New Year period. This time period will allow adequate time for preparation of the Agenda prior to the Conference. The Business Paper should be ready for distribution the week commencing 12th January 2009.

Late motions should be avoided where possible. The 2009 Annual Shires Conference will only consider urgent matters approved by the Senior Executive once the motions for inclusion in the Business Paper have been finalised and sent to Councils. Late motions will be referred direct to the Executive. It is therefore important that your Council's motions be debated at Lightning Ridge so they may be considered by the Agenda Committee for inclusion with the Shires Conference Business Paper.

If your Council has any motions could you please forward them to the above address.

Yours faithfully



RL Donald
Chairman

Walgett Shire Council

REC'D

10 NOV 2008

FILE: 13s/02/01/03

LETTER No: 6701

REFER: RKK via HLY.

COPY:

3. WALGETT COMMUNITY COLLEGE REVIEW

REPORTING SECTION: General Manager
AUTHOR: Ray Kent - General Manager
FILE NUMBER: 145/04/07/01

Summary:

At the October meeting of Council it was resolved to "request the Department of Education to provide a paper outlining the conclusions reached following the recent review of the Walgett Community College along with any proposals for changes to operations, management and curriculum."

Discussion (including issues and background):

Attached are documents related to the Review which were provided by Mrs Jane Cavanagh, the Director from the Department of Education and Training who undertook the Review. Apart from providing the Paper, Mrs Cavanagh met with the Mayor, Councillor Murray and the General Manager in Walgett on Friday 14th November.

Currently the Community College has four Principals who all report directly to Mrs Cavanagh - a Primary School Principal; a High School Principal; a specialist Principal and a Community College Principal.

The key characteristics of the proposed model (see attached chart) are as follows:

1. One Principal responsible for the College. This will be the only direct report to Mrs Cavanagh.
2. Three Deputy Principals reporting to the Principal - one responsible for the Primary School; one responsible for the High School and one responsible for Special Programs.
3. Year 7 and 8 students will remain at the Primary School campus where they will have one class teacher (though specialist teachers will attend at class and some programs will be undertaken at the High School campus). This aspect of the model will be phased in over two years.
4. An attempt will be made to build a close relationship between the High School and TAFE

Council can express support or opposition (qualified or otherwise) to the Model, or choose to remain neutral in respect of the matter. If the Community College model (involving the one Principal being responsible for programs for pre-schoolers through to senior secondary students) is supported, than Council might also consider whether it should be expressing a view to the Minister for Education and the Director General of the Department of Education and Training regarding the management of TAFE in Walgett.

In many respects it is incongruous to have TAFE excluded from the Community College Model in a small community such as Walgett, especially when the success of the model will partly revolve around how effectively High School and TAFE programs can be integrated. Both TAFE and the High School are the responsibility of the same Minister and the same Director General and it would seem logical in Walgett that the Community College Principal should also be responsible for TAFE.

Relevant Reference Documents:

School Review Report - Walgett Community College (Department of Education and Training)

Stakeholders:

Walgett community

Financial Implications:

Nil

Recommendation:

That the report be received

Attachments:

School Review Report - Executive Summary



SCHOOL REVIEW REPORT

EXECUTIVE SUMMARY

Program Review

Walgett Community College

16-19 June 2008

TERMS OF REFERENCE

To review, report on and make recommendations about: the appropriateness and effectiveness of the current model of Walgett Community College. In particular to review:

- Shared understandings, including
 - values and beliefs
 - collaborative processes
- Curriculum provisions P-12, including
 - course offerings
 - delivery
 - structure
 - distance education
- Student outcomes, including
 - Academic performance
 - Retention
 - Attendance
 - Well-being
- Teaching/learning environment, including
 - expertise
 - professional learning
 - executive structures
 - support systems
- Infrastructure, including
 - staffing
 - facilities
 - technology

RECOMMENDATIONS

Some of the following recommendations are short-term and others longer-term. While many of the suggested strategies are within the school's own capacity, others require regional and/or state-level support.

The college leadership, under the direction of the School Education Director, will need to identify and prioritise from the review recommendations, those which are achievable in the short-term under the existing structure and those which are longer-term and dependant on a new model.

It is critical that the current leadership, staff, support personnel and community work together to implement immediate recommendations and provide leadership and advice to longer-term recommendations.

Recommendation 1

That Walgett Community College is replaced with a consultatively developed and adequately funded model and that the following features are integral to the model:

- Structures which ensure a deep and sustained commitment to community partnership
- Aboriginal cultural education for staff and students, including Aboriginal Language programs for students
- Clearly defined and rationalised line management
- Explicit links with prior to school education and with TAFE
- A focus on quality teaching
- Relevant and engaging curriculum
- In-built support for curriculum and teaching practice
- Behaviour support programs and provisions
- Integrated TAFE delivery in Stages 5 and 6
- Integrated technology for teaching and learning and for administration
- P-12 scope and sequence for Aboriginal perspectives

Recommendation 2

That there is greater emphasis at both school and system level on valuing and building upon teaching capacity in regard to contextual knowledge, cultural knowledge and quality teaching.

Recommendation 3

That a culture of high expectations be developed through a shared values-system and visible leadership.

Recommendation 4

That the school develops, consistently implements and evaluates an inclusive, collaborative, transparent and congruent whole school, stage and faculty strategic planning cycle. This cycle should be data-informed, needs-driven, focused on student learning outcomes and support identified areas for development, including:

- Understandings of quality teaching
- Professional learning and the Teacher Assessment Review Schedule (TARS)
- Literacy and numeracy programs
- The work of the learning support team
- Personalised Learning Plans (PLPs)
- Knowledge and use of data and assessment
- Sharing of data at transition points (P-K and 6-7)
- Secondary curriculum provision, including VET options for Stages 5 and 6
- A P-12 scope and sequence for Aboriginal perspectives

Recommendation 5

That the present student support programs are expanded to better engender student connectedness, well-being and engagement.

Recommendation 6

That the physical environments of both the primary and secondary sites are improved.

Recommendation 7

That open and effective communication systems within and between the primary and secondary sites be developed, implemented and regularly monitored.

Curriculum Vision for the New School in Walgett

The majority of students currently enrolled in Walgett Community College are Aboriginal (98%). The curriculum for the new school must acknowledge and address the needs of Aboriginal students and the requests by the Walgett local community for the delivery of Gamilaraay Yuwaalaraay language.

An analysis of data, including student learning outcome data and attendance, retention and suspension data, indicates an ongoing need for a focus on developing literacy and numeracy skills, and for the development of an engaging curriculum.

The curriculum focus for the new school will include:

- establishing strong connections with early childhood providers and parents of toddlers;
- a focus on quality teaching and in particular Reading to Learn for literacy in Years K-10 and Count Me in Too for numeracy K-8;
- an integrated curriculum for students in Stages 3 and 4 where the local Aboriginal culture and history informs programming;
- the delivery of Gamilaraay Yuwaalaraay language across P-8, including meeting the mandatory language components in Stage 4;
- the use of personalised learning plans for students to ensure pathways to academic and non-academic options are available;
- establishing strong connections with TAFE and expanding the delivery of vocational education courses; and
- a focus on the use of technology as a means to enhance student learning.

The Walgett community has requested the establishment of structures and programs to reduce the number of days lost to suspension. The new school will establish a program for students in the P-8 area to help reduce days lost to suspension. A structure to support the early return of students in Years 5-8 who are suspended will be established on the secondary site. It is anticipated that structures will be reviewed and revised based on need during 2009.

New Curriculum Structure

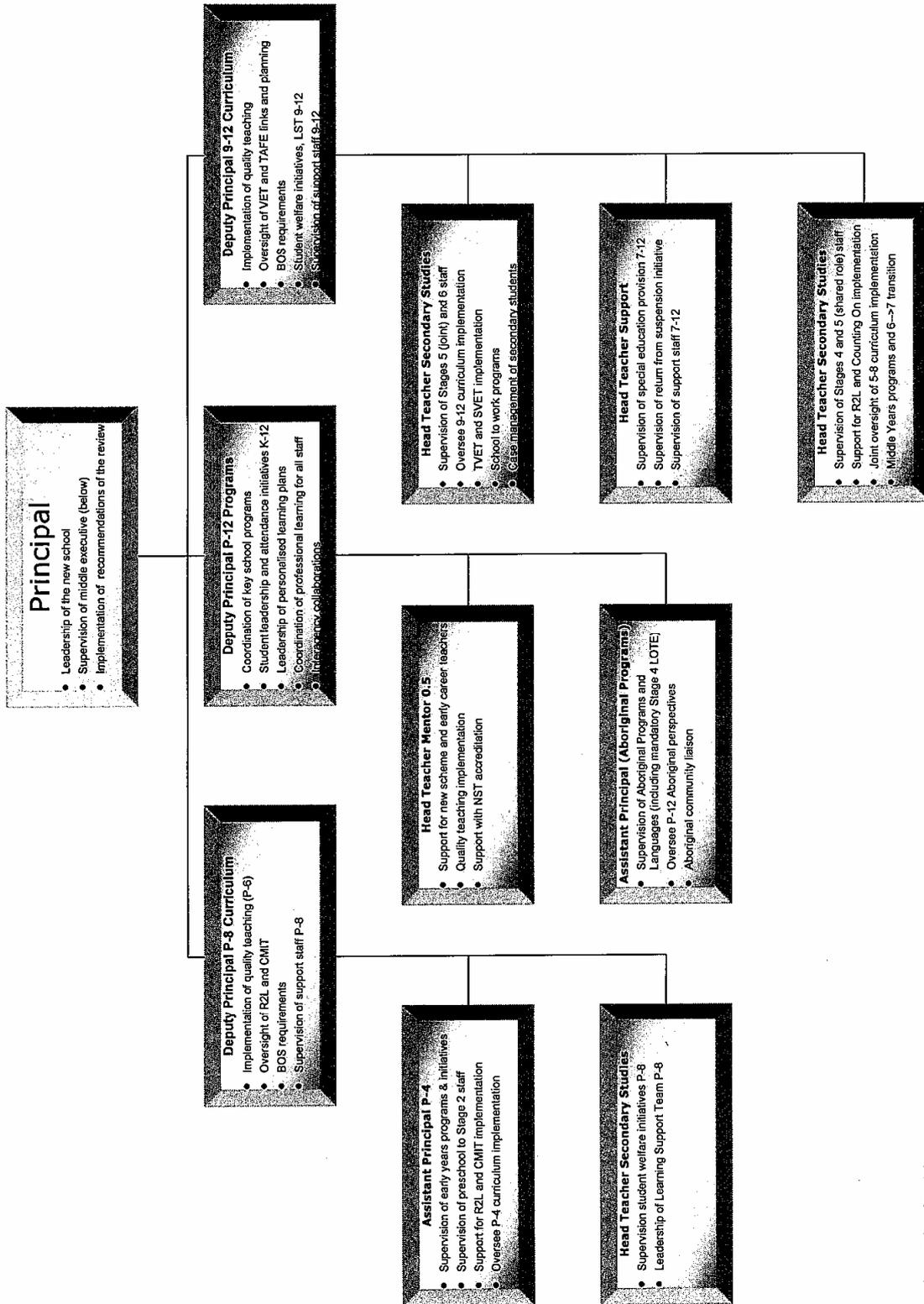
During 2009, the structure will go through a transition phase as it tries to deliver existing elements of the current Walgett Community College, such as Year 12 subject selections for 2009.

The curriculum focus for preschool to Year 8 will aim to address the following principles.

- Increased focus on least-to-most-intrusive techniques, redirection of students to classroom work using a community focus in content and a community audience in assessment.
- Behavior treated as a skill set to learn, rather than transgressions to be avenged or compliances to be rewarded.
- Curriculum to be built around community-centred projects aimed at solving real-life problems.
- Dharriwaa Elders and the local Aboriginal Education Consultative Group (AECG) to be consulted in relation to school planning, operations and projects.
- All teachers to engage with the 8Ways approach from the Bourke Schools Office through teacher action teams working on project planning.

Jane Cavanagh, School Education Director, Phone 6870 1777

8/11/2008



Version 8/11/2008

4. DATES FOR DECEMBER COUNCIL MEETING AND XMAS NEW YEAR ADMINISTRATION CLOSE DOWN

REPORTING SECTION: General Manager
AUTHOR: Ray Kent - General Manager
FILE NUMBER: 004/03/01/76

Summary:

It is desirable that the date for the December Council Meeting is brought forward. Further, Council needs to resolve a period of close down for the Administration over the Xmas/ New Year period.

Discussion (including issues and background):

The fourth Tuesday in December (23rd December) falls two days before Xmas. Because of the proximity of the regular Council Meeting date to the public holiday period, it will be very difficult to action Council resolutions made at the December meeting, let alone to gain responses in respect of urgent matters. For this reason it is considered desirable that the December Meeting should be brought forward one week to Tuesday 16th December.

This year Xmas Day and Boxing Day fall on a Thursday and Friday and New Years Day falls on a Thursday. For efficiency reasons, the outdoor operations of Council (with the exception of emergency services and a skeleton staff maintaining essential operations) close down for a two week period. This year it is proposed that the "close down" be from Monday 22nd December to Friday 2nd January inclusive. Employees take leave during this period.

It is proposed that the Administration close from Thursday 25th December to Friday 2nd January inclusive. Indoor staff are required to take leave and/or accumulated flexi leave to cover the four days which are not public holidays.

Relevant Reference Documents:

Nil

Stakeholders:

Staff and residents

Financial Implications:

Nil

Recommendations:

That:

- 1. The December Ordinary Meeting of Council be held on Tuesday 16th and the General Manager publicise the changed date for the Ordinary Meeting.**
- 2. With the exception of essential operations and emergency services, the outdoor operations of Council be closed from Monday 22nd December 2008 to Friday 2nd January 2009 inclusive and the Administration be closed from Thursday 25th December to Friday 2nd January inclusive.**
- 3. The General Manager publicise the close down dates and advise residents of emergency and essential service arrangements during the close down period.**

5. PRECINCT COMMITTEES

REPORTING SECTION: General Manager
AUTHOR: Ray Kent – General Manager
FILE NUMBER: 004/09/09/92

Summary:

At the October Council Meeting it was resolved as follows:

“Council continue to recognise the Precinct Committees at Carinda, Burren Junction and Rowena for the purpose of advising Council of the needs of those areas and that a report on any practical issues associated with the support of the Committees and their operations be presented to the November Council Meeting. This report also to address the establishment of Precinct Committees in other villages and towns ”.

Discussion (including issues and background):

Precinct Committees were introduced by the Councils first Administrator. Initially there were six – Burren Junction, Carinda, Collarenebri, Lightning Ridge, Rowena and Walgett. The role of the Committees was to “provide information on the physical, social and environmental characteristics of the area and assist council in the formulation and development of programs and policies”. The Precinct Committees were intended to help fill the local knowledge gap created as a consequence of there being no Councillors.

At the present time four Committees are still active – Collarenebri, Burren Junction, Rowena and Carinda. Lightning Ridge and Walgett Committees ceased to operate some time ago, though the Walgett Committee was replaced by a Ratepayers Association.

Nominated persons from the Precinct Committees receive Council Agendas, Minutes and other publicly exhibited documents and the Committees forward minutes of meetings, advice and requests to Council.

Most Councils with Precinct Committees tend to be large in population terms. Rules and procedures applied to Precinct Committees, generally cover the following matters:

- Only established if a specified minimum number of community members from different family groups within the area covered by the Precinct indicate an interest in establishing and becoming a member of a Committee. In Walgett Shires case it might be eight persons. In terms of defining boundaries for Committees, in Walgett Shire it would be difficult. The only constraint would be that if you are a resident of a town or village with a Precinct Committee you would not be entitled to be a member of the Committee of another town or village
- Committees must elect a Chairperson and a Secretary annually
- Councillors may or may not be members of Committees. In Walgett’s case it is suggested that Councillors should not be members of Committees though, as for other residents of the area concerned, they would be entitled to attend any Committee meeting
- Must be an Annual General Meeting where all residents within the area invited to attend
- Any resident of the area can attend any Precinct Committee meeting

WALGETT SHIRE COUNCIL AGENDA

- Must meet six times a year, generally with each meeting in a different month
- Committees responsible for advising residents of meetings
- A quorum for any meeting is half the number of Committee members plus one
- There must be an Agenda for each meeting and the Minutes of each meeting must be forwarded to Council
- Council commits to providing the Committees with: Agendas and Minutes of Meetings; publicly exhibited documents; press releases
- Council provides each Committee with an annual grant to cover the costs associated with convening meetings, advising residents of meetings, photocopying, postage etc. An appropriate grant in Walgett for each Committee would be \$500

Relevant Reference Documents:

Nil

Stakeholders:

Councillors and residents

Financial Implications:

Possible annual grants totalling \$3,000 per annum

Recommendations:

That:

1. **General guidelines relating to Precinct Committees be as follows:**
 - (i) **Committees only to be established if eight or more members of the community from different family groups within the area of the Committee express an interest in establishing, and becoming members of, the Committee**
 - (ii) **Committees must elect a Chairperson and Secretary annually**
 - (iii) **Councillors should not be members of Committees**
 - (iv) **Must be an Annual General Meeting of the Committee when all residents within the area invited to attend**
 - (v) **Any resident of an area is entitled to attend any meeting of the Committee for the area**
 - (vi) **Committees should meet a minimum six times a year and generally each meeting should be held in a different month**
 - (vii) **Committees are responsible for advising residents of meetings**
 - (viii) **A quorum for any meeting of the Committee is half the number of members plus one**
 - (ix) **There must be an Agenda for each meeting and the Minutes for each meeting must be forwarded to Council**
 - (x) **Council will provide Committees with: Agendas and Minutes of all Council Meetings; publicly exhibited documents; press releases**
 - (xi) **Council will provide each Committee with an annual grant of \$500 to cover the cost of convening and conducting meetings, photocopying, postage, telephone and related**
2. **The Secretaries of the existing Precinct Committees at Carinda, Burren Junction, Collarenebri and Rowena be advised of Councils resolutions in respect of this subject and further advised that Council will provide an initial grant of \$250 to each Committee to assist them to conduct an Annual General Meeting prior to May 2009 at which, among other things, a Committee would be established that satisfied the general guidelines**
3. **The Secretary of the Walgett District Ratepayers Association be advised of Council's resolutions and further advised that if they satisfy the general guidelines they will receive an annual grant of \$500**
4. **A public call be made for persons to register an interest in establishing and becoming a member of a Precinct Committee for the Lightning Ridge area**
5. **A further report on the implementation of Councils resolutions in respect of this subject be placed before the February 2009 Council Meeting**

6. FUTURE OF THE WESTERN DIVISION OF THE SHIRES ASSOCIATION

REPORTING SECTION: General Manager
AUTHOR: Ray Kent - General Manager
FILE NUMBER: 004/09/03/84

Summary:

Included in the Agenda for the October meeting of Council (attachment to General Manager's report "Council Delegates, Representatives and Members - External Bodies and Organisations") was a report prepared by Blackadder Gibbs Pty Ltd entitled "A Blueprint for the Future of the Western Division". Among other things, the Report canvassed a number of resourcing options for the Division if it was to continue into the future. That Report is also attached to this report.

Included elsewhere in this Agenda are the Minutes from the Mid Term Meeting of the Western Division Group held in Cobar on the 17th October 2008. At that Meeting it was resolved:

"1. That the Western Division Group support in principle Option 3 from the consultant's report being the appointment of a full time CEO at an estimated cost of \$9,000 per council per annum

2. That this decision be referred to each member council for ratification no later than the 31st December 2008"

Discussion (including issues and background):

There are numerous groupings of Councils which are used by different organisations for different purposes. Additionally there are a number of formal geographic regions in NSW.

The Shires Association of NSW is organised into nine (9) Divisions - A through J (see attachment). Walgett Shire is in C Division along with Bogan, Coonamble, Gilgandra, Narromine, Walgett, Warren, Warrumbungle and Wellington. The Castlereagh/ Macquarie County Council is also a member and Dubbo is an associate member.

The Western Division Group of Councils draws its members from four Divisions (five if Moree Plains is included). The member Councils are: Balranald; Bogan; Bourke; Brewarrina; Broken Hill; Carrathool, Central Darling; Cobar; Hay; Lachlan; Moree Plains; Walgett and Wentworth.

The Western Division of the State is a formal region which is comprised almost solely of land held under Western Land Leases, granted under the Western Lands Act 1901. The eastern boundary of the Division runs from Mungindi on the Queensland border to the Murray River near Balranald. The primary purpose of the Act is to ensure appropriate land administration and land management in the fragile environment. The Administration of the Act is the responsibility of the Minister for Lands.

Two other Areas of significance are the formally defined Remote and Very Remote Areas of the State. Maps of these Areas are attached. Walgett Shire falls within the Remote Area. The Department of Local Government also operates with 14 Regions (see attached map). Walgett is included in the North Western Region (see attached map). It should be noted that this Region also contains Brewarrina, Bourke and Cobar.

The Paper prepared by Blackadder Gibbs Pty Ltd does not explicitly address the rationale for the existence of the Western Division Group. The Paper commences by stating that its "13 member councils share a proud history, hold common values, enjoy a strong community of interest and a shared understanding of key issues.". The Paper is then silent on what the "common values" and "community of interest" are.

In terms of key issues, the matters that are mentioned in the Report are: drought recovery; a greater share of road funding; improved water strategy; a greater share of funding for airport facilities; an increased share of FAGS for remote councils. It is considered fair to say that these are significant issues for other Divisions of the Association as well, particularly J Division.

In terms of shared characteristics and common issues, it is worth looking at Walgett Shire relative to the Councils that make up J Division (Balranald, Bourke, Brewarrina, Central Darling, Cobar and Wentworth). All are: totally or partially in the Western Division; Remote or Very Remote Areas; generally experiencing the same economic, social and demographic changes (depopulation, ageing of the population, thresholds for sustaining a range of professional services no longer being met, low High School retention rates, serious alcohol, crime and health issues). As well, they share the issues identified for the Western Group of Councils identified in the Blackadder Report.

What the Paper proposes is that various strategies be pursued to make the Group a more effective lobbying body and to achieve this outcome it is recommended that the Group appoint a CEO.

It is considered that the Report has not made a case for the continuation of the Group, as something separate from and in addition to the formal Shires Association Divisions. If it is believed that there is some rationale for the Group continuing, then it is considered that the Group should seek to become a formal Division of the Shires Association, that is, the boundaries of all the Divisions would be redrawn. If this is not done, then there will continue to be duplication of effort, for no apparent benefit, between the Group and certain of the formal Divisions of the Shires Association. For this reason, it is considered that Council should not support the proposal to pursue Option 3 of the Consultants Report. Further, it is considered that if the Western Group continues, and does not seek to become a formal Division of the Shires Association, then Walgett should give consideration to withdrawing from the Group and seeking membership of J Division.

Relevant Reference Documents:

Nil

Stakeholders:

Councils and their communities

Financial Implications:

Possible additional \$9,000 per annum

Recommendations:

That:

1. Council not ratify the decision made at the Mid Term Meeting of the Western Group of Councils to support Option 3 from the Consultants Report being the appointment of a full time CEO at an estimated cost of \$9,000 per Council per annum
2. The President of the Western Group of Councils be advised that Council is concerned at the duplication of time and effort between the Group and certain Divisions of the Shires Association and recommends that consideration be given to a request being made to the Shires Association for a review of Division boundaries and the creation of a formal Division to be comprised of the Councils of the Western Group
3. The Mayor and General Manager explore the possible benefits and procedures associated with Council seeking to move from Division C to Division J of the Shires Association

Attachments: Schedule of the Divisions of the Shires Association; Maps of Remote and Very Remote Areas; Map of Department of Local Government Regions; Map of Department of Local Government NW Region; "A Blue Print for the Future of the Western Division"

Shires Association Membership

As at August 2008

A	<p>Local councils: Ballina; Bellingen; Kempsey; Kyogle; Nambucca; Richmond Valley; Tweed.</p> <p>County councils: Far North Coast; Richmond River</p> <p>Associate:</p>
B	<p>Local councils: Glen Innes Severn; Gunnedah; Guyra; Gwydir; Inverell; Liverpool Plains; Moree Plains; Tenterfield; Uralla</p> <p>County council: New England Weeds Authority</p> <p>Associate: Armidale Dumaresq</p>
C	<p>Local councils: Bogan; Coonamble; Gilgandra; Narrabri; Narromine; Walgett; Warren; Warrumbungle; Wellington</p> <p>County council: Castlereagh-Macquarie</p> <p>Associate: Dubbo</p>
D	<p>Local councils: Dungog; Gloucester; Singleton; Upper Hunter; Walcha</p> <p>Associate:</p>
E	<p>Local councils: Blayney; Cabonne; Cowra; Forbes; Lachlan; Oberon; Parkes; Weddin</p> <p>County councils: Central Tablelands; Upper Macquarie</p> <p>Associates: Orange; Lithgow</p>
F	<p>Local councils: Berrigan; Carrathool; Conargo; Deniliquin; Griffith; Hay; Jerilderie; Leeton; Murray; Murrumbidgee; Narrandera; Wakool</p> <p>County council: Central Murray</p>
G	<p>Local councils: Bland; Coolamon; Cootamundra; Corowa; Greater Hume; Gundagai; Junee; Lockhart; Temora; Tumbarumba; Tumut; Urana</p> <p>County councils: Goldenfields Water; Riverina Water</p> <p>Associate: Wagga Wagga</p>
H	<p>Local councils: Bega Valley; Bombala; Boorowa; Cooma-Monaro; Harden; Palerang; Snowy River; Upper Lachlan; Yass Valley; Young</p> <p>Associates:</p>
J	<p>Local councils: Balranald; Bourke; Brewarrina; Central Darling; Cobar; Wentworth</p> <p>Associate: Broken Hill</p>



2006 Census Data by Location

[Census Help](#)

- **2006 Census Data**

Current Selections: NSW Remote Australia (Remoteness Area) - NSW

Select a location using one of the following selection methods:

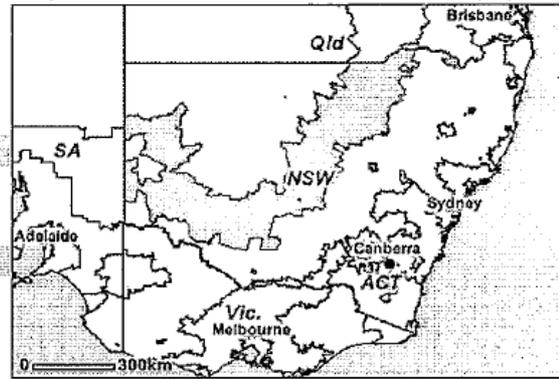
Search Address Search States & Cities Browse Map

- by Location
- by Topic
- by Product Type

Choose a type of location.
 HINT: Use this list to drill down to any location in Australia e.g. postal areas, suburbs or local government areas.
 Which location do I select?

Map is not clickable

[Display map](#)



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- **2001 Census Data**

- by Location
- by Topic
- by Product Type

... Remoteness Area

Select a State:

New South Wales

Select a Remoteness Area and then click 'Select Product'.

- **Census Help Links**

- First visit to Census?
- Which location do I select?
- Census Help

- NSW Inner Regional Australia
- NSW Major Cities of Australia
- NSW Migratory
- NSW Outer Regional Australia
- NSW Remote Australia**
- NSW Very Remote Australia
- No Usual Address

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2006 Census Data by Location

[? Census Help](#)

2006 Census Data

Current Selections: NSW Very Remote Australia (Remoteness Area) - NSW

Select a location using one of the following selection methods:

Search Address Search States & Cities Browse Map

- by Location
- by Topic
- by Product Type

2001 Census Data

- by Location
- by Topic
- by Product Type

Census Help Links

- First visit to Census?
- Which location do I select?
- Census Help

Choose a type of location.
 HINT: Use this list to drill down to any location in Australia e.g. postal areas, suburbs or local government areas.
 Which location do I select?

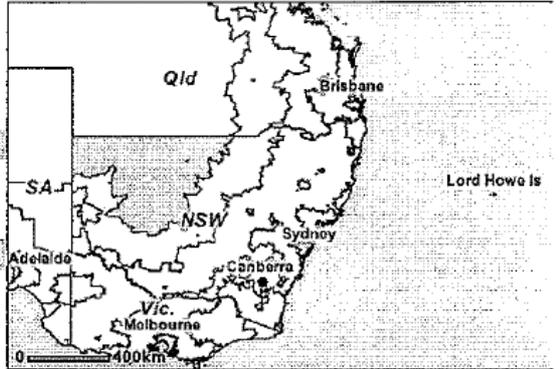
... Remoteness Area

Select a State:
 New South Wales

Select a Remoteness Area and then click 'Select Product'.

