



NOTICE OF MEETING

NOTICE is hereby given that an **Ordinary Meeting of Gwydir Shire Council** will be held in the Warialda Office Council Chambers, on **Thursday 26 March 2020** (commencing at **9.00am**) to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Max Eastcott".

Max Eastcott
General Manager

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GWYDIR SHIRE COUNCIL

B U S I N E S S P A P E R

AGENDA

ORDINARY MEETING

March 26, 2020

9.00am

OFFICIAL OPENING AND WELCOME – MAYOR

APOLOGIES

CONFIRMATION OF THE MINUTES

RECOMMENDATION:

THAT the Minutes of the Confidential and Ordinary Meeting held on Thursday, February 27, 2020 as circulated be taken as read and CONFIRMED.

PRESENTATION

CALL FOR THE DECLARATIONS OF INTERESTS, GIFTS RECEIVED AND CONFLICTS OF INTEREST

COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

1. Tender for the Supply and Delivery of Bulk Fuels

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (c) of the Local Government Act, 1993, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

2. Monthly Confidential Organisation and Community Development Report - February 2020

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (a) of the Local Government Act, 1993, on the grounds that the report contains personnel matters concerning particular individuals.

3. Bingara Pool and Splash Park Tenders

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (c) of the Local Government Act, 1993, on the grounds that the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

MAYORAL MINUTE (If any)

DEFERRED ITEMS – Nil

OFFICERS' REPORTS (As listed)

COMMITTEE OF THE WHOLE – OPEN

Councillors' Reports

Item 1 Vale Austin Joseph Abbott Mack OAM

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY

STRATEGY: 4.1.1 Encourage an informed community - GM - external



**Austin Joseph Abbott Mack OAM
4th May 1935 – 29th February 2020**

Austin Joseph Abbott Mack was first elected to Bingara Shire Council in 1968.

He served as the Shire's President in 1987 to 1988 and again in 1991.

He was also the President of the then NSW Shires Association in 1990 and 1991 as well as the Association's Patron from 1996.

For his work in local government Austin Mack was awarded an OAM.

Please stand and join me in a minute's silence acknowledging the passing of Austin Joseph Abbott Mack and his past commitment to the residents of the former Bingara Shire.

OFFICER RECOMMENDATION

THAT the report be received

Item 2 Councillors' Monthly Activity Statement for February 2020**DELIVERY PROGRAM****GOAL: 4. Proactive Regional and Local Leadership****OUTCOME: 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY****STRATEGY: 4.1.2 Enable broad, rich and meaningful engagement to occur - GM - external**

The Councillors' activity schedule for February 2020 commitments is outlined below:

February 2020		
Councillor	Event	Date
Cr J Coulton (Mayor)	Nikki Adams Farewell – The Roxy Cafe	12 th Feb.
	Committee Meeting – Warialda	13 th Feb.
	Naroo Meeting - Warialda	13 th Feb.
	Meeting Lauren Marer	13 th Feb.
	Region 11 MDA Meeting – Warialda	20 th Feb.
	Toowoomba to Seymour Roads of Strategic Importance – Narrabri	21 st Feb.
	Gwydir Regional Water Strategy Meeting – Bingara	26 th Feb.
	Ordinary Council Meeting - Warialda	27 th Feb.
Cr Catherine Egan (Deputy Mayor)	Namoi Unlimited Meeting - Gunnedah	4 th Feb.
	Local Strategic Planning Stakeholder Group meeting – The Roxy Conference room	5 th Feb.
	Nikki Adams Farewell – The Roxy Cafe	12 th Feb.
	Committee Meeting - Warialda	13 th Feb.
	Special Events Meeting – Bingara	13 th Feb.
	Library Lovers Opening – Bingara Library	14 th Feb.
	Vision 20/20 Meeting – Roxy Conference room	19 th Feb.
	Gwydir Regional Water Strategy Meeting - Bingara	26 th Feb.
Ordinary Council Meeting - Warialda	27 th Feb.	
Cr David Coulton	Local Strategic Planning Stakeholder Group meeting – The Roxy Conference room	5 th Feb.
	MDA meeting – Bingara	10 th Feb.
	Nikki Adams Farewell – The Roxy Cafe	12 th Feb.
	Committee Meeting - February	13 th Feb.
	MDBA meeting - Warialda	20 th Feb.

	Ordinary Council Meeting - Warialda	27 th Feb.
Cr Stuart Dick	Local Strategic Planning Stakeholder Group Meeting – The Roxy Conference room	5 th Feb.
	Nikki Adams Farewell – The Roxy Cafe	12 th Feb.
	Committee Meeting - Warialda	13 th Feb.
	Carinda House Meeting - Warialda	13 th Feb.
	Bingara RFS Support AGM	23 rd Feb.
	Ordinary Council Meeting - Warialda	27 th Feb.
Cr Dixon OAM	Committee Meeting – Warialda	13 th Feb.
	Special Events Meeting - Bingara	13 th Feb.
	Disability Access Committee Meeting - Bingara	14 th Feb.
Cr T Galvin	Country Education Foundation Interviews - Bingara	5 th Feb.
	Local Strategic Planning Stakeholder Group meeting – The Roxy Conference room	5 th Feb.
	CEF of Gwydir Meeting - Bingara	10 th Feb.
	Committee Meeting – Warialda	13 th Feb.
	Disability Access Committee Meeting - Bingara	14 th Feb.
	Ordinary Council Meeting - Warialda	27 th Feb.
Cr J Moore	Local Strategic Planning Stakeholder Group meeting – The Roxy Conference room	5 th Feb.
	Committee Meeting - Warialda	13 th Feb.
	Warialda Historical Society Meeting	20 th Feb.
	Northern Slopes Landcare Association Board Meeting - Bingara	25 th Feb.
	Ordinary Council Meeting - Warialda	27 th Feb.
Cr G Smith	North West Weight of Loads Meeting - Moree	3 rd Feb.
	Committee Meeting – Warialda	13 th Feb.
	Ordinary Council Meeting - Warialda	27 th Feb.
Cr F Young	Local Strategic Planning Stakeholder Group meeting – The Roxy Conference Room	5 th Feb.
	Committee Meeting - Warialda	13 th Feb.
	Disability Access Committee meeting – Bingara	14 th Feb.
	Ordinary Council Meeting - Warialda	27 th Feb.

OFFICER RECOMMENDATION

THAT the Councillor Activity Statement for February be received

Item 3 Monthly Executive Report - February 2020**FILE REFERENCE****DELIVERY PROGRAM****GOAL:** 5. Organisational Management**OUTCOME:** 5.1 CORPORATE MANAGEMENT**STRATEGY:** 5.1.3 Administrative functions - GM - internal**AUTHOR** General Manager**STAFF DISCLOSURE OF INTEREST** Nil**IN BRIEF/ SUMMARY RECOMMENDATION**

The monthly Executive report details the activities carried out by the Department during the months of February 2020.

BACKGROUND

The monthly Executive report forms part of a regular reporting regime. The purpose of the report is to inform Council of the activities carried out within the Department.

PLANNING and DEVELOPMENT

There were no Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications approved for the month of February 2020.

No.	Property Description	Development/ Work	\$	D/A	S96	CDC
35/2016	C B Collette Lot 2 DP 1089827 4 Lanagans Lane Bingara	Modification of the roof and some interior and exterior elements of the detached Granny Flat with attached Carport	\$80,000	-	✓	-
25/2019	K F Acres Lot 24 DP 1202798 39 Ironbark Drive Warialda	Modification of roofing material from colourbond to zinc alum	\$311,497	-	✓	-
40/2019	Global Ag Properties Australia Pty Ltd Lots 22, 25 and 116 DP 756029, Lot 3 DP 884094, Lot 1 DP 1066964 and Lot 3 DP 1126235 22184 Bruxner Way Boggabilla	2 Lot Rural Subdivision	\$1,00	✓	-	-
1/2020	Warialda Jockey Club Lot 146 DP 751137 R1000331 128 Racecourse Road Warialda	Partial demolish and extend the female amenities building	\$25,000	✓	-	-
2/2020	W J Macdonald Lot 1 DP 719647 16 Old Keera Road Bingara	2 Lot Residential Subdivision	\$1,000	✓	-	-

2/2020	M J Johnson Lot 1 DP 534961 25 East Street Warialda	Detached Garage	\$16,500	-	-	✓
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The following Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications remain outstanding at the end of February 2020.

No	Property Description and Description of Work	Reason	D/A	S96	CDC
49/2016	Ceres Ag 'Gunyaerwarildi' 1470 North Star Road Warialda - Continued occupation/use of rural worker accommodation being the installation of a number of premanufactured cabins	Approved in principal awaiting compliance certification or engineering certification for the cabins	✓	-	-
2/2018	G & L Hosegood 'Barrak' 163 Upper Whitlow Road Whitlow - 20,000m3 quarry for Council use	Awaiting Environmental Impact Statement as the quarry is considered designated development	✓	-	-
30/2018	M A Spencer 'Log Cabin' 2213 Gulf Creek Road Gulf Creek - 15,000m3 quarry for Council use	Request for additional information regarding compliance with Biodiversity Conservation Act 2017 for the removal of vegetation	✓	-	-
35/2018	B Hutchins 63 Bingara Street Warialda - Mixed residential and commercial development including the opening of 'Gully Pub' with a small bar licence and retail antiques business	Request for additional information regarding whether the existing building meets or can meet current fire safety requirements under the National Construction Code for mixed commercial and residential use	✓	-	-
12/2019	Gwydir Shire Council 396 Taron Road Warialda - Quarry	Request for addition information by the assessing Planning Consultant independent of Council	✓	-	-
29/2019	Groundworks Plus and AT Pearlman 1375 Croppa Creek Road North Star - 490,000 tonne Quarry	Assessment supplied to Regional Planning Panel – Determination meeting set for the 18 March 2020	✓	-	-
39/2019	DJ Bull Fairford Road Warialda - 2 Lot Large Lot Subdivision	Request for Additional Information from applicant in relation to requirements under the Biodiversity Conservation Act 2016	✓	-	-
3/2020	R J Swain 1550 Adams Scrub Road Delungra - 10,000m3 Gravel Quarry	At exhibition and notification stage	✓	-	-
4/2020	L R Turvey and CL Turner 85 Burundah Drive Warialda - Detached Garage	At exhibition and notification stage	✓	-	-
5/2020	D K and C L Barwick 21 Holden Street Warialda - Covered Entertainment Deck attached to existing garage	At exhibition and notification stage	✓	-	-
6/2020	J I Noad 223 Langley Road Balfours Peak - 2 Lot Rural Subdivision	At exhibition and notification stage	✓	-	-
7/2020	M S Young 8 Finch Street Bingara - Detached Garage	At exhibition and notification stage	✓	-	-
8/2020	J A McGregor and Kameg Pty Ltd 127 and 129 Stephen Street Warialda - Remove Silo from 127 Stephen Street and relocate to 129 Stephen Street	At exhibition and notification stage	✓	-	-

There were no Development (D/A)/Complying Development (CDC) or Development Modification (s96) applications approved and not previously reported to Council for the month of February.

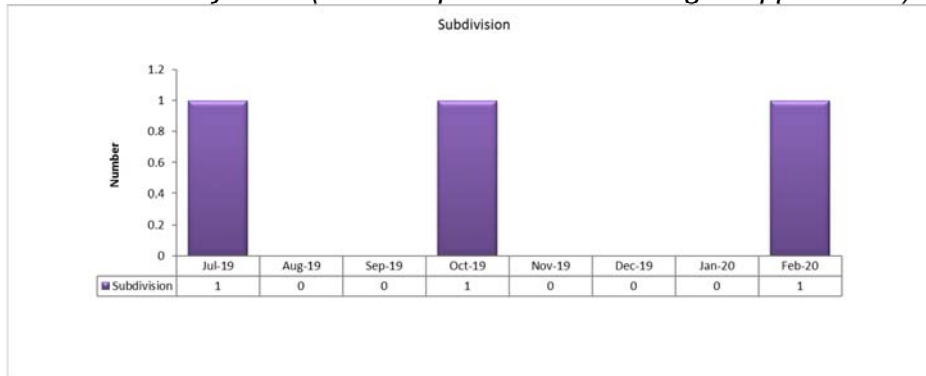
There were no Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications refused(R)/ withdrawn (W)/ Cancelled (C) for the month of February 2020.

There were no Complying Development (CDC) and/or Construction Certificates (CC) application/s approved by Private Certifiers and lodged with Council for the month of February 2020.

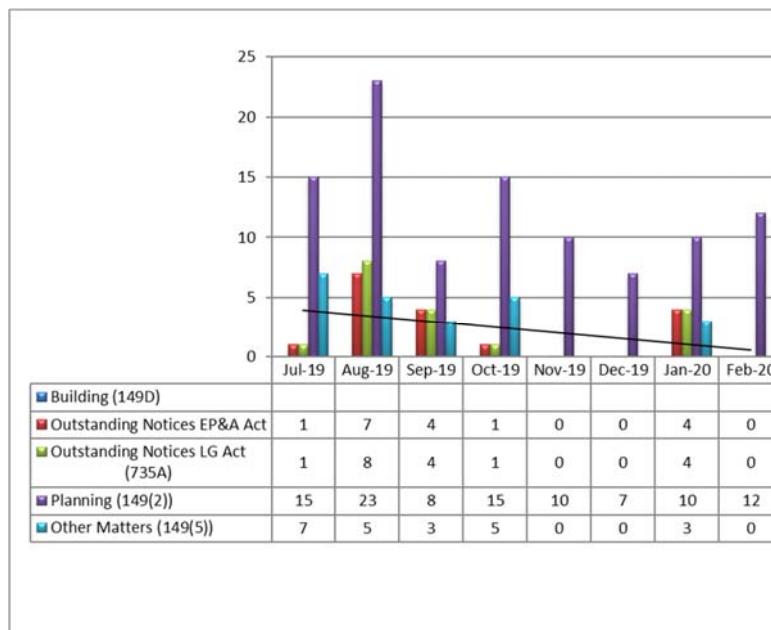
There were no Development (D/A) and Complying Development (CDC) applications determined where there has been a variation in standards under SEPP 1 or clause 4.6 of the Gwydir Local Environmental Plan 2013 for the month of February 2020.

