AGENDA FOR
ORDINARY COUNCIL MEETING

23rd April, 2013

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Walgett Shire Council will be held in the **Collarenebri District Bowling Club** on **23 April, 2013** commencing at 10.00am to discuss the items listed in the Agenda.

Please note that the bus will be departing from the back of the Council Chambers at 8:15am

Don Ramsland
GENERAL MANAGER

CONFLICT OF INTERESTS

What is a "Conflict of Interests" – A conflict of interests can be two types:
Pecuniary – an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.
Non-Pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature.)

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Participation in Meetings despite Pecuniary Interest (S452 Act)

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

Non-Pecuniary Interest – Must be disclosed in meetings.

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

- It may be appropriate that no action be taken where the potential for conflict is minimal. However,

Councillors should consider providing an explanation of why they consider a conflict does not exist.

- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

Disclosure to be Recorded (S453 Act)

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

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AGENDA

1. Opening of Meeting

2. Acknowledgement of Traditional Owners

I would like to acknowledge the traditional owners of the lands within the Walgett Shire and I would also like to acknowledge the Aboriginal and Torres Strait Islander people who now reside within this Shire.

3. Apologies

4. Welcome to Visitors

5. Public Forum Presentations

(Limited to five minute presentations, and must relate to items listed within the Business Paper)

6. Declaration of Pecuniary/Non Pecuniary Interests

7. Confirmation of Minutes/Matters Arising

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Apologies

Welcome to Visitors

N/A

Declaration of Pecuniary/Non Pecuniary Interests

Confirmation of Minutes/Matters Arising

Minutes of Council meeting – 26 March 2013
Recommendation: That the minutes of the Council meeting held 26 March 2013, be confirmed as a true and accurate record of that meeting. **Moved:** **Seconded:**

MINUTES FOR
ORDINARY COUNCIL MEETING

26th March, 2013

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Walgett Shire Council was held in the **Lightning Ridge Bowling Club, 2013** commencing at 10:10am to discuss the items listed in the Agenda.

Don Ramsland
GENERAL MANAGER

DRAFT

CONFLICT OF INTERESTS

What is a "Conflict of Interests" – A conflict of interests can be two types:
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- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter

N.B. "Relative", in relation to a person means any of the following:
(a) The parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person's spouse.
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No Interest in the Matter
However, a person is not taken to have a pecuniary interest in a matter:

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- Just because the person is a member of, or is employed by, the Council
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
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  (a) At any time during which the matter is being considered or discussed by the Council or Committee, or
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Disclosure to be Recorded (S453 Act)
A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee or Sub-Committee must be recorded in the minutes of the meeting.

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MINUTES OF THE MEETING OF THE WALGETT SHIRE COUNCIL HELD AT WALGETT SHIRE COUNCIL CHAMBERS ON TUESDAY 26TH MARCH, 2013 AT 10:10AM

PRESENT

Clr B Murray	(Mayor)
Clr D Cooper	
Clr R Greenaway	
Clr D Lane	
Clr M Martinez	
Clr M Taylor	
Clr L Walford	
Clr I Woodcock	
Clr J Keir	
Don Ramsland	(General Manager)
Stephen Holland	(Director Corporate Services)
Matthew Goodwin	(Director Planning & Regulatory Services)
Raju Ranjit	(Director Engineering Services)
Prafulla Bahadur K.C	(Acting Director Urban & Infrastructure Services)
Yasmin Jones	(Minute Secretary)

Welcome to Visitors

The Mayor welcomed all visitors to the meeting and acknowledged the traditional owners of the land.

Presentation of Petitions

The Mayor presented Nathan Power with the 2013 Sports Person of the Year Award and presented Mr Wolfgang Johansson with SES Bar to the National Medal.

Presentation by Glenn Inglis regarding the Independent Local Government Review Panel.

Presentation by Ms Rebel Black and Ms Jenni Brammall regarding Australian Opal Centre.

The meeting adjourned for Morning Tea at 11:50am.
The meeting resumed at 12:05pm with all those previously present, again in attendance.

Declaration of Pecuniary/Non Pecuniary Interests

Clr Martinez declared a Pecuniary Interest in item 27 - Monthly Flood works report from Director Engineering Services as his family is currently operating contract plant.

Clr Keir declared a Pecuniary Interest in item 27 - Monthly Flood works report from Director Engineering Services as her family is currently operating contract plant.

1/2013/1 APOLOGIES –26th March 2013

Resolved:

That apology from Clr Walford for his late arrival be accepted.

Moved: Clr Greenaway
Seconded: Clr Keir

CARRIED

Confirmation of Minutes

3/2013/2 Minutes of Council meeting – 19 February 2013

Resolved:

That the minutes of the Council meeting held 19 February 2013 having been circulated, be confirmed as a true and accurate record of that meeting, subject to changing the record of the division to show Clr Taylor as being opposed to the Motion 1/2013/35.

Moved: **Clr Walford**
Seconded: **Clr Martinez**

CARRIED

3/2013/3 Walgett Shire Council Consultative Committee Minutes – 17/01/2013

Resolved:

That the minutes of the Walgett Shire Council Consultative Committee Meeting held on 17 January 2013 be received and noted.

Moved: **Clr Cooper**
Seconded: **Clr Walford**

3/2013/4 Walgett Shire Council Health & Safety Committee Minutes – 7 February 2013 & 7 March 2013

Resolved:

That the minutes of the Walgett Shire Council Health & Safety Committee Meetings held 7 February 2013 and 7 March 2013 be received and noted.

Moved: **Clr Keir**
Seconded: **Clr Greenaway**

CARRIED

3/2013/5 OROC Committee Minutes – 15/02/2013

Resolved:

That the minutes of OROC Committee Meeting held 15 February 2013 be received and noted and Council endorse:

1) Clrs Murray's and Keir's involvement with the Dubbo Hospital Project Committee.
2) Action being taken to make a submission with regards the ORANA Regional Action Plan.
3) Action being taken to establish an OROC Code of Conduct Reviewers Panel.
4) OROC support for SEXI Project.

Moved: **Clr Walford**
Seconded: **Clr Keir**

CARRIED

Reserve Trust Management Committee Reports

3/2013/6 Lightning Ridge Golf Club Ltd – Crown Reserve R84117

Resolved:

1. That a three (3) year licence be issued to the Lightning Ridge Golf Club Ltd for part use of Reserve (R84117) for use as a Golf course subject to the consent of the Minister.
2. That the rent be $150.00 + GST per annum.
3. That the Mayor and General Manager be authorised to execute the licence agreement under the Common Seal of Council.

Moved: **Clr Martinez**
Seconded: **Clr Lane**

CARRIED

Mayoral Minutes

3/2013/7 Matters Generally for Brief Mention or Information only from Mayor

Resolved:

That the Matters listed by the Mayor for brief mention or information only, including a "Welcome to Walgett" proposed for the first home game of the session for the Walgett Rugby Club on Saturday 27 April, 2013 be received and noted.

Moved: **Clr Greenaway**
Seconded: **Clr Keir**

CARRIED

Matters Arising

Nil

Motions of which Notice has been given

Nil

Councillors Questions From Last Meeting

Clr Woodcock

Question 1:
What is the status for the Wheel Chair access at IBC?
Answer:
The Director Urban Infrastructure Services is to undertake further investigations.

Question 2:
What is the progress of the Sewer Dump Point's relocation at Lightning Ridge?
Answer:
The Acting Director of Urban Infrastructure Services advised planned completion of relocation will be May 2013.

Question 3:
What is the position of renovations to the Agency residence at Collarenebri?
Answer:
The Acting Director of Urban Infrastructure Services advised scope of work is currently being investigated.

Clr Greenaway:
Question 1:
Clr Greenaway advised Suzanne Murray sent a request for a Levee to be Maitland Street, Collarenebri; what is the progress of this request?
Answer:
The General Manager advised the legal position is currently being investigated, Letter sent to Mrs Murray.

Clr Cooper:
Clr Cooper advised Walgett Shire Council ex-employee Bob Coleman's funeral will be held Thursday 21 February 2013.
The General Manager will arrange for a wreath to be forwarded from Council.

Question 1:
Clr Cooper advised there are two or three bridges under water on the Brewon Road which did not have signage on Thursday 14 February; can the reason for this be investigated?
Answer:
The Director Engineering Services advised an inspection was completed 13/02/2013, road was closed on the 15/02/2013 and signage was in place from the 15/02/2013.

Question 2:
Can a report be bought back to the March meeting regarding the short and long term plans / options for the maintenance of the Bridges on the Brewon road and details of funding that has been applied for?

Answer:
The Director of Engineering Services advised currently an application for loan funding for two bridges on the Brewon Road is in progress.

Question 3:
Have the damaged signs at the Cryon intersection on SH29 east been addressed?
Answer:
The Director of Engineering Services advised replacement signage is on order through Roads and Maritime Services.

Clr Martinez
Question 1:
When are the tenders for the Shire Swimming Pools going to be advertised?
Answer:
The Acting Director Urban Infrastructure Services advised tenders will be advertised in April / May.

Question 2:
At the last Traffic Committee meeting it was mentioned a double grid would be installed on the Lorne Road SR98, what is the progress of this?
Answer:
The Director of Engineering Services advised work is currently in progress.

Clr Lane
Question 1:
Can the tree watering systems in Lightning Ridge at the Library and Sherman Way in Pandora street be fixed?
Answer:
The Acting Director Urban Infrastructure Services advised investigations are currently being undertaken.

Clr Walford
Question 1:
Has the lawn mower owned by the Lightning Ridge Pre-School which went missing been located?
Answer:
The General Manager has advised further investigations currently being conducted.

Question 2:
What is the progress of the proposed pedestrian crossing outside of the Lightning Ridge Pre-School?
Answer:
The Director of Engineering Services advised Traffic studies are in progress.

Clr Taylor
Question 1:
Has the cemetery road at Carinda been finished?
Answer:

The Director Engineering Service advised the Carinda cemetery road has been completed.

Question 2:
Can the watering of the race track in Lightning Ridge be watered for longer than 10 minutes at a time?
Answer:
The General Manager advised that watering of the race track could be increased 30 minutes by extending the timer.

Question 3:
The Lightning Ridge Lions Park water system currently waters the old water cart, can the systems setting be changed to ensure this does not happen?
Answer:
The Acting Director Urban Infrastructure Services advised a directive has been issued to alter the watering system.

Question 4
Can the installation of a disabled toilet at the Lightning Ridge Bore Baths be investigated?
Answer:
The Acting Director Urban Infrastructure Services advised investigation as to the costs of the project are currently being undertaken..

Question 5
What is the latest situation with the Lightning Ridge Tip?
Answer:
The General Manager advised the life expectancy of the tip is being reviewed.

Question 6
Can guide posts at the boat ramp in Collarenebri be installed?
Answer:
The Director of Engineering Services advised once the water recedes post will be installed.

Question 7
At the "Welcome to Lighting Ridge agitator" could Council provide a hard standing area as it is very boggy in wet conditions?
Answer:
The Director of Engineering advised investigations are currently in progress.

Question 8
Can Council start planning to plant Figus and Jacaranda trees around Lightning Ridge?
Answer:
The Acting Director Urban Infrastructure Services advised this will be considered with future beautification programs.

Question 9
Can Council investigate the grid 39kms north of Lightning Ridge on the Castlereagh Highway as it seems to have "dropped"?
Answer:
The Director of Engineering advised discussions with contractors regarding the grid are currently ongoing.

Question 10
Does Council intend to offer pensioners and low income / welfare recipients the chance to have their pets de-sexed at a reduced rate this year?
Answer:
The Director Planning and Regulatory Services advised the Companion Animals Welfare (CAWs) program is scheduled for 6th to 10th May. First 3 days at Lightning Ridge and last two at Walgett. Run by RSPCA in conjunction with Enid Coupe, advertising will be facilitated by Walgett Shire Council. Bookings made through Walgett vet clinic.

Question 11
Can Council print the Business Paper double sided?
Answer:
The General Manager previously investigated and found to be impractical.

Reports of Officers

3/2013/8 COUNCIL DECISIONS ACTION REPORT – February 2013

Resolved:

That the Resolution Register for February 2013 be received and noted.

Moved: **Clr Keir**
Seconded: **Clr Cooper**

CARRIED

3/2013/9 CIRCULARS RECEIVED FROM THE NSW LOCAL GOVERNMENT AND SHIRES ASSOCIATIONS OF NSW

Resolved:

That the information contained in the weekly circulars numbers 7/13- 11/13 from the NSW Local Government and Shires Association be received and noted.

Moved: **Clr Martinez**
Seconded: **Clr Walford**
CARRIED

3/2013/10 CIRCULAR RECEIVED FROM THE DIVISION OF LOCAL GOVERNMENT – January / February 2013

Resolved:

That the information contained in the following Departmental circulars 13-05 to 13-08 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved: **Clr Lane**
Seconded: **Clr Greenaway**

CARRIED

3/2013/11 MONTHLY CALENDAR – March to May 2013

Resolved:

That Council receive and note the regular monthly calendar for the period March 2013 to May 2013.

Moved: **Clr Lane**
Seconded: **Clr Keir**

CARRIED

3/2013/12 New Licence/Sale of Walgett site for Imparja Television Pty Ltd.

Resolved:
1. That a fresh ten year licence with a five year renewal option at market value be negotiated with Imparja Television Pty. Ltd. with regards their existing Walgett site and a further option to purchase the land at market value also negotiated when the issues surrounding the requirements of the new LEP and power connections are resolved.

Moved: **Clr Lane**
Seconded: **Clr Walford**

3/2013/13 Local Land Services – Consultation Process

Resolved:

Walgett Shire Council lodge a submission for the entire Shire to be included in the new north west Local Land Services District boundary and that Council have no role in the collection of any levies the new LLS wishes to raise in the Walgett Shire.

Moved: **Clr Greenaway**
Seconded: **Clr Keir**

CARRIED

3/2013/14 MATTER FOR BRIEF MENTION OR INFORMATION ONLY

Resolved:

That the General Manager's Report on matters for brief mention or information only be received and noted.

Moved: **Clr Walford**
Seconded: **Clr Taylor**

The meeting adjourned for Lunch at 12:30pm.
The meeting resumed at 12:57pm, with all those previously present, again in attendance.

3/2013/15 CASH ON HAND AND INVESTMENT REPORT AS AT 28 FEBRUARY 2013

Resolved:

That the cash on hand and investment report as at 28 February 2013 be received.

Moved: **Clr Martinez**
Seconded: **Clr Keir**

CARRIED

3/2013/16 Electronic Council Solution & Improvement

Resolved:

That the Council give consideration to a provision in the 2013/2014 budget of an amount of $20,000.00 for the purchase of 17 iPad tablets and data packages and the Council Dashboard Intranet Software.

Moved: **Clr Martinez**
Seconded: **Clr Lane**

For
Clr Murray
Clr Keir
Clr Lane
Clr Martinez
Clr Woodcock
Clr Taylor

Against
Clr Walford
Clr Greenaway
Clr Cooper

3/2013/17 Aboriginal Liaison Officer Quarterly Report (November 2012 – January 2013)

Resolved:

1. That the quarterly report on Aboriginal Information and Affairs be received and noted.

Moved: **Clr Lane**
Seconded: **Clr Walford**

CARRIED

3/2013/18 External Auditor – Expressions of Interest

Resolved:

That the Council invite expressions of interest for the provision of external audit services for a six year period commencing 1 July 2013 on a joint basis with the councils of Coonamble, Warren, Gilgandra and Warrumbungle.

Moved: **Clr Lane**
Seconded: **Clr Keir**

CARRIED

3/2013/19 Walgett Outdoor Markets

Resolved:

1. That the Council assume responsibility for the conduct of the Walgett Markets as per the terms of this report and that the necessary arrangements be put in place.

Moved: **Clr Keir**
Seconded: **Clr Walford**

CARRIED

3/2013/20 Community Strategic Plan Review

Resolved:

1. That the revised Walgett Shire Community Strategic Plan be adopted in principle and placed on public exhibition for a period of twenty eight (28) days.
2. And further that a 2013/2014 budget workshop be held on Tuesday 7 May, 2013 (1:00pm) and a special meeting to adopt the draft 2013/2017 Delivery Program, 2013/2014 Operation Plan and budget on Tuesday 14 May 2013 (1:00pm).

Moved: **Clr Lane**
Seconded: **Clr Walford**

CARRIED

3/2013/21 Quarterly Budget Review Statement for the Quarter ended 31 December 2012

Resolved:

That the Quarterly Budget Review Statement Quarter ended 31 December amendments be received, noted and the amendments as set out in the budget review document be adopted within Council's estimates of income and expenditure for 2013/2014.

Moved: **Clr Keir**
Seconded: **Clr Greenaway**

CARRIED

3/2013/22 Collarenebri Water Treatment Plant Retrofit

Resolved:

1. That Council endorse the recommendation to request Veolia Water Supply to run a prototype trial plant in Collarenebri.
2. That, should the trial prove a success, retrofit of Collarenebri treatment plant be considered in conjunction with the 2013/14 Operational Plan and Budget preparations with a special report being prepared in respect of this issue including sourcing of government funding which may be available.

Moved: **Clr Greenaway**
Seconded: **Clr Lane**

CARRIED

3/2013/23 Off Leash Area for Dogs at Lightning Ridge

Resolved:

That Walgett Shire Council resolve to:

1. Adopt part of Crown Reserve 230076, commonly known as the Lions Park, as its preferred site at Lightning Ridge for a declared off-leash area for dogs.

2. Write to the Crown Lands Division of the NSW Department of Primary Industries and seek its agreement for the establishment of an off-leash area for dogs within Crown Reserve 230076, commonly known as the Lions Park, over the area delineated in Attachment B.

3. Consider the allocation of a budget of $3,000 for faeces receptacle and signage for an off-leash area for dogs at Lightning Ridge as part of Council's budget for 2013-2014.

Moved: **Clr Martinez**
Seconded: **Clr Cooper**

Clr Taylor requested that his name be recorded as having voted against the motion.

CARRIED

3/2013/24 Acquisition of LOT 1004-1007 (INCLUSIVE) IN DP 1117849 – MARCH 2013

Resolved:

That Council note the letter from Council's solicitors and that payment of $3487.70 for the road acquisition be made as a charge against urban unsealed payment maintenance ledger 11.03150.2491.

Moved: **Clr Lane**
Seconded: **Clr Walford**

Against
Clr Taylor

CARRIED

3/2013/25 Storm Water Drainage Asset Management Plan

Resolved:

That Council adopt the draft Storm Water Drainage Asset Management Plan October 2012.

Moved: **Clr Lane**
Seconded: **Clr Keir**

CARRIED

3/2013/26 Monthly RMCC works Report from Director Engineering Services –March 2013

Resolved:

That Council receive and note the monthly RMCC works report for March 2013.

Moved: **Clr Walford**
Seconded: **Clr Taylor**

CARRIED

Clr Martinez & Clr Keir declared a pecuniary interest in the following item and left the meeting at 1:59pm.

3/2013/27 Monthly flood works Report from Director Engineering Services

Resolved:

That Council receive and note the monthly flood restoration works report for March 2013

Moved: **Clr Lane**
Seconded: **Clr Cooper**

CARRIED

Clr Martinez & Clr Keir returned to the meeting at 2:01pm.

3/2013/28 Budget variation – Pitt Street Kerb & Gutter work, sealing work on Cryon and Come By Chance Road – March 2013

Resolved:

1. That Council approve the following budget adjustments in relation to the overexpenditure / under expenditure as detailed in the report

From

(11.03150.2652) Pitt Street Rehabilitation	$26,504
(11.03150.2656) School Bus Routes	$88,045
(11.03150.2544) Shire Drainage	$42,860

To

(11.03150.2653) Cryon Road Sealing Work	$47,206
(11.03180.4083) Come By Chance Upgrade	$67,343
(11.03150.2654) Urban Sts Ke6 (Pitt Street)	$42,860

2. That as a standard operating procedure all Works Projects in excess of $50,000 be reviewed once expenditure reaches 60% of the voted amount to ensure that any possible budget over runs are identified in a timely manner so as to allow appropriate corrective action to be taken prior to any over expenditure being incurred.

Moved: **Clr Lane**
Seconded: **Clr Walford**

CARRIED

Clr Keir left the meeting at 2:16pm
Clr Martinez left the meeting at 2:18pm.
Clr Martinez returned to the meeting at 2:20pm
Clr Keir returned to the meeting at 2:21pm.

3/2013/29 5 year Betterment Works Programme – March 2013

Recommendation:

1. That Council consider and adopt the initial 5 year "Betterment Works Programme" as outlined in the Business Paper, with suggested changes.

Moved: **Clr Lane**
Seconded: **Clr Keir**

3/2013/30 Matters Generally for Brief Mention or Information only from Director Engineering Services – March 2013

Resolved:

1. That the matters listed by the Director Engineering Services for brief mention or information be received and noted.
2. That report on Pitt Street and Montkeila Street access for road train will be submitted to the April Council Meeting.

Moved: **Clr Lane**
Seconded: **Clr Cooper**

1/2013/31 MOVE INTO CLOSED SESSION AT 2:26PM

Resolved:

That the public be excluded from the meeting pursuant to Sections 10A (2)(c) & (d) of the Local Government Act 1993 on the basis that the items deal with:

(c) that information that would, if disclosed confer a commercial advantage on a person with whom the Council is conducting business (or proposed to conduct business)
(d) that the matter and information is commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

Moved: **Clr Lane**
Seconded: **Clr Greenaway**

CARRIED

3/2013/32 Engagement of IMF (Australia) Ltd to act on behalf of Council to lodge a claim against Standard and Poors and Update on the Dante investment

Resolved:

1. That Council endorse the action of the General Manager in completing the revised agreement with IMF (Australia) to include the action against Standard and Poors (S&P) to act on behalf of Walgett Shire Council.
2. That the successful recoupment of the Dante investment in the sum of $494,876.90 be noted and the funds be restricted into a Reserve for Economic Development.

Moved: **Clr Greenaway**
Seconded: **Clr Martinez**

CARRIED

3/2013/33 Section 713 Sale of Land for Overdue Rates – Carinda Hotel

Resolved:

1. That the Council note the content of the report and that the property described as Lot 2 & Lot 10 sec 13 DP 758227 (Carinda Hotel) be withdrawn from sale due to a lack of clarity over the current ownership of the property and as a result, whether required notifications have been given to all parties with an interest in the land.

2. That Ms Jennifer Petkovic be advised that Council has deferred the sale of the property and that it will be re-listed for a further sale in the event that outstanding rates remain unpaid.

Moved: **Clr Greenaway**
Seconded: **Clr Taylor**

CARRIED

Don Ramsland left the meeting at 2:35pm.
Don Ramsland returned to the meeting at 2:36pm

3/2013/34 Submission regarding Ninja the Labrador

Resolved:

That Walgett Shire Council resolve to:

1. Note the letter dated 30th January 2013 from Michelle Alber on behalf of Sydney Pet Rescue and Adoption Inc and associated statement by Bernadette Flick, regarding a black Labrador dog euthanised by Council staff on 21 December 2012.

2. Note and endorse the response e-mail dated 1 March 2013 from Council's Director of Planning and Regulatory Services to Bernadette Flick and Michelle Alber.

Moved: **Clr Lane**
Seconded: **Clr Martinez**

Don Ramsland left the meeting at 2:45pm.
Don Ramsland returned to the meeting at 2:47pm.

3/2013/35 Construction of Namoi Village Sewerage and Water Supply Pipeline

Resolved:

1. That Council endorse the NSW Public Works tender recommendation for Walgett Water and Sewerage Upgrade Program.
2. Accept and adopt the change of project scope for Pipeline contract.
3. Accept the revised tender price offer submitted by Milbant Constructions Pty Ltd $2,355,876.33 inclusive GST.
4. Continue to endeavour to source additional funding to allow the original project to be undertaken in full.

Moved: **Clr Martinez**
Seconded: **Clr Cooper**
CARRIED

Clr Woodcock left the meeting at 2:55pm.
Clr Woodcock returned to the meeting at 2:57pm.

Prafulla Bahadur K.C left the meeting at 3:00pm.
Prafulla Bahadur returned to the meetin at 3:03pm.

3/2013/36 Australian Opal Centre- Memorandum of Understanding

Resolved:

Senior staff of Walgett Shire Council meet with representatives from the Australian Opal Centre with a view to preparing a draft Memorandum of Understanding which reflect the new direction of the project.

Moved: **Clr Taylor**
Seconded: **Clr Martinez**

CARRIED

Stephen Holland left the meeting at 3:13pm.
Stephen Holland returned 3:16pm.

1/2013/37 Return To Open Session at 3:20pm

Resolved:

That Council return to open session.

Moved: **Clr Walford**
Seconded: **Clr Lane**

CARRIED

1/2013/38 Adoption of Closed Session Reports

Resolved:

That Council adopt the following recommendation of the Closed Committee:

- Engagement of IMF (Australia) Ltd to act on behalf of Council to lodge a claim against Standard and Poors and Update on the Dante Investment
- Section 713 Sale of Land for Overdue Rates – Carinda Hotel
- Submission regarding Ninja the Labrador
- Construction of Namoi Village Sewerage and Water Supply Pipeline
- Australian Opal Centre- Memorandum of Understanding

Moved: **Clr Taylor**
Seconded: **Clr Walford**

CARRIED

Stephen Holland left at 3:29pm.
Clr Cooper left the meeting at 3:29pm.
Clr Cooper returned to the meeting at 3:31pm.

Questions for the next Meeting

Clr Walford
Clr Walford wanted to advise he attended the Harmony Day in Walgett, he wished to note this was a wonderful day.

Clr Martinez
Question 1
Can funding for maintenance on the Castlereagh Highway between Lightning Ridge and Walgett be investigated?
Answer
The Director Engineering Service is to investigate.

Question 2
If $90,000 is to be spent on the Collarenebri Agency House, what is the value of the House and the cost benefits of the renovations?
Answer
The Acting Director Urban Infrastructure Services to advise.

Clr Taylor
Question 1
Can the Lions Park in Lightning Ridge be inspected as a number of Stall Holders have advised the ground is uneven?
Answer
The Acting Director Urban Infrastructure Services to investigate.

Question 2
Clr Taylor suggested an OAM nomination be considered for a Shire resident.
Answer
The General Manager advised the process of the nomination of a person under the Australian Honours System is a confidential process aimed at celebrating the outstanding achievements of Australians in a diverse range of fields and areas.

Clr Lane
Question 1
Can Councillors have an update regarding the water connection leading to the Lightning Ridge Aerodrome?
Answer
The Director Planning and Regulatory Services advised a Report would be bought to a Council Meeting in regards to water connections.

Question 2
Can the capacity of a second water main at the new Bore be investigated so both Bores can be utilised at once?

Answer
The Acting Director Urban Infrastructure Services to investigate.

Question 3
Can the Hudson Pear issue within the Shire be addressed?
Answer
The General Manager to investigate.

Question 4
Can a report be bought to Council on the cost of the Bill O'brien subdivision?
Answer
The General Manager to investigate.

Question 5
Could Council investigate the possibility of leasing or selling its water supply system?
Answer
The Director Urban Infrastructure Services to investigate.

Clr Woodcock
Question 1
Can the draft Landfill and Pool contracts be bought to Council for endorsement?
Answer
The General Manager to advise.

Question 2
What is the update on the Collarenebri Agency House renovations?
Answer
The Acting Director Urban Infrastructure Services to investigate.

Clr Greenaway
Question 1
When will work proceed on the pavers in Collarenebri- there are funds in the 2012/13 Budget?
Answer
The Acting Director of Urban Infrastructure Services to investigate.

Clr Cooper
Question 1
Can the operating hours of the Walgett Bore Bath be reviewed?
Answer
The Acting Director of Urban Infrastructure Services advised the opening hours are Monday-Friday 8:00am – 4:30pm but further investigation will be undertaken.

Close of Meeting

The meeting closed at 3:50pm

To be confirmed at the meeting of Council to be held on 23rd April 2013.

Mayor	General Manager

Walgett Shire Council Consultative Committee Minutes – 14/02/2013 & 21/03/2013

Recommendation:

That the minutes of the Walgett Shire Council Consultative Committee Meeting held on 14 February 2013 and 21 March 2013 be received and noted.