- NSW Inner Regional Australia
- NSW Major Cities of Australia
- NSW Migratory
- NSW Outer Regional Australia
- NSW Remote Australia
- NSW Very Remote Australia**
- No Usual Address

Map is not clickable [Display map](#)



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New South Wales Government
Department of Local Government

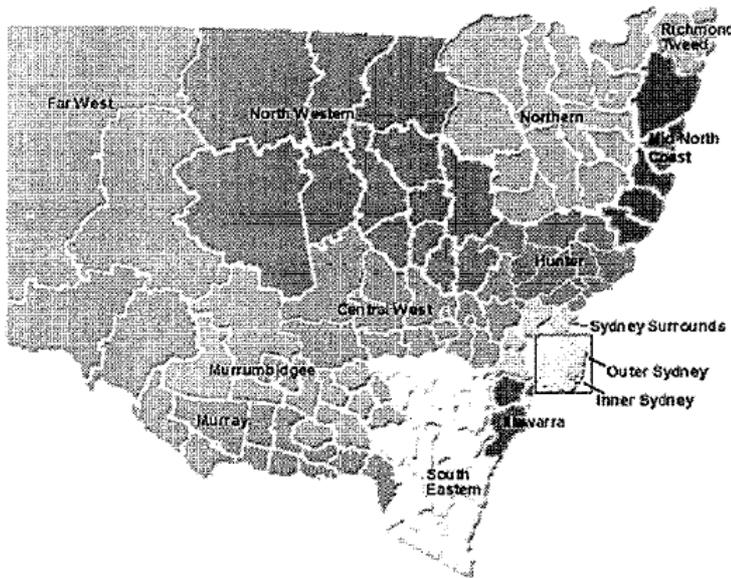


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Suburb Search

Full listings of all councils are found in the NSW Council Directory. Quick access tools to find the local council for a suburb/town or to find a council for a given specific address are also available online.

Local Council Boundaries



Click on a Region to obtain a list of councils within the chosen region

Regional Name	Description
Central West (CW)	In the centre of the region is the Bathurst-Orange area and to the east the Blue Mountains. The western area extends to the Lachlan river and the town of Condobolin. The region also contains the urban areas of Parkes, Forbes and Cowra.
Far West (FW)	This vast region containing the unincorporated area of NSW is bounded by the Queensland and South Australian borders. Included is the City of Broken Hill and the Darling River passes through the region from the north-east to the south.
Hunter (HT)	The Hunter Region contains the Hunter River and its tributaries with highland areas to the north and south. The Hunter Valley is one of the largest river valleys on the NSW coast.

Illawarra (IL)	The Illawarra Region contains the urban areas of Wollongong and Nowra, and the Minnamurra and Shoalhaven river valleys. To the west of the coastal plain is a long escarpment that leads to very rugged terrain in the Shoalhaven area.
Murrumbidgee (MG)	The region is traversed by the Murrumbidgee River and contains the Murrumbidgee and other irrigation areas. Wagga Wagga is the major urban centre in the region.
Murray (MR)	The Murray River on the NSW border forms the southern boundary of the region. The terrain varies from flat in the western and central areas to very rugged on the eastern border. The main urban centre in the region is Albury.
Mid - North Coast (NC)	The Mid-North Coast Region covers a coastal strip of NSW and includes the Manning, Hastings, Clarence and Macleay river valleys.
Northern (NR)	The region contains the Northern Tablelands, the northern slopes to the west of the tablelands, and the north central plains.
North Western (NW)	This large region contains diverse topography, with flat plains to the west, undulating slopes in the centre and elevated areas extending from the Central Tablelands in the east. The region includes the Bogan, Macquarie and Castlereagh river basins.
Richmond - Tweed (RT)	The Richmond and Tweed coastal river basins and the Upper Clarence River valley dominate this region. To the west is the New England Plateau and to the north the McPherson Range.
South Eastern (SE)	Comprises the far south coast of NSW, the southern tablelands and the Snowy Mountains. The region contains the Clyde, Moruya, Tuross and Bega river valleys.
Sydney Inner (SI)	Inner Suburbs of Sydney
Sydney Outer (SO)	Outer Suburbs of Sydney
Sydney Surrounds (SS)	Areas around Sydney Metropolitan



New South Wales Government
Department of Local Government



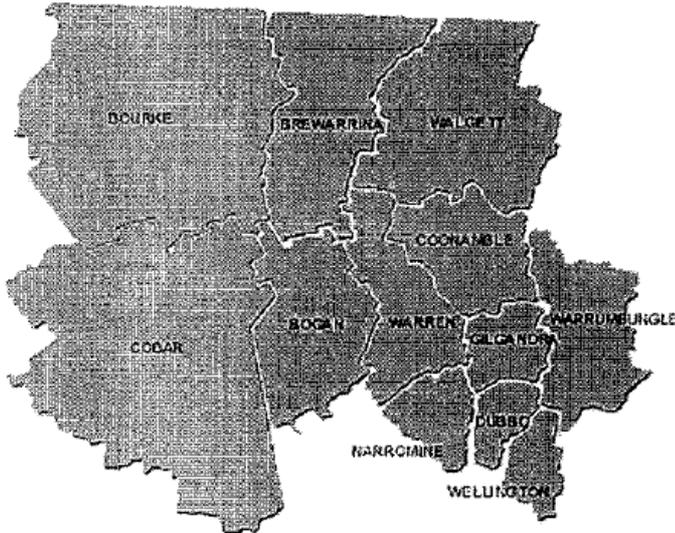
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Suburb Search

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Local Council Boundaries

North Western (NW)



Click on a council to obtain a list of suburbs within the chosen council.

Council Name

[Bogan Shire Council](#)

[Bourke Shire Council](#)

[Brewarrina Shire Council](#)

[Cobar Shire Council](#)

[Coonamble Shire Council](#)

[Dubbo City Council](#)

[Gilgandra Shire Council](#)



A BLUEPRINT FOR THE FUTURE OF THE WESTERN DIVISION

JULY 2008

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2. BACKGROUND
3. PRIORITY OUTCOMES
4. ACTIONS TO ACHIEVE PRORITY OUTCOMES AND STRATEGIES
5. IMPLEMENTATION
6. KEY COMMUNICATION MESSAGES
7. CONCLUSION

1. INTRODUCTION

The Western Division of the Shires Association of NSW resolved on 2 June 2008 to develop a strategic plan for the future of the division, and to engage Blackadder Gibbs Pty Ltd to facilitate the process. Blackadder Gibbs interviewed the Mayors and General Managers of the 13 member councils, prepared an issues paper, and facilitated a workshop of the 13 Mayors and General Managers to identify the major issues facing the Western Division and to agree on a way to address those issues. The workshop was held on 2 July 2008 at the Shires Association offices in Sydney.

The issues paper and workshop outcomes have led to the development of this blueprint to guide the future development of the Division. Mayors and General Managers articulated the changes they would like to see in the future to return the Western Division to a position of prominence as an advocate and lobbyist for councils and communities in remote NSW. The results are outlined in this draft plan, which proposes actions to take in the short, medium and long term.

Mayors and General Managers identified a number of common priorities during the consultations and workshops, and these have been grouped together into three themes:

- Internal resourcing and capacity
- Advocacy
- Federal resources

The themes are outlined in the plan below. Key strategies are attached to each theme and timeframes specified.

2. BACKGROUND

The Western Division has a well-earned reputation as a lobbying powerhouse. Its 13 member councils share a proud history, hold common values, enjoy a strong community of interest and a shared understanding of key issues.

However, the Western Division has lost its prominence in recent times and no longer commands the interest and respect of State and Federal Governments. It is now time to adapt to the new political environment, and change the way it operates. The 13 member councils of the Western Division are:

- Balranald Shire
- Bogan Shire
- Bourke Shire
- Brewarrina Shire
- Broken Hill City
- Carrathool Shire
- Central Darling Shire
- Cobar Shire
- Hay Shire
- Lachlan Shire
- Moree Plains Shire
- Walgett Shire
- Wentworth Shire

3. PRIORITY OUTCOMES

From the issues identified at the 2 July workshop, three major themes have been chosen to group together the key strategies and initiatives to be taken over the short, medium and long term:

1. **Internal resourcing and capacity** – ensuring the Western Division is equipped with a strong leadership group; a clearly defined role; a strong governance structure; and appropriate resources and support.
2. **Advocacy** – returning the Western Division to a position of prominence by improving its access to decision makers; establishing alliances and networks with influential bodies; and improving the quality and professionalism of its submissions and associated advocacy activities.
3. **Federal resources and road funding** – obtaining a greater share of Federal resources and road funding by taking the early opportunity to establish a good relationship with the Rudd Government; to promote the particular issues and challenges of the Western Division to the government; and take advantage of the Rudd Government's promotion of new Federalism.

4. ACTIONS TO ACHIEVE PRIORITY OUTCOMES AND STRATEGIES

In order to achieve the priority outcomes, the strategies and initiatives outlined below are accompanied by specific actions:

PRIORITY OUTCOME 1 – INTERNAL RESOURCING AND CAPACITY

This outcome recognises the need for the Western Division to ensure it is equipped with leadership, resources, structure and capacity to return it to a position of importance and relevance. In many respects, it is a means to achieving the other priority outcomes outlined in this plan.

Key strategies and to achieve this outcome are:

- **An improved structure and support for the Western Division:**
 - Prepare of a business case for the appointment of a CEO;
 - Seek funding from councils for the appointment of a CEO; then
 - Appoint a CEO;
 - Review and rationalise the number of conferences and meetings of the Group
- **A strong leadership group equipped to be more effective lobbyists:**
 - Review the constitution to ensure it does not preclude appointment of a leadership group on merit
 - Ensure the most appropriate delegate is appointed as President
 - Develop a new model, structure and function for a rejuvenated leadership group/executive team
 - Ensure the leadership group receives training and development to obtain stronger advocacy skills if necessary.

- **A clearly defined role for the Western Division:**
 - Develop a strategic plan for the Western Division
 - Develop a communication plan and actively promote the plan
 - Clearly identify roles of peak groups operating in the Western Division (ROCs, Shires Association etc)
 - Establish alliances with other peak groups operating in the Western Division
 - Develop a process for any future changes to the Western Division boundaries
 - Report process to WD Executive for decision.

PRIORITY OUTCOME 2 – ADVOCACY

This outcome addresses the need for the Western Division to improve the effectiveness of its lobbying and advocacy activities. The Western Division must ensure its advocacy activities are evidence-based, well researched, and professionally presented. Submissions must be presented to decision makers in the context of current policy vehicles (the State Plan in the case of the NSW State Government).

Key strategies and actions to achieve this outcome are:

- **Appointment of a Minister for the Far West:**
 - Approach the Shires President to obtain endorsement
 - Develop a submission to the Premier, along with an advocacy campaign
 - Lodge the submission with the Premier
 - Approach the Shadow Minister for Local Government and the Opposition for bipartisan support
 - Conduct a media campaign to gain widespread community support.
- **Improved access to decision makers:**
 - Arrange training in lobbying skills for new Executive
 - Second Executive members and others onto leadership groups to advocate desired outcomes
 - Obtain external advice and use consultants and lobby groups
 - Develop evidenced-based submissions
 - Use internal and external skills to assist prepare cases
 - Prepare an agreement for sharing staff resources between member councils.
- **Development of strategic networks and alliances:**
 - Seek appointment of Federal Minister for the Interior or duty senators
 - Identify organisations and groups to form alliances with
 - Seek to form co-operative relationships with these groups.
- **Preparation of a drought recovery submission:**
 - Seek a Senate Inquiry into drought recovery
 - Provide input to the new drought recovery policy being developed to replace EC
 - Appoint CEO or consultant to urgently co-ordinate a submission based on readily available information
 - Seek support and input from councils, National Farmers, ABARE, banks and Rural Lands Protection Boards
 - Establish a taskforce to lobby Ministers on the recovery policy
 - Prepare a media campaign to promote the Western Division submission
 - Invite key Ministers to visit the area.

PRIORITY OUTCOME 3 – FEDERAL RESOURCES AND ROAD FUNDING

This outcome seeks to obtain a greater share of Federal resources and road funding. The focus is on creating a greater understanding of the issues and challenges facing the Western Division through the development of co-operative relationships with State and Federal Government decision makers; and the establishment of relationships with others who can champion Western Division causes.

Key strategies and actions to achieve this outcome are:

- **A better understanding by Federal Government of Western Division issues and challenges:**
 - Develop and implement a communication plan to highlight the contribution by the Western Division to the national economy
 - Appoint a leadership group to advocate issues with the Federal Government
 - Visit Canberra and seek Federal Government assistance to the Western Division with real resources – not necessarily dollars
- **A greater share of road funding:**
 - Seek a meeting with the NSW RTA and NSW Roads Minister to develop a template for council data collection so as to achieve consistency (using the NAMS model)
 - Make a co-ordinated submission to Infrastructure Australia via the Minister for Infrastructure, Transport, Regional Development and Local Government (the Hon Anthony Albanese)
 - Leadership group to visit Canberra to meet with Minister Albanese to advocate the proposals in the submission
- **An improved water strategy for the region:**
 - Invite State and Federal Government ministers for water to visit the area more than once for two to three days each visit to highlight the challenges
 - Approach and establish a partnership with the Murray Darling Association and various irrigator associations
- **A greater share of funding for airport facilities and maintenance:**
 - Establish a partnership with Federal Government departments, ALGA, Rural Flying Doctor Service, Department of Health, Rural Doctors
 - Prepare evidenced-based submissions to decision makers
- **An increased share of FAGs for remote council areas:**
 - Prepare evidence-based submission and discuss with Shires Association and ALGA
 - Visit Canberra and seek Federal Government commitment to review FAGs formula in relation to remote areas with declining populations
- **The identification and recruitment of champions for the Western Division:**
 - Identify and establish relationships with champions not necessarily from the Western Division (potential champions include Tim Fisher, Peter Fitzsimmons, Rodger Fletcher)
 - Develop a relationship with Infrastructure Australia and relevant Federal and State Government Ministers

- **A more effective use of and relationship with the media:**
 - Develop a communications plan for media messages and relationships
 - Have well-developed media messages ready to release regularly over a specified period.

5. IMPLEMENTATION

At present, the Western Division is limited in its capacity to achieve the outcomes proposed in this plan, so it must be realistic about what it can reasonably achieve over a three year period. All the goodwill in the world will not deliver the plan without the allocation of appropriate resources. Therefore, in determining its key priorities, the Western Division should initially focus on developing the capacity and resources it needs to implement the plan.

The following priorities have been allocated to each strategy – for short term, immediate, medium or long term actions:

PRIORITY OUTCOME 1 – INTERNAL RESOURCES AND CAPACITY

Strategies	Priority
• An improved structure and support for the Western Division	Short term (year 1)
• A strong leadership group equipped to be more effective lobbyists	Short term (Oct 08)
• A clearly defined role for the Western Division	Short term (year 1)

PRIORITY OUTCOME 2 – ADVOCACY

Strategies	Priority
• Appointment of a Minister for the Far West	Immediate
• Improved access to decision makers	Medium term (year 2)
• Development of strategic networks and alliances	Medium term (year 2)
• Preparation of a drought recovery submission	Immediate (Oct 2008)

PRIORITY OUTCOME 3 – FEDERAL RESOURCES AND ROAD FUNDING

Strategies	Priority
• A better understanding by Federal Government of Western Division issues and challenges	Medium to long term (by years 2/3)
• A greater share of road funding	Short term (year 1))
• An improved water strategy for the region	Medium term (year 2)
• A greater share of funding for airport facilities maintenance	Medium to long term (year 2)
• An increased share of FAGs for remote council areas	Short term (year 1)

Strategies	Priority
<ul style="list-style-type: none"> The identification and recruitment of champions for the Western Division 	Short to Medium term (year 1/2)
<ul style="list-style-type: none"> A more effective use of and relationship with the media 	Medium to long term (year 2)

6. KEY COMMUNICATION MESSAGES

Communication and promotion are key tools to achieve the priority outcomes of the Western Division. In developing its communications plan and delivering media messages, the Western Division should have consideration for the matters outlined below:

- Select target messages that are positive, cost-effective and realistically achieved** – there is little point in making demands of government that cannot be realistically achieved. The government will not be interested, the media will not take the demands seriously, and the community will be sceptical. Rather, focus initially on requests that can readily or realistically be accommodated by decision makers (such as the call for a Minister for the Far West). This will assist to establish the lobbying credentials of the Western Division, and will make it easier to make more difficult demands in the future.
- Remain focussed on the key messages** – when issuing a media release and making follow up media comment, focus on a small number of key messages and don't get distracted from these. The media may want to focus alternative stories of the day and seek to engage the Western Division in debates it is not prepared to discuss. It is therefore important that media spokespeople are skilled in ensuring the discussion does not stray into alternative areas.
- Prepare submissions that are well researched, professionally prepared and evidenced-based** – this is a key strategy for the Western Division, and its importance cannot be understated. Decision makers will not seriously consider submissions that are not professionally prepared and presented, and the Western Division must engage professional resources to ensure its submissions are well regarded and credible. Follow up with decision makers after the submission is lodged and considered to seek feedback.
- Ensure communication messages address the key policy drivers of State and Federal Governments** – in the case of the State Government, this is the State Plan. The Federal Government is currently focussed on climate change and "new Federalism". Demonstrating how the Western Division's priorities complement those of the State and Federal Government will make it easier for decision makers to address Western Division priorities.
- Understand media priorities and deadlines** – this includes ensuring that a spokesperson is always available to respond to media requests for interview and further information. Develop strong relationships with specific journalists. Make their job easier – submit comprehensive and focused media releases. Spokespeople should ask journalists for details of their deadlines, and ensure information is provided in a timely manner. This will assist in establishing the Western Division's credibility.

- **Ensure media messages are concise and easily understood by a wider audience** – this is particularly important when trying to promote information that is complex, such as drought recovery, climate change and the complexities of local government FAGs funding. Focus on a small number of messages that can be easily explained and understood. Remember, our job is to also win the hearts and minds of the wider Australian public so they in turn can support our cause with decision makers.
- **Establish coalitions of support** – ensure like organisations are well briefed on key media messages and seek their support when appropriate. Consider issuing joint media releases, or obtain a comment from the spokespeople of other groups to include in Western Division media messages.
- **Ensure spokespeople are well-briefed and skilled in media management** – this is self explanatory, but often overlooked. Media spokespeople need to be aware of other media comment on key issues and related policy initiatives that may have been recently announced. Media spokespeople need to be trained in media management – to get the best out of public comment opportunities.
- **Ensure member councils are kept informed of all media activity** – this is crucial to avoid divisions and the sending of mixed messages.

7. KNOWING WHEN WE HAVE BEEN SUCCESSFUL

A key feature of the blueprint for the Western Division is the need to continuously monitor progress in achieving the strategy. The Division should do this in a number of ways:

- **Development of an annual action plan and budget** – the new CEO, in consultation with the Executive, should present an annual action plan and budget to the Western Division for endorsement. The action plan and budget should outline how the priority outcomes in the blueprint will be addressed, and the CEO's performance would be measured against progress with the action plan.
- **Annual monitoring of performance indicators** – such as the number of Ministers or MPs who attend annual conferences, the extent to which media releases are hitting the mark, the effectiveness of partnerships formed, the effectiveness of submissions lodged, etc.
- **Annual reports to member councils and other stakeholders** – to outline progress with implementing the priority actions in the blueprint, present the financial statements, and a report from the President, etc.
- **Annual reviews of the strategic plan** – at the annual conference, to ensure the plan is on track, up to date, and takes account of new and emerging opportunities.
- **Surveys of member councils** – undertake a survey every two years seeking member council views on satisfaction with progress in implementing the blueprint.

8. CONCLUSION

This draft blueprint for the future of the Western Division has been compiled with the significant input from the Mayors and General Managers of the 13 member councils. It is designed to set the Western Division on a course to achieve its three priority outcomes of:

- **Internal resourcing and capacity** – ensuring the Western Division is equipped with the leadership, resources, structure and capacity to return it to a position of importance.
- **Advocacy** – addressing the need for the Western Division to improve the effectiveness of its lobbying and advocacy activities.
- **Federal resources** – seeking a greater share of Federal resources and road funding .

Comments on the plan should be addressed to:

Mr Ray Smith
Secretary, Western Division
ray.smith@cobar.nsw.gov.au



WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW

Business Case

- For Resourcing the Effective
Implementation of the Western Division
Group Strategic Plan**

1. INTRODUCTION

The Western Division has a well-earned reputation as a lobbying powerhouse. Its 13 member councils are:

Balranald Shire; Bogan Shire; Bourke Shire; Brewarrina Shire; Broken Hill City; Carrathool Shire; Central Darling Shire; Cobar Shire; Hay Shire; Lachlan Shire; Moree Plains Shire; Walgett Shire, and Wentworth Shire.

They share a proud history, hold common values, enjoy a strong community of interest and have a shared understanding of key issues.

However, for many and diverse reasons the Western Division has lost its prominence in recent times and no longer commands the interest and respect of State and Federal Governments. The Group understands that it is time to adapt to the new political environment, and change the way it operates.

The Western Division of the Shires Association of NSW resolved on 2 June 2008 to develop a strategic plan for the future of the division, and to engage Blackadder Gibbs Pty Ltd to facilitate the process. Blackadder Gibbs directors interviewed the Mayors and General Managers of the 13 member councils, prepared an issues paper, and facilitated a workshop of the 13 Mayors and General Managers to identify the major issues facing the Western Division and to agree on a way to address those issues. The workshop was held on 2 July 2008 at the Shires Association offices in Sydney.

The issues paper and workshop outcomes led to the development of a blueprint to guide the future development of the Division. Mayors and General Managers articulated the changes they would like to see in the future to return the Western Division to a position of prominence as an advocate and lobbyist for councils and communities in remote NSW. The results are outlined in a draft plan, proposing actions to take in the short, medium and long term.

2. WORKSHOP PRIORITIES

Mayors and General Managers identified a number of common priorities during the consultations and workshops, and these were grouped together into three themes:

- Internal resourcing and capacity
- Advocacy
- Federal resources

Key strategies were attached to each theme and timeframes specified. In relation to the internal resourcing and capacity theme, the key strategies are:

- To ensure the Western Division is equipped with a strong leadership group;
- To ensure the Western Division as an organisation has a clearly defined role;
- To ensure the Western Division has a strong governance structure; and
- To ensure the Western Division is equipped with appropriate resources and support.

The General Managers Group has agreed that one of the first priorities is to present a business case for a resource that will be able to guide, facilitate and somewhat lead the organisation into the immediate future so as to effectively implement the Western Division Strategic Plan developed on 2 July 2008. The business case is now presented.

3. RESOURCING THE WESTERN DIVISION STRATEGIC PLAN – A BUSINESS CASE

A Business Case is a document which outlines the justification for the start-up of a project. It includes:

- A description of the business problem (or opportunity) which exists
- A listing of the available options for delivering a solution to resolve the problem or seize the opportunity
- The benefits and costs associated with each solution option
- A recommended solution option for approval.

The business case which follows addresses the problem, outlines the solutions, provides a cost benefit analysis and recommends a preferred course of action.

3.1 The Problem

Environmental Analysis

As part of the preparation for the Workshop of Mayors and General Managers conducted on 2 July 2008, Blackadder Gibbs directors interviewed Mayors and General Managers on a range of issues. From the interviews it was clear there is strong support for ongoing development of the Western Division.

However, although support from member councils is still quite strong, there is a growing concern and frustration that the Western Division has lost its way. While State Opposition MPs continue to attend Western Division conferences and forums, government Ministers no longer see attendance as a priority. In fact, most member councils are experiencing considerable difficulty in arranging meetings with ministers in Sydney.

The reasons for this are many and varied, and include:

- The decline in the agricultural sector and attendant loss of prominence of inland issues
- The dominance of urban and coastal issues
- The increase in size of Western Division electorates
- The different leadership style of recent Western Division Presidents
- The questionable quality of some Western Division submissions presented to government
- The loss of Western Division advocates in State Government
- The apparent disinterest of government in rural/remote communities
- The deterioration of the relationship between State and Local Governments generally.

For the Western Division to regain its place as a lobbying force, it must adapt to the new political environment. The feedback from Mayors and General Managers suggests the Western Division needs to change the way it operates in the political arena. It is no longer sufficient to pass a resolution, communicate the resolution by letter and expect action. Instead, submissions need to be evidence-based, well researched, professionally presented in the context of the current policy vehicle (the State Plan in the State Government) and followed up with personal and targeted representations.

Problem Analysis

The 2 July workshop recognised the need for the Western Division to ensure it is equipped with leadership, resources, structure and capacity to return it to a position of importance and relevance. The workshop identified the following key strategies to achieve this outcome:

- **An improved structure and support for the Western Division:**
 - Prepare a business case for the appointment of a CEO;
 - Seek funding from councils for the appointment of a CEO; then
 - Appoint a CEO;
 - Review and rationalise the number of conferences and meetings of the Group
- **A strong leadership group equipped to be more effective lobbyists:**
 - Review the constitution to ensure it does not preclude appointment of a leadership group on merit
 - Ensure the most appropriate delegate is appointed as President
 - Develop a new model, structure and function for a rejuvenated leadership group/executive team
 - Ensure the leadership group receives training and development to obtain stronger advocacy skills if necessary.
- **A clearly defined role for the Western Division:**
 - Develop a strategic plan for the Western Division
 - Develop a communication plan and actively promote the plan
 - Clearly identify roles of peak groups operating in the Western Division (ROCs, Shires Association etc)
 - Establish alliances with other peak groups operating in the Western Division
 - Develop a process for any future changes to the Western Division boundaries
 - Report process to WD Executive for decision.

In relation to the first key strategy – an improved structure and support for the Western Division – one of the actions is to prepare a business case for the appointment of a CEO.

3.2 Available Options

The resourcing option identified at the 2 July workshop is to appoint a Chief Executive Officer. From the interviews with Mayors and General Managers it was clear that if the Western Division is to increase its profile and regain its lobbying power, it needs to substantially improve the quality of its submissions.

A common theme to emerge from interviews was that General Managers are overloaded with the priorities of their own councils. The role of Western Division Group Secretary is largely concerned with organising conferences and meetings, maintaining records and assisting the President. The role does not require or make provision for implementing the significant actions outlined in the Western Division Strategic Plan. Unless an appropriate resource is provided it will not be possible for the strategic plan to be brought to life, and the benefits sought by the Division realised.

The 2 July workshop agreed the practice of appointing a Secretary from one of the General Managers and for the workload of the Division to fall solely at the feet of the Secretary was not regarded as practical or fair. An outcome from the 2 July workshop was clear and strong support for a dedicated resource to work on Western Division issues. Indeed, the lack of staff resources is seen by many as a major impediment to more effectively promoting Western Division issues to government.

So, with the understanding that the status quo is not an option, three (3) options have been explored as alternatives. The options are:

- **Seconding a member council General Manager to perform an expanded secretarial, co-ordination and lobbyist role**
- **Appointment of a Contractor to perform a co-ordinator/lobbyist role**
- **Appointment of a Chief Executive Officer to lead the organisation and drive/implement the Western Division Strategic Plan**

The options are outlined below.

Option 1 – A Revised General Manager Secretarial Role

This option would see the Western Division appointing a member council General Manager to a higher order role as Secretary to the Division, and entering into an agreement with the employing council for the General Manager to devote an equivalent of one day a week to Western Division business. This would require the Western Division to reimburse the host council in the order of 20% of the General Manager's TRP, equal to approximately \$30,000 based on an average TRP of \$150,000. It would provide work capacity in the order of 52 days in each year and enable a number of strategic plan priorities to be addressed.

At the present time the General Manager who takes on the role of Western Division Secretary is provided with a \$2,500 allowance to compensate for work undertaken on behalf of the Division. The role of secretary is as follows:

- **Annual Conference** – Preparation of agenda / guest speakers / travel arrangements / co-ordination with the hosting council / preparation of minutes / all follow up correspondence
- **Mini – Conference** – Preparation of agenda / co-ordination of motions / organisation of guest speakers / invitation lists / organise venue and lunch / preparation of minutes / all follow up correspondence / payment of accounts
- **Mid – Term Meeting** – Preparation of agenda / organise venue and catering / preparation of minutes / all follow up correspondence
- **Financial Management** – Maintain accounts / prepare and submit quarterly BAS / issue annual membership invoices / issue invoices for Mini – Conference lunch
- **Correspondence** – Maintain all records / record incoming and outgoing correspondence
- **Delegations** – Accompany the President on any delegations / organise travel and accommodation as required
- **Additional duties** – Could include - Support for the Council hosting the Annual Conference / Arranging delegations / preparing submissions.

At the present time the nominal allowance of \$2,500 provides some recognition of the secretarial and administrative work required to arrange conferences and meetings.

Option 1 is clearly different from the current secretarial role. The expanded role would enable the General Manager as Secretary to provide a higher level of support to the Division, and contribute to achieving some of the outcomes sought in the Strategic Plan. Nonetheless, even with 52 days of work available it is projected that this would still not be sufficient to complete the Strategic Plan actions within the timeframes expected. It would

WALGETT SHIRE COUNCIL AGENDA

also be necessary under Option 1 to engage additional contractor support to pursue other actions in the plan. Unless this occurs the plan would need to be revised to acknowledge the limited work that can be undertaken with the resources provided.