The following Subdivision Certificates were issued for the month of February 2020 and in the previous seven (7) months.

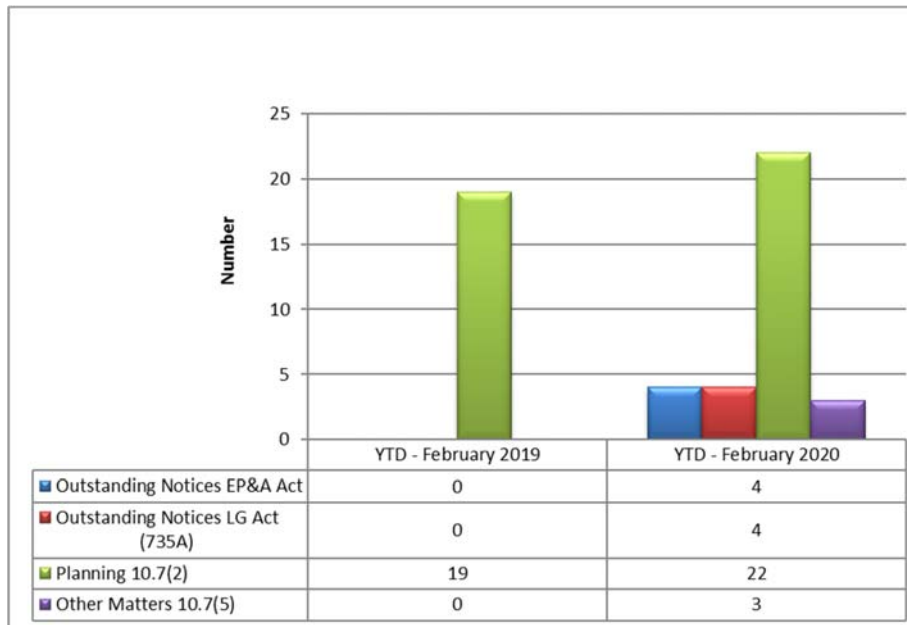
YTD February 2020 (includes private certifier lodged applications)



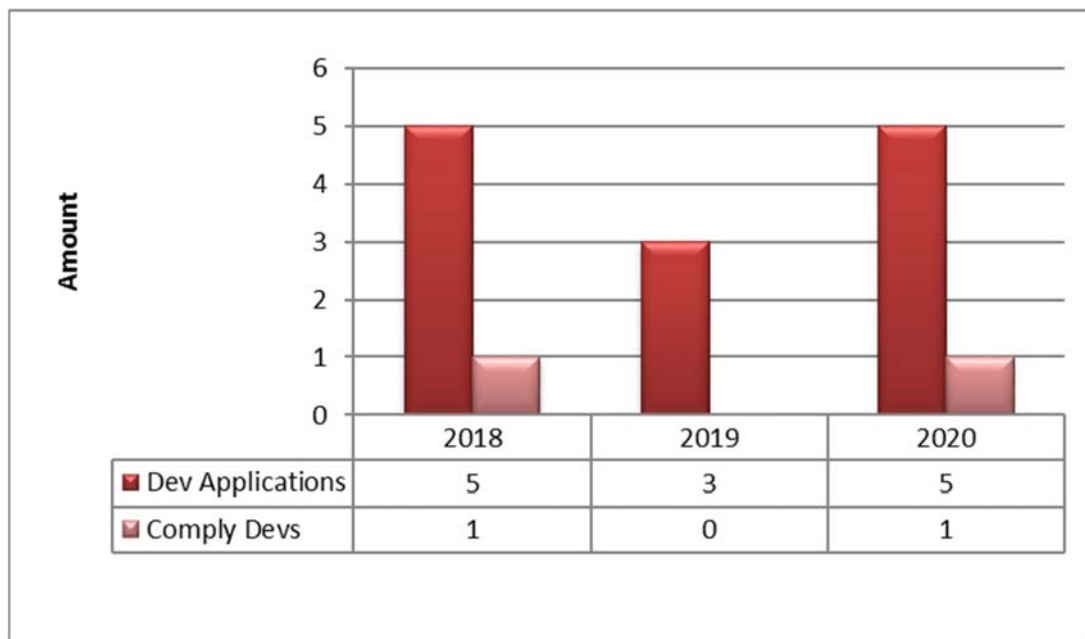
The following graph shows Conveyancing Certificates issued for February 2020 compared with the previous seven (7) months.



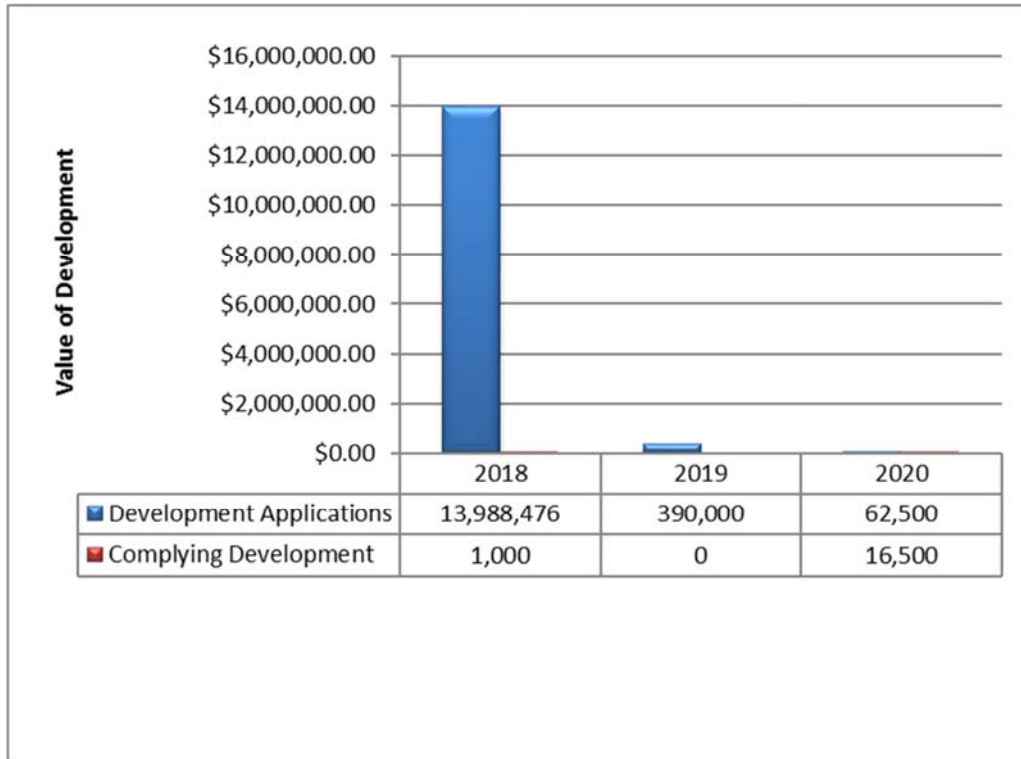
The following graph shows the number of Conveyancing Certificates issued up to and including the month of February 2020 compared with the same period in 2019.



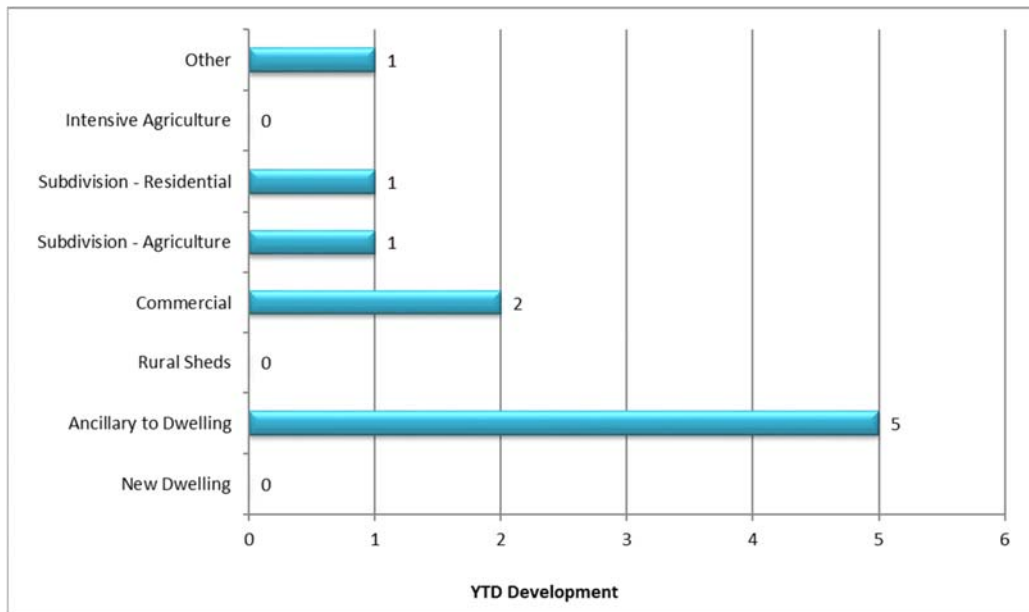
The table below shows a comparison between total applications lodged for the month of February 2020 compared to the previous two years (excluding private certifier lodged applications).



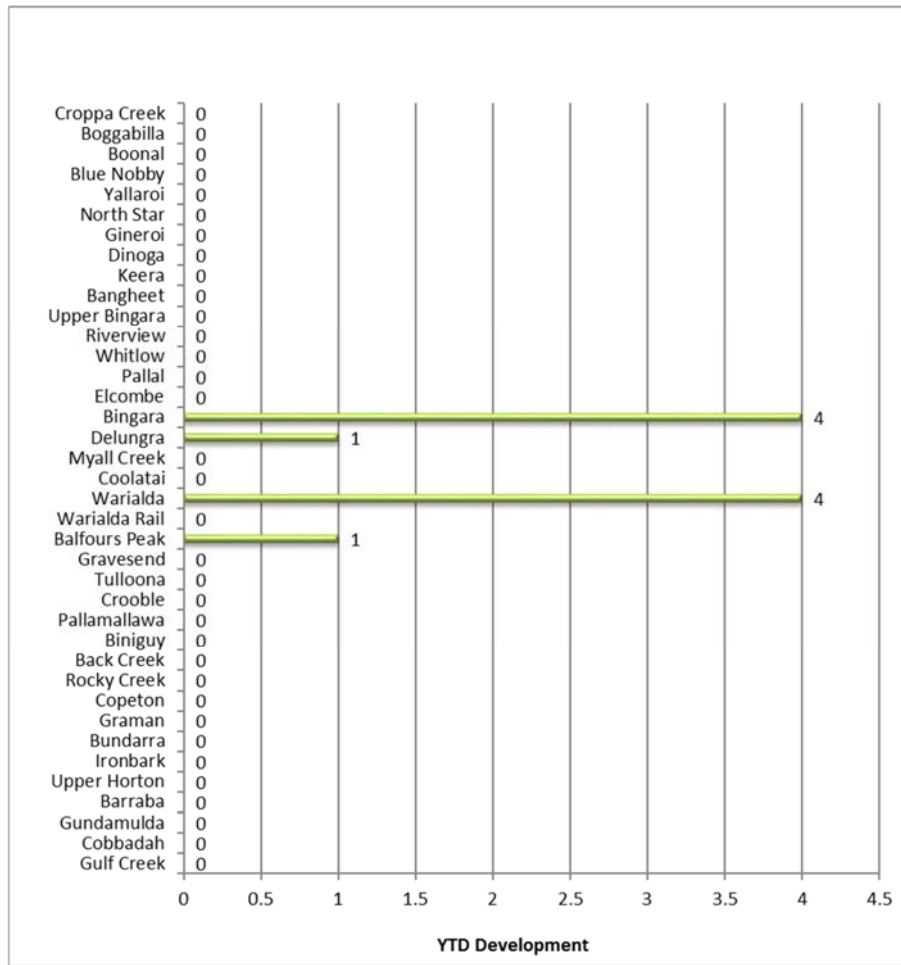
The table below shows a comparison between total applications lodged for the month of February 2020 compared to the previous two years (excluding private certifier lodged applications).



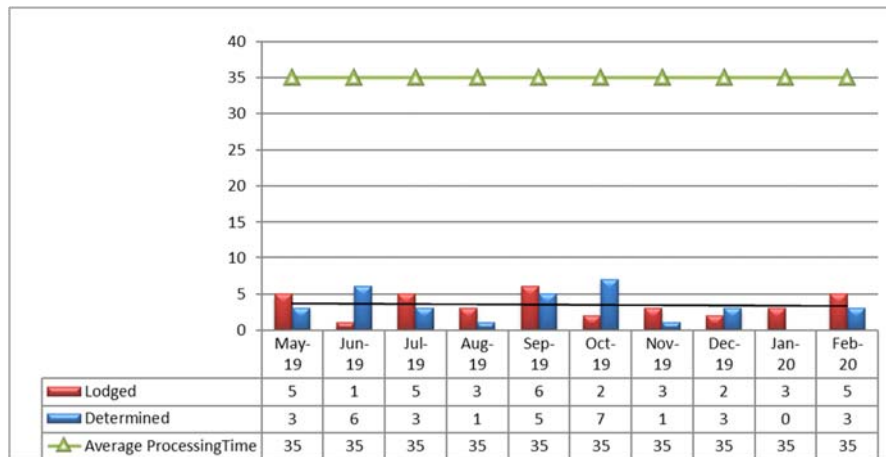
Development Applications received for the year by type – YTD February 2020 (includes private certifier lodged applications)



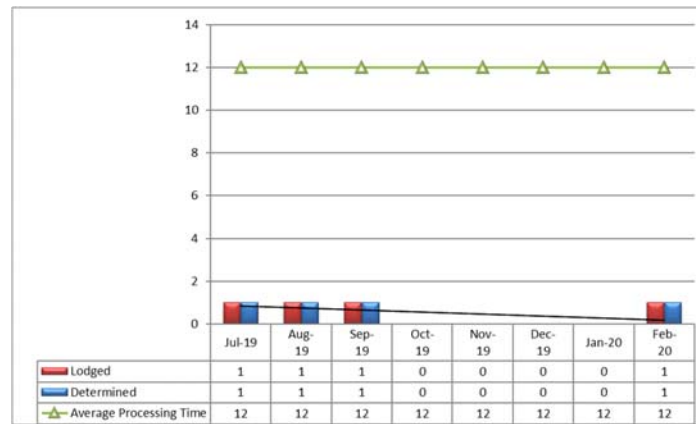
Development Applications Received for the year by locality – YTD February 2020 (includes private certifier lodged applications)



Development Application Analysis – for the nine (9) months up to the end of February 2020 (excludes private certifier lodged and approved applications)



Complying Development Application Analysis – for the nine (9) months up to the end of February 2020 (excludes private certifier lodged and approved applications)



GWYDIR LEARNING REGION

Automotive Trade Training Centre (ATTC) - Warialda

Heavy Vehicle Training

Five Final Competency Assessments (FCA's) were completed during the month of February 2020. These were all for Heavy Rigid (HR) vehicle licences.

