



# **Walgett Shire Council**

## **2018/2019 Annual Report**





# Mayor Manuel Martinez

## Foreword

To the Ratepayers and Residents of Walgett Shire,

It gives me great pleasure to report on the numerous Council activities and to look back on the many achievements made by Council over the past financial year.

As Council and its community continue to battle one of the worst droughts on record, Council has been proactive and made a number of improvements to its water services infrastructure to ensure the security of water for the community. In 2018/19 a new bore was completed at Cumborah, and Council secured an \$8.3 million grant from the NSW State Government as part of its "Safe and Secure Water" program to increase the height of the Walgett weir, and construction of a fishway.

Council activities undertaken each year range from road maintenance / reconstruction, parks and gardens, recreation facilities, libraries, youth centres, housing, water and sewer services, health and waste services. Council also supports the many events that take place each year across the shire. These events bring countless visitors to our towns and villages, which showcase the shire as a true tourist destination, and while the economic stimulus improves the economic health of our community, the events also preserve the many cultural traditions of the shire for future generations.

Road infrastructure renewal continues to be a top priority, and in the past financial year a number of large projects were completed including the Mercadool Rd gravel re-sheeting, reconstruction and sealing of Wanourie Rod, reconstruction and sealing of sections of the Come By Chance Rd.

It is also pleasing to report improvements were made in terms of property refurbishment, with the most outstanding of these being the newly renovated Burren Junction School of Arts Hall restoration project. The active 355 Hall Committee played an enormous part in the success of this project.

Walgett Shire Council is committed to community engagement, delivering a myriad of services and events across the shire. "Bustin the Dust" initiative was rolled out during the year and proved to be a huge success in terms of community participation and collaboration with local services. Council continues to be a leader in community service delivery, winning for its thirteenth consecutive year the NSW Local Government Youth awards for the "Best small Council with the most outstanding youth week program" and "Council with the best on-going commitment to Local youth week programs".

In the upcoming financial year Council is continuing to invest in the improvement of infrastructure and services to enhance the appeal of our shire and to deliver improved services to residents, businesses and tourists.

Thanking You

Clr Manuel Martinez

Mayor, Walgett Shire Council

# Statutory Annual Report

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# Your Council



Mayor  
*Manuel Martinez*  
LIGHTNING RIDGE



Deputy Mayor  
*Ian Woodcock OAM*  
LIGHTNGING RIDGE



Councillor  
*Jane Keir OAM*  
COME BY CHANCE



Councillor  
*Kelly Smith*  
COLLARENEBRI



Councillor  
*Bill (Gustavus) Murray*  
WALGETT



Councillor  
*Tanya Cameron*  
ROWENA



Councillor  
*Michael Taylor*  
LIGHTNING RIDGE



Councillor  
*Robbie Turnbull*  
LIGHTNING RIDGE



Councillor  
*Lawrence Walford*  
LIGHTNING RIDGE



# Council Senior Management



General Manager  
*Greg Ingham*



Chief Financial Officer  
*Michael Urquhart*



Director Environmental Services  
*Jessica McDonald*



Director Engineering/Technical Service  
*Raju Ranjit*

# Council Organisational Chart

## COMMUNITY, COUNCIL AND MAYOR

### GENERAL MANAGER

- Mayoral Support
- Councillors Training & Support
- Council Business—Agenda & Action
- Inter Governmental Relations
- Inter Council Relations
- Community Relations
- Corporate Leadership & Direction
- Organisational Structure & Performance Management
- Economic Development
- Human Resources Management
- Work Health & Safety
- Tourism & Visitor Information
- Community Working Party

### ENVIRONMENTAL SERVICES

- Building Services
- Development Approvals
- Development Compliance
- Onsite Wastewater Management
- Environmental & Health Compliance
- State of the Environment Report
- Land Use & Environment Strategies
- Development Control Plans
- Local Environment Plans
- Section 149 Certificates
- GIS Management
- Animal Control
- By Laws
- Main Street Program
- Heritage
- Solid Waste & Recycling Services including New Landfill Development
- Building Maintenance

### CORPORATE SERVICES

- Youth Services
- Property Services
- Property Register
- Childcare Services
- Financial Services
- Aboriginal Services
- Information Technology
- Swimming Pool Management Arrangements
- Budget & Management Plan
- Arts & Cultural Services
- Records Management
- Public Officer Services
- Legal Services
- Libraries
- Caravan Parks
- Leases & Licences
- Infrastructure Asset Register
- Corporate & Strategic Planning
- Policy & Delegations
- Delegate to External Bodies

### ENGINEERING SERVICES

- Water Services
- Waste Water Services
- Urban Storm Water Management
- Urban Streetscape and Cleansing
- Parks and Reserves Maintenance
- Bore Baths Maintenance and Management
- Urban Flood Mitigation including Levy Bank
- Airfields
- Road & Bridge Construction
- Road & Bridge Maintenance
- Quarries & Construction Material Storage & Supply
- Plant & Fleet Management
- New Depot Development
- Workshop & Stores
- Emergency Services





# Snapshot of Significant Achievements

- Winner 2019 NSW Local Government - Best Small Council Most Outstanding Youth Week Program & Council with Best On-Going Commitment to Local Youth Week Programs
- Burren Junction Hall Refurbishment
- Purchase and Set-up of specialised WH&S vehicle
- New playground facilities at Walgett, Lightning Ridge, Carinda and Collarenebri
- Installation of shade shelters at Walgett Gray and Lightning Ridge Opal Parks
- Facilitated Mental Health First Aid training sessions
- Installation of Water storage tanks at Walgett Sporting Ovals
- Complete restoration of showers at Lightning Ridge Bore Baths
- New toilet facilities at Burren Junction
- New Landfilling Plans for Walgett and Lightning Ridge Landfills
- Reconstruction and sealing on Wanourie Road, Walgett
- Upgrade of footpath & kerb & guttering— Walgett
- New storage sheds at Collarenebri Showgrounds
- Installation of fencing at Earl and Lions Parks, Collarenebri
- Completion of Boat Ramp, Collarenebri
- Completion of concrete footpath in front of information centre in Carinda



# Financial Information

**Local Government Act Section  
428 (4)(a)**

*A copy of the Council's audited financial reports.*

*See attachment (A): Draft Financial Statements*





# Principal Activities Delivery Program

**Local Government Act Section  
428 (1)**

*A report on the Council's actual performance of its Principal Activities during 2017/2018 against the Actions detailed in the Delivery Program.*

*See attachment (B): 2018/2019 Principal Activities Delivery Program*



# Rates and Charges Written Off

**Local Government (General)  
Regulation 2005 Clause 132**

*Rates and Charges written off by Walgett Shire Council during 2018/2019.*

Description	Amount
Rates - Pension Rebates	\$182,383.00
<b>(\$ 356 Local Government Act 1993)</b>	
Rates - Donations	\$18,358.00
<b>(\$ 356 Local Government Act 1993)</b>	
<b>Total</b>	<b>\$200,741.00</b>





# Overseas Travel

**Local Government Act Section 428 (4)(b)**

**Local Government (General)  
Regulation 2005 Clause 217 (1)(a)**

*Details (including the purpose) of overseas visits undertaken during the year by Councillors, Council Staff or other persons representing the Council (including visits sponsored by other organisations).*

No overseas travel was undertaken during 2018/2019 by Councillors, Council Staff or persons representing Council.

