



WALGETT SHIRE COUNCIL



2012/2013

Annual Report

Foreword – Mayor G.A. (Bill) Murray

This Annual Report is the first for Council under the Integrated Planning and Reporting (IP&R) framework and incorporates information on the extent to which Council has achieved the strategies outlined in the Community Strategic Plan (CSP).

The CSP represents the Communities priorities for the development of future budgets and works programs with the report on the Delivery Program outcomes recording the level of success which Council has had in achieving these.

During 2012/2013 the Council has maintained its focus on maintaining and improving road infrastructure. Following three (3) major floods in the last three (3) years, the Council's works staff have undertaken an extensive flood damage works program amounting to \$9,358,000. The scale and extent of flood damage across the shire was extensive and also provided opportunities for a large number of private contractors to undertake this work.

In addition to flood damage works, the Council undertook a number of significant capital works including the Wangan Bridge replacement \$693,000, resealing of the Walgett Aerodrome runway \$574,363 and refurbishment of 1.7km of the Walgett levee. A total of 100,000 m² of resealing and 20km of shoulder grading work was undertaken on State Highways.

The Council adopted a proactive position with the Local Government Reform process and participated with Brewarrina and Bourke Councils in developing a response to the reform objective of increasing local government efficiency and co-ordination in the delivery of services to our respective communities. The formation of a Sec 355 Committee across the three (3) Councils to identify and develop opportunities for resource sharing is well advanced and Council is committed to this initiative.

The Council continued to direct significant resources into its community service areas and is recognised as a leader and innovator of youth services in N.S.W. Council also participated and supported the multicultural community across a range of activities and programs. The Healthy Communities Program commenced a range of programs and activities directed at improving the health and well being of our community and these continue to be well received and supported by the community.

During the year, the Council continued to progress the establishment of a PCYC in Walgett. Whilst Walgett was not successful in obtaining funding for a stand alone facility, funding of \$250,000 has been allocated for the establishment of a PCYC in the Walgett High School Hall. Additional funding has been allocated for a Manager and Police Officers and Council together with the Police and Connected Communities expect the project to come to fruition in the first half of 2014.

The Library extension was completed which approximately doubles the area of this well utilized Community facility. The project cost was \$324,000 with the State Library providing a grant of \$200,000 towards the total project cost.

In closing, the Council is continuing to progress its programs and activities under the IP&R framework and to develop Long Term Financial Plans to respond to its objectives and strategies. I would also acknowledge the work of my fellow Councillors, General Manager Don Ramsland and Council Staff for their contribution to the outcomes achieved by Council in 2012/2013.

G.A (Bill) Murray
Mayor

STATUTORY ANNUAL REPORT

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Your Council

The current Council was elected on 8 September 2012 for a term of four (4) years. Two new Councillors Cllr Michael Taylor and Cllr Darryl Cooper were elected.



Mayor Bill (Gustavus) Murray
WALGETT



Deputy Mayor David Lane
LIGHTNING RIDGE



Councillor Ian Woodcock
LIGHTNING RIDGE



Councillor Lawrence Walford
LIGHTNING RIDGE



Councillor Jane Keir
COME BY CHANCE



Councillor Robert Greenaway
ROWENA



Councillor Michael Taylor
LIGHTNING RIDGE



Councillor Manual Martinez
LIGHTNING RIDGE

Cllr Kelly Smith was a Councillor until 30 September 2012 with there being one (1) vacancy following the death of Cllr G. (Dick) Colless in April 2012.