Learner car

Thirty-six bookings were made for February 2020. Thirty one of these were completed through ACE Community College with 15 being located at Glen Innes and 16 at Inverell. Another single private lesson was conducted separately in Inverell, with a further two in Warialda and two in Bingara.

TAFE - Automotive Vocational Preparation Certificate II

Automotive classes have recommenced at the Automotive Trade Training Centre for 2020. Again this year there are two classes; a new class and a continuing class. The classes are combined and run together. Although records are not kept it is safe to say that a large percentage of attendees continue on to gain full working apprenticeships or similar. Completing the Automotive Courses gives students a foot in the door for other work opportunities.

Warialda High School (WHS)

WHS regularly uses the Automotive Trade Training Centre to conduct engineering classes.

Community College

The Automotive Trade Training Centre's facilities will soon be utilised by Community College who will run funded welding and construction classes one day a week starting on Friday 13 March 2020.

Smart and Skilled

In an earlier report the prospect of receiving funding for training was discussed. Gwydir Shire Council has now been approved to run specific short courses under the Smart and Skilled program. The main focus group will be farmers and others affected by drought but it is not limited to this area. The funding will allow free or low cost training for individuals and will place increased demand for training in the GLR Training department. The five heavy vehicle licensing units currently provided will be offered. Additional courses under this program may be applied for and added to the scope of training conducted by Council at a later date.

The first batch of students will commence in early March 2020 for truck driver training.

GLR Manager's Report

Use of The Living Classroom. *(Attendees in brackets)*

- The Friends of Myall Creek Committee met at TLC during February - (12)
- The Local Community Services Assn held a meeting at TLC - (11)
- Gravesend Primary School visited TLC and explored options for growing plants and making a kitchen garden - (23)



Gravesend Primary School visiting TLC

- Bingara U3A conducted a Line Dancing session in the Classroom on three Saturdays during February - (14)
- Gwydir Ark members conducted a new and replacement Koala Food tree planting session on two occasions. Nearly 200 new trees were added to the Bio-links corridor that runs through TLC - (6)
- Writer Peter Stewart conducted a four day writing and screenplay workshop at TLC in February - (4)
 - The weather station and olive tree measurement devices had a service by Martin Levins of The Australian Curriculum,

Assessment & Reporting Authority (ACARA) on behalf of ICT International. ICT is an Armidale based consultancy and manufacturer in Irrigation Technology in business since 1982. 110mm of rain recorded at TLC in February – (2)



Martin Levins of ACARA servicing the weather station



TLC beginning its slow recovery from drought. Drone picture from Scott Crispin February 2020.

Other GLR Matters:

The Manager attended a Soils and Grazing Workshop at 'Wilmott', Hernani near Ebor. The principal themes were resilience and recovery and the importance of soil knowledge and health – 350 attended



'Wilmott' after 200mm of summer rain. In December 2019 fire burnt through the trees and grasses in the valley at right middle distance. This picture shows how quickly Nature can change.

CARAVAN PARKS

Defibrillators have been purchased for Bingara and Warialda Caravan Parks with the assistance of a grant amounting to \$2,000 through the Caravan Industry Association of Australia. Staff will receive training in the use of these defibrillators in the coming weeks.

All electrical equipment used at each park has been tagged and tested.

Bingara – a washing machine has been repaired using a local contractor.

Warialda – Council's drought casual staff installed a new garden and irrigation along the park's Holden Street boundary and erected a boundary fence adjacent to the Warialda Recreation Ground eastern access. These works now define the area and will allow privacy to future visitors.

CRANKY ROCK

The new cement curbing surrounding the Reserve's playground has sections which have broken up. The contractor has agreed to replace these sections before the end of March 2020.

PROPERTY MANAGEMENT**Aged Units**

All of Council's aged units are now occupied.

SWIMMING POOLS

Council recently purchased an inflatable obstacle course through the Drought



Stimulus – Regional School Holiday Activities grant. Warialda Swimming Pool hosted a very successful fun day on Saturday 15 February with approx. 350 – 400 people in attendance from across the region. Council provided free entry for the day.

The new inflatable obstacle course in action at the Warialda Swimming Pool on Saturday 15 February 2020.

Council has submitted an application for sun shade shelters on behalf of the Bingara and Warialda Swimming Clubs through the NSW Increasing Resilience to Climate Change Community Grant Program.

All electrical equipment used at each centre has been tagged and tested.



COUNCIL'S CLEANING CONTRACT

During the reporting period, in addition to the scheduled regular program, cleaning was completed at:

- The Living Classroom and Bunkhouse – various meetings/courses, Gravesend School visit, Writers Workshop, line dancing
- Warialda Recreation Ground – High school sports, Rally
- Warialda Memorial Hall – Seniors Week Bingo, karate, yoga classes
- New Bingara Library – for opening of the new library
- Unit 4 Whitfeld Place – for re-leasing

GOVERNANCE

Declarations of Interest

Declarations of Interest	Pecuniary - significant	Pecuniary – less than significant	Non-Pecuniary - significant	Non-Pecuniary – less than significant
February -	0	0	0	0

Committee				
February – Ordinary	0	0	0	0

Customer Service Requests

Customer Service Requests	Building Services	Technical Services	Town Utilities	Environmental and Sustainability Services	OCD	Total Rec'd	Total Pending as at 29.02.2020
July Received	14	45	19	13	0	91	
July Pending	0	0	0	0	0		0
August Received	15	84	25	24	0	148	
August Pending	0	0	0	1	0		1
September Received	15	131	14	19	0	179	
September Pending	1	0	2	0	0		3
October Received	17	98	10	13	0	138	
October Pending	0	1	1	1	0		3
November Received	3	121	18	1	0	143	
November Pending	2	2	4	0	0		6
December received	19	135	11	6	4	175	
December pending	2	3	0	1	0		6
January received	16	90	23	22	0	151	
January pending	0	0	3	5	0		8
February received	20	52	21	21	0	114	
February pending	4	13	10	7			34
Total Requests						1139	
Total Pending							61

Public Interest Disclosure (PID) Training

Council has re-organised the NSW Ombudsman's Public Interest Disclosure (PID) information session on Tuesday 31 March 2020 at the Warialda Training Room. Councillors and selected Council staff will be involved on the day.

Council Elections

Local Council elections will be held on Saturday 12 September 2020. Planning has commenced and the (new) Bingara library and the Warialda Memorial Hall are nominated as polling places with both Council offices to be used for pre-polling.

Inverell and Gwydir Shire Councils will share a Returning Officer as a cost saving measure.

NSW War Memorial Fund – Gravesend

The Director of Veteran Affairs recently advised Council that the application to the NSW Community War Memorials Fund for an upgrade at the Gravesend War Memorial, with the erection of a memorial arch and pathway, was unsuccessful.

RDN Bush Bursary Program

Council is once again participating in the Bush Bursary Program. This program is undertaken in collaboration with RaRMS.

Stronger Country Communities Fund Round 3

Council has been successful in securing the requested funding (\$775,357) for projects through Round 3 of the Stronger Country Communities Fund grant. Projects include:

Project	Amount
Warialda building maintenance projects (CWA hall, Catholic Presbytery, Anglican Church hall)	\$69,039
Crooble Hall upgrade	\$52,713
Warialda Nicholson Oval lighting	\$414,807
Gravesend Recreation Ground tennis court upgrade	\$60,000
Warialda swimming pool upgrade	\$71,458
Bingara Historical Society new building	\$107,340

Land and Environment Court Action

On Wednesday 18th March 2020 the Council was in Court defending the legal challenge to the Council's approval of the Warialda Truck Wash by Mr. D Goode.

The Judge has reserved her decision but the Council's legal team are quietly confident of a successful defense to the challenge.

Council's Corona Virus Pandemic (COVID 19) Response

The Council has commenced implementing its Crisis Management Plan Response.

A comprehensive report outlining the Council's current and future response will be forwarded out next week as a late item for the Council's March Meeting.

Webcasting

The audio equipment required to enable webcasting from the Bingara Council Chambers for Council Meetings has been received and will be set up for future use.

OFFICER RECOMMENDATION

THAT the Monthly Executive Report for February be received

ATTACHMENTS

There are no attachments for this report.

**Item 4 Monthly Organisation and Community Development
Report - February 2020****FILE REFERENCE****DELIVERY PROGRAM****GOAL:** 5. Organisational Management**OUTCOME:** 5.1 CORPORATE MANAGEMENT**STRATEGY:** 5.1.3 Administrative functions - GM - internal**AUTHOR** Organisation Development Director**STAFF DISCLOSURE OF INTEREST** Nil**IN BRIEF/ SUMMARY RECOMMENDATION**

The monthly Organisation and Community Development report details the activities carried out by the Department during February 2020.

BACKGROUND

The monthly Organisation and Community Development report forms part of a regular reporting regime. The purpose of the report is to inform Council of the activities carried out within the Department.

WORK HEALTH AND SAFETY**Incidents**

Unfortunately there were seven personal injuries and one piece of property damaged during February.

Thanks to some very welcome rain, wildlife strikes reduced to zero.

High Potential Incident – Fall from Heights

On 6 February 2020, a mechanic was injured while making repairs to a water tanker when the ladder he was operating from unexpectedly collapsed. The employee fell to the ground and escaped the incident with a grazed and bruised shin. Investigations are ongoing.

Risk

A cross functional team Risk Assessment was completed for the Warialda Truck Wash in February. The assessment identified the hazards and risks of the facility and those associated with truck washing. Mitigating controls decided by the group will either eliminate the risk or, if elimination is not reasonably practicable, minimise the risk from an incident occurring. Mitigating controls will be put in place prior to the facilities commissioning.

Education

Online and face to face safety training options are being explored. Toolbox talks are occurring post incident however strategy is to move to a scheduled Toolbox talk program in mid-2020 on top of the reactive incident talks.

Organisational Lead and Lag Indicator Snapshot		
Lead Indicators	Current Month	Total (from 1 July 2019)
Number of Hazards Reported	0	0
Number of Near Misses Reported	0	1
Number of Workplace Verifications	3	43
Number of Tool Box / Safety Meetings / Training	3	15
TOTAL	6	59
Lag Indicators	Current Month	Total (from 1 July 2019)
Number of Incidents	8	46
Number of First Aid Treatments (FAT)	3	5
Number of Medical Treatment Injuries (MTI)	1	6
Number of Lost Time Injuries (LTI)	3	16
Working Days Lost Due to Injuries	7	324
Working Days Restricted Duties	6	74
Number of Employees	207	~228
Total Hours Worked	21,918	173,835
Total Lost Time Injury Frequency Rate (LTIFR)	136.874	92.041
Total Recordable Injury Frequency Rate (TRIFR)	319.372	155.319

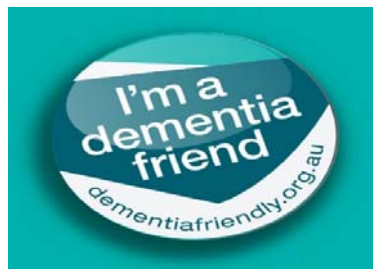
WHS Performance Summary – Attachment 1

AGED CARE SERVICES

Naroo Aged Care Facility, Warialda

Occupancy: 34/36 – Occupancy has fluctuated

Naroo Dementia Friendly Committee (NDFC) The concept of this committee is to create awareness and education that supports Dementia Friendly Communities. This helps support people with dementia to remain included, accepted and connected within our community. People living with dementia face many challenges and building communities for people with dementia will help them feel understood, accepted and included. The Alliance will be established and will meet regularly to support, discuss, provide advice and promote the initiative in the local community.



Bench Marking Stewart Brown Survey – Naroo Management has engaged Stewart Brown to collect financial and supporting data to help evaluate and prioritise improvement opportunities. The survey is the largest benchmark within the Aged Care Sector. The Aged Care Financial Performance Survey will result in valuable data that encourages discussion and creates new ideas and best practices. [StewartBrown-Survey Performance Report.pdf](#)

Recruitment: Advertisements were published for the Kitchen Hand Permanent and Casual position. Interviews will be conducted in March with a member from Council HR Department.

Staffing: On Monday 10 February shorter shifts were introduced due to vacancies as a budget strategy; this has not affected resident care and the staffing levels in the secure dementia unit have remained the same with a staff: resident ratio of 1:5.

Staff Training: As part of meeting the new Aged Care Quality Standards, Naroo staff will be conducting their professional learning online. This will help ensure that Naroo continues to provide high quality, compliant, safe services to its residents. This system will also be used as a management tool in that the Aged Care Manager can view online records of staff training within a particular timeframe and reports can be generated for Quality reporting.

Building Works: A meeting was held with the builder for the Kitchen extension works on Thursday 27 February, contracts were exchanged and work is predicted to commence on 1 June with completion expected at the end of August. The Manager is undertaking consultation and planning with kitchen staff in coordinating resident's meals while this work is in progress. Due to financial restrictions, the plans were modified and the Manager's office will be located to the Activities Room and residents' activities will be scheduled in the dining / lounge room and verandah area as needed.

Activities: NSW Seniors week 2020: NSW Seniors Festival was held from Wednesday 12 February to Sunday 23 February. Naroo residents welcomed and hosted Bingo and a BBQ lunch to celebrate at the Warialda Town Hall. Seniors from surrounding Aged Care facilities and services joined in the celebration. A big thankyou to staff and volunteers who helped make this day a huge success.