# Mayoral and Councillor Fees

## Local Government (General) Regulation Clauses 217 (i)(a1)(i-viii)

*A statement of the total amount of money expended during the year on Mayoral fees and Councillor fees, the Council policy on the provision of facilities for use by Councillors and the payment of Councillor's expenses, together with a statement of the total amount of money expended during the year on the provision of such facilities and the payment of such expenses for the 12 month period 1 July 2018 to 30 July 2019.*

In addition it is necessary to provide separate details of the total cost of;

- Dedicated office equipment allocated to Councillors
- Telephone calls made by Councillors
- Attendance at conferences and seminars by Councillors
- Training of Councillors and provision of skill development
- Interstate visits by Councillors (including transport, accommodation and out of pocket expenses)
- Overseas visits by Councillors (including transport, accommodation and out of pocket expenses)
- Expenses of any spouse or partner who accompanied a Councillor
- Expenses involved in the provision of childcare for a Councillor or immediate family member

Councillor	Mayoral/Councillor Allowance	Office Expenses	Accommodation & Travel	Interstate Visits	Total for each Councillor
<b>Clr Manuel Martinez</b>	\$27,794.58	\$1,080.00	\$1,086.00	\$1,725.64	<b>\$31,686.22</b>
<b>Clr Ian Woodcock</b>	\$19,993.82	\$1,080.00	\$2,497.84	\$1,981.45	<b>\$25,553.11</b>
<b>Clr Jane Keir</b>	\$11,859.96	\$1,080.00	\$1,293.20	-	<b>\$14,233.16</b>
<b>Clr Tanya Cameron</b>	\$11,859.96	\$1,080.00	\$1,033.84	-	<b>\$13,973.80</b>
<b>Clr Kelly Smith</b>	\$11,859.96	\$1,080.00	\$2,686.44	-	<b>\$15,626.40</b>
<b>Clr Michael Taylor</b>	\$11,859.96	\$1,080.00	\$130.91	-	<b>\$13,070.87</b>
<b>Clr Bill Murray</b>	\$11,859.96	\$1,080.00	\$2,183.60	-	<b>\$15,123.56</b>
<b>Clr Robbie Turnbull</b>	\$11,859.96	\$1,080.00	\$1,477.70	-	<b>\$14,417.66</b>
<b>Clr Lawrence Walford</b>	\$11,859.96	\$1,080.00	-	-	<b>\$12,939.96</b>
<b>Total for each Category</b>	<b>\$130,808.12</b>	<b>\$8,748.00</b>	<b>\$12,389.53</b>	<b>\$3,707.09</b>	<b>\$156,624.74</b>





# Mayoral and Councillor Attendance

Council meetings are predominately held in Walgett with one meeting each year held in Lightning Ridge, Collarenebri, Carinda, Rowena and Burren Junction. A total of 11 ordinary meetings were held in 2018/2019.

Councillors also attended committee meetings of which they are a member with Mayor and Deputy Mayor also attending conferences.

The Mayor is an ex-officio member of all committees.

Councillor	Ordinary Council Meetings	Extra-Ordinary Council Meetings	Conferences	Committee Meetings
<i>Clr Ian Woodcock</i>	11	3	3	6
<i>Clr Manuel Martinez</i>	9	2	2	5
<i>Clr Jane Keir</i>	10	3	-	2
<i>Clr Tanya Cameron</i>	8	1	-	-
<i>Clr Michael Taylor</i>	10	3	1	2
<i>Clr Kelly Smith</i>	10	2	-	5
<i>Clr Robbie Turnbull</i>	10	3	-	-
<i>Clr Bill Murray</i>	10	3	-	2
<i>Clr Lawrence Walford</i>	10	3	-	-

# Contracts Awarded

## Local Government (General) Regulation 2005 Clause 132

*Details of each contract awarded by the Council during 2018/2019 (whether as a result of a tender or otherwise), other than;*

- a. Employment contracts (that is, contracts of service but not contracts for service), and*
- b. Contracts for less than \$150,000.00 or such other amount as may be prescribed by the regulations for the period 1 July 2018 to 30 June 2019*

*Included is the name of the contractor, the nature of the goods or services supplied by the contractor and the total amount payable to the contractor.*

Name of Contractor	Goods/Services	Contract Amount Awarded	Amount Paid in 2018/19
<i>PW Concrete &amp; Gravel</i>	Upgrade of Footpath, Walgett	\$548,350.00	\$548,350.00
<i>PW Concrete &amp; Gravel</i>	Upgrade of Footpath, Lightning Ridge	\$432,360.50	\$409,280.50
<i>PW Concrete &amp; Gravel</i>	Kerb & Gutter Works, Walgett	\$288,409.00	\$288,409.00
<i>Allkerb Pty Ltd</i>	Kerb & Gutter Works in Walgett	\$187,306.68	\$187,306.68
<i>Batterline Earthmoving</i>	Reconstruction & Sealing Bugilbone Road	\$1,402,712.04	\$858,180.70
<i>NSW Public Works</i>	Project Management—Walgett Weir	\$238,200.60	\$4,400.00
<i>L. Crawford Construction Pty Ltd</i>	Refurbishment of Burren Junction School of Arts Hall (Note: variations)	\$190,828.00	\$214,478.00



# Legal Proceedings

## Local Government (General) Regulation 2005 Clause 217 (1)(a3)

*A summary of the amount by the Council during 2018/2019 in relation to legal proceedings taken by or against the Council (including amounts, costs and expenses paid or received by way of court settlements, other than those the terms of which are not to be disclosed) and a summary of the state of progress of each legal proceeding (if it has been finalized) the result, for the 12 monthly period 1 July 2018 to 30 June 2019.*

Council incurred \$133,823.00 in legal costs in 2018/2019, comprising \$75,497.00 for rates collection which is recoverable as a charge on the rateable property. The balance of \$58,326.00 involved general legal costs for such matters as rates debt recovery (non-recoverable), contract preparation, purchase of property and internal process investigation.