Benefits

The tangible and intangible benefits to the Western Division upon implementation of the option are as follows:

Category	Benefit	Value
Financial	<ul style="list-style-type: none"> New grants revenue generated Reduction in costs – removal of duplication costs between member councils 	<i>\$ Target to be set</i> <i>\$ 2,000 savings per member council</i>
Operational	<ul style="list-style-type: none"> Improved operational efficiency Improved submissions to State and Federal Governments Improved access to State and Federal Government decision makers More effective relationship with the media Additional alliances established with special interest groups 	
Members	<ul style="list-style-type: none"> Increased council member satisfaction Improved organisational culture 	<i>Measure by Mayoral survey</i> <i>Measure by General Manager survey</i>

Costs

The tangible and intangible costs to the Western Division upon implementation of Option 1 are.

Category	Cost	Value	Budgeted
People	<ul style="list-style-type: none"> Increased contribution towards Secretary remuneration 	<i>\$ 30,000</i>	<i>\$6,500</i>
	<ul style="list-style-type: none"> Increased costs of contractors consultants to undertake specific projects 	<i>\$ 30,000</i>	<i>No</i>
	<ul style="list-style-type: none"> Training courses – advocacy etc 	<i>\$ 15,000</i>	<i>No</i>
Physical	<ul style="list-style-type: none"> Equipment and materials 	<i>\$ Nil</i>	<i>No</i>
	<ul style="list-style-type: none"> Tools (computers, phones...) 	<i>\$ Nil</i>	<i>No</i>
Marketing	<ul style="list-style-type: none"> Promotional materials for improved submissions and advocacy 	<i>\$ 10,000</i>	<i>No</i>

Risks

Risks associated with this option are

Description	Likelihood	Impact	Mitigating Actions
Inability to second an appropriate General Manager into Secretarial role	Medium	Very High	Mayoral Leadership Group to make representations to relevant council member
Once seconded, a significant council commitment may divert the General Manager from Western Division business	High	High	Enter into initial agreement with the host council to make alternative arrangements should this occur
Member councils do not agree to provide the additional funding required	Medium	High	Business case provides a cost benefit justification for the appointment

Issues

The highest priority issues associated with this option are:

Description©	Priority	Resolution Actions
Required expenditure funds have not been budgeted	High	Request funding approval at Mid Term meeting in October
Western Division approval must be sought to implement the final solution	Low	Programmed for October at Mid Term meeting
An appropriate General Manager has to be identified and agree to take on the role	Medium	General Managers Group to liaise and agree on way forward

Option 2 – Appointment of Contractor as Co-ordinator/Lobbyist

The option would see the Western Division appointing a contractor to provide co-ordination and lobbying services on a contracted basis, with defined deliverables and performance remuneration.

The contractor could possibly be based in Sydney to ensure ready access to the LGSA and State Government decision makers. The work would be undertaken according to a defined project brief and at a defined cost. The contractor would not be employed on a full time basis, but work according to the requirements of the brief and the funds available. Any additional work, or work outside the scope of the project brief would be costed and agreed to beforehand.

The secretarial role would still be undertaken by a host General Manager similar to current arrangements.

Risks

Risks associated with this option are:

Description	Likelihood	Impact	Mitigating Actions
Inability to second an appropriate contractor	Low	Very High	General Managers to ensure a professional recruitment/search process is conducted
Once contracted the contractor is diverted from Western Division business by another contract	Medium	High	Enter into initial contract with performance standards, rewards and penalties
Member councils do not agree to provide the additional funding required	Medium	High	Business case provides a cost benefit justification for engagement

Issues

The highest priority issues associated with this option are:

Description	Priority	Resolution Actions
Required expenditure funds have not been budgeted	High	Request funding approval at Mid Term meeting in October
Western Division approval must be sought to implement the final solution	Low	Programmed for October at Mid Term meeting
An appropriate contractor has to be sourced and selected to take on the role	Medium	General Managers Group to liaise and agree on way forward

Option 3 – Appointment of a Chief Executive Officer

This option would see the Western Division appointing a Chief Executive Officer on a full time basis to lead and manage the Western Division organisation and possibly operate from the Local Government and Shires Association offices in Sydney. The CEO would co-ordinate the delivery of all the outcomes sought within the Western Division Strategic Plan. The role would be undertaken in accordance with defined priorities and remuneration based on achievement of deliverables.

The work of the CEO would be undertaken according to a defined performance agreement, at a fixed cost and on a 12 months or two year contract.

The CEO would be engaged through a host council and be managed by a small group of Western Division General Managers. The CEO would work closely with the Western Division President and Executive.

WALGETT SHIRE COUNCIL AGENDA

Option 3 would enable the CEO to provide possibly the highest level of support to the Division, and significantly contribute to achieving all of the outcomes sought in the Strategic Plan.

Benefits

The tangible and intangible benefits to the Western Division upon implementation of the option are as follows:

Category	Benefit	Value©
Financial	<ul style="list-style-type: none"> New grants revenue generated Reduction in costs – removal of duplication costs between member councils 	<i>\$ Target to be set</i> <i>\$ 2,000 savings per member council council</i>
Operational	<ul style="list-style-type: none"> Improved operational efficiency Improved submissions to State and Federal Governments Improved access to State and Federal Government decision makers More effective relationship with the media More effective relationship with the LGSA Additional alliances established with special interest groups 	
Members	<ul style="list-style-type: none"> Increased council member satisfaction Less reliance on General Managers to undertake work outside their council obligations Improved organisational culture 	<i>Measure by Mayoral survey</i> <i>Measure by General Manager survey</i>

Costs

The tangible and intangible costs to the Western Division upon implementation of Option 3 are.

Category	Cost	Value	Budgeted
People	Increased contribution towards CEO TRP	\$ 60,000	\$6,500
	Increased contribution towards CEO travel costs	\$ 3,000	No
	Increased costs of other contractors/consultants to undertake specific projects	\$ 20,000	No
	Training courses – advocacy etc	\$ 15,000	No
Physical	Equipment and materials	\$ 5,000	No
	Tools (computers, phones...)	\$ 5,000	No
Marketing	Promotional materials for improved submissions and advocacy	\$ 10,000	No

Risks

Risks associated with this option are:

Description	Likelihood	Impact	Mitigating Actions
Inability to recruit an appropriate CEO	Low	Very High	General Managers to ensure a professional recruitment/search process is conducted
Once appointed the CEO departs for another role	Low	High	Provide job satisfaction and support and enter into initial employment contract with performance standards and rewards
Member councils do not agree to provide the additional funding required	Medium	High	Business case provides a cost benefit justification for engagement

Issues

The highest priority issues associated with this option are:

Description	Priority	Resolution Actions
Required expenditure funds have not been budgeted	High	Request funding approval at Mid Term meeting in October
Western Division approval must be sought to implement the final solution	Low	Programmed for October at Mid Term meeting
An appropriate CEO has to be sourced and selected to take on the role	Medium	General Managers Group to liaise and agree on way forward

3.3 Recommended Option

Option Rankings

Criteria have been identified for assessment of each option, and each option has been rated to determine a score for each option.

Criteria	Option 1 GM/Secretary	Option 2 Contractor	Option 3 CEO
Benefits			
• Increased revenue	5	6	8
• Reduced expenditure	6	6	6
• Improved efficiency	6	7	8
• Enhanced quality	6	7	8
• Other	6	7	7
Costs			
• People	8	7	6
• Physical	8	7	6
• Marketing	7	7	7
Risks			
• Overall	6	7	8
Total Score	58	61	64

Option Recommended

The recommended option is No 3 – appointment of a Chief Executive Officer to provide contracted services to the Western Division over a 12 months or 2 year contract period.

The score achieved for the CEO option 3 reflects the balance between the costs and benefits that will apply. The expectation is that the CEO would identify and seek out additional government funding; improve the efficiency of the organisation in arranging delegations and pursuing lobbying initiatives; and personally contribute to achieving the outcomes sought from the Strategic Plan. Whilst the cost of engaging a CEO is higher than options 1 and 2, the benefits to be gained from the time committed to the role are deemed to outweigh the costs. At the same time, the risks of the Western Division Strategic Plan outcomes not being achieved will be significantly reduced by the engagement of a Chief Executive Officer.

The cost of engaging a CEO is in the order of \$60,000 per annum, along with associated travel and equipment costs of \$13,000. Assuming a higher level of advocacy with each option it could be expected that other costs of \$10,000 could apply. Training of Western Division Executive members in advocacy could cost in the order of \$15,000.

So, in the first year additional costs of \$98,000 could apply. This is compared with the alternatives - \$78,500 for Option 1 (the enhanced GM/Secretarial role) and \$88,000 for Option 2 (the contractor role). A contribution of \$7,500 from each Western Division member council would be required to meet this \$98,000 cost. At the present time each member contributes \$500. It is also noted that improved efficiency and co-ordination of lobbying and other initiatives will relieve member councils of some current actions and save an estimated \$2,000 each. Accordingly, the additional nett cost to each council of engaging a CEO and pursuing the actions outlined in the strategic plan would be \$5,000.

The Western Division has to decide whether it is committed to achieving the outcomes sought from the strategic plan. If it is then the next question is whether each member council is prepared to meet the cost of resourcing the plan.

This business case has tried to objectively assess the cost benefit of the various options. It has been concluded that the benefits of option 3 outweigh the costs and provide a high level of confidence that the strategies and outcomes sought by the Western Division Strategic Plan will be brought to life. Each member council will be expected to provide an annual contribution for the next 2 years to enable the strategic plan to be resourced. At the end of this period the Division can evaluate whether the outcomes are worth the additional \$5,000 annual investment.

3.4 Implementation

Project Initiation

In order to initiate the project the Western Division General Managers Group will examine the Business Case, make any amendments and authorise inclusion of the report on the agenda of the Mid Term meeting.

Project Planning

The Western Division Secretary, Ray Smith, General Manager of Cobar Shire, is in charge of planning the delivery of this project to the Western Division Mid Term Meeting. He is supported by the Western Division General Managers Group.

Project Execution

The phases of this project are:

- Prepare and sign off business case
- Submit business case to Western Division Mid Term meeting
- If agreed, conduct recruitment process for CEO
- Induct new CEO to organization
- Arrange accommodation at LGSA offices
- Commence implementation of Western Division Strategic Plan.

Project Management

The project will be managed in the following manner:

- **Time Management** – a small executive team from the General Managers Group will project manage the project. The Western Division Group Mid Term meeting is the target date to have the project approved.
- **Cost Management** – the business case project is being conducted within budget limits. The business case has been prepared at no cost to the Western Division.
- **Quality Management** – the draft business case has been externally prepared and reviewed by the General Managers group.
- **Change Management** – the project does represent a significant change in approach to the current structural arrangements. However, the 2 July workshop came to the firm conclusion that additional resourcing is necessary to achieve the outcomes of the strategic plan. The new leadership team elected in October will have an important responsibility to drive the changes and to ensure member councils are involved and supportive of the new directions.
- **Risk Management** – the draft business case has identified a range of risks associated with the recruitment of the new CEO and implementation of the strategic plan actions, and appropriate mitigating actions.
- **Procurement Management** – the recruitment of the new CEO will be overseen by the General Managers Group according to council policy and adopted recruitment procedures and best practice.
- **Communications Management** – it will be vital that the General Managers group develops a communication plan to ensure member councils are provided with full details of the CEO proposal, and once adopted by the Western Division the member councils are informed of the arrangements made, the outcomes sought, the expected benefits for member councils and the results when achieved.



WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW
MID TERM MEETING – 10.00AM, FRIDAY 17 OCTOBER 2008
COBAR SHIRE COUNCIL CHAMBERS – 36 LINSLEY STREET, COBAR

3. FUTURE MEETING DATES

The next scheduled meeting of the Western Division will be the 2009 Annual Conference to be held in Balranald, the date of which is yet to be determined.

The members will also need to discuss the benefits of continuing with the Mini Conference given the debate that occurred at the last Mini Conference where several members were of the view that such an event really wasn't necessary.

There will also need to be consideration of future Mid Term meetings, again given the debate at the June 2008 Mini Conference.

RECOMMENDATION: That consideration be given to future meetings of the Western Division Group.

4. STRATEGIC BUSINESS PLAN

Included in the attachments to this agenda is a copy of the 'Blueprint for the Future of the Western Division' which is the document prepared by Blackadder – Gibbs following the workshop held in Sydney in July of this year.

The document is essentially the Strategic Business Plan for the Western Division and identifies a number of actions designed to achieve the priority outcomes and strategies that were agreed upon at the workshop.

The first Priority Outcome is the internal resourcing of the Division and this is dealt with by way of presentation of a 'Business Case' which is dealt with separately in this report. There are a number of options to be considered all of which have a direct financial impact on the member councils.

I believe that the first step is to endorse the Strategic Business Plan and then deal with each of the Priority Outcomes

RECOMMENDATION: That the Strategic Business Plan for the Western Division Group of Councils, prepared by Blackadder Gibbs Pty Ltd, be endorsed

5. BUSINESS CASE FOR RESOURCING THE DIVISION

Reference is made to the 'Business Case' a copy of which is included in the attachments to this agenda and there will need to be discussion on the most appropriate and beneficial option taking into account the financial implications of each of those options.

In summary, the cost of each option is as follows:

- Option 1 - \$85,000.00 – cost to each council = \$6,500.00 (approximate)
- Option 2 - \$88,000.00 – cost to each council = \$6,800.00 (approximate)
- Option 3 - \$118,000.00 – cost to each council = \$9,000.00 (approximate)

It should be noted that the Consultant's are recommending Option 3.

RECOMMENDATION: That the Division determines the best option for resourcing the effective implementation of the Strategic Business Plan.

7. AUSTRALIA DAY 2009

REPORTING SECTION: General Manager
AUTHOR: Ray Kent - General Manager
FILE NUMBER: 002/04/03/99

Summary:

On Monday 26th January 2009, Council's Australia Day Breakfast and Celebration will be held at the Walgett District Sporting Club. The centrepiece of the morning will be the presentation of Council's Australia Day Awards by the Mayor and the Australia Day Council's Ambassador. Among other things, Council needs to establish a Judging Panel for the Awards.

Discussion (including issues and background):

Council reviewed all aspects of the Australia Day Awards in April 2008. The report considered by Council is attached. Also attached are a current advertisement inviting nominations for the Awards and the Nomination Form itself, which includes eligibility and judging criteria.

The Judging Panel for the Awards must "comprise at least one member of Council and at least five community members". It is recommended that the Panel comprise the Mayor and one or two Councillors, along with the community members. It is considered that the Mayor should be the Chairperson of the Panel. Further, apart from a public call for community members to nominate for the Panel, it is considered that a personal invitation should be extended by the Mayor to the past Chairperson of the Panel, Mrs Marion Ward, to join the Panel. It is also considered appropriate that the Council members on the Panel should be authorised to extend invitations to community members to join the Panel, as they see fit.

Relevant Reference Documents:

As identified in Report

Stakeholders:

Citizens of Walgett Shire

Financial Implications:

Nil

Recommendations:

That:

- 1. The Mayor be the Chairperson of the Australia Day Awards Judging Panel**
- 2. The following Councillor/s be members of the Panel:**
- 3. A public invitation be extended for community members to join the Panel**
- 4. A personal invitation be extended to Mrs Marion Ward to join the Panel**
- 5. The Council members on the Panel be authorised to invite community members to join the Panel**

Attachments: Report to April 2008 Council Meeting entitled "Australia Day Awards"; advertisement for "Australia Day Awards 2009"; 2009 Nomination Form.

4. AUSTRALIA DAY AWARDS

REPORTING SECTION: General Manager
AUTHOR: Ray Kent - General Manager
FILE NUMBER: 002/04/03/99

Summary:

In association with the Australia Day Council of NSW, Council recognises outstanding citizens, in a number of categories. It is an appropriate time to review the Award categories and the judging arrangements.

Discussion (including issues and background):

Currently Awards are granted in the following categories:

1. Citizen of the Year
2. Elder Citizen (25 years and over)
3. Young Citizen (up to 25 years)
4. Sports Award for an individual under 18 years
5. Sports Award for an individual 18 years and over
6. Sports Award for an Organisation or Team
7. Consistent Community Service Award (individual or group)

In 2008 a situation arose where, because of the category definitions (Elder Citizen being 25 years and over), the "Elder Citizen" of the year was younger than the "Citizen" of the year. Also, because it was not clear that a nominee in any category could be considered for "Citizen of the Year", nominators felt obliged to lodge multiple nominations ie nominate a person as both Citizen and Senior Citizen.

Attached is a note from the Chairperson of the 2008 Australia Day Awards Judging Panel, Mrs Marion Ward. Mrs Ward recommends Awards as follows:

1. Citizen of the Year- open to all age groups
2. Senior Citizen - 60 years and over
3. Adult Citizen - 26 to 59 years
4. Young Citizen - under 26 years
5. Senior Sports Person
6. Young Sports Person - under 26 years
7. Sports Team
- 8 Consistent Community Service Award for consistent service over a number of years
9. Volunteer for each town

The Australia Day Council guidelines suggest that, at a minimum, there be the following Awards:

1. Citizen of the Year - all nominees considered as long as 16 years of age on Australia Day
2. Young Citizen Award - aged 16 but under 26 years of age on Australia Day
3. Community Event of the Year - organised by a group of four or more people

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL AGENDA

The Council also recommends that Councils consider awarding:

4. Senior Citizen Award - aged 60 years and over on Australia Day
5. Sportsperson of the Year

The Council recommends that all nominees should be eligible for "Citizen of the Year" ie nominees for Citizen, Young Citizen and Senior Citizen. The Council also advises that the first Award to be judged should, logically, be "Citizen of the Year". This simply means that, for instance, the "Citizen of the Year" might also be the "Young" or "Senior Citizen" of the year.

The Australia Day Council also recommends that the Judging Panel should comprise both elected members and a cross section of community members.

It is considered that Walgett's Awards should reflect both the suggestions of the Australia Day Council and the views of the past Chairperson of Walgett's Awards Judging Panel. Awards should, therefore, be as follows:

1. Citizen of the Year - adjudged from among all nominees of at least age 16 years on Australia Day. This Award to be determined before all others.
2. Senior Citizen of the Year - nominee aged 60 years and over on Australia Day
3. Young Citizen of the Year - aged 16 to 25 years on Australia Day
4. Young Sportsperson Award - sportsperson aged under 26 years
5. Sportsperson of the Year
6. Sports Team of the Year
7. Consistent Community Service Award for an Individual
8. Community Event of the Year

It is not considered that the size of a town has any particular bearing on whether a resident is more or less likely to be a worthy recipient of an Award and, therefore, it is not considered necessary to have separate volunteer awards for each town/village.

Relevant Reference Documents:

Program Guide: NSW Local Citizen of the Year Awards (Australia Day Council of NSW)

Stakeholders:

Council and community

Financial Implications:

Nil

Recommendations:

That:

1. Walgett Shire Council's Australia Day Awards comprise:
 - a) Citizen of the Year - adjudged from among all nominees
 - b) Senior Citizen of the Year - nominee aged 60 years and over on Australia Day
 - c) Young Citizen of the Year - nominee aged 16 years to 25 years on Australia day
 - d) Young Sportsperson - nominee aged under 18 years on Australia Day
 - e) Sportsperson - aged 18 years and over on Australia Day
 - f) Sports Team of the Year
 - g) Consistent Community Service Award for an Individual
 - h) Community Event of the Year
2. Citizen of the Year be the first Award to be determined by the Judging Panel with all nominees ie including nominees for Young and Senior Citizen, being eligible for the Award
3. The Judging Panel for the Awards comprise at least one member of Council and at least five community members

WALGETT SHIRE COUNCIL AGENDA

WALGETT SHIRE COUNCIL AGENDA

Attachment

006/05/03/44 Rn: 703.

AUSTRALIA DAY AWARDS.

SOME THOUGHTS FROM ME MARION WARD.

THAT A WRITTEN EXPLANATION OF ALL SECTIONS TO BE PRINTED AND ATTACHED TO EACH NOMINATION FORM.

1 CITIZEN OF THE YEAR. IS OPEN TO ALL AGE GROUPS. AND ONLY FOR ONE YEARS ATITVITES.

2 SENIOR CITIZEN. (60 YREARS AND OVER) also for last years activities.

3 ADULT CITIZEN 28 years to 59 years. THIS COULD BE A NEW CATORGERY AND WILL ILIMINATE ALL

UNPLEASANTMESS AS ALL AGE GROUPS ARE COVERED.
This is also for only one years activities.

WHICH MEANS THAT SENIOR AND ADULT CAN ALSO BE ENTERED IN CITIZEN OF THE YEAR.

WITH THE OTHER NOMINATIONS THAT ARE NOT NOMINATED IN SENIOR OR ADULT.

4 YOUNG CITIZEN AGE TO 25 YEARS. ALSO FOR ONLY ONE YEARS ACTIVITIES.

5 SENIOR SPORTS PERSON. Also taken on 12 months activities.

6 YOUNG SPORTS PERSON. AGE UP TO 25 YEARS.

7 TEAM SPORTS SECTION also for past 12 months ALL AGE GROUPS (UNLESS YOU WANT TO HAVE A YOUNG TEAM SPORTS SECTION..

8 CONSISTENT COMMUNITY SERVICE. IS FOR MORE THAN ONE YEAR.

9 Bring back to Volunteer each town. Having this does give the small towns a representative from their towns.
As than really cannot compete against Walgett & Lightening Ridge.



AUSTRALIA DAY AWARDS - 2009

Australia Day Celebrations will be held in Walgett on, 26 January 2009.

Council is once again seeking nominations for "Australia Day Awards" for the following categories:

- **Citizen of the Year**
- **Senior Citizen (60 years and over)**
- **Young Citizen (Aged 16 to 25 years)**
- **Young Sportsperson (under 26 years)**
- **Sportsperson of the year**
- **Sports team of the Year**
- **Consistent Community Service Award for an Individual**
- **Community Event of the Year**

The Australia Day Awards are a way the community can thank those people who have worked tirelessly for organisations throughout the community and excelled in their chosen field.

Nomination Forms can be obtained from: -

- Walgett Shire Council Chambers
- Walgett Visitor Information and Internet Centre
- Lightning Ridge Visitor Information Centre
- Lightning Ridge Neighbourhood Centre
- Lightning Ridge Library
- Collarenebri Post Office and Commonwealth Bank Agency
- Burren Junction Post Office and Service Station
- Grawin Store
- Rowena Store
- Carinda Store
- or by contacting Walgett Shire Council on (02) 6828 1399.

Completed nomination forms are to be returned no later than Friday, 19 December 2008 to: -

"Australia Day Awards"
Walgett Shire Council Chambers
PO Box 31
WALGETT NSW 2832

Ray Kent
General Manager



Australia Day 2009 Nomination Form

Nomination for:-			
Citizen of the Year	<input type="checkbox"/>	Sportsperson of the year	<input type="checkbox"/>
Senior Citizen (60 years and over)	<input type="checkbox"/>	Sports team of the Year	<input type="checkbox"/>
Young Citizen (Aged 16 to 25 years)	<input type="checkbox"/>	Consistent Community Service Award for an Individual	<input type="checkbox"/>
Young Sportsperson (under 18 years)	<input type="checkbox"/>	Community Event of the Year	<input type="checkbox"/>

Section 1 - Details of person being nominated

Surname: _____ Given Name: _____ Date of Birth: _____

Address: _____

Phone (w): _____ Phone (H): _____ Phone (M): _____

Does the nominee currently live/work in the Walgett Shire? _____

Contributions to the community for which the person or event is nominated: *(Please refer to the Criteria and Eligibility. Please attach supporting documentation where possible)*

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Describe the nominees/events achievements and the benefits these have brought to the Walgett Shire Community:

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Explain why you consider this person to be a positive role model:

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.....

.....



Australia Day 2009 Nomination Form

Any other relevant background information: *(Include copies of certificates, awards, photos, newspaper clippings, etc)*

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.....
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.....
.....

Section 1 - Details of person submitting nomination

Surname: _____ Given Name: _____

Address: _____

Phone (w): _____ Phone (H): _____ Phone (M): _____

Organisation represented (if any): _____

Is the nominee aware of this nomination: Yes No

I have read and accept the conditions of entry. The information contained in the nomination is, to my knowledge true and accurate.

Signature of Nominator: _____

*This information is collected for the purposes of deciding winners for the 2009 Walgett Shire Australia Day Awards.
The information will only be disclosed to Council officers and members of the judging panel.
Supply of this information is voluntary, however a consequence of non provision may result in ineligibility for awards.
This information will be retained in Council's Administration offices.*

Conditions of Entry:

1. Nominees must be Australian citizens and their contributions must be to the Local Government Area of Walgett Shire.
2. Persons cannot nominate themselves
3. The decision of the Judging Panel is final and no correspondence will be entered into in respect of the decision
4. The awards will be announced at Walgett Shire's Australia Day celebration on the Monday 26 January 2009.
5. The 2009 Awards are given for achievements from the previous year (2008)
6. Nominations may be made by an individual or an organisation
7. Previous winners of an Australia Day Award are not eligible in the same category.
8. Persons who have previously been nominated but have not received an award are eligible to be nominated.
9. Nominations close on Friday 19 December 2008 and should be sent to:

"Australia Day Awards"
Walgett Shire Council
PO Box 31
WALGETT NSW 2832

NOTES TO ASSIST IN COMPLETING THIS FORM

- Read the 'Criteria and Eligibility' section
- Explain the achievement, the background and reasons for the nomination
- Enclose clear copies of any newspaper or magazine articles about the nominee and the achievements
- Include any other relevant information
- Submissions should be typed or clearly written and should be as short as possible



Australia Day 2009 Nomination Form

Criteria and Eligibility

Citizen, Senior Citizen and Young Citizen Awards

The aim of the awards is to recognise contributions made in 2008 to the local community. In this regard the judging panel will be looking not only at the length of service but also at the quality of the service including individual acts of compassion, generosity, bravery, etc. The awards will be in three categories (one in each category). The Young Citizen is open to those persons aged between 16 years and 25 years as at 26 January 2009, Senior Citizen is open to those persons aged over 60, Citizen of the Year will be chosen from all nominees in each of the three categories.

Young Sportsperson and Sportsperson Award

The aim of the award is to recognise the achievements of an individual sportsperson. In this regard the judging panel will be considering sportsmanship as well as actual performance. The award will be in two categories (one in each category). The Young Sportsperson award is open to those person aged under 18 years, the Sportsperson Award is open to all other persons.

Sports Team of the Year Award

The aim of the award is to recognise the achievements of a team during 2008. In this regard the judging panel will be considering sportsmanship, actual performance, and the contribution the team has made to the quality of their chosen sport.

Consistent Community Service Award for an Individual

The aim of the award is to recognise the contributions made by individuals which enhance the local community. In this regard the judging panel will be looking at significant contributions made by an individual over an extended period not just in respect of the past year.

Community Event of the Year

The aim of the award is to recognise the contributions made by persons or an organisation who have conducted a community event in 2008 which has contributed significantly to the quality and enjoyment of community life.

8. ANNUAL REPORT

REPORTING SECTION: Corporate and Community Services
AUTHOR: Carole Medcalf - Director Corporate and Community Services
FILE NUMBER: 180/01/01/00

Summary:

Section 428 of the Local Government Act requires councils to lodge an Annual Report to the NSW Department of Local Government within 5 months of the end of the financial year. An Audited Financial report is also required to be lodged with the Department within 4 months of the end of the year. The financial report has been forwarded.

Discussion (including issues and background):

Council's Annual Report for 2006/07 has been completed and is attached. Of significance is the report received from Council's auditors which gives Walgett Shire Council an unqualified financial audit report and, in which, significant financial improvements can be seen. Attached to this report is the Public Notice which meets the requirements of Section 418 (3) of the Local Government Act 1993. Council's achievements against a number of financial criteria are recorded in 2004 and 2008 in order for Walgett Shire Councillors and ratepayers to see the improvement that has taken place over that period of time.

A summary of the Financial Reports is provided below:

	2008 \$'000	2007 \$'000	2004 \$'000
Income Statement			
Total Income from Continuing Operations	20,179	25,294	15,216
Total Expenses from Continuing Operations	18,663	18,724	14,874
Operating Result from Continuing Operations	1,516	6,570	342
Net Operating Result for the year	1,516	6,570	342
Net Operating Result before Grants & Contributions provided for Capital Purposes	519	752	1,187
Balance Sheet			
Total Current Assets	18,492	20,187	8,170
Total Current Liabilities	3,160	3,106	2,590
Total Non Current Assets	85,652	72,063	66,564
Total Non Current Liabilities	252	340	1,626
Total Equity	100,732	88,804	70,518
Other Financial Information			

WALGETT SHIRE COUNCIL AGENDA

Current Ratio	5.85 : 1	6.50 : 1	3.15:1
Unrestricted			
Ratio	3.16 : 1	3.59 : 1	2.82:1
Debt Service Ratio (%)	1.8%	1.9%	3.82%
Rates Coverage Ratio (%)	28.6%	23.5%	31.97%
Rates & Annual Charges Outstanding Ratio (%)	7.9%	10.5%	17.29%

For ease of understanding the following definitions apply:

Current ratio - Used to assess the ability of council to meet its short term obligations. A measurement of greater than 1 is good;

Unrestricted ratio- Used to assess the adequacy of working capital after excluding all restricted assets and liabilities. A measurement greater than 2 is desirable;

Debt Service - Used to assess the degree to which revenues are committed to the repayment of debt. A measurement of less than 10% is viewed as good, greater than 15% is of concern;

Rates Coverage ratio - Used to assess the degree of dependence on revenues from rates and annual charges and an indicator the level of dependence on grants;

Rates and Annual Charges Outstanding ratio - Used to assess the impact of uncollected rates and annual charges on liquidity and adequacy of recovery efforts. A measurement of less than 10% for rural councils is considered good.