Moved:
Seconded:

Attachment:

Minutes of the Meetings held 14 February 2013 & 21 March 2013

MINUTES OF THE SPECIAL MEETING
WALGETT SHIRE COUNCIL CONSULTATIVE COMMITEE

The following are minutes of the Walgett Shire Council Special Consultative Committee Meeting held on Thursday 14th February 2013 in the Walgett Council Chambers, meeting commencing at 2.15pm

1. PRESENT

Don Ramsland	Management Representative
Raju Ranjit	Management Representative
Julie McKeown	Committee Member (United Services Union)
Matthew Goodwin	Committee Member (DEPA Representative)
Prafulla KC	Committee Member (LGEA Representative)
Martin Wynne	Observer (United Services Union)
Bronwyn Newton	Human Resources Manager

2. APOLOGIES

Roy White	Management Representative
Andrew Wilson	Committee Member (DEPA Representative)
Andrew Bostock	Committee Member (United Services Union)
Raelene Miller	Committee Member (United Service Union)

3. Resignation of Chairperson & Election of new Chairperson

The Committee were advised that Chairperson, Mr David Callander had resigned from the Consultative Committee. The Committee agreed to forward a letter of appreciation to Mr David Callander for his service to the Consultative Committee.

The Committee members were requested to nominate a replacement Chairperson.

Mr Don Ramsland nominated Mr Prafulla KC, this nomination was unopposed.
Mr Prafulla KC accepted the Chairperson role.

Moved: Don Ramsland
Seconded: Julie McKeown

The Committee were also advised the need to nominate a Deputy Chairperson. The Committee agreed to hold this over until the next meeting due to a number of members being absent from this meeting.

The Committee also discussed Mr Andrew Bostock's membership on the Consultative Committee due to his lengthy absence from work. It was agreed to replace his membership by calling for an outdoor staff United Services Union representative.

Action:

Ms Bronwyn Newton, Human Resources Manager to distribute Consultative Committee nominations to all staff members via payroll memos calling for outdoor staff representation from United Services Union members.

4. MINUTES

The minutes of the Consultative Committee Meeting held on 31st January 2012 were confirmed and accepted:-

Moved: Don Ramsland
Seconded: Prafulla KC

The minutes of the Consultative Committee Meeting held on 17th January 2013 were confirmed and accepted:-

Moved: Prafulla KC
Seconded: Julie Mckeown

5. BUSINESS ARISING

5.1 Clause 11 – Payment of Employees (v) – Local Government (State) Award 2010

The Committee was notified by Mr Don Ramsland that Council would not be proceeding with implementing the Draft Natural Disaster (Climatic Circumstances) Standard Operating Procedure but would be discussing with the Local Government Shires Association the issues to be addressed in the next Award negoiations.

5.2 Election of new Committee members -2

Human Resources Manager, Ms Bronwyn Newton advised the Committee that nominations and voting had been completed with new members elected.

5.3 Consultative Committee Training

Human Resources Manager, Ms Bronwyn Newton advised that Consultative Committee training has been added to Council's training plan and will be arranged once new members are elected.

Action:

Human Resources Manager, Ms Bronwyn Newton to arrange Consultative Committee Training once new members are elected.

5.4 Customer Service Officer Job Evaluations

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the re-evaluation of the Customer Service Officer positions in Engineering and Planning & Regulations had been completed.

The incumbents in these positions have been appraised on the new grading and back pays processed where applicable.

5.5 Consultative Committee Constitution

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Consultative Committee Constitution had been endorsed.

5.6 Team Leader 2IC (Urban Maintenance -Walgett. Lightning Ridge & Collarenebri) - Job Evaluations

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the re-evaluation of the Team Leader 2IC (Urban Maintenance – Walgett, Lightning Ridge & Collarenebri) had been completed.

The incumbents in these positions have been appraised on the new grading and back pays processed where applicable.

5.7 Plant Operator (Pulvirizer)

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for the Plant Operator (Pulvirizer) needed to be revised and evaluated via the Mercer CED Job Evaluation process and would be forwarded to the next meeting.

Action:

Ms Bronwyn Newton, Human Resources Manager to revise and arrange the Mercer CED Job Evaluation for the Position Description of Plant Operator (Pulvirizer).

5.8 Information Services Coordinator

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Information Services Coordinator was endorsed via the Consultative Committee and that the position had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 6.

5.9 Rates Clerk

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Rates Clerk was endorsed via the Consultative Committee and that the position had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 4.

5.10 Assistant Rates Clerk

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Assistant Rates Clerk was endorsed via the Consultative Committee and that the position had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 3.

5.11 Trainee Finance Officer

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Trainee Finance Officer was endorsed via the Consultative Committee and that the pay rate for this position was determined by the Local Government (State) Award 2010.

5.12 Trainee Administration Officer

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Trainee Administration Officer was endorsed via the Consultative Committee and that the pay rate for this position was determined by the Local Government (State) Award 2010.

5.13 Healthy Communities Coordinator

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Healthy Communities Coordinator was endorsed via the Consultative Committee and that the position had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 5.

5.14 Executive Assistant to the GM & Mayor

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Executive Assistant to the GM & Mayor was endorsed via the Consultative Committee and that the position had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 4.

5.15 Apprentice Mechanic

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Apprentice Mechanic was endorsed via the Consultative Committee and that the pay rate for this position was determined by the Local Government (State) Award 2010.

5.16 Mechanic

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Mechanic was endorsed via the Consultative Committee and that the position had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 3.

5.17 Staff Inductions

The Committee was advised that Ms Bronwyn Newton, Human Resources Manager and Mr David Callander would be developing a program for half day inductions to cover a whole range of things including but not limited to how to complete your timesheet, leave forms, Health & Safety forms, Plant Daily Fault Inspection books etc

6. GENERAL BUSINESS

6.1 Organisational Restructure Report & Proposed Structure

Mr Don Ramsland, General Manager addressed the Committee to advise workshops have not been held at this stage due to the Christmas break however One (1) submission had been received from the DEPA Union members.

Mr Don Ramsland, General Manager advised that he will set dates to discuss the Organisational Restructure & Proposed Structure. It was also advised that work on the Mercer salary system is continuing.

Action:

Mr Don Ramsland, General Manage to set workshop dates to discuss the Organisational Restructure & Proposed Structure.

KC left the meeting 3.05pm & returned 3.07pm

6.2 Plant Supervisor – Position Description

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Plant Supervisor had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 6.

The Committee were requested to endorse the Plant Supervisor Position Description.

RECOMMENDATION:

That the Position Description for the Plant Supervisor be endorsed.

6.3 Workshop Foreman – Position Description

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Workshop Foreman had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 5.

The Committee were requested to endorse the Workshop Foreman Position Description.

RECOMMENDATION:

That the Position Description for the Workshop Foreman be endorsed.

6.4 Mechanic / Leading Hand – Position Description

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Mechanic / Leading Hand had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 4.

The Committee were requested to endorse the Mechanic / Leading Hand Position Description.

RECOMMENDATION:

That the Position Description for the Mechanic / Leading Hand be endorsed.

6.5 Economic Development Officer – Position Description

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Economic Development Officer had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 6.

The Committee were requested to endorse the Economic Development Officer Position Description.

RECOMMENDATION:

That the Position Description for the Economic Development Officer be endorsed.

8. GENERAL BUSINESS

8.1 Election of 1 USU Staff Committee members

The Committee discussed this item earlier in the meeting and agreed to call for nominations for a United Services Union outdoor staff representative.

8.2 Building Maintenance Officer – Position Description

The Position Description for the Building Maintenance Officer position was submitted to the Consultative Committee to review and endorse.

RECOMMENDATION:

That the Position Description for the Building Maintenance Officer be endorsed.

8.3 Training Plan

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the following training was being organised and/or proposed:

Traffic Control Training
Confined Spaces Training
Health & Safety Training

Code of Conduct Training
Aboriginal Cultural Awareness Training
Rates Conference
Debt Recovery Training
Chainsaw Training
Webpage Training
Grant Workshop

9. NEXT MEETING

Next Meeting – 14th March 2013

There being no further business the meeting closed at 3.30pm

Next Meeting of the Consultative Committee Meeting will be held on 14th March 2013 at 2.00pm at the Council Chambers Meeting Room.

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

Signed: _____ Mr Don Ramsland, General Manager

MINUTES OF THE SPECIAL MEETING
WALGETT SHIRE COUNCIL CONSULTATIVE COMMITEE

The following are minutes of the Walgett Shire Council Special Consultative Committee Meeting held on Thursday 21st March 2013 in the Walgett Council Chambers, meeting commencing at 2.15pm

1. PRESENT

Don Ramsland	Management Representative
Raju Ranjit	Management Representative
Stephen Holland	Management Representative
Raelene Miller	Committee Member (United Service Union)
Andrew Wilson	Committee Member (DEPA Representative)
Bronwyn Newton	Human Resources Manager

2. APOLOGIES

Roy White	Management Representative
Julie McKeown	Committee Member (United Services Union)
Prafulla KC	Committee Member (LGEA Representative)

3. Election of Deputy Chairperson

Due to the absence of the Chairperson, Mr Prafulla KC it was necessary to appoint a Deputy Chairperson to chair this meeting.

The Committee agreed to appoint a temporary Deputy Chairperson for this meeting and to place the matter on the agenda for the next meeting to elect a Deputy Chairperson when the new nominations have been completed and all Committee members were present.

Mr Don Ramsland nominated Mr Andrew Wilson this nomination was unopposed.
Mr Andrew Wilson accepted the temporary Deputy Chairperson role.

Moved: Don Ramsland
Seconded: Bronwyn Newton

Action:

Election of Deputy Chairperson to be placed on the agenda for the next Consultative Committee meeting.

4. MINUTES

The minutes of the Consultative Committee Meeting held on 14th February 2013 were confirmed and accepted:-
Moved: Don Ramsland
Seconded: Raju Ranjit

5. BUSINESS ARISING

5.1 Election of new Committee members -2

Human Resources Manager, Ms Bronwyn Newton advised the Committee that nominations were currently being called and will close 5pm, Friday 29th March 2013.

5.2 Consultative Committee Training

Human Resources Manager, Ms Bronwyn Newton advised that Consultative Committee training has been added to Council's training plan and will be arranged once new members are elected.

The Committee agreed to for all members to undertake the Consultative Committee training and for it to be arranged in house.

Action:

Human Resources Manager, Ms Bronwyn Newton to arrange Consultative Committee Training for all members once new members are elected.

5.3 Plant Operator (Pulveriser)

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for the Plant Operator (Pulveriser) had been revised and evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 1.

The Committee were advised the position grading was consistent with the following positions Roller Operators, Urban Maintenance Workers and Truck Driver (WaterCart).

The Committee was requested to endorse the Plant Operator (Pulveriser) position description.

RECOMMENDATION:

That the Position Description for the Plant Operator (Pulveriser) be endorsed.

5.4 Staff Inductions

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that development of the half day inductions program was ongoing.

5.5 9 Day Fortnight Agreement & 5.6 Flexible Work Practices and Time in Lieu Documents

The Committee were advised by Ms Bronwyn Newton, Human Resources Manager that members not present at this meeting had made a request for these matters to be deferred to the next meeting to allow them to have input into the discussion.

Mr Don Ramsland, General Manager advised that the 9 Day Fortnight Agreement had never been formally adopted by Council and he would like to move to adopt and implement a 9 Day Fortnight Agreement.

DRAFT

Mr Don Ramsland, General Manger further stated that the Flexible Work Practices document had not been formally adopted by Council and that he has concerns that both the Flexible Work Practices Agreement and the Time In Lieu document were being abused in some situations by employees. The Committee were advised that Mr Don Ramsland, General Manager is considering abolishing both the Flexible Work Practices and Time in Lieu Policy documents.

It was noted that Mr Don Ramsland, General Manager is prepared to allow all Consultative Committee members an opportunity to review the documents and make comment at the next meeting.

The Committee agreed to defer these items to the next Consultative Committee meeting.

5.7 Mercer Salary System

The Committee were advised by Mr Don Ramsland, General Manager that it was acknowledged that work on the Mercer Salary System needs to be undertaken however it is not time permitted at this stage. It is anticipated to commence investigations and work on the Mercer Salary System as soon as possible.

5.8 Organisational Structure Review

The Committee were advised by Mr Don Ramsland, General Manager that he is awaiting the outcome of the Independent Local Government Review Panel process before any further action is undertaken in regards to the Organisational Structure Review.

6. GENERAL BUSINESS

6.1 Senior Administration Officer – Position Description

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Senior Administration Officer had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 4.

Mr Raju Ranjit enquired what qualifications and/or experience was necessary for the Senior Administration Officer. Ms Bronwyn Newton, Human Resources Manager advised that the position required formal qualifications within Business Administration or similar and extensive experience as noted in the Essential Criteria. It was further noted that Property or Asset Management and/or Real Estate qualifications were a requirement as noted in the Desirable Criteria.

The Committee were requested to endorse the Senior Administration Officer Position Description.

RECOMMENDATION:

That the Position Description for the Senior Administration Officer be endorsed.

6.2 WHS Officer & Rehabilitation Coordinator – Position Description

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for WHS Officer & Rehabilitation Coordinator had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 5.

The Committee were advised the current incumbent had been consulted on the changes to the Position Description and that Council had also sought external advice to ensure the Position Description meet WHS legislative requirements.

Mr Andrew Wilson enquired if it was necessary to include a Diploma qualification into the desirable criteria. Ms Bronwyn Newton, Human Resources Manager advised that it was not necessary to include a Diploma qualification into the desirable criteria however the incumbent could undertake as part of additional skills and training within the Competency Criteria of the appraisal system.

The Committee agreed to move Point 13 from Essential Criteria to Responsibilities (General). *"Prepare a Work Programme by 30 March each year for following July/June period."*

The Committee were requested to endorse the WHS Officer & Rehabilitation Coordinator Position Description with the above amendment.

RECOMMENDATION:

That the Position Description for the WHS Officer & Rehabilitation Coordinator be endorsed with the above amendment.

6.3 Property Officer – Position Description

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Property Officer had been evaluated via the Mercer CED Job Evaluation process and was determined to have a spilt decision on the Grading. Two panel members graded the position as Grade 4 and two panel members graded the position as a Grade 3.

The Committee were advised the current incumbent had been consulted on the changes to the Property Officer Position Description and development of the Senior Administration Officer.

The Committee were advised enquiries had been made by Mr Prafulla KC in relation to particular responsibilities relating to the current work practices of the Property Officer & Senior Administration Officer and in which position these would fall. Mr Stephen Holland & Mr Don Ramsland advised that they will respond to Mr Prafulla KC in relation to these enquiries.

The Committee were advised that this position will report to the Senior Administration Officer which had also been recommended for endorsement as a Grade 4. The Committee agreed to endorse the Property Officer Position Description with a Grade range of 3 to 4.

RECOMMENDATION:

That the Position Description for the Property Officer be endorsed with a Grade range from 3 to 4.

6.4 Ganger – Concrete and Drainage – Position Description

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the Position Description for Ganger – Concrete and Drainage had been evaluated via the Mercer CED Job Evaluation process and was determined to be a Grade 2.

The Committee were advised the following amendments to the Ganger – Concrete and Drainage Position Description were suggested and agreed upon:-

Reports to: Change from Technical Officer (Roads Maintenance) to Urban Services Coordinator

Change all references of OH&S to WHS throughout the document.

Change all references of Occupational to Workplace throughout the document.

Change all references of Technical Officer (Roads Maintenance) to Urban Services Coordinator throughout the document.

Add "maintenance" & remove "urban" - Point 1 Objective to read:-
"To supervise small gang to carry out concreting and drainage construction and maintenance activities within Walgett Shire's infrastructure services in accordance with service level requirements as directed."

Remove "Urban" – Point 1 Responsibilities to read:-
"Ensure that all allocated concrete & drainage infrastructure maintenance programs in Walgett are executed in accordance with prepared plans, specifications, works programs and Council guidelines in liaison with Urban Services Coordinator".

Remove Point 7 Responsibilities:-
"Act as liaison between Council and companies such as Country Energy, Telstra, SES, Fire Brigade and Contractors."

Add Point to Essential Criteria:-
"Ability to finish concrete"

Change Point 1 Desirable Criteria to read:
"Relevant Trade Qualifications"

The Committee were requested to endorse the Ganger – Concrete and Drainage Officer Position Description with the above amendments.

RECOMMENDATION:

That the Position Description for the Ganger – Concrete and Drainage be endorsed with the above amendments.

6.5 Labourer – Concrete and Drainage – Position Description

Reports to: Change from Technical Officer (Roads Maintenance) to Ganger – Concrete and Drainage.

Change all references of OH&S to WHS throughout the document.

Change all references of Occupational to Workplace throughout the document.

Add "maintenance" & remove "urban" - Point 1 Objective to read:-
"To carry out concrete and drainage construction and maintenance activities within Walgett Shire's infrastructure services in accordance with service level requirements as directed."

Add "*eg Bobcat/ Kerb Machine etc*" to Point 8 Responsibilities to read:-
"Operate construction plant items eg Bobcat/ Kerb Machine etc"
Change "Supervisor" to Ganger in Point 12 Responsibilities to read:-
"Clearly communicate with the Ganger – Concrete & Drainage and maintain good public relations with residents".

Remove Point 13 Responsibilities:-
"Availability for on-call requirements and response times".

Remove "(Willingness to attain)" from Point 11 Essential Criteria to read:-
"Current RTA Traffic Control Tickets (Blue and Yellow)"

Remove "(Willingness to attain)" from Point 12 Essential Criteria to read:
"Current First Aid Certificate"

Remove Point 6 Desirable Criteria:-
"Good computer skills with the ability to write straight forward reports".

The Committee were requested to endorse the Labourer – Concrete and Drainage Officer Position Description with the above amendments.

RECOMMENDATION:

That the Position Description for the Labourer – Concrete and Drainage be endorsed with the above amendments.

6.6 Staff Appraisal Policy

The Committee were advised by Ms Bronwyn Newton, Human Resources Manager the Staff Appraisal Policy had been reviewed and forwarded to the Committee for endorsement.

The Committee were advised the following changes had been made to the document:
Updating the Local Government (State) Award 2007 to Local Government (State) Award 2010.
Updating clause numbering relating to the Local Government (State) Award 2010.

The Committee agreed to endorse the Staff Appraisal Policy.

RECOMMENDATION:

That the Staff Appraisal Policy be endorsed.

6.7 Training Plan

The Committee was advised by Ms Bronwyn Newton, Human Resources Manager that the following training was being organised and/or proposed:

Traffic Control Training
Confined Spaces Training
Code of Conduct Training
Aboriginal Cultural Awareness Training
Rates Conference
Reflect
Local Government Award History
Chainsaw Training
Webpage Training
Grant Workshop

9. NEXT MEETING

Next Meeting – 11th April 2013

There being no further business the meeting closed at 3.55pm

Next Meeting of the Consultative Committee Meeting will be held on 11th April 2013 at 2.00pm at the Council Chambers Meeting Room.

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

Signed: _____ Mr Don Ramsland, General Manager

DRAFT

Walgett Shire Council Health & Safety Committee Minutes – 4/4/2013

Recommendation:

That the minutes of the Walgett Shire Council Health & Safety Committee Meetings held 4 April 2013 be received and noted and Council endorse the Health and Safety Policy and Procedure Statement.

Moved:
Seconded:

Attachments:

Minutes of the meeting held 4 April 2013 and the Health and Safety Policy and Procedure Statement

MINUTES OF THE MEETING
WALGETT SHIRE COUNCIL HEALTH & SAFETY COMMITEE

The following are minutes of the Walgett Shire Council Health & Safety Committee Meeting held on Thursday, 4th April 2013 in the Walgett Council Chambers, meeting room commencing at 2.15pm.

1. PRESENT

Dallas Williams	Committee Member (Deputy Chairperson)
Donald Ramsland	Management Representative
Raju Ranjit	Management Representative
Yasmin Jones	Committee Member
Ramesh Sharma	Committee Member
Barry Maher	Committee Member
Rebecca Jones	Committee Member
David Callander	Ex Offio
Bronwyn Newton	Secretary

2. APOLOGIES

Prafulla KC	Committee Member (Chairperson)
Michael Kennedy	Committee Member

3. MINUTES – 7TH MARCH 2013

The Minutes from the meeting held on the 7th March 2013 were circulated via email and tabled for endorsement.

The minutes of the Health & Safety Committee Meeting held on 7th March 2013 were confirmed and accepted with the following amendments:-

Clause 4.10 – Fire Warden Training
Change "Collection" to "Assembly" – Should Read

"Mr Don Ramsland also advised that a sign was required to mark the assembly point."

"ACTION: 2. Mr David Callander to arrange for a sign to be erected to mark the assembly point".

Moved: Barry Maher
Seconded: Rebecca Jones

4. BUSINESS ARISING

4.1 Inspection Schedule

The Committee was advised that Ms Bronwyn Newton & Mr David Callander had completed the Store workplace inspection on Wednesday, 3rd April 2013.

It was requested that the inspection reports regarding the Walgett Depot be provided to Director Engineering Services and Acting Director Urban Infrastructure Services for review and action.

The inspection report for the Library is to be provided to Director Corporate Services for review and action.

The Committee were advised by the General Manager that the Technical Officer's should have a list of wet weather duties and low priority works list in which the low risks issues identified in the inspections reports could be addressed.

The Committee agreed to continue to complete another workplace inspection in Walgett before going to Collarenebri & Lightning Ridge. Mr David Callander will complete an Inspection Schedule and advise all Committee members.

ACTION:

Mr David Callander to provide another Inspection Schedule for a location in Walgett to all Committee members to be completed before next meeting.

4.2 Incident Report Summary

Mr David Callander provided the Committee with an Incident Report summary.

It was noted that a number of incidents related to Council Plant and Machinery being damaged. It was also discussed that a number of incidents were reported late and lacking appropriate information.

Mr Don Ramsland, General Manager noted that he will be seeking further information and requesting more care be taken with Council property (Plant and Machinery).

Mr David Callander also provided a new draft incident report form and advised the Committee that he had redesigned the form to try and get more information from staff. The Committee discussed the Incident report form and suggested minor changes such as:-

- Add – "that the Incident Report form must be lodged within 24 hours of an incident occurring"
- Add -A tick box for Workshop follow up.

The amended Incident Report form was approved by the Committee and Mr David Callander is to distribute to all staff.

ACTION:

Mr David Callander to distribute the new Incident Report form to all staff.

4.3 Walgett Works Depot – Inspection Review

The Committee were advised by Mr Don Ramsland, General Manager that the purchase of a hoist for the Workshop was on the agenda for the next Plant Committee meeting.

Ms Bronwyn Newton advised the Committee of the inspection completed at the Store and noted the following issues:-

Generally most things were quiet good – there were adequate fire extinguishers that have been tested and tagged, the general tidiness of the place was satisfactory, good lifting devices in place to prevent manual handling (back) injuries.

Areas of concern were lack of appropriate storage especially for Chemicals, rubbish and/or boxes around a couple of the fire extinguishers, poor ventilation in the Chemical shed, no alarm/warning system if there is an emergency.

It was discussed and agreed by the Committee to recommend Council's Building Maintenance Officer provide cleaning for the meal room and toilets within the Store. It was noted that the Building Maintenance Officer already cleans the Workshop meal room and the Foreman's office.

Other issues that were inspected whilst David & Bronwyn were completing the Store inspection were the Workshop power point. The Power point is located outside the workshop on a pole. There are concerns that the power point is located where it can get wet when it rains. Enquiries advised that the power point was changed to a wet weather waterproof type and that all staff have been made aware not to use the power point when it's raining as you would be standing in the rain.

The Committee recommended that Mr Dallas Williams place an out of service tag on the power point on Friday, 5th April 2013 until further investigations are completed to ensure that it is safe.

There were also concerns raised about an extension cord used by the Workshop staff that runs across the wash bay and the end could possibly lie in the drain full of water. Mr Dallas Williams is to inspect Friday, 5th April 2013 and ensure there is no extension cord lying in the drain and if there is to remove it immediately.

ACTION:

1. Store Inspection report to be forwarded to the appropriate Directors with recommendation for improvements

2. Mr Dallas Williams to place an out of service tag on the power point located outside the Workshop on Friday, 5th April 2013.

3. Mr Dallas Willams to investigate to ensure there is no extension cord running through the wash bay at the workshop and if there is to remove it on Friday, 5th April 2013.

4. Mr Don Ramsland to ensure the Three (3) hoist quotes are discussed at the next Plant Committee meeting.

4.4 Walgett New Works Depot

The Committee were advised that Mr Don Ramsland, General Manager is still waiting for the revised quotes and plans for the Walgett New Works Depot.

ACTION:

1. Mr Don Ramsland, General Manager is still waiting for the revised quotes and plans for the Walgett New Works Depot project.

4.5 First Aid Allowance

The Committee were advised that recommendations for the First Aid Allowance had been forwarded to the General Manager for advice, review and/or approval.

The Committee were advised that some work teams had no nominations therefore new nominations have been forwarded to those work teams and Supervisors have been advised to encourage someone to nominate.

It was also discussed that there may have been a misunderstanding from last meeting that all plant and equipment must have a First Aid kit. It was agreed to recommend that all Cars/Utes are provided with a first aid kit. In work teams one First Aid kit should be provided.

Mr Raju Ranjit is to check that Council have not ordered and received an excessive number of First Aid kits and if we have to ensure that they are returned. Mr Raju Ranjit to discuss with his team leaders to ensure that all work teams have one (1) First Aid Kit available.

ACTION:

1. First Aid nominations recommendations forwarded to the General Manager for review, advice and/or approval.

2. Mr Raju Ranjit to investigate the number of First Aid kits ordered and/or received and to ensure Council is not carrying an excessive number of kits.

3. Mr Raju Ranjit to discuss with Team Leaders to ensure that all work teams have One (1) First Aid kit available.

4.6 Tag and Test appliance

The Committee were advised that the Tag and Test appliance will be purchased before next meeting.

ACTION:

Council to purchase a Tag and Test appliance that will test 240 vault electrical equipment as per the quote supplied by Mr Dallas Williams and Mr David Callander.

4.7 Construction Fencing

The Committee were advised that quotes would be provided to the next meeting for Two (2) Emergency Response trailers.

The Committee were also advised that Mr Prafulla KC is still to provide suggestions and proposal that would be appropriate to fence the Lightning Ridge Bore Baths.

ACTION:

1. Mr Dallas Williams and Mr Barry Maher to provide quotes and design information to Mr Don Ramsland, General Manager for approval to purchase Two (2) Emergency Response trailers.

2. Mr Prafulla KC is to provide suggestions and proposals that would be appropriate to fence the Lightning Ridge Bore Baths.

4.8 Walgett Depot Inspection Reports

The Committee was advised the Walgett Depot inspection at the Walgett Store had been completed and the report would be forwarded to the relevant Directors for action.

Action:

The Walgett Depot inspection report of the Walgett Store be forwarded to the relevant Directors for action.

4.9 Noise procedures/policy

The Committee was advised the Draft Noise Policy & Procedure had been tabled at the Executive meeting held on the 5th March 2013 and that the executive staff had been requested to review and return comments.

The Committee were advised that the Hearing tests are recommended for new employees and should be completed as part of their pre-employment screening.

The Committee were advised that the hearing tests may be able to be completed by the Walgett Aboriginal Medical Service. Ms Bronwyn Newton, Human Resources Manager is to investigate who can carry out the hearing tests and costs associated with this testing.

4.10 Fire Warden Training

The Committee were advised that Mr David Callander has completed evacuation plans for the Administration Office, Library and Visitor Information Centre and the Walgett Youth Centre which are now on display.

The Committee were further advised that Mr David Callander is currently working with the Community Services staff to complete evacuation plans for the Youth Centres located in Lightning Ridge and Collarenebri.

The Committee discussed the need for more Fire Wardens in the Administration office. Mr David Callander was requested to email all headquarters staff to call for volunteers to become Fire Wardens for the Administration Office.

The Committee also discussed the alarms and warning systems in place for the Administration office, Library/VIC and the RTA office.

ACTION:

1. Mr David Callander is to complete the evacuation plans for Lightning Ridge & Collarenebri Youth Centres and place them on display.

2. Mr David Callander to call for volunteers Fire Wardens for the Administration office.

4.11 Safe Storage for Chemicals

The Committee were advised that Mr Greg Leersen and Mr David Callander are investigation options and will provide a recommendation to Mr Don Ramsland, General Manager for the purchase of an appropriate storage facility for Chemicals.

Action:

Mr David Callander and Mr Greg Leersen to investigate options and provide a recommendation to Mr Don Ramsland, General Manager for the purchase of an appropriate storage facility for Chemicals.

4.12 Skin Patrol

Mr Don Ramsland, General Manger advised he encourages the proposals to offer staff Pitt Stop Health Checks, Skin Patrol and Flu shots.

The Committee agreed to insert the proposals into the Work Health & Safety newsletter to gain feedback from interested employees who would like to take advantage of Pitt Stop Health Checks, Skin Patrol and/or Flu shots.

Action:

Mr David Callander to include the proposals of Pitt Stop Health checks, Skin Patrol and Flu shots in the next Work Health & Safety newsletter to gain feedback from employees interested in taking advantage of these proposals.

4.13 Health & Safety Committee Newsletter proposal

The Committee were advised the first Health & Safety Committee newsletter was ready for publication.