### **Local Government Act Section 67(3)**

### **Local Government (General) Regulation Clause 217 (1)(a4)**

*Details of a summary of resolutions made during 2018/2019 under Section 67 concerning work carried out on private land and details or summary of such works if the cost of the work has been fully or partly subsidised by the Council, together with a statement of the total amount by which the Council has subsidised any such work during 2018/2019.*

Council received \$13,052.00 (exc GST) for private works carried out in 2018/2019, with an expenditure of \$7,432.00 (exc GST).

# Contributions

## Local Government (General) Regulation 2005 Clause 217 (1)(a5)

*The total amount contributed or otherwise granted under Section 356.*

Council contributed a total of \$451,779.20 under Section 356 of the Local Government Act 1993. The expenditure is listed in the table below;

Organisation	Donation
<i>Glengarry Grawin Sheepyards Miners Association</i>	<i>\$30,510.00</i>
<i>Lightning Ridge Complex—(Olympic pool, theme park, diving pool &amp; sports centre)</i>	<i>\$376,911.70</i>
<i>Fees &amp; Charges Rebates, Local Churches</i>	<i>\$18,357.50</i>
<i>Lightning Ridge Opal &amp; Gem Festival</i>	<i>\$10,000.00</i>
<i>Clr Geoffrey 'Dick' Colless Scholarship</i>	<i>\$16,000.00</i>
<b>Total</b>	<b>\$451,799.20</b>

Council also contributed a further \$49,408.92 of grants under its Community Assistance Scheme to another 11 organisations listed below;

Organisation	Donation
<i>Walgett Little Athletics</i>	<i>\$500.00</i>
<i>Lightning Ridge Community Radio</i>	<i>\$1,767.00</i>
<i>Let's Dance Carinda Committee</i>	<i>\$3,000.00</i>
<i>Walgett District Pony Cub</i>	<i>\$1,000.00</i>
<i>Walgett Armature Swimming Club</i>	<i>\$2,000.00</i>
<i>Carinda &amp; District Race Club</i>	<i>\$2,500.00</i>
<i>Lightning Ridge Golf Club</i>	<i>\$1,000.00</i>
<i>Lightning Ridge Pony Club</i>	<i>\$3,000.00</i>
<i>Collarenebri Watersports Club</i>	<i>\$2,000.00</i>
<b>Other Donations</b>	
<i>Macquarie Home Stay Dubbo</i>	<i>\$30,000.00</i>
<i>Lightning Ridge Opal &amp; Gem Festival</i>	<i>\$2,641.92</i>
<b>Total</b>	<b>\$49,408.92</b>



# External Bodies

## Local Government (General) Regulation Clause 217 (1)(a6)

*A statement of all external bodies (such as County Councils) that during 2018/2019 exercised functions delegated by the Council.*

### **Castlereagh Macquarie County Council**

Castlereagh Macquarie County Council has been delegated the responsibility for the management of noxious weeds within the Walgett Shire Council Local Government Area. Walgett Shire Council contributed \$105,194.00 (ex GST) to the County Council for its services.

### **Far North West Joint Organisation**

The Far North West Joint Organisation (FNWJO) is a separately constituted entity pursuant to Part 7 (Sections 400O to 400ZH) of the Local Government Act (NSW) 1993, as amended, and the Local Government (General Regulation 2008.

The Charter of the FNWJO can be found here: <https://www.farnorthwestjo.nsw.gov.au/f.ashx/%24341338%24Far-North-West-JO-Charter.pdf>

The principle purpose of the FNWJO is to establish strategic regional priorities and to provide regional leadership to the geographical area for which it serves, and to identify and take up opportunities for intergovernmental cooperation on matters relating to the joint organisation area.

FNWJO comprises the Councils of the Shires of Bourke, Cobar and Walgett in north western NSW. The Board of the FNWJO comprises 3 voting members being the Mayors of the three member Councils, and non-voting members being the General Managers of the Shires of Bourke and Walgett, as well as 3 appointed members from the State Government and Cabinet (non-voting). Council's powers of control or influence over the Joint Organisation Walgett Shire Council, as a member of the FNWJO, has a one third voting right in respect to the decisions of the Board. Council's financial obligations to the Joint Organisation In accordance with the Charter each member of the FNWJO contributes annual fees towards the operation of the joint organisation.

In 2018/2019 the contribution made by Walgett Shire Council was \$10,120. Council's liability obligations in relation to the Joint Organisation Members of the FNWJO are indemnified from liability for functions and duties carried out or omitted honestly, in good faith and with due care and diligence.



# Controlling Interest In Companies

## **Local Government (General) Regulation 2005 Clause 217 (1)(a7)**

*A statement of all companies in which the Council (whether alone or in conjunction with other Councils) held a controlling interest during 2018/2019.*

Walgett Shire Council held no controlling interest in any company during 2018/2019.





# Joint Ventures

## Local Government (General) Regulation 2005 Clause 217 (1)(a8)

*A statement of all corporations partnerships, trusts, joint ventures, syndicates or other bodies to which the Council participated during 2018/2019.*

Council was involved in the following joint ventures:

- Big Sky Libraries—Cooperative Library Service
- Statewide Mutual Insurance Group
- Rural Fire Service NSW
- Orana Regional Organisation of Councils (OROC)
- Namoi Local Government Group (NLGG)
- Hunter Councils Inc. – Regional Procurement Initiative
- Western Division and “C” Division of NSW Shire Association
- Netwaste
- Outback Shires Alliance
- Castlereagh Macquarie County Council
- Walgett Local Emergency Management Committee
- Lower Macquarie Water Utilities Alliance—Water Management
- Far North West Joint Organisation



# Equal Employment Opportunity

## **Local Government (General) Regulation 2005 Clause 217 (1)(a9)**

*A statement of the activities undertaken by the Council during 2018/2019 to implement its Equal Employment Opportunity Management Plan.*

Activities undertaken during the period 1 July 2018 to 30 June 2019 to ensure Council continues to apply the principles of Equal Employment Opportunity legislation;

- Continual review of Job Descriptions, Policies and Induction programs
- Monitoring of advertisements and selection criteria by General Manager to ensure advertising is non-discriminatory
- School to Work Programs to assist student transition into the workforce
- Provide assistance to employees and supervisors regarding EEO issues and grievances through Council's Human Resources Manager
- Continuation of Council's Employee Assistance Program through Converge International
- Engagement of professionals to provide counselling, support and/or mediation to staff if required
- Creation of apprentice and trainee opportunities to provide career paths in Local Government.

