



MINUTES ORDINARY MEETING

GWYDIR SHIRE COUNCIL

THURSDAY 27 AUGUST 2020

COMMENCING AT 9.01AM

ROXY MEETING ROOM, BINGARA

Present:

Councillors: Cr. John Coulton (Mayor), Cr. Catherine Egan (Deputy Mayor), Cr. Jim Moore, Cr. Geoff Smith, Cr. David Coulton, Cr Stuart Dick, Cr Tiffany Galvin and Cr Frances Young

Staff: Max Eastcott (General Manager), Leeah Daley (Organisation and Community Services Director), Helen Thomas (Manager, Finance), Alex Eddy (Manager, Engineering Services) and Tim Greensill (Manager, Information Services)

Public: Mrs Rachel Sherman and Mrs Kim Miller (*Gwydir News*)

Visitor: Nil

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Chairman

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OFFICIAL OPENING AND WELCOME – MAYOR

**APOLOGIES Cr Marilyn Dixon OAM
COUNCIL RESOLUTION:
MINUTE 186/20**

THAT the apology of Cr Marilyn Dixon OAM is accepted.

(Moved Cr Egan, seconded Cr Galvin)

**CONFIRMATION OF THE MINUTES
COUNCIL RESOLUTION:
MINUTE 187/20**

**THAT the Minutes of the previous Council Meeting held on
Thursday 23 July 2020 as circulated be taken as read and
CONFIRMED.**

(Moved Cr D Coulton, seconded Cr Smith)

PRESENTATION Nil

**CALL FOR THE DECLARATIONS OF INTERESTS AND CONFLICTS OF
INTEREST Nil**

**ADDITIONAL/LATE ITEMS
COUNCIL RESOLUTION:
MINUTE 188/20**

THAT the following item, namely:

- 1. Land and Environment Court Matter
(Confidential)**

is accepted as a late item onto this Agenda for discussion.

(Moved Cr Egan, seconded Cr Galvin)

**COMMITTEE OF THE WHOLE – CONFIDENTIAL ITEMS
COUNCIL RESOLUTION:
MINUTE 189/20**

THAT the Council resolve into Confidential Session, Committee of the Whole and that in the public interest and in accordance with Section 10A(2)(a) of the Local Government Act, 1993, the public and press be excluded from the meeting to consider the Items listed on the agenda.

(Moved Cr Egan, seconded Cr Galvin)

ADOPTION OF THE RECOMMENDATIONS OF THE CONFIDENTIAL SESSION

**COUNCIL RESOLUTION:
MINUTE 190/20**

THAT the recommendations of the Confidential Session, namely:

Monthly Confidential Organisation and Community Services Report for July 2020 (Ref: 191/20)

THAT the monthly Confidential Organisation and Community Services report for July 2020 be received

Butlers Road Closure Request (Ref: 192/20)

THAT the request to close and purchase 800m of Butlers Road adjacent the property 'Tiilungra' is declined.

FURTHER that residents adjoining Butlers Road be notified advising that Council does not maintain Butlers Road beyond the property 'Tiilungra'.

FURTHER that the owners of 'Killara' be advised as to their obligations regarding the use of ramps and gates on public roads.

Land and Environment Court Matter (Ref: 193/20)

THAT the report be received and the action as outlined within the report be conveyed as an instruction to the Council's Solicitors.

FURTHER that the General Manager is authorised to pursue the collection of the costs as determined.

Councillor Reports

THAT the following Councillor Reports are noted:

Bingara Swimming Pool (Ref: 194/20);

TCorp Loan (Ref: 195/20); and;

New Organisational Structure (Ref: 196/20)

are adopted.

(Moved Cr Egan, seconded Cr Dick)

Item 1 Councillors' Monthly Activity Report for July

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 July 2020 commitments is outlined below:

July, 2020		
Councillor	Event	Date
Cr J Coulton (Mayor)	Namoi Unlimited Meeting /Board Meeting – The Roxy Conference Room	7 th July
	Committee Meeting – The Roxy Conference Room	9 th July
	North Star Store Reopening - Warialda Chambers	22 nd July
	Ordinary Council Meeting – The Roxy Conference Room	23 rd July
	Meeting at Warialda Hospital	29 th July
	Meeting with John Hodge	29 th July
	Steve Kneller's Final Day at Gwydir Shire Council - The Roxy Theatre	30 th July
Cr Catherine Egan (Deputy Mayor)	Bingara Show Committee Meeting – The Bingara Sporting Club	1 st July
	BCS Orange Picking Ceremony	3 rd July
	Namoi Unlimited lunch followed by Board Meeting – The Roxy Conference Room	7 th July
	Committee Meeting – The Roxy Conference Room	9 th July
	Ordinary Council Meeting – The Roxy Conference Room	23 rd July
	Steve Kneller's Final Day at Gwydir Shire Council - The Roxy Theatre	30 th July
Cr David Coulton	Committee Meeting – The Roxy Conference Room	9 th July
	Ordinary Council Meeting – The Roxy Conference Room	23 rd July
	RFS service level agreement – Bingara RFS HQ	29 th July

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Cr Stuart Dick	Committee Meeting – The Roxy Conference Room	9 th July
	Carinda House Meeting	9 th July
	Warialda Historical Society Meeting	16 th July
	Ordinary Council Meeting – The Roxy Conference Room	23 rd July
	RFS Service level agreement – Bingara RFS HQ	29 th July
	RFS Brigade Meeting	31 st July
Cr Dixon OAM	Namoi Unlimited lunch followed by Board Meeting - The Roxy Conference Room	7 th July
	Committee Meeting – The Roxy Conference Room	9 th July
	Ordinary Council Meeting – The Roxy Conference Room	23 rd July
Cr T Galvin	Namoi Unlimited lunch followed by Board Meeting - The Roxy Conference Room	7 th July
	Committee Meeting – The Roxy Conference Room	9 th July
	Ordinary Council Meeting – The Roxy Conference Room	23 rd July
	Steve Kneller's Final Day at Gwydir Shire Council - The Roxy Theatre	30 th July
Cr J Moore	Committee Meeting – The Roxy Conference Room	9 th July
	Warialda Historical Society Meeting	16 th July
	Ordinary Council Meeting – The Roxy Conference Room	23 rd July
Cr G Smith	Namoi Unlimited lunch followed by Board Meeting -The Roxy Conference Room	7 th July
	Committee Meeting – The Roxy Conference Room	9 th July
	Ordinary Council Meeting – The Roxy Conference Room	23 rd July
	RFS Service level agreement – Bingara RFS HQ	29 th July
Cr F Young	Namoi Unlimited lunch followed by Board Meeting – The Roxy Conference Room	7 th July
	Committee Meeting – The Roxy Conference Room	9 th July
	MOU w/Providence – Bingara reception meeting room	16 th July

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OFFICER RECOMMENDATION

THAT the report be received

COUNCIL RESOLUTION:

MINUTE 197/20

THAT the report be received.

(Moved Cr Egan, seconded Cr Young)

Item 2 Monthly Executive Report for July 2020

FILE REFERENCE 20/16730

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

TABLED ITEMS Nil

IN BRIEF/ SUMMARY RECOMMENDATION

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

COMMENT

TOWN UTILITIES and PLANT

Water and Sewerage:

During July water and sewerage operators attended 33 service line repairs, nine water main breaks and 15 sewer blockages. Approximately 50m of sewer main was replaced in Hope Street, Warialda in two separate locations due to failures of the sewer main. Work was undertaken at Bingara swimming pool as private works to the contractor, Bingara Riverside Caravan Park, Gwydir Oval, footpath to Gwydir River pontoon, Naroo Hostel Warialda, Bingara Central School (private works), Rosehill Drive Bingara, Bingara Courthouse, library, boat ramp shelter and Gragin Road standpipe. Seven hundred and fifty metres of poly was renewed to service the Warialda rifle club.

Council received the draft Gravesend Water Quality Report funded under the Safe and Secure Water program during July; the report will be reviewed and finalised in August. This report will form the basis of a future submission for funding for a Water Treatment Plant at Gravesend.

Council received the draft report for Automation and Telemetry Upgrade funded under the Safe and Secure Water program. The report will be reviewed and finalised in September; this report will form the basis of a future

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funding submission for automation and telemetry improvements to Water and Sewer systems.

Bingara Sewer Extension has been progressing with an information session held in the Roxy foyer on 3 July and property audits undertaken during July. Geotechnical investigation will be undertaken during September, with detail costings obtained and a business case developed to be submitted to the Safe and Secure Water Program for funding of the project.

Pontoon pathway

During July, earthworks were undertaken to construct the pathway from the Bingara pool precinct to the Gwydir River picnic area and pontoon. The retaining wall and footpath will be constructed in August.



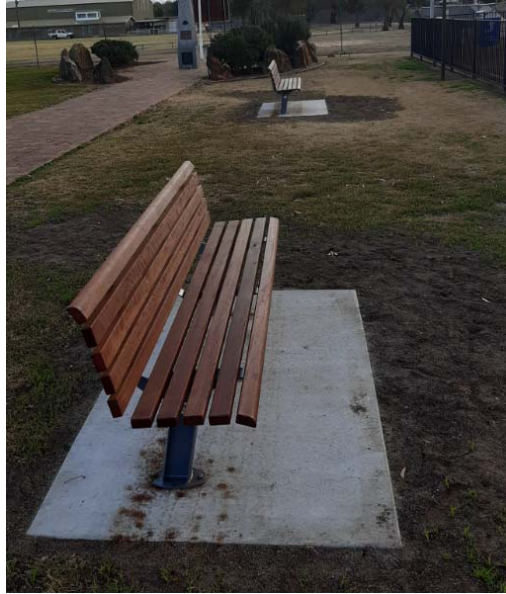
Footpath earthworks leading to the pontoon on Gwydir River

Parks

All parks and gardens are being maintained. Council is undertaking a weekly inspection of playgrounds and cleaning of handrails and touch areas. Regular mowing, weed control, irrigation, hedging and trimming continued during July. Several dead trees were removed during July and the stumps have been ground. Council will be planting a range of trees in the town streets over the next three months. Two bench seats, including concrete slabs, were installed overlooking Captain Cook Park, Warialda, during July. Trees and garden beds were removed from the car park at the Warialda Memorial Pool. A bench seat was installed at the Delungra CHSP building. The orange trees in Finch Street, Gwydir oval and Keera Street Bingara were pruned during July. The bottle brush trees on the Elcombe Road were trimmed and shaped along with some additional paver cleaning in Warialda. These trimmings are mulched onsite. The parks, ovals and town street areas have been sprayed with broadleaf herbicide to control clover.