5. OTHER BUSINESS

5.1 Health & Safety Policy & Procedure Statement

The Committee were provided copies of the Draft Health & Safety Policy & Procedure Statement for endorsement.

The Committee made the following amendments:

Page 3 – Clause 4 – Point 3 – remove "bi"
Page 4 – Clause 8 – first paragraph – correct spelling of "They Must:"
Page 6 – General Policy – first sentence – remove "policy"
Page 6 – The success of the Objectives are measured by – Point 3 – remove "bi"
Page 7 – Explanatory Notes – Point 4 – change "48 hours" to "24 hours"

Recommendation:

That the Health & Safety Policy & Procedure Statement be endorsed and adopted with the above amendments.

Moved: Mr Dallas Williams
Seconded: Ms Yasmin Jones

5.2 Risk Management Register

The Committee were provided copies of the Draft Risk Management Register for endorsement.

The Committee discussed the document and agreed for Mr David Callander to review the document and present a revised draft to the next meeting.

Action:

Mr David Callander to provide a revised draft of the Risk Management Register to the next meeting.

5.3 Urban Services Coordinator – Vehicle Issue

The Committee were provided copies of the following document:

- Copy of the Urban Services Coordinator email to the WHS Committee Chairperson.
- Occupational Health & Safety report on the findings of the comparison of the 2007 & 2012 Holden commodore utility vehicle allocated to Urban Services Coordinator. Report compiled by Mr David Callander
- Holden Commodore / Ute – VE Series Specifications
- Holden Commodore / Ute / One Tonner / Crewman – VZ Series Specifications

The Committee discussed and were advised the vehicle meets manufacture specifications.

The Committee were advised the Urban Services Coordinator had been requested to operate the new Commodore Ute purchased as the replacement vehicle and the situation would be monitored.

5.4 Training update

Ms Bronwyn Newton, Human Resources Manager advised the Committee of the following upcoming training:-

- Workplace Behaviour Training (Code of Conduct, EEO & Prevention of Bullying & Harassment).
- Chainsaw
- Confined Spaces
- Traffic Control – Blue, Yellow & Red
- Chemcert

5.5 Roads Policy

Mr Raju Ranjit enquired if Council has a Roads Policy. He advised that the state of the roads has been identified through the State Wide Risk Management and the level of risk associated with the roads is high.

It was suggested that Mr Ranjit research the "Best practice for Roads" document and look at developing a Roads Policy.

Action:

Mr Raju Ranjit to research the "Best Practice for Roads" document and look at developing a Roads Policy.

6. NEXT MEETING

The next meeting is to be held Thursday, 2nd May 2013 commencing at 2pm.

There being no further business the meeting closed at 4.00pm

I advise that in accordance with my delegated authority, the recommendations of the Health & Safety Committee contained in this report are accepted.

Signed: _____ Mr Don Ramsland, General Manager

WALGETT SHIRE COUNCIL

LANA NOSTRAE DIVITIAE EST

WORK HEALTH AND SAFETY POLICY

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POLICY TITLE – WORK HEALTH AND SAFETY POLICY (WHS)

Reference Number:	1
Strategic Plan:	N/A
Classification:	Corporate Policy
First Adopted:	April 2013
Review:	Every 12 months or as required
Last Reviewed:	
Next Review Date:	April 2014
Responsible Officer(s):	WHS Officer
Applicable Legislation:	• WHS Act 2011 • WHS Regulation 2011
Related Procedures:	• WHS Duties Procedure
Delegations:	N/A
Version Control:	2.00

1. General Policy

The work health and safety of all workers within the Walgett Council and those visiting the organisation are considered to be of the utmost importance. Resources in line with the importance attached to work health and safety will be made available to comply with all relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health.

2. Duties

The promotion and maintenance of work health and safety is the responsibility of managers and workers. Managers at all levels will emphasise the need for and contribute to the health and safety of all persons in the workplace, so far as reasonably practicable.

3. Objectives of the Safety Policy are:

- To reduce incidents in the workplace.
- To comply with legislation, codes of practice and Council policies.
- To make WHS an integral part of all positions, especially management positions.
- To involve all workers in the decision making process through communication, consultation and training to ensure safety.
- To manage all potential hazards in the workplace.
- To ensure all actual incidents are investigated and causes controlled in a timely manner.
- To provide effective injury management for workers.

4. The Success of the Objectives is Measured by:

- All work activities are analysed, planned and risk assessed with considerations given to implementing proactive control measures.
- Continued consultation between workers and management resulting in positive WHS initiatives.
- Conduct monthly HS Committee Meetings, regular induction programs and training courses for workers and officers.
- By incorporating WHS duties in all management and workers job descriptions.
- Workers to report all incidents in the workplace and assist with investigations, while management signs off on implemented actions.
- Cost effective claims and management in the reduction of lost time due to injury periods.

5. WHS Consultation

The Work Health and Safety Consultation Flow Chart has been developed to support this policy and details the requirements for consultation between management and workers. The flow chart is made to facilitate participation from all in the workplace to ensure that the objectives of the flow chart are met.

6 Health and Safety Committee

The Health and Safety Committee will work to reach consensus on all aspects of the organisation's WHS policies and programs. To this end each committee meeting will be attended by the PCBU representative who will either authorise the Committee's recommendations or forward them to management for consideration.

7. WORK HEALTH AND SAFETY PROGRAM

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated and effectively carried out. The program will relate to all aspects of health and safety, including:

- WHS training and education;
- Work design, workplace design and standard work methods;
- Changes to work methods and practice, including those associated with technological change;
- Safety rule, including penalties;
- Emergency procedures and drills'
- Provision of WHS equipment, services and facilities
- Workplace inspections and evaluations;
- Reporting and recording of all incidents; and
- Provisions of information to all workers, volunteers and other PCBU

8. SPECIFIC DUTIES

Officers (Management)

An officer must exercise due diligence to ensure that the person conducting a business or understanding of operations, hazards and risks of the business or undertaking (PCBU) complies with their duties. They must:

- Acquire and keep up-to-date knowledge of work health and safety matters;
- Gain an understanding of the operations, hazards and risks of the business or undertaking;
- Ensure the PCBU uses appropriate resources and processes to eliminate or minimise risks;
- Ensure the PCBU receives, considers and responds to information regarding incidents, hazards and risks;
- Ensure the PCBU implements processes for complying with their duties – eg reporting notifiable incidents, consulting with workers, ensuring compliance with provisional improvement notices (PINs), providing training and instruction to workers, ensuring health and safety representatives receive training;
- Verify the provision and use of resources and procedures.

8.1 On-Site Supervision

Is responsible for taking so far as reasonably practicable measures to ensure:

- That the workplace under their control is safe and without risks to health; and
- That the behaviour of all persons in the workplace is safe and without risks to health, themselves or other workers

8.3 Workers

A worker includes an employee, labour hire staff, volunteer, apprentice, work experience student, sub-contractor, contractor, trainee, outworker and Councillors.

As a worker, you must:

- Care for your own and others' health and safety;
- Comply with any reasonable instruction from the person conducting a business or undertaking (PCBU), so far as you are reasonably able;
- Cooperate with all reasonable policies and procedures of the PCBU.

A worker shall remove any safety hazard if able to do so safely, otherwise, all workers are to report to their immediate Supervisor any hazardous or unsafe condition that they may be aware of.

Work Health and Safety Committee members are available to discuss any WHS concerns a worker may have, in the first instance however, supervisors should always be notified of concerns documented.

Approved by the General Manager: Mr Don Ramsland

Signed: _____

Date: // April 2013

9. WALGETT COUNCIL WHS POLICY (EXTRACT)

General Policy

The work health and safety of all persons employed within the Walgett Council and those visiting the organisation are considered to be of the utmost importance. Resources in line with the importance attached to work health and safety will be made available to comply with relevant Acts and Regulations and to ensure that the workplace is safe and without risk to health. So far as reasonably practical.

Objectives of the Safety Policy are:

- To reduce incidents in the workplace.
- To comply with legislation, codes of practice and Council policies.
- To make WHS an integral part of all positions, especially officer positions.
- To involve all workers in the decision making process through communication, consultation and training to ensure safety.
- To manage all potential hazards in the workplace.
- To ensure all actual incidents are investigated and causes controlled in a timely manner.
- To involved effective injury management for workers.

The Success of the Objectives are Measured by:

- All work activities are analysed, planned and risk assessed with considerations given to implementing proactive control measures.
- Continued consultation between workers and management resulting in positive WHS initiatives.
- Conduct monthly Safety Committee Meetings, regular induction programs and training courses for workers and officers.
- By incorporating WHS duties in all workers and management job descriptions.
- Workers to report all incidents/accidents and hazards in the workplace and assist with investigations, while management signs off on implemented actions.
- Cost effective claims and management in the reduction of lost time due to injury periods.

Health and Safety Committee

Health and Safety Committee will work to reach consensus on all aspects of the organisation's WHS Policies and Programs. To this end each committee meeting will be attended by the PCBU representative who will either authorise the Committee's recommendations or forward them to management for consideration.

Specific Duties

1. Officers

An officer must exercise due diligence to ensure a person conducting a business or undertaking (PCBU) complies with their duties. They must take reasonable steps to acquire and keep up to date knowledge of the Work Health and Safety matters including gaining new understanding of the operations, hazards and risks of the business or undertaking with appropriate resources.

2. On Site Supervisors

Is responsible for taking so far as reasonably practicable measures to ensure:

- That the workplace under their control is safe and without risks to health; and
- That the behaviour of all persons in the workplace is safe and without risks to health, themselves or other workers.

3. Workers

As a worker, you must:

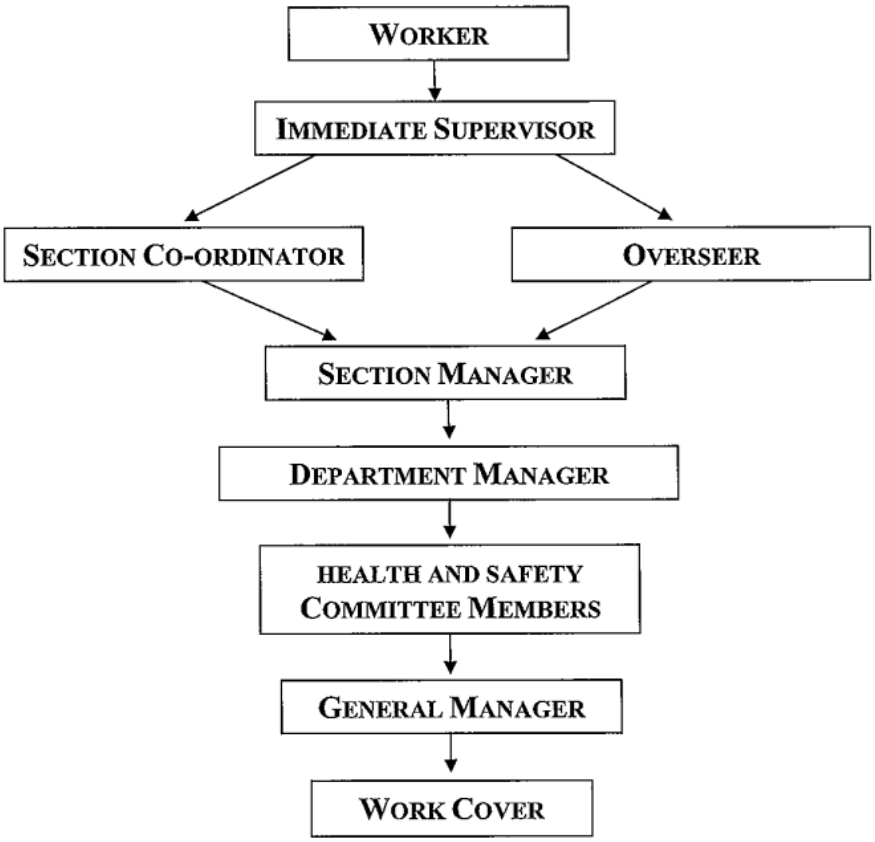
- Care for your own and others' health and safety
- Comply with any reasonable instruction from the person conducting a business or undertaking (PCBU), so far as you are reasonably able
- Cooperate with all reasonable policies and procedures of the PCBU

A worker shall remove any safety hazard if able to do safely, otherwise, all workers are to report to their immediate Supervisor any hazardous or unsafe condition that they maybe aware of.

Health and Safety members are available to discuss WHS concerns an employer may have, in the first instance however, Supervisor should always be notified of concerns and documented.

10. CONSULTATION FLOW CHART

CONSULTATION FLOW CHART



Explanatory Notes:

1. If any worker has a WHS complaint or concern the worker must document the complaint or concern using Council's incident report form *(these forms are available at the Depot Store)* and forward to your Immediate Supervisor as soon as practically possible. If you wish to keep a copy for your own information please request a copy.
2. If the worker is unhappy with the action or lack of action by their immediate supervisor follow the flow chart accordingly
3. This Consultation Flow Chart supports Walgett Council's WHS Policy.
4. The immediate Supervisor or Section Manager **must** give the worker feedback, within 24 hours of receiving any WHS issue/complaint from a worker.
5. Point 4 also applies to others listed in the flowchart.
6. Feedback can be verbal but, documented creates a paper trail of evidence.

Walgett Shire Council Audit & Risk Management Committee
Recommendation: That the minutes of the Walgett Shire Council Audit & Risk Management Committee held 13 March 2013 be received and noted, that action being taken by the General Manager in respect of various issues identified and recommendations made during the internal audit process be endorsed. **Moved:** **Seconded:**

MINUTES OF THE WALGETT SHIRE COUNCIL AUDIT AND RISK MANAGEMENT COMMITTEE HELD IN THE GILGANDRA SHIRE COUNCIL ADMINISTRATION BUILDING ON WEDNESDAY 13 MARCH AT 5.15PM

1. ATTENDANCE

Mr A Fletcher, Mr D Honner , Clr G.A Murray (Mayor) Mr J Shanks, Ms E Walker- Manson, Mr D Ramsland, Mr S Holland.

2. APOLOGIES

Clr Ian Woodcock

3. DECLARATION OF INTERESTS

No interests were declared

4. MINUTES OF PREVIOUS MEETING

RESOLVED
That the minutes of the meeting held in the Walgett Shire Council Administration Building on Tuesday 8 October 2012 be confirmed Honner / Murray

5. REVIEW OF 2012/2013 AUDIT PLAN REPORT

The Committee considered the recommendations of the 2012/2013 Audit Plan Report.

5.1 Business Continuity Plan

Recommendation

1. Allocate resources for ongoing staff training and testing of sub plans – Agreed that: review August A&RM meeting. Budget allocation 2013/2014 – Progress for consideration under resource sharing by audit group councils. Report back to August A&RM meeting

2. Develop an IT Sub Plan and incorporate into Council BCP- Agreed that: review progress at November A&RM meeting

3. Restructuring responsibilities for key staff positions – Agreed that: Council Structure review currently a work in process. Report back to August A&RM meeting on progress in BCP review to reflect Council's organisation structure and reporting lines.

5.2 Budget Oversight and Control

1. Revise operational plan to include essential elements as outlined in Guidelines – Agreed that this be achieved by 30.06.13.

2. Develop and implement a formal budget bid system – Agreed that: Project initiation document had been developed and implemented into Councils budget process. Agreed that this be achieved by 30.06.13.

3. Develop and Implement a monitoring and reporting process for capital works programs – Agreed to: review progress at August A&RM Committee meeting.

5.3 Workplace Health and Safety

That Council consider:

1. Modifying their incident reporting process to include

   a. signing and dating when forms are lodged with WH&S
   b. inclusion of supervisor/managers' comments on their investigations
   c. formal notification to director (or General Manager)
   d. formal notification to WH&S Committee

   } Agreed that: to Report back to August 2013 ARMC meeting

2. Developing WH&S induction awareness training for new employees – Agreed that: to be reviewed by 30/6/13

3. Ensure that all WH&S documents are stored in Council's electronic records system – Agreed that: to be reviewed by 30/6/13

4. Development of WH&S specific risk mitigation strategies to be assessed and included in Council's broader risk management profile – Agreed that: to be reviewed at August A & RM Committee meeting.

5. Review position description of WH&S and Rehabilitation Officer to ensure responsibilities are clearly identified as:

   a. Workplace Health and Safety
   b. Rehabilitation and Workers Compensation Liaison
   c. Conducting educative and compliance activities
   d. Providing administrative support
   e. Accountabilities with Council policy

   } Advised that this aspect had been completed

5.4 Contract Management

That Council consider:

1. Reviewing its management of casual hire plant contractors to include:

   a. Incorporating a plant condition evaluation score against plant rate
   b. Standardising contracts for a periodic price review point and linking to CPI
   c. Segregation of duties to ensure front line staff make a requisition for plant requirements and the fleet manager engages the contractor and prepares the purchase order and,
   d. That a monitoring and following up system be implemented to ensure contractor insurances are current.

2. Developing tendering checklist to ensure that all tender documentation and processes are appropriately completed and recorded in Council's central records.
It was suggested that Council examine the Coonamble Council System of Contractor Management and that the development of a contractor management system could possibly be also undertaken on a group council basis.

It was noted that Contract Tender Management needs to be further addressed and that Morse Group would follow this up at the April audit visit.

Agreed that: to be reviewed at the August A&RM Committee meeting .

RESOLVED
That the Audit & Risk Management report be noted and that actions be incorporated into the Actions list. Murray / Honner

6. FUNCTIONAL AREAS TO BE REVIEWED AT APRIL VISIT

The following functional areas were agreed for review at the next audit site visit in April

Dog Control

Policies and Procedures plus statutory register

Stores Control

Asset Management

7. ICAC REPORT – GIFTS PROVIDED TO NSW PUBLIC OFFICIALS

The General Manager Don Ramsland advised of measures taken in response to the ICAC Report.

- Model Code of Conduct adopted with a defined gift limit of $50.00
- The Organisation Structure had been amended to bring the Stores and Purchasing function under the Corporate Services division. There have also been changes to the workshop/plant structure with the creation of a Plant Superintendent and Plant Foreman positions.

8. CREDITORS LISTING > $150,000.00

The Creditors Listing was reviewed by the Committee with further clarification provided by the General Manager.

9. ORDER AND INVOICE DATE LISTING

It was noted that this area of Council's operations required incremental improvement over time and that progress updates would be provided to future A&RM Committee meetings.

10. CONTRACT VARIATIONS

Consideration to be given to processes currently in place and for this matter to be further considered at the August A&RM Committee meeting.

11. GENERAL BUSINESS

The Chairman raised the matter of meeting frequency and suggested that a reduction from 5 meetings to 3 + 1 if required be trialled.

RESOLVED
Meetings be scheduled for March, August and November each year. Murray / Honner

12. DISCUSSION PAPER

The independent Audit Committee members Discussion Paper was noted for a future meeting of Council General Managers to discuss issues contained in the paper.

13. INTERNAL AUDIT AND AUDIT COMMITTEE QUESTIONAIRE

RESOLVED
The questionnaire be completed and returned to the Chairman Andrew Fletcher by 30 April Murray / Honner

14. ACTION LIST

RESOLVED
That the Action List be received and noted Murray / Honner

There being no further business the meeting closed at 6.25pm.

Reserve Trust Management Committee Reports

Nil

Mayoral Minutes

To be circulated at the Council Meeting

Motions of which Notice has been given

Nil

Presentation of Petitions

Nil

Councillors Questions From Last Meeting

Clr Walford
Clr Walford wanted to advise he attended the Harmony Day in Walgett, he wished to note this was a wonderful day.

Clr Martinez
Question 1
Can funding for maintenance on the Castlereagh Highway between Lightning Ridge and Walgett be investigated?
Answer
The Director Engineering Service advised this matter will be discussed at the next RMCC meeting.

Question 2
If $90,000 is to be spent on the Collarenebri Agency House, what is the value of the House and the cost benefits of the renovations?
Answer
The Acting Director Urban Infrastructure Services advised as of 29th October 2010 the current market value of the property was $60,000.00. However, Council's General Manager believes that there is justification to carrying out renovations to the premises on a limited scale and will be preparing a further report for Council's consideration in this regard in conjunction with a report on the future operation of the Collarenebri Agency.

Clr Taylor
Question 1
Can the Lions Park in Lightning Ridge be inspected as a number of Stall Holders have advised the ground is uneven?
Answer
The Acting Director Urban Infrastructure Services advised work has been undertaken to rectify the issue.

Question 2
Clr Taylor suggested an OAM nomination be considered for a Walgett Shire resident.
Answer
The General Manager advised the process of the nomination of a person under the Australian Honours System is a confidential process aimed at celebrating the outstanding achievements of Australians in a diverse range of fields and areas.

Clr Lane
Question 1
Can Councillors have an update regarding the water connection leading to the Lightning Ridge Aerodrome?
Answer
The Director Planning and Regulatory Services advised once investigations are finalised a report will be bought back to Council.

Question 2
Can the capacity of a second water main at the new Bore be investigated so both Bores can be utilised at once?
Answer
The Acting Director Urban Infrastructure Services advised investigations are currently being undertaken.

Question 3
Can the Hudson Pear issue within the Shire be addressed?
Answer
The General Manager has included a report regarding this issue in the April Council Meeting.

Question 4
Can a report be bought to Council on the cost of providing town water to the Bill O'brien subdivision?
Answer
The General Manager to investigate and prepare a report for Council's consideration.

Question 5

Could Council investigate the possibility of leasing or selling its water supply system?

Answer

The General Manager advised that the legality of implementing such a proposal will be investigated and a report prepared for Council's consideration.

Clr Woodcock

Question 1

Can the draft Landfill and Pool contracts be bought to Council for endorsement?

Answer

The General Manager to advised that a report in relation to the future operations of Council's landfill areas and swimming pools is being prepared and this will include draft contracts for Council's consideration.

Question 2

What is the update on the Collarenebri Agency House renovations?

Answer

The Acting Director Urban Infrastructure Services advised the preliminary costs estimates have been provided to the General Manager who is preparing a report on the need to have accommodation available.

Clr Greenaway

Question 1

When will work proceed on the pavers in Collarenebri- there are funds in the 2012/13 Budget?

Answer

The Acting Director of Urban Infrastructure Services advised when the new "concrete crew" commences, this is a project to be included in work scheduling. It will also need to be carried out as part of the main street beautification (works currently in the planning stage).

Clr Cooper

Question 1

Can the operating hours of the Walgett Bore Bath be reviewed?

Answer

The Acting Director of Urban Infrastructure Services advised the current opening hours are Monday-Friday 8:00am – 4:30pm (winter months only). These time restrictions reflect the need for the bore baths to be opened and closed during normal business hours to minimise the level of vandalism that has been recorded in the past.

Reports of Delegates and Representatives

COUNCIL'S DECISION ACTION REPORT – March 2013

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland

FILE NUMBER: 10/154

Summary:

This schedule summarises the action taken in respect of matters considered at the previous two meetings of Council.

Background:

Attached is the Resolution Register which summaries outstanding action in respect of all resolutions as well as any other matters raised at previous Meetings which required action.

Current Position:

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

Relevant Reference Documents/Policies:

Resolution Register 26 March 2013

Governance issues:

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

Environmental issues:

Nil

Stakeholders:

Council and Manex Team

Financial Implications:

Nil

Alternative Solutions/Options:

Nil

Conclusion:

That the resolutions register be received and noted. It is requested that any queries be raised with the General Manager prior to meeting day facilitate proceedings at the meeting.

COUNCIL DECISIONS ACTION REPORT – March 2013
Recommendation: That the Resolution Register for March 2013 be received and noted. **Moved:** **Seconded:**

Attachments:

Resolution Register- March 2013

Resolution Actions for Ordinary Meeting 19th February 2013

19th February 2013	1/2013/14	That the General Manager's Report on matters for brief mention or information only be received and noted: 1) Letter from Rex Wilson OAM regarding "C" Division Shires Association of NSW 2) Letter from John Walkom Chair Orana RDA 3) Letter from Kerrie Mather Chief Executive Officer Sydney Airport Corporation Ltd 4) Media Release 31/01/2013 regarding Government Cost Shifting 5) Letter from Victor Dominello MP- Youth Week Grant 6) Preliminary Needs Assessment Far West NSW Medicare Local & Burns Aldis 7) 2013 National General Assembly of Local Government – Call for Motions Moved: Clr Woodcock Seconded: Clr Lane	General Manager	1. Noted 2. Noted 3. Noted 4. Noted 5. Noted, grant accepted 6. Noted 7. Report to April Meeting	General Manager	1. Completed 2. Completed 3. Completed 4. Completed 5. Completed 6. Completed
19th February 2013	1/2013/22	1. That Council resolve to sell Lot 20 Sec 41 DP 759036 to Walgett Preschool and Long Day Care Centre for the purchase of the sum of $35,000 plus GST. 2. That Council resolve to waive rental payments of $28,800 under the lease agreement. 3. That Council instruct solicitors Booth, Brown Samuels and Olney to prepare a Contract of Sale between the Walgett Preschool & Long Day Care Centre for Lot 20 Section 41 DP759036 to complete the transaction. Moved: Clr Woodcock Seconded: Clr Cooper	Director Urban Infrastructure Services	19/03/2013 Contracts currently being drawn up by Booth, Brown Samuels and Olney. 10/04/2013 Contracts have been drawn up and settlement scheduled.	Director Urban Infrastructure Services	
19th February 2013	1/2013/39	That Council receive and note the Director of Engineering Services report and approve the proposal to remove aged trees along the Merrywinebone Road Moved: Clr Lane Seconded: Clr Cooper	Director Engineering Services	01/03/2013 Has been scheduled for second week of March 2013 15/04/2013 Work scheduled for the end of April.	Director Engineering Services	
19th February 2013	1/2013/40	1. That Council note the RMS funding for bus turn around / stop construction. 2. That Council approves new ledger number for the project Moved: Clr Woodcock Seconded: Clr Lane	Director Engineering Services	01/03/2013 Has been scheduled for second week of March 2013. 15/04/2013 Work to commence 22 April.	Director Engineering Services	

19th February 2013	1/2013/43	That Council accept the tender for RFT12/011 from Brownrite Building Group Pty Ltd in the sum of $219,380 for the extension to the Walgett Library in accordance with the plans and specifications forming part of the tender document. Moved: Clr Woodcock Seconded: Clr Martinez	Director Engineering Services	18/03/2013 Brownrite have accepted the tender and contracts have been drawn up. 12/04/2013 Contractors commenced works	Director Engineering Services	
19th February 2013	1/2013/45	That Council approve the renewal of lease between Walgett Shire Council as Trust Manager for the Walgett Recreation (D520033) Reserve Trust; Walgett Recreation (R69987) Reserve Trust and Walgett Baths (R82251 Reserve Trust and the Walgett and District Sporting Club Limited for a term of twenty years from 1 January 2012 to 31 December 2031 at an annual rental of $2 and on the same terms and conditions of the former lease. Further that Council execute the appropriate lease documentation under the Common Seal of Council and seek the Minister's approval/concurrence to the proposed new twenty year lease. Moved: Clr Woodcock Seconded: Clr Lane	General Manager	18/03/2013 Lease is currently in the process of being drafted and forwarded to the Club for signing.	General Manager	
19th February 2013	Questions for the next Meeting	What is the status for the Wheel Chair access at IBC? **Clr Woodcock**	Director Urban Infrastructure Services	Further investigations needs to be undertaken.	Director Urban Infrastructure Services	
19th February 2013	Questions for the next Meeting	What is the progress of the Sewer Dump Point's relocation at Lightning Ridge? **Clr Woodcock**	Director of Urban Infrastructure Services	18/03/213 Planned completion of relocation for May 2013. 15/04/2013 Installation of the Sewer Pump will be completed by 30 June 2013.	Director of Urban Infrastructure Services	
19th February 2013	Questions for the next Meeting	Clr Greenaway advised Suzanne Murray sent a request for a Levee to be Maitland Street, Collarenebri; what is the progress of this request? **Clr Greenaway**	General Manager	Legal Position being investigated letter sent to Mrs Murray.	General Manager	
19th February 2013	Questions for the next Meeting	Can a report be bought back to the March meeting regarding the short and long term plans / options for the maintenance of the Bridges on the Brewon road and details of funding that has been applied for? **Clr Cooper**	Director Engineering Services	01/03/2013 A loan has been applied for two bridges on the Brewon Road, currently awaiting outcome.	Director Engineering Services	