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Council Senior Management



Don Ramsland – General Manager



Stephen Holland – Director Corporate Services



Matthew Goodwin – Director Planning and Regulatory Services

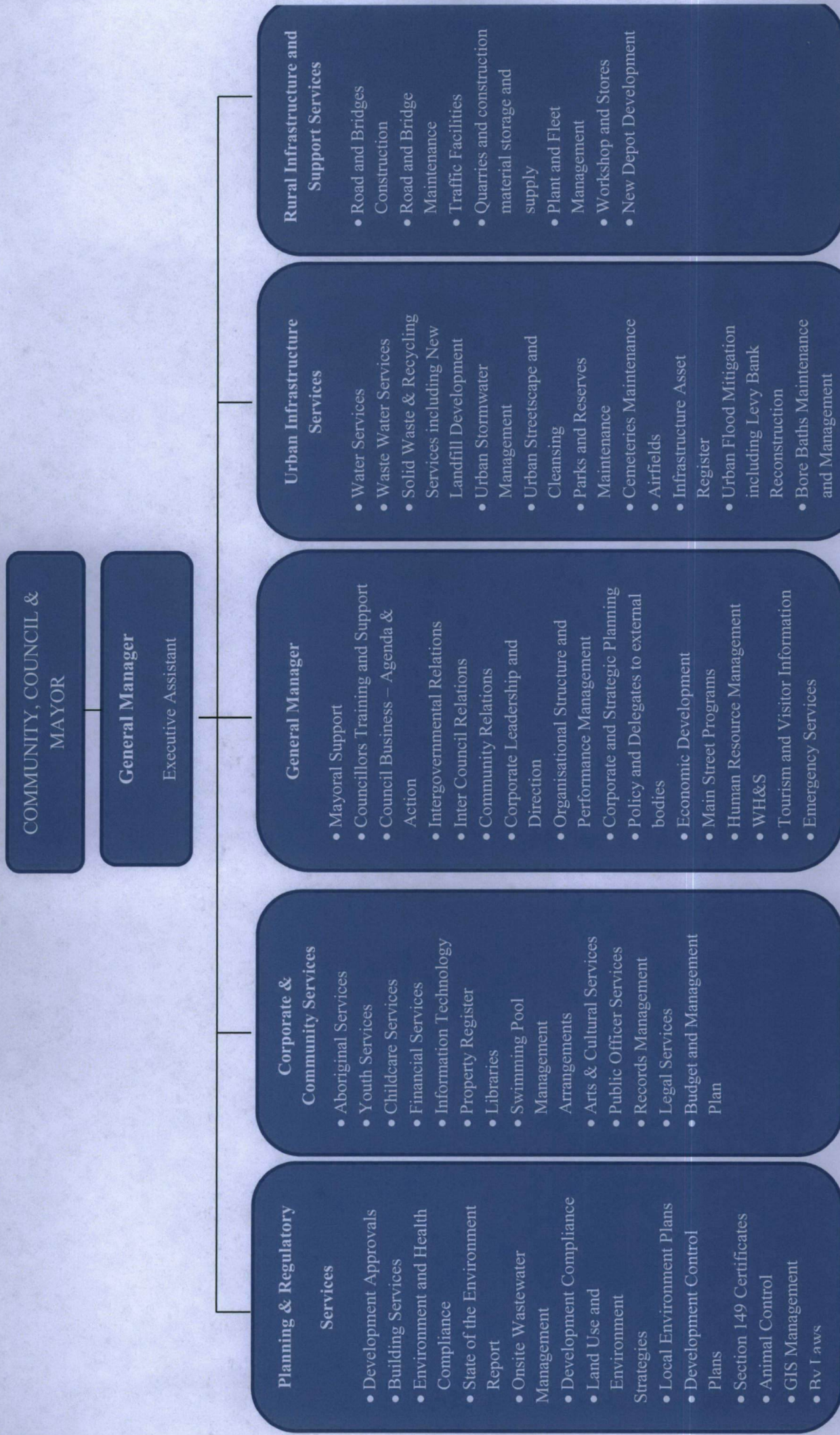


Raju Ranjit – Director Engineering Services



Prafulla KC – Acting Director Urban Infrastructure Services

Walgett Shire Council Organisation Chart



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Snapshot of Significant Achievements in 2012/2013

- A review of the Community Strategic Plan with the "Speak Up" campaign providing the means for the community to have a high level of participation in the process.
- A continuing review of the key functional level areas of Council's operations by the Audit and Risk Management Committee resulting in structural changes to key areas such as stores and property administration.
- Implementation of a User Pays system for water with the introduction of water billing from 1 July 2012.
- Commencement of programs and activities under the Healthy Communities programs across the Shire.
- Allocation of funding for the commencement of design and scoping for main st improvement programs in Walgett, Lightning Ridge and Collarenebri.
- Progressing the investigation into raising the Walgett Weir to enhance water security and access for water sports.
- New boat ramp completed on the Barwon River at Collarenebri
- Substantial completion of flood damage repair program across the Shire.
- Resealing program on State and Regional roads.
- Replacement of the Wangan Bridge.
- Resealing of the Walgett Airport runway.
- Installation of a new sewer dump point at the Burren Junction bore baths.
- Completion of the extension to the Walgett Library

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Local Government Act Section 428 (4)(a)

Financial Information

A copy of the Council's audited financial reports.