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Bench seat in Captain Cook Park, Warialda

Cemeteries

Both Bingara and Warialda cemeteries continue to be maintained.

Drought Casuals

During July the team installed two shelters with tables at CWA Park and one shelter and table at Junction Park, Bingara including concrete slabs. The team replaced fences at Bicentennial Park, Bingara Showground and in West Street.



Junction Park, Bingara Shelter

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Gwydir Oval Amenities

The new amenities building at Gwydir Oval is 90% complete with electrical work, painting and wet area tiling completed during July. The shower and toilet partitions will be installed during August. There will be a concreted footpath between the Grandstand and the amenity building and the bitumen in the carpark will be reinstated. The remaining split blocks will be used to construct entrance gates.



Tiling in the Gwydir Oval Amenities building

Bingara Showground

The showground is being maintained with regular mowing and weed control undertaken. The projects undertaken during July in the Phase 1 Stimulus Package included installation of gutters on the bull shed, electrical wiring of the main pavilion and replacement of the cool room motor under the grandstand. Works funded under the Stimulus Package grant to be completed in at the Showground in August include completion of the general purpose shed, awning over cool room at the polocrosse canteen and other maintenance.



Bingara showground bull shed – gutter replacement

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Plant and Workshop

Plant P1938 Cat Loader was fitted with a siren during July. The normal horn was not adequate for truck drivers to hear. With some of the contractors using a variety of trucks and trailers to transport gravel, the distance from the loader was making it difficult to hear.

The air blower on P1446 jet patcher was replaced during July due to bearing failure. This proved to be a major task due to the location and size of the blower.



P1446 – Jet patcher air blower

Medium truck P1686 was modified for weed spraying during July. Electronic solenoids were fitted to allow the driver to control weed spraying around guide posts, rather than a two man operation.



P1686 – Medium truck – spray mount

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Other maintenance undertaken by the Workshop during July included:

- Fitting new augers to back of P1713 Jetmaster and fitting new condenser for air conditioner
- P1093 -welding cracks in trailer and redo lights
- P1357 - welding trailer repairs to attach non charging battery
- P1955 - fitted bull blade to new grader
- P1851 car - replaced front brake pads
- P1474 – roller - air conditioner repairs
- P1440 – ute - replaced turbo oil return line
- P1475 – roller – brake repairs
- P1473 - fitted new seals and seal rings on grid roller and refit to frame
- P1950 – skid steer - fabricated new broom holder for street sweeper to fit bigger brooms for more service life
- P1689 – water cart - replaced power steering hoses
- Repairs to compressor in Reverse Osmosis water treatment plant at North Star



Bray Logan replacing brushes on P1950 skid steer sweeper

ENVIRONMENTAL and SUSTAINABILITY DEPARTMENT July 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

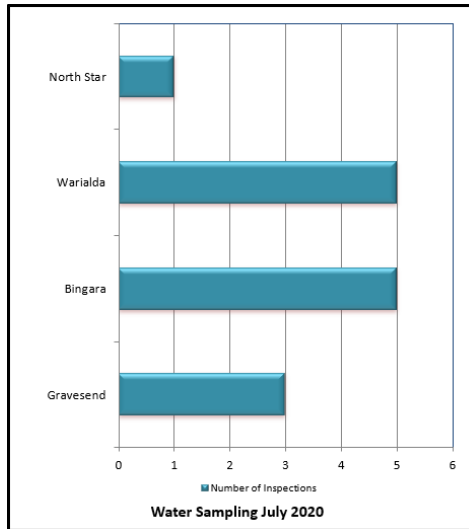
Water Surveillance

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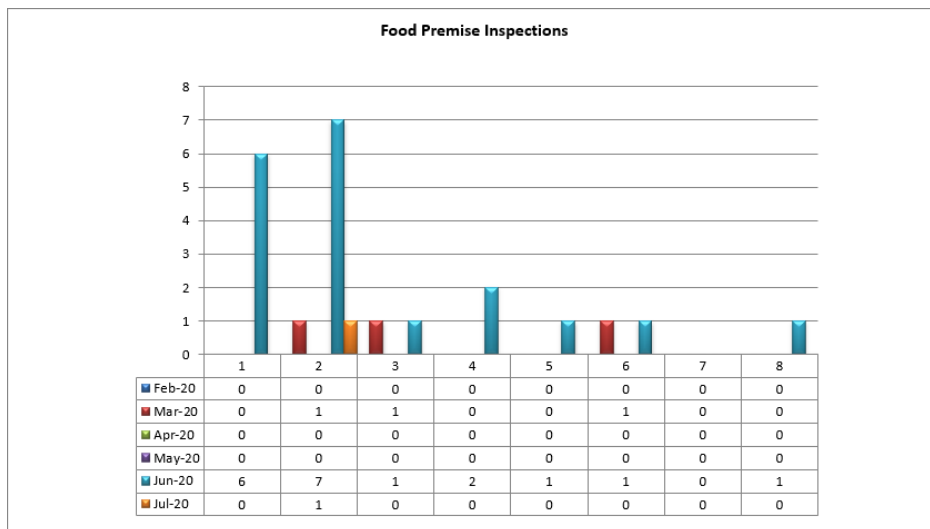
The Department continues to carry out routine weekly microbiological sampling of the water supply in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.

Health Related Inspections



Food Premise Inspections/Re-inspections

Food Premise Inspections are carried out on an annual basis for each food business. The graph below shows inspections that have been carried for the previous 6 months. Enquiries or complaints are actioned as necessary.

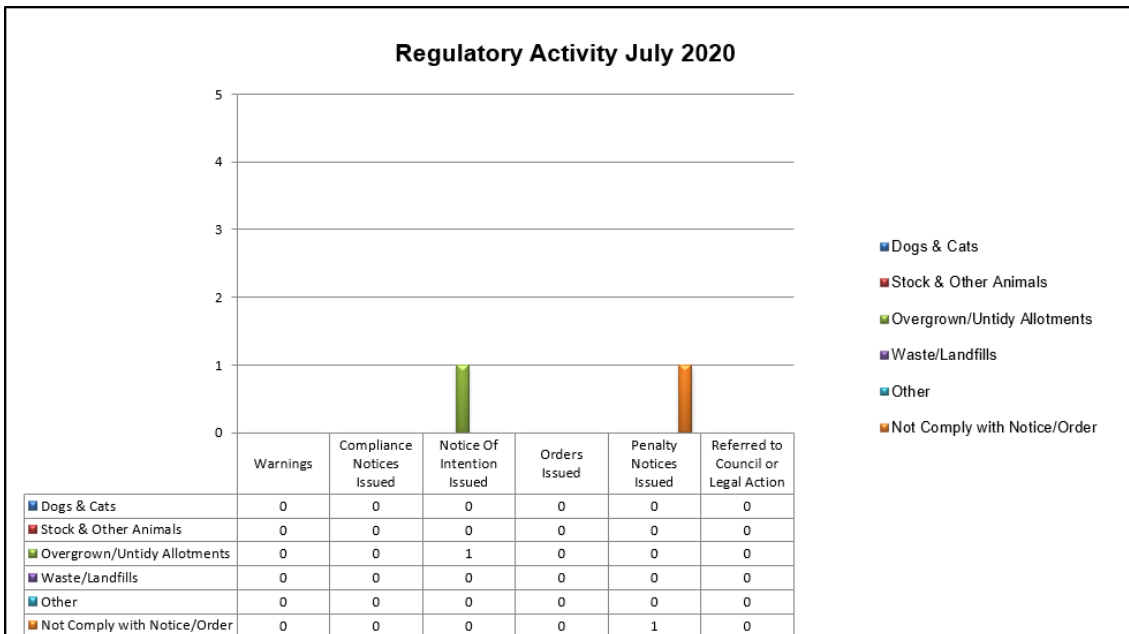
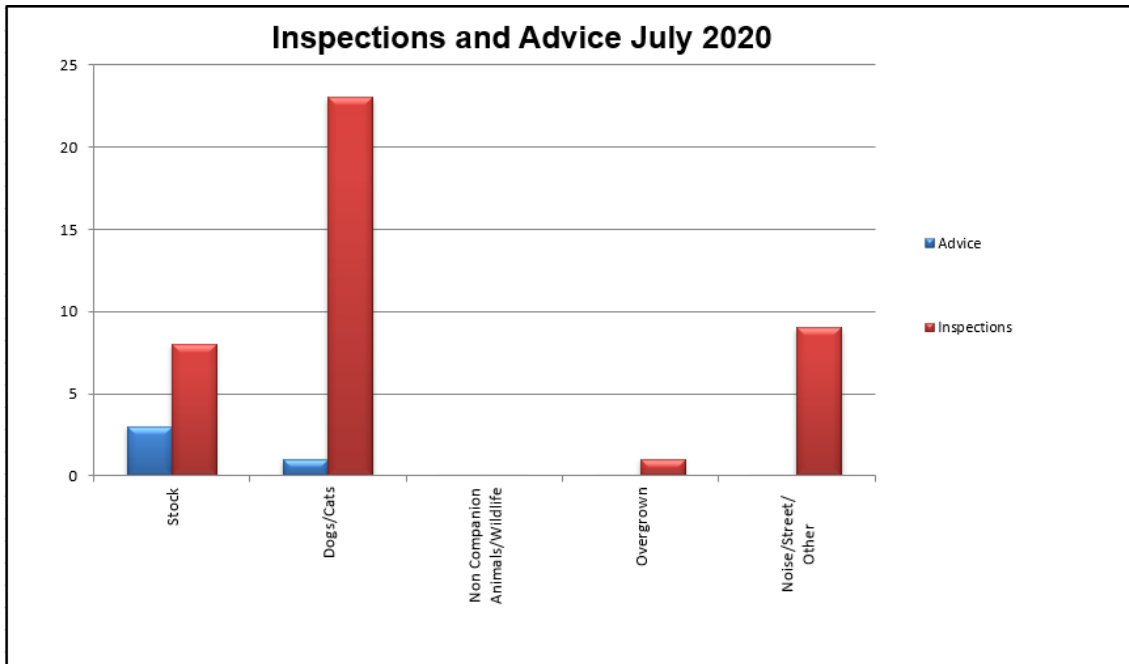