19th February 2013	Questions for the next Meeting	Have the damaged signs at the Cryon intersection on SH29 east been addressed. **Clr Cooper**	Director Engineering Services	19/02/2013 Replacement signage is on order through Roads and Maritime Services. 15/04/2013 Awaiting the replacement signage arrival.	Director Engineering Services	
19th February 2013	Questions for the next Meeting	When are the tenders for the Shire Swimming Pools going to be advertised? **Clr Martinez**	Director of Urban Infrastructure Services	19/03/2013 Tenders will be advertised in April / May	Director of Urban Infrastructure Services	
19th February 2013	Questions for the next Meeting	Can the tree watering systems in Lightning Ridge at the Library and Sherman Way in Pandora street be fixed? **Clr Lane**	Director of Urban Infrastructure Services	01/03/2013 Investigations of all watering systems in Lightning Ridge will be undertaken.	Director of Urban Infrastructure Services	
19th February 2013	Questions for the next Meeting	Has the lawn mower owned by the Lightning Ridge Pre-School which went missing been located? **Clr Walford**	General Manager	Further investigations currently being conducted.	General Manager	
19th February 2013	Questions for the next Meeting	What is the progress of the proposed pedestrian crossing outside of the Lightning Ridge Pre-School? **Clr Walford**	Director Engineering Services	01/03/2013 Traffic studies are in progress.	Director Engineering Services	
19th February 2013	Questions for the next Meeting	Can the installation of a disabled toilet at the Lightning Ridge Bore Baths be investigated? **Clr Taylor**	Director of Urban Infrastructure Services	18/03/2013 Investigation being undertaken into costs of the project in conjunction with 2013/2014 Estimates.	Director of Urban Infrastructure Services	
19th February 2013	Questions for the next Meeting	What is the latest situation with the Lightning Ridge Tip? **Clr Taylor**	General Manager	A report is being prepared for Council's May 2013 Meeting, the life expectancy of the of Tip is being reviewed.	General Manager	
19th February 2013	Questions for the next Meeting	At the "Welcome to Lighting Ridge agitator" could Council provide a hard standing area as it is very boggy in wet conditions? **Clr Taylor**	Director of Engineering	01/03/2013 Investigation is currently in progress 15/04/2013 This will be put forth for consideration in the 21013/2014 Budget..	Director of Engineering	

Resolution Actions for Ordinary Meeting 23 March

23 March 2013	3/2013/4	That the minutes of OROC Committee Meeting held 15 February 2013 be received and noted and Council endorse: 1) Clrs Murray's and Keir's involvement with the Dubbo Hospital Project Committee. 2) Action being taken to make a submission with regards the ORANA Regional Action Plan. 3) Action being taken to establish an OROC Code of Conduct Reviewers Panel. 4) OROC support for SEXI Project. Moved: Clr Walford Seconded: Clr Keir	General Manager	1) Noted 2) Noted 3) Noted 4) Report to Council's April Meeting	General Manager	1) Completed 2) Completed 3) Completed
23 March 2013	3/2013/5	1. That a licence be issued to the Lightning Ridge Golf Club Ltd for part use of Reserve (R84117) for use as a Golf course subject to the consent of the Minister. 2. That the rent be $150.00 + GST per annum. 3. That the Mayor and General Manager be authorised to execute the licence agreement under the Common Seal of Council. Moved: Clr Martinez Seconded: Clr Lane	Director Corporate Services	15/04/2013 Documentation prepared and sent to Lightning Ridge Golf Club for signature and return to Council.	Director Corporate Services	
23 March 2013	3/2013/11	Resolved: 1. That a fresh ten year licence with a five year renewal option at market value be negotiated with Imparja Television Pty. Ltd. with regards their existing Walgett site and a further option to purchase the land at market value also negotiated when the issues surrounding the requirements of the new LEP and power connections are resolved. Moved: Clr Walford Seconded: Clr Lane	General Manager	Licence being prepared for signature	General Manager	
23 March 2013	3/2013/12	Walgett Shire Council lodge a submission for the entire Shire to be included on the new Local Land Services District boundaries. Moved: Clr Greenaway Seconded: Clr Keir	General Manager	Submission being prepared.	General Manager	

23 March 2013	3/2013/15	That the Council give consideration to a provision in the 2013/2014 budget of an amount of $20,000.00 for the purchase of 17 iPad tablets and data packages and the Council Dashboard Intranet Software. Moved: Clr Martinez Seconded: Clr Lane	Director Corporate Services	15/04/2013 Provisions to be made in draft estimates.	Director Corporate Services	
23 March 2013	3/2013/17	That the Council invite expressions of interest for the provision of external audit services for a six year period commencing 1 July 2013 on a joint basis with the councils of Coonamble, Warren, Gilgandra and Warrumbungle. Moved: Clr Lane Seconded: Clr Keir	Director Corporate Services	15/04/2013 Matter proceeding. Specifications being prepared prior to advertising.	Director Corporate Services	
23 March 2013	3/2013/18	1. That the Council assume responsibility for the conduct of the Walgett Markets as per the terms of this report and that the necessary arrangements be put in place. Moved: Clr Keir Seconded: Clr Walford	Director Corporate Services	15/04/2013 Arrangements being prepared.	Director Corporate Services	
23 March 2013	3/2013/19	1. That the revised Walgett Shire Community Strategic Plan be adopted in principle and placed on public exhibition for a period of twenty eight (28) days. 2. And further that a 2013/2014 budget workshop be held on Tuesday 7 May, 2013 (1:00pm) and a special meeting to adopt the draft 2013/2017 Delivery Program, 2013/2014 Operation Plan and budget on Tuesday 14 May 2013 (1:00pm). Moved: Clr Lane Seconded: Clr Walford	Director Corporate Services	15/04/2013 Community Strategic Plan has been placed on Public Exhibition until Friday 3rd May, 2013.	Director Corporate Services	
23 March 2013	3/2013/20	That the Quarterly Budget Review Statement Quarter ended 31 December amendments be received, noted and the amendments as set out in the budget review document be adopted within Council's estimates of income and expenditure for 2013/2014. Moved: Clr Keir Seconded: Clr Greenaway	Director Corporate Services	15/04/2013 Adjustments being processed.	Director Corporate Services	
23 March 2013	3/2013/21	1. That Council endorse the recommendation to request Veolia Water Supply to run a prototype trial plant in Collarenebri. 2. That, should the trial prove a success, retrofit of Collarenebri treatment plant be considered in conjunction with the 2013/14 Operational Plan and Budget preparations with a special report being prepared in respect of this issue including sourcing of government funding which may be available. Moved: Clr Greenaway Seconded: Clr Lane	Director Urban Infrastructure Services	04/04/2013 Veolia has been informed about Councils resolution, Veolia is currently sourcing trial unit.	Director Urban Infrastructure Services	

23 March 2013	3/2013/22	That Walgett Shire Council resolve to: 1. Adopt part of Crown Reserve 230076, commonly known as the Lions Park, as its preferred site at Lightning Ridge for a declared off-leash area for dogs. 2. Write to the Crown Lands Division of the NSW Department of Primary Industries and seek its agreement for the establishment of an off-leash area for dogs within Crown Reserve 230076, commonly known as the Lions Park, over the area delineated in Attachment B. 3. Consider the allocation of a budget of $3,000 for faeces receptacle and signage for an off-leash area for dogs at Lightning Ridge as part of Council's budget for 2013-2014.	Director Planning and Regulatory Services	1. No action required. 2. Letter sent 4/4/2013 3. Pending, awaiting response from Crown Lands.	Director Planning and Regulatory Services	
23 March 2013	3/2013/27	1. That Council approve the following budget adjustments in relation to the overexpenditure / under expenditure as detailed in the report be actioned. 2. That as a standard operating procedure all Works Projects in excess of $50,000 be reviewed once expenditure reaches 60% of the voted amount to ensure that any possible budget over runs are identified in a timely manner so as to allow appropriate corrective action to be taken prior to any over expenditure being incurred. Moved: Clr Lane Seconded: Clr Walford	Director Engineering Services	Development in progress.	Director Engineering Services	
23 March 2013	3/2013/28	1. That the matters listed by the Director Engineering Services for brief mention or information be received and noted. 2. That report on Pitt Street and Montkeila Street access for road train will be submitted to the April Council Meeting. Moved: Clr Lane Seconded: Clr Cooper	Director Engineering Services	15/04/2013 Currently awaiting the RMS's response.	Director Engineering Services	
23 March 2013	3/2013/30	1. That Council endorse the action of the General Manager in completing the revised agreement with IMF (Australia) to include the action against Standard and Poors (S&P) to act on behalf of Walgett Shire Council. 2. That the successful recoupment of the Dante investment in the sum of $494,876.90 be noted and the funds be restricted into a Reserve for Economic Development. Moved: Clr Greenaway Seconded: Clr Martinez	Director Corporate Services	16/04/2013 Settlement details expected to be advised shortly.	Director Corporate Services	
23 March 2013	3/2013/31	1. That the Council note the content of the report and that the property described as Lot 2 & Lot 10 sec 13 DP 758227 (Carinda Hotel) be withdrawn from sale due to a lack of clarity over the current ownership of the property and as a result, whether	Director Corporate Services	16/04/2013 Property withdrawn from sale. $10,000 received as at report date.	Director Corporate Services	

		required notifications have been given to all parties with an interest in the land. 2. That Ms Jennifer Petkovic be advised that Council has deferred the sale of the property and that it will be re-listed for a further sale in the event that outstanding rates remain unpaid. Moved: Clr Greenaway Seconded: Clr Taylor				
23 March 2013	3/2013/34	Senior staff of Walgett Shire Council meet with representatives from the Australian Opal Centre to establish a Memorandum of Understanding. Moved: Clr Taylor Seconded: Clr Martinez	General Manager	15/04/2013 Meeting to be arranged.	General Manager	
23 March 2013	Questions from the last meeting	Can funding for maintenance on the Castlereagh Highway between Lightning Ridge and Walgett be investigated? **Clr Martinez**	Director Engineering Services	15/04/2013 Will be discussed at the next RMCC Meeting.	Director Engineering Services	
23 March 2013	Questions from the last meeting	If $90,000 is to be spent on the Collarenebri Agency House, what is the value of the House and the cost benefits of the renovations? **Clr Martinez**	Director Urban Infrastructure Services	15/04/2013 As at the 29th October 2010 current market value of the property was $60,000.00. However, Council's General Manager believes that there is justification to carrying out renovations to the premises on a limited scale and will be preparing a further report for Council's consideration in this regard in conjunction with a report on the future operation of the Collarenebri Agency.	Director Urban Infrastructure Services	
23 March 2013	Questions from the last meeting	Can the Lions Park in Lightning Ridge be inspected as a number of Stall Holders have advised the ground is uneven? **Clr Taylor**	Director Urban Infrastructure Services	17/04/2013 Work has been completed to rectify the uneven ground.	Director Urban Infrastructure Services	
23 March 2013	Questions from the last meeting	Clr Taylor suggested an OAM nomination be considered for a Shire resident. **Clr Taylor**	General Manager	15/04/2013 The General Manager advised the process of the nomination of a person under the Australian Honours System is a confidential process aimed at celebrating the outstanding achievements of Australians in a diverse range of fields and areas.	General Manager	
23 March 2013	Questions from the last meeting	Can Councillors have an update regarding the water connection leading to the Lightning Ridge Aerodrome? **Clr Lane**	Director Planning & Regulatory Services	15/04/2013 Report currently in preparation.	Director Planning & Regulatory Services	

23 March 2013	Questions from the last meeting	Can the capacity of a second water main at the new Bore be investigated so both Bores can be utilised at once? **Clr Lane**	Director Urban Infrastructure Services	15/04/2013 Investigations currently in progress.	Director Urban Infrastructure Services	
23 March 2013	Questions from the last meeting	Can the Hudson Pear issue within the Shire be addressed? **Clr Lane**	General Manager	17/04/2013 Report is included in the April Council Meeting in regards to Hudson Pear.	General Manager	
23 March 2013	Questions from the last meeting	Can a report be bought to Council on the cost of the Bill O'brien subdivision? Clr Lane	General Manager	17/04/2013 The General Manager will investigate and prepare a report for Council's consideration.	General Manager	
23 March 2013	Questions from the last meeting	Could Council investigate the possibility of leasing or selling its water supply system?	Director Urban Infrastructure Services	17/04/2013 The General Manager advised that the legality of implementing such a proposal will be investigated and a report prepared for Council's consideration.	Director Urban Infrastructure Services	
23 March 2013	Questions from the last meeting	Can the draft landfill and Pool contracts be bought to Council? **Clr Woodcock**	General Manager	17/04/2013 The General Manager advised that a report in relation to the future operation of Council's Landfill and Swimming Pools is being prepared and this will include draft contracts for Council's consideration.	General Manager	
23 March 2013	Questions from the last meeting	What is the update on the Collarenebri Agency House renovations? **Clr Woodcock**	Director Urban Infrastructure Services	15/04/2013 The preliminary cost estimates have been provided to the General Manager who is preparing a report on the need to have accommodation available,	Director Urban Infrastructure Services	
23 March 2013	Questions from the last meeting	When will work proceed on the pavers in Collarenebri- there are funds in the 2012/13 Budget? **Clr Greenaway**	Director Urban Infrastructure Services	15/04/2013 When the new "concrete crew" commences, this is a project to be included in work scheduling, it will also need to be carried out as part of the Main Street Beautification (works currently in planning stage).	Director Urban Infrastructure Services	
23 March 2013	Questions from the last meeting	Can the operating hours of the Walgett Bore Bath be reviewed? **Clr Cooper**	Director Urban Infrastructure Services	15/04/2013 The current opening hours are Monday – Friday 8:00am-4:30pm (winter months only). These time restrictions respect the need for the Bore Baths to be opened and closed during normal business hours to minimise the level of vandalism that has been recorded that has been recorded in the past.	Director Urban Infrastructure Services	

CIRCULARS RECEIVED FROM THE LOCAL GOVERNMENT NSW – MARCH / APRIL 2013

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 10/615

Summary:

Copies of weekly circulars number 12/13-14/13 received from Local Government NSW since the March Council meeting have been distributed to Councillors.

Background:

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

Issue 12
Item 4 - Local Government (Early Intervention) Bill Progress
Item 6 - ClubGRANTS Scheme
Item 8 - Swimming Pools Amendment Act

Issue 13
Item 7- Workplace Change and Redundancy – Council Obligations
Item 9 - Councillor Weekend- Mini Skills Modules
Item 17- Coal Seam Gas Exclusion Zones

Item 14
Item 2 – Destination NSW Regional Workshops
Item 8 – Strategy to Combat Illegal Dumping – Public Consultation (30/04/2013)
Item 10 – NSW Energy from Waste Draft Policy – Public Consultation (3/05/2013)
Item 13 – Workplace Gender Equality Act 2012
Item 16 – Long-Term Strategic and Financial Planning for Councillors
Item 17 – Model Code of Conduct and Role of Complaint Co-ordinator Workshop (Dubbo 16/5/2013)
Item 18 – New data from Local Government Performance Monitor
Item 19 – EPA to regulate Coal Seam Gas
Item 22 – NSW Water Supply and Sewerage Performance Monitoring Report

Current Position:

Senior Management Staff and Councillors need to peruse these circulars and raise any matters of interest with the General Manager prior to the Meeting. Staff also have the task of following up and lodging application for grant funding where funding for Council projects may be available.

Relevant Reference Documents/Policies:

Nil

Governance issues:

Senior Management Staff and Councillors are requested to review weekly Circulars and keep abreast of Local Government issues occurring at Industry level.

Environmental issues:

Nil

Stakeholders:

Councillors
Walgett Shire Council staff

Financial Implications:

Nil

Legal Issues:

Nil

Alternative Solutions/Options:

Not Applicable

Conclusion:

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

CIRCULARS RECEIVED FROM THE LOCAL GOVERNMENT NSW

Recommendation:

That the information contained in the weekly circulars numbers 12/13-14/13 from the NSW Local Government and Shires Association be received and noted.

Moved:
Seconded:

Attachments:
Circulars 12/13 -14/13

Premier & Cabinet
Division of Local Government

Circular to Councils

Circular No. 13-09
Date 21 March 2013
Doc ID. A315899

Contact Grant Astill
02 44284194
grant.astill@dlg.nsw.gov.au

SWIMMING POOLS AMENDMENT ACT 2012 – IMPLEMENTATION UPDATE

Purpose
To provide information on implementation of the *Swimming Pools Amendment Act 2012*.

Issues

- The State-wide on-line Swimming Pools Register is currently under construction and will provide for the public registration of swimming pools from 29 April 2013.
  - Royal Life Saving NSW will shortly commence a public education campaign to ensure the public understand their responsibilities in relation to registration and compliance. This will include a range of FACT sheets relating to key water safety messages and the establishment of the Swimming Pool Register, which will also be distributed to councils.
- The Swimming Pools Register will:
  - have provision for councils to record inspections and issue pool compliance certificates
  - be accessible in the field via mobile devices (smart phone etc) to record inspections
  - generate a standard Swimming Pool Compliance Certificate after a successful inspection and finalisation of the inspection record in the Register
  - provide date-specific and type-specific pool inspection checklists
  - only record pool registration, inspection and certification. All complaint handling, orders, notices, fines and court matters are to be recorded in the Council's usual operations systems
  - provide public access to the standard Swimming Pool Compliance Certificate
- Councils are reminded to develop and adopt a locally appropriate and affordable risk-based inspection program in consultation with their communities by 29 October 2013.
  - The Division will be providing guidance to councils on what is required and hosting regional workshops to assist councils understand their role.

Action
General Managers are asked to bring this Circular to the attention of all councillors and all relevant council staff.

Steve Orr
Acting Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

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Premier & Cabinet
Division of Local Government

Circular to Councils

Circular No. 13-10
Date 21 March 2013
Doc ID. A315155

Contact Performance and Compliance Team
02 4428 4100
dlg@dlg.nsw.gov.au

FEE FOR SECTION 603 CERTIFICATES FOR 2013/14

Purpose
To advise councils that the determined fee for a section 603 Certificate is $70.00 for 2013/14.

Issue

- This determination applies to the issuing of a certificate for the matters specified in section 603(3) of the *Local Government Act 1993*.
- Where a council offers to provide other information as an optional service, the council is not prevented from separately determining an approved fee for that additional service.
- Furthermore, a council is not prevented from determining approved fees for additional services required by an applicant for the expedited processing of a section 603 Certificate.

Action
Councils are to include the $70 section 603 Certificate fee in their 2013/14 Operational Plans.

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Premier & Cabinet
Division of Local Government

Circular to Councils

Circular No. 13-11
Date 25 March 2013
Doc ID. A319408

Contact Innovation Team
02 4428 4100

CONSULTATION ON COMPANION ANIMALS TASKFORCE REPORTS

Purpose

To inform councils that two reports from the Companion Animals Taskforce have been released on the Division's website for public consultation.

Issue

- The Companion Animals Taskforce was established by the Minister for Local Government and the Minister for Primary Industries to provide advice on key companion animal issues (Circular 12-11 refers).

- The Taskforce has submitted two reports providing 38 recommendations for Government consideration. The reports are:
  - NSW Companion Animals Taskforce Report
  - NSW Companion Animals Taskforce Report on the Management of Dangerous Dogs

- As the recommendations have implications for the management of cats and dogs in NSW, councils, interested stakeholder groups and the community are being encouraged to review and comment on the recommendations prior to any final decisions being made.

Action

Councils are encouraged to read the reports and complete the on-line feedback form available at www.dlg.nsw.gov.au by the submission **closing date of 10 May 2013.**

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A Division of the Department of Premier and Cabinet

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Premier & Cabinet
Division of Local Government

Circular to Councils

Circular No. 13-12
Date 28 March 2013
Doc ID. A315454

Contact Performance and Compliance Team
02 4428 4100
dlg@dlg.nsw.gov.au

INFORMATION ABOUT RATING FOR 2013/14

Purpose

To advise all councils the Minister has determined the maximum Boarding House Tariffs and maximum interest rate chargeable on overdue rates and charges for 2013/14.

Issue

Boarding House Tariffs

- In accordance with section 516(1A) of the *Local Government Act 1993* (the Act), the Minister for Local Government, the Hon Don Page MP, has determined that for the purpose of the definition of 'boarding house' and 'lodging house' in that section, the maximum tariffs, excluding GST, that a boarding house or lodging house may charge tariff-paying occupants are:

  (a) Where full board and lodging is provided –
  $332 per week per room for single accommodation, or
  $552 per week per room for family or shared accommodation.

  (b) Where less than full board and lodging is provided –
  $221 per week per room for single accommodation, or
  $368 per week per room for family or shared accommodation.

Maximum Interest on Overdue Rates and Charges

- In accordance with section 566(3) of the Act, the Minister for Local Government has determined that the maximum rate of interest payable on overdue rates and charges for the 2013/14 rating year will be 9%.
- The methodology used to calculate the interest rate is the Supreme Court methodology (the Reserve Bank cash rate plus 6%), rounded to the nearest half percent of the maximum interest rate for the previous year. The cash rate used for the purposes of the maximum interest rate for local government is based on the rate as at February 2013.
- Notice giving effect to this decision was published in the Government Gazette on 28 March 2013.

Action

Councils should incorporate these determinations into their rating structure and 2013/14 Operational Plan Statement of Revenue Policy.

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Premier & Cabinet
Division of Local Government

Circular to Councils

Circular No. 13-13
Date 4 April 2013
Doc ID. A321326

Contact

LOCAL GOVERNMENT ACTS TASKFORCE – RELEASE OF DISCUSSION PAPER

Purpose
To announce the release of the Local Government Acts Taskforce (LGAT) Discussion Paper "*A New Local Government Act for NSW*".

Issue

- The LGAT was established by the Minister for Local Government to review the *Local Government Act 1993* and the *City of Sydney Act 1988.*
- The LGAT has released its Discussion Paper "*A New Local Government Act for NSW.*" A copy of the paper is available on the LGAT webpage which can be accessed from www.dlg.nsw.gov.au
- The Discussion Paper outlines the deliberations of the LGAT on options and proposals for the principles of the new legislation. It contains a number of proposals for consideration and discussion.
- All interested organisations and persons are encouraged to make submissions commenting on the proposals contained in the Discussion Paper.
- Following the release of the Discussion Paper the LGAT is planning to hold a series of workshops at various locations across NSW open to any interested persons. Details of the workshops will be announced shortly.

Action
Councils are encouraged to read the Discussion Paper and make submissions to the LGAT. Details on how to make a submission can be found on the LGAT webpage. The closing date for submissions is **Friday 28 June 2013**.

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A Division of the Department of Premier and Cabinet

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Premier & Cabinet
Division of Local Government

Circular to Councils

Circular No. 13-14
Date 8 April 2013
Doc ID. A320832

Contact Executive Support Group
(02) 4428 4100

INTERGOVERNMENTAL AGREEMENT TO GUIDE NSW STATE-LOCAL GOVERNMENT RELATIONS ON STRATEGIC PARTNERSHIPS

Purpose
To inform councils that the Intergovernmental Agreement to Guide NSW State-Local Government Relations on Strategic Partnerships has been signed.

Issue
- The Premier, the Hon Barry O'Farrell MP; the Minister for Local Government, the Hon Don Page MP, and Presidents of Local Government NSW, today signed the Intergovernmental Agreement to Guide NSW State-Local Government Relations on Strategic Partnerships.
- The Agreement reflects a commitment by the two spheres of government to achieve strong communities through partnerships. The Agreement reflects a desire by both parties to work together in an open, collaborative and respectful manner.
- The 'Strategic Partnerships' underpinning the Agreement are the NSW State Plan *NSW 2021*, the Destination 2036 initiative, and Community Strategic Plans.
- The Agreement provides for:
  - Agreed principles that will guide State-Local Government relations, and an articulation of roles and responsibilities;
  - A biannual meeting with the Premier, the Minister for Local Government and Local Government NSW, to discuss strategic initiatives that impact on both parties; and a biannual meeting with the Minister for Local Government and Local Government NSW will be held, to discuss the strategic issues facing local government;
  - Provision for a biannual dialogue hosted by the Chief Executive of the Division of Local Government, to be held between Local Government NSW, the Local Government Managers Australia (NSW), and Agency Heads of key NSW State agencies with a strong and direct relationship with NSW councils, to discuss the management of emerging issues;
  - Provision for more specific areas of cooperation and further mechanisms for cooperation as required, to be agreed between Local Government NSW and the Agency Heads, such as through a Memorandum of Understanding;
  - A provision addressing cost-shifting.

Action
Councils are encouraged to read the Intergovernmental Agreement, available on the Division of Local Government's website at www.dlg.nsw.gov.au.

Steve Orr
Acting Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

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Premier & Cabinet
Division of Local Government

Circular to Councils

Circular No. 13-15
Date 10 April 2013
Doc ID. A319581

Contact Innovation
T: (02) 4428 4100

BOARDING HOUSES ACT 2012

Purpose
To update councils on implementation of the *Boarding Houses Act 2012* (see circular 13-02 for details of councils' responsibilities under the Act).

Issue

- Councils are reminded that a draft regulation, the 'Boarding Houses Regulation 2013' and a Regulatory Impact Statement have been released for public comment.
  - The draft Regulation deals primarily with additional information to be recorded on the Register of Boarding Houses, further information required for assisted boarding house applications and details of new accommodation and service standards for assisted boarding houses[1].
  - The draft documents and details of the public consultation process are available on the Ageing, Disability and Home Care (ADHC) website at www.adhc.nsw.gov.au/boardinghouse or by telephoning (02) 9248 0835. The deadline for receipt of submissions is 5pm on Monday, 15 April 2013.
- A draft Standard Occupancy Agreement for proprietors and residents of general boarding houses has also been released for public comment. Details are available on the NSW Fair Trading (NSWFT) website at: www.fairtrading.nsw.gov.au/About_us/Have_your_say.html.
- ADHC, along with NSWFT, will present the new regulatory framework for boarding houses to councils and answer questions as part of planned Division of Local Government roadshows to be held in late May or June. Further details will be provided shortly.

Action
This circular is provided for councils' information and further action.

Steve Orr
Acting Chief Executive, Local Government
A Division of the Department of Premier and Cabinet

[1] Councils must inspect general boarding houses for compliance with building, fire safety and shared accommodation standards, and assisted boarding houses for compliance with building and fire safety standards only. ADHC is responsible for inspecting assisted boarding houses for compliance with accommodation and service standards.

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CIRCULARS RECEIVED FROM THE LOCAL GOVERNMENT DEPARTMENT OF PREMIER AND CABINET – MARCH/APRIL 2013

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 10/616

Summary:

Copies of circulars received 13-09 to 13-15 from the Local Government Division Department of Premier and Cabinet are attached for Councillors information.

Background:

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

Circular 13-09 Swimming Pools Amendment Act 2012- Implementation Update
Circular 13-10 Fee for Section 603 Certificates for 2013/14
Circular 13-11 Consultation on Companion Animal Taskforce Reports
Circular 13-12 Information about Rating for 2013/14
Circular 13-13 Local Government Acts Taskforce – Release of Discussion Paper
Circular 13-14 Intergovernmental Agreement to guide NSS State-Local Government Relations on Strategic Partnerships
Circular 13-15 Boarding Houses Act 2012

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

Current Position

Circular 13-09 Will be the subject of a report to the May 2013 Meeting
Circular 13-10 To be included 2013/2014 list if fees and changes
Circular 13-11 Director requested to complete on-line feedback form
Circular 13-12 To be included in 2013/2014 list of Fees and Charges
Circular 13-13 Submission to be proposed by 28 June 2013 following workshop discussions
Circular 13-14 Will be the subject of a report to May 2013 Meeting
Circular 13-15 For information only at this stage

Relevant Reference Documents:

Nil

Governance Issues:

All circulars have Governance implications. Where necessary the subject of particular circulars will be raised in following reports.

Copies of the briefing papers/discussion papers have been forwarded to all Councillors under separate cover. Councillors need to consider what the long term impacts may be on Local Government generally and Walgett Shire in particular.

Environmental issues:

Nil

Stakeholders:

Councillors
Walgett Shire Council staff

Financial Implications:

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

Legal Issues:

Nil

Alternative Solutions/Options:

Nil

Conclusion:

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

CIRCULAR RECEIVED FROM THE DIVISION OF LOCAL GOVERNMENT –March/April 2013
Recommendation: That the information contained in the following Departmental circulars 13-09 to 13-15 from the Local Government Division Department of Premier and Cabinet be received and noted. **Moved:** **Seconded:**

Attachments:

Circulars received 13-09 to 13-15 from the Local Government Division Department of Premier and Cabinet

MONTHLY CALENDAR – MARCH 2013

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 10/22

Summary:

Monthly calendar of Council activities.

Discussion (including issues and background):

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

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

Current Position:

The calendar for the months of April 2013 to June 2013 is attached. Councillors are requested to raise any queries prior to the meeting.

Relevant Reference Documents/Policies:

Nil

Governance issues:

Good governance centres in part on good communication and forward planning. Councillors are requested to advise the General Manager's Executive Assistant of any coming community or councillor function so as to avoid any clashes of commitments.