See Attachment (A): Financial Statements.

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Local Government Act Section 428 (1)

Principal Activities – Delivery Program

A report on the Council's actual performance of its Principal Activities during 2012/2013 against the Actions detailed in the Delivery Program.

See Attachment (B): 2012/2013 Principal Activities – Delivery Program

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Local Government (General) Regulation 2005
Clause 132

Rates and Charges Written Off

Rates and Charges written off by Walgett Shire Council during 2012/2013.

Description	Amount
Rates – Pension Rebates (S 356 Local Government Act 1993)	\$72,163.47
Rates – Donations (S 356 Local Government Act 1993)	\$21,757.45

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Local Government Act Section 428 (4)(b)

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

Overseas Travel

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 2012/2013 by Councillors, Council Staff or persons representing Council.

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

Mayoral and Councillor Fees

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 2012 to 30 July 2013. 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	Councillor Allowances	Office Expenses	Travel & Accommodation	Interstate visits	Totals
Gustavus (Bill) Murray (Mayor)	\$19,115	\$2,384	\$8,551	\$0	\$26,766
David Lane (Deputy Mayor)	\$11,729	\$2,568	\$427	\$0	\$16,561
Ian Woodcock	\$9,327	\$5,252	\$1,464	\$0	\$20,929
Robert Greenaway	\$9,327	\$2,196	\$153	\$0	\$11,676
Jane Keir	\$9,327	\$2,134	\$104	\$0	\$11,565
Manuel Martinez	\$9,327	\$1,939	\$150	\$0	\$11,416
Lawrence Walford	\$9,327	\$990	\$0	\$0	\$10,317
Michael Taylor	\$6,813	\$2,407	\$322	\$0	\$12,056
Darryl Cooper	\$6,813	\$450	\$0	\$0	\$8,656
Kelly Smith (1/7/13 – 30/9/12)	\$851	\$360	\$181	\$0	\$1,393
Total	\$91,956	\$28,680	\$11,352	\$0	\$131,335

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Local Government (General) Regulation Clause 217 (1)(a2)

Contracts Awarded

Details of each contract awarded by the Council during 2012/2013(whether as a result of a tender or otherwise), other than:

a) employment contracts (that is, contracts of service but not contracts for services), and

b) contracts for less than \$150,000 or such other amount as may be prescribed by the regulations for the period 1 July 2012 to 30 June 2013.

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 under the contract.

Name of Contractor	Goods/Services	Amount
D & G Lane Earthmoving	Operation of Lightning Ridge Waste Management Centre	\$218,762
RA & ES Yeomans Engineering	Operation of Lightning Ridge Waste Management Centre	\$375,259
Batterline Earthmoving	Levee Bank Upgrade	\$509,121
Brownrite Building Group	Walgett Library building works	\$304,359
BHC Plumbing	Aboriginal Village/Community water & sewer maintenance & repair (under different tender process)	\$265,204

Council utilises a number of group contracts facilitated by the Regional Procurement Group for services such as supply of aggregate and re-sealing works.

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Local Government (General) Regulations Clause 217(1)(a3)

Legal Proceedings

A summary of the amounts incurred by the Council during 2012/2013 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 if progress of each legal proceeding (if it has been finalised) the result, for the 12-monthly period 1 July 2012 to 30 June 2013.

Council incurred \$135,723 in legal costs in 2013/2013, comprising \$133,317 for rates collection which is recoverable as a charge on the rateable property. The balance of \$2,406 involved general legal costs for such matters as contract preparation.

An amount of \$15,495.22 in legal costs was incurred in relation to the Workcover investigation into an incident at the Lightning Ridge Bore Baths on 29 August 2011. These costs are reimbursable by Council's insurers.

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Local Government Act Section 67(3)

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

Private Works

Details or a summary of resolutions made during 2012/2013 under section 67 concerning work carried out on private land and details or a 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 2012/2013.

Council received \$28,756 for private works carried out in 2012/2013, with an expenditure of \$21,133.

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

Contributions

The total amount contributed or otherwise granted under Section 356.

Council contributed a total of \$557,090 under Section 356 of the Local Government Act 1993. The expenditure is listed in the table below.