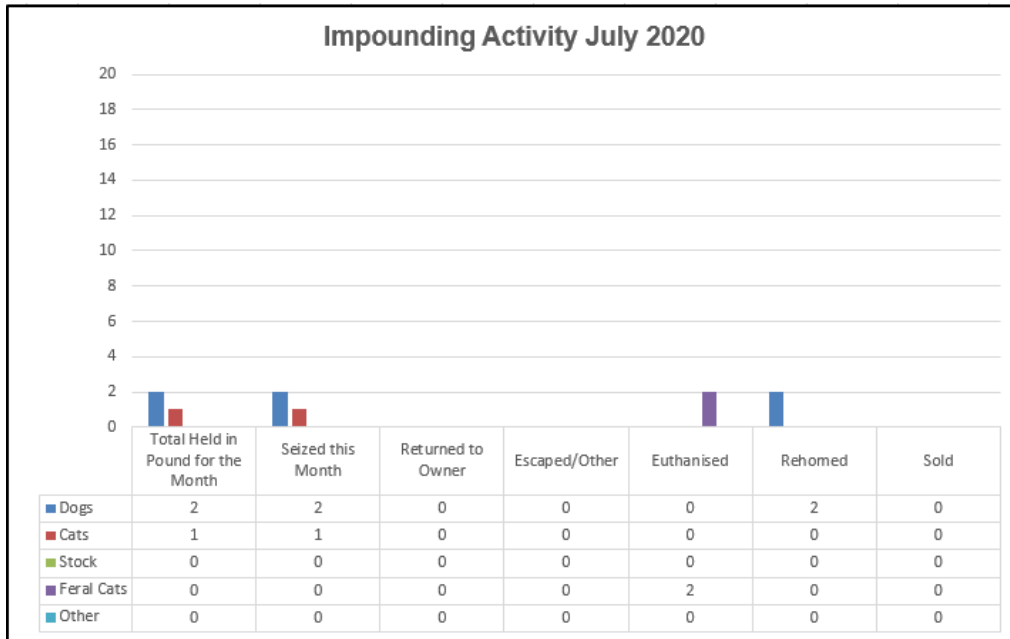
Compliance and Regulatory Control

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

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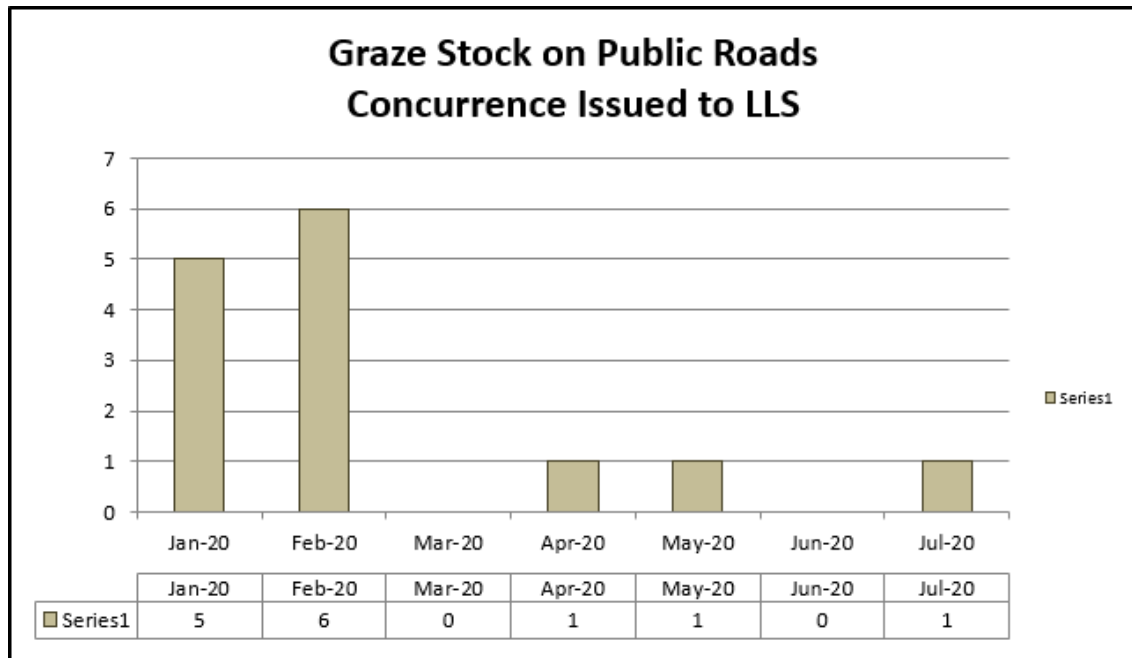
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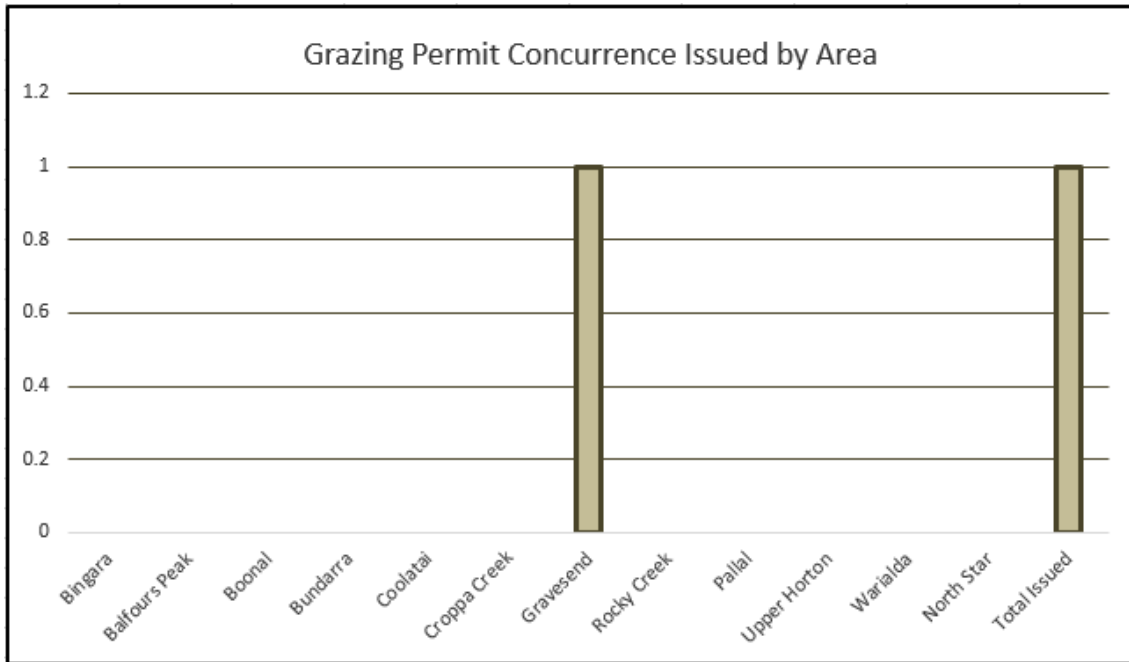
Grazing Permits

As the Consent Authority for road reserves, Council has issued one concurrence to the North West Local Land Services for Roadside Grazing Permits during the month of July 2020. Recent favorable conditions have provided welcome relief in the district and the demand for roadside grazing has eased. The following graph shows the applications received in July 2020 compared to the previous 6 months.