Seniors' Week activities

Army Band: The Australian Army Band visited Warialda on Thursday 20 February at the All Abilities Park. The residents thoroughly enjoyed the evening reminiscing and singing some of their favourite tunes. Naroo's Manager would like to thank staff that volunteered their own time to take residents over for this entertainment and, in particular residents suffering from dementia had the opportunity to be involved with staff supervision.





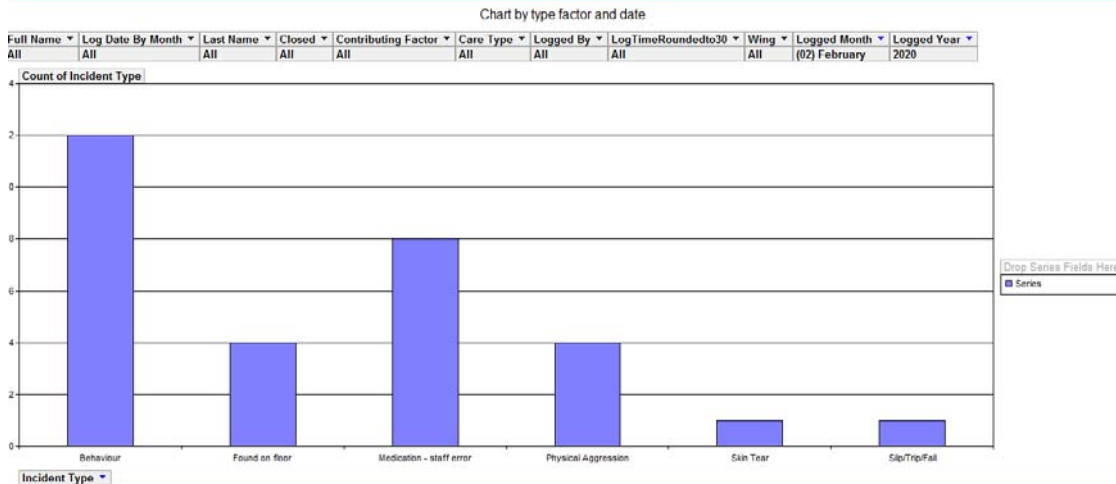
A good crowd came to see the Australian Army Band at All Abilities Park in Warialda

Lunch Date - The Naroo residents thoroughly enjoyed their lunch at the Royal Hotel in February, just one of the many outings offered at Naroo. The smiles say it all.....



Naroo Quality Reporting - Naroo has registered to be part of the Quality Indicators (QI's) pilot relating to both new and existing domains - medication management, falls and fractures, unplanned weight loss, use of physical

restraint and pressure injury. Participation in this pilot is an opportunity for Naroo and Gwydir Shire Council to trial and provide feedback on the indicators prior to the implementation from 1 July 2021. Naroo's Manager attended the webinar on 27 February and has registered Naroo to be included in this pilot.



The above graph measures Quality Indicators for the following data:

- Behaviours – 12
- Resident found on floor – 4
- Medication errors staff – 8 including missed signings
- Physical Aggression – 4
- Skin tears – 1
- Slip/Trip or fall – 1

WH&S: Monthly hazard completion checklist completed. Naroo Manager will follow up current electrical test and tagging. All staff sign a WH&S Key Accountabilities document when completing their Annual Performance Development Plan with the Naroo Manager or delegate.

Gwydir Shire Commonwealth Home Support Program (CHSP) Summary

	BINGARA		DELUNGRA		WARIALDA	
	Jan	Feb	Jan	Feb	Jan	Feb
DAY CENTRE						
Total active clients	20	20	23	23	91	92
Clients receiving service	14	17	10	10	41	45
Total meals	40	56	15	23	70	154
Hours clients receive in Centre	120	168	45	109	143	3
SOCIAL SUPPORT						
No of clients	84	69	10	10	39	46
Individual hours	580	348	0	0	34	51
Group hours	120	168	45	109	109	272
Total hours received	700	516	45	109	143	323

FOOD SERVICE (Meals on Wheels)						
Clients	4	4	0	0	3	3
Meals	44	53	0	0	56	60
TRANSPORT						
Number of clients	44	44	6	10	14	13
Number of trips	88	152	10	26	32	44
TRANSPORT - YOUTH						
Number of clients	0	0	0	0	0	0
Number of trips	0	0	0	0	0	0
ACCESS BUS - INVERELL						
Number of clients	16	13	1	1	6	3
Number of trips (per month)	2	2	2	4	2	4
VOLUNTEERS						
No of volunteers for the month	12	9	4	3	35	36
Monthly volunteer hours	349	264	6	71	175	188
ACCOMMODATION UNITS FOR AGED						
Occupancy	n/a	n/a	0	0	13/13	13/13

Bingara CHSP

Staff attended the NSW Transport forum in Armidale on 12 and 13 February, 2020. Staff found this to be a most informative couple of days and learnt a lot regarding the reporting requirements. The forum provided the opportunity to meet other providers within the region and provides information to keep staff informed of any changes within the industry.

A representative from Meals on Wheels attended the centre on 5 February. There will be a food forum held in Bingara in March 2020.

Staff from Warialda CHSP visited Bingara on 5 February to collaborate on completion of the Wellness and Re-ablement report which was submitted in February.

Eighteen clients enjoyed a luncheon in the Lingalonga Room on 26 February. The room was filled to capacity. The regular Tuesday morning teas were held during February.

Clients enjoyed morning tea and a performance by visiting classical guitarist, Dr Paul Leventhal, at the Roxy on 20 February to celebrate Seniors Week.

Clients have expanded their knitting project to fingerless gloves for Arthritis and Osteoporosis NSW and beanies and skull caps for DRUG ARM Australasia – these are distributed from the Outreach Van on Friday and Saturday nights throughout Sydney.

Warialda / Delungra CHSP

Day Centre numbers have been down during February with clients away or unwell.

Three monthly Advisory committee meetings were held at the Centre in Warialda on 18 February.

Clients locally and from out of town enjoyed the Senior citizens day held at Warialda town hall on 19 February.

ECONOMIC DEVELOPMENT**The Gwydir News**

In February, Gwydir Shire Council and The Gwydir News said farewell to Nikki Adams who left Council to study medicine at the University of Western Sydney. Nikki had been with the organisation for three years and made a significant contribution to the organisation with her 'can do' attitude, boundless energy and incredible skills across a range of areas. The editor role was advertised widely through print and social media channels, attracting a number of applications. Tom Plevey was appointed as the new editor in early February and has settled in well. Tom originally hails from Bingara and attended Bingara Central School until his family relocated to Tamworth in the 1990s. Tom has a degree in Journalism, experience within a local government setting and is eager to tell the stories of the people and places within the Gwydir Shire.



Tom Plevey and his best friend

Bingara Library Opening

The new Bingara library opened to the public on Friday 14 February coinciding with National Library Lovers Day. The event attracted a large

crowd, with members of the community both young and old admiring the new facility.

Feedback from the community has been overwhelmingly positive, and it is clear that the new Bingara library will become a valuable community asset and a hub for the community.



The front entrance to the new Bingara Library

Librarian, Gail is trialling new opening hours with those hours being:

Monday-Friday
9.00am-1pm and 3.30-5.00pm

In addition, the library will be opening Saturday mornings on the fourth Saturday of the month from 9.00am -12.30pm. This will coincide with the monthly Bingara Lions Markets. So far this has been extremely popular.

The official opening will take place on Friday 20 March and will be opened by The Hon Adam Marshall MP



Inside the new Bingara Library



Cr Catherine Egan and Librarian, Gail Phillpott



Gwydir Libraries

Be Connected Tutorials for seniors

	Participants for period
Bingara	12
Warialda	0
Total	12

Library Statistics

	Bingara	Warialda
Door Count	1107	420
PC usage	37	67

WIFI usage	340	184
New membership	10	7
Loans	528	362
School group visits	80	

Bingara	total programs	attendees
adult	6	108
kids	9	225
be connected tech		
New Library open days	4	527
Total	19	860

Warialda	total programs	attendees
adult	5	4
Kids programs	7	98
Be connected	0	0
Community	0	0
Total	12	102

Outreach

Sessions	Bingara Sessions	Warialda sessions	Attendees/ Total
personal home delivery	5	8	13
aged care hostel delivery	2	1	3
nursing home delivery	0	0	0
Golden oldie craft Touriandi	0	0	0
Golden oldie craft Naroo	0	0	0
Library branch promotions	2	0	2
Outreach Bingara	2	0	2
Outreach Warialda	0	0	0
Total	11	9	20

Bingara Library - Regular Programs

- After school programs for kids
- Be connected internet tutorials

- Golden Oldie Craft
- Toddler maker space
- Ability sessions
- Book groups

Warialda Library - Regular Programs

- After school programs for kids
- Golden Oldie Craft
- Toddler maker space begins March.

Promotions - Bingara

Promotions of regular programs hosted on both the library and Bingara Facebook pages, bookmarks, outreach and in library promotions.

Programs scheduled for Tuesday and Thursday targeting seniors, such as Be Connected, Golden Oldie Craft, and book discussion group.

Bingara Library relocated and opened on Library Lovers Day 14 February 2020.

A big thank you to Colin Cuell and the Gwydir Shire Building Services team, who did a tremendous job renovating the old Civic Centre into a modern fresh library.

Members of the community were amazed many people commented they felt they were in a city library.

The central location, crossing and disabled parking are proving to be an advantage for our older members with many joining and using the library for the first time.

Statistics are down for the month due to the relocation.

Some comments from Bingara Library guestbook:

Wow what a difference - what a library! I feel I am in a city library.

Love it room to move

Congratulations to you and your team for a job well done. Been for a poke around the library, just fabulous, a great asset to the town.

Great atmosphere

Awesome asset to our community

Love the quiet room, finally a place for mothers to feed and care for babies

Just great

Very comfortable environment that provides great service to our community and visitors. I love the spaciousness, comfort, air conditioning and relaxing music.

Promotions - Warialda

Promotion of regular programs hosted on the library and Warialda Facebook pages. Warialda branch will be introducing Toddler Maker Space, Book discussion group, Be Connected, Golden Oldie Craft.

The Warialda library received the shelving from the Bingara Library; the shelving suits the exposed wood ceiling in the Warialda library.

Warialda library will launch special sessions for children and seniors in March.

THE ROXY COMPLEX**Theatre**

Date	Purpose	Numbers
5 – 13 Feb	NWTC Rehearsals	20
14 Feb	NWTC Louisiana Ladies Radio Play	~ 80
16 Feb	NWTC Louisiana Ladies Radio Play	~ 100
20 Feb	Seniors Week Concert and Morning Tea	~ 100
23 Feb	NWTC Film Club movie	24

Roxy Conference Room

Date	Purpose	Numbers
5 Feb 5	GSC Planning Stakeholder Meeting	20
19 Feb 19	Vision 2020 AGM	20
21 – 22 Jan	Anglicare Meeting	~ 20

Roxy Meeting Room

Date	Purpose	Numbers
No Bookings for Feb		

Roxy Trade Training Kitchen

Date	Purpose	Numbers
No Bookings for Feb		

VISITOR INFORMATION CENTRES**Warialda Visitor Information Centre**

Dec 2019	Jan 2020	Feb 2020
Opening hours = 123	Opening hours = 177	Opening hours = 150
Volunteering hours = 32.5	Volunteer hours = 44	Volunteering hours = 27.5

Bingara Visitor Information Centre

Dec 2019	Jan 2020	Feb 2020
Opening hours = 118	Opening hours = 136.5	Opening hours = 136

Volunteer hours = 36	Volunteer hours = 28	Volunteer hours = 36
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Income – Warialda VIC	\$Dec	\$Jan	\$Feb
Caravan Park	33.00	470.00	0
Centre hire	0	0	30.00
Merchandise sales	2,110.50	1,097.00	1,148.00
Goods on consignment sales	0	0	50.00
Warialda Christmas Carnival	30.00	0	0
Warialda Honey Festival	0	0	30.00
Subtotal	\$2,173.50	\$1,567.00	\$1,258.00
Less Caravan Park money banked	33.00	470.00	0
Total Monthly Income	\$2,140.50	\$1,097.00	\$1,258.00

Income – Bingara VIC	\$ Dec	\$ Jan	\$ Feb
Products on consignment	8.00	3.00	158.00
Merchandise	615.00	750.00	473.00
Subtotal	\$623.00	\$753.00	\$631.00
Less payments to consignees	5.60	2.10	110.60
Monthly Income Bingara VIC	\$617.40	\$750.90	\$520.40
Roxy Tour Income	35.00	70.00	40.00
Total Monthly Income Bingara VIC	\$652.00	\$820.90	\$540.40

Cranky Rock Sites	Dec	Jan	Feb
Powered sites	4	7	14
Unpowered sites	3	5	10
Total	7	12	24

Visitors at Warialda VIC	Dec	Jan	Feb
Visitors	139	226	278
RMS clients	121	199	215
Cafe	297	336	486
Total Warialda VIC	557	761	979

Visitors at Bingara VIC	Dec	Jan	Feb
	300	282	382

SOCIAL SERVICES – February 2020**Bingara Neighbourhood Centre***Funding body – Family and Community Services*

Bingara Neighbourhood Centre has secured a grant of \$35 000 to provide an event for our community and is in the process of putting this together. Drought relief is still an ongoing issue even with the rain.

Be Connected (Broadband for Seniors)

Month	Number of participants
December	0
January	0
February	5

During February, 'Be Connected' had two returning learners and three first time learners. During this time, topics covered included how to email using a tablet, closing tabs, book accommodation using tablet, highlighting specific text and sending multiple photos on a phone. A 'gmail' account has been set up specifically for clients to use as a practice platform.

Youth Service

Funding body – Family and Community Services

Youth Council

On Tuesday 18 February the Youth Council met at Warialda to discuss upcoming Youth Week Activities. A decision was made to host a youth challenge made up of both physical and mental challenges. Planning for the event is underway. Another meeting will take place in Warialda on 3 March.

More young people from Bingara have been approached to join the Youth Council.

Youth Mentoring Program

Month	Number of participants
December	3
January	2
February	4

The Youth mentoring program has been assisting young people with Centrelink, Medicare, travel bookings, behaviour management, and licence applications.