<i>Organisation</i>	<i>Donation</i>
Glengarry Grawin Sheepyards Miners Association	\$25,500
Burren Junction Pool	\$20,000
Lightning Ridge Pool Complex	\$350,000
Lightning Ridge Opal Queen	\$6,000
Lightning Ridge Jewellery Design Award	\$3,500
Lightning Ridge Visitor Information Centre	\$104,286
Fees & Charges Rebates, Local Churches	\$21,804
Barwon Group CWA Medical Scholarship Scheme	\$3,000
Clr Geoffrey 'Dick' Colless Scholarship	\$8,000
Lightning Ridge/Walgett Housing Subsidy – Medical Practitioners	\$15,000
Total	\$557,090

Council also contributed a further \$8,572 of grants under its Community Assistance Scheme to another 13 organisations listed below.

<i>Organisation</i>	<i>Donation</i>
Walgett Preschool & Long Day Care Centre	\$1,500
Lightning Ridge Diving Corporation	\$500
Lightning Ridge Arts & Crafts Corporation	\$500
Yawarra Meamei Women's Group	\$500
Lightning Ridge Opal & Fossil	\$500
Collarenebri Jockey Club	\$500
Lightning Ridge Community Radio	\$1,000
Country Women's Association Walgett Branch	\$500
Country Women's Association Goodooga/Lightning Ridge Branch	\$1000
Lighting Ridge Gymnastics Club	\$268
Collarenebri Rodeo Inc	\$1,300
Barwon Aboriginal Corporation	\$204
Royal Flying Doctors Service	\$300
Total	\$8,572

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

External Bodies

A statement of all external bodies (such as County Councils) that during 2012/2013 exercised functions delegated by the 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 \$93,452 (ex GST) to the County Council for its services.

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Local Government (General) Regulation Clause 217(1)(a7)

Controlling Interest in Companies

A statement of all companies in which the Council (whether alone or in conjunction with other Councils) held a controlling interest during 2012/2013.

Walgett Shire Council held no controlling interest in any company during 2012/2013.

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

Joint Ventures

A statement of all Corporations' partnerships, trusts, joint ventures, syndicates or other bodies to which the Council participated during 2012/2013.

Council was involved in the following joint ventures:

- North West Slopes and Plains Cooperative Library Service
- Statewide Mutual Insurance Group
- Northwest Weight of Loads 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

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Local Government (General) Regulation Clause 217(1)(a9)

Equal Employment Opportunity

A statement of the activities undertaken by the Council during 2012/2013 to implement its equal employment opportunity management plan. .

Activities undertaken during the period July 2012 to June 2013 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
- Continued development of 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.

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Local Government (General) Regulation Clause 217(b)

Clause 217(1)(b)(i-iv)

Clause 217(1)(c)

And Clause 217(1)(c)(i-iv)

Employment of Senior Staff

A statement of the number of senior staff employed by the Council during 2012/2013, 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 Director Corporate Services and the Director Engineering Services.

The total amount spent on employing these senior staff was \$514,953. This amount includes salaries, fringe benefits tax, private use of a Council vehicle and employer's superannuation contributions.

Senior staff positions and salary:

Position	Employment Cost
General Manager	\$181,408.08
Director Corporate Services	\$176,016.87
Director Engineering Services	\$179,227.88

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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 environmental 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) special Council projects relating to the environment*
- (xi) the environment impact of council activities*

See Attachment (C): 2012/2013 State of the Environment Report

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Local Government Act Section 508 (2) and Section 508A

Statement in Compliance with Special Variations Approval Conditions

No applications for Special Rate Variations were made by Walgett Shire Council for the 2012/2013 Financial year.

Application was made for a Special Rate Variation of 3% to be effective from 2013/2014 Financial Year. Additional revenue from the Special Rate Variation will be allocated to funding Council's proportion of a "Betterment" program for road improvements.

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

Companion Animals Act and Regulation

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 desexing of dogs and cats, strategies to comply with section 64 to seek alternatives to euthanasia for unclaimed animals, off leash areas provided in the Council area and detailed financial information on the use of Companion Animals fund money).

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:

- 181 dogs and 127 cats were seized
- 147 dogs and 2 cats were surrendered
- 63 dogs were released to their owners and 49 were re-homed
- 216 dogs and 129 cats were euthanased

In 2012/2013 Council spent \$172,588 on companion animal management related activities, including the employment of a casual Regulatory Officer \$94,788. Council participated in the RSPCA Companion Animal Welfare Scheme (CAWS) again at a cost of \$8,000, which was very well received and attended. The scheme included education sessions for school children, desexing and micro-chipping programs for dogs.