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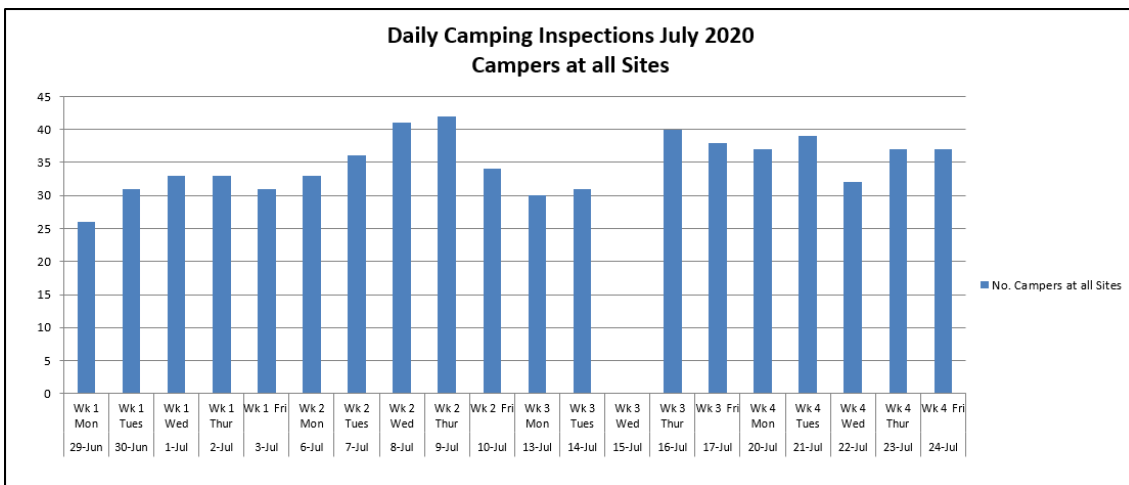
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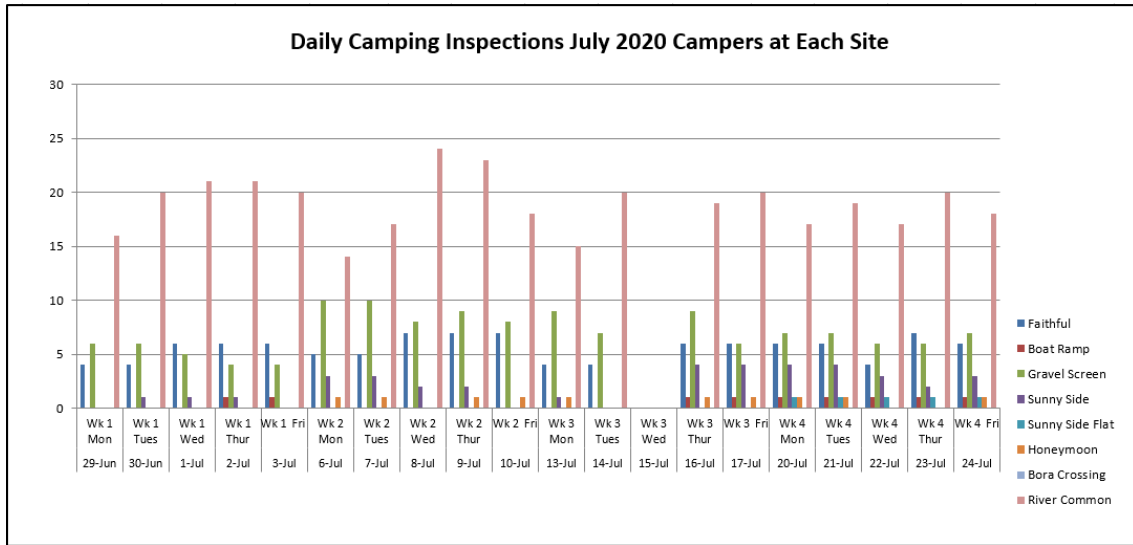


RIVERSIDE CAMPING

Council’s Compliance Officer aims to carry out daily checks along the Gwydir River to ensure that camping is being conducted in a safe and hygienic manner. Flyers promoting local events and services are distributed to campers and enquires from campers are addressed as necessary. The graphs below show total numbers of campers and the distribution of campers at the different campsites.

Campgrounds opened on 1st June and campers immediately started arriving on the riverbank. The number of campers has remained consistent during July.



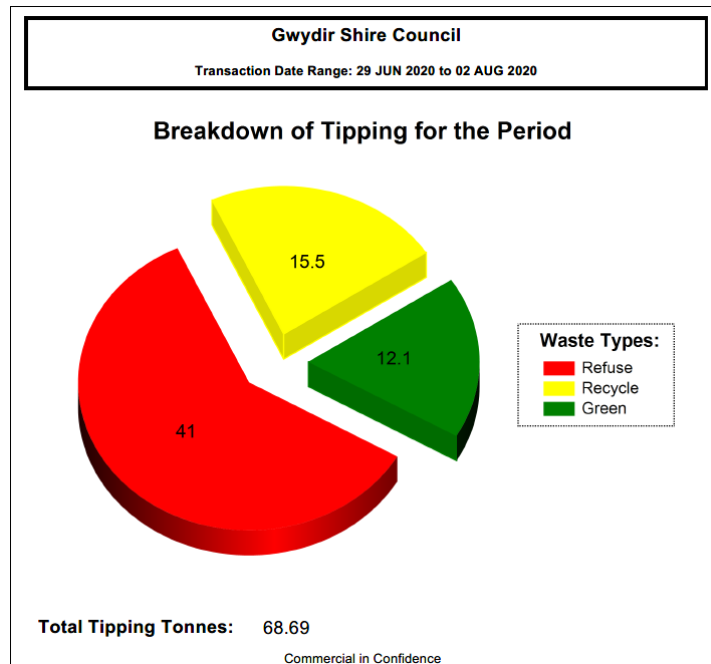


WASTE SERVICES – July 2020

Scheduled kerbside collection of waste, recycling and green waste was carried out throughout the Shire. 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



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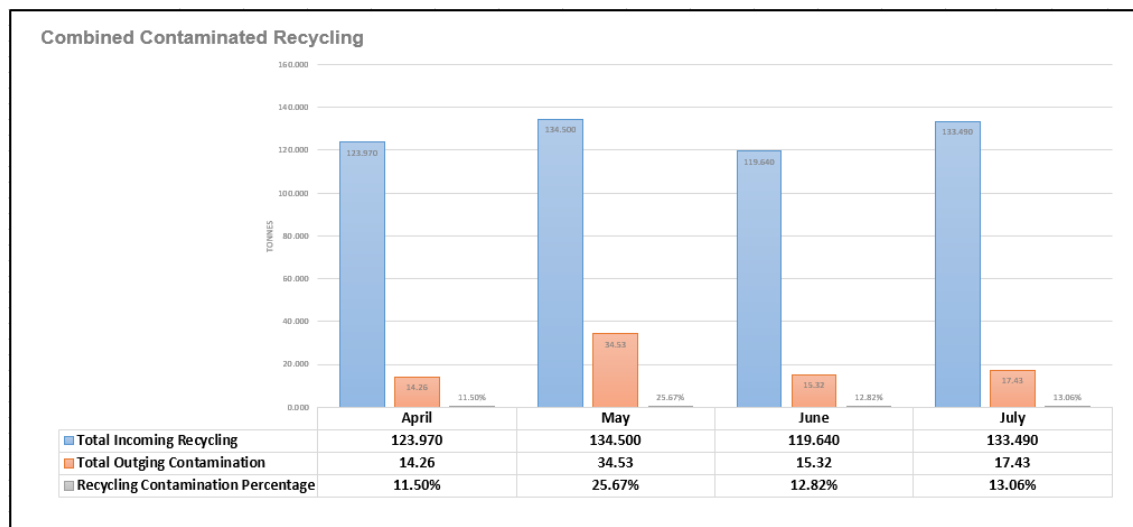
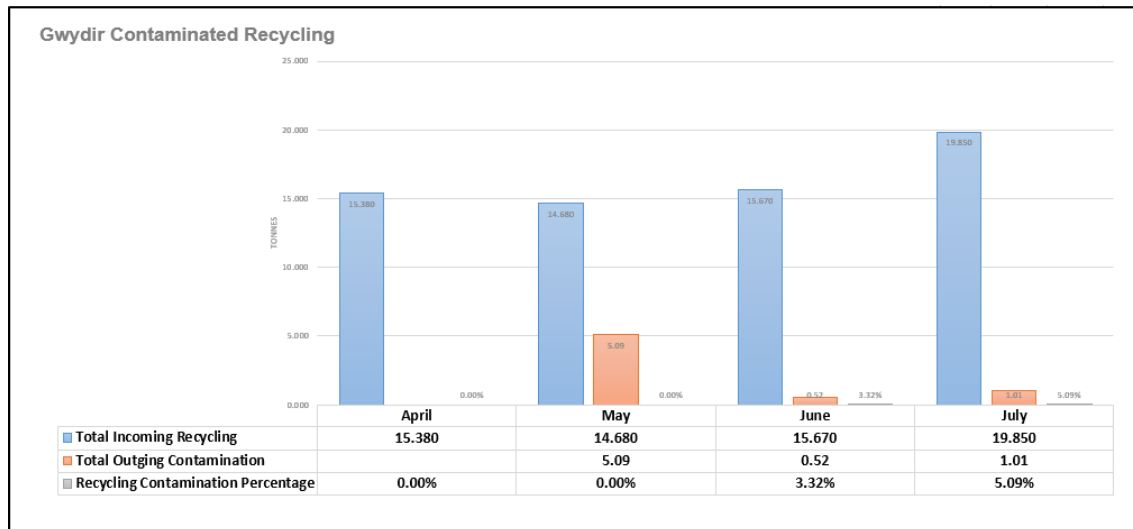
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CONTAMINATION REPORTING