Bingara Toy Library

*Funding body – Early Childhood Education and Care Directorate
NSW Department of Education and Communities*

Particulars	December	January	February
Toy Library Members- children utilising the service	24 children 43 KSK program	31 children 3 KSK program	47 children 65 KSK program

Toy Library Members - Parents/Adults Attending	20 adults	17 adults	38 adults
Total memberships at Bingara Toy Library	12 borrowers 24 non borrowers 2 birth	11 borrowers 18 non borrowers 2 birth	9 borrowers 17 non borrowers 3 birth
Toys returned	10	7	6
Toys borrowed	9	5	3
Children/ Group using toys (members)	4+ Drs	4	Drs
Craft/songs/stories/Free play	13 children 14 adults	31 children 16 adults	21 children 15 adults

4 February 2020 Bubz Biz – during February the Toy Library hosted a presentation on Norwex cleaning products and DoTerra oils. The presenter had items for the families to touch/smell and there was a giveaway of an empty Norwex spray bottle to the quickest to ring her on her mobile. The Child and Family health nurse was also in to weigh and measure baby and chat with the mums. Seven children and five mums attended.

11 February 2020 – this was a mixed session at the Toy Library; firstly a handout of a booklet on children's milestones from birth to 12 years, then singing using books to broaden language/literacy skills of the children by singing nursery rhymes. The group also chatted about ways to save time and money by buying in bulk, doing chores and cooking in bulk. Parents swapped some ideas and were appreciative of hearing other ideas. Children and staff made playdough from scratch and once the playdough was cool the children practiced their scissor skills cutting the dough with plastic children's scissors. Eight children and six mums attended.

18 February 2020 - Mother's Group – the group watched a Triple P parenting DVD on behavior tips and discussion. Following the DVD introduction to parenting there was a shopping event scenario. The group chatted about the style of parenting and then children played while mums caught up. Seven children and six mums attended.

25 February 2020. Rural Outreach parenting support session 11am. Emma travelled from Inverell to provide an informative session of topic choices, parenting advice and getting to know what families are wanting to learn from her visits each month. Twelve children and ten mums attended.

Monday, Tuesday and Thursday afternoons is the Kool Skool kids program and on offer during February were craft, games, outside play, movie/popcorn and whiteboard drawing.

Twelve families, consisting of 17 children are booked in for the after school program. Four of these families only want to use as casual users.



Bingara Toy Library

Supported Playgroup Development Worker

Funding body – Family and Community Services

Warialda Toy Library	December	January	February
Total daily attendance count for children, (no. of children having utilised the service calculating each day over the month)	158	34	126
Full borrowing members (new)	0	0	0
Non borrowing members (new and/or renew)	0	0	0
Casual borrowing members (new or renew)	0	1	0
Commemorative Birth Certificate – voucher memberships	0	0	0
Commemorative Birth Certificate applications received	1	0	4
Toys returned	4	0	0
Toys borrowed	0	0	11
Groups using the service (FDC carers, Church and Pharmacy)	4	4	4
Monday group activity morning	35	5	29
Tuesday group activity morning	32	3	27
Wednesday group activity morning	19	10	N/A School Term
Thursday group activity morning	40	12	42
Friday group activity morning	32	4	28

Significant events for the month of February included:

4 February - children engaged in playdough creation, following instructions, counting and interacting with peers as they worked together in this activity.

6 February - children were provided with an opportunity to create a 2020 calendar to take home. This experience prompted discussions about numbers, months of the year and children's birthdays, while catering for the creative child during the process.

7 February - children enthusiastically engaged in washing of the toy library dolls during a dramatic play experience. Handouts were provided for families and discussions encouraged when considering infant stimulation. This session ensured collaboration with families regarding this topic and plenty of information was openly shared.

11 February - children engaged in a sensory experience that incorporated corn flour and water mixed with cocoa powder. Animals and natural resources were also provided at this experience encouraging both sensory and imaginative play.

13 February - children and their parent/ caregiver spent time carefully painting hands and feet, taking prints from their children and then helping them to create placemats for home.

14 February - the child and family health nurse was scheduled to visit the service however, unfortunately had to cancel. This visit will be rescheduled for a later date.

17 February - separation anxiety was discussed for families. Parents were given handout information to take home and consider when facing this topic with their children.

18 February - science fun was explored. Children discovered the reaction associated when mixing bicarb soda and vinegar. This experiment is always well received and really encourages problem solving, thinking and reasoning and prompts vocabulary and communication skills as the children discuss the experience with peers and carers.

20 February - Helen from the Town Library joined the service for a toddler tales session. Children were then encouraged to invite their parent/ carer to read with them.

21 February - Band Aid Bear is an experience encouraging letter and sound recognition, while also promoting eye and hand coordination and fine motor skills.

24 February - families took part in a session about 'The biting child'. Information to help guide behaviour of the biting child was delivered to all attending families.

27 February – the group enjoyed rice collage and sensory play, utilising funnels, containers, spoons and rice.

28 February 28 – children enjoyed a coloured sand craft session.



Having fun at the Warialda Toy Library

Playgroup Location	December	January	February
Warialda – Monday morning	35	5	29
Gravesend – Wednesday morning	9	School Christmas Holidays	8
Bingara – Thursday morning	19	School Christmas Holidays	24
Total	63	5	61

Gwydir Shire Council continues to provide playgroup sessions in Warialda, Gravesend and Bingara. These sessions facilitate play-based learning environments for all children attending, while also encouraging families to engage and network throughout these play sessions. Children have a variety of play experiences catered for each week on rotation. During these sessions children are given the opportunity to take part in story time, dance and music and craft experiences to name a few. Throughout the year speciality guests will sometimes accompany playgroup sessions for example the librarian, speech pathologist or members of the fire brigade.

Gravesend is currently attempting to reach out to prospective families to join

their weekly sessions, as a slow number decline has been noted in the past 12 months. This steady decline has been attributed to the three days preschool service now offered within Gravesend and Pallamallawa offering preschool services on the Wednesday of playgroup operation.

Warialda Playgroup incorporated a variety of sensory play for attending children during February, and families were provided with ideas on how to incorporate this play at home and the importance of sensation during play being explored throughout their child's early years.

Bingara Preschool

*Funding body - Early Childhood Education and Care Directorate
NSW Department of Education and Communities*

Days	January
Tuesday	15
Wednesday	15
Thursday	18
Friday	9

Yoga: On Thursday 20 February, local Yoga instructor, Karen Bishton visited the children at Bingara Preschool. Karen has many years' experience teaching Yoga and held a half an hour lesson with the children, teaching them simple Yoga poses.

Early Intervention: Madonna from Early Intervention visited Bingara Preschool on Wednesday 19 February and 26 February. Madonna and the Bingara Preschool Educators facilitated meetings with three families who attend Early Intervention. The children's Personal Development and Learning Plans for 2020 were developed collaboratively.

Brighter Access: Di from Early Intervention (Brighter Access) visited Bingara Preschool on Wednesday 19 February to conduct a support visit for one of the children who uses this service. Di and the Educators discussed goals and strategies for this child whilst in care.

Library Opening: Bingara Preschool conducted an excursion to the opening of the new community library on Friday 14 February. The children were able to engage in the opening festivities and events.

Cooking: Bingara Preschool has been growing lots of zucchinis in the garden. The focus during February has been to use the zucchinis in a variety of recipes. The children have tried zucchini tots, zucchini on a pizza and zucchini slice.



Bingara Preschool visits the new Bingara Library

Tharawonga Mobile Resource Unit

*Funding body – Department of Education | Department of Employment
Australian Government*

Day	Venue	2-3yo	3-5yo	Transition to school	Total In Attendance
Monday	Yetman	0	8	3	8
Tuesday	North Star	2	13	6	15
Wednesday	Yallaroi	1	10	3	11
Thursday	Tulloona	1	3	3	4
Thursday	Gravesend	2	10	3	12
Friday	Gravesend	2	11	5	13
Friday	Crooble	1	5	2	6

Children are attending up to three venues each, boosting service numbers. The closure of Tulloona opened the way for North Star to have a second service on the Thursday.

The Director has been planning ahead by contacting Allied Health Services for children’s health checks such as speech, hearing, sight and immunisations. Each group leader and educator has been given checklists to plot milestones and goals for each child. Transition Reports for 2020 will be designed in collaboration with Bingara Preschool. The new transition reports will have updates each term. This will give teachers a clearer indication of whether children may require extra behavioural support or early Intervention prior to children starting school.

The Social Services Manager and Director of Tharawonga attended a seminar in Moree with the Community Early Learning Association on 27 February. Information gained gave insight into what is expected with Assessment and Rating. Visits from Department of Education auditors can be expected at any venue from early this term.

The Quality Improvement Program has been updated and all staff at weekly staff meetings are looking at policies collaboratively. This will be trialled for the month of March and reviewed in April.

Crooble

The 2019 predicted numbers of children at Crooble has not eventuated but there have been in excess of five children attending each week. This is enough to keep the service operational. The muddy and slippery County Boundary road has been quite treacherous for staff during the rains. The Crooble service went ahead during February but staff are under strict instruction to turn back if the roads are too dangerous.

Gravesend

Gravesend is full to capacity with children as there are five children under three years of age enrolled into the service. There has been a Bus Zone sign erected in front of the hall and parents have been respectful of this when parking. Two quotes for fences have been obtained from builders.

During February, new Evacuation Floor plans have been put up on walls. Lights have been fixed and fire alarms repaired or replaced. The Exit signs at the front and back of the hall have been replaced.

Inclusion Support has been accessed for two children at Gravesend and will provide money towards a third staff member for the service to assist with children with additional needs.

North Star

The fence and fire doors around North Star hall are in need of replacement and one quote has been obtained. The director is awaiting two more quotes to replace the fence. The second day of care on Thursday has been well supported.

Inclusion Support has been accessed for two children at North Star and will provide money towards a third staff member for the service to assist with children with additional needs.

Yallaroi

Child attendance numbers have dropped at Yallaroi, as expected with the second day of care being offered at North Star.

Yetman

The service has moved to the Yetman Public School which is working well. Yetman service was shortened on Monday 11 February due to the possibility of flooding. The creeks along the Yetman-Coolatai Road come down quickly and this is an ongoing problem in wet weather.

CONSULTATION

Consultation has occurred within the Organisation and Community Development Directorate.

POLICY IMPLICATIONS

Policy implications are those relating to the 2019/2020 Operational Plan and the Policies of Gwydir Shire Council.

FINANCIAL, ECONOMIC and RESOURCE IMPLICATIONS (including Asset Management)

The activities carried out by the Organisation and Community Development Department are in line with the 2019/2020 Operational Plan.

SUSTAINABILITY IMPLICATIONS (Social and Environment)

The activities undertaken by the Organisation and Community Development Department regarding social and environmental factors are targeted in line with the 2019/2020 Operational Plan.

OFFICER RECOMMENDATION

THAT the monthly Organisation and Community Development Report for February be received

ATTACHMENTS

AT- WHS Summary - February 2020

Attach 1 - WHS REPORT – Lead and Lag Indicators



Department	Current Month				Total (Financial Year)			
	Hazards Reported	Near Miss Reported	Workplace Verifications	Toolbox/Safety Meetings/Training	Hazards Reported	Near Miss Reported	Workplace Verifications	Toolbox/Safety Meetings/Training
Social Services								
Naroo and Aged Services								
Community Assets							2	
Finance								
People and Culture								
IT and Business Improvement								
Marketing and Economic Development								
Safety, Risk & Procurement							2	
Planning and Environment							3	2
Building Services			1				12	1
Utilities			2				9	8
Engineering Services						1	15	4
TOTAL			3	3		1	43	15

Department	Current Month				Total (Financial Year)			
	Incidents Reported	First Aid Treatments	Medical Treatment Injuries	Lost Time Injuries	Incidents Reported	First Aid Treatments	Medical Treatment Injuries	Lost Time Injuries
Social Services								
Narooma and Aged Services	2		1	1	3	2	1	1
Community Assets					10		1	3
Finance					2		2(external)	
People and Culture					1			
IT and Business Improvement					1			
Marketing and Economic Development								
Safety, Risk & Procurement								
Planning and Environment	1	1			6	1	1	2
Building Services					4		1	1
Utilities	3	1		2	9	1	1	4
Engineering Services	2	1			14	1		5
TOTAL	8	3	1	3	50	5	6	16

Department	Current Month				Total (Financial Year)						
	Incident Type	Severity	Investigation Status	Corrective Action Status	Investigation Open	Investigation Overdue	Investigations Closed	Actions Scheduled/ In Progress	Actions Overdue	Actions Closed	
Social Services											
Naroo and Aged Services	2 x Personal Injuries		2 x Open		2	1	2			4	
Community Assets						2					
Finance							1				
People and Culture								1			
IT and Business Improvement											
Marketing and Economic Development											
Safety, Risk & Procurement								2	2	4	
Planning and Environment	1 x Personal Injury		1 x Closed			1	5				
Building Services							4			1	
Utilities	3 x Personal Injuries		2 x Open	1 x Closed	2		7	2		7	
Engineering Services	1 x Personal Injury 1 x Property Damage		2 x Closed				14	2	4	6	
TOTAL	7 x Personal Injuries 1 x Property Damage		4 x Open 3 x Closed	1 x Closed	4	6	40	6	6	22	
Commentary	A number of old investigations have now been closed										

Item 5 Monthly Technical Services Report - February 2020**FILE REFERENCE****DELIVERY PROGRAM****GOAL:** 5. Organisational Management**OUTCOME:** 5.1 CORPORATE MANAGEMENT**STRATEGY:** 2.1.1 Plan for and develop the right assets and infrastructure - TS -external**AUTHOR** Manager, Engineering Services**STAFF DISCLOSURE OF INTEREST** Nil**BACKGROUND**

The monthly Technical Services report has been identified by Council as the process of reporting the activities carried out monthly by the Technical Services Department.

COMMENT**1. TECHNICAL SERVICES AND ADMINISTRATION**

Technical Services infrastructure, planning, design and surveys were carried out in-house. The Technical Services staff continue to provide customer service to the Gwydir Shire residents.

2. ENGINEERING SERVICES**Warialda Truck wash**

A number of small items remain to be completed prior to officially opening the facility including minor landscaping and turf laying. Hose reels have been installed. An official opening date will be set pending Council's licence from the Department of Water and Energy.