The majority of companion animals surrendered to, or seized by, Council were euthanased. Toward the end of the period volunteers from Riverina Rescue undertook visits to the Walgett pound, to retrieve and re-home unclaimed dogs. The work by The Riverina Rescue was the main factor which resulted in the unusually high rate of re-homing noted above (49 dogs). It is expected that the 2013/2014 report will record higher rates of re-homing and less euthanasing of animals.

Council sponsored the RSPCA's Community Animal Welfare Scheme which provide subsidised de-sexing and micro-chipping of dogs to low income earners. The scheme has operated each year in Walgett Shire since 2006. Since the commencement of the scheme, there has been a substantial decline in the number of unwanted and seized dogs passing through the Walgett Pound.

Council did not access any money from the Companion Animals Fund during the period.

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

Government Information (Public Access) Act 2009

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 and that can be made publicly available without imposing unreasonable additional costs on the agency.

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

- Continual improvement of the systems and mechanisms utilised by the organisation to facilitate easy and 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 2012 to 30 June 2013, Council received a total of 4 Formal Applications of which 3 were granted access in full and 1 was refused.

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Environmental Planning and 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 2012/2013.

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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 2012/2013, together with:

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

Public Buildings

Council owned or controlled buildings have not been fully assess in relation to the funding required to bring them up to a satisfactory standard. Comprehensive building condition reports are being prepared for each building/facility in 2013/2014.

Public Roads

Council maintains a network of 2420km local and regional roads, which are made up of regional (589km), local (1742km) and urban (89km) 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 89km of sealed roads. The length of sealed and unsealed roads in the Shire is 367km and 1964km respectively. Council maintains 45 concrete bridges, 6 timber bridges, 9 box culverts and 1 pipe culvert.

Council's maintenance programme for 2012/2013 totalled \$3.847 million at an average cost of \$1,590 per kilometre.

The roads assets replacement value and written down value at 30 June 2013 was

Assets	Replacement Value	Written down value
Roads	\$274,260,778	\$241,885,821
Footpaths	\$4,887,558	\$753,285
Bridges and Culverts	\$37,008,403	\$19,505,271

The cost of improvement works estimated to bring the road assets to a satisfactory condition is \$23 million.

Kerb and gutters are considered to be in a satisfactory condition and it is estimated that it will cost \$242,000 per annum to maintain the satisfactory condition.

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Bushfire Hazard Reduction Programs

A report on the bush fire hazard reduction activities of the Council during 2012/2013 that include activities carried out under the Bush Fire Management Risk Management Plan approved under the Rural Fires Act 1997.

Bushfire hazard reduction programs

The Bush Fire Management Committee held two meetings during 2012/2013. At these meetings, Section 52 plan, land management and reports from various agencies were discussed.

The NSW Rural Fire Service supplied Walgett Shire Council with funding \$35,000 to assist Council with road side vegetation management and hazard reduction through vegetation slashing. Council expended a total of \$36,162 in relation to Bushfire Hazard Reduction Programs.

Hazard reduction works

2012/2013 Fire Hazard Reduction Works – Walgett Shire Council					
Burren Junction	Carinda	Rowena	Airports	Shire Roads-Slashing	Road No.
\$480.00	\$2,880.00	\$2,200.00	\$8,100.00	\$2,175.00	RR7716
	\$2,850.00	\$776.00	\$166.87	\$4,275.00	RR402
				\$6,750.00	RR333
				\$2,890.91	RR329
				\$2,618.18	RR329
\$480.00	\$5,730.00	\$2,976.00	\$8,266.87	\$18,709.09	\$36,161.96
				Total Amount GST Excl	\$36,161.96
Rural Fire Service Contribution \$35,000		Council will submit an invoice for this amount – No GST			
Councils Contribution \$1,161.96					

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Cultural and Linguistic Promotions

Details of programs undertaken by the Council during 2012/2013 to promote services and access for people with diverse cultural and linguistic backgrounds.