Environmental issues:

Not applicable

Stakeholders:

Councillors
Walgett Shire Council staff

Financial Implications:

Nil

Alternative Solutions/Options:

Not applicable

Conclusion:

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

MONTHLY CALENDAR – April to June 2013
Recommendation: That Council receive and note the regular monthly calendar for the period April 2013 to June 2013. **Moved:** **Seconded:**

Attachments:

Calendar for April 2013 to June 2013

April 2013

Date of Meeting	Time	What	Who
Mon 1 April		**Easter Monday – Public Holiday**	**All Staff**
Tues 2 April			
Wed 3 April			
Thurs 4 April			
Fri 5 April			
Sat 6 April			
Sun 7 April			
Mon 8 April			
Tues 9 April			
Wed 10 April			
Thurs 11 April			
Fri 12 April			
Sat 13 April			
Sun 14 April			
Mon 15 April			
Tues 16 April			
Wed 17 April	**10:00 am**	**CMCC Council Meeting Coonabarabran (postponed)**	**Clr Greenaway, Clr Woodcock & General Manager**
Thurs 18 April	**10:00am** **3:00 pm**	**Traffic Committee Meeting** **Walgett HACC Meeting**	**Clr Keir & Clr Martinez** **Clr Keir**
Fri 19 April			
Sat 20 April			
Sun 21 April			
Mon 22 April			
Tues 23 April	**10:00**	**Council Meeting - Collarenebri**	**All Councillors & Directors**
Wed 24 April			
Thurs 25 April		**ANZAC Day**	**All Staff**
Fri 26 April			
Sat 27 April			
Sun 28 April			
Mon 29 April			
Tues 30 April			

May 2013

Date of Meeting	Time	What	Who
Wed 1 May	**9:00am**	**EDAP Lightning Ridge**	**Mayor**
Thurs 2 May	**9:00am**	**EDAP Lightning Ridge**	**Mayor**
Fri 3 May	**9:00am**	**EDAP Lightning Ridge**	**Mayor**
Sat 4 May			
Sun 5 May			
Mon 6 May			
Tues 7 May	**3:00pm**	**2013/2014 Budget Workshop**	**Councillors & Directors**
Wed 8 May			
Thurs 9 May			
Fri 10 May			
Sat 11 May			
Sun 12 May			
Mon 13 May			
Tues 14 May	**9:00am** **3:00pm**	**Macquarie Valley Weeds Association** **Special Meeting – 2013/2014 Budget**	**General Manager** **Councillors & Directors**
Wed 15 May	**6:30pm**	**Lighting Ridge Tourism Association Meeting**	**Clr Taylor**
Thurs 16 May	**3:00pm**	**Walgett HACC Meeting**	**Clr Keir**
Fri 17 May			
Sat 18 May			
Sun 19 May			
Mon 20 May			
Tues 21 May			
Wed 22 May			
Thurs 23 May			
Fri 24 May			
Sat 25 May			
Sun 26 May			
Mon 27 May			
Tues 28 May	**10:00**	**Council Meeting - Walgett**	**All Councillors & Directors**
Wed 29 May			
Thurs 30 May			
Fri 31 May			

June 2013

Date of Meeting	Time	What	Who
Sat 1 June			
Sun 2 June			
Mon 3 June			
Tues 4 June			
Wed 5 June			
Thurs 6 June			
Fri 7 June			
Sat 8 June			
Sun 9 June			
Mon 10 June		**Queens Birthday Holiday**	
Tues 11 June			
Wed 12 June			
Thurs 13 June			
Fri 14 June			
Sat 15 June			
Sun 16 June		**National General Assembly- Canberra**	**Mayor & General Manager**
Mon 17 June		**National General Assembly- Canberra**	**Mayor & General Manager**
Tues 18 June		**National General Assembly- Canberra**	**Mayor & General Manager**
Wed 19 June	**6:30pm**	**National General Assembly- Canberra** **CMCC Meeting – Coonamble** **Lighting Ridge Tourism Association Meeting**	**Mayor & General Manager** **Clr Woodcock & Clr Greenaway** **Clr Taylor**
Thurs 20 June	**10:00am** **3:00pm**	**Traffic Committee Meeting** **Walgett HACC Meeting**	**Clr Martinez & Clr Keir** **Clr Keir**
Fri 21 June			
Sat 22 June			
Sun 23 June			
Mon 24 June			
Tue 25 June	**10:00am**	**Council Meeting - Walgett**	**All Councillors & Directors**
Wed 26 June			
Thurs 27 June			
Fri 28 June			
Sat 29 June			

NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 09/1343

Summary:

The National General Assembly of Local Government will be held in Canberra at the National Convention Centre from the evening of Sunday 16 June until Wednesday 19th June 2013 inclusive. It is necessary that Council resolve attendance at the April Council Meeting to enable registration and accommodation arrangements to be finalised.

Background:

The Draft Conference Program is attached. The conference involves presentations by representatives of the State Government and Federal Government, and consideration of Motions from the Councils Australia Wide under the three theme – "Foundations for the Future – Twenty 13".

Current Position:

As it is important that Council be represented at major State and National Conferences the Mayor and General Manager will be attending the National General Assembly of Local Government Conference.

This is an excellent opportunity for our representatives to put forward local issues that have State / National significance. It also affords an opportunity to meet with the various departmental representatives on a face to face basis to pursue Government funding for a range of programmes including Community Safety and Betterment of Roads.

Relevant Reference Documents/Policies:

Nil

Governance issues:

Council has an opportunity to put motions before the conference in line with the conference theme "Foundations for the Future – Twenty 13". Draft motions in relation to Local Government finance, resource sharing etc will be tabled at the meeting for consideration.

Environmental issues:

Nil

Stakeholders:

Walgett Shire
Councillors

Financial Implications:

Cost per attendee will be approximately $1,800 (Registration fee is $999, accommodation will be in the order of $180-$200 for four nights)

Alternative Solutions/Options:

Nil

Conclusion:

It is appropriate for Council to be represented at this conference because of the opportunity to put Walgett's case at a national forum.

National General Assembly
Recommendation: That the Mayor and General Manager attend the National General Assembly of Local Government in Canberra 16-19 June 2012 and expenses be paid. **Moved:** **Seconded:**

Attachments:

Draft Program for the National General Assembly of Local Government

NGA13
National General Assembly of Local Government

PROGRAM

SUNDAY 16 JUNE

5:00–7:00 pm	Welcome Reception

MONDAY 17 JUNE

9:00 am	OPENING CEREMONY
9:20 am 9:50 am	ALGA President's Welcome Prime Minister **The Hon Julia Gillard MP** (invited)
10:30 am	MORNING TEA
11:00 am 11:45 am	Keynote Speaker: **Geraldine Doogue AO** Election Priorities—Twenty 13
12:30 pm	LUNCH
1:30 pm	The Debate—The Big Issues
3:00 pm	AFTERNOON TEA
3:30 pm 4:30 pm	Debate on Motions Leader of the Opposition **The Hon Tony Abbott MP** (invited)
5:00 pm 7:00 pm	CLOSE BUFFET DINNER

TUESDAY 18 JUNE

9:00 am 9:45 am	Keynote Speaker: **Fred Chaney AO** Debate on Motions
10:30 am	MORNING TEA
11:00 am 11:30 am 12:00 noon	Leader of the Australian Greens, **Senator Christine Milne** National Awards for Local Government Leader of the Nationals **The Hon Warren Truss MP**
12:30 pm	LUNCH
1:30 pm 2:00 pm	National Awards for Local Government Financial Assistance Grants Review— Commonwealth Grants Commission
3:00 pm	AFTERNOON TEA
3:30 pm 4:30 pm	Debate on Motions Shadow Minister for Local Government, **Senator Barnaby Joyce**
5:00 pm 7:00 pm	CLOSE OFFICIAL DINNER, PARLIAMENT HOUSE

WEDNESDAY 19 JUNE

9:00 am 9:45 am	Keynote Speaker: **Peter FitzSimons AM** Debate on Motions
10:30 am	MORNING TEA
11:00 am 12:00 noon	Debate on Motions Minister for Regional Australia, Regional Development and Local Government **The Hon Simon Crean MP** (invited)
12:30 pm 1:00 pm	PRESIDENT'S CLOSE CLOSE

KEY DATES

Submission of Motions for Debate	Early Bird Registration on or before	Standard Registration on or before	Late Registration after
FRIDAY 26 APRIL 2013	**MONDAY 22 APRIL 2013**	**FRIDAY 31 MAY 2013**	**FRIDAY 31 MAY 2013**

SOLAR ENERGY EXCHANGE INITIATIVE – REQUEST FOR SUPPORT

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 11/298

Summary:

To consider providing a letter of in principle support for the Solar Energy Exchange Initiative (SEXI) being developed on behalf of local government in western NSW.

Background:

The proposal is for local government in western NSW to form a voluntary alliance to promote a series of projects to provide solar power across up to 31 Council areas.

Key elements of the proposal include:

- A project to install $1M of PV panels in each Council area. Each Council would own the panels and be able to direct their utilization to local facilities or undertakings where the provision of power is a key resourcing factor.

- Five other projects to install 5 concentrating solar power plants capable of supplying most of the energy for a typical country town. These plants are estimated to cost between $20M to $40M, would be sized between 3MW and 6MW and each would utilize a different solar technology.

An approach for funding would be made to the Australian Renewable Energy Agency (ARENA), an independent Federal Authority charged with the responsibility for improving the competitiveness of renewable energy technologies and increasing the supply of renewable energy Australia wide.

Current Position:

The Co-ordinator of the project, Mr. Matt Parmeter of Dubbo, is currently endeavouring to gain local government support for the concept from Councils across inland NSW.

Relevant Reference Documents:

SEXI newsletter, March 2013.

Stakeholders:

Walgett Shire
Local residents and
ratepayers

Governance issues:

The concept being put forward appears to have been thoroughly researched and achievable, even though it is from "left field".

Environmental issues:

In an age where the use of renewable energy has gained wide spread public acceptance there seems valid reasons to support the proposal, particularly in view of the soaring cost of power sourced from traditional suppliers.

Financial Implications:

The proposal would be revenue neutral so far as Council is concerned and calls for ARENA to provide up to $200M in Federal Government funding to the SEXI group.

Alternative Solutions/Options:

Nil

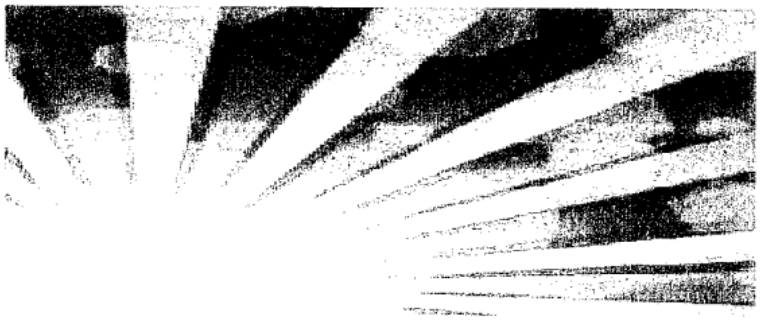
Conclusion:

This is an opportunity for Council to provide a letter of "in-principle" support for a group which is thinking outside the square to provide residents of western NSW with a better quality of life through the use of solar energy.

Solar Energy Exchange Initiative (SEXI) - letter of "in principle" support
Recommendation: That Walgett Shire Council: 1. Support the notion of "public funding being used for public benefit" 2. Supports "in principle" the SEXI proposal and the development of a solar energy industry in Walgett Shire. 3. Call on the Federal Government, through the Australia Renewable Energy Agency (ARENA), to provide up to $200M over five years to the SEXI Group of Councils. To allow the SEXI proposal to be built and operated. **Moved:** **Seconded:**

Attachments:

SEXI Newsletter March 2013



Issue 1

March 2013

SEXI Logo

The newsletter of the Solar Energy eXchange Initiative (SEXI) Group of Councils

Welcome to the first SEXI Group Newsletter.
The SEXI Group is a proposed voluntary alliance of Councils.

The newsletter is for those Councils that support the SEXI Proposal in- principle; or who may be interested in supporting the proposal.
As the Councils who may be interested in supporting the proposal are spread across a large geographic range (2/3 of NSW) then a newsletter seemed an ideal way of keeping everyone up to date on recent progress.

The Solar Energy eXchange Initiative

The proposed SEXI Group of Councils is a voluntary alliance of up to 31 Councils across inland NSW.
ARENA is the Australian Renewable Energy Agency. It is an independent Federal Government body, charged with improving the competitiveness of renewable energy technologies and increasing the supply of renewable energy in Australia.
The SEXI Proposal calls on ARENA to supply up to $200M in Federal Government funding to the SEXI Group.
The SEXI Group aims to construct six projects.
One project is to install $1M of PV panels in each Council area; with the panels to be owned by the Council concerned.
The five other projects are to install 5 concentrating solar power plants - each costing $20M to $40M - sized at 3 to 6 MW - and capable of supplying most of the electricity for a typical country town. Each of the five projects would be a different solar technology.
They would be demonstration plants for a future solar energy industry in western NSW, that would supply electricity to Sydney and Melbourne.

SUPPORT TO DATE : REGIONS OF COUNCILS

OROC GMAC Meeting
A presentation was made to the OROC General Managers in early February.
OROC GMAC made a recommendation that recognised that the SEXI Proposal had potential merit, and supported a funding application to ARENA.

Western Division Councils of NSW
A presentation was made to the Western Division Councils of NSW annual meeting at Nyngan in late February.
The Western Division Councils passed the model motion (from the presentation).
The Western Division Councils will be writing to ARENA regarding the SEXI Proposal.

Centroc
Early discussions have been held with Centroc; with more to follow in due course.

INDIVIDUAL COUNCILS:

Council Motions of In Principle Support

A letter and powerpoint presentation regarding the SEXI Proposal was emailed to each Council (on the dates listed below).
It contains a suggested model motion of in-principle support for the SEXI Proposal.
The model motion is also included at the end of the newsletter.
[Councils are obviously free to pass or not pass whatever motion they see fit - this is just a suggestion, so that most motions are fairly similar].
If any Council wants another copy of the letter or powerpoint, please email me at matt.parmeter@bigpond.com].

At this stage we are seeking Council Motions of In Principle support; so that we can go to Canberra to discuss the SEXI Proposal in detail with ARENA.
If the Councils in inland NSW don't support the proposal, then it isn't likely that ARENA will support the proposal.
So we are seeking Councils in principle support - in the form of a Council motion.

Below is a table of correspondence. If your Council supports the SEXI Proposal, can it pass a motion saying so, and write to ARENA informing them of this.
If a copy of your letter to ARENA could be cc'ed to your local ROC (ie to Belinda, Ruth or Jenny) or to myself (matt.parmeter@bigpond.com) then it would be appreciated.

The Unincorporated Area (Tibooburra) and Balranald Shire have already written in to ARENA. We are hopeful of getting additional letters into ARENA over the next month, especially given the good support for the SEXI Proposal shown at the Western Division Councils of NSW AGM.

	Possible SEXI ROCs	Proposal to ROC	ROC Motion or Recommendation	ROC Letter to ARENA
1	OROC		February 2013 (GMAC)	
2	Western Division Councils of NSW		February 2013	
3	Centroc			

	Possible SEXI Councils	Proposal to Council	Council Motion	Council Letter to ARENA
1	Balranald	24/12/2012	January 2013	25/2/2013
2	Bland	24/12/2012		
3	Bogan	18/12/2012		
4	Bourke	18/12/2012		
5	Brewarrina	18/12/2012		
6	Broken Hill	7/01/2012		
7	Cabonne	6/01/2013		
8	Carrathool	7/01/2013		
9	Central Darling	23/12/2012		
10	Cobar	18/12/2012		
11	Coonamble	18/12/2012		
12	Cowra	7/01/2013		
13	Dubbo	18/12/2012		
14	Forbes	6/01/2013		
15	Gilgandra	18/12/2012		
16	Gunnedah	20/12/2012		
17	Gwydir	21/12/2012		
18	Hay	7/01/2013		
19	Inverell	7/01/2013		

20	Lachlan	7/01/2013		
21	Mid-Western	7/01/2013		
22	Moree Plains	8/01/2013		
23	Narrabri	20/12/2012		
24	Narromine	18/12/2012		
25	Parkes	6/01/2013		
26	Unicorporated Area (Tibooburra)	10/12/2012	December 2012	14/12/2012
27	Walgett	18/12/2012		
28	Warren	18/12/2012		
29	Warrumbungle	18/12/2012		
30	Weddin	6/01/2013		
31	Wellington	6/01/2013		
32	Wentworth	23/12/2012		

SEXI Group - Discussions with ARENA

1. ARENA called for public submissions on its proposed "Regional Australia Renewables" (RAR) program. As it stands, NSW participants are likely not eligible for this Program, as they are generally connected to the NEM (the electricity grid).
I put in a submission; which is available on the ARENA website.

2. Obviously we have talked to ARENA staff on the phone. But there have been no formal, minuted meetings between SEXI Group representatives and ARENA representatives yet.
We want to get a meeting organised when we have a reasonable number of Councils with motion of in-principle support (ie letters into ARENA).

OTHER MATTERS :

Proposed SEXI Group Organisational Structure
Work has started on a draft model document for the SEXI Group Organisational structure.
[Currently under the NSW LGA, Councils are not permitted to own corporate entities without Ministers consent].

Preliminary Constraint Mapping (mostly done)

Most country towns (population greater than 1000) have a "zone substation" or transformer yard somewhere on the edge of town.
A medium sized (3 to 6 MW) solar power station is ideally constructed close to the zone substation - so it can feed its produced electricity into the substation, which then goes into town. "Close" in this case means within 2 to 3 km.
Such a solar power plant is likely to occupy between 10 and 30 hectares (depending on the size of the solar field).
Preliminary constraint mapping has been done on 81 of the 106 electrical zone and transmission substations.
Essentially the substations were each looked at, to see if there is 10 - 30 hectares of cleared land, flat to undulating (not steep) close by.

In this case the statistics collected correspond with common sense - most country towns have got wheat paddocks, or pasture/rangeland paddocks nearby.
Of the 81 mapped substations, 77 had potential medium scale solar power station sites. 63 had a block of rural land of greater than 30 hectares within 2 km of the substation; and 60 of those blocks appeared likely to be either a cropping or grazing paddock.

So its to nobodies great surprize that there are more than enough potential sites in inland NSW to install five medium scale solar power plants.

<u>The Model Motion of "In Principle Support"</u>
I have written the following "model" motion. If Council supports the SEXI Proposal in principle, it would - pass such a motion
- write to ARENA informing them of this

1. That ..... Shire Council support the notion "Public funding used for public benefit"

2. That . . . . . Shire Council, in principle, supports the SEXI proposal, and the development of a solar energy industry in their region.

3. That ..... Shire Council call on the Federal Government, through the Australian Renewable Energy Agency (ARENA), to provide up to $200M over five years to the SEXI Group of Councils, to allow the SEXI proposal to be built and operated.

Matt Parmeter
Volunteer
Co-ordinator, the SEXI Group of Councils
matt.parmeter@bigpond.com

HUDSON PEAR CONTROL PROGRAMME - FUNDING

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 11/298

Summary:

To consider what action, if any, Walgett Shire should be taking with regards the growing Hudson Pear problem in and around Lightning Ridge.

Background:

The growing Hudson Pear control issue, which is spreading at an alarming rate at Lightning Ridge, was raised by Councillor Lane at Council's March 2013 meeting

An approach to the Western Catchment Management Authority to lodge a joint funding application for a Hudson Pear control programme has not yet been successful because a lack of specific funding.

A further report is being put before the next meeting of Castlereagh Macquarie County Council requesting it make an immediate application for funding for a grant of $30,000 towards a joint Hudson Pear control programme.

An approach to Western Lands indicates that in the order of $7/8,000 may be available through that organisation for control work on WLL at Lightning Ridge.

Current Position:

At a recent meeting of the Macquarie Valley Weeds Advisory Committee in Lightning Ridge it was indicated that an annual programme of at least $350,000 was need to control Hudson Pear effectively.

Relevant Reference Documents:

Hudson Pear control presentation

Stakeholders:

Walgett Shire
Local landholders

Governance issues:

Responsibility for the control of weeds within all constituent council areas has been delegated to the CMCC. As such, it is the duty of the CMCC to take appropriate action which demonstrates due diligence in dealing with any particular issue.

However, that organisation is facing very tight financial constraints at present.

Environmental issues:

The accelerating spread of Hudson Pear at Lightning Ridge should be on concern to all environmentalists and landholders. A weed that was once under control is now in danger of spreading throughout the western area of NSW.

Financial Implications:

Council's Chief Weeds Officer has indicated in a report elsewhere in this agenda that a Hudson Pear control programme of $350,000 would be required annually to treat new weed incursions and stop them spreading.

Alternative Solutions/Options:

Do nothing
Launch a major public awareness programme

Conclusion:

Obviously there is a need to pursue the establishment of an annual Hudson Pear control programme at an estimate cost of $350,000 or more. This is beyond the resources of Council and outside funding assistance should now be sought.

Hudson Pear Control Programme - Funding

Recommendation:

That Council approach the Castlereagh Macquarie County Council with an offer to provide funds of up to $30,000 providing that such a contribution is matched either from the County's own resources or from other environmental sources.

Send a letter of invitation to the Local State & Federal Member to invite the State and Federal Shadow Minister for Environment seeking a commitment to fund the $350,000 required annually to treat new weed incursions and stop the weed spreading.

Moved:
Seconded:

Attachments:
Hudson Pear control video will be available at the meeting

SCULPTURES ON THE HIGHWAY CONCEPT

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 11/298

Summary:

To consider partnering with the Lightning Ridge Tourism Association (LRTA) in a proposed "Sculptures on the Highway" project.

Background:

As Council is no doubt aware, "Stanley – the Big Bird" was erected on a site opposite the Lightning Ridge rest area on the Castlereagh Highway in September last year.

The sculpture is the work of local artist John Murray and hi has ceded "Stanley" to the Lightning Ridge Tourist Association as a marketing tool. John has a vision of the sculpture being a stimulus for a competition and to create tourist attractions along the Castlereagh Highway between Gilgandra and the Queensland border.

The LRTA has submitted an application to trademark "Sculptures by the Highway".

Current Position:

The concept John Murray has put forward is for an annual competition inviting submissions from interested parties to bid for the opportunity to build up to five more sculptures by the side of the Castlereagh Highway in Walgett Shire's area with a modest entry fee.

Any sculptures completed and erected by the end of September each year will then be judged with the winner to be awarded a cash prize of $10,000 at an appropriate celebratory.

After the initial year it is envisaged that the competition could be rotated annually to residents of the other council areas along the Gilgandra/Walgett stretch of the highway.

Further details of the concept are set out in the attached letter from the LRTA, with the launch of the sculpture being planned for Saturday 4 May, 2013.

Relevant Reference Documents:

LRTA letter dated 29 November 2012.

Stakeholders:

Walgett Shire
Local residents and ratepayers

Governance issues:
The concept being put forward appears to have been thoroughly researched and achievable, even though it is from “left field”.

Environmental issues:

Council needs to consider the visual impact on surrounding areas and road users and its ultimate aim to promote local tourism.

Financial Implications:

Council is being requested to support the initial competition in 2013 by providing prize money of $10,000 and also assist with event organization and judging.

Legal Issues:

Section 356 Local Government Act

Alternatives:

Do nothing

Conclusion:

Council should consider whether or not it wishes to become involved with this conceptand, if so, to what degree.

Sculptures on the Highway concept – request for support
Recommendation: For the “Sculptures on the Highway” project be included for consideration at the 2013/14 Budget Workshop and further consideration be given regarding Council’s input towards the organisation of the event. **Moved:** **Seconded:**

Attachments:

LRTA letter November 2012

Lightning Ridge Tourism Association
Black Opal Country
ABN 45 628 230 109
P.O. Box 1380
Lightning Ridge NSW 2834
Ph: (02) 6829 1670
Email: lrvic@lightningridgeinfo.com.au

Ref: LRTA 12/007

29th November 2012

Mr Don Ramsland
General Manager
Walgett Shire Council
Fox Street
Walgett
NSW 2830

Dear Don,

Reference "Sculptures by the Highway"

In mid September, Stanley, "The Big Bird" was erected on its site opposite the Lightning Ridge rest area on the Castlereagh Highway. This was the culmination of a large amount of volunteer effort by John Murray, Paul Weeks and others.

John Murray has ceded Stanley to the Lightning Ridge Tourism Association (LRTA) as a general marketing tool. John also saw this sculpture as the stimulus for a new competition and tourist attraction along the Castlereagh Highway between Gilgandra & the Queensland border.

As preparation for the competition the LRTA has submitted an application to trademark "Sculptures by the Highway". This is due for acceptance in April 2013.

The concept of the annual competition is to invite submissions from interested parties to bid for the opportunity to build, up to, five large sculptures erected by the side of the Castlereagh Highway. There will be a modest ($30) entry fee to cover general administration costs.

The sculptures are to be completed and erected by the end of September and will then be judged, with the winner awarded a cash prize of $10,000 at a celebratory event.

The inaugural competition will be open to Walgett Shire residents with direct access to, and permission to erect a sculpture beside, the Castlereagh Highway.

We envisage the competition then being rotated on an annual basis to the residents of the other councils along this stretch of the highway.

In a short period of time this would generate a significant number of sculptures and develop an interesting route to attract a growing number of travelers to visit our region.

We will be holding a celebration at the Lightning Ridge rest area on Saturday 4th May 2013 to officially welcome Stanley. This will be a ticketed event that will be mainly funded through the sale of "time capsule plaques" to be sealed inside Stanley for 50 years. We will be organizing significant media coverage of the event, giving Lightning Ridge and the Walgett area good exposure. The event will feature an "Emu Dance" performed by local community members as a welcome to country.

At the celebration we intend to launch the competition and would like to invite the Walgett Shire Council to:

- Partner with the LRTA to champion, promote & run the competition
- Fund the prize money of $10,000 for the 2013 competition
- Assist with judging and event organization
- Assist & expedite necessary planning applications for the sculptures

- Promote the concept of the competition and encourage participation by the Coonamble & Gilgandra Councils to partner and fund the prize money in subsequent years

We believe that this is an exciting concept that will help to promote the Walgett Shire area initially, but in the longer term will help in attracting visitors to the wider region. It should also generate a significant level of interest and support from within the community.

Yours sincerely,

Roger Collins
President
Lightning Ridge Tourism Association

MATTERS FOR BRIEF MENTION OR INFORMATION ONLY REPORT

REPORTING SECTION: General Manager

AUTHOR: Don Ramsland – General Manager

FILE NUMBER: 09/1455

Summary:

To advise Council of the following matters/issues which are for brief mention or information only.

1. **Safer Suburbs Program- Taxi Security Scheme**

The Minister for Home Affairs and Justice, the Hon Jason Clare MP, would like to invite all local government bodies to consider applying for funding under the Safer Suburbs Program Taxi Security Scheme.

Non- recurrent funding is available for projects that improve the safety and security of taxi drivers at taxi ranks. Projects will be eligible to run for up to 24 months, and proposals seeking funding between $50,000 and $200,000 are preferred.

A copy of the guidelines for this funding and the application form at www.crimeprevention.gov.au. Applications must be lodged by 9:00pm (Canberra time) on Monday 6 May 2013.

2. **Local Government NSW (LGNSW)**

LGNSW Board and President will be elected at the first annual conference on 1-3 October 2013 at the Sydney Town Hall.

At the most recent Board Meeting on 14 March 2013, the interim Board adopted eight major portfolio areas covering the main political and policy concerns of LGNSW. Individual portfolio holders were elected to deal with specific strategic issues and in representations to Government and other stakeholders.

At the Board Meeting on 15 March, the Board also received an update from Professor Graham Sansom and Glenn Inglis from the Independent Local Government Review Panel about their third and final discussion paper, Future Directions. They gave a strong indication that this paper, to be released in April, will address proposals and option on ways to improve the financial management of councils, the number of recommended councils for NSW, and the need for a greater self-regulatory role of the NSW Local Government sector.

3. Letter from Hon. George Souris MP regarding Regional Visitor Economy Fund

Hon. George Souris MP announced the new $7.2 million Regional Visitor Economy Fund, which will commence on 1 July 2013. The program is a key deliverable of the Visitor Economy Industry Action Plan and the NSW Government will directly support Regional Tourism Organisations to the tune of $3.7 million in "quarantined" funding. These funds can be used by Regional Tourism Organisations to support the development of new products, market their region and in some instances, help fund their operations.

For further information please refer to attached letter.

4. Hon. George Souris declares the 2013 NSW Tourism Awards Open

The 24th NSW Tourism Awards program was officially launched on 26 March, 2013.

The 2013 NSW Tourism Awards are managed by the Tourism Industry Council NSW and proudly supported by Destination NSW. The awards celebrate best practice in tourism business across 31 categories, and are judged by an expert panel of tourism professionals.