Council's Audit to 30 June 2008 has been completed, and in accordance with the Local Government Act 1993, Section 418 (1) (b) public notice was given of the date so fixed for the presentation of the audited financial reports, together with the auditor's report and that under Section 420 of the Local Government Act 1993 any person may make written submissions to Council with respect to these reports.

Council's Audited Financial Reports and Auditor's Report are located at Appendix A of the Annual Report.

Relevant Reference Documents:

Stakeholders:

Walgett Shire Council
Walgett Shire ratepayers
NSW Department of Local Government

Financial Implications:

Nil

Recommendations:

That Council endorses the Annual Report and that the Annual Report be forwarded to the Department of Local Government

Attachments -Public Notice of Financial Statements

Walgett Shire Council

Public Notice - Presentation of Financial Reports

as per Section 418 (3) of the Local Government Act.

In accordance with Section 418 (3) of the Local Government Act, 1993, Walgett Shire Council advises that the Ordinary Council Meeting to be held on 25/11/08 at the Burren Junction RSL will include the presentation of the audited Financial Reports and the Auditors Reports for the financial year ending 30/6/2008.

A summary of the Financial Reports is provided below:

	2008	2007	2004
	\$'000	\$'000	\$'000
Income Statement			
Total Income from Continuing Operations	20,179	25,294	15216
Total Expenses from Continuing Operations	18,663	18,724	14874
Operating Result from Continuing Operations	1,516	6,570	342
Net Operating Result for the year	1,516	6,570	342

Net Operating Result before Grants & Contributions provided for Capital Purposes	519	752	1187
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Balance Sheet

Total Current Assets	18,492	20,187	8170
Total Current Liabilities	3,160	3,106	2590
Total Non Current Assets	85,652	72,063	66564
Total Non Current Liabilities	252	340	1626
Total Equity	100,732	88,804	70,518

Other Financial Information

Current Ratio	5.85 : 1	6.50 : 1	3.15:1
Unrestricted Ratio	3.16 : 1	3.59 : 1	2.82:1
Debt Service Ratio (%)	1.8%	1.9%	3.82%
Rates Coverage Ratio (%)	28.6%	23.5%	31.97%
Rates & Annual Charges Outstanding Ratio (%)	7.9%	10.5%	17.29%

In accordance with Section 420 of the Local Government Act, 1993, any person may make a submission in writing to Council with respect to the Council's Audited Financial Reports or the Auditor's Reports.

Copies of the audited Financial Reports and the Auditor's Reports may be inspected at:

Walgett Shire Council Lightning Ridge Library Carinda General Store
 Walgett Library Walgett Shire Council Agency Collarenebri
 Burren Junction Service Station

Submissions close one week after the above Public Meeting has been held.

9. INVESTMENT REPORT AS AT 30 NOVEMBER 2008

REPORTING SECTION: Corporate and Community Services
AUTHOR: Senena Stubbs – Senior Finance Officer
FILE NUMBER: 180/02/01/00

Summary:

This report summarises the investments of Walgett Shire Council for the month of April 2008.

Discussion (including issues and background):

The Investment summary as at 30 April 2008 as follows:

Recommendation

That the investment report as at 30 November be received

WALGETT SHIRE COUNCIL AGENDA

INVESTMENTS - CONSOLIDATED

Council investments have been made in accordance with the Local Government Act 1993, the regulations and council's investment policy

<u>Investment Institution</u>	<u>Type of Investment</u>	<u>Term (days)</u>	<u>Rate %</u>	<u>Ref</u>	<u>Reset Date</u>	<u>Maturity Date</u>		
Westpac	Term Deposit	216	7.60	503/08		08-Dec-08	\$	500,000.00
Bankwest	Term Deposit	154	8.26	507/08		04-Nov-08	\$	300,000.00
Bank of Qld	Term Deposit	154	8.45	508/08		11-Nov-08	\$	250,000.00
Citibank	Term Deposit	154	7.80	509/08		18-Nov-08	\$	500,000.00
CBA	Term Deposit	92	7.50	510/08	17-Dec-08	16-Dec-10	\$	500,000.00
Royal Bank Canada	Term Deposit	92	7.70	511/08	17-Dec-08	16-Mar-11	\$	500,000.00
Citibank	Term Deposit	154	8.02	512/08		25-Nov-08	\$	300,000.00
Savings & Loans Credit Union (FIIG Securities)	Term Deposit	154	8.52	513/09		02-Dec-08	\$	500,000.00
IMB Ltd	Term Deposit	168	8.28	514/09		16-Dec-08	\$	500,000.00
ACCU (FIIG Securities)	Term Deposit	182	8.50	515/09		06-Jan-09	\$	500,000.00
Comminvest (FIIG Securities)	Term Deposit	182	7.95	516/09		13-Jan-09	\$	500,000.00
Bankwest	Term Deposit	182	8.40	517/09		20-Jan-09	\$	300,000.00
Suncorp	Term Deposit	182	7.95	518/09		27-Jan-09	\$	500,000.00
Bank West	Term Deposit	7.89	7.89	519/09		27-Jan-09	\$	500,000.00
National Australia Bank	Term Deposit	7.5	7.50	520/09		03-Feb-09	\$	300,000.00
CBA	Term Deposit	175	7.91	521/09		10-Feb-09	\$	250,000.00
Grange Securities - Zircon Finance Limited	Floating Rate CDO	92	9.12		23-Dec-08	20-Sep-14	\$	500,000.00
Grange Securities - MAS6-7	Floating Rate CDO	94	9.82		25-Dec-08	20-Jun-15	\$	255,932.50
Grange Securities - Helium	Floating Rate CDO	92	9.14		24-Dec-08	23-Jun-14	\$	203,798.00
Grange Securitis- Magnolia	Floating Rate CDO	92	9.32		23-Dec-08	20-Mar-12	\$	50,638.00
Citibank	Term Deposit	168	7.32	522/09		17-Feb-09	\$	500,000.00
National Australia Bank	Term Deposit	182	8.00	523/09		24-Feb-09	\$	500,000.00
Newcastle Permanent Building Society	Term Deposit	175	7.63	524/09		03-Mar-09	\$	500,000.00
National Australia Bank	Term Deposit	168	8.00	525/09		16-Mar-09	\$	500,000.00
Westpac	Term Deposit	168	7.50	526/09		16-Mar-09	\$	500,000.00
Suncorp	Term Deposit	182	7.38	527/09		24-Mar-09	\$	500,000.00
Bank of Qld	Term Deposit	182	7.64	528/09		31-Mar-09	\$	500,000.00
CBA	Term Deposit	91	7.50	529/09	16-Dec-08	16-Dec-10	\$	500,000.00
Royal Bank Canada	Term Deposit	91	7.70	530/09	16-Dec-08	16-Mar-11	\$	500,000.00
Local Govt Financial Services	Term Deposit	182	6.52	531/09		08-Apr-09	\$	500,000.00
Suncorp	Term Deposit	182	5.68	532/09		14-Apr-09	\$	500,000.00
								\$ 13,210,368.50

10. STAFF CONSULTATIVE COMMITTEE

REPORTING SECTION: Corporate and Community Services

AUTHOR: Barry Frew – Human Resources

FILE NUMBER: 145/04/07/00

Summary:

The Local Government (State) Award 2007 requires each council to have a consultative committee to enhance cooperation between staff and management. Membership involves workforce and union representatives as well as management representatives. Walgett Shire has an established Consultative Committee, as do other local councils in both regional and rural areas.

Action is underway to review and potentially update the role of the current Committee to ensure a more meaningful forum for staff and to report back to Management.

Discussion (including issues and background):

The Award expressed aims of the consultative committee are to allow consultation and cooperation on workplace reform, improve efficiency and productivity and “provide employees with access to career opportunities and more fulfilling, varied and better paid work”.

Committees must be representative of the workforce and membership is agreed between management and the unions’ party to the staff agreement. The Committee exists as a source of advice to the General Manager on employment issues, such as those outlined in Section 335 of the Local Government Act 1993. The defining role of the council is the determination of an organisation structure and the resources allocated towards employment costs as contrasted with the operational role of the General Manager, in day to day management, direction and allocation of staff.

Matters or functions that may be discussed or be the subject of consultation are award implementation, training, organisational restructure, job design, salary systems, communication, performance management systems, hours, vacant positions and local government Reform. Meeting regularity is not proscribed.

The Walgett Shire Council Consultative Committee Constitution provides for discussion of the issues referred to above plus provides for greater membership, meeting procedures, more complex membership rules and processes.

We have surveyed several Councils, including Coonamble and Orange, and find our practices replicated or in the process of upgrade to reduce the number of meetings, rotate the chair, balance representation and exclude some position matters germane to individuals or operational issues. They conform to the requirements of the Act and the Award.

Coonamble Shire has an active Consultative Committee which is comprised of the GM and the Engineering Director, HR Manger (as adviser/note taker) , and staff representatives, nominated by employees, and the USU delegate as an observer, in accordance with the Award. Former Councillor involvement ceased as a result of the developments in Walgett and Brewarrina Shires. The Committee Chair is a member of the Outdoor Workforce, the General Manager is considered Secretary and he has as an alternate member, the Director of Corporate Services.

Meetings are on an “as required” basis, generally every two to three months. Agenda items include changes to position descriptions and other key documents, organisational structure and deferred matters.

In Orange, during “Work Choices,” staff were covered by Enterprise Agreements and the former Consultative Committee was discontinued, in favour of other consultative mechanisms. However, with the advent of the new Federal Government’s “Forward with Fairness” program and the 2007 Award they are in the process of establishing a new Consultative Committee.

The plan is for a Committee that will meet twice a year, with a rotating chair (between a management representative and an employee representative, have seven nominated/elected employee representatives (3 Union, 4 non union to represent staff who are not union members), and three management representatives – 2 Directors and the HR Manager. It will exist to provide advice to the General Manager on employment issues.

Orange indicated that in accordance with the 1993 Act that there would be no Councillor involvement, while mentioning that prior to that time there had been some involvement. The Committee will discuss structural issues, but not individual positions or individuals and cover/consult on workplace issues.

It appears we would benefit from changes that would vary our membership rules, to ensure more active representation of union and non union staff members, a requirement for members to consult with their peers, better gender, work and employee group balance and provision for fewer but more meaningful meetings.

Relevant Reference Documents:

Extract from the Local Government (State) Award
Constitution of the WSC Consultative Committee
Committee Minutes
The Local Government Act 1993

Stakeholders:

Councillors
General Manager
Staff

Financial Implications:

Potential Savings in Time
Efficiency/Productivity Improvement

Recommendations:

- 1. That the report be noted**

Attachments

Extract from the Local Government (State) Award
Constitution of the WSC Consultative Committee
Committee Minutes September 2008 (Draft)

LOCAL GOVERNMENT (STATE) AWARD 2007

and regular feedback are essential to effective performance. A key aim should be to provide a means of recognising and rewarding high performance and to provide an early assessment and response to substandard performance. A review system also provides a basis for identifying development needs for individuals, and can be used as an important input to promotion decisions.

- (iii) This award recognises that all employees shall have on-going feedback about performance. The performance development process can be simplified to three stages:
 - (1) joint development on objectives and performance standards;
 - (2) progress reviews; and
 - (3) a formal performance review which is followed by decisions and outcomes.
- (iv) Where a salary system provides for the payment of a performance component separate from a skills component, variations to payments under the performance component shall not affect payments under the skills component.

27. CONSULTATIVE COMMITTEES

A. AIM

The parties to the award are committed to consultative and participative processes. There shall be a consultative committee at each council which shall:

- (i) provide a forum for consultation between council and its employees;
- (ii) positively co-operate in workplace reform to enhance the efficiency and productivity of the council and to provide employees with access to career opportunities and more fulfilling, varied and better paid work.

B. SIZE AND COMPOSITION

- (i) The size and composition of the consultative committee shall be representative of council's workforce and agreed to by council and the local representatives from the following unions: USU; depa and the LGEA and such agreement shall not be unreasonably withheld.
- (ii) The consultative committee shall include but not be limited to employee representatives of each of the unions who have members employed at council.
- (iii) Officers of the union(s) or Association(s) may attend and provide input to meetings of the consultative committee, at the invitation of the consultative committee or their respective members.

C. SCOPE OF CONSULTATIVE COMMITTEES

- (i) The functions of the consultative committee shall include:
 - (a) award implementation
 - (b) training
 - (c) consultation with regard to organisation restructure

LOCAL GOVERNMENT (STATE) AWARD 2007

- (d) job redesign
 - (e) salary systems
 - (f) communication and education mechanisms
 - (g) performance management systems
 - (h) changes to variable working hours arrangements for new or vacant positions
 - (i) local government reform.
- (ii) The consultative committee shall not consider matters which are being or should be processed in accordance with award clause 30 Grievance and Disputes Procedures.

D. MEETINGS AND SUPPORT SERVICES

- (i) The consultative committee will make recommendations based upon consensus. Where there is no consensus on a particular item, the recommendation to council should note the dissenting views.
- (ii) The consultative committee shall meet as required.

28. APPOINTMENT AND PROMOTION

- (i) Where an internal applicant has applied for a new or vacant position and their application is unsuccessful, the employee may:
 - (a) request in writing the reasons as to why they were not appointed; and
 - (b) upon such request council shall provide the reasons in writing.

29. TERM CONTRACTS

- (i) A council may employ a person on a term contract in an ongoing position that is evaluated as Professional/Specialist Band 3, Level 4 or the Executive Band 4 of the award only where:
 - (a) the council and the employee agree, and
 - (b) where the contract includes a clause that a further term contract for the position shall be offered to the employee if the employee's performance remains at a satisfactory level during the term of the contract and the position continues to exist at the end of the term of the contract, and
 - (c) the term of the contract is a minimum of three years and a maximum of five years.
- (ii) This clause only regulates the use of term contracts for ongoing positions.
- (iii) Term contracts shall not be offered for on-going positions below Band 3 Level 4 of the award.

Endorsed by Consultative Committee: 5 September 2007
Adopted by Council: 16 October 2007



WALGETT SHIRE COUNCIL

STAFF CONSULTATIVE COMMITTEE

CONSTITUTION

CONTENTS

1. Aim
2. Scope
3. Decision Making Procedures
4. Membership
5. Election of Employees' Representatives
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10. Meetings
11. Information and Advice for Committee
12. Attendance of Non-Members at Meeting
13. Employees' Representatives Communication with Constituents
14. Monitoring, Evaluating and Reporting the Committee's Action Plans
15. Procedure for Additions, Alterations and Deletions to the Constitution

1. AIM

The Consultative Committee for Walgett Shire Council aims to provide a forum for consultation between Council and its employees, positively cooperate in workplace reform to enhance the efficiency and productivity of Council and to provide employees with access to career opportunities and more fulfilling, varied and better paid work.

2. SCOPE

The functions of the Consultative Committee shall include but not be limited to: -

1. Salary Systems
2. Award Implementation
3. Training and Development
4. Performance Management Systems
5. Hours of Work
6. Job Redesign
7. Communication and Education Mechanisms
8. Consultation With Regard to Organisational Structure
9. Local Government Reform

3. DECISION MAKING PROCEDURES

- (a) It is intended that the Consultative Committee will make recommendations based upon consensus. If it is not possible to arrive at a consensus on a particular item, the recommendation to Council should note the dissenting views.
- (b) If possible potential problems should be identified and resolved at the local level. However, if an impasse is reached on a matter, it may be referred to the Industry Award Restructure Committee for conciliation and advice, and if necessary, resolved in accordance with Clause 30, Grievance and Dispute Procedures set out in the Local Government (State) Award.
- (c) There shall be no restriction on employees raising issues with their unions or with Council raising issues with the associations.

4. MEMBERSHIP

The number of employee's representatives shall be a minimum of three and a maximum of eight and will represent: -

- (a) USU (United Services Union) – Wages Division (All Depots) – (1)
- (b) USU (United Services Union) – Salaried Division – (1)
- (c) Representative of any other Unions within the Workplace as party to the Local Government (State) Award – (1)
- (d) Ex Officio Member – Coordinator Human Resources
- (e) The number of management representatives shall be three

5. ELECTION OF EMPLOYEES REPRESENTATIVES

(a) *Eligibility to be a candidate: -*

Prospective candidates must be a financial member of the respective union / association.

(b) *Number of nominators required: -*

Two Nominations

(c) *Eligibility to be a Nominator: -*

Must be a financial member of the relevant union / association

(d) *Eligibility to Vote: -*

Must be a financial member of the relevant union / association

(e) *If the number of candidates exceeds the number of vacant positions, then the following procedure will be adhered to: -*

By ballot

(f) *Method of Election: -*

First past the post

(g) *Term of Office: -*

Two years with 50% of number of each union / association to retire every twelve months, where possible. Such persons are to be eligible for re-election if nominated. Initial step down will be determined by a draw from the hat to be conducted at an ordinary meeting two meetings prior to the step down date.

(h) *Vacation of Office: -*

A person shall be deemed to have vacated his / her office upon: -

Cessation of employment with Walgett Shire Council

On becoming a non-financial member of relevant union / association

Upon acceptance of resignation from the Committee (resignation must be presented in writing)

Any electorate shall have the right to recall their representative following a vote of no confidence

NB: After the non-attendance of a committee member at three consecutive ordinary meetings of the committee, without showing sufficient cause for absence, the electorate is to be notified.

6. APPOINTMENT OF MANAGEMENT REPRESENTATIVES

(a) *Method of Appointment*

Management representatives shall be appointed by Council and will remain a member of the Consultative Committee until such time as Council revokes the appointment.

(b) *Vacation of Office*

Elected members upon cessation of holding of office.

7. CHAIRPERSON

(a) *Method of Election*

By members of the Committee

(b) *Authority and Duties*

Compilation of agenda and orderly conduct of meetings

(c) *Deputy Chairperson*

Election by Members

(d) *Duties*

Act in absence of Chairperson

(e) Terms of office shall be twelve months, unless a vote of no confidence is passed by the Consultative Committee then the position of Chairperson shall be declared vacant and a fresh election be held.

8. SECRETARY

(a) *Method of Appointment*

By members of the Committee

(b) *Duties*

Circulation of agenda, distribution and exhibition of minutes, handling correspondence, safekeeping of records.

(c) Term shall be twelve months.

9. SUPPORT SERVICES PROVIDED FOR THE COMMITTEE

(a) *Meeting Place*

Held at the Council's Administration Headquarters.

Council is to ensure that adequate facilities are made available.

(b) *Clerical Assistance*

Will be provided by Council when necessary with the concurrence of Management. Such assistance will include provision of Minutes Secretary.

10. MEETINGS

Meetings shall be held on the first Wednesday of each month, commencing at 2.00 pm with special meetings as required with seven days notice being given.

Items for discussion to be lodged with the Chairperson and / or Secretary for inclusion in the agenda, ten working days before meetings.

Notices of meetings, agendas and supporting documents to be distributed five working days prior to the meetings.

Quorums shall be half the current number of employee members plus one management representative.

Minutes shall be distributed and displayed at all depots and workplaces within five working days of each meeting.

11. INFORMATION AND ADVICE FOR COMMITTEE

The Walgett Shire Consultative Committee shall have the right of access to all information and correspondence received by Council regarding the process of award restructuring, implementation and staff development, providing no conflict arises with the operation of Council by making such information available.

The Committee shall be allowed to request information and advice from specialist persons or organisations, from both internal and external sources, as the need arises. Consensus of the Committee shall be required before such information is requested and should any costs be likely to be incurred in the seeking of such advice or information, that authority be sought and granted by Council before any action proceeds.

Any matter discussed by the Committee regarding the rights of individuals, will be treated in the strictest of confidence and shall not be discussed outside the confines of the meeting.

12. ATTENDANCE OF NON-MEMBERS AT MEETINGS

- (a) The Coordinator Human Resources (or equivalent) will attend the committee meetings as an ex-officio member (ie: advisory capacity only).
- (b) Union officials may attend any meeting but as a courtesy inform the Chairperson.
- (c) Any person who has special knowledge of a particular matter being considered by the Committee may be invited or required to attend a meeting by agreement between the Chairperson and the person submitting the agenda item concerned.
- (d) Observers shall be allowed to attend meetings at the discretion of the Committee.

13. EMPLOYEE'S REPRESENTATIVES COMMUNICATION WITH CONSTITUENTS

Employees' representatives shall be allowed adequate time during normal working hours for consultation with constituents and travel, where applicable for consultation with the Executive on submissions of agenda items.

14. MONITORING, EVALUATING AND REPORTING THE COMMITTEE'S ACTION PLANS

The minutes of each meeting will be presented to Council and copies displayed in all work offices and depots.

15. PROCEDURE FOR ADDITIONS, ALTERATIONS AND DELETIONS TO THE CONSTITUTION

- (a) *How Proposed*
In writing by a member of the Consultative Committee
- (b) Quorums shall be half the current number of employee members plus one management representative.
- (c) The constitution may only be amended upon recommendation of the Committee, endorsed by the Council and the local Unions.

**MINUTES OF THE MEETING
WALGETT SHIRE COUNCIL CONSULTATIVE COMMITTEE
(DRAFT)**

FILE: 145/04/07

The following are minutes of the Walgett Shire Council Consultative Committee Meeting held on Monday, 29th September 2008 in the Walgett Council Chambers, commencing at 9.05am.

1. PRESENT

Ian Taylor	Chairperson (LGEA Representative)
Janet Babic	Deputy Chairperson (Management Representative).
Carole Medcalf	Management Representative.
Roy White	Management Representative
Garry Molloy	Committee Member
John Radman	Committee Member
Len Smyth	Committee Member (DEPA Representative)

Observers:

Terry Dray	United Services Union.
Barry Frew	Human Resources

2. APOLOGIES

Andrew Bostock	Committee Member (United Services Union)
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3. MINUTES

The Minutes of the Consultative Committee Meeting held on Wednesday, 30 June 2008 were confirmed, with one amendment.

General Business Item 5.1.a. Recommendation, should now read " With one dissention the committee determined that the organisation structure for Corporate and Community Services, be accepted as presented with no regrading, however the use of individual titles should be allowable.

4. BUSINESS ARISING

There was a general discussion about differences in position descriptions, terminology etc. (5.3 – 5.4 of the last meeting) and the value placed on years of experience. Carole advised that responses to questionnaires, and the Mercer classification system, should provide some assistance with these issues and that it would be advisable to wait and assess the outcome of that work, when it is received.

Terry Dray advised that there had been no further developments with respect to item 5.6.a on outdoor staff lunch breaks in Lightning Ridge. Carole advised, with respect to 5.6.b., that the issue of the next staff newsletter was awaiting further input from staff.

5. GENERAL BUSINESS

5.1 Acting General Manager's Update on Organisational and Council Developments

Carole Medcalf advised the Committee that a new Council had been elected and that there had already been a meeting with Councillors on Tuesday last. Discussions she had with the new Mayor, on the directions staff were taking, indicated that he was happy with the way things were going, at this time, and that Councillor communication with staff would only be through contact with Director and General Manager Level. Reference was also made to the Council Code of Conduct and the fact that it had been widely communicated amongst staff. Further training for Councillors and staff is envisaged.

The Acting General Manager also indicated that action was now in hand to advertise for staff to fill some 14 vacant positions. This would happen during October. The use of traineeships, apprenticeship and the successful School to Work program was also mentioned. Management is concerned to continue to provide a source of employment within the community, as well as opportunities for training and supervisory experience.

5.2 Salary System/Salary Evaluation Review

Carole advised that following some additional work required, to provide a broader benchmarking base, that the work by Mercer was progressing towards completion. The USU representative commented that he was somewhat uncertain as to how effective benchmarking situations had been, with Councils. He referred to the historical use of the OO-Soft System(Local Government) and wondered how the replacement system would function.

The Acting General Manger assured Terry that staff had undertaken extensive training in the Mercer system, that it used panel evaluation in contrast to the OO-Soft system, which relied heavily on individual, exhaustive input. He advised that he was happy to await the outcome.

5.3 Position Descriptions/Organisation

The following 28 position descriptions were discussed by the committee and endorsed (OK),subject to corrections noted (in brackets):

1. GIS Coordinator
2. Health and Building Surveyor (Delete Chart).
3. Finance Manager (General Accountability 11, budget to capital B for Budget)
4. Records Manager
5. IT Systems Administrator
6. Senior Agency Clerk
7. Administrative Officer
8. Youth Worker
9. Visitor Information Officer (Desirable Criteria 4, substitute "bodies" for "departments")

WALGETT SHIRE COUNCIL AGENDA

10. Aboriginal Liaison Officer
11. Finance Officer (Creditors) (Carole noted that consideration was currently underway to enrich the role of Finance Officers, to make them more generic, with broader Principal Accountabilities and greater developmental flexibility)
12. Finance Officer (Investments) (See note in 11 above)
13. Building Maintenance Officer (Insert next to Staff Directly Controlled – Assistant Building Maintenance Officer
14. Assets Officer (Staff Directly Controlled – Change Lands Officer to Finance Officer (Assets), Responsibility 5 to be replaced with Develop, implement and maintain an assets recording and reporting system)
15. Plant Operator/Truck Driver (Add Department: Urban Infrastructure)
16. Team Leader (Urban Maintenance) (Add as above in 15)
17. Semi Skilled Worker (add as above in 15 and insert “to” between ability and follow, in Essential Criteria 1)
18. Semi Skilled Worker (Water & Sewerage) (replace “are” with “to be” in Responsibility 8)
19. Urban Asset Management Officer (add Reports Directly to and Responsible to, in the first section to conform with other PD’s, Delete General from General Accountabilities and in Accountability 5 change “organisation” to “organisational”)
20. Lands Officer (Change title to Finance Officer (Assets) and in Desirable Criteria 1 change Tafe to TAFE)
21. Mechanic
22. Team Leader – Heavy Maintenance (In Essential Criteria move 15 to 10 and renumber the following Essential Criteria and reword new 10 (ex 15) to read Sound working knowledge of OH&S (and EEO principle) and add to the new 15 (Class MR Drivers Licence) “or an ability to achieve one in the short term”
23. Roads and Bridges Engineer
24. Stores Assistant (add the Department in the opening section)
25. Truck Driver (Bitumen Specialist) – (add Anthony Gibbs to Present Incumbent)
26. Skilled Worker (Road/Traffic Facilities) (in Responsibilities 9 add “within the skill range”, in Essential Criteria check LS and ticket codes and in Essential and Desirable Criteria use numbers rather than dot points)
27. Road Inspection and Maintenance Officer (SH Inspection and Contract Work) – (suggest that uniformity of titles for similar positions in this area be considered – management to look at, in Desirable Criteria consider reference to actual licences e.g. Orange Certificate as well as t a willingness to undertake training
28. Manager Community Development and Tourism (Carole Medcalf briefed the Committee on this position, advising that it was a new position, arising from a review of changing organisational needs. The USU Representative (Terry Dray) indicated that he expected that if a redundancy were to occur, as a result, normal Award conditions would apply, He was assured that this was the case and that, where an increased Level (Grade) occurred, the Award conditions that require advertising would also be observed.

When the updated Organisation Chart, as circulated, was discussed the committee suggested that any reference to Grade, on this particular Chart be deleted.

RECOMMENDATION:

That a) the position descriptions be endorsed by the committee, with the amendments as noted, and

b). Grades not be shown on the Organisation Chart

5.4 Additional Items/Other Business

The USU representative suggested that the hours of the part time Youth workers be looked at to see if they should relate to 35 or 38 hours per week conditions. Management advised that it would take the suggestion on board.

There being no further business, the meeting closed at 4.00 pm, following an appreciation by the Chairman for the committee's effort in examining the number of PD's submitted.

If the re-evaluation documentation is available, it was proposed that the next meeting of the Consultative Committee will be held on Monday 5 November, 2008 at 2:00pm in Council's meeting room.

I advise that in accordance with my delegated authority, the determinations of the Consultative Committee contained in this report are approved.

Signed: _____ Mr Raymond Kent, General Manager

11. RECORDS MANAGEMENT

REPORTING SECTION: Corporate and Community Services
AUTHOR: Helena Lovegrove – Records Manager
FILE NUMBER: 016/08/04/52

Summary:

Council currently does not comply with the State Records Act 1998 or Section 13 of the Local Government Act 1993. Council is currently working towards compliance with the above legislation. As part of this project Council is installing the TRIM electronic document and records management system.

Discussion (including issues and background):

There is a legislative framework governing records management in Councils. The Local Government Act 1993 and the State Records Act 1998 form part of this framework.

Section 13 of the Local Government 1993 states that

The council must retain, preserve and destroy its records in accordance with any approved standards

The State Records Act 1998 details the records management obligations of Council

Section 12

- (1.) Each public office must make and keep full and accurate records of the activities of the office.
- (2.) Each public office must establish and maintain a records management program for the public office in conformity with standards and codes of best practice from time to time approved under section 13.