Services and access for people with diverse cultural and linguistic backgrounds



Aged residents involved in exercise programs and healthy Lifestyle activities through the Healthy Communities Initiative

Council recognises that people from culturally diverse backgrounds may face issues in relation to access to services and participating in the wider community. It is committed to providing equitable and accessible services, facilities and activities for the whole community. Council recognises the significance of Cultural events in building and strengthening relationships with a diverse community incorporating people from CALD backgrounds. Council supported Harmony Day events in all communities during the year and supported services and programs targeting our CALD residents.

Council's Aboriginal Liaison Officer facilitated several community focused events and supported initiatives delivered by the community services team. Shire open days and Cultural Awareness training will again be conducted and play an important role in creating and developing awareness and understanding of Aboriginal Culture and its significant and relevance to Aboriginal people. Community Services played a lead role in the NAIDOC celebrations and recognition events throughout our Shire.

Council visited the Indigenous Villages during the Council Community Strategic Plan Review and engaged and gathered feedback from many residents who had never been involved in Council business previous to the visits.

- Successful delivery and community engagement 'Walgett Festival 2012'
- Continued delivery of programs underpinned by Aboriginal Reconciliation Plan
- Exceptional NAIDOC celebration and attendance numbers
- A high level of participation of the community in NAIDOC and Sorry Day activities and events



Far Left: Elders and Youth cutting the NAIDOC week cake and (left) NAIDOC celebrations opening ceremony

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Human Resource Activities

A statement of the human resource activities undertaken by Council during 2012/2013.

The major human resource related activities undertaken within the Organisation during the 2012/2013 period included:

- Industrial and Employee Relations
- Recruitment, Selection and Induction
- School to work and traineeships
- Consultative Committee administration
- Equal Employment Opportunity
- Training and Development Programs
- Salary Administration/Job Evaluation
- Work Health and Safety
- Workers Compensation, Injury Management and Rehabilitation.

Workforce Health and Safety

The major Work Health and Safety related activities undertaken within the organisation between 1 July 2012 to 30 June 2013 included:

- Update documentation to reflect new WHS requirements
- Organisational structure changed to bring WHS and HR reporting directly to the G.M
- All Workcover licensing updated as required
- WHS Committee reformed
- Asset /workplace inspections program commenced
- Controls introduced to increase safety on non-council jobs on assets owned by council, eg. Lightning Ridge bore baths maintenance operations
- Tender documents revised to include WHS component
- Newsletter commenced keeping all employees informed of current WHS events/activities
- WHS Policy reviewed in April 2013
- Review of WHS Management Systems commenced
- Action plan resulting from Statecover audit commenced
- Participate in 'outside' programs – safe work week, asbestos awareness week
- Develop / provide influenza inoculation program to all staff
- Redesign Risk Assessment process
- Redesign incident reporting procedures
- Training of staff in Test / Tag of electrical equipment
- Staff training in manual handling program initiated
- Training of volunteer staff in Fire warden duties.
- Action WSC Audit and Risk Management Committee internal audits recommendations

Workers Compensation, injury management and rehabilitation

The Work-Health and Safety Officer and Rehabilitation Coordinator, 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 employees 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 assessments.

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 and employees in regard to the Local Government (State) Award 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 5 occasions during the 2012/2013 financial year.

Consultative Committee

The Consultative Committee is representative of the broader workforce and considers issues relating to the Local Government (State) Award. The Committee met on 6 occasions during the 2012/2013 financial year.

Recruitment, selection and induction

The turnover rate for the period 1 July 2012 to 30 June 2013 was 14.5 per cent; down 4.97% per cent for the period 1 July 2011 to 30 June 2012. 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 1 July 2012 to 30 June 2012 totaled 34 new appointments. Council continues to recruit, develop and train employees engaged through the trainees and apprenticeship employment options retaining all 5 positions filled last financial year.

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. The program continues to grow with 5 School to Work participants within the 2012-2013 financial year. This program is delivering pleasing results for the students, Council and the Community with a number of participants gaining employment within the town on completion of the School to Work program and completing their education.