Maintenance Grading

Rainfall has made it possible to commence maintenance grading in a number of areas throughout the Shire. Unfortunately due to storm damage there had to be some re-grading of the roads that were graded in January.

The following roads were graded in February:

- SR11 Horton Road
- SR 51 Towarra Road
- SR23 Wearnes Road
- SR8 Gragin Road
- SR53 Eden Forest Road
- SR20 Gravesend Road
- SR21 Terry Hie Hie Road

- SR34 River Road
- SR41 County Boundary Road
- SR14 Mosquito Creek Road

The following roads were re-sheeted in February:

- SR8 Gragin Road

Some minor storm damage was caused to some causeways within the Shire due to the rain events in February. Mosquito Creek, Yagobie Crossing Road and Killarney Gap Road were closed due to flood damage. Causeways were washed out at Bronco Creek and Dry Creek. South Crews worked diligently to get the storm damage cleaned up so that the roads could be re-opened.



SR3 Mosquito Creek Road Bronco Creek Causeway



MR133 Killarney Gap Road Dry Creek Causeway

The MR134 Delungra Road repair program has commenced. The south construction crew will be rehabilitating 1.57km of the Delungra Road.



The north construction crew completed stabilisation of a 200 metre section of the Mosquito Creek Road/Long Street.



Mosquito Creek Road / Long Street stabilisation

Reactive Maintenance crews worked on the following throughout February:

- Footpath maintenance

- Service requests
- Water deliveries

Roads Maintenance Council Contract – Works Orders issued by RMS

All Work Orders issued by RMS are quality assurance schedule of rates projects carried out by Council staff under the Roads Maintenance Council Contract with Roads and Maritime Services.

A final design has been approved for segment 5340 on MR63 Fossickers Way. This segment is programmed to be rehabilitated in March/April 2020, with a Work Order now issued from the RMS. These works will include widening the existing pavement, replacing the shoulders with a suitable road base material, extending and replacing pipelines, ripping and re-compacting the existing pavement, and lastly placing a 100mm sub-base layer and a 100mm base layer over the top with a 7mm primer-seal. Project documentation is currently being developed for issue to the RMS prior to the commencement of the works.

Works are nearing completion for the survey and design of three segments, programmed for rehabilitation next financial year, with submission of all three plan sets to the RMS scheduled for mid-March. These segments include 5150 and 5255 on MR63 Fossickers Way and 8270 on HW12 Gwydir Highway. The survey works have been completed and draft designs for each segment are almost finalised, ready to be sent through for RMS approval. Further programmed works this financial year will include approximately four weeks of heavy patching throughout various segments, where required. A heavy patching program has been scoped out and a Works Proposal submitted to RMS, with Work Orders now issued by the RMS. Once a construction crew is available, heavy patching works will be undertaken. No re-seals are programmed for completion this financial year.

Routine maintenance continues each week undertaking inspections, rest area services, vegetation control and bitumen repairs.

HW12 Gwydir Highway – Warialda HPV Route Intersection Works Authorisation Deed (WAD)

All construction works have now been completed for the Gwydir Highway intersection works onto the Warialda HPV Route. Crews have laid up 1.6m of pavement fill to bring the proposed turning lanes up to the existing height of the Highway. Asphalt and bitumen have now been laid for the intersection, with a contractor delay before the Christmas break. Street lighting, guardrail and signage have also been installed. The pouring of the concrete traffic island and line marking finalisation was completed over recent weeks. A Road Safety Audit has now been completed and a report returned, with only minor recommendations. Once rectified and/or justified, permission from the RMS to open the intersection shall be sought.

Other Services

Street services continued to be maintained for vehicular, pedestrian and public conveniences.

Storm water drainage facilities continue to be maintained.

Aerodromes at Warialda and Bingara continue to be maintained and inspections are carried out monthly.

Existing quarry sources are continually being utilised and future sources are being investigated as time permits with other competing projects.

The radio and television towers continued to be maintained.

3. DESIGN AND ASSET SERVICES

Survey, design and soil testing is continuing for the 2019-2020 works programs. Progress is as follows:

North Star Road – Segment 310

The next section of North Star Road, which carries on north from last year's project for 2.2km, has had design completed. The project has been localised and is ready for construction to commence.

Delungra Road

With construction commencing, the survey team has been ensuring that all the gear is running smoothly.

HPV Route and SH12 Intersection

This project is very near completion, with the survey team providing the required line marking information in January.

RMS Projects for Next Financial Year

With three separate RMS rehabilitation projects scheduled for next financial year, the design team has been busy designing and drafting plans to send to RMS for approvals.

ARTC – Inland Rail

The engineering department has been in discussions with ARCT about all things inland rail for the Narrabri to North Star section. Level crossing designs have been reviewed and meetings have been attended as necessary.

4. ENVIRONMENTAL DEPARTMENT

Environment & Sustainability Department February 2020

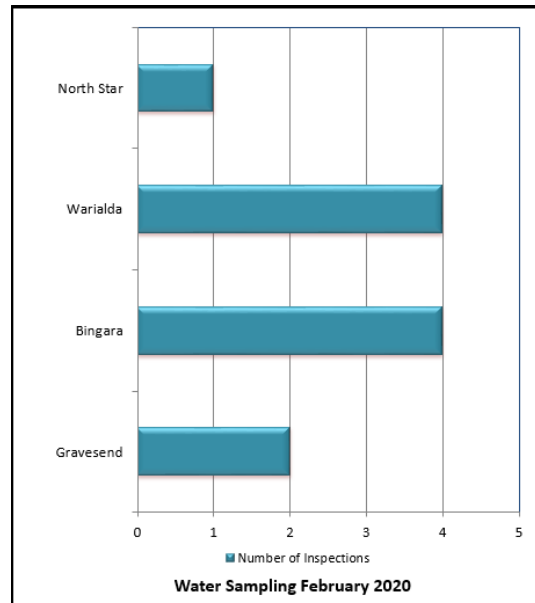
The Department continues to receive enquiries and provide advice on a range of health matters including:

- Overgrown properties
- Food premises design and fit-out
- Food handling practices
- Mobile food vendors
- Licensing
- Water carting
- Pet Ownership

Water Surveillance

The Department continues to carry out routine weekly microbiological sampling of the water supply in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.

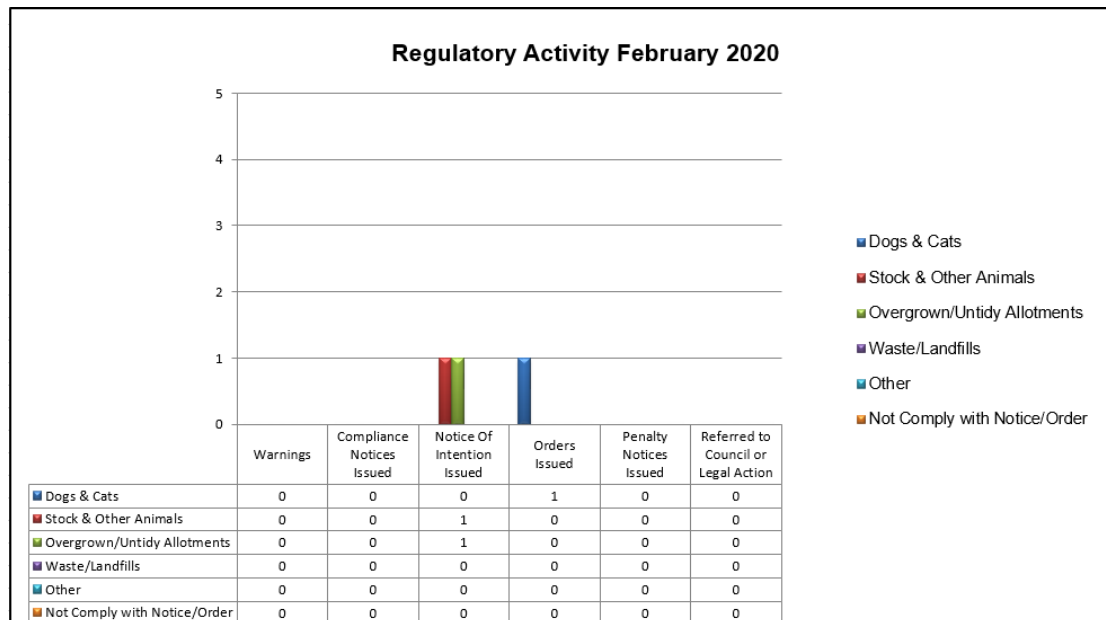
Health Related Inspections



Compliance and Regulatory Control

Council received complaints regarding roaming stock and dogs, noise, the keeping of animals and other concerns during the month of February 2020. These are investigated and actioned as necessary and are detailed in the following table.

Regulatory Activity

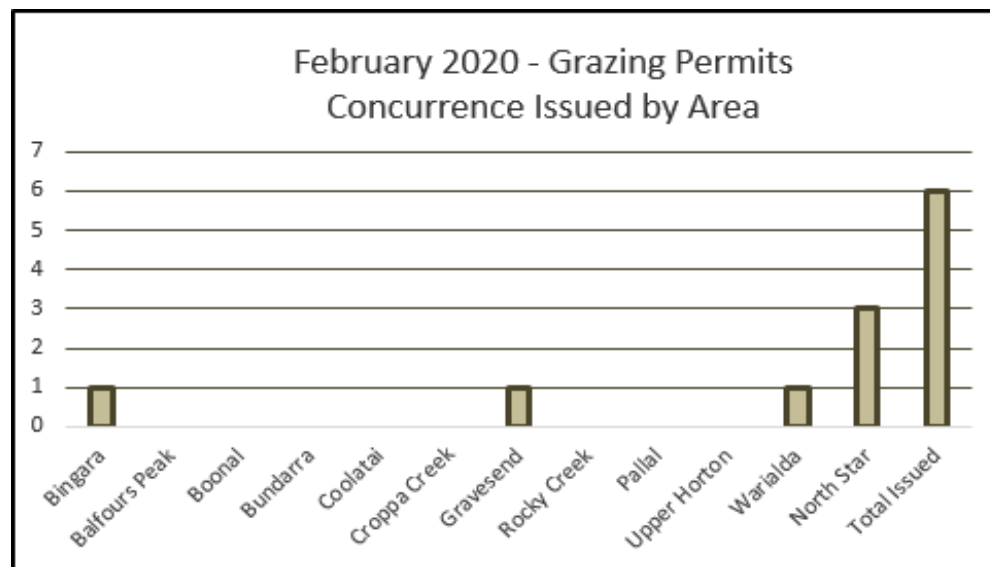
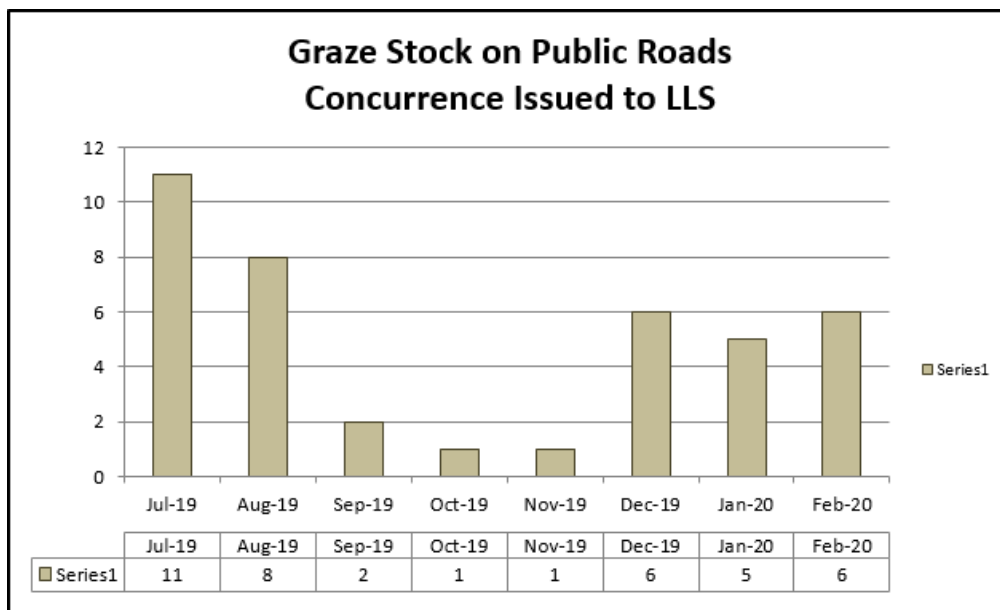


CAMPING INSPECTIONS

- Data not available at time of report

GRAZING PERMITS

As the Consent Authority for road reserves, Council has issued concurrence to the North West Local Land Services for six Roadside Grazing Permits during the month of February 2020. Recent rains have improved the condition of the roadside stock route and stockholders are taking advantage of the ground feed available. The LLS has strict guidelines that only allow grazing where sufficient ground cover and pasture is available. The following graph shows the applications received in February 2020 compared to the previous six months.

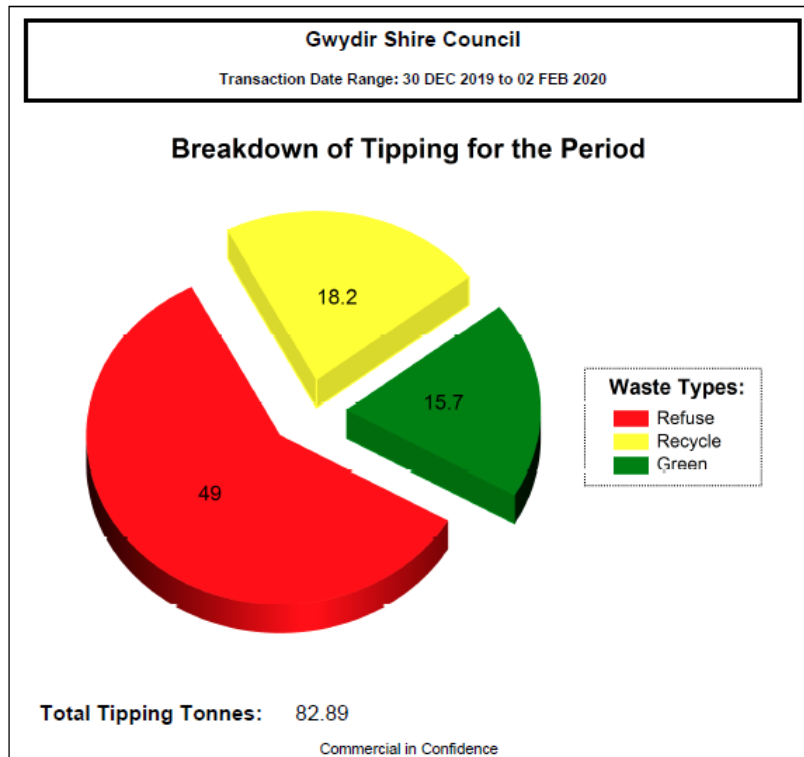


WASTE SERVICES

Scheduled kerbside collection of waste, recycling and green waste was carried out throughout the Shire in February. Customer service requests are processed and actioned as necessary.