# Employment of Senior Staff

Local Government (General)  
Regulation Clause 217 (b)  
Clause 217 (1)(b)(i-iv)  
Clause 217 (1)(c)  
And Clause 217 (1)(c)(i-iv)

*A statement of the number of Senior Staff employed by the Council during 2018/2019, together with a statement of the total amount of money payable in respect of the employment of Senior Staff, including money payable for salary, for the provision of fringe benefits and for all other on-costs connected with their employment.*

Council employs three (3) senior staff as defined under the requirements of the Local Government Act with these being the General Manager, the Chief Financial Officer and the Director of Engineering/ Technical Services.

The total amount spent on employing these senior staff was \$1,232,330.00. This amount includes salaries, fringe benefits tax, private use of a Council vehicle and employer's superannuation contributions.

Senior staff positions and salary;

Position	Salary	House Rent (non-cash)	Motor Vehicle (non-cash)	Other	Superannuation	Fringe Benefits Tax	Total
General Manager	\$429,536.00	\$11,634.00	\$22,336.00	\$687.00	\$52,780.00	\$7,446.00	\$528,420.00
Senior Staff	\$583,087.00	\$28,038.00	\$26,987.00	Nil	\$50,641.00	\$15,158.00	\$703,910.00



# State of the Environment Report

**Local Government Act Section  
428A (1)**

## State of the Environment Report

A report as to the State of the Environment in the area, and in particular in relation to the following environment sectors;

- (i) Land
- (ii) Air
- (iii) Water
- (iv) Biodiversity
- (v) Waste
- (vi) Noise
- (vii) Aboriginal Heritage
- (viii) Non-Aboriginal Heritage

With particular reference, with regard to each such environmental sector to;

- (ix) Management plans relating to the environment
- (x) Speed Council projects relating to the environment
- (xi) The environment impact of Council activities

*See attachment (C): Draft 2017 State of the Environment Report*



# Statement of Compliance

## with Special Variations Approved Conditions

Instrument of Approval Under Section 508(2) of the Local Government Act 1993

- Special Rate Variation 2013/14 (3% Permanently Retained)

*Compliance Reporting Period: 2013/2014 to 2022/2023 (i.e. over a 10 year period)*

### **2 (II) (a) - Program of Expenditure:**

TABLE – Walgett Council's Program of Expenditure 2013/2014 to 2022/2023						
Category	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
School Bus Routes – Rehabilitation				100,000	470,000	
School Bus Routes – Upgrades		140,000	440,000	360,000		
Other Road Restoration/Upgrading Works	420,000	290,000				490,000
Total - Application – Part A – Worksheet 6 (rounded)	420,000	430,000	440,000	460,000	470,000	490,000
Attributable Actual Expenditure	420,000	430,000	440,000	460,000	470,000	490,000

SRV Income Component - Application – Part A – Worksheet 6 (rounded)	140,000	144,000	149,000	153,000	158,000	163,000
Other Income Sources Component	280,000	286,000	291,000	307,000	312,000	327,000

**2 (II) (b) - Outcomes Achieved:** The upgrading (includes restoration, rehabilitation) of various rural roads within the Walgett Shire Council local government area.



# Companion Animals and Regulation

## Local Government (General) Regulation 2005 Clause 217 (1)(f) And Companion Animal Guidelines

*Statement on activities relating to enforcing and ensuring compliance with the Companion Animals Act and Regulations (including information on pound data, data relating to dog attached, funding spent on companion animal management and activities, community education programs, strategies to promote the de-sexing of dogs and cats, strategies to comply with Section 64 to seek alternatives to euthanasia for unclaimed animals, off leash areas provided by Council area and detailed financial information on the use of companion animals fund money).*

### Companion Animals Act and Regulation

Council lodges an annual return with the Department of Local Government which shows the numbers of impounded companion animals. Key aspects of this year's return include:

- 206 dogs and 135 cats were seized, with 13 dogs and 0 cats returned to their owners.
- 107 dogs and 0 cats were surrendered
- 181 Dogs were re-homed
- 11 dangerous dogs and 135 feral cats were euthanised

Council spent \$144,676 on companion animal management related activities during 2017/2018, including the employment of a Regulatory Officer and vehicle running costs.

The vast majority of companion animals surrendered to, or seized by, Council were rehomed by volunteers from generous rescue groups who undertook regular visits to the Walgett pound to retrieve and re-home unclaimed dogs.

Council participated in conjunction with North West Vets and the RSPCA conducted two (2) de-sexing programs. In total 105 animals were de-sexed. The program delivered affordable services to residents in the Shire and was well received.



# Government Information

## Public Access Act 2009

### Government Information (Public Access) Act 2009 S125 (1)

#### *Authorised proactive release of Government Information.*

An agency must, at intervals of not more than 12 months, review its program for the release of Government Information to identify the kinds of Government Information held by the agency that should in the public interest be made publicly available without imposing unreasonable additional costs on the agency.

Walgett Shire Council's program for proactive release of information involves;

- Progression of the systems and mechanisms utilised by the organisation to increase the effective access by members of the public to information that they have a right to view, download or copy (where applicable)
- Working towards ensuring all government information is available to the public on the Council website
- Ensuring that if information is not available on the Council website that it may be accessed by other means
- Reviewing the types of information requested via Formal Access applications and via customer contact with Council's Customer Service Centre and deciding if the information should be made readily available to all members of the public.

For the period 1 July 2018 to 30 June 2019, Council received 3 Formal Applications of which access in full was granted.



# Environment Planning and Assessment Act 1979

## Planning agreements under the Environmental Planning Assessment Act 1979

*Details of compliance with and effect of planning agreements in force during the year.*

No planning agreements were entered into by Council during 2018/2019.





# Condition of Public Works

*A report on the condition of public works (including public buildings, public roads and water, sewerage and drainage works) under the control of the Council as at the end of 2018/2019 together with;*

- a. An estimate (at current values) of the amount of money required to bring the works up to a satisfactory standard*
- b. An estimate (at current values) of the annual expense of maintaining the works at that standard and*
- c. The Council's program of maintenance for that year in respect of the works.*

## Public Buildings

Work has commenced on maintenance and renewal of Council owned and controlled buildings in line with the condition reports and asset management.

## Public Roads

Council maintains a network of 2375km local and regional roads, which are made up of regional (558km), local (1817km) and urban (86km) roads. There are 426.66km of classified roads, which Council maintains on behalf of the Roads and Maritime Services (RMS). The urban network consists of 25.70 km of footpath and 77km of sealed roads. The length of sealed and unsealed roads in the Shire is 447km and 1928km respectively. Council maintains 50 concrete bridges, 1 timber bridges, 10 box culverts and 1 pipe culvert.