In accordance with section 13 of the State Records Act 1998, State Records NSW has established the following standards

- Appraisal and disposal of State Records
- Counter disaster strategies for records and recordkeeping systems
- Digital Recordkeeping
- Full and accurate records
- Managing a records management program
- Physical storage of State Records

Council does not currently comply with the above standards. The exception is the standard for digital recordkeeping, which is a new standard and the first compliance deadline for this standard is June 2009.

Council is also required to assess and destroy records according to General Disposal Authority 10 (Local Government). Currently Council does not comply with GDA 10.

Some crucial areas of non-compliance in regard to the above standards are:

- Location and use of electronic records is not recorded and tracked
- Limited protection against unauthorised access and deletion of electronic records
- Appropriate metadata is not captured for all electronic records, e.g. record type, related business functions, date and details of modifications and authorisation for destruction
- Council does not have a counter disaster plan for records
- Vital records have not been identified
- Records storage areas do not meet the minimum requirements for physical storage

This list highlights the more serious areas of non-compliance with the above standards but is not exhaustive. Improvements are required in all aspects of records management within Council to meet the minimum compliance requirements of these standards.

Council's highest area of risk is electronic records as the current records management program does not have the capacity to manage these records. To alleviate the high risk this presents to Council an electronic records management system has been purchased that will manage both the electronic and physical records of Council. The system that has been purchased is TRIM. TRIM is part of Contract 2602: GSAS Information Asset Management Systems Software Panel and meets the minimum metadata requirements as identified by State Records NSW. It is a system commonly used by other Councils in NSW.

TRIM will enable Council to

- Record and track the use and location of physical and electronic records
- Protect records from unauthorised access and deletion
- Apply access controls and security to electronic and physical records
- Attach appropriate metadata to electronic records

This will assist Council to comply with the following standards

- Appraisal and disposal of State Records
- Digital Recordkeeping
- Full and accurate records
- Managing a records management program

TRIM will also facilitate the identification and monitoring of Council's vital records which will move us further towards compliance with the Standard on counter disaster strategies for records and recordkeeping systems.

Council staff have been provided with train the trainer training in TRIM to facilitate training across the organisation in early 2009. A business classification scheme based on the functions of Council has also been developed to enable documents to be classified according to business function. The business classification scheme will also enable us to comply with GDA 10. Microhelp, a consulting firm, have been engaged to install the system and this will commence in early 2009.

Council staff are also in the process of identifying vital documents to ensure these are available in case of disaster and this will form part of the counter disaster plan for Council records. Vital documents are those documents that, in case of disaster protect the rights and interests of Council and re-establish Council's legal and financial position.

Relevant Reference Documents:

Local Government Act 1993
State Records Act 1998
Standard on Appraisal and disposal of State Records
Standard on Counter disaster strategies for records and recordkeeping systems
Standard on Digital Recordkeeping
Standard on Full and accurate records
Standard on Managing a records management program
Standard on Physical storage of State Records

Stakeholders:

Councillors
Council staff
Walgett Shire residents
State Government Agencies

Financial Implications:

\$78 000 has been provided for electronic records management in the 2007/2008 budget with \$24 096.61 expended to date and a further \$3 420 committed.

Recommendation:

That Council receive the report on Records Management.

12. HERITAGE STRATEGIC PLAN

REPORTING SECTION: Planning and Regulatory Services
AUTHOR: Matthew Goodwin – Director Planning and Regulatory Services
FILE NUMBER: 235/06/26/01

Summary:

This report recommends that Council endorse and adopt an amended Heritage Strategic Plan, as prepared by its new heritage advisor, High Ground Consulting.

Discussion (including issues and background):

Walgett Shire Council receives an annual grant from the Heritage Branch of the Department of Planning to assist with the costs incurred in using a Heritage Advisor. A condition of that grant is that Council must prepare, adopt and implement a Heritage Strategy. The strategy must be based on the Heritage Branch publication, 'Recommendations for Local Council Heritage Management'.

The current Heritage Strategy was adopted and endorsed by Walgett Shire Council at a meeting held on 5 August 2008 after an earlier version was amended to comply with standards specified by the Heritage Branch of the Department of Planning.

The original plan was prepared by Walgett Shire Council's previous Heritage Adviser, Graham Hall, with consideration for the relevant requirements of the Heritage Branch as well as for the wide distribution of heritage items, the relatively low level of development pressure and current administrative arrangements in Walgett Shire.

Graham Hall's appointment as heritage advisor ceased on 5 September 2008. High Ground Consulting (Ray Christison) commenced as Walgett Shire Council's new heritage advisor from that date. Ray Christison has submitted a slightly amended plan which is included with this report as Attachment A.

Relevant Reference Documents:

Recommendations for Local Council Heritage Management, published 2007 by the Heritage Branch of the Department of Planning.

Stakeholders:

Walgett Shire Council, public.

Financial Implications:

Nil.

Recommendations:

That Walgett Shire Council resolve to:

- 1. Endorse and adopt the draft amended Walgett Shire Council: Heritage Strategic Plan 2009-11 as prepared by Council's Heritage Advisor, High Ground Consulting, in October 2008.**

Attachments

ATTACHMENT A – DRAFT HERITAGE STRATEGIC PLAN

**WALGETT SHIRE COUNCIL
HERITAGE STRATEGIC PLAN 2009-11**

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.
- Commence an Aboriginal Heritage Study in 2008-9.
- Commence a Heritage Study of the Preserved Opal fields in 2008-9.
- Continue to identify and record heritage items within the shire.

2. Promote the appreciation of the Shire's heritage

Actions

- Establish ongoing liaison with local communities and community representatives regarding heritage matters.
- Heritage Adviser to brief the next elected 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.

4. Protect the Shire's heritage

Actions

- Follow and refine recently established 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.

13. STATE OF THE ENVIRONMENT REPORT

REPORTING SECTION: Planning and Regulatory Services
AUTHOR: Matthew Goodwin – Director Planning and Regulatory Services
FILE NUMBER: 315/02/01/00

Summary:

Hyder Consulting Pty Ltd recently submitted a Namoi Regional State of the Environment Report for 2007-2008 to Walgett Shire Council, as one of the Council's that participated in the development of a region based state of the environment report. It is recommended that Walgett Shire Council note the report received and endorse its submission to the Department of Local Government as part of its annual report.

Discussion (including issues and background):

Subsection 428(2)(c) of The Local Government Act 1993 requires Council to prepare an annual State of the Environment Report. Part 9, Division 7, subdivision 2 (Clauses 218 to 226) of the Local Government (General) Regulation 2005 prescribes certain requirements for the content and preparation of the report.

A supplementary State of the Environment Report is required for the previous financial year.

This year the Namoi Catchment Management Authority (CMA) invited Walgett Shire Council to participate in the development of a Regional State of the Environment Report. The report covers local government areas with a significant area that is located within the Namoi River catchment. They include Tamworth Regional, Liverpool Plains, Gunnedah, Narrabri and Walgett Shire Council.

The CMA engaged Hyder Consulting Pty Ltd to prepare the report with input from environmental and planning staff at each participating Council. In previous years Council's Planning and Regulatory Services staff would prepare a report based solely on the Walgett Shire area. Several advantages associated with the regional approach include:

- A catchment wide view of the environment is provided.
- It enables the comparison of key environmental indicators between Shires.
- It reduces demands on Council staff because the consulting work is wholly funded by the CMA and most of the work required has been undertaken by Hyder Consulting.
- A broader mix of skills is available to the consulting firm, which should allow the quality and depth of the report to be improved.

Clause 220 of the Local Government (General) Regulation 2005 requires Council to consult with the community regarding a State of the Environment Report. Delays in its finalisation have made this impractical prior to the 30 November 2008 deadline for submission to the Department of Local Government.

At the time this Council report was being written (17 November 2008):

- Hyder Consulting indicated that final version of the Namoi Regional State of the Environment Report was expected to be released to Council on 21 November 2008.
- It is planned that a hard copy of the report will be circulated at the Council meeting.
- It is planned that a pdf copy will be circulated to councillors prior to the Council meeting via e-mail on 21 November 2008.

Despite delays in finalisation, the author is of the opinion that participating in the Namoi Regional State of the Environment Report has been an exercise with some value for Council.

If adopted by Council, copies of the report will be made available via Council's web site.

Relevant Reference Documents:

- Draft Walgett Shire Council State of the Environment Report for 2006-2007.

Stakeholders:

Walgett Shire Council, public.

Financial Implications:

Nil. Participating in the Regional State of the Environment Report has freed up some staff time which can be allocated to other tasks.

Recommendations:

That Walgett Shire Council resolve to:

- 1. Note and endorse the draft Namoi Regional State of the Environment Report for 2007-2008, as prepared by Hyder Consulting Pty Ltd in November 2008.**
- 2. Submit the Namoi Regional State of the Environment Report for 2007-2008, as prepared by Hyder Consulting Pty Ltd in November 2008, to the Department of Local Government.**

14. ADDITIONAL CAMPING FACILITIES WITHIN THE SHIRE

REPORTING SECTION: Planning and Regulatory Services
AUTHOR: Matthew Goodwin – Director Planning and Regulatory Services
FILE NUMBER: 021/03/01/00

Summary:

This report provides an overview of the regulatory requirements for camping facilities. It recommends that Council consider developing priorities for formalising primitive camping grounds within the Shire as part of the process of developing its management plan and budget for the next financial year.

Discussion (including issues and background):

For several years there have been periodic requests from community members and councillors for Council to establish sites where caravans or campers can stay for short periods in those towns and villages where there is no established caravan park. The parties making the requests perceive there is some demand for such accommodation, primarily from tourists and seasonal workers. The table below summarises the number of approved caravan parks and camping grounds within the Shire's towns and villages.

LOCATION	APPROVED FACILITIES	NOTE
Burren Junction	Nil	Bore baths used as a defacto primitive camping ground
Carinda	Nil	
Collarenebri	Nil	
Cumborah	Nil	
Lightning Ridge	4 operating, 2 not	
Rowena	Nil	
Walgett	2 not operating	

In a related matter, significant numbers of people periodically camp in tents, caravans and motor homes at the Burren Junction Bore Baths, which is managed by Walgett Shire Council. The site does not appear to have development consent for this use under the Environmental Planning and Assessment Act 1979 or approval as a camping ground, primitive camping ground or caravan park under the Local Government Act 1993. Unauthorised uses and activities at this site create a range of issues that need to be addressed by Council, including legislative non-compliance and potential public liability issues.

The attached e-mail from Council's Senior Health and Building Surveyor provides an overview of the major regulatory issues involved with establishing short term accommodation in the form of a Primitive Camping Ground (PCG). Likely costs to establish a PCG are significantly less than to establish a caravan park and camping ground because the regulatory requirements are less onerous.

In addition to the issues raised within the Senior Health and Building Surveyor's e-mail, Council must also consider the following when seeking to formalise short term accommodation:

- A priority list is required for locations where Council believes it is appropriate to establish a primitive camping ground.

- Site specific proposals then need to be developed so that development consent can be sought for the use under the Environmental Planning and Assessment Act 1979 and approval for a primitive camping ground under the Local Government Act 1993.
- A budget will need to be established for any capital works required.
- A budget will need to be established for the operation and maintenance of the site/s.

Relevant Reference Documents:

- Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005
- Local Government Act 1993 No 30

Stakeholders:

Walgett Shire Council, public, tourists and seasonal workers.

Financial Implications:

Nil at the present time

Recommendations:

That Walgett Shire Council resolve to:

- 1. Consider developing priorities for formalising primitive camping grounds within the Shire as part of the process of developing its management plan and budget for the next financial year.**

Attachments

ATTACHMENT A – HEALTH & BUILDING SURVEYORS COMMENTS ON PRIMITIVE CAMPING GROUNDS

Page 1 of 2

Matthew Goodwin

From: Len Smyth
Sent: Thursday, 6 November 2008 8:41 AM
To: Matthew Goodwin
Cc: Alana Douglas
Subject: Camping and primitive camping grounds
Follow Up Flag: Follow up
Flag Status: Red

RE: Options for Council to facilitate camping/primitive camping grounds.

As requested, the purpose of this e-mail is to evaluate options for formalising short term accommodation at:

- The Burren Junction bore baths for tourists.
- Collarenebri showground (or sporting ground) for seasonal workers and travellers.
- Trevallion Park, Walgett for travellers.

Some consideration was given to the possibility of using exemption provisions under a Local Approvals Policy (LAP) to avoid the need for a formal application under Section 68 of the Local Government Act 1993 for a primitive camping ground, or the like. Ultimately it was considered that this was not feasible given:

- Wide variations in the circumstances between each site mean that it is not feasible to develop exemption criteria that could be applied to all sites.
- Using a LAP to effectively circumvent the formal application process could render the Council vulnerable to criticism that it is applying two standards (one for Council and another for businesses).
- I am not aware of any other Councils using a Local Approvals Policy for this purpose.

In that context I am of the opinion that the most appropriate way to formalise short term accommodation is by following the requirements of the Local Government Act 1993 and the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 for a "Primitive Camping Ground" (PCG). An overview of the formal process that must be followed to establish a PCG at a given site is provided below:

- 1) A proposal needs to be developed with regard for the key regulatory requirements, which include:
 - (a) Development consent needs to be obtained for the proposed land use.
 - (b) Council must not grant an approval to operate a primitive camping ground unless it is satisfied that it will be designed, constructed, maintained and operated in accordance with the relevant requirements of Subdivision 9 of Division 3 (Cl.71(1)(b)), which are summarised in the following points.
 - (c) The maximum number of caravans, campervans and tents at any one time must not exceed an average of 2 for each hectare of camping ground (Cl. 132).
 - (d) Generally there must be a 6 metre separation between tents, caravans, annexes and campervans (Cl. 132(2)(c) & (d)).

14/11/2008

- (e) Water supply, toilet and refuse disposal facilities are required (Cl. 132(2)(e)).
 - (f) Unoccupied caravans, campervans and tents are not to be allowed to remain in the camping ground for more than 24 hours (Cl. 132(2)(f)).
 - (g) A person must not be permitted to stay in a moveable dwelling in a primitive camping ground for more than 50 days in a twelve month period (Cl.73(1)(d)).
 - (h) If a fee is charged for camping, a register must be kept that contains entries concerning the same matters as are specified in clause 122 and, in addition, that specifies the size of the group (if any) with whom the person listed in the register camped (Cl.73(1)(g)).
- 2) Unlike “caravan parks” and “camping grounds” the regulations for PCG’s do not prescribe in detail the facilities that are to be provided. This matter was discussed with Tony Miller, Senior Planner, Policy and Systems Innovation Branch, Department of Planning who advised that minimum facilities should be determined based on the circumstances in each case.
- 3) Although the regulation does not prevent the multiple use of facilities, or prescribe the minimum number required, Council has a duty of care to ensure such facilities are of a high standard and adequate for the level of use.
- 4) A Development Application incorporating a Section 68 activity application needs to be lodged which includes:
- (a) Landowners consent. For Crown Reserves, which includes most of the sites listed, this consent can be given by the Department of Lands.
 - (b) A Statement of Environmental Effects.
 - (c) A scaled site plan which identifies the extent of the site, camping site locations (if they will be designated) and amenities such as toilets.
 - (d) Details of arrangements for water supply and refuse disposal.
- 5) If the proposal is approved, then action can be taken to establish and operate the PCG.

Len Smyth
Senior Health and Building Surveyor

Walgett Shire Council
77 Fox Street
PO Box 31
WALGETT NSW 2832

Ph: (02) 6828 1399,
Fax: (02) 6828 1608
Mob: 0419 412 415
Email: lsmyth@walgett.nsw.gov.au

14/11/2008

15. DEVELOPMENT AND COMPLYING DEVELOPMENT CERTIFICATE APPLICATIONS

REPORTING SECTION: Planning and Regulatory Services
AUTHOR: Matthew Goodwin – Director Planning and Regulatory Services
FILE NUMBER: 007/02/04/55

Summary:

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

Discussion (including issues and background):

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 and General Manager during October 2008.

Relevant Reference Documents:

Files for the respective Development and Complying Development Certificate applications.

Stakeholders:

Public and applicants.

Financial Implications:

Nil.

Recommendations:

That Walgett Shire Council resolve to:

- 1. Note the Development and Complying Development Certificate applications dealt with under delegated authority by the Director Planning and Regulatory Services and General Manager during October 2008**

Attachments

AUTHORITY

Determined Applications



11/12/2008 Parameters: Date Range:Y Start Date:1/10/2008 End Date:31/10/2008 As At Date:
 Document Type: 20 Document Type: 20 Officer:ALL Number of Days:0 Stop The Clock:Yes
 Page:1

Document	Applicant Name / Address	Development Type	Determination	Determined	Received
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Document Type: 20

020/2008/00000021/001	Stop the Clock	170 Change of Use	Approved - Staff Delegation	02/10/2008	21/07/2008
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LOT: 6824 DP: 46195 WLL: 14253
 Pyomoon Pty Ltd

Stop the Clock
 Total Elapsed Calendar Days: 84
 Calendar Stop Days: 9
 Adjusted Calendar Days: 75

020/2008/00000022/001	Stop the Clock	1402 Expose article in/on/overhanging a road	Approved by Council	28/10/2008	06/08/2008
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Stop the Clock
 Total Elapsed Calendar Days: 56
 Calendar Stop Days: 50
 Adjusted Calendar Days: 6

020/2008/00000024/001	Stop the Clock	141 Class 10a - Garage	Approved - Staff Delegation	28/10/2008	03/09/2008
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Wilson ST COLLARENEBRI
 LOT: C DP: 101967
 Mrs J M & Mr M J & Ms K M Flynn

Stop the Clock
 Total Elapsed Calendar Days: 32
 Calendar Stop Days: 0
 Adjusted Calendar Days: 32

AUTHORITY

AUTHORITY

Determined Applications



11/12/2008 Parameters: Date Range: Y Document Type: 20 Page: 2
 Start Date: 1/10/2008 Officer: ALL
 End Date: 31/10/2008 Number of Days: 0
 As At Date: Stop The Clock: Yes

Document	Applicant Name / Address	Development Type	Determination	Determined	Received
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Document Type: 20 0.20/2008/000000025/001	170 Change of Use 31 Potch ST LIGHTNING RIDGE LOT: 2 SEC: 40 DP: 758612 Mr G A Anderson	Approved - Staff Delegation	17/10/2008	16/09/2008	
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Officer: Ms J R Babic Total Elapsed Calendar Days: 46.75
 Number of Applications: 4 Average Calendar Stop Days: 14.75
 Total Elapsed Calendar Days: 246.00
 Average Adjusted Calendar Days: 46.75 Total Calendar Stop Days: 59.00
 Total Adjusted Calendar Days: 187.00

Document	Applicant Name / Address	Development Type	Determination	Determined	Received
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Document Type: 24 0.24/2008/000000012/001	Stop the Clock Total Elapsed Calendar Days: 182 Calendar Stop Days: 179 Adjusted Calendar Days: 3 10 Class 1a -Single Dwelling/Dual Occupancy Wilson ST COLLARENEBRI LOT: B DP: 401899 Miss A K Cochrane	Approved - Staff Delegation	28/10/2008	30/04/2008	
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Stop the Clock Total Elapsed Calendar Days: 9
 Calendar Stop Days: 0
 Adjusted Calendar Days: 9

AUTHORITY



Determined Applications

AUTHORITY

11/12/2008 **Parameters:** **Date Range: Y** **Document Type: 20**
Start Date: 1/10/2008 **Officer: ALL**
End Date: 31/10/2008 **Number of Days: 0**
As At Date: **Stop The Clock: Yes**

Page: 3

Document	Applicant Name / Address	Development Type	Determination	Determined	Received
Document Type: 24 024/2008/00000033/001	142 Class 10a - Shed 49 Harlequin ST LIGHTNING RIDGE LOT: 13 SEC: 14 DP: 758612 IP: 403204 Mr C D Brown		Approved - Staff Delegation	08/10/2008	30/09/2008
<p>Stop the Clock</p> <p><i>Total Elapsed Calendar Days: 4</i> <i>Calendar Stop Days: 0</i> <i>Adjusted Calendar Days: 4</i></p>					
024/2008/00000034/001	10 Class 1a - Single Dwelling/Dual Occupancy Church ST COLLARENBRI LOT: 3 SEC: 14 DP: 758262 Ms H White		Approved - Staff Delegation	23/10/2008	20/10/2008
<p>Stop the Clock</p> <p><i>Total Elapsed Calendar Days: 5</i> <i>Calendar Stop Days: 0</i> <i>Adjusted Calendar Days: 5</i></p>					
024/2008/00000035/001	143 Class 10a - Carport 56 Black Prince DR LIGHTNING RIDGE LOT: 113 DP: 45077 Mr K A & Mrs E A Greaves		Approved - Staff Delegation	24/10/2008	20/10/2008
<p>Stop the Clock</p> <p><i>Total Elapsed Calendar Days: 2</i> <i>Calendar Stop Days: 0</i> <i>Adjusted Calendar Days: 2</i></p>					
024/2008/00000036/001	151 Class 10b - Fence 21 Montkeila ST WALGETT LOT: 33 DP: 231207 Mrs E E Duncan		Approved - Staff Delegation	28/10/2008	27/10/2008

AUTHORITY



Determined Applications

11/12/2008 **Parameters:** **Date Range:Y** **Document Type: 20** **Page:4**
 Start Date:1/10/2008 Officer:ALL
 End Date:31/10/2008 Number of Days:0
 As At Date: Stop The Clock:Yes

Document	Applicant Name / Address	Development Type	Determination	Determined	Received
Document Type: 24					
		Stop the Clock			
		Total Elapsed Calendar Days: 3			
		Calendar Stop Days: 0			
		Adjusted Calendar Days: 3			
024/2008/00000037/001	141 Class 10a - Garage 28 Gem ST LIGHTNING RIDGE LOT: 10 SEC: 13 DP: 758612 Mr J J Mulder		Approved - Staff Delegation	30/10/2008	28/10/2008

Officer: Mr L J Smyth
Number of Applications: 6
Average Elapsed Calendar Days: 4.33
Average Calendar Stop Days: 29.83
Average Adjusted Calendar Days: 4.33
Total Elapsed Calendar Days: 205.00
Total Calendar Stop Days: 179.00
Total Adjusted Calendar Days: 26.00

Report Totals & Averages
Total Number of Applications : 10
Average Elapsed Calendar Days: 45.10
Average Calendar Stop Days: 23.80
Average Adjusted Calendar Days: 21.30
Total Elapsed Calendar Days: 451.00
Total Calendar Stop Days: 238.00
Total Adjusted Calendar Days: 213.00

AUTHORITY

16. HUDSON PEAR CONTROL PROGRAM FUNDING

REPORTING SECTION: Planning and Regulatory Services
AUTHOR: Matthew Goodwin – Director Planning and Regulatory Services
FILE NUMBER: 140/01/01/00

Summary:

The Castlereagh Macquarie County Council (CMCC) has issued an invoice for \$44,000 to Walgett Shire Council for "Hudson Pear contribution 2007-2008". It is recommended that Council defer further consideration of paying this invoice pending the CMCC supplying an annual budget for its Hudson Pear Control Program.

Discussion (including issues and background):

On 4 August 2008 Walgett Shire Council received an invoice from the Castlereagh Macquarie County Council (CMCC) of \$44,000 for "Hudson Pear contribution 2007-2008". Given that no provision had been made in Council's budget for such a contribution, a series of letters have been exchanged with the CMCC requesting further information (see Attachments A, B, C and D).

The first CMCC response letter dated 9 September 2008 (Attachment B) indicates it believes Walgett Shire Council has committed \$40,000 per annum (excluding GST) over the five year life of the Hudson Pear Control Plan 2006-2011. The second CMCC response letter dated 24 October 2008 (Attachment D) provides more detail by stating:

A delegation organized by Walgett Shire Council including Administrator Hugh Percy, Acting General Manager Geoff Austin and myself representing Castlereagh Macquarie County Council approached Mr Ian McDonald, of NSW Department of Primary Industries, requesting financial support to control 60,000 ha of Hudson Pear in the Walgett Shire.

At the meeting your representatives asked for a five year Hudson Pear Control Plan to be developed and would commit \$40,000 per annum.

A review of Council's business papers, minutes and correspondence failed to disclose evidence of a formal commitment regarding the control program. Council's financial records do show that the following payments have been made to the CMCC for "Hudson Pear control":

- \$11,000 (including GST) on 28-7-2005.
- \$44,000 (including GST) on 30-03-2006.
- \$44,000 (including GST) on 19-4-2007.

The previous payments suggest Walgett Shire Council has made some commitment toward the control program. However it is questionable whether it would be appropriate to pay the current invoice in the absence of a written agreement from Walgett Shire Council to provide \$40,000 per year and a budget from the CMCC indicating how the money would be spent. Regardless of the merit of the program, there is a need for Council to be accountable when dealing with public funds.

In the above context it is recommended that Council request a budget from the CMCC before giving any further consideration to paying some, or all, of the amount being sought.

Relevant Reference Documents:

* Hudson Pear Control Program 2006-2011.

Stakeholders:

Walgett Shire Council, Castlereagh Macquarie County Council, public and landholders.

Financial Implications:

Nil at the present time, if the recommendation is accepted and resolved by Council.

Council may subsequently accept that it should pay \$40,000 for each presently unfunded year of the control program, which is 2007-2008, 2008-2009 and 2009-2010. The total presently outstanding is effectively \$80,000, with another \$40,000 due in 2009-2010.

Council has an internal reserve of \$153,000 (as at 30 June 2008) which represents mining compensation 'income' derived from Mineral Claims registered and renewed by the Department of Primary Industries on Permissive Occupancy 1985/19 (PO). The PO is held by Walgett Shire Council and the reserve represents about ten years of accumulated compensation. At a meeting held on 20 April 2006 Council resolved regarding this money:

78/06 – Mining Compensation Fund

RESOLUTION:

It was resolved on the Motion of the Administrator that Council write to the Department of Planning informing them that upon establishment of a Trust the funds held as mining compensation will be made available for transfer.

The intent of the resolution is not immediately apparent, but further information is available in the General Manager's letter dated 10 May 2007 to Peter Downes of the Department of Planning, as per the following extract:

Trust for the Per Occ – Funds to Manage the Per Occ

I refer to your letter dated 3 March 2006 regarding a move to create a private trust to manage the Per Occ at Lightning Ridge and apologise for Council not responding earlier.

Council resolved at its meeting held on 20 April 2006 that upon establishment of a Private Trust to manage the Per Occ at Lightning Ridge the funds held as mining compensation will be made available for transfer.

In the above context, it may be appropriate to use the mining compensation funds to pay at least some of the control program.

Recommendations:

That Walgett Shire Council resolve to write to the Castlereagh Macquarie County Council and state that:

- 1. It notes the letter dated 24 October 2008 from Castlereagh Macquarie County Council which indicates that it believes that Walgett Shire Council has committed \$40,000 (plus GST) per year to the Hudson Pear (*Cylindropuntia rosea*) Control Program.**
- 2. The lack of any apparent written commitment from Walgett Shire Council, or itemised budget from the Castlereagh Macquarie County Council, for the program raises an issue for both parties in terms of accountability with public money.**
- 3. Regardless of any merit issues, Walgett Shire Council believes that it would not be appropriate to pay the outstanding three years of the program in the absence of an annual budget, as prepared by the Castlereagh Macquarie County Council. As a minimum the budget should include details of**
 - (a) Expected income sources broken up by agency or grant source (including the \$40,000 per year from Walgett Shire Council).**
 - (b) Annual expenditure broken up by the amounts to be spent on chemicals, labour, equipment and travelling.**
- 4. Once the budget has been supplied, Walgett Shire Council will consider whether it is willing to fund the outstanding three years (2007-2008, 2008-2009 and 2009-2010) of the program and give a written commitment to that effect.**

Attachments

ATTACHMENT A – WSC LETTER DATED 22 AUGUST 2008



Shire of Walgett
ABN 88 769 076 385

Reference: MG:JG: 180/01/07/00
Your Reference:
Contact: Mr Matthew Goodwin

22 August 2008

Mr Ian Kelly
Castlereagh Macquarie County Council
PO Box 227
COONAMBLE NSW 2829

Dear Ian,

RE: Invoice dated 30.06.2008 for \$44,000

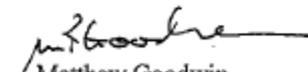
On 4.08.2008 Walgett Shire Council received an invoice for \$44,000.00 (including GST) from the Castlereagh Macquarie County Council (CMCC) for "Hudson Pear contribution 2007-2008".

Recently CMCC supplied Walgett Shire Council with a copy of the Hudson Control Plan 2007-2008 and the Hudson Pear Management Plan 2006-2011.

Walgett Shire Council acknowledges that the CMCC, landholders and opal miners have made substantial progress with herbicide control of Hudson Pear in recent years. However, it is not clear why the additional funds are necessary and how long they would allow the CMCC to maintain its herbicide control program for.

Walgett Shire Council would appreciate clarification of these matters to enable it to make an informed decision regarding your request for additional funding.

Yours Faithfully,


Matthew Goodwin
Acting General Manager

ATTACHMENT B – CMCC LETTER DATED 9 SEPTEMBER 2008

Castlereagh-Macquarie County Council

3 Buckley Drive
PO Box 227
COONAMBLE NSW 2829



Telephone: (02) 6822 2377
Fax: (02) 6822 1013
cas6081@bigpond.net.au

Walgett Shire Council

9 September 2008

REC'D

File No.