For more information on the NSW Tourism Awards visit: www.nswtourismawards.com.au

5. Letter from the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union: Addressing the National Skills Shortage in Local Government

Canterbury City Council has recently identified the issue of an ageing workforce and youth unemployment in their community. Please find attached letter with the motion that was unanimously carried that has paved the way for a state wide approach to sustaining a productive workforce in Local Government.

The United Services Union (USU) has launched a report (NSW Local Government Next Generation of Employees Report 2012) which can be found on-line at http://www.usu.org.au/news/local-government/382-usu-nsw-councils-need-more-apprentices.

The report identified the gaps in Apprenticeship and Traineeships as well as highlighted the benefits of such forms of employment for the community.

6. Tenders for Casual Plant Hire

Tenders, closing on Friday 3 May, 2013 have been invited for casual plant hire for the period 1 July, 2013 – 30 June, 2013. A revised specification has been prepared for completion by interested parties. To enhance probity issues, plant condition evaluation score has now been included.

MATTER FOR BRIEF MENTION OR INFORMATION ONLY

Recommendation:

That the General Manager's Report on matters for brief mention or information only be received and noted:

1. Safer Suburbs Program – Taxi Security Scheme
2. Local Government NSW (LGNSW)
3. Letter from Hon. George Souris MP regarding Regional Visitor Economy Fund
4. Hon. George Souris MP declares the 2013 NSW Tourism Awards Open
5. Letter from the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union: Addressing the National Skills Shortage in Local Government
6. Tenders for Casual Plant Hire

Moved:
Seconded:

Attachments

- Letter from Ms Rachel Antone Assistant Secretary, Border Management and Crime Prevention Branch regarding Taxi Security Scheme
- Letter from Local Government NSW Joint Presidents Cr Ray Donald & Cr Keith Rhoades
- Letter from Hon. George Souris MP regarding Regional Visitor Economy Fund
- Letter from Mr Graeme Kelly General Secretary from USU regarding National Skills Shortage

Australian Government
Attorney-General's Department
Criminal Justice Division

11/19888

RECEIVED 10 APR 2013

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

Dear Mr Ramsland

Invitation to apply for funding under the *Safer Suburbs Program — Taxi Security Scheme*

The Minister for Home Affairs and Justice, the Hon Jason Clare MP, would like to invite all local government bodies to consider applying for funding under the Safer Suburbs Program Taxi Security Scheme.

Non-recurrent funding is available for projects that improve the safety and security of taxi drivers at taxi ranks. Projects will be eligible to run for up to 24 months, and proposals seeking funding between $50,000 and $200,000 are preferred.

You can find a copy of the guidelines for this funding and the application form at www.crimeprevention.gov.au. Applications must be lodged by 9.00 pm (Canberra time) on Monday 6 May 2013.

This will be a competitive funding process with applications assessed on their merits against the selection criteria set out in the guidelines. It is possible that not all applications received will be awarded funding by the Minister.

If you have any questions on this matter please either email crimeprevention@ag.gov.au or call the Crime Prevention line on 02 6141 2711.

Yours sincerely

Rachel Antone
Assistant Secretary
Border Management and Crime Prevention Branch

8 April 2013

3-5 National Circuit, Barton ACT 2600 Telephone (02) 6141 6666 www.ag.gov.au ABN 92 661 124 436

LOCAL GOVERNMENT NSW

RECEIVED 02 APR 2013

Our ref: R10/0016

28 March 2013

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

Dear Mr Ramsland

As you would be aware, the Local Government Association of NSW and the Shires Association of NSW merged to become one single and united association called Local Government NSW (LGNSW) on 1 March 2013. The new LGNSW Board and President will be elected at the first annual LGNSW conference on 1-3 October 2013 at the Sydney Town Hall.

In the meantime the Interim LGNSW Board will be conducting fortnightly Board meetings to address policy, industrial and operational issues and will be writing to all mayors, councillors and general managers each month to keep them up-to-date. You are also encouraged to read the LG Weekly Newsletter each week for updates, which you can find on our new website at www.lgnsw.org.au

At the most recent Board Meeting on 14 March 2013, the Interim Board adopted eight major portfolio areas covering the main political and policy concerns of LGNSW. Individual portfolio holders were elected to deal with specific strategic issues and in representations to Government and other stakeholders. The portfolios and their representatives are:

- Industrial relations and employment – Cr Maria Woods
- Finance & Economic Development – Cr Paul Braybrooks OAM
- Governance, functions and responsibilities – Cr Rex Wilson OAM
- Infrastructure – Cr Allan Smith
- Planning – Cr Leo Kelly OAM
- Natural Resources and Environmental Management – Cr Kevin Schreiber
- Social Policy – Cr Julie Hegarty
- Transport – Cr Bruce Miller.

Another important issue that has been brought to the Interim Board's attention by our members recently is the Early Intervention Bill. We are well aware that there is great concern amongst our members about the details of this Bill and we take this very seriously. LGNSW and the Joint Presidents were not consulted with or provided with the detail of this Bill and the supporting guidelines before it was introduced to the NSW Parliament, and we took this up with Minister Page in the strongest terms. Mayors were sent a letter on 27 March 2013 updating them on progress with this issue.

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
L8, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

At the Board Meeting on 15 March 2013, the Board also received an update from Professor Graham Sansom and Glenn Inglis from the Independent Local Government Review Panel about their third and final discussion paper, *Future Directions*. They gave a strong indication that this paper, to be released in April, will address proposals and options on: ways to improve the financial management of councils; the number of recommended councils for NSW; and the need for a greater self-regulatory role of the NSW Local Government sector.

We are pleased to advise that the Board has appointed Bill Gillooly AM as the Chief Executive of Local Government NSW. Mr Gillooly has extensive experience in Association and Public Sector Management and will be an asset to LGNSW.

In the months leading up the inaugural LGNSW Conference, we will continue to keep you updated on these and other new issues. Members of the Interim Board will be visiting councils across the state to discuss key issues of importance and ensure all the benefits of a single association are understood, and to address any issues that councils may have.

We look forward to seeing you on our visits and at the annual conference in October 2013.

Yours sincerely

Cr Ray Donald
Joint President
Local Government NSW

Cr Keith Rhoades, AFSM
Joint President
Local Government NSW

NSW GOVERNMENT

Hon. George Souris MP

Minister for Tourism, Major Events, Hospitality and Racing
Minister for the Arts

OM13/1869

RECEIVED 05 APR 2013

Clr Gustavus Murray
Mayor, Walgett Shire Council
PO Box 31
WALGETT NSW 2832

03 APR 2013

Dear Mayor

Today in Lismore, I announced the new $7.2 million **Regional Visitor Economy Fund**, which will commence on 1 July 2013. Please find enclosed a Program overview for your information.

This Program is a key deliverable of the Visitor Economy Industry Action Plan and the NSW Government will directly support Regional Tourism Organisations to the tune of $3.7 million in "quarantined" funding. These funds can be used by Regional Tourism Organisations to support the development of new products, market their region and in some instances, help fund their operations.

A further $3.5 million will be open to all industry members, including Regional Tourism Organisations, to apply for grants under the new Program. Destination NSW will assess each application based on its merits and ability to contribute to the NSW Government's achievement of the 2020 target. A key criterion will be that all applications will have to align to the relevant Destination Management Plan.

The reforms are designed to assist NSW to not only catch-up to its interstate competitors, but also to ultimately take the leadership position in how regional tourism products, events and services are delivered and marketed to visitors.

The NSW Government has based this Program on the recommendations of the Final Report of the Visitor Economy Taskforce and the practice of having every Government dollar matched by the industry.

This new Program recognises the important role Regional Tourism Organisations have in the region and its objective is to reward organisations who work in partnership with the industry and put in place plans for a sustainable future. By also enabling industry members to access funding directly from Destination NSW, the Program will allow the industry to capitalise on new and emerging opportunities.

I am confident the improvements to the regional funding system under the Regional Visitor Economy Fund will facilitate even greater success for the NSW visitor economy over the coming years.

Yours sincerely

George Souris MP

Encl.

Level 30, Governor Macquarie Tower, 1 Farrer Place, Sydney NSW 2000
Phone: (61 2) 9228 5218 Fax: (61 2) 9228 5968 Email: office@souris.minister.nsw.gov.au

1. **Role of the Program:**
   - Support projects that contribute to achieving the 2020 objective of doubling overnight visitor expenditure to NSW.
   - Support projects that work towards achieving the strategic imperatives identified in the *Visitor Economy Industry Action Plan.*
   - Provide more support for Regional NSW.

2. **Commencement:** 1 July, 2013. No funds available prior to this date.

3. **Budget:**
   - Total funds available in the 2013-14 financial year of $7.2 million.
   - Two funding streams:
     - **Regional Tourism Organisation (RTO) "Quarantined" Funding**; and
     - A new **Contestable Funding Pool.**

4. **Structure:**

   A. RTO Quarantined Funds -
   - $3.7 million, which represents 70% of the RTOs 2012-2013 funding levels, has been 'quarantined' for RTOs to apply for.
   - RTOs that currently receive funding for operational costs (e.g. salaries and rent) can again elect to access a proportion of the quarantined funds for operational purposes. However, under the new program, they must match any funds requested on a dollar for dollar basis.

   B. Contestable Funding Pool -
   - $3.5 million available to industry, local government and RTOs to apply for on a competitive basis.

   Please note funding for Major Regional Events and the Regional Flagship Events Program is completely separate to the RVEF program and separate funding is available.

5. **Eligibility Criteria:**

   A. Project Eligibility -
   - Must be located in Regional NSW.
   - Funding is available for Product Development and/or Marketing projects only.
   - Funding is available only on a matched dollar-for-dollar basis.
   - The project must be supported by a completed Destination Management Plan.

B. Applicant Eligibility -

- A corporation registered under the Corporations Act 2001 (Cth) or the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth), including a trustee corporation registered under either Act; or
- An incorporated association registered under a State or Territory Act; or
- A local government body corporate or body politic; or
- A consortium led by a corporation registered under the Corporations Act 2001 (Cth) or the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth); or
- A government business enterprise.

6. Funding Guidelines:

- Applications can be made for funding amounts between $50,000 and $500,000.
- Marketing projects targeting capital cities as a geographic source of business would require a minimum industry investment of $50,000 (i.e. campaign total of $100,000 per capital city).

A. RTO Quarantined Funds -

- Applications accepted from 1 May, 2013 until 30 November, 2013 (7 months).
- All unallocated RTO funding as of 31 January, 2014 transfers to the Contestable Funding Pool.

B. Contestable Funding Pool -

- Two funding rounds each in the 2013-2014 financial year.
- Round One opens 1 May, 2013 and closes 30 June, 2013.
- Round Two opens 2 December, 2013 and closes 31 January, 2014.

7. Assessment Process:

A. RTO Quarantined Funds -

- Destination NSW assessment and approval.
- All applications will be evaluated and applicants informed of a decision within eight weeks of a full and complete application being received.

B. Contestable Funding Pool -

- Destination NSW assessment and approval.
- All applications will be evaluated and applicants informed of a decision within eight weeks from close of applications.

8. Assessment Criteria:

- Projects are supported by a completed Destination Management Plan.
- Ability to demonstrate a contribution to the 2020 target of doubling overnight visitor expenditure to NSW.
- Alignment with strategic imperatives identified in the *Visitor Economy Industry Action Plan.*
- Strategic and collaborative value for the region.
- Applications must have clear strategic KPIs, targets and associated performance measures, which can directly link activity with a clearly articulated return on investment.
- Capacity to deliver the project within agreed timeframes.

Further information is provided at www.destinationnsw.com.au/RVEF

RECEIVED 1 [illegible] 2013

New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union

USU United Services Union

Our Ref: 090413.Skills.RP.jd

09 April 2013

Clr Gustavus Murray
Mayor
Walgett Shire Council
PO Box 31
Walgett NSW 2832

cc: USU Delegate

Dear Sir/Madam

RE: ADDRESSING THE NATIONAL SKILLS SHORTAGE IN LOCAL GOVERNMENT

Canterbury City Council has recently identified the issue of an ageing workforce and youth unemployment in their community. Attached are the minutes of their recent Council meeting 13th December 2012. The motion that was unanimously carried has paved the way for a state wide approach to sustaining a productive workforce in Local Government.

The United Services Union (USU) has launched a report (NSW Local Government Next Generation of Employees Report 2012) which can be found on-line at http://www.usu.org.au/news/local-government/382-usu-nsw-councils-need-more-apprentices.

This report identified the gaps in Apprenticeships and Traineeships as well as highlighting the benefits of such forms of employment for the community.

We strongly encourage that the attached motion is considered at your upcoming Council meeting.

The USU is seeking your support for this motion.

If you require any further information please contact Robert Potter on 0408620741 or 0249621444.

Yours faithfully

Graeme Kelly
General Secretary

per: RP

Support Team: 1300 136 604 • Email: united@usu.org.au • Website: www.usu.org.au
Registered Office: Level 7, 321 Pitt St Sydney 2000 • Phone: (02) 9265 8211 • Fax: (02) 9261 2265 • ABN: 95 571 805 442
Regional Offices: Newcastle, Wollongong. Satellite Offices: Armidale, Bathurst, Canberra, Dubbo, Grafton, Hay, Port Macquarie, Wagga Wagga

MINUTES OF THE ORDINARY MEETING OF THE CANTERBURY CITY COUNCIL, HELD IN THE COUNCIL CHAMBERS, 137 BEAMISH STREET, CAMPSIE ON THURSDAY, 13 DECEMBER 2012 AT 7.40 P.M.

PRESENT
The Mayor, Councillor B. Robson, in the Chair, the Deputy Mayor, Councillor K. Saleh and Councillors M. Adler, P. Azzi, L. Eisler, M. Hawatt, F. Kebbe, K. Nam, E. Paschalidis-Chilas and C. Vasiliades.

45/12
CAMPAIGN TO ADDRESS THE NATIONAL SKILLS SHORTAGE IN LOCAL GOVERNMENT
FILE NO: C-123-6 PT4, U-7-3 PT6
Min. No. 423 RESOLVED (Councillors Adler/Kebbe)
THAT

1. Canterbury City Council supports the campaign by the United Services Union (USU) to address the national skills shortage in local government and the ageing workforce in local councils.

2. Accordingly Council resolves:

   a. To set a target of a minimum five percent engagement of youth employment in the categories of apprentices, trainees, scholarships, interns, work experience, school based traineeships or mature age study assistance;

   b. To support the establishment of a retention/succession plan for youth employees in the abovementioned categories, including mandatory mentoring training for designated council staff supervising these young employees.

3. Council further resolves to seek federal government assistance for local councils to implement the above policies.

4. Council calls on all NSW councils to adopt this policy.

5. The content of this motion be conveyed in writing to the Local Government Association, the federal minister, the local state and federal MPs and the United Services Union.

REPORT ON YOUTH DEVELOPMENT AND SERVICES JANUARY 2013 – MARCH 2013

REPORTING SECTION: Corporate Services

AUTHOR: Janet Mason – Youth Development Officer

FILE NUMBER: 09/1763

Summary:

This report provides an overview of Youth Development programs and services planned, implemented and completed for the period January – March 2013.
Programs, initiatives, events highlighted in this report support the outcomes of the Youth Strategy - A five year plan, 2009 – 2014 action plans.

Background:

Last quarterly report submitted for the period October 2012 – December 2012.

Current Position:

Highlights:

Youth services have continued successful partnerships with service providers and organisations in delivery of programs targeting development, leadership, early intervention and health and wellbeing initiatives.

- Youth Centre's after school programs and vacation care
- Youth Council AGM 7th March 2013
- Accreditation of Walgett Shire Youth Centers in line with new National Quality Framework.
- School to work Program Identified participants to start after the holiday period
- Friday Night Engagement Program: Successful outcomes of Friday night engagement program run in partnership with agencies at Walgett.
- Boys and Girls Night in Events Programming
- Seniors Week Activities (judging of Young at Heart film awards)
- Partnerships continue with local organisations and services

After School Activities/ Youth Centre's

All Youth Centre's across the Shire are fully operational. After school care continues to be offered from 3.30pm – 6.30pm at Walgett and 3.00pm – 6.00pm at Lightning Ridge and Collarenebri. Programs for this period have included sports orientated games, arts and crafts, swimming, healthy cooking options workshops, Wii games, pool / table tennis competitions, waste to art projects, painting, and a variety of daily initiatives.

Youth Services continue to support and partner with local services and organisations to deliver quality engaging programs for the youth and young people of the Shire.

The Youth Development Team have weekly youth centre programs displayed in each community and promoted through school newsletters, via email, flyers and word of mouth to the wider community.

Vacation Care Services

Attendance numbers for the January school holiday period, two week program recorded 692 young people engaging with age and stage appropriate programs aimed at diversion, participatory opportunities and skill enhancement through cultural activities, arts and crafts, sporting initiatives, scavenger hunts, movie nights, health and well being programs.

Youth Council

The 2013 AGM for Walgett Shire's youth Council took place on March the 7th 2013 with all local schools supporting the event. Before the AGM took place young leader Kayla Sands performed the welcome to country in front of all her peers.

The elected Youth Council for 2013 is listed below:

Co -Chairpersons: Kaylah Sands (Walgett) and Michael Graham (Collarenebri)
Vice Chair: Brendan Sweeney (Collarenebri)
Secretary: Chloe Armstrong and Nathan Lenord (Lightning Ridge)
Treasurer: Jermaine Sands (Walgett)
Publicity Officers: Polly Hayley (Walgett), Peter Adams (Collarenebri), Renae Bennett and Naydeena Driscoll (Lightning Ridge).

Once again our young people displayed outstanding discipline and resilience, voicing concerns and issues faced in each community.

Accreditation Walgett Shire Youth Centre's

The youth development team is working toward the national quality standard requirements for each centre, completing a range of improvements and modifications. The team has also been involved in educational workshops on standards, KPI's and reporting that need to be actioned and achieved for each centre under the new framework.

School to Work Initiative

Currently there are Six (6) students engaged in the school to work program in Collarenebri (youth services), Walgett (youth services and library) and Lightning Ridge (Library and youth services). All identified students to begin their initial trial phase as soon as all paperwork is completed by applicants.

Friday Night Engagement Program - (externally funded)

Friday Night Engagement Initiative proceeding along as per the funding agreement and is taking place every second Friday Night and one Saturday a month.
Walgett Shire youth development team facilitate this project with local service providers. Participation and engagement are still high with young people enthusiastically involved in positive recreational activities including netball, football, scooter riding and basketball. Dance parties and chill out sessions were held at the youth centre during periods of inclement weather. For this reporting period 720 young people have accessed the program.
In this reporting period all activities held were incident free with all young people having a great time in a safe and friendly environment.

Boys and Girls Nights In - (self-development initiative)

Walgett Shire Councils community development team along with other service providers are once again in the planning stages for the girls and boys night in workshops. The staging of the workshops will coincide with Youth week activities and aim to address identified issues raised by the youth and other key professionals within our communities.

Seniors Week

National Senior's Week 2013 was celebrated in each community with Community Development staff hosting a Young at Heart film festival viewing and judging. The events were well received with 45 participants enjoying the opportunity to vote for their selected film festival winner.

Support and partnerships

Youth Development Supported International Women's Day and Harmony day in partnership with Community services team and local organisations and agencies.

Up and coming events

Youth Council meeting May
Youth Week 2013
Vacation care programs

Relevant Reference Documents/Policies:

Walgett Shire Council Management Plan 2008 / 2009 – 2012 / 2015
Walgett Shire Youth Development Youth Strategy 2009 / 2014
Walgett Shire Council Community Plan 2010 – 2014
Walgett Shire Council Aboriginal Community Development and Reconciliation Plan 2007 – 2010

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Walgett Shire Council
Youth Development Team
Youth and Young people of Walgett Shire
Walgett Shire Communities
Service providers and local organisations/agencies

Financial Implications:

Funding is within current budget limits. It is also reasonable to relate successful youth programs as contributions to a reduction in vandalism / anti social behaviours. They also provide genuine positive engagement and leadership opportunities for our young people.

Alternative Solutions/Options:

Not applicable.

Conclusion:

The Youth Development team have successfully progressed projects and programs, this quarter in accordance with the Walgett Shire Youth Development Youth Strategy 2009 - 2014.

Youth Development and Services: January - March 2013

Recommendation:

That the quarterly report for January – March 2013 on Youth Development and Services be received and noted. And congratulations be extended to the Youth Development and Services Team in respect to the success of programs being run Shire wide.

Moved:
Seconded:

CARRIED

Attachments:

Nil

1. COMMUNITY DEVELOPMENT QUARTERLY REPORT JANUARY 2013 – MARCH 2013

REPORTING SECTION: Corporate Services

AUTHOR: George McCormick - Manager Community Development

FILE NUMBER: 09/1763

Summary:

During the period January 2013 – March 2013 Community Services managed projects related to community engagement, cultural development and recognition, group capacity building, collaborative events, youth & early childhood and seniors initiatives. During this reporting period the Draft Community Strategic Plan Review 2013 has been finalized for public exhibition. This report details project progress and implementation of programs during the period January 2013 – March 2013.

Background:

Last quarterly report submitted for the period October 2012 – December 2012

Overview of Youth / Community Development Activities:

The Youth and Community Development team are focused on building (community) capacity through supporting existing services and agencies, engaging our people in meaningful ways and initiating new, innovative and sustainable opportunities for the residents of the Walgett Shire. During this reporting period our teams have worked in partnership and collaboratively with over (20) twenty organisations and agencies in delivery and initiating programs across the Shire. Our co-operative relationship with local schools and staff plays a key role in initiating positive change and supported growth of our youth and young people.

Assisting in the development of our young people are NGO'S and Government organisations and agencies with which Walgett Shire Council is a strong and key partner.
The delivery of our Library services is focused on programs that meet community expectations and needs. The "whole of community" approach is reflected through by programs offered ranging from books and bubs, outreach reading opportunities to art classes with the Seniors and regular afternoon activities for Library users.

Our Library and Community Development teams operate on social inclusion principals seeking engagement of whole of community. Supporting community development work is our relationship with our Indigenous and CALD residents who make up a high percentage of our population. The Aboriginal Liaison Officer works across all departments within Council creating pathways and connections with our Indigenous and CALD community members.

The recent addition of the Healthy Communities Coordinator has value added the community development team offering people of our Shire a range of health and well-being options.
Support in partnership with State and Federal Agencies is paramount to the successful "on the ground" positive outcomes our staff work towards.

Current Position:

During the reporting period Councils community services team have initiated several projects and are partnering in other programs, working with service providers as outlined below.

Community Strategic Plan Review- Speak Up Campaign

The Speak up campaign CSP review has been completed with Draft CSP on the Shire website for public exhibition. Throughout the communities approximately 1800 survey forms were distributed along with 'Speak Up' pens. Display boards, information and ballot collection boxes were left in frequented locations across our Shire.

Of the 1800 hard copy survey brochures, 344 (19%) were completed. A further 135 surveys were lodged on line refer list below.

The overall percentage of returned surveys (19%) is a significant increase on the first Community Strategic Plan Survey in 2009/2010 when only 5% of surveys posted out and distributed were return. The consultation framework was designed to maximise opportunities to go out to the community as well as inviting the community to come to Council.

Programs and initiatives implemented in the reporting period include:

Harmony Days-(Walgett, Lightning Ridge and Collarenebri):

The 2013 Theme for Harmony Day was- "Many Stories – One Australia". The Walgett event was staged on the Thursday 21st March 2013 at the Walgett Swimming Pool, organisations that participated and contributed towards the event included Thiyama-Li Family Violence Service Inc, Walgett Aboriginal Medical Service, and Healthy Communities Initiative

The Walgett event saw a crowd of approximately 87 participants including children and adults.
The afternoon began with a light afternoon tea made up of fruit trays provided by Healthy Communities Initiative and $100 worth of bottled water kindly donated by Walgett Aboriginal Medical Service. An art competition was hosted at the Walgett Youth Centre with the pictures displayed on the office wall at the Pool to be judged.

Youth Centre Team Leader and staff initiated a variety of games and sporting events such as: races, duck-duck goose, Tug-O-War just to name a few, for the kids, and the winners of those games would win a bag of Easter eggs. Staff manned the BBQ and grilled sausages while Thiyama – Li prepared a healthy evening meal with a choice of ham & salad or chicken & salad wraps with a popper to drink that was enjoyed by all.

Walgett Shire Council contributed towards the Harmony Day events that were staged in Lightning Ridge and Collarenebri by supporting the event in partnership with Local organisations and agencies. The Trans Cultural Council of Lightning Ridge hosted the event on Saturday at the Lions Park/Gem Gardens with the number of participants just over 200.

A variety of activities and celebration took place reflective of the Harmony day message, acknowledging the diversity of cultures living in harmony in Lightning Ridge and throughout the Shire.
Local services supported the event: Medicare Local had a large stand with information and fresh fruit-giveaways, Yawarra Meamei Women's Group presented information of their service, helped out with extra chairs, Men's Shed participants manned the barbecue and assisted in the setup of the event from their volunteers and Opal FM donated their power and use of facilities as a donation to the successful event.

Seniors Week and Seniors Film Festival:

Council's focus was to recognise and support the role which our Senior citizens play in our communities. A Film Festival involving a selection of short films from Festivals Australia for the NSW Seniors Week Event Program "Young at Heart" was shown. Three filming sessions where staged at the three larger communities with an encouraging number of participants engaged.

Council is keen to undertake further engagement opportunities with Seniors including the community consultations, engagement and development to be undertaken regarding the Walgett Shire Council Positive Ageing Strategy.

International Women's Day 2013:

Over one hundred women across the Shire came together and celebrated International Women's Day on Friday March 8. The 2013 theme for IWD was 'The Gender Agenda: Gaining momentum'. The events were well attended by a variety of community women and each enjoyed participating in games and activities, the atmosphere was that of fun and festivity.

Walgett Shire Council Community Services Team joined in partnership with local services which included Walgett Shire Healthy Communities, Thiyama-li, Walgett Aboriginal Medical Service, Barwon Cottage, and Walgett Health Service and was supported by Walgett Pharmacy, Walgett Newsagency, Walgett RSL, Walgett Library and Bi-rite Electrical.

The Aboriginal Liaison Officer as coordinator of the event along with feedback from participants reported that the event was a great outcome for services working together for a common goal. The team staged events in both Walgett and Collarenebri and supported the event that took place in Lightning Ridge.

Ageing Workshops:

The *Liveable Communities Ageing Workshop* facilitated by the community development team

saw twenty five representatives from organisations, community and Council joined to participate in an Ageing Workshop at the Council Chambers.

The *"Liveable Communities"* initiative was presented by Jane Bringolf from COTA (Council on the Ageing NSW) and Margret Kay from the NSW Shires Association and focused on creating age friendly communities throughout the Walgett Shire.

The full day workshop investigated paths and opportunities that Council in partnership with other organisations can work collaboratively towards building age friendly communities. Discussions around how economy, amenity, sustainability, health and wellbeing, equity, education and leadership add to 'quality of life' for older residents and on how the needs of an ageing population can be addressed through Council's Community Strategic Plan. Mayor Bill Murray opened the workshop and noted the relevance of the workshop with our Shire population predicted to have a higher rate of older people residing in our communities in the years ahead.

Walgett Activity Park Improvements:

In a partnership with the Walgett Community College, Council has installed a new table and chairs set at the Skate Park site. The Table and Chairs set was donated by the school and it is envisaged that a small plaque will be mounted on the table in recognition of two Walgett youths who have sadly passed away over the last few years who frequented the park.

Youth Affairs

Youth services are progressing in line with the Walgett Shire Youth Development Youth Strategy 2009 – 2014. Sustained outcomes relating to attendance levels at Vacation Care are being achieved.

The Strong Collie Project funded through the Proceeds of Crime Act has ended and all requirements and reports to funding bodies have been finalized and acquitted. School based traineeships are ongoing with two students from Lightning Ridge and Walgett presently in the program.

Youth Week programs are well underway and in line to deliver another quality jammed packed two weeks of recognition and celebration of the youth and young people of our Shire. The events/ programs were developed, planned and will be implemented by Youth Council representatives with support of our Youth Development team during Youth Week 2013.

In a bid to strengthen relationships with bordering Local Government Areas our teams have partnered with both Coonamble Shire and Brewarrina Shire in several major events during the two week program.

The Youth Development Officer will provide a quarterly progress report to Council, as a separate report.

Libraries

Progress on the Walgett library extensions is on track which will greatly enhance our capacity to undertake Community based programs and activities. During the building processes staff has been able to keep the library open during the normal operating times. A new initiative targeting the seniors citizens of Walgett with Art Across the Ages program is being provided to seniors Tuesday afternoons from 3-5pm. Activities continue to prove popular with the young people across the Shire, Story Time sessions,

library staff visiting (out reaching) pre-schools and community playgroups are recording stable numbers receiving continued interest from families and their children. The Senior Library Officer will provide a quarterly progress report to Council, as a separate report.