The cost of improvement works estimated to bring the road assets to a satisfactory condition is \$5.11 million. Kerb and gutters are considered to be in a satisfactory condition and it is estimated that it will cost \$3.87m per annum to maintain the roads in satisfactory condition.

The roads assets replacement value and written down value at 30 June 2019 was;

Assets	Replacement Value	Written Down Value
<b>Roads</b>	\$195,995,776	\$147,603,728
<b>Footpaths</b>	\$5,319,697	\$2,428,221
<b>Bridges and Culverts</b>	\$38,920,797	\$17,692,336



# Bushfire Hazard Reduction Program

*A report on the bush fire hazard reduction activities of the Council during 2018/2019 that include activities carried out under the Bush Fire Management Plan approved under the Rural Fires Act 1997.*

## Bushfire hazard reduction programs

The Bush Fire Management Committee held two meetings during 2018/2019. At these meetings, Section 52 plan, land management and reports from various agencies were discussed. Council also attended 4 Service Level Agreement meetings during 2018/2019.

The NSW Rural Fire Service provided an allocation of \$4,703.87 to assist Council with road side vegetation management and hazard reduction through vegetation slashing.

In 2018/2019 a total of \$4,703.89 was expended in relation to Bushfire Hazard Reduction Programs with the reduced amount primarily resulting from reduced vegetation growth during the current drought conditions.

2018/2019 Fire Hazard Reduction Works	
Location	Total
Burren Junction	Nil
Collarenebri	Nil
Carinda	Nil
Lightning Ridge	Nil
Rowena	Nil
Walgett	Nil
Fire Hazard Reduction	\$4,703.89
<b>Rural Fire Service Contribution</b>	<b>\$4,703.89</b>



# Tourism and Economic Development

*Economic Development activities 2018/2019:*

## **Councils Facebook Page**

The Walgett Shire Council Facebook Page and Lightning Ridge Visitor Information Centre page both managed by Council Staff continue to grow; as does out reach and active engagement. From water restrictions, council events, road works and employment opportunities posts are largely receiving positive feedback. Stories with images are performing better than standard flyers however media releases are being shared more widely. Directors are being encouraged to provide social media updates to help better communicate with the Community and provide insights as to what projects are happening at Council.

## **Weekly Bulletin**

The bulletin has seen a 10% growth in the last 12 months. We have also increased our conversion to the website through the bulletin which means the community are seeing more of our content.

## **Meet & Greet Nights**

The Walgett Visitor Centre provided 20 information packs for the Walgett CWA's *Welcome to Walgett* night on Wednesday 27th February 2019. Packs contained Community Directories, Maps, Tourist Information, Postcards, Stickers and information from Council's Planning & Regulatory Team. The Walgett Library also provided information and books.

## **2018 Walgett Bulldust to Bitumen Festival**

Held from July 30 to August 7 the 2018 Walgett Bulldust to Bitumen Festival was a great success. A 9 day celebration of 16 activities, 11 workshops and 3 art exhibitions. Participation rates for the majority of the workshops exceeded all expectations. 6 new activities and 7 new workshops were introduced to the itinerary. Networking with the local businesses, schools community and sporting groups have proved to be very successful, particularly in relation to the Walgett Community College and TAFE Campus.

## **Walgett Shire Newsletters**

The Walgett Shire Newsletter continues to be distributed throughout the Walgett Shire on a quarterly basis. The focus has moved away from providing contact details and information on Council assets and service towards keeping residents up to date on past, current and future projects that directly affect their community. All departments within Council are requested to provide content for the Newsletter. Approximately 3000 copies are printed and mailed to all residents within the region. The document is also available on the Council website, via the Weekly Bulletin and Facebook page.





# Aboriginal Culture and Linguistically Diverse Promotions

*Details of programs undertaken by the Council during 2018/2019 to promote services and access for people with diverse cultural and linguistic backgrounds.*

Council remains committed to building on the cultural diversity and uniqueness of our Local Government Area and the broad cross section of people who reside within communities. Council regards our diversity as a strength, an opportunity to share, recognize, learn and celebrate with our families from culturally diverse backgrounds. During the last year many elements and hurdles have tested our resilience of our communities, environment, social and health and well-being throughout the ongoing drought, and the lateral effects this impacts on families, work options and state of mind. Again and again the people of the Walgett Shire take on enormous challenges and seemingly gain strength and defy the negatives displaying a resilience to the hard times and the social acceptance to work together for improved outcomes.

Council's Aboriginal Liaison and Community Development Officer supported by our community development team facilitated a multitude of community focused events and supported initiatives delivered by the community services, library and youth development teams. Our teams/ staff facilitated meetings, workshops and initiatives addressing community needs, acknowledgments, celebrations and recognition. Our community development team encourages and promotes "community led" events and many social and educational events implemented throughout the year and the success from such, is due to collaboration, same page objectives and working to a common goal.

Council understands with our significantly multi-cultural communities many individuals may face issues in relation to access to services and participating in the wider community. This is where our teams have strategically focused on in 2019 providing equitable, accessible services, facilities and activities for the whole community. Across the Shire programs delivered recorded increased numbers throughout, more family participation, an increase in services provider support, increases success in seeking funding grant for transportation of our residents to improve accessibility to all.

The Community Services teams played a lead role in the 2019 NAIDOC celebrations and recognition events throughout our Shire initiating the formation of "working group committees" to deliver to community and embrace the NAIDOC theme for 2019 *VOICE. TREATY. TRUTH. LET'S WORK TOGETHER FOR A SHARED FUTURE*. This theme acknowledges that Aboriginal and Torres Strait Islander peoples have always wanted an enhanced role in decision-making in Australia's democracy. By acknowledging the land we live and work on as that of the first peoples, respecting, embracing, sharing and promoting the Aboriginal cultural significance our LGA holds we can work together and move forward as one. All communities NAIDOC, Sorry Day, International Day of First Peoples, Reconciliation Week and more events across the communities were planned and delivered in partnership with community – for community and have been hailed as the biggest to date. Council recognizes the importance of cultural events in building social capital and strengthening relationships with a diverse community incorporating people from CALD backgrounds with massive Harmony Day celebrations across the Shire, participation was increased again on last year. A range of initiatives and recognition events staged at three different communities recording significantly high attendance by the wider community. Council will continue to identify diversity as a viable and key strength of our Local Government Area and strive to implement inclusiveness for all residents, visitors to our Shire, we are a unique and diverse LGA..... Let's continue to promote and build on that strength in the years ahead.