12 SEP 2008

Mr Matthew Goodwin
Acting General Manager
Walgett Shire Council
PO Box 31
Walgett NSW 2832

FILE: 180/01/07/00

LETTER No: 5546.

REFER: MPG.

Dear Matt

Re: Invoice dated 30.6.08 \$44,000

COPY:

Thank you for your letter dated 22 August 2008 regarding the above invoice.

As you are aware, prior to 2006 Castlereagh Macquarie County Council was approached by Walgett Shire Council to have Hudson Pear declared a noxious weed and to commence an urgent control program.

A delegation from Walgett Shire Council and Castlereagh Macquarie County Council approached Mr Ian McDonald, from NSW Department of Primary Industries, requesting financial support. A five-year Hudson Pear Control Plan 2006-2011 was developed in consultation with stakeholders, Castlereagh Macquarie County Council and Walgett Shire Council.

Castlereagh Macquarie County Council committed \$40,000 and Walgett Shire Council promised \$40,000 per year for the life of the plan. The NSW Department of Primary Industries has already invested \$200,000 since the start of the plan.

During the past two years the control program has resulted in 211 properties being inspected, with 60,000 hectares being treated by 36 stakeholders.

ATTACHMENT C – WSC LETTER DATED 22 OCTOBER 2008



Shire of Walgett

ABN 88 769 076 385

Reference: M.G.: R.K.: 180-01-07-00

Your Reference:

Contact: Matthew Goodwin

22 October 2008

Mr Ian Kelly
Castlereagh Macquarie County Council
P.O. Box 227
COONAMBLE NSW 2829

Dear Ian,

RE: HUDSON PEAR CONTROL PROGRAM – INVOICE DATED 30-6-2008 FOR \$44,000

Thankyou for your letter dated 9 September 2008 which indicated that "Walgett Shire Council promised \$40,000 per year" for the five year Hudson Pear Control pear control program.

A review of Walgett Shire Council's minutes, budgets and correspondence has failed to locate any documentary evidence of a formal \$40,000 per year commitment.

In order to resolve this matter it would assist Council if you could provide any documents (such as minutes or letters) held by Castlereagh Macquarie County Council (CMCC) that demonstrate, or suggest, this commitment was made.

Please contact me if you require any additional information.

Yours faithfully,

Matthew Goodwin
Director Planning and Regulatory Services

ATTACHMENT D - CMCC LETTER DATED 24 OCTOBER 2008 (Incl. Hudson Pear Management Plan)

Castlereagh-Macquarie County Council

3 Buckley Drive
PO Box 227
COONAMBLE NSW 2829



Telephone: (02) 6822 2377
Fax: (02) 6822 1013
cas6081@bigpond.net.au

24 October 2008

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

Dear Matt

Re: Invoice dated 30.6.08 \$44,000

As explained in my last letter dated 9 September 2008, Castlereagh Macquarie County Council was approached by Walgett Shire Council to have Hudson Pear declared a noxious weed, and your Council also requested that the County commence a control program.

A delegation organized by Walgett Shire Council including Administrator Hugh Percy, Acting General Manager Geoff Austin and myself representing Castlereagh Macquarie County Council approached Mr Ian McDonald, of NSW Department of Primary Industries, requesting financial support to control 60,000 ha of Hudson Pear in the Walgett Shire.

At the meeting your representatives asked for a five year Hudson Pear Control Plan to be developed and would commit \$40,000 per annum.

I have attached the Hudson Pear Control Plan that was developed in consultation with Walgett Shire and a copy of Castlereagh Macquarie County Council minutes

I look forward to your continued support for the life of the Hudson Pear Control Plan

Yours faithfully

Ian Kelly
General Manager

**Walgett Shire
Council**
REC'D

28 OCT 2008

FILE: 180/01/07/00

LETTER No: 6427.

REFER: MPG.

COPY:

ATTACHMENT D - CMCC LETTER DATED 24 OCTOBER 2008 (Incl. Hudson Pear Management Plan)

CASTLEREAGH MACQUARIE COUNTY COUNCIL
Minutes of the Ordinary Meeting of Council
At Council Chambers, Warren
On Wednesday, 21st June 2006

PRESENT: Councillors: Peter Shinton, Dennis Todd, John Collison, Noel Kinsey, Andrew McGrath, Donna Swansborough and Robert Greenaway (Observer, Walgett Shire Council).

Staff Members: Ian Kelly and Darren Arthur.

APOLOGIES David Taylor.

CONFIRMATION OF MINUTES

Resolved on a motion of Councillors D Swansborough and D Todd that the Minutes of the Ordinary Meeting held in Glengarry on Wednesday, 19th April 2006 be confirmed.

Carried

ACTING GENERAL MANAGERS REPORT

Item 1: Bank Reconciliation as at 31st May 2006

Resolved on a motion of Councillors N Kinsey and A McGrath that the Bank Reconciliation as at 31st May 2006 be received and adopted.

Carried

Item 2: Management Plan and Estimates 2006-2007

Resolved on a motion of Councillors N Kinsey and D Swansborough that Council adopt the Management Plan and Estimates for 2006-2007 as presented and attached to this report.

Carried

Item 3: Weeds Officer Position, Gilgandra

Resolved on a motion of Councillors N Kinsey and D Swansborough that Council notes the position of Weeds Officer, Gilgandra has been filled.

Carried

Item 4: Hudson Pear Management Plan

Resolved on a motion of Councillors D Todd and A McGrath that the Hudson Pear Management Plan be noted.

Carried

ATTACHMENT D - CMCC LETTER DATED 24 OCTOBER 2008 (Incl. Hudson Pear Management Plan)

**WEED MANAGEMENT PLAN
2005 - 2006**

1.1 PLAN TITLE: HUDSON PEAR MANAGEMENT PLAN

1.2 PLAN PROPONENTS: Hudson Pear Task Force

Lead Agency: Castlereagh Macquarie County Council
Key Contact Person: Mr Ian Kelly
Address: 3 Buckley Drive, Coonamble NSW 2829
Telephone number: (02) 68222377
Facsimile number: (02) 68221013
Email address: cmcccoonamble@bigpond.com

Signature: Lead Agency Date:
Signature: Chairman Date:

1.3 NAME OF PLANT(S): **WONS Y/N**
Botanical name(s): *Cylindropuntia rosea* Common Name(s): Hudson Pear

1.4 PLAN PERIOD: (not to exceed five years)
Starting date: 1st July 2005 Completion date: 30th June 2010

1.5 AREA OF OPERATION:
As defined in the attached map.

1.6 AIM: To manage Hudson Pear within the Castlereagh Macquarie County Council area for the benefit of the grazing and mining industries both within our county and adjacent areas.

- 1.7 OBJECTIVES:**
1. All scattered infestations of Hudson Pear are continuously suppressed and destroyed during the life of the plan.
 2. Core areas of Hudson Pear, as defined in the attached map, are contained within their current areas during the life of the plan.
 3. Hudson Pear within the core areas is strategically managed during the life of the plan for the benefit of land occupiers and others involved.
 4. To run a multi-media public awareness campaign to assist the public in obtaining greater information about Hudson Pear and how to control it. This campaign is to run over the next five years.
 5. To establish whether a viable biological control agent for Hudson Pear exists overseas.

ATTACHMENT D - CMCC LETTER DATED 24 OCTOBER 2008 (Incl. Hudson Pear Management Plan)

2.0 STAKEHOLDERS

Castlereagh Macquarie County Council
Walgett Shire Council
Lightning Ridge Miners Association
Grawin/Glengarry Miners Association
Western Catchment Management Authority
Walgett Rural Lands Protection Board
Coonamble Rural Lands Protection Board
National Parks and Wildlife Service
Department of Primary Industries, Agriculture
Department of Primary Industries, Minerals
Department of Natural Resources

3.0 BACKGROUND and JUSTIFICATION

3.1 Plan Justification and Description of the Problem

Private land, county controlled land and crown land located in the Walgett Shire around the towns and villages of Lightning Ridge, Glengarry, Grawin and Cumborah have both core and scattered infestations of Hudson Pear. A planned regional response to this weed is necessary because control work done by Castlereagh Macquarie County Council and landholders on Hudson Pear infestations have not been able to reduce the core infestation and the number of scattered infestations are increasing.

It is vitally important to local landholders, both graziers and miners, that the spread of Hudson Pear is contained and isolated infestations removed as the Hudson Pear infestations render their land unmanageable. Stock, humans and vehicles are unable to pass through heavily infested areas and therefore these agricultural pursuits cannot be carried out and the land becomes less viable. It must be noted that the areas heavily infested with Hudson Pear must also be impacting adversely with the local native flora and fauna.

Currently, the weed is impacting approximately 70,000 hectares of land. However, it is critical that this weed is not allowed to spread into the Murray/Darling River system which would result in massive repercussions within our agricultural industry. Scattered infestations have already been found across the floodplains, as well as along the banks of the Barwon River which feeds into the Murray Darling River.

Hudson Pear is a species of Prickly Pear which is a succulent with long, sharp spines covering the plant. It grows in segments which when broken off are able to re-establish themselves as new plants. An uncontrolled Hudson Pear plant is able to grow to the size of a small car and clumps of these weeds will make an area impenetrable.

ATTACHMENT D - CMCC LETTER DATED 24 OCTOBER 2008 (Incl. Hudson Pear Management Plan)

With a thorough multi-media campaign designed to spread the awareness of Hudson Pear and its detrimental effects to our environment, hopefully the public will become more aware of the problems this weed poses and will be able to control it in a more efficient manner.

Ian, are there any similar weeds in this region or others? How are they being controlled and is their control successful.....

This weed is a concern to the community because it is an aggressively invasive weed which is spreading rapidly and renders the land it inhabits as unviable. If left unchecked it has the potential to greatly reduce land values in affected areas, reduce the viability of affected land and impact adversely on the natural flora and fauna. The community is well aware that if farmers/grazier/miners are suffering economic hardships then there is a compounding effect within the whole community and everyone suffers.

3.2 The "Do Nothing" Option

If Hudson Pear infestations are left unchecked they will certainly increase at a rapid rate. It is almost certain that within a short timeframe they would reach the Darling River and thus spread along the vast Murray/Darling River system rendering some of Australia's most productive agricultural land unviable.

3.3 Distribution of Infestations

Please see the attached map which shows the area of core infestation along with areas of scattered infestations.

3.4 Weed Biology

Hudson Pear was first recorded within the Castlereagh Macquarie County Council area 30 years ago in the Lightning Ridge area. The original infestation was first recorded in and around the opal mining areas of Lightning Ridge as a garden plant. It quickly became acclimatised and began to spread at an alarming rate. By 2006 it has infested 60,000 hectares, with approximately 11,000 hectares of light to medium infestations.

At the present time Hudson Pear is growing on the lighter soil types, but it is suited to most soil types within the County area.

3.5 Method and Rate of Spread

Hudson Pear segments can be spread by water, animals or car tyres. Each segment becomes a new plant. It is unknown whether or not Hudson Pear has the ability to produce viable seed.

ATTACHMENT D - CMCC LETTER DATED 24 OCTOBER 2008 (Incl. Hudson Pear Management Plan)

3.6 Species Management

The eradication of Hudson Pear is virtually impossible. The infestation has become firmly established with too many segments always remaining.

Weeds Officers from the County will continue to carry out property inspections and issue notices where necessary and carry out follow-up treatment. The County will also provide the following service:

- provide advice to landholders on herbicide control
- develop detailed Agnotes on Hudson Pear
- Provide loans of spraying equipment
- Record infestations on Council's computer system tracker
- Lobby various departments for funding for herbicide and biological control to assist landholders.

4.0 LEGISLATIVE and REGULATORY SITUATION

Hudson Pear is currently declared noxious weed W4-F.

5.0 CONSIDERATIONS and OPPORTUNITIES

5.1 Financial Support to Carry Out the Plan

The County has developed, in conjunction with landholders and stakeholders, two Management Plans for 2005-2006. These Management Plans were submitted to Castlereagh Macquarie County Council, Walgett Shire Council, Western Catchment Management Authority and Department of Primary Industries NSW.

During 2005-2006 the following funding has been allocated with work already commenced to control Hudson Pear throughout the County area:

Castlereagh Macquarie County Council	\$40,000
Walgett Shire Council	\$40,000
Western Catchment Management Authority	\$100,000

The Castlereagh Macquarie County Council and Walgett Shire Council made a delegation to the Minister for Primary Industries, Mr Ian McDonald, regarding the huge environmental problem that Hudson Pear is causing on both private property and council controlled land in and around the opal mining town of Lightning Ridge. The Minister has promised funding for 2005-2006 as soon as a new Weed Management Plan is developed.

ATTACHMENT D - CMCC LETTER DATED 24 OCTOBER 2008 (Incl. Hudson Pear Management Plan)

5.2 Barriers and Contingencies

Some contingencies to our Hudson Pear Control Plan are:

- Floods;
- Lower than anticipated funding support from Department of Primary Industries;
- Increased costs of chemicals, vehicles, labour.

Some barriers to our Hudson Pear Control Plan are:

- Re-emergence of seedlings from a seed bank/segment;
- New germination of weed spread from core areas by water, native and feral animals, livestock and vehicles;
- Absentee landholders;
- Difficult or disinterested landholders.

7.0 MONITOR and REVIEW PROCESS

The project will be reviewed every three months by Castlereagh Macquarie County Council to assess the infestations and these reviews will be in line with Council's Weed Management Plan.

8.0 BENEFITS

The major benefit for controlling Hudson Pear is to protect all land from the invasion of Hudson Pear and to eliminate its potential spread which will seriously reduce pastoral productivity.

The financial benefits for controlling Hudson Pear will be long term and will far exceed the costs of implementing the plan by all the stakeholders.

9.0 RESOURCES

Castlereagh Macquarie County Council is unaware of any pamphlets or other plans ever being written to control Hudson Pear. This plan has been developed from:

- Hudson Pear Control Plan, Lightning Ridge and surrounding areas Castlereagh Macquarie County Council 2005-2006, and
- Local Control Plan Hudson Pear 2001-2006.

17. TENDERS - PLANT HIRE

REPORTING SECTION: Director Rural Infrastructure & Support Services
AUTHOR: Ian Taylor - Director Rural Infrastructure & Support Services
FILE NUMBER: 230/00/80/07

Summary:

Tenders calling for standing offers E08007 for the hire of various plant and related services have been advertised in accordance with the Local Government (General) Regulation. This report recommends that Council accept all conforming tenders submitted to date.

Discussion (including issues and background):

Tenders were called requesting standing offers for casual plant hire. The tender period is on-going.

The offer document makes provision for the selection of a plant hire contractor from those offers accepted. Selection must consider:

- Availability
- Suitability for Council's Project Requirements
- Total Estimated Project Price
- Documented Past Performance
- Value for Money

The offer documents include performance specifications and require the contractor to provide various insurances to mitigate public liability and worker death and injury risks associated with this class of work. Engagement is based on a Purchase Order Contract and Australian Standard 4905 Minor Works Contract Conditions.

As the expenditure over a 12 month period with some of the plant hire contractors, or on an individual project may exceed the tender threshold of \$150,000, it is recommended that Council formally accept all conforming offers as follows:

- Batterline Earthmoving Pty Ltd
- Bows Sand and Gravel
- Christopher Underwood
- Coats Hire Operations Pty Ltd
- Duncorp Pty Ltd
- Fred Walford

- Hunters Agricultural Pty Ltd
- J&J Fielding
- JR Weate
- JWF & Y Muller
- KJ Sherar
- PR & JA Cochrane
- RGT Cochrane
- Rob Rubie
- Rollers Australia Pty Ltd
- Sherrin Rentals Pty Ltd
- Thurston & Sons Pty Ltd
- W & J Chapman Farming
- Wax Grading
- Wintergreen Investments Pty Ltd

Any further offers received will be referred to Council at its meeting following the assessment of such offers.

The following offers have been submitted but were nonconforming and require resubmission before they can be accepted:

- Junction City Transport

These tenderers have been advised of their non-conformances and will be reassessed on receipt of a new offer.

Relevant Reference Documents:

Offer Documents E08007

Stakeholders:

Walgett Shire Council

Financial Implications:

Costs associated with the engagement of contractors are included in the expenditure of the relevant Council service delivery area in the Management Plan.

Recommendation:

That Council accept tenders from the following businesses for E08007 Request for Standing Offers: Casual Plant Hire Walgett Shire NSW –

Batterline Earthmoving Pty Ltd

Bows Sand and Gravel

Christopher Underwood

Coats Hire Operations Pty Ltd

Duncorp Pty Ltd

Hunters Agricultural Pty Ltd

JR Weate

KJ Sherar

RGT Cochrane

Rob Rubie

Rollers Australia Pty Ltd

Sherrin Rentals Pty Ltd

Thurston & Sons Pty Ltd

Wax Grading

Wintergreen Investments Pty Ltd

18. NORTH WEST WEIGHT OF LOADS COMMITTEE

REPORTING SECTION: Director Rural Infrastructure & Support Services
AUTHOR: Ian Taylor - Director Rural Infrastructure & Support Services
FILE NUMBER: 195/04/00/00

Summary:

Council is a member of the North West Weight of Loads Group. This report informs Council of the recent expenditure incurred as a result of this commitment and provides the minutes of their September 2008 committee meeting.

Discussion (including issues and 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 axles result in increased wear on Council's road pavements and hence they shorten pavement life. This brings forward the need to reconstruct existing pavements, which comes at considerable cost - in excess of \$130,000 /km of rural road. Walgett Shire's sealed road network also consists of a high proportion of thin pavements and geotextile seals. These are pavements with a high risk of premature failure under general mass limits.

Council's expenditure on operating NWWOLG over the last five years has been as follows:

2008/2009	\$ 4,167
2007/2008	\$ 158
2006/2007	\$ 811
2005/2006	\$ 212
2004/2005	\$ 29,363

Refer to the attached minutes of the NWWOLG meeting for statistics on Group activities.

Relevant Reference Documents:

Report & Recommendations of NWWOLG 1 September 2008

Stakeholders:

All Heavy Vehicle Operators in Walgett Shire

Financial Implications:

Council's 2008/09 budget has made provision of \$ 5,000 for NWWOLG. This has assumed a similar performance of the group to previous years.

Recommendations:

That Council note the minutes of the North West weight of Loads Group and Council's expenditure on operations in the five years to date.

WALGETT SHIRE COUNCIL AGENDA

REPORT & RECOMMENDATIONS OF THE NORTH WEST WEIGHT OF LOADS MEETING HELD IN THE IMPERIAL HOTEL CONFERENCE ROOM, 70 JOHN STREET, COONABARABRAN ON MONDAY 1 SEPTEMBER 2008 COMMENCING AT 10.30AM.

PRESENT: Mr David Coulton (Gwydir), Mr Wayne Kerr (Gunnedah), Councillor Bevan O'Regan (Narrabri), Councillor Denis Todd (Warrambungle), Mr Kevin Tighe (Warrambungle), Mr David Wolfenden (Moree), Councillor Allan Boardman (Moree), Miss Jacqui Moore (NWWOLSO), Mr Greg May (Inspector), Mr Leonard Hattenfels (Inspector), Councillor Ron Fernence (Moree).

APOLOGIES: Mr Greg Moran (Inverell), Councillor Steve Toms (Glen Severn), Mr Murray Erbs (Moree), Mr Paul Keech (Narrabri), Councillor Kneip (Inverell), Councillor Tremain (Gwydir).

RESOLVED :- (O'Regan/Todd)

That the apologies from Mr Greg Moran (Inverell), Councillor Steve Toms (Glen Severn), Mr Murray Erbs (Moree), Mr Paul Keech (Narrabri), Councillor Kneip (Inverell), Councillor Tremain (Gwydir) be accepted.

MINUTES:

RESOLVED: (Todd/O'Regan)

That the minutes of the meeting held on the 23 June 2008 be accepted as a true record of proceedings.

MATTERS ARISING FROM MINUTES:

Nil

REPORT TITLE:	1. INSPECTORS VERBAL REPORT	
REPORT FROM:	NWWOL INSPECTOR	
FILE NUMBER:	94-3404	LETTER NO:

INTRODUCTION:

This report is to update the committee on the operations carried out by the inspectors over the past quarter.

Inspectors Report – 016

Inspector 016 presented a verbal report to the Committee advising all Weight of Loads operations are running well, including new Vehicles and Mobile Phones. Ford Rangers are proving to be great with the ability to accelerate and overtake.

Inspectors advised that over the past 2-3 months breaches have been picking up right across the board. It was mentioned by the Inspectors that the current stats that are presented to the Committee should be reviewed as this doesn't show all details of breaching, Inspectors also mentioned that due to the new Work Cover restrictions a lot of breaches are staying in the 4T bracket rather than the possibility of more being in the 8-12T bracket.

Inspector 016 advised that all North West Weight of Loads Inspectors attended the Conference held in Ballina this year and picked up that the Roads and Traffic Authorities have changed the 5 year renewal to a 2 year renewal.

RESOLVED: (Fernance/Todd)

That the report titled "Inspectors Verbal Report" be received for information.

REPORT TITLE:	2. FINANCIAL REPORT	
REPORT FROM:	ASSET MANAGER	
FILE NUMBER:	94-3404	LETTER NO:

INTRODUCTION:

This report is to outline the 2007/2008 fourth quarter financial reports with the breakdown of expenditure for each member council.

BACKGROUND:

Self-Enforcing Infringement Notice Scheme (SEINS)

All funds have been received from the State Debt Recovery Office (SDRO) for the 2007/2008 financial year fourth quarter (\$7,734 – April 08, \$10,595 – May 08, and \$13,110 – June 08). The April, May and June funds have been allocated to member councils as correct statements and reports have been received.

The funds received from SDRO have increased by 307.5%, when compared to the same quarter in the previous financial year.

Draft quarterly Statements

Attached are the draft fourth quarter financial reports with the breakdown of income and expenditure for each member council (Appendix 1).

RECOMMENDATION: (O’Regan/Todd)

That the fourth quarter financial reports 2007/2008 be received for information.

WALGETT SHIRE COUNCIL AGENDA

WEIGHT OF LOADS - WALGETT 2007/2008

Debtor No. 155.22

INCOME

Ordinance Fines Received				\$-9,209.00
Share of Ordinance RTA Funding (Total RTA Funding x Percentage Time spent on Walgett's Roads)	\$-147,594.54	x	12.00%	= \$-17,711.34
TOTAL INCOME ATTRIBUTABLE TO WALGETT COUNCIL				\$-26,920.34

EXPENDITURE

Policing Classified Roads				\$15,849.72
Policing Shire Roads				\$13,208.76
Ordinance Legal Costs				\$1,636.76
Share of Admin and Other Expenses (Total Admin and Other Expenses x Percentage Time spent on Walgett's Roads)	\$44,240.02	x	12.00%	= \$5,308.80
TOTAL EXPENSES ATTRIBUTABLE TO WALGETT COUNCIL				\$36,004.04
TOTAL AMOUNT PAYABLE 2007/2008 AS AT 30/06/08				\$9,083.70
ADD: 2006/2007 CREDIT BALANCE BROUGHT FORWARD				\$-4,916.52
TOTAL AMOUNT OWED				\$4,167.18

BALANCE OWED as at 30/06/08 GST EXCLUSIVE **\$4,167.18**

4th Quarter 2006/2007	Credit Balance B/F	\$-4,916.52
1st Quarter 2007/2008	Invoice Number: 14652	\$2,218.52
2nd Quarter 2007/2008	Invoice Number: 15095	\$4,430.13
3rd Quarter 2007/2008	Credit Note: 3rd qtr	\$-4,382.10
4th Quarter 2007/2008	Invoice Required	\$6,817.15
		<u>\$-0.00</u>

INTERIM INVOICE:

NOTE:
The Amount Payable is \$4,583.90 GST Inclusive

WALGETT SHIRE COUNCIL AGENDA

WEIGHT OF LOADS - NARRABRI 2007/2008

Debtor No. 162.22

INCOME

Ordinance Fines Received									\$-7,549.00
Share of Ordinance RTA Funding (Total RTA Funding x Percentage Time spent on Walgett's Roads)		\$-147,594.54	x	13.30%	=				\$-19,530.07
TOTAL INCOME ATTRIBUTABLE TO NARRABRI COUNCIL									\$-27,179.07

EXPENDITURE

Policing Classified Roads									\$22,120.48
Policing Shire Roads									\$14,678.07
Ordinance Legal Costs									\$1,943.39
Share of Admin and Other Expenses (Total Admin and Other Expenses x Percentage Time spent on Narrabri's Roads)		\$44,240.02	x	13.30%	=				\$5,883.92
TOTAL EXPENSES ATTRIBUTABLE TO NARRABRI COUNCIL									\$44,626.88
TOTAL AMOUNT PAYABLE 2007/2008 AS AT 30/06/08									\$17,448.78
ADD: 2008/2007 DEBIT BALANCE BROUGHT FORWARD									\$0.00
TOTAL AMOUNT OWED									\$17,448.78

BALANCE OWED as at 30/06/08 **GST EXCLUSIVE** **\$17,448.78**

1st Quarter 2007/2008	Invoice Number: 14653	\$4,021.98
2nd Quarter 2007/2008	Invoice Number: 15094	\$8,833.59
3rd Quarter 2007/2008	Credit Note Required	\$-4,856.83
4th Quarter 2007/2008	Invoice Required	\$9,448.05
		\$-0.00

INTERIM INVOICE:

NOTE:
Total Amount Payable is \$5,060.35 GST Inclusive

WALGETT SHIRE COUNCIL AGENDA

WEIGHT OF LOADS - INVERELL 2007/2008

Debtor No. 1199 22

INCOME

Ordinance Fines Received				\$-20,080.00
Share of Ordinance RTA Funding (Total RTA Funding x Percentage Time spent on Walgett's Roads)	\$-147,594.54	x	10.80%	= \$-15,940.21
TOTAL INCOME ATTRIBUTABLE TO INVERELL COUNCIL				\$-36,020.21

EXPENDITURE

Policing Classified Roads				\$19,116.08
Policing Shire Roads				\$16,189.39
Ordinance Legal Costs				\$1,724.54
Share of Admin and Other Expenses (Total Admin and Other Expenses x Percentage Time spent on Inverell's Roads)	\$44,240.02	x	10.80%	= \$4,777.92
TOTAL EXPENSES ATTRIBUTABLE TO INVERELL COUNCIL				\$41,807.93
TOTAL AMOUNT PAYABLE 2007/2008 AS AT 30/06/08				\$6,787.72
ADD: 2008/2007 CREDIT BALANCE BROUGHT FORWARD				\$-244.51
TOTAL AMOUNT OWED				\$6,543.21

BALANCE OWED as at 30/06/08 **GST EXCLUSIVE** **\$6,543.21**

4th Quarter 2006/2007	Credit Balance B/F	\$-244.51
1st Quarter 2007/2008	Invoice Number: 14647	\$7,282.63
2nd Quarter 2007/2008	Invoice Number: 15093	\$4,418.55
3rd Quarter 2007/2008	Credit Note Required	\$-3,943.89
4th Quarter 2007/2008	Credit Note Required	\$-1,969.57
		\$0.00

INTERIM INVOICE:

NOTE:
Please note Account is in Credit \$6,773.77 GST Inclusive. NO payment is required.

WALGETT SHIRE COUNCIL AGENDA

WEIGHT OF LOADS - GUNNEDAH 2007/2008

Debtor No. 1513.22

INCOME

Ordinance Fines Received				\$-3,659.00
Share of Ordinance RTA Funding (Total RTA Funding x Percentage Time spent on Walgett's Roads)	\$-147,594.54	x	7.20%	= \$-10,626.81
TOTAL INCOME ATTRIBUTABLE TO GUNNEDAH COUNCIL				\$-14,284.81

EXPENDITURE

Policing Classified Roads				\$12,169.81
Policing Shire Roads				\$11,607.87
Ordinance Legal Costs				\$1,227.76
Share of Admin and Other Expenses (Total Admin and Other Expenses x Percentage Time spent on Gunnedah's Roads)	\$44,240.02	x	7.20%	= \$3,185.28
TOTAL EXPENSES ATTRIBUTABLE TO GUNNEDAH COUNCIL				\$28,189.72
TOTAL AMOUNT PAYABLE 2007/2008 AS AT 30/06/08				\$13,804.81
2008/2007 BALANCE BROUGHT FORWARD				\$0.00
TOTAL AMOUNT OWED				\$13,804.81

BALANCE OWED as at 30/06/08 **GST EXCLUSIVE** **\$13,804.81**

1st Quarter 2007/2008	Invoice number: 14648	\$3,228.59
2nd Quarter 2007/2008	Invoice number: 15052	\$3,393.38
3rd Quarter 2007/2008	Credit Note Required	\$-2,629.26
4th Quarter 2007/2008	Invoice number:	\$9,912.20
		\$0.00

INTERIM INVOICE:

NOTE:

Please note the total amount payable is \$8,011.23 GST Inclusive.