Aboriginal Programs and Reconciliation

During the reporting period our Aboriginal Liaison Officer (ALO) worked closely with local organisations and agencies throughout the Shire progressing, supporting and strengthening relationships with communities and Aboriginal Services within the Walgett Shire.

The ALO has supported and partnering in a range of community events. Aboriginal Cultural Awareness training will take place at Gingie Village during May on a date to be advised .Council staff will be bussed to Gingie Village community hall to participate in the cultural awareness training provided by Walgett Aboriginal Land Council, Walgett Aboriginal Medical services and Councils ALO.

Other significant events, partnership and engagement opportunities: Sorry Day, Reconciliation Day and NAIDOC are currently in planning sessions with community organisations

The ALO will provide a quarterly progress report to council, as a separate report for May council meeting.

Walgett Shire Healthy Communities Initiative (WSHCI)

The aim of the Walgett Shire Healthy Communities Initiative is to assist participants from the target groups to lower the risk of developing chronic lifestyle diseases by improving eating habits and increasing physical activity. To date the project has delivered programs and initiatives in line with the Implementation Plan. The project involves a range of objectives all of which have been progressed during the reporting period. (Refer attached Program)

Strategic Planning

The development of a Community Consultation Framework and a number of plans and strategies will be progressed over the next 12 months.

Relevant Reference Documents/Policies:

Walgett Shire Council Community Strategic Plan 2012-2022
Walgett Shire Council Aboriginal Community Development and Reconciliation Plan 2007 - 2010
Walgett Shire Youth Development Youth Strategy 2009 – 2014

Governance issues:
Nil.

Environmental issues:
Nil.

Stakeholders:
Walgett Shire community members, organisations and agencies with an interest in the social outcomes of people residing, working in, and visiting, the Walgett Shire.

Financial Implications:
Activities are conducted within approved budgets and program guidelines

Alternative Solutions/Options:
Not applicable.

Conclusion:

The Community Development team have progressed projects and programs this quarter in accordance with the Walgett Shire Council Community Strategic Plan 2012 – 2022, Walgett Shire Council Aboriginal Community Development and Reconciliation Plan 2007 – 2010, Walgett Shire Youth Development Youth Strategy 2009 - 2014.

Community Development Quarterly Report (January – March 2013)

Recommendation:

That the quarterly report for January – March 2013 on Community Development be received and noted.

Moved:
Seconded:

Attachments:

Walgett Shire Healthy Communities Initiative (WSHCI)

Walgett Shire Healthy Communities Initiative (HCI)

The successful beginning to programs in 2013 can be evidence by the improving participation numbers of residents across the Shire. Several programs were implemented and underway. Facilitators have been recognised for programs due to start in term two.

BEAT IT – Instructor training was completed for BEAT IT in Glebe early December. Instructors have received provider packs, locations for classes have been identified and equipment has been ordered. Delivery of programs will begin in May. The attendees of the Glebe course found it to be informative, needs based and thorough and are enthusiastically looking forward to providing this physical activity option in their communities.

AQUA FITNESS – Aqua fitness classes in Collarenebri, Lightning Ridge and Walgett have been delivered throughout term one. Collarenebri classes were initiated by HCI and were well received and have been well attended. Participants are keen to continue the program later in the year when the pool re-opens.

MARKET GARDENS – The Market Garden Project is well underway and continues to gain momentum in both Walgett and Collarenebri.

Walgett: Consultations have taken place with the Walgett Aboriginal Medical Service (WAMS) CEO and Healthy Lifestyle Project Managers and the Healthy Communities Coordinator (HCC) presenting via power point presentation with an over view of the HCI project. Discussion surrounded the up-keep of the existing garden and how the HCI can assist to improve the garden to benefit the community and residents. The HCI will add value to improving the already constructed garden managed by the Walgett Aboriginal Medical Service by purchasing resources including: Mulch, improving existing soils through fertilization products, watering systems, shade mesh, frames, repairs to existing garden beds ,accessibility allowing ease of access to participants and a range of other items. It is also envisaged that HCI in partnership with WAMS will assist in the organisation of an instructor in teaching participants the process of pickling and preserving of produce.

Collarenebri: progress is ongoing with HCC staging initial meetings with local services and aboriginal organisations taking place. The Collarenebri Aboriginal Community Working Party and Aboriginal Land Council have attended two meetings with HCC and have given their commitment to partner in the garden to be established in of Collarenebri. At this point in time there are two sites being discussed and progress regarding resources and equipment is underway.

The partnership with local organisations is a vital tool in implementing a sustainable, productive project with measurable on the ground outcomes.

ON FOR YOUNG AND OLD – As a core element in ‘engaging whole of community’ the On for Young and Old project has already achieved positive outcomes with active participation of over 123 people across the communities. Implementation to date includes three community gatherings in which target

group of participants and younger adults engaged in an exercise and healthy eating information session at all three youth centres.

Four community workshops with accredited health and fitness Company ikiFit, and three healthy cook up's and meal preparations along with community info and awareness sessions (in place). The programs has also been flagged to take place on a regular basis at each youth centre following the April school holiday period.

The fitness presentations and workshops by highly regarded 'active lifestyle' company ikiFit has been an overwhelming success to date with participants learning new skills and options relating to participating in regular exercise and healthy eating and lifestyles in a bid to prevent and reduce chronic aliments and illnesses.

COMMUNITY EVENTS - Community Events attended and supported in reporting period;
International Women's Day (IWD) in Walgett & Collarenebri 102 participants attended these events. Events were held in Walgett and Collarenebri. The Walgett Shire IWD events brought many women from the target group and different backgrounds together to celebrate with healthy food.
Walgett Harmony Day celebrations were held at the pool, 77 participants were recorded. Free entry and a meal were provided for participants. The HCC provided activities and games and fruit for the event.

WALKING HEART FOUNDATION – HCI will partner with Medicare Local in managing facilitators and walk organisers/leaders. There will be a launch and information day in Walgett, Lightning Ridge and Collarenebri during 'Heart Week' in the second week of May.
Walking paths are being identified with consultation with potential participants.

REVISE: HEALTHY EATING OPTIONS IN FOOD OUTLETS – HCI has contracted I'm not Fussy to add to the existing value of the Alive and Well program recently completed by the Walgett Shire Council. The program will work with identified local food outlets, providing continued support in providing healthy alternatives to support participants in programs to make positive food choices whilst eating out and provide promotion of participating businesses.

Due to begin in late April, the program would include eight weeks videos/emails and weekly phone calls with *I'm not fussy*. The program will be delivered in stages as follows: 1. You in your Business 2. Niche and Unique Value Proposition 3.The Offer 4. Technology 5. Lead Generation 6 .Social Media 7. Sales 8. Events.

COORDINATE & STRENGTHEN PHYSICAL ACTIVITY OPTIONS – HCI has added value to the Lightning Ridge netball courts by purchasing four goals and four bench seats to assist in recent the upgrade of the town courts.

The HCI has assisted new senior rugby league team the Wanderers with purchasing training gear which consists of tackle bags, water bottles, balls, cones, fitness gear, first aid kit, whistles & stop watches.

HCI has contracted a facilitator to deliver the *'Heartmoves'* program to the communities of Walgett, Lightning Ridge and Collarenebri: "*Heartmoves"* is a low-to-moderate intensity exercise program designed for people who are living with health conditions.

WALGETT SHIRE COUNCIL LIBRARIES QUARTERLY REPORT

JANUARY 2013 – MARCH 2013

REPORTING SECTION: Corporate Services

AUTHOR: Christine Dugan – Senior Library Officer

FILE NUMBER: 09/1763

Summary:

This report details the Walgett and Lightning Ridge libraries programs and services facilitated and delivered for the period January 2013 – March 2013.

Programs and events highlighted reflect the new integrated program delivery through library staff and the Community Development team.

Background:

Last report submitted for the period October 2012 – December 2012

Current Position:

Walgett

Pre school literacy:

The Stories on the Floor early literacy project is continuing at Walgett Library. The Walgett Library Outreach Program is ongoing with visits to Gingie Reserve providing early literacy services to families with limited access to the library. Free books obtained through the Indigenous Literacy Foundation are given out to children as an initiative to help literacy in the home.

An average of 10 children with parents attend story time and art/craft sessions weekly. The outreach officer visits Euragai Goondi in Walgett to provide early literacy services in conjunction with other children's service providers. A selection of books is read to children to encourage literacy from an early age. During the school holidays these activities are in recess with more activities in the library engaging families.

Library Programs:

Library staff worked through the Summer Reading Program during January school holidays. The theme was 'Untangled Tales' which had children painting/making Fairies, Mermaids and Monsters.

Thursday Books and Babies are targeting 0-5 years and parents. During these sessions the group have readings, sing nursery rhymes and small craft activities. 79 children and parents participated in this quarter. The renovations ceased this program for a number of weeks due to the noise factor.

Children were busy with Easter craft, egg hunts and guessing competition during the week leading up to Easter weekend.

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The last quarter has seen another increase in young adults, parents, grand parents and carers using the Library for computer services, bringing in their babies, engaging in craft activities with the children, meeting and socialising.

Walgett Library has offered an Art Across the Ages program to seniors Tuesday afternoons 3-5pm. This initiative is encouraging a cross section of ages in the community to work together and learn from each other. The group is using/borrowing library recourses to support these activities.

After School and Holiday Groups:

Children visiting the library engaged in group activities. Children decorated the library with art and craft depicting Untangled tales. Groups worked with various technology offered with computers, WiFi with IPads and phones.

Deposit Stations:

Burren Junction, Carinda Deposit Stations and Collarenebri Library have had one exchange this quarter. Collarenebri Library is open Saturday mornings and is opening first Thursday in the month.

Lightning Ridge

After School Activities:

After school programs are arranged for Wednesday and Thursdays. Activities include Home work, computer, art and craft and children are working on dioramas for the Walgett Show 2013. They also participated in the Summer Reading Program 'Untangled Tales' during January holidays and were involved in preparation for the Library Lovers Day14th February, wrapping romance books and decorating gift wrapping paper. Easter Craft was enjoyed by all ages including creative Easter basket competition, boiled egg decorating and Easter money boxes.

Programs:

Books and Babies continue on Tuesday mornings 10am to 11am with 13 children involved over this period. This program includes Sing a longs, stories and craft activities. 0-5 age group are using the activity programs available on mornings the library is open. New members have showed interest in the program and numbers are expected to increase.

In co-operation with State Library promotions to encourage multicultural reading in the community with 220 books in several languages displayed in the library. There has been an increase in new Australian members and their children participating in after school activities.

Collection:

New stock has enhanced our collection. An exchange, including new book stock was completed in February to rotate books across the branches in the region. Regular book exchanges are a fundamental aspect of the Regional Library's function to provide a wide range of library material to users.

Walgett Festival:

Walgett staff and community members had the first Festival meeting for the year. Program has been outlined for 6-11th August 2013.

Waste to Art Competition Exhibition:

Staff are currently working on reports and photos of entries for the 2013 exhibition which will be held in Bourke.

Statistics:

Walgett:

	Oct/Dec	Jan/Mar
Number of New Patrons –	31	23
Items Borrowed –	1826	1520
Number of Visits –	4407	7570
Information Requests –	33	101
Internet Usage –	928	826
WiFi –	59	122
Visitors	23	55
Inter Library Loans	1	0
Books and Babies		79
After School Program	1301	1526

Lightning Ridge:

	Oct/Dec	Jan/Mar
Number of New Patrons –	12	19
Items Borrowed –	1233	1486
Number of Visits –	1723	1181
Information Request	5	12
Internet Usage	387	279
WiFi -	33	24
Visitors	521	476
Inter Library Loans	10	9
Books and Babies	121	13
After School Program	372	368

Staff training:

Library Staff have attended one Managers meeting in Brewarrina where they looked at proposals for new webpage for region.

Relevant Reference Documents/Policies:

Walgett Shire Council Community Strategic Plan
Library Policies and Procedures

Governance issues:

Nil.

Environmental issues:

Nil.

Stakeholders:

Walgett Shire Council
Walgett Shire Community Members
Youth in Walgett Shire
Walgett and Lightning Ridge Staff
Tourists travelling through the Shire

Financial Implications:

Nil.

Alternative Solutions/Options:

N/A

Conclusion:

The Library Services team have progressed projects and programs this quarter in accordance with the Walgett Shire Council Community Plan 2010 – 2014.

Library Services quarterly report January – March 2013
Recommendation: That the quarterly report, January – March 2013 on Library services be received and noted. **Moved:** **Seconded:**

Attachments:

Nil

CASH ON HAND & INVESTMENT REPORT

REPORTING SECTION: Corporate Services

AUTHOR: Shane Roberts – Senior Finance Officer

FILE NUMBER: 09/1460

Summary:

This report summarises the cash on hand and investments held by Walgett Shire Council as at 31 March 2013.

Background:

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

Current Position:

As at 31 March 2013 the operational bank account's balance was $821,335.01. The reconciliation of this balance is:

Operational Account Bank Reconciliation
As at 31 March 2013

	$
Opening Ledger Account Balance as at 1 March 2013	**467,967.00**
Add: Receipts	2,355,446.43
Add: Recalled Investments	750,000.00
Less: New Investments	
Less: Payments	(2,765,110.36)
Closing Ledger Balance as at 31 March 2013	**808,303.07**
Balance as per Bank Statement as at 31 March 2013	**821,335.01**
Add: Receipts not banked	1,914.69
Less: Payments not presented	(14,946.63)
Closing Balance of Bank Account	**808,303.07**

2 Term Deposits were recalled to the value of $750,000.00.
No new Term Deposits were made.
2 transfers were made from the 24hour online account to the value of $510,244.37.
No transfers were made to the 24hour online account.
As at 31 March 2013 Walgett Shire Council's investment register's balance was $10,750,000.00. The balance as per the attached investment report comprised:

Term Deposits	$10,750,000.00
Floating Rate Collaterized Debt Obligation (CDO)	$0.00

The values disclosed for the Floating Rate Collaterized Debt Obligation (CDO) are market values as at 28 February 2013 and were supplied by the ANZ Group.

24 Hour Online Account Balance	$991,900.00

Relevant Reference Documents/Policies:

09/1772-02/0002	March 2013 bank reconciliation ledger 11.5010
09/1460-02/00026	Investments Report To Council 2012-2013

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Walgett Shire Council
Residents of Walgett Shire Council

Financial Implications:

As per report

Alternative Solutions/Options:

NIL

Conclusion:

As at 31 March 2013 Walgett Shire Council's total available cash and invested funds were $12,550,203.07 represented by:

Reconciled Operational Account Balance	$808,303.07
Investments	$10,750,000.00
24 Hour Online Saver Account	$991,900.00

CASH ON HAND AND INVESTMENT REPORT AS AT 31 MARCH 2013

Resolved:

That the cash on hand and investment report as at 31 March 2013 be received.

Moved:
Seconded:

Attachments:

Investments Report

Investment Institution	Type of Investm	Term (days)	Rate %	Ref	Reset Date	Maturity Date	
Term Deposits							
Credit Union Australia	Term Deposit	210	4.73	804/13		28-Aug-13	$250,000.00
IMB	Term Deposit	189	4.60	805/13		10-Apr-13	$500,000.00
National Australia Bank	Term Deposit	182	4.65	808/13		22-May-13	$500,000.00
National Australia Bank	Term Deposit	189	4.65	809/13		29-May-13	$500,000.00
National Australia Bank	Term Deposit	195	4.65	810/13		05-Jun-13	$500,000.00
Bank of Queensland	Term Deposit	153	4.80	811/13		24-Apr-13	$500,000.00
National Australia Bank	Term Deposit	91	4.40	814/13		19-Jun-13	$500,000.00
Bank of Queensland	Term Deposit	132	4.70	817/13		01-May-13	$500,000.00
Suncorp	Term Deposit	126	4.55	819/13		15-May-13	$250,000.00
Credit Union Australia	Term Deposit	210	4.50	820/13		07-Aug-13	$250,000.00
IMB	Term Deposit	146	4.90	821/13		30-Jan-13	$500,000.00
Bankwest	Term Deposit	63	4.15	822/13		10-Apr-13	$500,000.00
Bankwest	Term Deposit	68	4.05	823/13		29-Apr-13	$500,000.00
Suncorp	Term Deposit	126	4.20	824/13		26-Jun-13	$250,000.00
Newcastle Permanent Building Society	Term Deposit	91	4.10	825/13		29-May-13	$500,000.00
Bank of Queensland	Term Deposit	175	4.40	826/13		21-Aug-13	$250,000.00
Credit Union Australia	Term Deposit	272	4.20	827/13		27-Nov-13	$500,000.00
IMB	Term Deposit	95	4.20	828/13		05-Jun-13	$500,000.00
Bankwest	Term Deposit	83	4.15	829/13		22-May-13	$500,000.00
Bank of Queensland	Term Deposit	182	4.45	830/13		04-Sep-13	$500,000.00
Newcastle Permanent Building Society	Term Deposit	91	4.10	831/13		05-Jun-13	$500,000.00
Newcastle Permanent Building Society	Term Deposit	91	4.10	832/13		12-Jun-13	$500,000.00
Suncorp	Term Deposit	182	4.30	833/13		11-Sep-13	$500,000.00
IMB	Term Deposit	183	4.20	834/13		18-Sep-13	$500,000.00
							$10,750,000.00
Floating Rates Collaterized Debt Obligations (CDO)							
Zircon Finance Ltd	Floating Rate CDO		0.00			20-Sep-14	$0.00
Morgan Stanley Aces SP	Floating Rate CDO	91	6.95		20-Mar-12	20-Jun-15	$0.00
Helium Capital Ltd	Floating Rate CDO		0.00			23-Jun-14	$0.00
							$0.00
					Term Deposit Ledger Balance		$10,750,000.00
					24 hour Online Bank Account		$991,900.00
							$11,741,900.00

Note that this is a seperate interest bearing account linked with the Main Bank Account

Investment Report as at 31 March 2013

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

Signed

Edmund Wlodarczyk
Finance Manager

Prepared and Reconciled by Julie McKeown
Finance Officer

J McKeown 10/4/13.

DONATIONS TO CHURCHES AND OTHER LOCAL ORGANISATIONS – SEC 356 OF THE LGA

REPORTING SECTION: Corporate and Community Services

AUTHOR: Stephen Holland – Director Corporate and Community Services

FILE NUMBER:

Summary:

This report provides a draft policy for administering donations to churches and other local organisations. The policy recommends that a donation equivalent to 75% of water and sewer charges and 50% of waste charges be provided in lieu of the current 100% donation. It is recommended that the draft policy be adopted.

Background:

For a number of years, Council has granted rebates on rates and charges to a number of Churches and Not for Profit Organisations such as district CWA branches. Each year there is a specific provision in the budget which reflects the total rebates for the list of organisations that have annually applied for financial assistance to cover their rates and annual charges.

At its meeting held on Tuesday 27 November 2012, the council resolved to develop a policy and program criteria to administer the provision of rebates to these organisations.

Current Position:

Council currently provides a range of assistance to organisations under Section 356 of the Local Government Act 1993 which states;

(1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

(2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.

(3) However, public notice is not required if:

(a) the financial assistance is part of a specific program, and

(b) the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and

(c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and

(d) the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.

(4) Public notice is also not required if the financial assistance is part of a program of graffiti removal work.

As previously advised, it is believed that the council can provide donations to organisations under sub-section 3 (d) however a clear policy and program criteria that details the level of rebate and the criteria under which it is granted is required.

The suggested level of donation is less than the 100% previously provided and provides for the eligible entities to at least make some contribution toward the cost of the services provided to them. This position is further supported by them also being exempt from the payment of general purpose rates.

The attached table details the current level of financial assistance provided and that proposed under the new policy.

The attached draft Policy is submitted for consideration by the council.

Relevant Reference Documents/Policies:

Chapter 12, Part 1, Section 356 of the Local Government Act 1993

Governance issues:

Council must comply with the provisions of sec 356 of the LGA 1993. Any decision to grant a rebate under sec 356 should be by way of council resolution.

Environmental issues:

N/A

Stakeholders:

Churches within Walgett Shire

Not for Profit organisations within Walgett Shire Council

Walgett Shire Council

Financial Implications:

The current budget for 2012 / 2013 is $22,000. Donations (at 2012/2013 levels) under the revised policy would amount to $14,991.07

Alternative Solutions/Options:

That the rebates to local churches and other organisations cease or that they be granted a different level of rebate to that recommended.

Conclusion:

The draft policy provides for a continuation of council's assistance to churches and NFP local organisations with the eligible entities making some contribution to the services provided in lieu of a 100% donation as currently provided.

It is recommended that the draft policy for donations to local churches and other organisations be adopted.

Section 356 Donations to Local Churches and Other Organisations
Recommendation: That the draft policy for donations to local churches and other organisations be adopted. **Moved:** **Seconded:**

Attachments:

Draft Policy

Schedule of Donations Provided

Section 356 Donation Comparison

Applicant	Ass #	Address	Requested Donation %	2012/2013 Donations	75% Water	75% Sewer	50% DWM Collection	50% DWM Availability
Church of England	31310	Wilson Street Collarenebri	100% All	$ 1,766.44	616.50	349.16	215.86	23.60
Church of England	31328	Wilson Street Collarenebri	100% All	$ 1,334.73	616.50	349.16	0.00	23.60
Church of England	31492	Kaolin Street Lightning Ridge	100% All	$ 1,133.44	203.25	287.66	215.86	23.60
Anglican Chruch	31567	13 Morilla Street Lightning Ridge	100% All	$ 701.73	203.25	287.66	0.00	23.60
Anglican Chruch	30916	Pitt Street Walgett	100% All	$ 2,142.00	924.75	322.58	215.86	23.60
Anglican Chruch	31054	Hastings Street Burren Junction			0.00	0.00	0.00	0.00
Anglican Chruch	31377	Cumborah Street Cumborah	100% All	$ 47.19	0.00	0.00	0.00	23.60
Anglican Chruch	31773	Shaw Street Rowena	100% All	$ 318.19	203.25	0.00	0.00	23.60
Anglican Chruch	31096	Colin Street Carinda			0.00	0.00	0.00	0.00
A.I.M	30726	Duff Street Walgett	100% All	$ 1,299.29	616.50	322.58	0.00	23.60
A.I.M	30866	Namoi Street Walgett	100% All	$ 1,731.00	616.50	322.58	215.86	23.60
Catholic Church	30882	Peel Street Walgett	100% All	$ 1,731.00	616.50	322.58	215.86	23.60
Catholic Church	31104	Colin Street Carinda	100% All	$ 318.19	203.25	0.00	0.00	23.60
Catholic Church	31740	Middle Street Rowena	100% All	$ 318.19	203.25	0.00	0.00	23.60
Catholic Church	31757	Middle Street Rowena	100% All	$ 318.19	203.25	0.00	0.00	23.60
Catholic Church	31237	High Street Collarenebri	100% All	$ 1,334.73	616.50	349.16	0.00	23.60
Catholic Church	31559	31 Morilla Street Lightning Ridge	100% All	$ 1,133.44	203.25	287.66	215.86	23.60
Lightning Ridge Historical Society	31575	7 Morilla Street Lightning Ridge	100% All	$ 701.73	203.25	287.66	0.00	23.60
Jehovah's Witnessess Congregation	31526	8 Kopi Street Lightning Ridge			0.00	0.00	0.00	0.00
Serbian Orthodox Church	19875	132-136 Pandora Street Lightning Ridge			0.00	0.00	0.00	0.00
Cumborah Communtiy Inc.	12187	Cumborah Street Cumborah		$ 47.19	0.00	0.00	0.00	23.60
CWA Collarenebri	11593	Wilson Street Collarenebri	100% All	$ 1,766.44	616.50	349.16	215.86	23.60
CWA Burren Junction	7773	Alma Street Burren Junction	100% Rates	$ 478.90	0.00	0.00	215.86	23.60
CWA Walgett	7260	53 Wee Waa Street Walgett	100% Rates	$ 1,731.00	616.50	322.58	215.86	23.60
Seventh Day Adventist	31708	12 Silica Street Lightning Ridge	100% Rates	$ 1,404.44	406.50	287.66	215.86	23.60
			TOTALS	$ 21,757.45				
					$7,889.25	$4,447.77	$2,158.55	$495.50

Full Donation for 13/14	$21,757.45
Estimate using % Donation figures	$14,991.07
Reduction in Total 356 Donation	$6,766.39

AMF – POLICY DONATIONS TO CHURCHES AND OTHER NOT FOR PROFIT ORGANISATIONS - SEC 356 OF THE LGA

Adoption Date:

Review Date:

Responsible Officer: Director Corporate Services

POLICY STATEMENT

Walgett Shire Council recognises the role that Churches and other Local NFP Organisations play in contributing to Community wellbeing across the Shire. It further recognises the limited revenue raising capacity of these entities and their ability to meet fixed costs such as Water, Sewer and Waste Charges.

POLICY OBJECTIVES:

To assist Churches and other Not for Profit local Organisations to meet the cost of water, sewer and waste charges by way of a financial donation under Sec 356 of the Local Government Act.

DEFINITIONS/APPLICATION:

A Church means a religious body eligible for exemption to pay General Purpose rates in accordance with Sec 555 (1) (e) of the Local Government Act.

Other Not for Profit local Organisations means a local entity/group formed for the purpose of undertaking social, community or sporting activities within the Walgett Shire.

POLICY SCOPE:

Eligible Entities must make application in the required form. Approved applications will be provided with a donation for charges that have been levied on their properties on the following basis;

Sewer Charges	75%
Water Access Charge	75%
Waste Charge	50%

POLICY REVIEW:

This policy is subject to review each 12 months from the date of adoption by Council.

QUARTERLY BUDGET REVIEW STATEMENT QUARTER END 31 MARCH 2013

REPORTING SECTION: Corporate and Community Services

AUTHOR: Bradley Pascoe – Finance Manager

FILE NUMBER: 10/38

Summary:

An analysis of Council's actual income and expenditure to 31 March 2013 has been completed and a revised budget result is forecast for the year ended 30 June 2013 as summarised:

	Original Budget Surplus/(Loss) $	**Revised Budget Surplus/(Loss) $**
Operating budget result	(2,899,281)	(2,278,705)
Capital Budget result	(6,209,227)	429,699
Cash flow (general fund)	234,440	3,450,271
Cash flow (water/sewer/waste)	(622,353)	11,649,999

Background:

After conducting a review of NSW councils' quarterly budget review reports, the Division of Local Government (DLG) noted that the format and content of such reports varied significantly from council to council.

Financial information made available to councillors should adequately disclose council's overall financial position and provide sufficient information to enable informed decision making and ensure that council remains on track to meet the objectives, targets and outcomes set out in its operational plan and delivery program. Mindful of this, the DLG has developed a set of minimum requirements that will assist each council in meeting its charter with regard to its finances and related responsibilities in respect of its operational plan and delivery program.

The requirements include how Council is tracking against its original and revised annual budgets at the end of each quarter and provide explanations for major variances that result in recommendations for budget changes. They also enable the Responsible Accounting Officer to indicate if council will be in a satisfactory financial position at the end of the financial year, given the changes to the original budgeted position.

Collectively, these documents are known as a Quarterly Budget Review Statement (QBRS) and are reported to council in accordance with the relevant legislation at the end of each quarter.

The Local Government (General) Regulation 2005 - Regulation 203 made under the Local Government Act 1993 requires this report to be submitted to Council no later than 2 months after the end of the quarter.

Current Position:

Council's QBRS for the quarter ended 31 March 2013 is attached to this report

The report has been designed to highlight the following area's of significant change, that being major proposed variations found in the Capital budget, where:

- A large portion of the variations stem from movement in Capital budget, a number of projects indicated in the original budget will not be completed this financial year, with the items listed to be carried forward in 2013/2014 budget for commencement.
- The Operational budget was subject to large movement relating to that of FAG grant, the original budget was over stated and not a reflection of current funding agreements, hence in this review has been identified and adjusted accordingly.
- Flood Damage scheduled works (grant funds) in the Operational budget will not be completed in this financial year, with the items to be carried forward in 2013/2014 budget for commencement.

Overall the proposed variations will improve the Operational budget from a 2.89million deficit to 2.27million deficit and will improve the Capital budget from 6.2million deficit to a surplus of 429k.

All variations including those noted above, are included in the Quarterly Budget Review Statement (in detail) as per the attached.

Relevant Reference Documents/Policies:

The Local Government (General) Regulation 2005
Local Government Act (1993)
Circular 10/32 Quarterly Budget Review Statement.

Governance issues:

It is noted that the revised projected cash flow is reflective of the large reduction in Capital works in this financial year, it is important to recognise these works (in the majority) and carry forward projects for inclusion in the upcoming 2013/2014 draft budget.