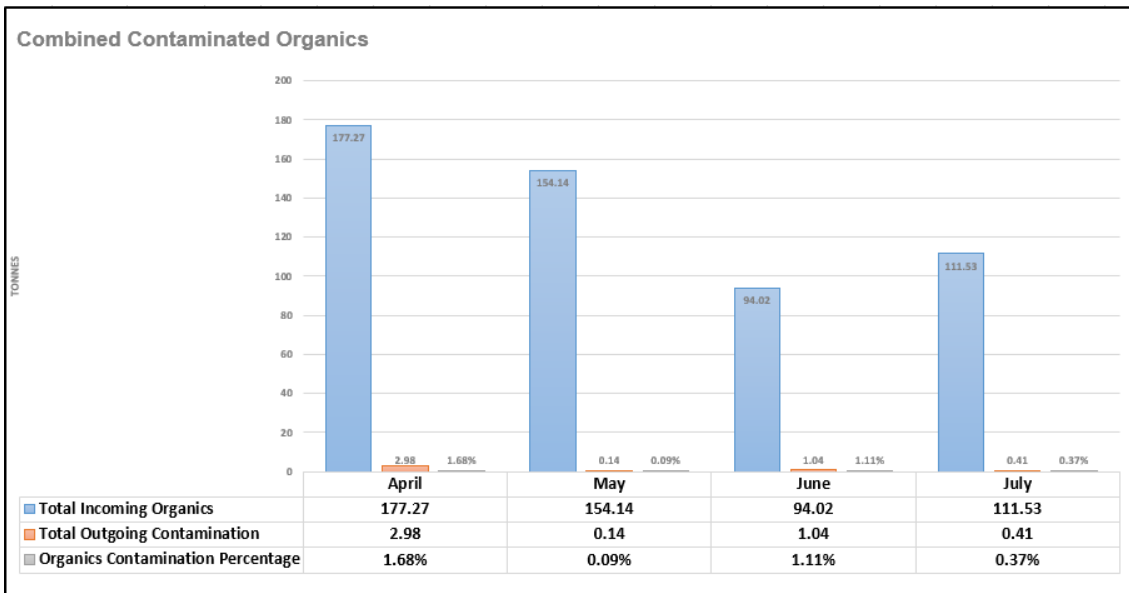
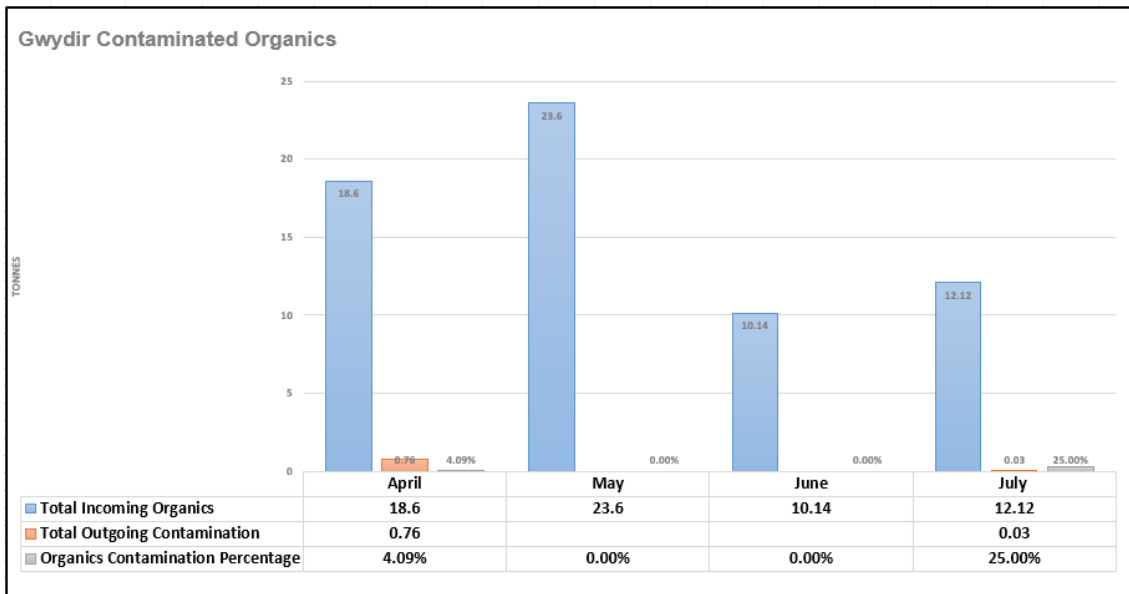
Cleanaway has refined the collection of their contamination data and now reports on contamination rates for each Council area (Moree, Narrabri and Gwydir). This gives an accurate reflection of the contamination rate for waste generated within the Gwydir Shire area, rather than the previously reported 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 for the month of June compared to the previous three months.

Recycling Contamination



Organics Contamination



Comment from Cleanaway

Both Organic & Recycling Contamination rates are holding steady across all shires. Cleanaway will continue working on the Contamination Flow Chart. MPSC are holding the Monash Uni Study over the next 12 weeks and we are hoping this will have a positive effect on the contamination rates in those identified areas. Suggest maybe some targeted Facebook Posts or Media by each Council to highlight to the residents what we are seeing coming through? Regular contaminates for Moree and Narrabri - Plastic Bags, Food Scraps, General Household Waste & Clothes. Narrabri has had an isolated contaminate in the Recycling of Renal (Dialysis) Material, this has been traced back over the past 2 months and we have identified the resident and working with the Renal Outreach to ensure this ceases.

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NOXIOUS WEEDS CONTROL

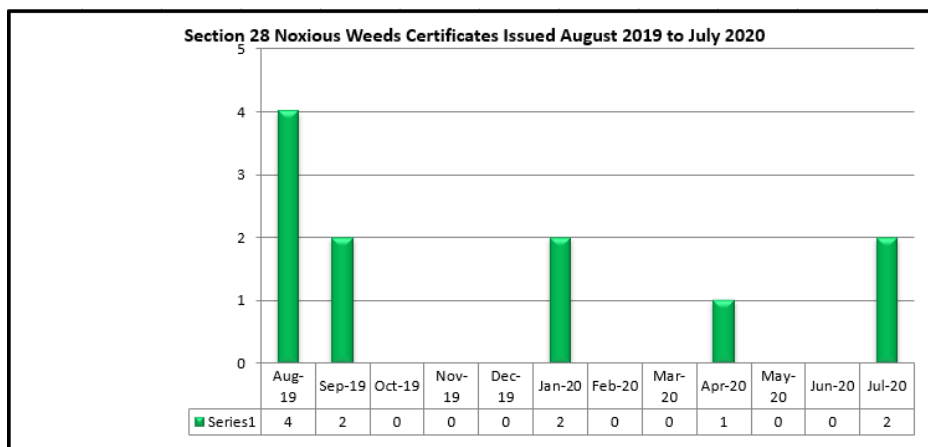
Property Inspection Program

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

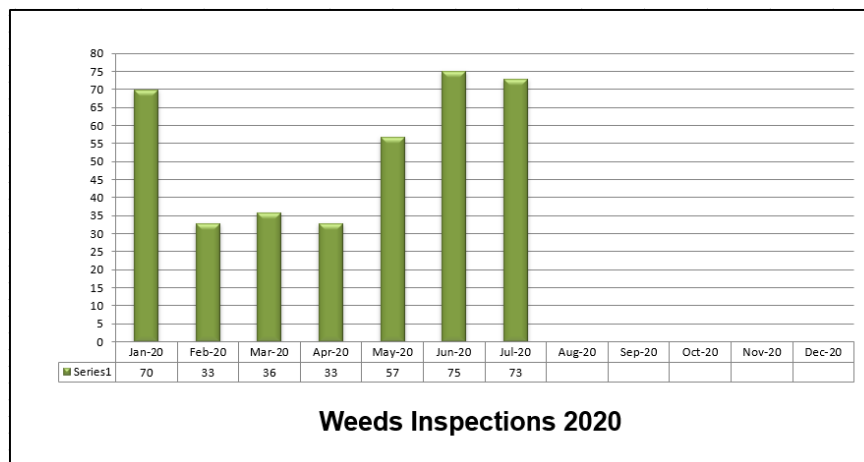
The graphs below show the noxious weeds certificates issued for the past 12 months:



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 July 2020

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Private Property	7	16562	-	Galvanised Burr, African Boxthorn, Rope Pear, Parthenium
Private Property – High Risk	35	34469.8	-	African Boxthorn, Green Cestrum, Rope Pear, Cats Claw Creeper, Parthenium
Private Property – High Risk Re-Inspection	2	3609.5	-	Parthenium Weed
Roadside	3	139.05	27.81	Parkinsonia
Roadside – High Risk Pathways	7	1480.8	296.16	Tree Pear, Harissa Cactus, Mimosa Bush, African Boxthorn
Waterways – High Risk	4	2749	-	Cats Claw Creeper, Green Cestrum, African Boxthorn, Rope Pear
NWLLS Reserves	4	92	-	African Boxthorn, Rope Pear, Parthenium
Other Council Lands	3	226	-	Patersons Curse, Green Cestrum, African Boxthorn, Willows, General Weeds
Truck Stops	6	60	-	Tree Pear, Mimosa Bush, African Boxthorn
Recreational Areas	1	40	-	None Found
Nurseries	1	1	-	None Found

Noxious Weeds Control Works for July 2020

Road/Property	Locality	Weed Code	Area Ha	Road km	High Risk Road	Council Road	Other
Crane Street	Warialda	mm	10				1
Gwydir Hwy	Warialda	pc	283.95	56.79		1	
Old Saleyards	Warialda	pc	3.5				1
Gravesend Recreation Ground	Gravesend	pc	8				1
Myall Creek Memorial	Myall Creek	general weeds	166				1
Bristol East Holding Paddock	North Star	p	6				1
Old Bora Rd	Bingara	mm	45.6	9.12		1	
Bingara River Common	Bingara	marshmallow	40				1

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PLANNING and DEVELOPMENT

The following Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications were approved during July 2020.

No.	Property Description	Development/ Work	\$	D/A	S96	CDC
17/2020	Shane Hancock Lot 267 DP 754819 13 Old Keera Road Bingara	Dwelling and detached garage with attached carport	\$400,000	✓	-	-
05/2020	R M Ready Lot A DP 377696 46 Keera Street Bingara	Awning addition to rear of existing dwelling	\$6,500	-	-	✓

The following Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications remain outstanding at the end of July 2020.