All Waste Recovery Centres in the Shire continue to be supervised/monitored and maintained. Staff continue to make changes to the site layout and signage to improve onsite operation and access for residents unloading waste and recyclable materials. Council is continuing to supply mulch from chipped green waste to residents.

Breakdown of Waste Collection

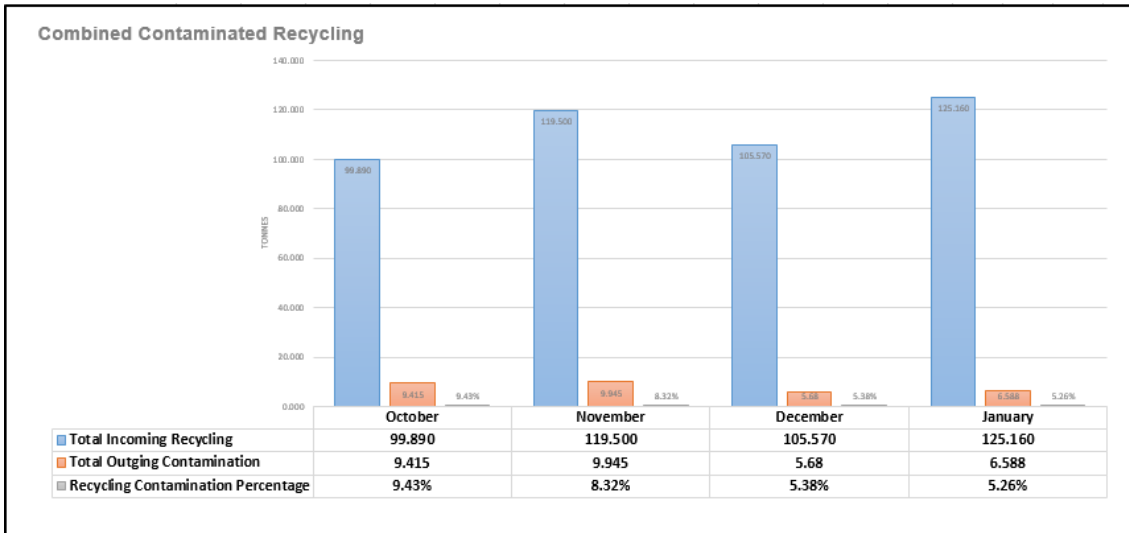
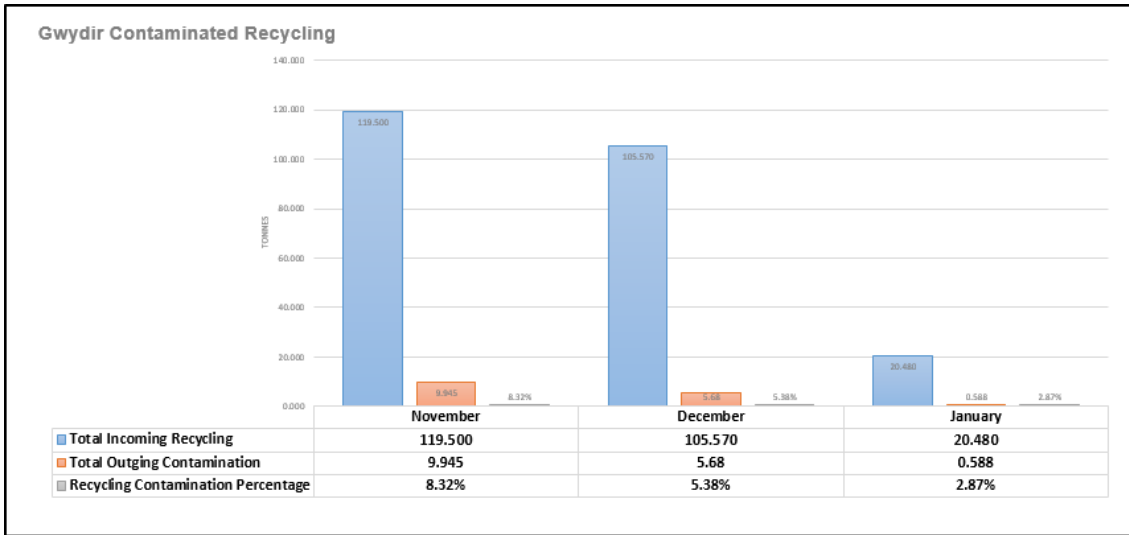


CONTAMINATION REPORTING

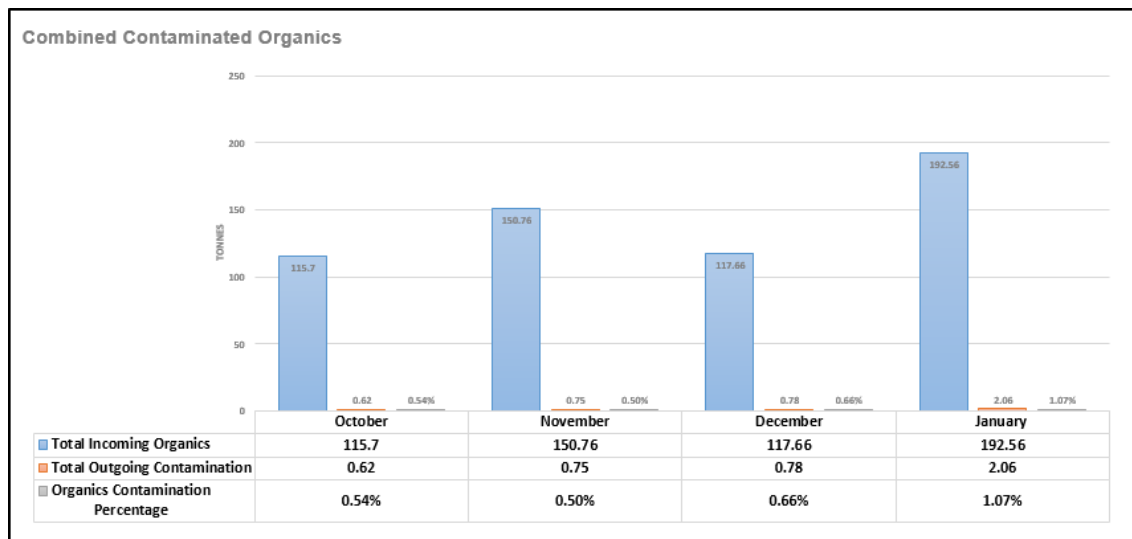
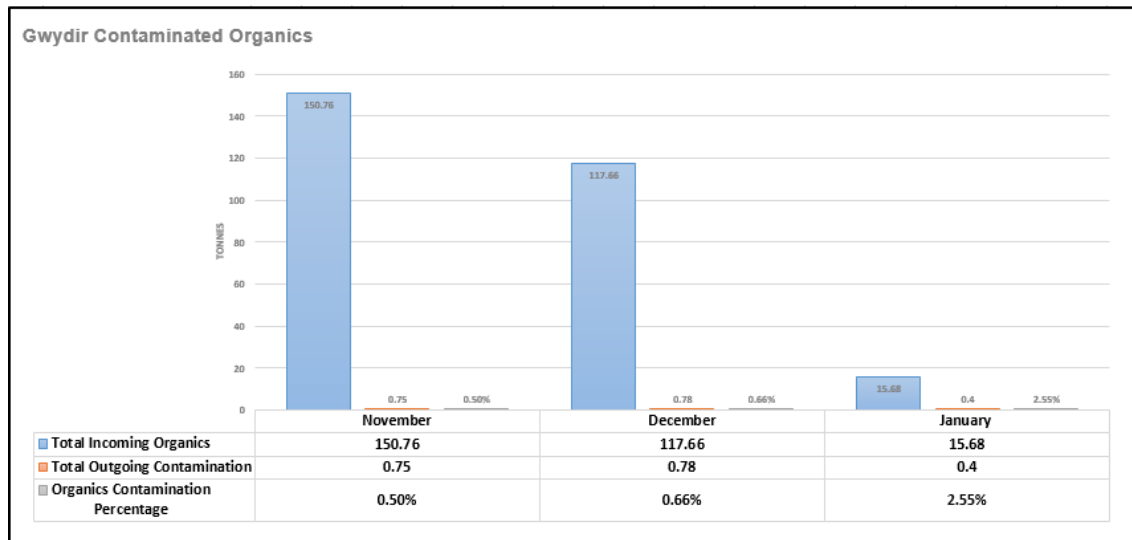
Cleanaway has refined the collection of their contamination data and now reports on contamination rates for each Council area (Moree, Narrabri and Gwydir). This gives an accurate reflection of the contamination rate for waste generated within the Gwydir Shire area, rather than the previously reported statistics, which were unable to accurately report which LGA was experiencing problems with contamination in the recycling and organics waste collections.

The graphs below show contamination rates for both the Gwydir Shire and the combined collections area, noting that there is some overlap of data collected prior to January 2020:

Recycling Contamination



Organics Contamination



NOXIOUS WEEDS CONTROL

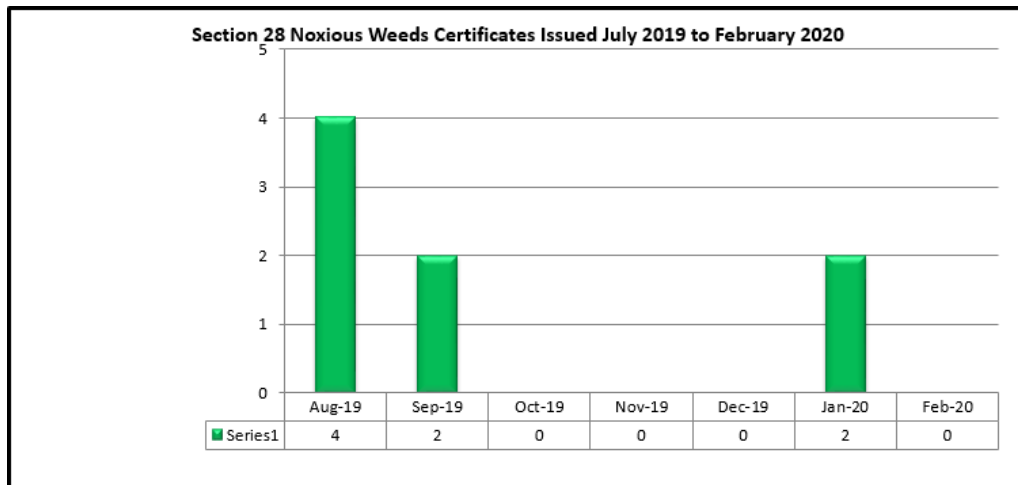
Property Inspection Program

Staff continue to assist farmers and the community with:

- Funding advice
- Noxious weeds advice
- Property inspections
- Spraying of noxious weeds
- Property inspections are currently being undertaken in Section D.

Section 28 Noxious Weeds Certificates

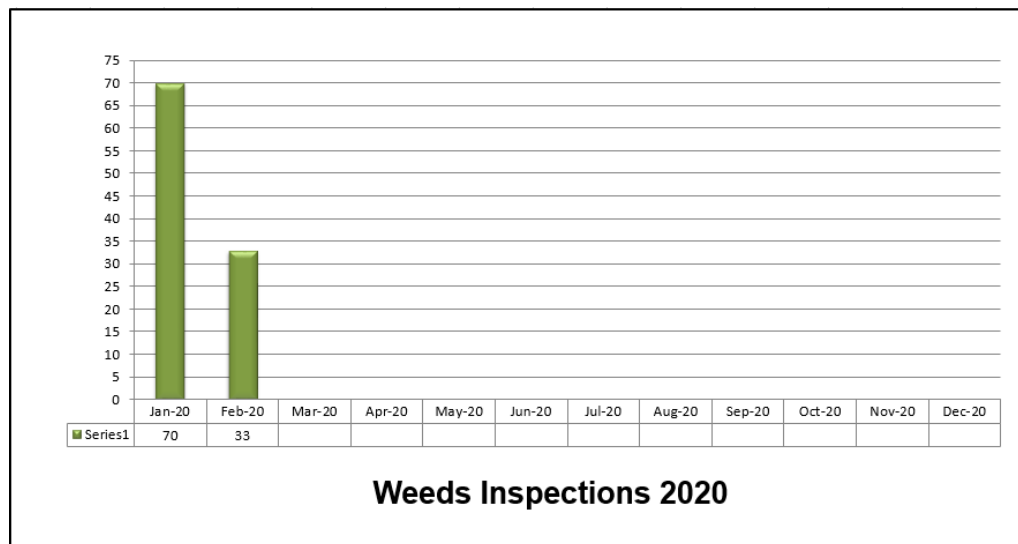
No certificates were issued for the month of February 2020. The graphs below shows the noxious weeds certificates issued for the previous six months.



Weeds Inspections

Property inspections are currently being undertaken in Section D, with property owners being offered support and advice on managing weeds during the current adverse conditions.

The following graphs and charts show the noxious weeds inspections carried out in 2020.