Training programs

Council continues to encourage employees to participate in training and development. During the period 2012/2013 Council expended \$155,404 including outdoor staff wages costs on training, accommodation, travel and registration expenses. An additional amount of \$17,504 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:

- Confined Spaces
- Senior First Aid
- Manual Handling
- Corporate Induction
- Fire Safety / Extinguisher Training
- LG Spatial Seminar
- Swimming Pools/Boarding house Workshop
- Civica Northern NSW User Group
- Library Meetings
- Local Government (State) Award History Interpretation
- Rates Officer
- Workforce Development Workshop
- Childhood Conference
- Workplace Behaviour
- Consultative Committee
- Rates Conference
- Chemcert
- Micro chipping Course
- PIA Conference/Workshop
- AIBS Conference
- Tag and Testing
- Work cover Seminar
- Work Health and Safety Committee Training
- Work Health and Safety Due Diligence
- Hepatitis Workshop
- RTA Traffic Control Tickets
- Anaphylaxis & Asthma training
- Asset Management
- LR Driving Licence
- GIS User Group Meeting
- FBT Training
- Airways Training
- National Indigenous Roundtable
- Records Management Training
- Certificate IV Business Administration
- Certificate III Business Administration
- Certificate III Financial Services
- Certificate III Civil Construction
- Certificate III Horticulture
- In house TRIM
- Automotive Mechanical Apprenticeship training
- Diploma of Spatial Information
- Advanced Accounting Diploma

Salary administration

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

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Children's Services

Details of the activities undertaken by the Council during 2012/2013 to develop and promote services and programs that provide for the needs of children

Services and Programs for Young People and Community



(above left) Youth Council representatives Michael Graham (Collarenebri) and Kayla Sands (Walgett) with Council staff accepting the 2013 NSW Awards for Youth Week Programs and (above right) The Walgett Shire 2012-2013 Youth Council

Council offers equal opportunity to all young people within our Shire, to participate in achieving positive outcomes for the benefit of all youth. Council continued to demonstrate 'best practice' regarding engagement and development of young people throughout our communities. The Youth Council plays a vital role in offering our young people opportunities to have an effective voice, that is supported by Council and the youth development team. Programs targeting positive engagement of young people were the highlight of a very rewarding year for the Youth and Community Services teams.

Council's Youth Week Programs were, for the seventh consecutive year since 2007, nominated as top 3 finalists in the category of 'Best Small Council NSW'. Council was awarded the title for 2013, demonstrating quality delivery of its youth week programs and commitment to engaging our young people. The Shire's Youth Council and leadership programs continue to produce positive outcomes with Youth Council representatives playing key roles in programs with Council and within their local communities. Council is providing access for young people to a recognised leadership program 'Duke of Edinburgh's Awards'.

Council was successful in obtaining State Government funding for programs to engage youth on Friday nights in the three larger communities of Lightning Ridge, Walgett and Collarenebri. The Youth and Community Development team has progressed projects and initiatives in line with the Operational Plan 2012/2013.

Library service development and participation continues to grow and the numbers of young people participating in activities at our Libraries has increased substantially. Libraries in our Shire offered varied and inclusive programs for all ages.

Library attendance numbers continue to increase at both Lightning Ridge and Walgett. The recent Walgett Library extensions have provided a larger space for patrons and staff which allow for a wider range of projects and activities including exhibitions.

Health

Healthy Communities



(above left) Participants of the Aqua Fitness in Lightning Ridge and (above right) Walgett Participants enjoyed health and well-being seminars and fitness sessions with Lisa Curry

Council has commenced implementing programs and initiatives across the Shire as a part of the National Partnership Agreement on Preventive Health. Council through its Healthy Communities Coordinator has delivered effective community based physical activity and healthy eating programs, as well as developing a range of initiatives that support healthy lifestyle behaviours. The programs have been well supported by residents from all communities.

Programs under the Healthy Communities program included National Heart Foundation Walking, Heart moves, Boot Camp, Market Gardens, Cooking classes, Aqua Fitness and community gala sports days.

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Access and Equity

A report on the Council's performance in relation to access and equity to meet resident's needs outlined in Council's 2012/2013 Management Plan and undertaken by Council in 2012/2013.

Access and Equity Needs

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:

- 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.
- Providing a newsletter to all residents, three per year.

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Category 1 Business Activities

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.

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Statement of expenses/revenue/assets for Category 1

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

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

Council does not have any Category 1 business activities.

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

Category 2 Business Activities

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 \$2m. These businesses units are Walgett Shire Water Services and Walgett Shire Sewerage Services as contained Special Purpose Financial Report attached to this report.

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Implementation of Competitive Neutrality

A summary of the progress of the Council in implementing the principles 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.

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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.

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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.

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

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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 2012/2013.

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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, and;*
- b) Statistical details of any review conducted by or on behalf of the agency under Part 5.*

a) 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) No reviews were undertaken by Council under Part 5 of the Act.