Environmental issues:

n/a

Stakeholders:

Walgett Shire Council employees
Walgett Shire Council residents
Division of Local Government

Financial Implications:

As set out in the attached Quarterly Budget Review Statement.

Alternative Solutions/Options:

Council can choose to adopt only some, or none of the proposed variations and ask for a revised budget review on the understanding this may delay some works by another month.

Conclusion:

The QBRS for the March 2013 quarter has been prepared in accordance with relevant legislation, and with the intention of providing a transparent review of Council's original budget, all revisions to date, and proposed variations in line with current events known to Council until the time of preparing this report.

Quarterly Budget Review Statement for the Quarter ended 31 March 2013
Recommendation: 1. That the Quarterly Budget Review Statement for the quarter to 31 March be received and noted 2. That the proposed variations included within the Quarterly Budget Review Statement for the Quarter to 31 March be adopted. **Moved:** **Seconded:** **CARRRIED**

Attachments:

Quarterly Budget Review Statement for the Quarter ended 31 March 2013 (circulated under separate cover)

MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION – APRIL 2013

REPORTING SECTION: Urban Infrastructure Services

AUTHOR: Prafulla K.C. – Acting Director

FILE NUMBER: 09/1455

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1. Consultant Engagement for Landfills

Council has engaged LOGICUS an Environmental Management Consultancy to review existing Landfill contracts for Walgett and Lightning Ridge Tips. LOGICUS will be also preparing documentation to call Expression of Interest (EOI) to operate both Landfills and individual site for five years.

Preliminary discussions with the consultant reveals that there may be a potential to extend the life of Lightning Ridge Tip by stacking and compacting waste creating as a hill which could be further developed for passive recreation. Design and construction of proposed model, leachate and stormwater management and operational practicality is yet to be formally discussed. Should this option appear sound, practical and reasonable a report will be prepared for Council's consideration.

2. Letter of Award– Namoi Village Water & Sewerage Upgrade Pipe Contract

Council has already sent a Letter of Award (LOA) to Milbant Constructions Pty Ltd after the recommendation was endorsed at last Council meeting. Works may commence in late June/early July for pipe works.

Matters Generally for Brief Mention or Information only from Acting Director Urban Infrastructure Services – April 2013
Recommendation: That the matters listed for brief mention or information is received and noted: - Consultant Engagement for Landfills - Letter of Award– Namoi Village Water & Sewerage Upgrade Pipe Contract **Moved:** **Seconded:** **CARRIED**

Attachments:

DEVELOPMENT AND COMPLYING DEVELOPMENT CERTIFICATE APPLICATIONS

REPORTING SECTION: Planning and Regulatory Services

AUTHOR: Matthew Goodwin – Director Planning and Regulatory Services

FILE NUMBER: 09/1367-02

Summary:

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

Background:

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

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

Current position:

The table following this report provides details of Development Applications (DA) and Complying Development Certificate (CDC) applications recently dealt with under delegated authority by Council staff. Document type 20 represents Development Applications, while document type 24 represents Complying Development Certificates.

Relevant Reference Documents:

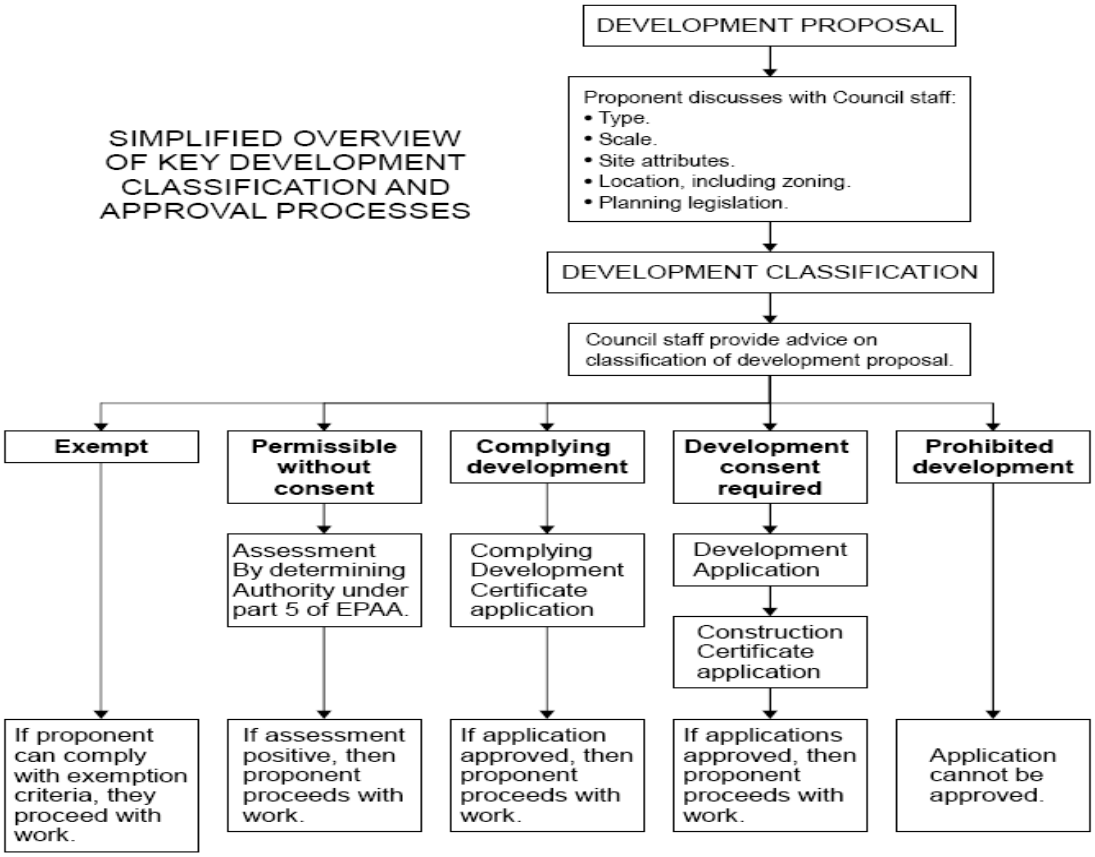
* Respective DA and CDC files.
* Environmental Planning & Assessment Act 1979.
* Environmental Planning and Assessment Regulation 2000.
* State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.
* State Environmental Planning Policy No 60—Exempt and Complying Development, etc.

Governance issues:

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

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

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



Environmental issues:

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

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

Stakeholders:

Public, applicants, Council, Department of Planning & Infrastructure.

Financial implications:

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

Alternative solutions/options:

Nil.

Conclusion:

It is recommended that Council note the current level of development activity within the Shire.

Development & Complying Development Certificate Application
Recommendation: Note the report on Development and Complying Development Certificate applications dealt with by Council staff under delegated authority during February and March 2013. **Moved:** **Seconded:**

Attachments

A - DAs & CDCs approved February & March 2013

AUTHORITY

Determined Applications

civica

04/12/2013 Parameters: Date Range:Y
Start Date:1/02/2013
End Date:31/03/2013
As At Date:

Document Type:
Officer:ALL
Number of Days: 0
Stop The Clock:Yes

Page:1

Document	Applicant Name / Address	Development Type / Property Address / Title Owner	Determination	Determined	Received
Document Type: 20					
	Stop the Clock	*Total Elapsed Calendar Days: 948* *Calendar Stop Days: 919* *Adjusted Calendar Days: 29*			
020/2010/00000032/001		142 Class 10a - Shed 33 Wee Waa ST WALGETT LOT: 1 DP: 1010106 NSW Health	Cancelled	28/02/2013	27/07/2010
Officer: Ms J R Babic Number of Applications: 1		*Average Elapsed Calendar Days: 29.00* *Average Calendar Stop Days: 919.00* *Average Adjusted Calendar Days: 29.00*	*Total Elapsed Calendar Days: 948.00* *Total Calendar Stop Days: 919.00* *Total Adjusted Calendar Days: 29.00*		
	Stop the Clock	*Total Elapsed Calendar Days: 121* *Calendar Stop Days: 0* *Adjusted Calendar Days: 121*			
020/2012/00000036/001		150 Class 10b - Fence/Antenna/Other Aerodrome RD LIGHTNING RIDGE LOT: 162 DP: 862540 Walgett Shire Council	Approved - Staff Delegation	28/02/2013	31/10/2012
	Stop the Clock	*Total Elapsed Calendar Days: 15* *Calendar Stop Days: 0* *Adjusted Calendar Days: 15*			
020/2013/00000002/001		60 Class 5 - Office Building **** UNKNOWN **** LOT: 1 DP: 819858 NSW Grain Corporation Board	Approved - Staff Delegation	18/02/2013	04/02/2013

AUTHORITY

Determined Applications

04/12/2013 Parameters: Date Range:Y
Start Date:1/02/2013
End Date:31/03/2013
As At Date:
Document Type:
Officer:ALL
Number of Days: 0
Stop The Clock:Yes
Page:2

Document	Applicant Name / Address	Development Type / Property Address / Title	Owner	Determination	Determined	Received
Document Type: 20						
	Stop the Clock	*Total Elapsed Calendar Days: 23* *Calendar Stop Days: 18* *Adjusted Calendar Days: 5*				
020/2013/00000003/001		160	Subdivision/Consolidation	Approved - Staff Delegation	22/03/2013	28/02/2013
		79 Dewhurst ST WALGETT LOT: 4 SEC: 39 DP: 759036	Mr K C & Mrs L M Colwell			
		There are Multiple Parcels on this application				
Officer: Mr M Clarkson Number of Applications: 3		*Average Elapsed Calendar Days: 47.00* *Average Calendar Stop Days: 6.00* *Average Adjusted Calendar Days: 47.00*		*Total Elapsed Calendar Days: 159.00* *Total Calendar Stop Days: 18.00* *Total Adjusted Calendar Days: 141.00*		
	Stop the Clock	*Total Elapsed Calendar Days: 61* *Calendar Stop Days: 0* *Adjusted Calendar Days: 61*				
020/2012/00000046/001		120	Class 9b - Assembly Building	Approved by Council	19/02/2013	21/12/2012
		88 Fox ST WALGETT LOT: 43 DP: 253643	Walgett Shire Council			
Officer: Mr M P Goodwin Number of Applications: 1		*Average Elapsed Calendar Days: 61.00* *Average Calendar Stop Days: 0.00* *Average Adjusted Calendar Days: 61.00*		*Total Elapsed Calendar Days: 61.00* *Total Calendar Stop Days: 0.00* *Total Adjusted Calendar Days: 61.00*		

Determined Applications

04/12/2013 Parameters:

Date Range:Y
Start Date:1/02/2013
End Date:31/03/2013
As At Date:

Document Type:
Officer:ALL
Number of Days: 0
Stop The Clock:Yes

Report Totals & Averages

Total Number of Applications : 5

Average Elapsed Calendar Days: 233.60
Average Calendar Stop Days: 187.40
Average Adjusted Calendar Days: 46.20

Total Elapsed Calendar Days: 1168.00
Total Calendar Stop Days: 937.00
Total Adjusted Calendar Days: 231.00

MATTERS FOR BRIEF MENTION, PLANNING & REGULATORY SERVICES

REPORTING SECTION: Planning & Regulatory Services

AUTHOR: Matthew Goodwin, Director Planning & Regulatory Services

FILE NUMBER: 10/434

This report provides notes on items for brief mention, or information only, on more significant matters recently arising in the Planning & Regulatory Services Division.

1. RSPCA CAWS PROGRAM

The NSW RSPCA Community Animal Welfare Scheme (CAWS) will be held in Walgett and Lightning Ridge from 6 to 10 May 2013. Pensioners and low income earners are being offered subsidised desexing, vaccination and microchipping for their cats and dogs. The program is supported by the Australian Veterinary Association, Enid Coupe, NSW RSPCA and Walgett Shire Council. Council's support includes a $8,000 grant, microchips and assistance with logistics via its Regulatory Officer. Up to 100 animals will be desexed over the period.

2. UNAUTHORISED BUILDING WORKS

Various unauthorised building works and uses are being followed up, including:

- Commercial premises in Walgett where substantial building works have been completed and the 'occupier' was proposing to use the premises without appropriate fire safety measures or amenities.
- Commercial premises in Walgett being used as a boarding house.
- A truck body on the Grawin opal fields which is being used as a dwelling extension.
- A freight container at Carinda which is being used as a dwelling.

3. NON-URBAN WATER CONNECTIONS – LIGHTNING RIDGE

A differential GPS survey work has been undertaken to accurately locate non-urban water connections on opal fields and in rural areas at Lightning Ridge. A report is currently being prepared for Council which addresses:

- The numbers and location of authorised connections and whether the respective connections are metered and rated.
- The diameter, length and ownership of non-urban water mains.
- The most likely circumstances, hence areas, for unauthorised connections.
- Known deficiencies in existing non urban water connections and mains.
- Risks arising for Council and water users from the current situation.
- Estimates the minimum cost for upgrading various non-urban water mains to a minimum standard normally expected of a public water supply authority.
- Recommendations to address the most significant issues which arise.

4. NEW AGREEMENTS WITH LPI TO HOST ADDITIONAL CORS SITES

In 2010 Walgett Shire Council entered into an agreement with NSW Land and Property Information (LPI) to host a Continuously Operating Reference Station (CORS). The station is one in a network scattered throughout NSW which provides enhanced GPS positioning and guidance. Council hosts an antenna, GPS receiver and internet connection which enable the CORS station to record data

that is then used by the LPI to provide correctional data that is sold to users of high accuracy GPS systems.

As part of the hosting agreement Council has free access to the correctional data generated by the system. This data is used by Council's GIS Coordinator for differential Global Positioning System (GPS) surveying. Council's current GPS hardware can generate sub-metre accuracy using the system on a 'post processing' basis. Investigations are being conducted into acquiring new GPS hardware which will improve survey accuracy to less than 0.1m on a 'live' basis.

New agreements have been established for Council to host new CORS stations at Burren Junction (Council depot), Collarenebri (water filtration plant) and Lightning Ridge (HACC Centre). By hosting the four CORS stations Council will incur an electricity cost of about $40 per site per year ($160/year total) while getting three 'free' licences to access the correctional data (commercial access costs around $2,000 per year for each licence).

When the four CORS stations are operating, about 80% of the Shire will be covered by the system. This will benefit agricultural users and surveyors who need high accuracy GPS data which enables measurements with an error of less than 1m or 0.1m (compared to ±5m typical for hand held GPS).

5. DRAFT WALGETT LOCAL ENVIRONMENTAL PLAN 2013

The Draft Walgett Local Environmental Plan 2013 is in the final stages of review by the Department of Planning & Infrastructure and Parliamentary Counsel. Matters that staff have recently been dealing with include:

- Refining LEP mapping.
- Providing feedback on proposed wording of flooding clause 6.1.
- Proposed deletion of drinking water catchment mapping, on the basis that it was not included in the public consultation process.
- Providing feedback on the proposed wording of the clause enabling 'tourist mines' in the SP3 Special Activities Mining zone.

6. URBAN ADDRESSING PROJECT COMPLETION

The project to install urban address number plates in all towns and villages on buildings that were not already numbered was completed on 11 April 2013. Updated urban addressing maps are now publicly available via Council's web site.

GIS (Geographic Information System) data for all urban addresses has been submitted to NSW LPI for inclusion in the Comprehensive Property Addressing System (CPAS) which is hosted by that agency. The NSW Government intends that CPAS will become the "Single Source of Truth" for addressing information in NSW.

7. LIDAR DATA ACQUISTION & RURAL RESIDENTIAL LAND USE STRATEGY

LPI has advised that it will be able it supply LIDAR (Light Detection and Ranging) data and improved contour data for the immediate vicinity of Walgett, as well as 3D modelling data for the existing and proposed lifted Walgett weir by mid May 2013.

A firm date for the supply of LIDAR and contour data for Lighting Ridge and Collarenebri still has not been provided. Further work on the rural residential land use strategy remains in abeyance pending this information being received.

Matters Generally for Brief Mention or Information only from Director of Planning & Regulatory Services

Recommendation:

1. Receive and note the report by the Director of Planning & Regulatory Services on matters for brief mention, or information only, regarding:
   - RSPCA CAWS program.
   - Unauthorised building works.
   - Non-urban water connections – Lightning Ridge.
   - New agreements with LPI to host additional CORS sites.
   - Draft Walgett LEP 2013.
   - Urban addressing project completion.
   - LIDAR data acquisition and Rural Residential Land Use Strategy.

Moved:
Seconded:

Attachments:

Nil

MONTHLY RMCC WORKS REPORT FROM DIRECTOR ENGINEERING SERVICES – APRIL 2013

REPORTING SECTION: Engineering Services

AUTHOR: Raju Ranjit – Director of Engineering Services

FILE NUMBER: 11/211

Summary:

The purpose of this report is to inform Council of progress relating to the RMCC works in the period since the report was prepared on 8th April 2013.

Background:

RMS has awarded a contract of $ **8,466,615** for 2013/2013 financial year. An additional work of $ 198,500 has been assigned for HW29 West Geotextile rehab works. The amended total contract is $ **8,665,155**.The contract consisted of Flood works for February 2012 & December 2010 events, signage installation and maintenance works

The rehabilitation work on SH29 between levee Bank and Dangar Bridge has been completed within the time frame and budget.

Current Position:

At present, there are two contractor's teams and one Council team working on State highways flood works and two council staff are working on Highway maintenance work under RMCC works. The expenditure over the 10 months period from 1 July, 2012 is $ 5,529,327 (65.31% of contract amount).

Relevant Reference Documents/Policies:

Nil

Governance issues:

Nil

Environmental issues:

Nil

Stakeholders:

Walgett Shire
Walgett Residents

Financial Implications:

As at 8th April 2013, $ 5,529,327 has been spent from a total amount of $ 8,665,155 now provided in the 2012/2013 budget.

Alternative Solutions/Options:

Nil

Conclusion:

Council can monitor progress of RMCC works programmed for 2012/2013 by reviewing the attached spread sheet and noting the progress to date.

Monthly RMCC works Report from Director Engineering Services – April 2013
Recommendation: That Council receive and note the monthly RMCC works report for April 2013. **Moved:** **Seconded:**

Attachments:

RMCC works summary.

Background:

The indicative funding allocations for 2013/2013 RMCC works are $ 8,466,615.The details are as follows.

Description of works	HW12	HW18	HW29	Total	Expenditure up to 8th of April 2013	Progress in percentage	Remarks
Resealing	$150,000	$550,000	$500,000	$1,200,000	$528,050	44	Work is in progress
Heavy patching		$426,000		$426,000	$406,357	95	Work is in progress
HW29 West Walgett Geotextile Rehab			$1,223,500	$1,223,500	$511,900	42	Work is in progress(Commenced on 4/02/2013)
HW29 West Walgett widening			$450,000	$450,000			Programmed for May 2013
HW29 East Pian Creek (stage 1)			$50,000	$50,000			RMS is working on it
Flood damage restoration (Dec 2010 event)		$1,141,000		$1,141,000	$801,789	70	Work is in progress
Flood damage restoration (Feb 2013 event)	$580,645	$1,002,581	$1,416,774	$3,000,000	$2,339,380	78	Work is in progress
Routine works (Pavement,corridor and signs)				$1,147,000	$914,236	80	Work is in progress
Sign Installation on SH18		$27,615		$27,615	$27,615	100	Approved additional work
TOTAL				**$8,665,115**	**$5,529,327**	64	

MONTHLY FLOOD WORKS REPORT FROM DIRECTOR ENGINEERING SERVICES – APRIL 2013

REPORTING SECTION: Engineering Services

AUTHOR: Raju Ranjit – Director Engineering Services

FILE NUMBER: 11/211

Summary:

The purpose of this report is to inform Council of progress relating to the February 2012 flood restoration works in the period since the report was prepared in March 2013.

Background:

In December 2011 and February 2012, Walgett Shire suffered major flood disasters and significantly affected 62 Shire Roads, 7 Regional roads and 3 State Highways.
The people of the Walgett, Collarenebri & Lightning Ridge were particularly hard it and the Shire's infrastructure sustained severe damage.

Roads and Maritime services (RMS) has assessed the flood affected roads and awarded Natural Disaster Assistance (NDA) to the Walgett Shire for the flood damage roads which involves the remediation & reconstruction.

Current Position:

The Bore Head road and Rotten Plain (Wilby Wilby Road) have been re-opened for all vehicles with caution.

Council's teams and Contractors are working in full swing to complete the work within the given time frame.

Relevant Reference Documents/Policies:

RMS approved schedule

Governance issues:

Nil

Environmental issues:

Nill

Stakeholders:

Walgett Shire Council
Walgett Residents
Tourist

Financial Implications:

As at 3rd of April 2013, $ 7,235,638.23 has been spent from a total amount of $ 11,611,160.75 provided in the 2012/2013 budget.

Alternative Solutions/Options:

Nil

Conclusion:

Council can monitor progress of monthly flood work program by reviewing the attached spread sheets and noting progress to date.

Monthly flood works Report from Director Engineering Services
Recommendation: That Council receive and note the monthly flood restoration works report for April 2013. **Moved:** **Seconded:**

Attachments:

Flood restoration works progress summary.

Shire Roads

Description of Works (Road Name)	Amount to be contributed by RMS	Amount to be Contributed by Council	Total Expenditure	Total Actual Cost Expenditure to 3/04/2013 from RMS funding	Progress in % from RMS funding	Project Status
Franxton Road	$36,769		$36,769	$30,614.47	83.26	completed
Belarra Lane	$106,061		$106,061	$73,116.48	68.94	completed
Clarkes Lane	$9,885		$9,885	$10,873.50	110.00	completed
Cryon Road	$190,907		$190,907	$138,516.14	72.56	In progress
Millie Road	$143,025		$143,025	$157,327.50	110.00	completed
Woodvale Road	$111,256		$111,256	$116,327.28	104.56	completed
Baroona Road	$91,346		$91,346	$90,885.55	99.50	In progress
Pokataroo Road	$50,030		$50,030	$27,632.16	55.23	In progress
Mercadool Road	$145,698		$145,698	$88,429.54	60.69	In progress
Springs Road	$3,630		$3,630	$3,630.00	100.00	completed
Meadow Plains Road	$17,000		$17,000	$17,000.00	100.00	completed
Marlbone Road	$20,716		$20,716	$13,383.51	64.60	completed
Colrose Road	$19,456		$19,456	$21,401.60	110.00	completed
Wingadee Road	$10,140	$ 5,000.00	$15,140	$10,140.00	100.00	completed
Gungalman Road	$39,781		$39,781	$1,020.14	2.56	Not started
Wanourie Creek Road	$18,120		$18,120	$6,982.26	38.53	completed
Ginghet Road	$7,061	$ 3,000.00	$10,061	$7,061.25	100.00	completed
Bushs Road	$9,846		$9,846		0.00	Not started
Borehead Road	$7,914		$7,914	$202.84	2.56	Not started
Boorooma Creek Road	$25,252		$25,252	$17,898.83	70.88	completed
Millencowbah Road	$23,400		$23,400		0.00	Not started
Willis Road	$6,570		$6,570		0.00	Not started
Koomalah Road	$124,044		$124,044	$47,398.46	38.21	completed

Description of Works (Road Name)	Amount to be contributed by RMS	Amount to be Contributed by Council	Total Expenditure	Total Actual Cost Expenditure to 3/04/2013 from RMS funding	Progress in % from RMS funding	Project Status
Epping Road	$50,889		$50,889	$28,532.61	56.07	completed
Moomin Road	$60,342		$60,342	$62,413.51	103.43	completed
Marra Creek Road	$7,512		$7,512		0.00	Not started
Cambo Road	$34,365		$34,365	$98.87	0.29	Not started
Wimbledon Road	$26,028		$26,028	$18,504.35	71.09	completed
Collarenebri Mission Road	$13,000		$13,000	$180.01	1.38	not started
Lone Pine Road	$13,980	$ 1,718.00	$15,698	$13,980.00	100.00	completed
Rossmore Lane	$8,100		$8,100	$1,407.00	17.37	In progress
Middle Route Road	$17,496		$17,496	$11,221.29	64.14	In progress
Miralwyn Road	$10,554		$10,554		0.00	Not started
Nedgera Road	$11,009		$11,009		0.00	Not started
Pagan Creek Road	$5,916		$5,916		0.00	Not started
Tungra Road	$47,510	$ 17,395.00	$64,905	$47,510.00	100.00	completed
Fabians Road	$24,990		$24,990	$182.72	0.73	Not started
Belaba Road	$17,007		$17,007	$15,394.69	90.52	completed
Fairview Road	$26,436		$26,436	$9,854.15	37.28	In progress
Strathmore Road	$6,360		$6,360	$6,105.69	96.00	completed
Banarway Crossing Road	$22,360		$22,360	$24,271.65	108.55	completed
Lorne Road	$72,913		$72,913	$77,818.17	106.73	completed
Wilby Wilby Road	$1,434,467		$1,434,467	$74,487.89	5.19	In progress
Angledool Road	$244,548		$244,548	$177,419.89	72.55	In progress
Bugilbone Road	$130,824		$130,824	$103,396.18	79.03	completed
Kurrajong Road	$5,040		$5,040	$5,040.00	100.00	completed
Narran Lake Road	$20,170	$ 3,047.00	$23,217	$20,170.00	100.00	completed
Brewon Road	$72,024		$72,024	$24,869.05	34.53	In progress

Description of Works *(Road Name)*	Amount to be contributed by RMS	Amount to be Contributed by Council	Total Expenditure	Total Actual Cost Expenditure to 3/04/2013 from RMS funding	Progress in % from RMS funding	Project Status
Binghi Road	$13,168		$13,168	$14,484.80	110.00	completed
Bogewong Road	$24,378		$24,378	$14,735.60	60.45	completed
Aberfoyle Road	$18,266		$18,266	$14,547.55	79.64	In progress
Goangra Road	$185,711		$185,711	$81,007.05	43.62	completed
Beanbri Road	$499,530		$499,530	$1,241.07	0.25	Not started
Yarraldool Road	$140,365		$140,365	$97,006.36	69.11	completed
Pian Creek Road	$156,948		$156,948	$67,930.10	43.28	In progress
Old Burren Road	$54,015		$54,015	$28,780.28	53.28	In progress
Rowena Road	$131,288		$131,288	$74,157.48	56.48	completed
Dundee Road	$52,470		$52,470	$29,605.06	56.42	In progress
Glen Eden Road	$145,997		$145,997	$146,303.61	100.21	completed
Purtles Road	$53,486		$53,486	$0.00	0.00	Scheduled
Boora Road	$21,870		$21,870	$319.51	1.46	Not started
Camerons Lane	$36,389		$36,389	$40,028.18	110.00	completed
George Sands Way	$131,640		$131,640	$116,228.41	88.29	completed
O'Neils Road	$59,754		$59,754	$59,946.46	100.32	completed
Tip Road	$70,200		$70,200	$62,225.15	88.64	completed
Emergency Works	$476,727		$476,727	$476,727.00	100.00	completed
Council's Contribution	-$29,000					
	$5,844,948	**$30,160**	**$5,904,108**	**$2,927,973**	**49.59**	

Regional Roads

Item No.		Work Order	Description of Works *(Road Name)*	Amount to be Contributed by Council	contributed contributed by RMS	Total Actual Cost Expenditure to 3/04/2013	Progress %	Project Status
1	RR329	2347	MERRYWINE BONE ROAD		$3,822,345	$2,462,464.10	64	in progress
2	RR333	2348	CARRINDA ROAD		$552,750	$626,180.34	113	Completed
3	RR402	2349	GINGIE/LLANILLO		$628,763	$581,630.81	93	Completed
4	RR426	2350	SHERMANS WAY					
5	RR426	2351	RIDGE ROAD		$24,480	$14,374.62	59	in progress
6	RR457	2352	GUNDABLOUI ROAD		$348,161	$366,060.76	105	Completed
7	RR7716	2353	COME BY CHANCE		$276,086	$83,480.49	30	in progress
	Emergency				$173,474.11	$173,474.11	100	Completed
			TOTAL		**$5,826,059**	**$4,307,665.23**	74	

Summary			
	Total	Expenditure To 5/03/2013	Progress in Percentage
Local Roads	$ 5,785,101.75	$ **2,927,973**	64
Regional Roads	$5,826,059	$**4,307,665.23**	74
Total	$11,611,160.75	$7,235,638.23	62.31

Questions for the next Meeting

Confidential Reports/Closed Council meeting

AGENDA FOR
CLOSED COUNCIL MEETING

Tuesday 23 April 2013

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Walgett Shire Council will be held in the **Collarenebri Bowling Club** on **23rd April, 2013** following the Ordinary meeting of Council, commencing at 10.00am to discuss the items listed in the Agenda.

Don Ramsland
GENERAL MANAGER

Close of Meeting