# Human Resource Activities

*A statement of the Human Resource activities undertaken by Council during 2018/2019.*

The major human resource related activities undertaken within the Organisation during the 2018-2019 period included:

- Industrial and Employee Relations
- Recruitment, selection and induction
- School to Work Program
- Consultative Committee administration
- Equal Employment Opportunity
- Training and development programs
- Salary Administration and Job evaluation
- Workplace Health and Safety
- Workers compensation, Injury management and rehabilitation

Medical providers contributed to the management of workplace injuries and illness through the provision of expert medical advice and, pre-employment health assessments.

## Work Health and Safety

The major Work Health and Safety related activities undertaken within the organisation from 1 July 2018 to 30 June 2019 included:

Reviewed / updated:

- Drug and Alcohol Policy
  - New Trainee Plant Operator Log Book
  - Smoking Policy and Procedure
  - Renewed Council's EPA licence to sell and process radioactive apparatus
  - Asbestos Policy
- 
- Developed a new Contractor Induction package
  - Completed Fire Extinguisher Training Course
  - Completed PathTech Drug Test Course
  - Conducted on-site training for workers in Traffic Control, Risk Assessment and SWMS
  - Commenced regular yard meeting for all outdoor staff
  - Developed safety rail/ladder system for Collarenebri Raw Water Tower
  - Completed required Statecover audits
  - Conducted ticket and licence checks
  - Conducted contractor compliance checks
  - Conducted Risk Assessment Training Lightning Ridge and Collarenebri staff
  - Provided worker on foot training for workers and contractors

### Workers Compensation, injury management and rehabilitation

The Work-Health and Safety Officer and Rehabilitation Co-Ordinator, in conjunction with the Human Resources Manager, provides advice, guidance and support to managers, supervisors and employees to help prevent injury or illness related to work activities. Where injury or illness did occur assistance was given to assist in a timely and safe return to pre-injury duties.

Appropriate controls were actioned to return injured workers to the workplace and to prevent further injury.

Where injury resulted in a claim for workers Compensation the claims were proactively managed in line with Council's obligations under the legislation.

Medical providers contributed to the management of workplace injuries and illness through the provision of expert medical advice and pre-employment health checks.

### Industrial Relations

Support and guidance was provided to managers, supervisors and employees during performance management, disciplinary and industrial matters to ensure procedural fairness and effective outcomes were achieved. Advice and guidance was provided to managers, supervisors in regard to the Local Government (State) Award 2017 and legislation surrounding employment.

### Health and Safety Committee

The Health and Safety Committee is representative of the broader workforce and considers issues relating to the Work Health and Safety Act 2011. The committee met on Five (5) occasions during 2018/2019 financial year.

### The Consultative Committee

The Consultative Committee is representative of the broader workforce and considers issues relating to the Local Government (State) Award 2017. The Committee met on two (2) occasions during the 2018/2019 financial year.

### Recruitment, selection and induction

The turnover rate for the period 01 July 2018 to 30 June 2019 was 17.14% using the 'all in approach', down by 4.29% from the period 1 July 2017 to 30 June 2018. Council continues to implement flexible working conditions, training and development opportunities, corporate uniform, salary packaging and subsidised housing rental to support the recruitment, retention and development of suitable staff.

Recruitment activity for the period 01 July 2017 to 30 June 2018 totalled 28 new appointments. Council continues to recruit, develop and train employees engaged through traineeships and apprenticeship employment options. Council has four (4) trainees completing qualifications in Business Administration, Accounting, Plant Operator and Horticulture and one (1) Apprentice mechanic.

In managing recruitment, selection and induction processes, Council was cognizant of the application of fair and equitable processes and maintenance of the principles of merit and Equal Employment Opportunity.

## School to Work Program

Walgett Shire Council continued the School to Work Program in partnership with Walgett Community College, Collarenebri and Lightning Ridge High Schools. This program was introduced to assist students in choosing a career path within Local Government. Students are assigned to a 'buddy' to assist them whilst at work and are offered training and development to improve their skills. Five (5) students participated in the program for the 2018/2019 financial year.

Participants have been placed at the Walgett Library, Community Services, Council's Walgett Depot (Store) and Parks & Gardens.

## Training Programs

Council continues to encourage employees to participate in training and development. During the period 2018/2019 Council expended \$200,329.13 including outdoors staff wages costs on training, accommodation, travel and registration expenses. An additional amount of \$19,617.91 was expended on conference attendance and travel to assist staff to improve their skills and remain up to date with legislative requirements.

*Training included but was not limited to:*

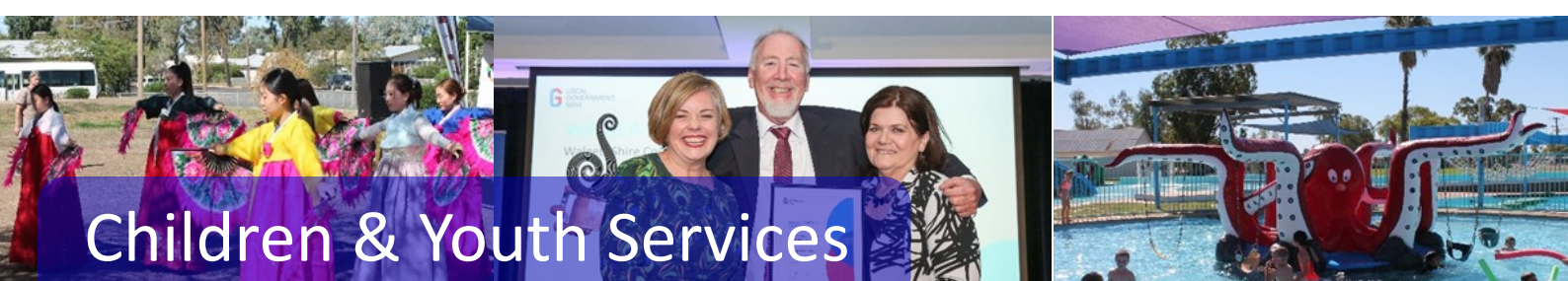
- RMS Traffic control tickets – Traffic Controller, Implement Traffic Control Plans and Prepare a work Zone Traffic Management Plan
- Roadside Vegetation Workshop
- Certificate IV Accounting
- Confined Spaces
- Certificate IV Business Administration (Traineeship ongoing)
- Certificate IV Business Administration (Completed)
- Playground Safety Inspections
- Drug & Alcohol awareness
- Contractor Risk Management Forum
- Microsoft Word & Excel (Basic, Intermediate & Advanced)
- Dangerous Dog Handling
- Contract management essentials
- Automotive Mechanical Apprenticeship (Completed)
- First Aid
- ATO Single Touch Payroll
- Workers on Foot Training (in house)
- Bushfire Prone areas course
- Diploma of Business (Governance) - Ongoing
- Fringe Benefit Tax (FBT)

- Employee induction day
- Spatial Services
- Chemical Certificate (refresher & initial)
- Certificate III Horticulture (Traineeship—Ongoing)
- Work near power lines
- Work at Heights
- Financial Reporting workshops
- Manage a Local Government Project
- Heavy Vehicle Inspection course
- Defibrillation Training
- GIPA Training
- Certificate III Water Operations (Traineeship— completed)
- Engineering Annual User group conference (reflect)

#### Salary Administration

The Human Resources Manager administered the salary system on behalf of the entire organisation to ensure compliance with Local Government (State) Award 2017. A number of position descriptions were revised and processed through the Mercer Evaluation System to ensure appropriate grading.