Noxious Weeds Inspections for the Month of February 2020

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Private Property	9	7715		African Boxthorn, Tiger Pear, Blue Heliotrope, Honey Locust, Tree Pear

Private Property – High Risk	1	4310		Harissa Cactus, Tiger Pear
Private Property – High Risk Re-inspection	1	611		Rope Pear
Roadside	2	106.10	22.55	Silverleaf Nightshade, Noogoora Burr
Roadside – High Risk Pathways	2	157.75	31.55	Parthenium Weed, Johnsons Grass, Mimosa Bush, General Weeds
Other Council Lands	3	82	-	Pigweed, Caltrop, Gromphenia, Bathurst Burr, Green Cestrum, Mother of Millions, Madeira Vine, Noogoora Burr
NWLLS Reserves	10	125	-	Silverleaf Nightshade, Tiger Pear
Department of Lands	2	80	-	Pigweed, Caltrop, Gromphenia, Bathurst Burr, Green Cestrum, Mother of Millions, Madeira Vine, Noogoora Burr
Grain Handling Sites	3	27	-	Mimosa Bush, Tree Pear, African Boxthorn,

Noxious weeds control works for February 2020

Road/Property	Locality	Weed Code	Area Ha	Road km	High Risk Road	Council Road	Other
Cobbadah Rd	Bingara	ft	246.65	49.33	1		
Gulf Creek Rd	Gulf Creek	ft	88.35	17.67	1		
Alan Cunningham Rd	Warialda	ft	188.85	37.77	1		
Bingara Airstrip	Bingara	pigweed, caltrop, gromphrena	40				1
Delungra Rd	Myall Creek	sn	101.25	20.25	1		
Delungra Rd	Myall Creek	sn	101.25	20.25	1		
Alan Cunningham Rd	Warialda	sn	188.85	37.77	1		
Killarney Gap Rd	Rocky Creek	mb-oo-rw	332.5	66.5	1		
Gwydir Hwy	Warialda	mb	289.5	57.9	1		
Killarney Gap Rd	Rocky Creek	mb-bh-mv	332.5	66.5	1		
Cobbadah Road	Bingara	mb-bh-mv	246.65	49.33	1		
Gwydir Hwy	Warialda	mb	289.5	57.9	1		
Bingara Sewerage Treatment Works	Bingara	sn-mb-nb	10				1
Gwydir Hwy	Warialda	mb	289.5	57.9	1		
Upper Horton Sports Club & Grounds	Upper Horton	all weeds	20				1
Upper Horton Landfill	Upper Horton	all weeds	1				1
Bingara Trout Hatchery	Bingara	all weeds	2				1
Myall Creek Memorial Site	Myall Creek	all weeds	40				1

5. DEVELOPMENT AND BUILDING SERVICES

The Department continues to receive enquiries and provide advice on a range of planning and building matters including:

- Minor structure construction e.g. sheds
- Commercial opportunities and construction
- Basix (Building Sustainability Index)
- Bushfire requirements
- Building construction standards and requirements
- Stormwater
- Licensing and owner builder requirements
- Fees and charges

The following Construction Certificate (C/C), Building Information Certificate (BIC) and S68 applications have been approved for the month.

No.	Property Description	Development/ Work	\$	C/C	BIC	S68
38/2019	5 Brigalow Street BINGARA NSW 2404	Single Dwelling with Carport.	\$390,000	✓		
1/2020	5 Brigalow Street BINGARA NSW 2404	Water supply work, storm water drainage and install new OSSM system.	-			✓

The following Construction Certificate (C/C) applications were approved by a Private Certifier and lodged with Council during the month.

No.	Property Description	Development/ Work	\$	C/C
NA				

ILLEGAL ACTIVITY

ACTIVITY	No	ACTION TAKEN					
		Inspected	Letter Sent	Application/ Certificate Lodged	Penalty Notice	Legal Action	Refer to Council
Nil							

NO. OF COMPLAINTS/INSPECTIONS

Type	No.	Yr. to Date	Actioned	Pending
Building	33	68	68	0

BUILDING MAINTENANCE

The Department continues to receive requests to carry out minor maintenance and these requests are generally dealt with in a timely manner. Otherwise, the works are scheduled into maintenance staff building activities including new works for attention.

Projects Worked on during February 2020

Staff worked on the following projects during February:

- Bingara Showground – getting slab ready for the multi-purpose pavilion
- Whitfield Place – Unit 4 – painting and repairs
- Carinda House – started pathing
- Warialda Caravan Park – installed hedge
- Warialda Cemetery – new fence is 85% complete
- Gwydir Oval Amenities – laying of blocks

Please note some of the above projects were carried out by drought relief staff.

6. TOWN SERVICES**Water and Sewerage**

During February, Water and Sewerage operators attended 25 service line repairs, five water main breaks, and nine sewer blockages. Work was undertaken on the truck wash bay at Warialda, the Bingara Civic Centre, Warialda Recreation ground, Warialda treated effluent pumps, Warialda Caravan Park, CWA park toilets in Bingara, Bingara Museum, Roxy Theatre and Bingara Showground.

Level 1 water restrictions introduced in October 2019 remain in place even though demand has reduced; it is considered good practice to be water wise.

Parks

Parks, gardens, sports fields, cemeteries and Council facilities have been maintained during February. Turf was installed at Gwydir Oval in Bingara and All Abilities Park in Warialda.



*Warialda All Abilities Park new turf and irrigation***Drought Casual Workers Projects**

Council has employed a team of casual staff under the funded drought assistance program. The team has undertaken projects such as painting street furniture in Maitland Street, Bingara, installation of colourbond fence and concrete slab at the Bingara Cemetery, installation of crowd control fence and assistance in laying turf at Gwydir oval.



Bingara cemetery fence screen

Gwydir Oval New Amenities Building

The concrete slab for the new amenities building at the Gwydir Oval was laid in December 2019 and the block layers started the first week of February 2020. All block work on the building has been completed apart from the toilet returns and retaining wall adjacent to the carpark. Roof trusses and external plumbing are scheduled for installation in March.



Gwydir Oval – start of block laying*Work on the Gwydir Oval Amenities block*

Bingara Showground

The Bingara showground is being maintained. A grant proposal was submitted for additional lighting at the Bingara Showground and the results of the grant request are expected in March.

The site for the multi-purpose pavilion was cleared during January and the concrete slab was installed during February by Council's building crew.

*Slab for the Bingara Showground multi-purpose pavilion*

Plant and Workshop

Major workshop repairs carried out in Bingara and Warialda included:

Truck wash platform modifications

Truck wash drainage separation gates with actuator

P1082 – trailer repairs

P1787 – water truck – repairs to door
P1065 – loader – replace fuel gauge
P1713 - jet patcher- hopper repair
P1317 – slasher replace clutch

CONCLUSION

The activities carried out by the Technical Services Department are in line with the 2019/2020 Management Plan and otherwise as directed.

CONSULTATION

Consultation is carried out within the Technical Services Department during the monthly Technical Services team meetings and other relevant persons.

OFFICER RECOMMENDATION

THAT the monthly Technical Services Report for February be received and noted including Notices of Intent, Orders and Penalty Notices issued by Council.

ATTACHMENTS

There are no attachments for this report.

Item 6 Monthly Investment and Rates Collection Report for February 2020

FILE REFERENCE

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.1 Financial management and accountability systems - CFO - internal

AUTHOR Manager, Finance

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

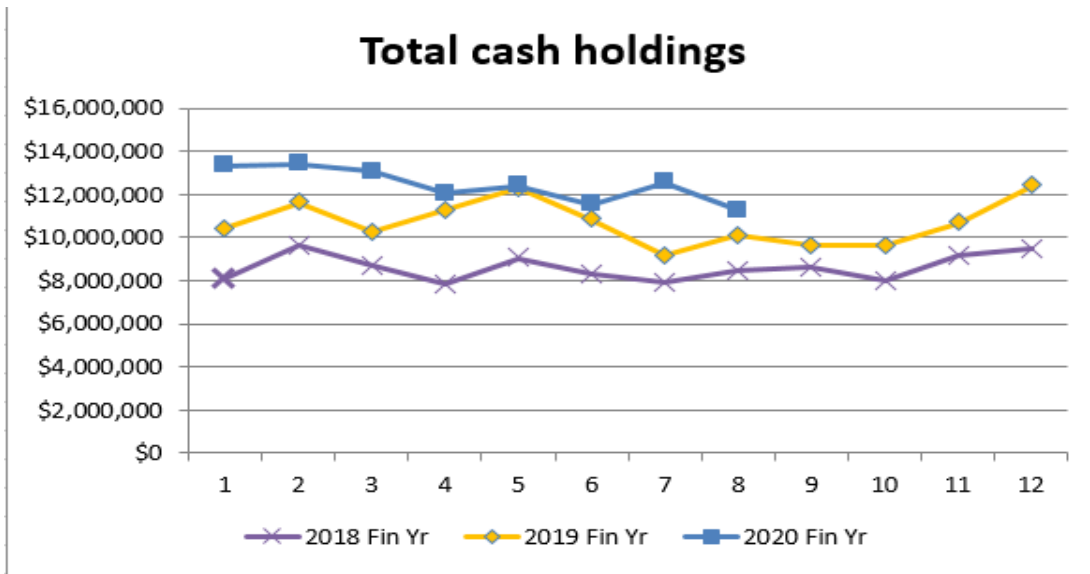
At each monthly Ordinary Meeting, the Council is presented with the schedule relating to Investments, as at the end of the previous month.

BACKGROUND

In accordance with Clause 19(3) of the Local Government (Financial Management) Regulation 1993, the following information provides details of Council's funds invested as at 29 February 2020.

Direct Investments							
Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2020.07	NAB	AA	TD	31-03-2020	1.60%	\$1,000,000.00
NAB	2020.08	NAB	AA	TD	31-03-2020	1.60%	\$1,000,000.00
NAB	2020.09	NAB	AA	TD	14-04-2020	1.60%	\$1,000,000.00
Grand Total							\$3,000,000.00
Managed Funds							
Fund	Investment Horizon	Type	3 Mth Avg Yield	Current Value			
Regional Australia Bank	At Call	Cash	See report	\$347,045.66			
Tcorp Cash Fund	At Call	Cash	See report	\$5,868,960.81			
Tcorp Medium Term Fund	At Call	Cash	See report	\$1,069,047.48			
Grand Total							\$7,285,053.95
Total Investments							
Direct Investments							\$3,000,000.00
Managed Funds							\$7,285,053.95
Grand Total							\$10,285,053.95

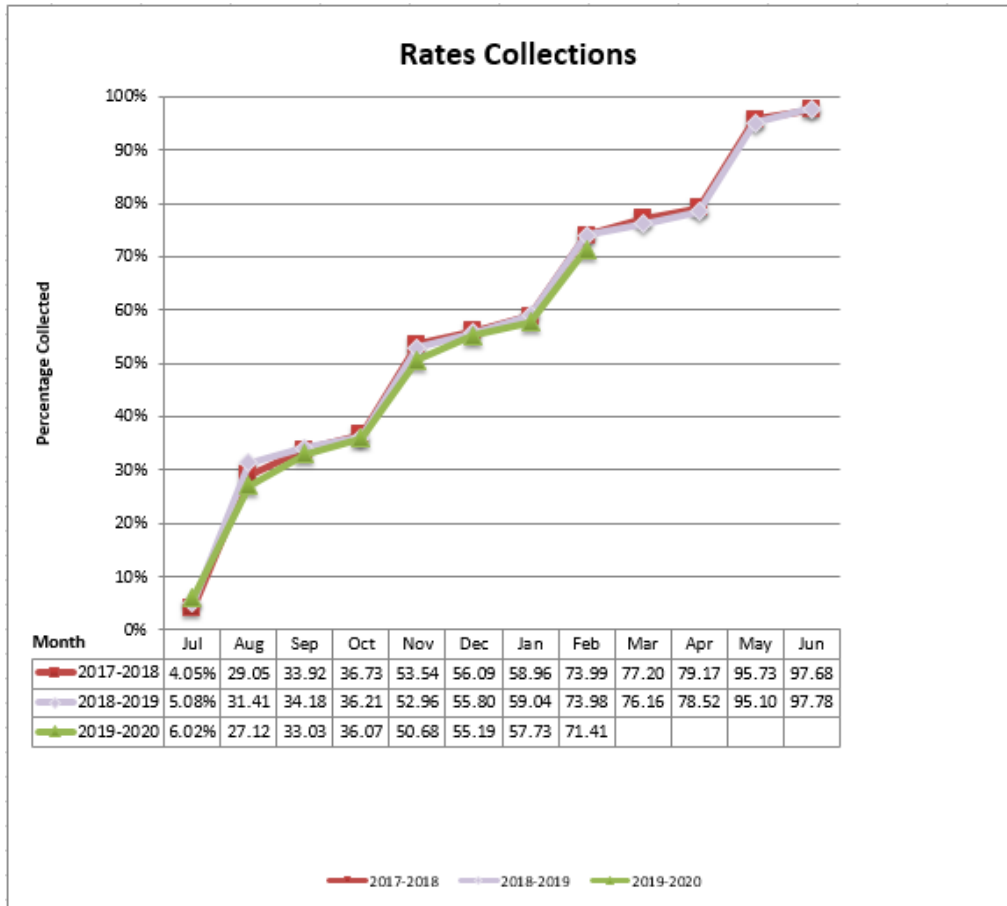
Cash and Investments	
Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$7,285,053.95
Grand Total Investments	\$10,285,053.95
Total Cash and Investments	
Investments	\$10,285,053.95
Cash at bank	\$ 975,715.26
Grand Total Cash and Investments	\$11,260,769.21
General Fund Cash	
Total cash and investments	\$11,260,769.21
LESS:	
Water fund*	-\$891,859.52
Sewer fund*	-\$3,447,108.24
Waste fund*	-\$3,281,141.50
Other restrictions:	
Employee leave entitlements*	-\$900,000.00
Carry over works in progress*	-\$800,000.00
Asset replacement*	-\$250,000.00
Bonds and deposits	-\$290,000.00
Unexpended grants*	-\$750,000.00
Developer contributions	-\$256,000.00
*These figures may change with end of year processing	
Discretionary General Fund Cash	\$394,659.95



I, Helen Thomas, Finance Manager and Responsible Accounting Officer for Gwydir Shire Council, certify that the Council’s investments have been made in accordance with the *Local Government Act 1993, Local Government (General) Regulation 2005* and Council’s Investment Policy (F.01.03), as amended.

RATES COLLECTIONS

The graph below represents a comparative of the percentage collections for the current year against the two previous rating years. The current year’s collections are up to 29 February 2020.



OFFICER RECOMMENDATION

THAT the February Investments and Rates Collection report be received

ATTACHMENTS

There are no attachments for this report.