WALGETT SHIRE COUNCIL AGENDA

WEIGHT OF LOADS - GWYDIR 2007/2008

Debtor No. 2398.22

INCOME

Ordinance Fines Received					\$-5,820.00
Share of Ordinance RTA Funding (Total RTA Funding x Percentage Time spent on Gwydir's Roads)	\$-147,594.54	x	12.00%	=	\$-17,711.34
TOTAL INCOME ATTRIBUTABLE TO GWYDIR COUNCIL					<u>\$-23,531.34</u>

EXPENDITURE

Poling Classified Roads					\$19,294.02
Poling Shire Roads					\$19,066.51
Ordinance Legal Costs					\$1,169.78
Share of Admin and Other Expenses (Total Admin and Other Expenses x Percentage Time spent on Gwydir's Roads)	\$44,240.02	x	12.00%	=	\$5,308.80
TOTAL EXPENSES ATTRIBUTABLE TO GWYDIR COUNCIL					<u>\$44,839.11</u>
TOTAL AMOUNT PAYABLE 2007/2008 AS AT 30/06/08					\$21,307.77
LESS: 2006/2007 DEBIT BALANCE BROUGHT FORWARD					\$0.00
TOTAL AMOUNT OWED					<u>\$21,307.77</u>

BALANCE OWED as at 30/06/08 GST EXCLUSIVE \$21,307.77

1st Quarter 2006/2007	Invoice Number: 14649	\$10,197.85
2nd Quarter 2006/2007	Invoice Number: 15096	\$5,394.59
3rd Quarter 2006/2007	Credit Note Required	\$-4,382.10
4th Quarter 2006/2007	Invoice Number:	\$10,097.43
		<u>\$-0.00</u>

INTERIM INVOICE:

NOTE:
Please note the total amount payable is \$6,286.86 GST Inclusive.

WALGETT SHIRE COUNCIL AGENDA

WEIGHT OF LOADS - GWYDIR 2007/2008

Debtor No. 2398.22

INCOME

Ordinance Fines Received					\$-5,820.00
Share of Ordinance RTA Funding (Total RTA Funding x Percentage Time spent on Gwydir's Roads)	\$-147,594.54	x	12.00%	=	\$-17,711.34
TOTAL INCOME ATTRIBUTABLE TO GWYDIR COUNCIL					<u>\$-23,531.34</u>

EXPENDITURE

Poling Classified Roads					\$19,294.02
Poling Shire Roads					\$19,066.51
Ordinance Legal Costs					\$1,169.78
Share of Admin and Other Expenses (Total Admin and Other Expenses x Percentage Time spent on Gwydir's Roads)	\$44,240.02	x	12.00%	=	\$5,306.80
TOTAL EXPENSES ATTRIBUTABLE TO GWYDIR COUNCIL					<u>\$44,839.11</u>
TOTAL AMOUNT PAYABLE 2007/2008 AS AT 30/06/08					\$21,307.77
LESS: 2006/2007 DEBIT BALANCE BROUGHT FORWARD					\$0.00
TOTAL AMOUNT OWED					<u>\$21,307.77</u>

BALANCE OWED as at 30/06/08 GST EXCLUSIVE \$21,307.77

1st Quarter 2006/2007	Invoice Number: 14649	\$10,197.85
2nd Quarter 2006/2007	Invoice Number: 15096	\$5,394.59
3rd Quarter 2006/2007	Credit Note Required	\$-4,382.10
4th Quarter 2006/2007	Invoice Number:	\$10,097.43
		<u>\$-0.00</u>

INTERIM INVOICE:

NOTE:
Please note the total amount payable is \$6,286.86 GST Inclusive.

WALGETT SHIRE COUNCIL AGENDA

WEIGHT OF LOADS - WARRUMBUNGL E 2007/2008
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Debtor No. 2403.22

INCOME

Ordinance Fines Received		\$-4,672.00
Share of Ordinance RTA Funding (Total RTA Funding x Percentage Time spent on Walgett's Roads)	\$-147,594.54 x 10.00%	= \$-14,759.45
TOTAL INCOME ATTRIBUTABLE TO WARRUMBUNGL E COUNCIL		<u><u>\$-19,431.45</u></u>

EXPENDITURE

Policing Classified Roads		\$9,033.91
Policing Shire Roads		\$7,393.78
Ordinance Legal Costs		\$853.30
Share of Admin and Other Expenses (Total Admin and Other Expenses x Percentage Time spent on Warrumbungle's Ro:	\$44,240.02 x 10.00%	= \$4,424.00
TOTAL EXPENSES ATTRIBUTABLE TO WARRUMBUNGL E COUNCIL		<u><u>\$21,704.99</u></u>
TOTAL AMOUNT PAYABLE 2007/2008 AS AT 30/06/08		\$2,273.54
ADD: 2006/2007 CREDIT BALANCE BROUGHT FORWARD		\$-1,654.95
TOTAL AMOUNT OWED		<u><u>\$618.58</u></u>

BALANCE OWED as at 30/06/08	GST EXCLUSIVE	<u><u>\$618.58</u></u>
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4th Quarter 2006/2007	Credit Balance B/F	\$-1,654.95
1st Quarter 2007/2008	Invoice Number: 14650	\$3,797.08
2nd Quarter 2007/2008	Credit Note: 2nd quarter	\$-257.33
3rd Quarter 2007/2008	Credit Note Required	\$-3,651.75
4th Quarter 2007/2008	Invoice Number:	\$2,385.54
		<u><u>\$-0.00</u></u>

INTERIM INVOICE:

NOTE:

Account is in credit for \$1,392.84 GST Inclusive - NO payment required

WALGETT SHIRE COUNCIL AGENDA

WEIGHT OF LOADS - GLEN INNES SEVERN 2007/2008			
Debtor No. 2524.22			
INCOME			
Ordinance Fines Received			\$-8,775.00
Share of Ordinance RTA Funding (Total RTA Funding x Percentage Time spent on Glen Innes' Severn Roads)	\$-147,594.54	x 6.00%	= \$-8,855.67
TOTAL INCOME ATTRIBUTABLE TO GLEN INNES SEVERN COUNCIL			<u>\$-17,630.67</u>
EXPENDITURE			
Policing Classified Roads			\$10,920.59
Policing Shire Roads			\$8,282.33
Ordinance Legal Costs			\$1,015.97
Share of Admin and Other Expenses (Total Admin and Other Expenses x Percentage Time spent on GIB's Roads)	\$44,240.02	x 6.00%	= \$2,654.40
TOTAL EXPENSES ATTRIBUTABLE TO GLEN INNES SEVERN COUNCIL			<u>\$22,873.29</u>
TOTAL AMOUNT PAYABLE 2007/2008 AS AT 30/06/08			<u>\$5,242.82</u>
2006/2007 BALANCE BROUGHT FORWARD			<u>\$0.00</u>
TOTAL AMOUNT OWED			<u>\$5,242.82</u>
LESS PAYMENTS PREVIOUSLY RECEIVED			
BALANCE OWED as at 30/06/08		G&T EXCLUSIVE	<u><u>\$5,242.82</u></u>
	1st Quarter 2007/2008	Invoice Number: 14651	\$3,400.94
	2nd Quarter 2007/2008	Credit Note: 2nd quarter	\$-1,916.18
	3rd Quarter 2007/2008	Credit Note Required	\$-2,191.05
	4th Quarter 2007/2008	Invoice Number:	\$5,948.91
			<u><u>\$-0.00</u></u>

INTERIM INVOICE:

NOTE:

Please note the total amount payable is \$2,025.84 G&T Inclusive.

WALGETT SHIRE COUNCIL AGENDA

WEIGHT OF LOADS - MOREE 2007/2008

Debtor No. 1200 INCOME

Ordinance Fines Received		\$-48,729.00
Share of Ordinance RTA Funding (Total RTA Funding x Percentage Time spent on moree's Roads)	\$-147,594.54 x	28.70% = \$-42,359.63
TOTAL INCOME ATTRIBUTABLE TO MOREE COUNCIL		<u>\$-91,088.63</u>

EXPENDITURE

Policing Classified Roads		\$61,087.00
Policing Shire Roads		\$33,300.34
Ordinance Legal Costs		\$3,841.22
Share of Admin and Other Expenses (Total Admin and Other Expenses x Percentage Time spent on Moree's Roads)	\$44,240.02 x	28.70% = \$12,696.89
TOTAL EXPENSES ATTRIBUTABLE TO MOREE COUNCIL		<u>\$110,925.46</u>
TOTAL AMOUNT PAYABLE 2007/2008 AS AT 31/03/08	G&T EXCLUSIVE	<u>\$18,836.81</u>

ATTACHMENT

REPORT TITLE:	3. STATISTICS
REPORT FROM:	NORTH WEST WEIGHT OF LOADS SUPPORT OFFICER
FILE NUMBER:	94-3404

INTRODUCTION

The attached statistical information details the Vehicles stopped and Breaches issued by the Weight of Loads Inspectors.

BACKGROUND

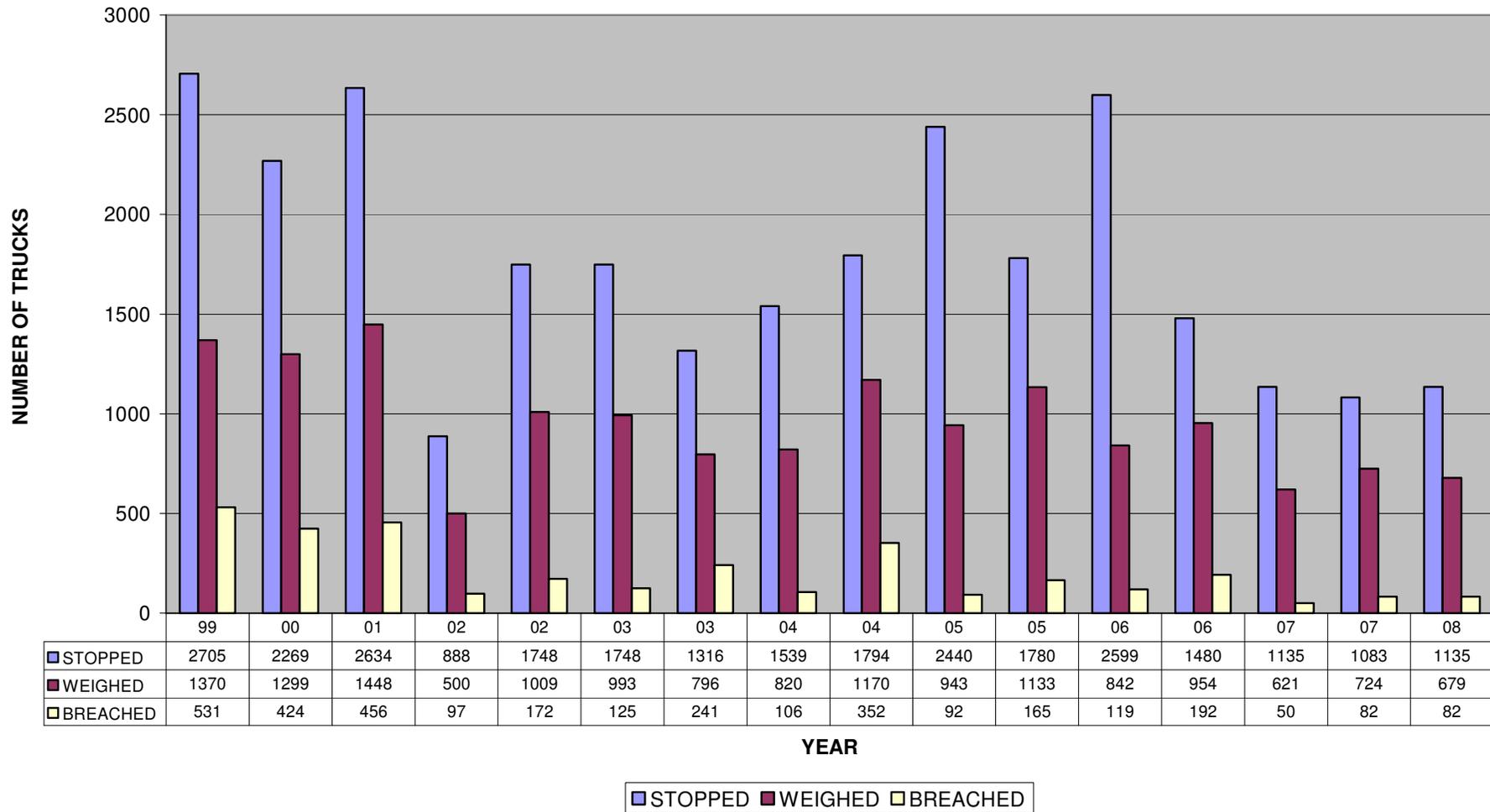
Comparing this period to the same period last financial year, patrol times, the number of vehicle intercepted has remained constant whilst the number weighed and the number of breaches have increased.

Attached are the draft third quarter statistical graphs (Appendix 2).

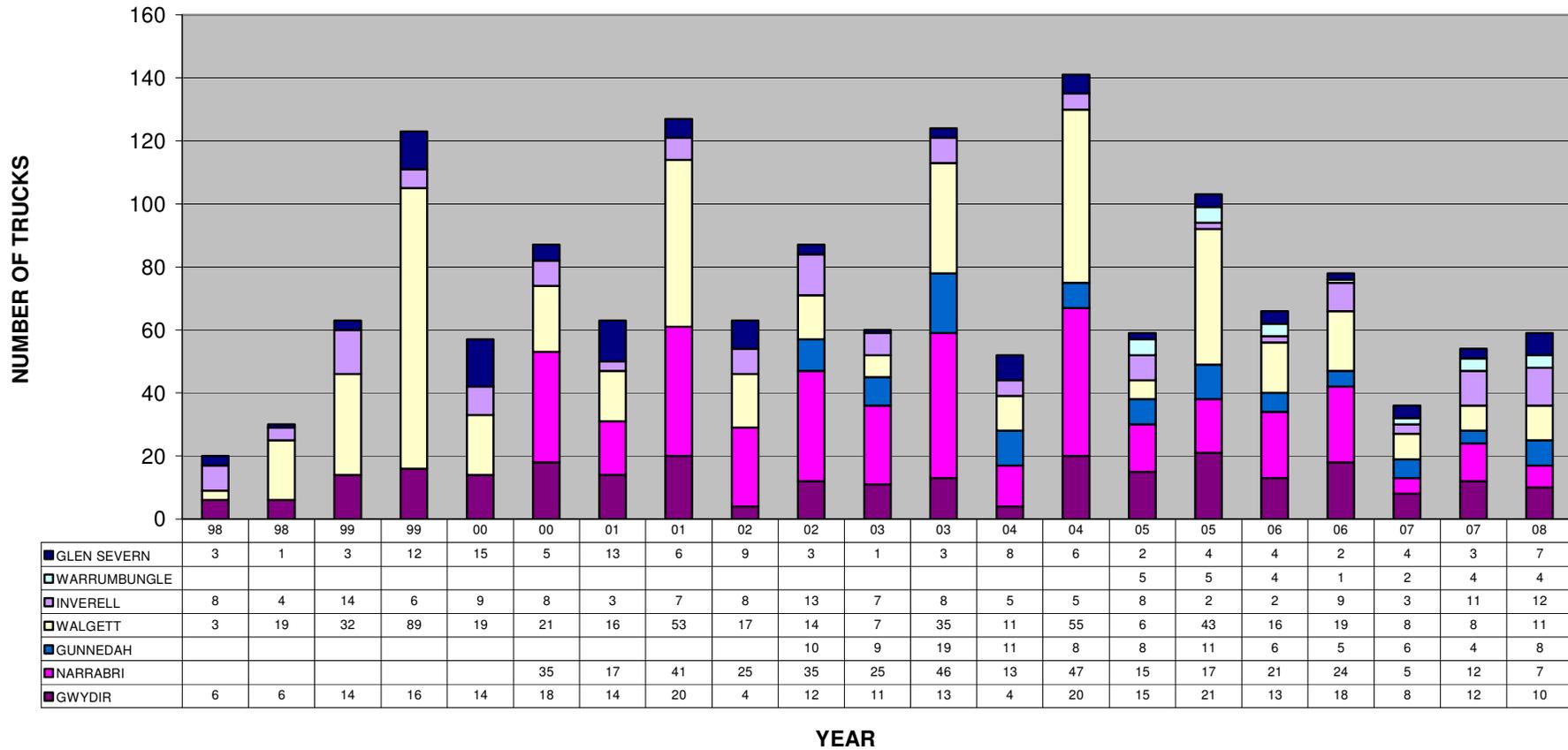
RECOMMENDATION: (Fernance/O'Regan)

That the report titled Statistics be received for information.

GRAPH 1. NUMBER OF TRUCKS STOPPED, WEIGHED AND BREACHED

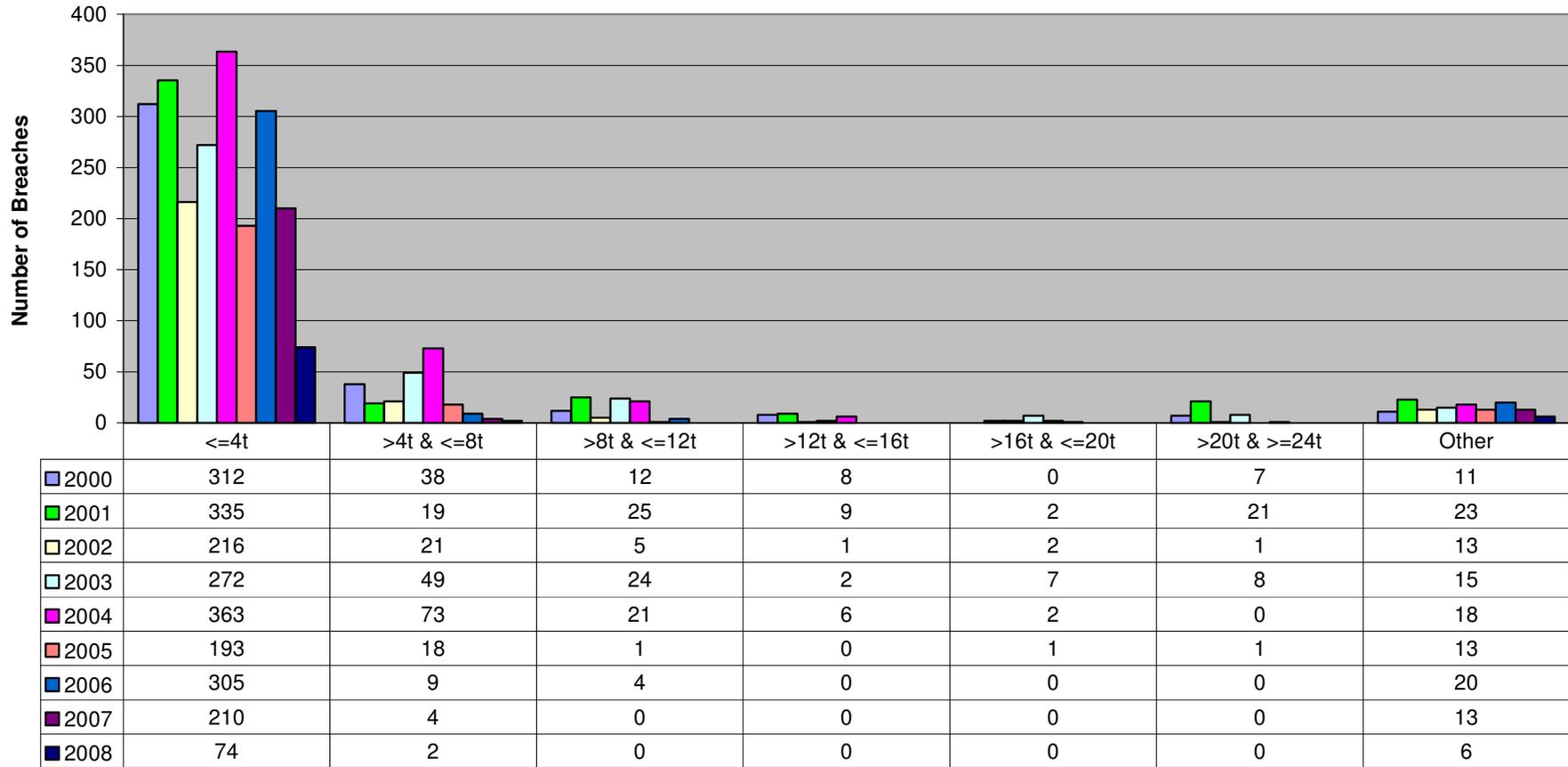


GRAPH 2. SHIRE BREAKDOWN OF BREACHES EXCLUDING MOREE PLAINS



■ GWYDIR ■ NARRABRI ■ GUNNEDAH ■ WALGETT ■ INVERELL □ WARRUMBUNGLE ■ GLEN SEVERN

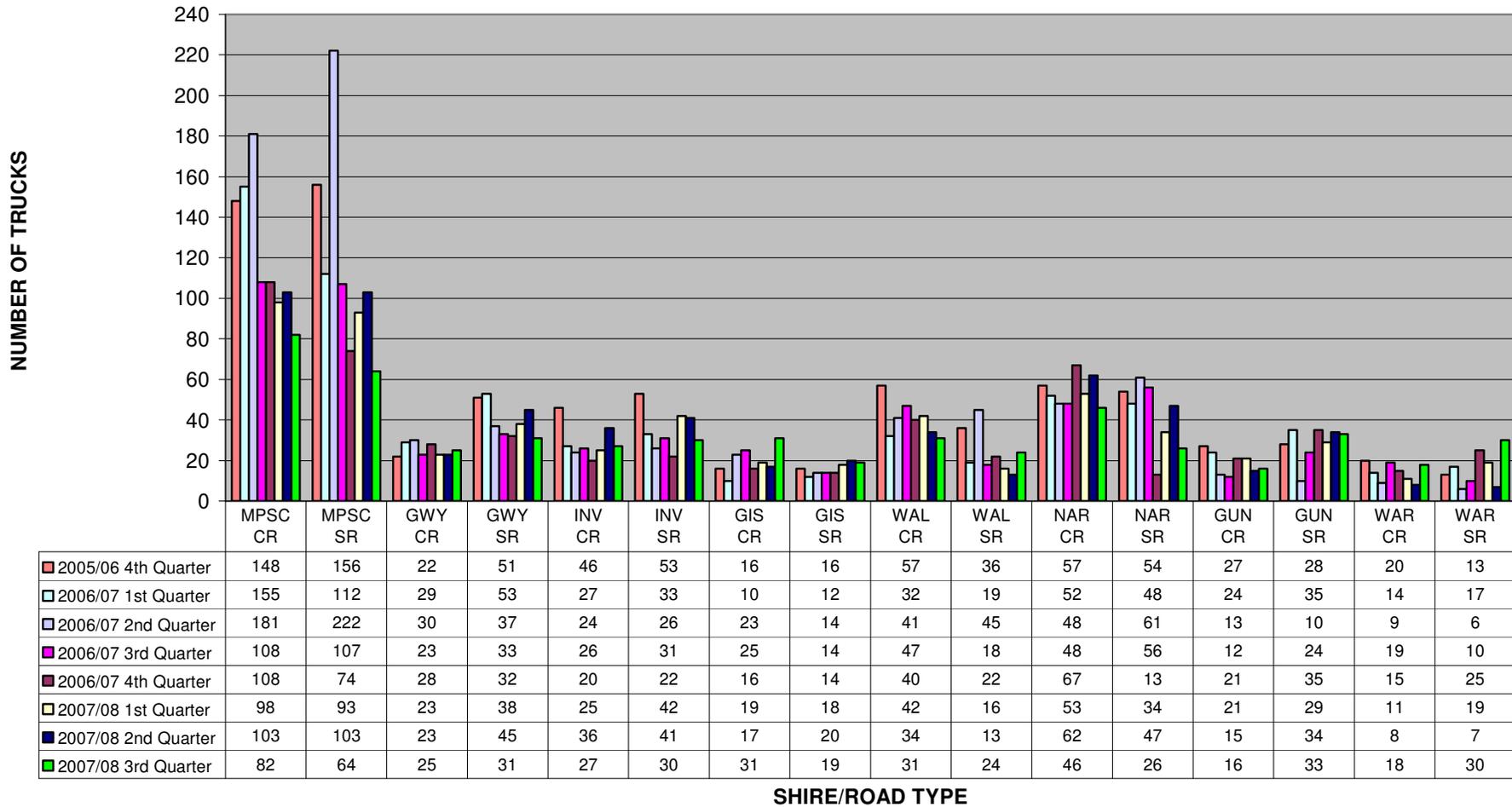
GRAPH 3. BREACH BREAKDOWN BY WEIGHT



Amount Overweight



GRAPH 4. NUMBER OF TRUCKS STOPPED BY SHIRE



NORTH WEST WEIGHT OF LOADS MEETING GENERAL BUSINESS:

1. OVERNIGHTCAMPING

David Wolfenden advised that a preliminary draft document has been prepared for discussion with Inspectors. David also advised that he has been looking into gaining advise on EFT and GST in relation to the over night camping and that this should be up and running by harvest 2008.

2. OUTSTANDING FINES PROJECT

Councillor Boardman asked what the progress was with the outstanding fines project. Jacqui Moore advised that to her knowledge the project will be passed on to the new weight of Loads Support Officer as it was never passed onto Jacqui. Councillor Boardman asked for a progress report for the next meeting to be held in December 2008.

3. WEIGHT OF LOADS PRESENTATION TO NEW COUNCILLORS

David Wolfenden advised that himself and Murray Erbs will Visit each individual Council within the North West Weight of Loads Division after the Elections in September 2008 to carry out a Weight of Loads presentation to the new Councillors so that they are aware of the process and the benefit of Weight of Loads. For Example; Impact that overloading has and the damage it does to our roads. This presentation will also be given to our Solicitors Rhodes Kildea.

4. WEIGHT OF LOADS STAFF ARRANGEMENTS

David Wolfenden advised that Jacqui Moore will be going back to her original position and our new employee Della Barnes will be taking over the role of Weight of Loads Support Officer. Once Della has been trained this will mean that we will have 3 staff members trained in the Weight of Loads area as Renee is now back in the Engineering office, though she is acting in another position at this time.

5. MANAGEMENT MANUAL

David Wolfenden advised that he and the Weight of Loads Support staff are working together to produce a Weight of Loads management Manual which will include; Constitution, previous minutes, policies, agreements etc.

6. COMPLAINTS OF TRUCKS TAILGATING

Councillor Fernance advised the Committee that he has received a lot of complaints in relation to trucks tailgating cars and that this is a huge safety concern as elderly people are becoming scared to travel the roads. Councillor Fernance has forwarded this issue to the Road Safety Committee at its last meeting. David Wolfenden advised that this matter is outside the scope of the Weight of Loads Group, although each individual council could take the issue to the traffic Committee meeting and seek an outcome to forward a letter to the Area Command.

7. COUNCIL DELEGATE DETAILS

Councillor Todd stated that all Councils should contact Moree Plains Shire Council after the election process and advise of their individual Council delegate for the North West Weight of Loads Committee.

8. GOODLUCK

Councillor Boardman thanked all Councillors and staff involved with the North West Weight of Loads Committee for their effort and assistance over the last 4 years and wished all re-standing Councillors all the best for the election.

The next meeting will be held Monday, 1st December 2008 at Gwydir commencing at 10.30am.

There being no further business the meeting closed, the time being 12:02pm

19. INTELLIGENT ACCESS PROGRAM APPROVALS

REPORTING SECTION: Director Rural Infrastructure & Support Services
AUTHOR: Ian Taylor - Director Rural Infrastructure & Support Services
FILE NUMBER: 175/05/05/00

Summary:

NSW Roads and Traffic Authority require approval from the relevant Local Government Authorities to permit the operation of vehicles under the Intelligent Access Program (IAP) on Local Roads. This report recommends that approval of these vehicles be endorsed on all road train routes in Walgett Shire at General Mass Limits (GML).

Discussion (including issues and background):

NSW Roads and Traffic Authority require approval from the relevant Local Government Authorities to permit the operation of vehicles under the Intelligent Access Program (IAP) on Local Roads. IAP allows the operation of vehicle combinations such as B-Triples and AB-Triples (HPVs) in addition to B-Doubles and single trailer combinations at up to Higher Mass Limits (HML).

HPVs are specifically approved and monitored and must meet higher performance standards for registration. All such vehicles are no longer than a two trailer road train (36.5m), and can turn in a tighter radius.

Local roads can be approved for either GML or HML. GML imposes no increase in axle masses over existing approved vehicle combinations. However HML allows higher axle masses to be imposed on the pavements and bridges. Therefore approval at HML would require careful consideration of what roads were suitable for approval before such approval was granted.

It is therefore recommended that IAP vehicles are approved for operation on all road train approved routes in Walgett Shire at GML and that any approval for HML operation be considered on a case-by-case basis at such time as an application was received.

Currently, approval has been granted for HPVs on a limited number of roads linking the silos at Cryon and Beanbri with HW12 at Collarenebri in response to a request by a transport operator.

Relevant Reference Documents:

Stakeholders:

Heavy Vehicle Operators using Local Roads in Walgett Shire

Financial Implications:

Nil impact if HPV approval is limited to GML.