# Children & Youth Services

*Details of programs undertaken by the Council during 2018/2019 to develop and promote services and programs that provide for the needs of children.*

Our community and youth development sections key objective is focused on building the capacity of our residents and maximizing opportunities for the community to improve their quality of life whilst embracing their own culture and social diversity. Council continues to demonstrate its commitment to youth and young people as our future leaders within the LGA.

Lead by the Youth Development Officer, four team leaders and 12 youth staff our centers and programs continue to engage youth and young people in meaningful ways. We partner with local schools, sporting bodies, Walgett PCYC in many programs, which works two fold in access and support /funding opportunities and the ability to capture and engage as many young people as we can. Other organizations across our communities also support youth programs through health and well-being, social and emotional programs and physical, active initiatives. Council continued to demonstrate best practice regarding engagement and development of young people throughout our communities with high participation numbers at Youth Centers and Vacation Care service offered by Council across the Shire. Council's strategy of positive engagement of young people through diversionary, leadership and empowerment opportunities were highlights of another outstanding year in the delivery of youth services.

Amazingly for the thirteenth consecutive year since 2007, our Youth Week Program was nominated as top five finalists in all four categories relating to the 2019 NSW Youth Week. The categories included: 2019 NSW Best Small Council with the Most Outstanding Youth Week Program, Best Local Youth Week Program, and Council with the Best On-Going Commitment to Youth Week Programs .

Walgett Shire was named winner of two of the four state categories **Best NSW Local Youth Week Program 2018** and the prestigious **Best On-Going Commitment to Youth Week Programs**, again demonstrating strategic sustained quality delivery and best practice in service delivery to youth and young people. Partnerships and collaboration is key to success and we are fortunate to have partnered with 24 organizations in the delivery of YOUTH WEEK 2019. Refurbishments and upgrades have also taken place across youth centers during this year and supported by new playground equipment in parks across the Shire, eventually a new PCYC facility and also Youth Centre in Lightning Ridge, youth and young people will continue to be a priority to Council.

Annual programs focused on youth, Children's Week, International Youth Day, Youth Education Week and others were rolled out to all across communities. Young people played key roles in performances at community events across the Shire showcasing the ability and skills of our count and young people. Due to the ongoing drought and heat waves Council successfully received a grant submission for several Pool Programs targeting engagement and education. The Beat the Heat program was rolled out for the third successive year with outstanding participation numbers and will again be offered during the 2019 summer period. The Youth Council also has sustained its ability to offer young people a voice at local government level with 9 meetings staged throughout the year. Every year the Youth Council evolves, new youth, new ideas, and new direction. It is this that has assisted in the continued recognition at such a high level. The Youth Council is regarded as the "peak body" representing youth and young people in our LGA continues to play a vital role in offering our young people opportunities to have an effective voice that is supported by Council and the youth and community development team.

Council was successful in obtaining several external grants for youth programs, arts, talent and travel and accessibility during the year and this the broader community which supported engagement, awareness and information programs across the Shire.



## Library Services

The Shire Libraries in both Lightning Ridge and Walgett along with deposit stations in Burren Junction and Collarenebri have had a significant increase in memberships and are important central hubs for people in the local community to get together and interact. (current members 1620)

Our Libraries continue to provide space and support of the library staff for community programs, workshops, exhibitions and meetings reflecting and responding to the locals needs.

In Walgett the community garden continues to thrive which and is enjoyed by the local community and visitors to the area. Big Sky Libraries are eSmart Libraries offering a wide variety of eLibrary resources available to its members, free of charge 24/7.

These resources include eBooks, eAudio, eMagazine, movies, data bases and State Library resources which can be accessed anywhere, anytime, with an internet connection. Our libraries also offer books, newspapers, magazines and DVD's that reflect the community needs and aspirations and engage the community in shaping library services.

You can use our computers to access the internet and Microsoft Office, plus printing, scanning facilities and free wifi is available at both branches.

Also available are free programs and resources ranging from early childhood, community interest, education, literacy, and recreational programs that cover a multitude of interests and topics suitable for everyone.

The Library facilities continue to be popular with the youth using the library after school and during the school holidays. During the school holidays we have been running a program called "Kids in the Library" using talented local people to teach workshops. So far we have hosted pottery, cupcake decorating, story writing, and water color painting and photography workshops.

The knitting and coffee club continues to grow and is a popular social activity for our senior community. They have donated knitted articles to Care for Street Kids, St George Hospital – Special care unit and Stewart House. The Walgett Art Group continues to thrive, holding exhibitions, workshops and fundraising for local organisations.

Book club is held once a month and continues to grow with 18 regular members that enjoy book discussions, meeting new people and getting involved in the community.

During NAIDOC week both libraries promoted and attended events giving away books on history, culture and achievements of Aboriginal and Torres Strait Islander people.

Home Bound services are growing and popular with local residents in hospitals and aged care facilities that are unable to access the library in person.



# Health and Wellbeing

Health and Wellbeing is a vital element social welfare. Throughout the year the ongoing drought has continued to test resilience of our residents and the Shire has committed to offering a range of programs targeting improved understanding and awareness in relation to health and wellbeing.

Council has supported, initiated and advocated for a wide variety of programs and initiatives in collaboration with service providers throughout the Shire, region and on a State level.

Council and community partners have delivered a series of Mental Health and Wellbeing training programs throughout the Shire with 45 residents participating and gaining certificates of competency in Mental Health First Aid.

Council promotes healthy options at all our youth centers with snacks and drinks all approved within health and safety guidelines of food for young people and endless supply of fresh drinking water available.

Council staff are members of several well-being focused groups throughout the Shire. The recent recognition of suicide prevention and awareness group within Walgett, Two Rivers Suicide Prevention Group, was supported by Council in the erection of a monument in Apex Park, a place for those touched by loss of life through suicide to visit and acknowledge the ones lost.