No	Property Description and Description of Work	Reason	D/A	S96	CDC
49/2016	Ceres Ag 'Gunyerwarildi' 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 Taroona Road Warialda - Quarry	Request for addition information by the assessing Planning Consultant independent of Council	✓	-	-
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	Awaiting referral response from Technical Service Unit	✓	-	-
11/2020	Marinai Pty Ltd 7114 North Star Road North Star - 30,000 tonne Quarry	Awaiting referral response from Technical Service Unit	✓	-	-
12/2020	M J Randall 284 Horton Road Cobbadah - 30,000 tonne Quarry	Awaiting referral response from Technical Service Unit	✓	-	-
15/2020	B L Rolfe 43 Gragin Road Warialda - Install a 40 ft Shipping Container	With Planning Consultant	✓	-	-

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16/2020	Allspec Pty Ltd Vashisht Family Pty Ltd 46 Geddes Street Warialda - Rebranding of Service Station and Installation of 6m high advertising sign	With Planning Consultant	✓	-	-
18/2020	J G Mack 709 Eden Forest Road Gravesend - 2 Lot Rural Subdivision	14 Day exhibition and neighbour notification	✓	-	-
19/2020	J Skelton and C A Wood 117 High Street Warialda - Garage	14 Day exhibition and neighbour notification	✓	-	-
20/2020	A T Osborne and K J Molyneux 34 Park Lane Bingara - Additions to existing sheds	14 Day exhibition and neighbour notification	✓	-	-
21/2020	G R Stewart and O Stewart 21 Keera Street Bingara - Garage and Garden Shed	14 Day exhibition and neighbour notification	✓	-	-
22/2020	P J O'Keefe 2274 Warialda Road Warialda - Dwelling additions	14 Day exhibition and neighbour notification	✓	-	-

There were no Development (D/A)/Complying Development (CDC) or Development Modification (s96) applications approved and not previously reported to Council for the July 2020.

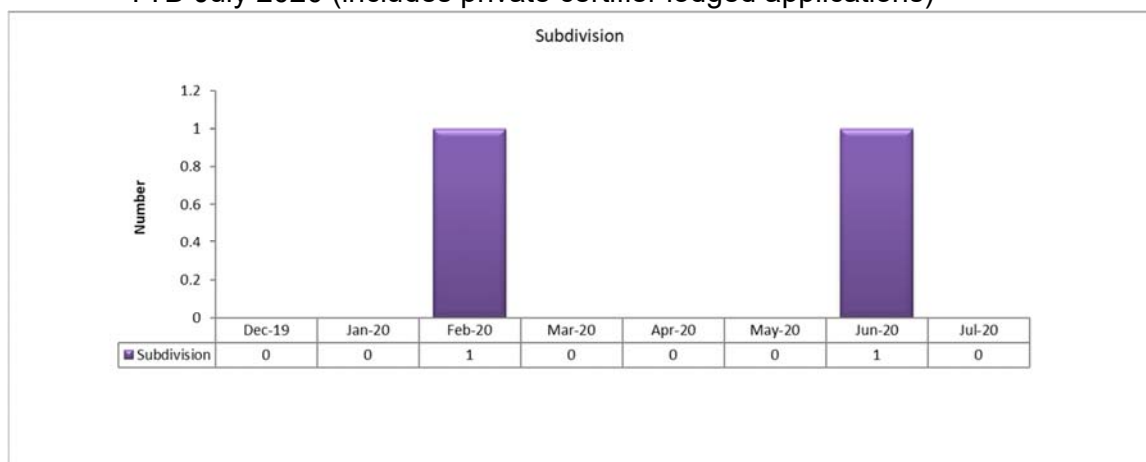
There were no Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications refused(R)/ withdrawn (W)/ Cancelled (C) during the month of July 2020.

There were no Complying Development (CDC) application/s approved by Private Certifiers and lodged with Council during the month of July 2020.

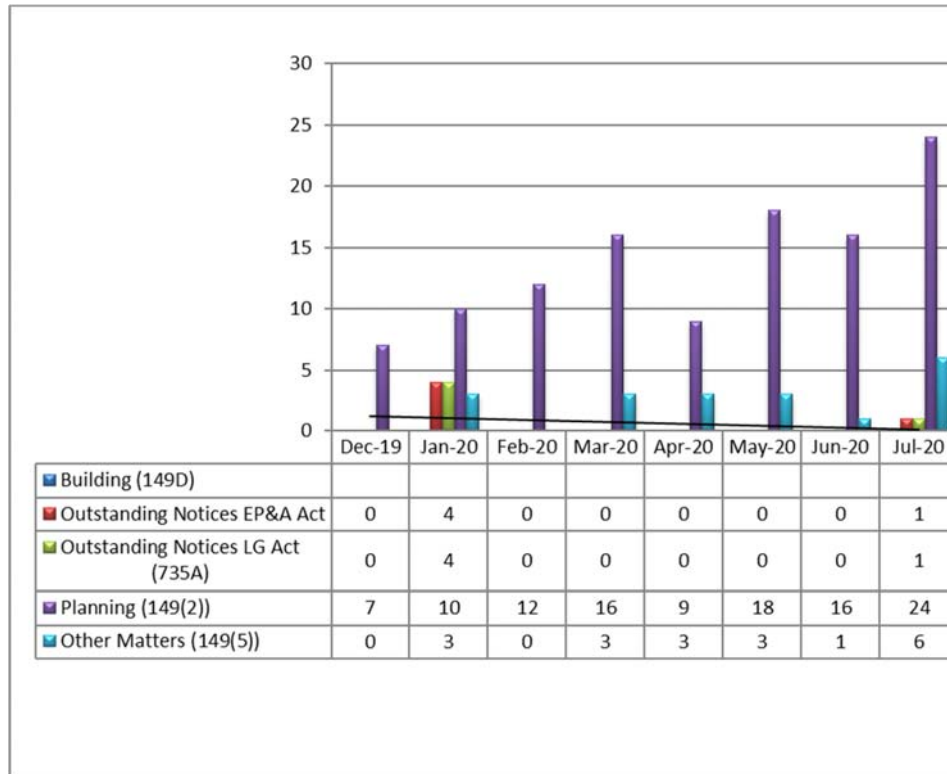
There were no Development (D/A) and Complying Development (CDC) applications determined where there has been a variation in standards under SEPP 1 or clause 4.6 of the Gwydir Local Environmental Plan 2013 during the month of July 2020.

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

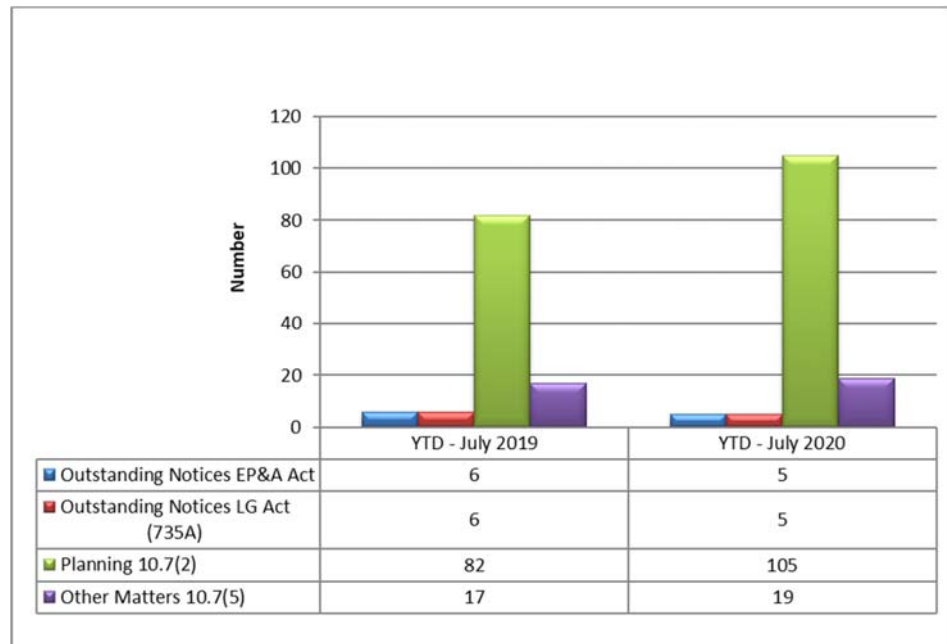
YTD July 2020 (includes private certifier lodged applications)



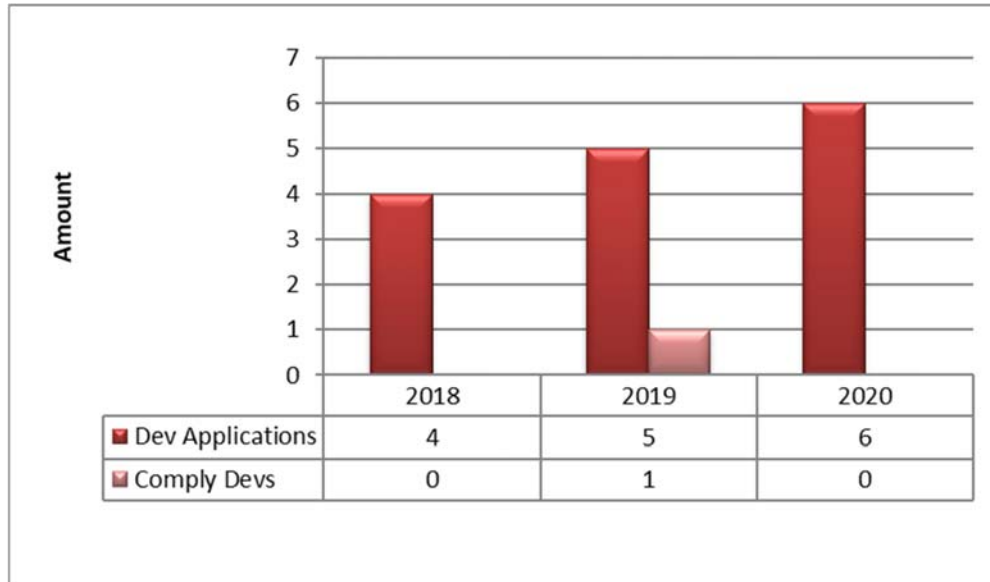
The following graph shows Conveyancing Certificates were issued during the month of July 2020 compared to the previous seven (7) months:



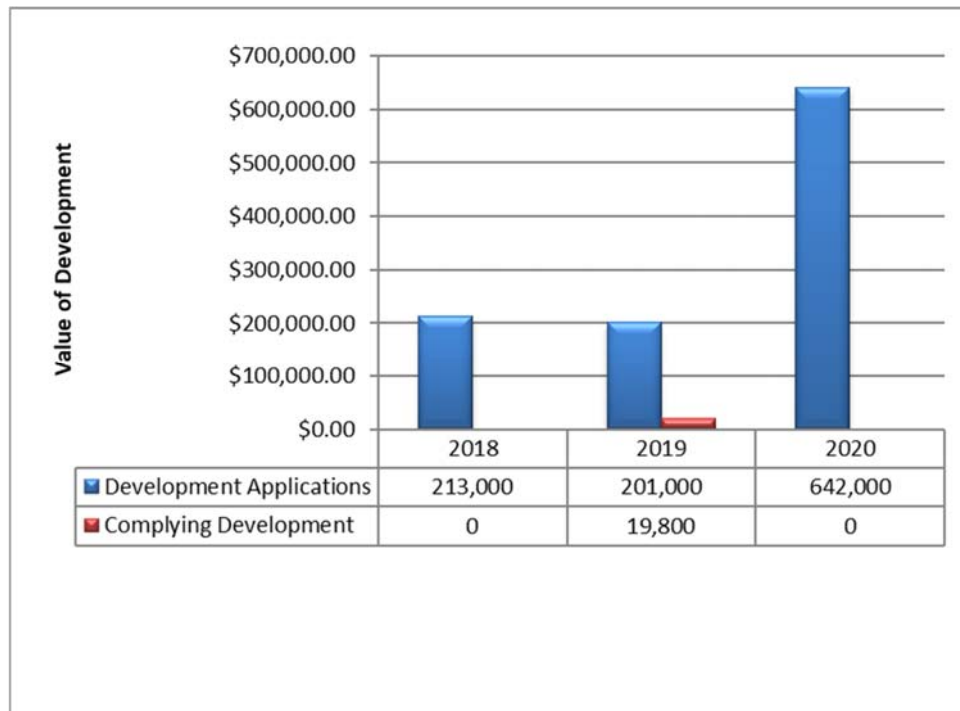
The following graph shows the number of Conveyancing Certificates issued up to and including the month of July 2020 compared with the same period in 2019:



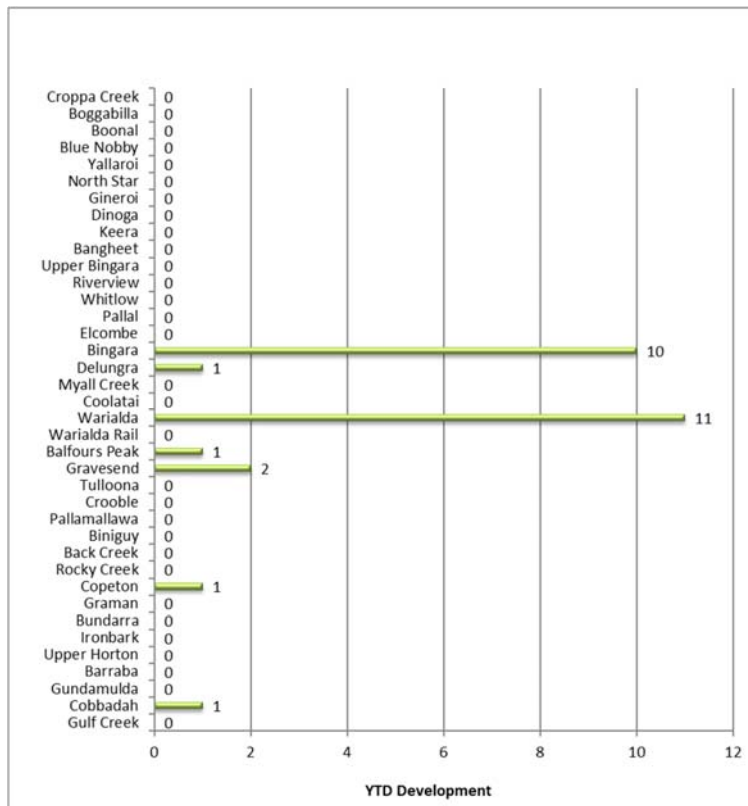
The table below shows a comparison between total applications lodged during the month of July 2020 compared to the same period in the previous two years (excluding private certifier lodged applications):



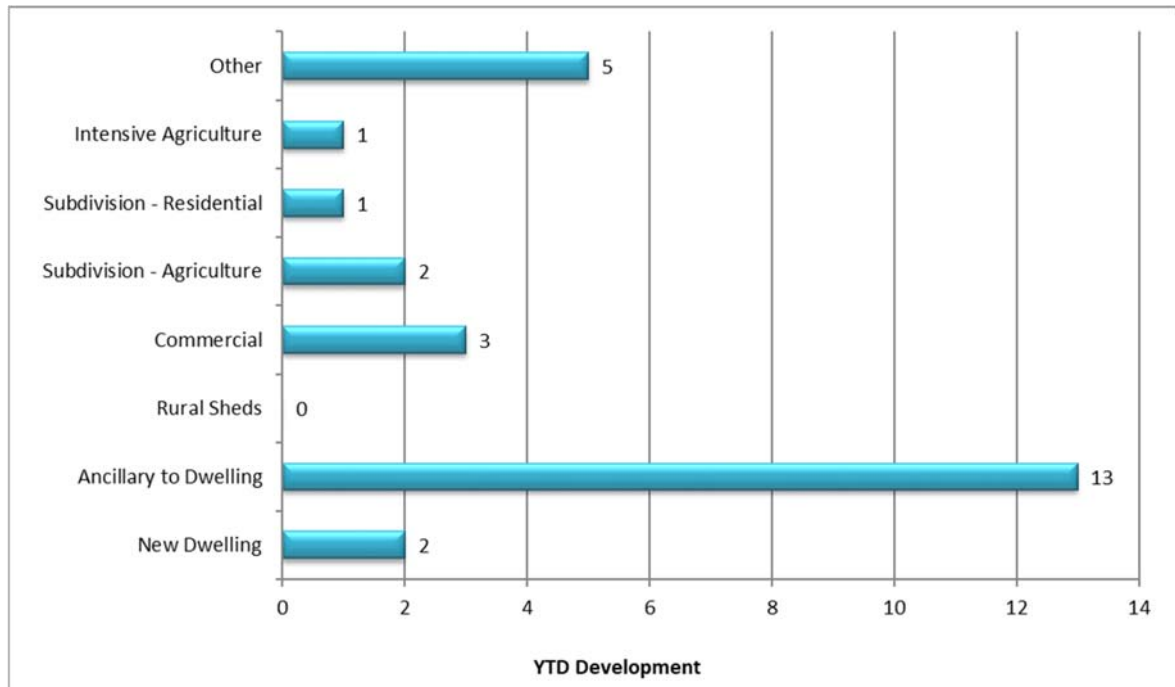
The table below shows a comparison between total value of applications lodged during the month of July 2020 compared to the same period in the previous two years (excluding private certifier lodged applications):



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



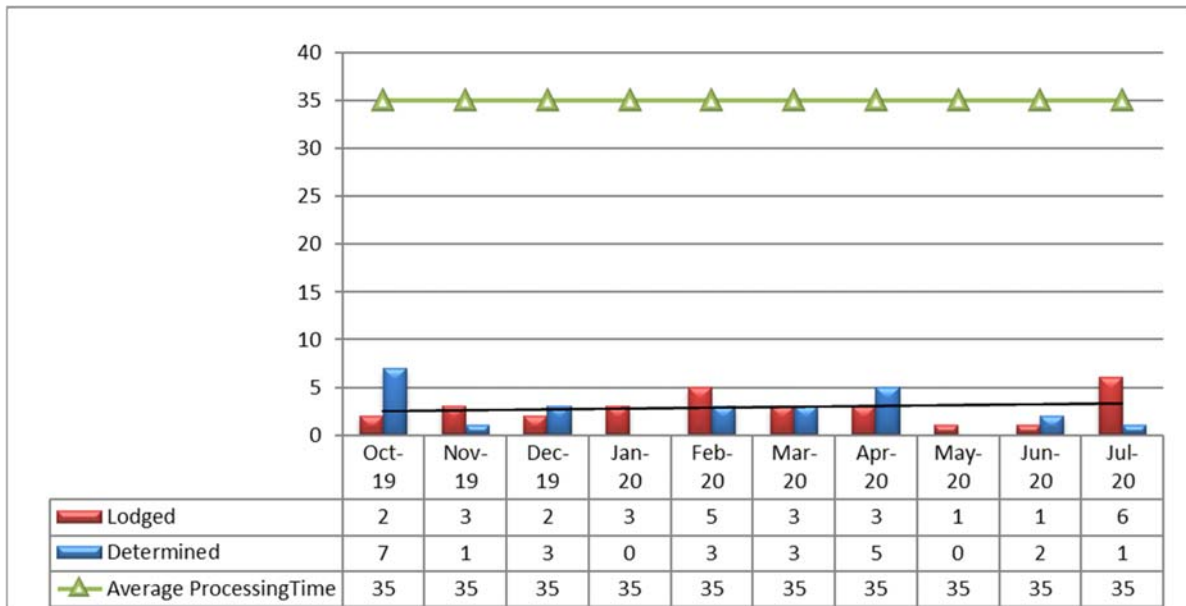
Development Applications received for the year by type – YTD July 2020 (includes private certifier lodged applications)