Recommendations:

That approval is endorsed for vehicles operating under the NSW Roads and Traffic Authority Intelligent Access Program on all road train approved routes in Walgett Shire at General Mass Limits.

20. PRIVATE USE OF COUNCIL MOTOR VEHICLES

REPORTING SECTION: Director Rural Infrastructure & Support Services
AUTHOR: Ian Taylor - Director Rural Infrastructure & Support Services
FILE NUMBER: 004/12/01/62

Summary:

Council resolved at its ordinary meeting of 28 October 2008 that "a report be presented to the November Council meeting on the policy covering private use of Council motor vehicles. Such report to cover eligibility, costs, terms and conditions of use and utilisation of the Scheme". This is that report.

Discussion (including issues and background):

Council has a policy entitled AFM - Motor Vehicle Policy. One of its objectives is: "To establish procedures and guidelines for the provision of motor vehicles recognising that operational requirements and staffing arrangements of Council may vary from time to time". Referenced to the above Policy is the Procedure - AFM - Motor Vehicle. This Procedure governs how private use of Council motor vehicles occurs.

Currently there are five employees with a Type A Lease, three with a Class 1 vehicle and one of each a Class 2 and Class 3 vehicle. These are staff at executive or professional levels. There are five employees with a Type B Lease. These are staff are at supervisory level in the Engineering Departments.

There are three employees with a Type D Lease. These are staff in the Engineering Departments that are required to take a vehicle home for operational reasons, such as for safe storage. There is one employee with a Type D1 Lease. This is a staff member that is required to take the vehicle home for operational reasons.

There are six employees with a Type E Lease. These are staff that have an on-call component to their employment on a regular basis.

The Policy and the associated Procedure is attached for information.

Relevant Reference Documents:

AFM - Motor Vehicle Policy
WSC Procedure - AFM - Motor Vehicle

Stakeholders:

Employees of Walgett Shire Council

Financial Implications:

Costs associated with the provision of private use of motor vehicles are included in the expenditure of the relevant Council service delivery area in the Management Plan. The Director Rural Infrastructure & Support Services will review the contribution rates annually and recommend changes to the General Manager.

Recommendations:

- 1. That Council note it's Policy AFM - Motor Vehicle Policy.**
- 2. That Council note the Procedure – AFM – Motor Vehicle.**
- 3. That Council note the current utilisation of private use offered to staff is 20 employees.**

Attachments

AFM - Motor Vehicle Policy

WSC Procedure - AFM - Motor Vehicle



AFM - MOTOR VEHICLE POLICY

Adoption Date: 15 July 2008

Review Date: 15 July 2010

Responsible Officer: Director Rural Infrastructure and Support Services

POLICY STATEMENT

WSC is responsible for the provision of motor vehicles to service the operational requirements of Council.

OBJECTIVES:

- To ensure that Council complies with the relevant industrial requirements and the Occupational Health and Safety Act 2004.
- To establish procedures and guidelines for the provision of motor vehicles recognising that operational requirements and staffing arrangements of Council may vary from time to time.
- To ensure that the economic, environmental and social implications of purchasing a motor vehicle are considered during the procurement process.
- To recognise that Council has a duty of care to provide a safe system of work including the obligation to maintain plant and systems of work that are safe and minimise the risk of harm.

Policy Implementation Procedures, Guidelines and Documents

AFM – Motor Vehicles Procedures

Related WSC Policies

Gov - Code of Conduct

WR - Conditions of Employment Policy and Procedures

WSC Procedure – AFM – Motor Vehicle



MOTOR VEHICLE PROCEDURES

Approval Date:	13/11/2008
Review Date:	13/11/2008
Responsible Officer:	Director Rural Infrastructure & Support Services

Council Policy Reference

AFM – Motor Vehicle Policy

Statutory Requirements

Local Government Act 1993
Local Government (General) Regulation 2005
Occupational Health and Safety Act 2000

Related Policy/Procedure

AFM - Financial Management and Control Policy
AFM - Purchasing

Application

This procedure applies to all Council staff that use and administer the use of Council motor vehicles.

WSC Procedure – AFM – Motor Vehicle

Motor Vehicles

1. Objective

To establish procedures and guidelines for the provision of motor vehicles recognising that operational requirements and staffing arrangements of Council may vary from time to time.

2. Statement

Vehicle selection, private use arrangements, and the Motor Vehicle Policy and the Motor Vehicle Procedures ('the procedures') as amended from time to time are based upon the operational needs of the organisation and cost benefit to the Council.

Where vehicles are subject to a private use arrangement, they are not provided to a specification designed to meet the private use requirement of the employee, however, employees can request optional equipment to be fitted to the vehicle at their own expense. (Refer to 2.7 Employee Funded Optional Equipment)

The provision of a vehicle for private use is to be considered a benefit and a privilege, and Walgett Shire Council reserves the right to rescind its decision to provide a vehicle, vary the type of vehicle to be provided, vary the contribution rates, and vary the Motor Vehicle Procedures at any time, to ensure the interest of Council is being met.

The Local Government (State) Award and other contracts of employment may make certain provisions in relation to the provision of "lease-back" motor vehicles. The termination or variation of a motor vehicle leaseback agreement is subject to these conditions to the extent that they are applicable.

2.1. Delegation of Authority

The General Manager, under Delegated Authority, is to purchase and changeover Council's vehicles as provided for annually in the adopted budget and in accordance with this procedure document.

2.2. Administration of the Motor Vehicle Procedures

The Director of Rural Infrastructure and Support Services and the Support Services Officer are to be accountable to the General Manager for the overall management of the Motor Vehicle Procedures.

2.3. Review of Procedures

The Procedures will be reviewed every two (2) years or at such other time as is necessary, by the Support Services Officer and any recommendations will be submitted by the Director Rural Infrastructure and Support Services to the General Manager.

2.4. Vehicle Categories

Vehicle selection shall be based upon suitability for the operational needs of Council, inclusive of the most beneficial whole of life costing in an effort to promote efficiency within fleet operations.

WSC Procedure – AFM – Motor Vehicle

2.5. Vehicle Maintenance

- i) Council's Support Services Section shall be responsible for ensuring that all vehicles are serviced and maintained.
- ii) All vehicles are to be serviced according to manufacturers specifications, and it is the responsibility of the employee to ensure vehicles are booked in with the Support Services no less than one (1) week prior to service falling due;
- iii) All vehicle defects are to be reported to the Support Services via the formal 'Plant Daily Inspection Fault Report', and verbally by telephone or radio to the Leading Hand / Mechanic. Plant Daily Inspection books will be distributed at the time of vehicle issue, with additional books being available from Support Services.
- iv) Council shall pay all registration, and insurance costs. All vehicles remain the property of the Council.

2.6. Vehicle Replacement

- i) Vehicles shall be replaced at a time considered appropriate by the Director Rural Infrastructure & Support Services in consultation with the Support Services Officer to provide the optimum benefit to Council. Employees with private use of motor vehicles need to be aware that vehicle replacement is not based on any set criteria in relation to time or kilometres travelled.
- ii) All vehicle changeovers are to be completed by the Support Services Officer, using the 'Vehicle Issue & Return Form' (Annexure B). The Support Services Officer will subsequently issue vehicles to the relevant employee.
- iii) All vehicles returned to Support Services Officer for disposal will be assessed and prepared to a condition that is considered to attain the best financial outcome for Council.
- iv) No vehicle colour preference will be given to employees. Colours, other than white, shall be selected at the discretion of the Director Rural Infrastructure & Support Services.
- v) Where a position is vacated for which a vehicle was provided, the Relevant Department Director shall review the need for such vehicle and is to ensure in consultation with the Director Rural Infrastructure & Support Services, that any future vehicle provided is in accordance with the procedures and is meets Council's operational requirements.

2.7. Employee Funded Optional Equipment

- i) The following is fitted to Council vehicles as standard equipment:
 - (1) Sedans and Wagons
 - (a) Air Conditioning
 - (b) Seat Covers
 - (c) Floor Mats
 - (d) Headlight Protectors (Glass headlight lenses only)

WSC Procedure – AFM – Motor Vehicle

- (e) Mudflaps
 - (f) Cruise Control
 - (g) 'ABS' Braking System
 - (h) Driver & Passenger Air Bag Systems
 - (i) Bull Bar (to be approved by the Director Rural Infrastructure & Support Services)
 - (j) Driving Lights (to be approved by the Director Rural Infrastructure & Support Services)
- (2) Utilities and 4WD's
- (a) Air Conditioning
 - (b) Seat Covers
 - (c) Floor Mats
 - (d) Headlight Protectors (Glass headlight lenses only)
 - (e) Mudflaps
 - (f) Cruise Control (where available)
 - (g) 'ABS' Braking System (where available)
 - (h) Driver & Passenger Air Bag Systems (where available)
 - (i) Bull Bar (to be approved by the Director Rural Infrastructure & Support Services)
 - (j) Driving Lights (to be approved by the Director Rural Infrastructure & Support Services)
 - (k) Tow Bar

Selected optional extras may be fitted to vehicles leased under Type A and B (Refer to 2.12 Vehicle Leaseback), initially at the employee's own expense where such item is not standard specification, and subject always to approval from the Director Rural Infrastructure & Support Services.

Employee funded options may (where practical) be transferred or replaced at time of vehicle changeover at Council's expense. Council will not reimburse employees for the purchase of optional extras. All equipment transfers are to be completed by persons approved by the Support Services Officer.

Roof Racks may not be fitted or used on Council vehicles unless approved by the Support Services Officer. Approved type racks will be fitted to type A and type B leased vehicles at full cost to the employee. Any damage caused to a vehicle by use of non-approved roof racks will be payable by the employee at the full cost of the repair.

Where an employee ceases for any reason to participate in the Leaseback Scheme, no cash allowance will be made for employee funded options under any circumstances.

Employee funded options may be paid via payroll deductions over a period agreed by the General Manager.

WSC Procedure – AFM – Motor Vehicle

Property damage to third parties caused by employee owned boats, trailers, and caravans etc, whilst being towed by Council vehicles, will be covered by Council's Motor Vehicle Insurance. However, damage to the trailer, caravan or boat itself is not covered. An employee involved in an accident whilst towing an unregistered trailer or caravan etc. may be liable for any unrecoverable costs associated with the accident.

2.8. Vehicle Usage

The following rules shall apply to the vehicle usage:

- i) The employee assigned to a Council vehicle shall be responsible for ensuring proper and adequate care, usage and maintenance of the vehicle as explained when the vehicle has been issued, including garaging/off street parking where practicable, regular cleaning both internal/external and ensuring regular checks (as per the manufacturers handbook) of running items including:
 - (1) Fuel Level
 - (2) Engine oil level
 - (3) Engine coolant level
 - (4) Transmission oil level (Automatic only)
 - (5) Brake fluid level
 - (6) Tyres including spare tyre
 - (7) Lights
 - (8) Windscreen washers/wipers
 - (9) General roadworthiness of vehicle

All vehicles are to be maintained as per Section 2.5 Vehicle Maintenance, and at all times in accordance with the manufacturer's handbook. All vehicles are to be polished at least once every year, all cleaning and regular checks of the vehicle vehicles subject to Type A, B, and C Leases shall take place on the employee's time.

Cleanliness and general care of vehicles will be monitored by the Support Services Officer at regular intervals and any breach shall be brought to the attention of the Director Rural Infrastructure & Support Services. Any further action will be at the discretion of the relevant Departmental Director. Animals (i.e. pet dogs/cats) are not to be allowed to come into direct contact with the vehicles passenger compartment and must be transported in accordance with RTA guidelines.

Type A, B and C lease vehicle use shall be limited to the employee and their Spouse or Defacto Spouse. Immediate family members or other licensed drivers may drive the vehicle only if specifically approved by the General Manager.

Type D, D1, E, and F vehicle usage allows employees to pick up and drop off members of their work gang, if the Supervisor for the employee has given their prior approval.

Type D, D1, E and F vehicle usage shall be limited to the participating

WSC Procedure – AFM – Motor Vehicle

employee only.

No person other than those specified above shall be permitted to drive the vehicle, except in an emergency. The full insurance excess is payable by unauthorised persons involved in an accident.

Any warning lights (eg flashing or rotating lights whether operational or not) if practical, shall be removed before the participating employee's spouse or other authorized driver operates the vehicle.

Vehicles are to be brought onto the job every working day except for lease Type A and B participants when on leave, and shall be available for official use as required by any employee of Council when not required for official use by the participating employee. Use of Council vehicles is restricted to Private Use and Council Use only. Under no circumstances shall Council vehicles be used for other purposes eg. for personal commercial gain.

All employees who are required to drive Council vehicles must hold a current drivers license issued by, or approved by, the New South Wales (NSW) Roads and Traffic Authority (RTA) (outside of employee probationary period). Staff who require a license to carry out their work and who have their license cancelled either fully or partially, shall immediately notify their supervisor. Failure to notify will be considered a serious misdemeanour, which may result in suspension or termination of employment. Upon notification of license cancellation or suspension, the employee's employment status will be reviewed and any rights to the use of a Council vehicle shall be terminated.

Smoking is not permitted in or on any Council vehicles or equipment.

The vehicle may not compete in any car rally or competition, or be used for commercial purposes or otherwise contrary to the terms of Council's motor vehicle insurance policy.

The employee or other authorized driver must not willfully or recklessly misuse or mistreat the motor vehicle.

The employee must not do anything that might result in any insurance on or relating to the vehicle becoming void or which might increase the premium on any policy. If any insurance excess charge or other charge increases are incurred as a result of the use to which the vehicle is put by the employee, the employee may be required to pay the additional amount.

An employee convicted of drink driving in association with an accident will be liable for all costs associated with the repair of such vehicle/vehicles.

All employees involved in motor vehicles accidents shall complete an 'Insurance claim form' (regardless of extent of the damage), all accident's and incident's are also to be recorded using an 'Accident / Incident Report Form'.

All accidents shall be investigated by the Support Services Officer to assist with accident prevention strategies.

Vehicles leased under Type A and B leases are not required to display Council's insignia. All other commercial vehicles are to display Council's insignia.

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Private use of Council vehicles shall be limited to passenger, station wagon, light commercial and four wheel drive vehicles. No leases of any type will be offered for plant or other vehicles.

Type A, B and C private use will be restricted to periods of leave (i.e. maternity, sick, annual, long service, workers compensation etc) that are less than 9 weeks duration. Employees who have extended leave applications approved by the General Manager will have leaseback payments suspended when the leased vehicle is not available for private use. In cases of exceptional personal hardship the General Manager may approve an extension in excess of nine weeks, and this will be reassessed on a week by week basis. If an employee is absent from work on unpaid leave for one week or longer, the vehicle must be left in the car pool for the period of absence.

Any traffic infringement (including parking fines), or other costs arising as a consequence of traffic offences, will be the responsibility of the normal driver of the vehicle by default when the vehicle has not been allocated to another Council employee via the car pool. Any legal action resulting from a traffic offence will result in a review of the employee's entitlement to private or commuter use of a Council vehicle and may result in suspension or withdrawal of the entitlement. All costs associated with any such legal action will be the responsibility of the employee.

2.9. Fuel

All Council vehicles shall be fuelled using a fuel card system, regardless of whether or not the fuel is used privately or for Council purposes. Each vehicle will be issued with a fuel card specific to that particular vehicle, and upon vehicle replacement a new fuel card shall be issued and the old card cancelled and destroyed. Each employee will be required to give an accurate odometer reading when refuelling.

Any person found abusing the fuel card system will be subject to disciplinary procedures and may be removed from any vehicle scheme privileges by the General Manager.

2.10. Pool Vehicles

Vehicles can be booked for short term use, from the vehicle pool, subject to vehicle availability. Where a pool vehicle is unavailable or unsuitable, all other vehicles should be considered for use as potential pool vehicles for short term (intra day) use.

2.11. Roadside Service

NRMA membership or equivalent roadside service will be provided for all vehicles under Type A and B leases.

2.12. Vehicle Leaseback

Staff shall be admitted to the scheme by invitation only and subject to the General Manager's approval.

Short term Type A, B and C Leases (eg. Annual leave periods) will not be offered.

The changing of a category of a lease Type A, B or C by an employee is at the General Managers discretion and may only be changed once in every twelve

WSC Procedure – AFM – Motor Vehicle

months.

- i) **Full Private Use Lease Type A** – Full unrestricted business and private use (excluding private commercial use) of a Council supplied motor vehicle, 24 hours per day, 7 days per week within Australia, including all fuel and maintenance costs.
- ii) **Restricted Private Use Lease Type B** – Private use of a Council supplied motor vehicle restricted to a limit of 10,000 kilometres per (FBT) year. All fuel purchased outside a 400 kilometre radius of Walgett (As per Figure 2.12.1) for private use shall be reimbursed to the council by the lessee.
- iii) **Commuter Use Lease Type C** – Discontinued.
- iv) **Take Home Use Agreement Type D** – The employee is given use of a motor vehicle, which is provided for the position that the employee holds, for the purpose of travelling from the employee's home to Council's work place, and vice versa. The motor vehicle shall not be used for any other purpose, and shall be available at all times for Council use (including weekends and RDO's). Private usage of such vehicles is strictly prohibited for any purposes other than approved journeys to and from home/work or during approved meal breaks within a 20 kilometre radius of the applicable Walgett Shire Council works depot. Only Council employees or persons authorised by the General Manager shall travel in the vehicle and employees must be dressed in Council issued work uniform whilst travelling in the vehicle.
- v) **Take Home Use Agreement Type D1** – The employee is given use of a motor vehicle, which is provided for the position that the employee holds, for the purpose of travelling from the employee's home to Council's work place, and vice versa. The motor vehicle will not be used for any other purpose, and shall be available at all times for Council use (including weekends and RDO's). Private usage of such vehicles is strictly prohibited for any purposes other than approved journeys to and from home/work or during approved meal breaks. Only Council employees or persons authorised by the General Manager shall travel in the vehicle. A Type D1 lease shall incur a charge as set out in the Contribution Rates (Annexure A).
- vi) **On Call Take Home Use Agreement Type E** – The employee is given use of a Council supplied motor vehicle for the purpose of travelling from the employees home to Council's work place, and visa versa, whilst on call. The motor vehicle will not be used for any other purpose, and shall be available at all times for Council use (including weekends and RDO's). Private usage of such vehicles is strictly prohibited for any purposes other than approved journeys to and from home/work or during approved meal breaks. Only Council employees or persons authorised by the General Manager shall travel in the vehicle and employees must be dressed in Council issued work uniform whilst travelling in the vehicle.
- vii) **Short Term Take Home Use Agreement Type F** – A vehicle will be assigned on a short term basis not exceeding two (2) weeks, to an employee who is required to have take home use of a motor vehicle, at the specific request of his or her overseer eg short term traffic control, On Call Duty Officers etc.

Lease types C, D, E and F private use terms may be amended for periods not

WSC Procedure – AFM – Motor Vehicle

exceeding seven (7) days by written authorisation of the General Manager.

Termination of Agreements - Council shall retain the right to terminate such agreement by giving the employee written notice as specified in this policy. The grounds for termination shall be as deemed reasonable by Council at the time, eg economics, unsatisfactory employee service, corporate restructure, abuse of car scheme privileges etc. Employees may terminate the agreement upon fourteen (14) days notice in writing. Employees are not obliged to enter into a lease agreement.



Figure 2.12.1

2.13. Contribution Rates

Refer to Contribution Rates (*Annexure A*)

The relevant fees will be collected fortnightly via payroll deduction in accordance with Council's pay periods. Fees will be reviewed annually at the commencement of each financial year.

2.14. Termination of Employment

- i) Employees who resign or are being dismissed from Council are required to obtain a Vehicle Clearance from the Support Services Officer.
- ii) Any outstanding charges arising from the use of a Council vehicle by the employee at the date of termination shall remain payable by the employee.
- iii) Any use entitlements of the employee shall end at the date of termination of employment.

WSC Procedure – AFM – Motor Vehicle

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Annexure “A”

Contribution Rates

The General Managers vehicle lease back is included in the employment contract and is not included in the following table.

The following rates per week shall apply for each vehicle category and level of use:

	VEHICLE DESCRIPTION	TYPE A	TYPE B	TYPE C	TYPE D1
		Pre Tax	Post Tax	Pre Tax	Post Tax
Class 1	Mid range specification 6-cylinder 4x2 sedan or wagon; or 4 cylinder turbo diesel dual range transmission 4x4 wagon	\$95	N/A	N/A	N/A
Class 2	Base model specification 6 cylinder 4x2 sedan or wagon; or Class 3 vehicle with unloaded mass > 1,600kg	\$75	N/A	N/A	N/A
Class 3	Base model specification 4 cylinder sedan, hatchback or wagon: 4x2 or 4x4 single range transmission sedan or wagon with unloaded mass < 1,601kg	\$60	N/A	N/A	N/A
Class 4	Commercial or other operationally specific vehicle with GVM < 3,500kg	N/A	\$30	N/A	\$30

Notes:

N/A: Not Available.

Type D, E and F vehicle usage does not incur a fee.

WSC Procedures – AFM – Motor Vehicle

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WSC Procedures – AFM – Motor Vehicle

Annexure "B"

Vehicle Issue & Return Form

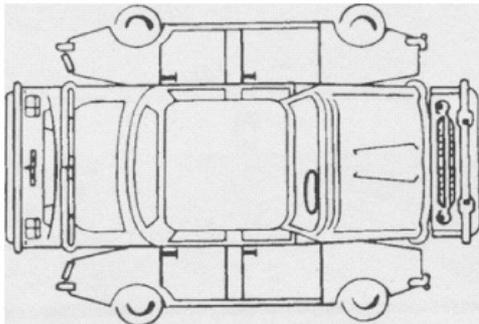
Department: _____

Additional Vehicle No Yes (go to Section Two)

Section One

Item to be replaced: _____ Plant No: _____

Existing damage: No Yes (please show on _____)

	<p>Description</p>
--	--

Section Two

Vehicle type: Sedan Wagon Utility
 2wd 4wd

Engine type: Petrol Diesel Turbo (diesel only)

Transmission: Manual Automatic

Configuration (utilities): Canopy Tonneau Table Top Tipper

Communications: VHF UHF Mobile Phone

Call sign: _____ Number: _____

Standard Options	Passenger	Commercial
<input type="checkbox"/> Towbar	<input type="checkbox"/> Cruise Control	<input type="checkbox"/> Ute Liner
<input type="checkbox"/> Floor Mats	<input type="checkbox"/> First aid kit	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Headlight Covers	<input type="checkbox"/> Insect Screen	<input type="checkbox"/> Insect Screen
<input type="checkbox"/> Bonnet Protector	<input type="checkbox"/> Beacon	<input type="checkbox"/> Beacon
<input type="checkbox"/> Seat Covers		
<input type="checkbox"/> Fire extinguisher		

Other: (please list) _____

Attach to

memo for approval by the General Manager

Signed: On delivery: _____ Date _____

On return: _____ Date _____

WSC Procedures – AFM – Motor Vehicle

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WSC Procedures – AFM – Motor Vehicle

Annexure “C”



WALGETT SHIRE COUNCIL VEHICLE LEASE AGREEMENT

EMPLOYEE NAME	
EMPLOYEE NUMBER	
POSITION	

I agree to abide by the terms and conditions for use of a Council provided motor vehicle, as set out in the Walgett Shire Council Motor Vehicle Policy as amended from time to time.

The lease type offered and accepted by me is _____ and I agree to the lease contribution rate (Annexure “A”) applicable being deducted from my salary on a fortnightly basis.

I accept that the vehicle issued to me at this time is:-

PLANT NUMBER	
VEHICLE MAKE	
VEHICLE MODEL	
BODY TYPE	

and is in as new condition or as stated on Annexure “B”.
 This agreement is amendable by the Vehicle Issue and Return Form (Annexure “B”).
 The nominated address for overnight garaging of the motor vehicle supplied is:

--

Signed by Employee: _____

Signed by Department Director: _____

Signed by General Manager: _____

Date: _____

To be placed on the employee’s personal file and a copy provided to Support Services Officer

21. BURREN JUNCTION AERODROME – LICENCE TO USE CROWN LAND

REPORTING SECTION: Director Urban Infrastructure Services
AUTHOR: Danielle Osborne - Assets Officer
FILE NUMBER: 030/03/02/59

Summary:

The licence to occupy the land on which the Burren Junction Aerodrome is situated has expired. This report recommends that Council enter into a new licence for this land

Discussion (including issues and background):

The previous licence has just expired and cannot be extended or renewed. The Aerodrome is an 'authorised landing area' frequently used by the RAAF for training purposes and used by RFDS & Air Ambulance for medical emergencies.

The Department of Lands has offered Council a new licence for an indefinite term. The licence fee is \$544 per annum excluding GST.

Council staff are pursuing an exemption from rent as there is no commercial component. The Department of Lands may also consider converting land to a Crown Reserve with Walgett Shire Council as Trustees.

Relevant Reference Documents:

Department of Lands Licence No. LI 411396
Letter from the Department of Lands dated 28 June 2008, re: Expiry of Licence 3100252, Narrabri for Aerodrome

Stakeholders:

Walgett Shire Council
Air Ambulance and Royal Flying Doctor Service
Local Pilots
Royal Australian Air Force

Financial Implications:

Annual Rent \$544 per annum (excluding GST) to be borne by Council.

Should Council be successful in pursuing an exemption no cost would then be borne by Council in the future.

Recommendations:

- 1. That Council accept the Offer of the Licence LI 411396 from the Department of Lands to occupy the Burren Junction Aerodrome.**
- 2. That Council agree to Lot 37 DP 753960 begin converted to a Crown Reserve and Walgett Shire Council being appointed Reserve Trust Manager**

Attachments

Department of Lands Letter to Council No. LI 411396
Draft Licence Documents.

**OFFER OF LICENCE
PROPOSED LICENSEE:
Walgett Shire Council**



File Reference: 08/9240
Account No: LI 411396

Contact: Jenny Andersen
Phone: 02 6750 6400
Email: jennifer.andersen@lands.nsw.gov.au

Walgett Shire Council
PO Box 31
WALGETT NSW 2832

Dear Sir/Madam

I refer to previous correspondence concerning the grant of a licence. An offer of a licence is now made to authorise the use or occupation of land. The purpose and conditions are set out in the draft licence document herewith and the offer will remain open for a period of 40 days from the date of this letter.

To accept the offer of the licence, both copies of the licence document must be signed and witnessed in the spaces provided on the front page (or where the proposed Holder is a corporation, execution under its common seal) and both copies in FULL returned to this office within the period of 40 days, together with payment as set out below. If you fail to respond within that period the offer will lapse.

In considering the terms and conditions set out in the draft licence it is suggested that you should have particular regard to clauses making provision for the purpose, rent, term and revocation. Also, your specific attention is invited to clauses (if any) included in the draft licence relating to insurance, and any special conditions that may be included at the end of the draft licence.

Please note that acceptance of the draft licence does not constitute the creation of a licence. The licence is not granted until after receipt of the signed draft licence documents indicating agreement to be bound by the terms, conditions and provisions of the licence and formal execution on behalf of the Minister. The licensee's copy of the licence document will be returned for record purposes and compliance with the terms and conditions.

PAYMENTS REQUIRED:
(cheques to be made out to Department of Lands)

Initial Market Rent	\$544.00
GST on Rent (\$544.00)	\$54.40
Amount Payable	\$598.40

Walgett Shire Council
REC'D

24 OCT 2008

If further information is required please contact Jenny Andersen on 02 6750 6400.

FILE: 030/03/02/59

Yours faithfully

LETTER No:


Jenny Andersen
for Crown Lands Division, Moree
22nd October 2008

REFER: DO

OPY: original given
to be signed &
returned.



L I C E N C E

Lands Office Ref.

08/9240

Crown Lands Act 1989 - Section 34

Licence Number

LI 411396

MINISTER

The Minister for Lands, being the Minister administering the Crown Lands Act 1989, (hereinafter referred to as the Minister)

grants to

**LICENSEE
name & address**

**WALGETT SHIRE COUNCIL
77 Fox St
WALGETT NSW 2832
(hereinafter referred to as the Holder)**

a Licence pursuant to the provisions of Section 34 of the Crown Lands Act 1989 in respect of the land described hereunder in Parts 1 and 2 and subject to the terms and conditions contained in the following pages and Schedule 1, and in any additional Schedules or documents referred to in Schedule 1.

EXECUTION

Dated this _____ day of _____ 20

THE MINISTER

_____ as delegate of the Minister _____ name and position

THE HOLDER

In consideration of the grant of this Licence, the Company agrees to be bound by the terms, conditions and provisions of the Licence.

The Common Seal of was affixed in accordance with its articles of association in the presence of (See note below):

_____ signature

_____ signature

_____ position

_____ position

_____ Date

_____ Date

(Note: To be ruled through if executing this licence without seal - Corporations Law s. 127)

DESCRIPTION OF LANDS

PART 1

Local Govt. Area	WALGETT		
County	JAMISON		
Parish	WARRAMBOOL		
Locality	BURREN JUNCTION		
Status:	Lot	Section	DP

PART 2

Plan/diagram: Schedule 3	Area: 58.58ha
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TEXT DESCRIPTION: Portion 37 DP 753960

Note - a Table of Contents appears at the end of this Licence (6.001)

***** **End of Description of Land (Crown Land)** *****