Council staff members continued presence at the local Interagency 's of Walgett, Lightning Ridge and Collarenebri has assisted in the formation and continued funding support through the Australian Drug Foundation to maintain our local level CDATS (Community Drug Action Teams).

Council works in collaboration with local health services and life style groups in promotion of healthy lifestyles and wellbeing on a regular basis. Walgett PCYC are key partners in delivery of sports and activity focused programs for all community.

Walgett Aboriginal Medical Service and NSW Health partner in many youth and community focused initiatives, striving to improve health outcomes of our residents.





# Community Capacity Building

Community capacity building is about promoting the 'capacity' of local communities to develop, implement and sustain their own solutions to problems in a way that helps them shape and exercise control over their physical, social, economic and cultural environments.

Council plays a key role in providing, supporting and encouraging capacity building opportunities throughout the Shire. Capacity building through engagement, educational and awareness opportunities is essential in building and supporting our community for the better.

Services to our diverse communities include engagement and facilitation of exceptionally well attended senior's events across the three larger communities. Events included Health Checks, Technology focused awareness, healthy eating and Accessibility to local community services and programs. We celebrated the value and role in the community our seniors play and promote inclusiveness in programs and opportunities. Several visits, afternoon excursions from youth center children to the Hospital wards at Collarenebri raised the spirits of those admitted and strengthened intergenerational relationships across community.

Memory Van visits to community again recorded high numbers of participants, aiding in Mental Health, promotion of suicide prevention and awareness and staff in key roles on committees has also been in place throughout the year.

Walgett Shire Youth Council continues to provide our Youth with a voice in Local Government, the group is regarded as the peak body for issues and relations regarding our Shires youth and young people.

Councils graffiti day initiatives throughout the Shire also engaged many youth and community members and focused on "beautification of our townships".

Inclusiveness at community Harmony and International Women's Day, White Ribbon Day, Domestic Violence Week, Drug action week events across the three larger townships of Lightning Ridge, Collarenebri and Walgett.

Council continues to support, facilitate and promote National recognized events in relation to community health, wellbeing and social inclusion. Participation for all the mentioned events continues to grow every year.

The formation of community working groups aids in delivery and planning and offers community members genuine input into what is to be delivered to community- for community, building capacity and showcasing the strengths of individuals.

Council, through the Community services department liaise and consult with Aboriginal groups and representatives from culturally diverse backgrounds on a regular basis in the strengthening of relationships in building a better community for all.



## Access and Equity

# Lightning Ridge Black Opal Country



*A report on the Council's performance in relation to access and equity to meet residents needs outlined in Council's Delivery Program undertaken in 2018/2019.*

Council recognises the importance to provide all residents with equal access and equity opportunities and activities that meet residents' needs and expectations. Council is committed to be recognised as a listening council and connected to its residents. Council meets these needs by;

- Formally adopting a Disability Inclusion Action Plan
- Consulting and communicating decisions effectively through Council's website, media releases and information flow to Precinct Committees and Community Working Parties
- Providing opportunities for the public to address agenda items at Council meetings
- Strengthening and maintaining the community's involvement in the delivery of services through a transparent process of networking and partnerships
- A consultation framework that promotes and values engagement with all community sectors
- Providing opportunities for residents to have input into programs and initiatives facilitated by the youth and community development team
- Ongoing audit and assessment of Council facilities



# Category 1 Business Activities & Statement

*A list of the Category 1 Business activities of the Council.*

Council's significant business activities are as follows:

- Category 1 (annual sales turnover \$2 million and above)

Walgett Shire Council does not have any Category 1 Business Activities.

*A statement of expenses, revenues and assets in relation to each Category 1 business activity.*

Council does not have any Category 1 business activities.



# Category 2 Business Activities

**Local Government (General)  
Regulation 2005  
Clause 217 (1)(d)(iii)**

*A list of the Category 2 business activities of the Council.*

The following business activities have been identified as Category 2 Businesses (annual sales turnover less than \$2 million):

- Council has two (2) business activities declared as Category 2 business activities with total annual operating revenue less than \$2 million. These businesses units are Walgett Shire Water Services and Walgett Shire Sewerage Services as contained Special Purpose Financial Report attached to the Annual report.



# Implementation of Competitive Neutrality

*A summary of the progress of the Council in implementing the principals of Competitive Neutrality.*

The disclosure requirements are reflected in Council's pricing and financial reporting systems and include taxation equivalents, Council subsidies, rate of return on investments in business units and dividends paid.

## Competitive Neutrality Pricing Requirements

*A statement as to whether the Competitive Neutrality requirements have or have not been applied to each Category 1 business activity of the Council.*

Council does not have any Category 1 Business Activities.

## Complaint Handling Mechanism for Competitive Neutrality

*A statement regarding the establishment of a complaints handling mechanism for Competitive Neutrality complaints, and as to the manner in which the Council publicises and makes the mechanism known to the public.*

In July 2016 Council implemented a new Customer Action Request system called EnviroCAR. This online service request system allows members of the public and also Council staff to lodge requests/complaints for a variety of service needs such as road maintenance, animals, parks and gardens, building enquiries, rates etc.

With EnviroCAR implemented a new streamline process is now in place with comprehensive workflow and reporting capabilities, customer notifications via SMS, e-mail or letter and integration into Councils existing corporate systems.

Members of the public can access this system by navigating to Councils website at [www.walgett.nsw.gov.au](http://www.walgett.nsw.gov.au) and selecting Customer Request from the quick link button on the right hand side of the website or alternatively you can call Council on (02) 6828 6100 and submit one over the telephone.

Council has adopted a Complaints Management Policy which would also respond to complaints in relation to Competitive Neutrality.

## Summary of Competitive Neutrality Complaints

*A summary of Competitive Neutrality that have been made against the Council during the year (including details of the number of complaints received and the subject matter or nature of the complaints) and a statement as to the outcome of those complaints (including details as to the number of complaints disposed of during the year and the number still outstanding at the end of the year).*

No complaints in relation to Competitive Neutrality have been made against the Council in 2018/2019.



# Privacy and Personal Information Protection Act

*The annual report of each public sector agency must include;*

- a. A statement of the action taken by the agency in complying with the requirements of the Act;*
  - Council has adopted an Internal Reporting Policy under the Public Interest Disclosure Act 1994. The Policy details the actions and processes for making a disclosure under this legislation
- b. Statistical details of any review conducted by or on behalf of the agency under Part 5;*
  - No reviews were undertaken by Council under Part 5 of the Act.