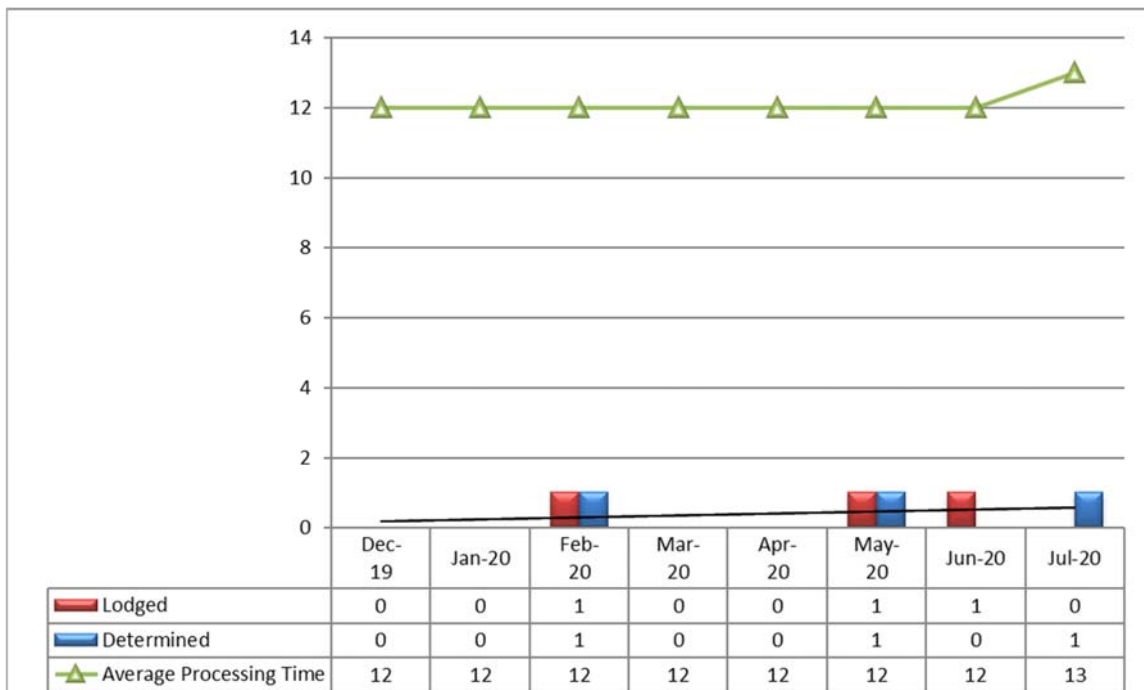
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Development Application Analysis – for the nine (9) months up to the end of July 2020 (excludes private certifier lodged and approved applications)



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



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GWYDIR LEARNING REGION

Heavy Vehicle Training

Six Final Competency Assessments (FCA’s) for heavy vehicle training were completed during July 2020: two medium rigid (MR), two heavy rigid (HR) and two heavy combination (HC) licences.

Additional training for Statement of Attainment certification courses were provided to an additional five individuals: three of these came under the Smart and Skilled program and two were privately funded. They were for two heavy rigid (HR) and three heavy combination (HC) vehicle training courses.

Learner car

During July there were two lessons in Warialda and one in Inverell. The GLR training car was also utilised by a young person in Warialda to undertake their “P” (provisional) licence assessment.

The learner car driving services also facilitate training and assessment of “older drivers” for required licence testing. Two clients used this service to renew their licences during July, one located at Inverell and the other at Warialda.

ACE Community College is currently looking at starting up driver training within the local area using Gwydir Shire Council’s car driver training services.



Another GLR driver training success story

TAFE - Automotive Vocational Preparation Certificate II

Face to face automotive classes continue for TAFE NSW. Students are in attendance for both new and continuing classes.

Warialda High School – regularly uses the Automotive Trade Training Centre to conduct engineering classes. These classes are currently being attended.

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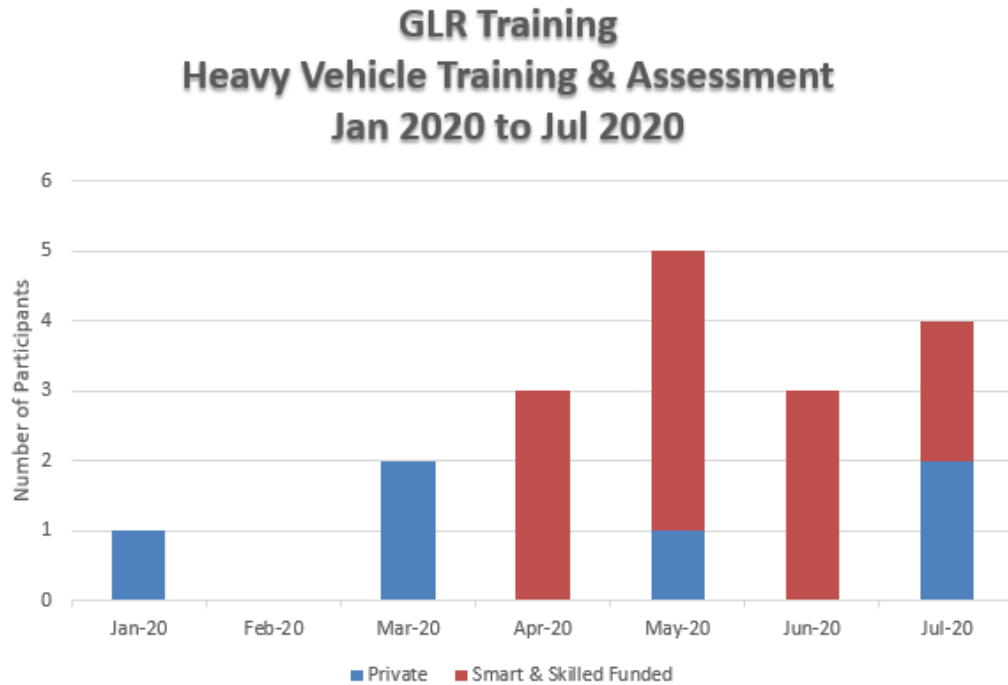
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Community College

The ATTC facilities have been utilised by Community College who now run “Smart and Skilled” funded welding classes one day a week.

Smart and Skilled

Students continue to be enrolled in heavy vehicle training with a steady stream of applications coming from local and regional communities. Truck driver training and assessment has continued throughout most of July.



Summary of Heavy Vehicle Training for 2020 – Note: this graph does not include Private FCA’s (Final Competency Assessments) conducted for Craig McDonald.

THE LIVING CLASSROOM

Use of The Living Classroom during July

The COVID19 restrictions are slowly being lifted and visitors are returning to The Living Classroom.

During July, GSC and Vision 2020 conducted a review of Sound Trails and the digital technology system for tourism and promotion at TLC. The presenter was Hamish Sewell with six in attendance.

Jennifer Ingall and her associate from ABC NENW radio paid a visit to TLC to check on the introduced koalas and the other projects underway there.

A Local Stock and Station agent hosted an information evening at TLC with 20 attending.

The pad for the Interpretive Centre at TLC has been laid down.

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Building the pad for the Interpretive Centre at TLC

The availability of the excavator at TLC presented an opportunity to commence work on the Spiral Hill and Hollow project. This will be a turfed playground area proving a performance area and a sample of spirals, Fibonacci numbers and the 'golden ratio' in nature.



Working on the spiral hill and hollow project at TLC

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The pad for the Cattle Club's livestock barn, a project in conjunction with Bingara Central School has been commenced.

An opportunity was taken during the laying of the Interpretive Centre pad and the Cattle Club barn to re-sheet the entrance road into TLC with the white 'Cranky Rock' gravel.

The first order of live plants for TLC and the Bingara Pool precinct has arrived. They will be re-potted and grown out in TLC Nursery ready for spring/summer planting.

The horticultural assistant employed under the drought relief program will continue at TLC until the end of the calendar year.

Other GLR matters:

The changeover date for the existing CEO of the Gwydir Learning Region Training will take place effective from 1 August. The expanded role within GSC has required the CEO position to become a five day per week position and will operate from the Warialda office.

OFFICER RECOMMENDATION

THAT the monthly Executive report for July 2020 be received

ATTACHMENTS

There are no attachments for this report.

**COUNCIL RESOLUTION:
MINUTE 198/20**

**THAT the monthly Executive report for July 2020 be received.
(Moved Cr Young, seconded Cr Galvin)**

Item 3 Monthly Organisation and Community Services Report for July 2020

FILE REFERENCE 20/16731

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 Closed monthly Organisation and Community Development report details the confidential activities carried out by the Department during July 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.

COMMENT

WHS Report for July 2020

WHS Performance

No incidents were recorded in July.

There are two Workers Compensation claims which have carried over in to the new financial year, one currently unfit for work and the second one on full time suitable duties.

WHS data and Actions Outstanding are shown in Attachment 1.

Risk

The Crisis Management Team is monitoring the COVID-19 situation and is responding to the pandemic as required.

JULY 2020		
Organisational Lead and Lag Indicator Snapshot		
Lead Indicators	Current Month	Total (from 1 July 2020)
Number of Hazards Reported	0	0
Number of Near Misses Reported	0	0
Number of Workplace Verifications	1	1

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Number of Tool Box / Safety Meetings / Training	23	23
TOTAL	0	0
Lag Indicators	Current Month	Total (from 1 July 2020)
Number of Incidents	0	0
Number of First Aid Treatments (FAT)	0	0
Number of Medical Treatment Injuries (MTI)	0	0
Number of Lost Time Injuries (LTI)	0	0
Working Days Lost Due to Injuries	0	35
Working Days Restricted Duties	0	0
Number of Employees	198	198
Total Hours Worked	21560	21560
Lost Time Injury Frequency Rate (LTIFR)	0	0
Total Recordable Injury Frequency Rate (TRIFR)	0	0

AGED CARE SERVICES

Naroo Aged Care Facility, Warialda

COVID-19 restrictions

To comply with COVID-19 restrictions, Naroo has strict visitor restrictions in place along with implementation of a strict Infection Control Policy and Outbreak Management Plan. A designated Infection Control Officer has been appointed and all staff have completed the Infection Control Course.

Staff are required to self- isolate upon return from travel to hot spots including many suburbs in Sydney.

The Naroo Manager:

- links into the Primary Health ACE (Aged Care Emergency Service) Emergency meetings weekly
- accesses up to date reports from the Federal Department of Health (CDNA Guidelines Communicable Diseases Network Australia)
- links in with Public Health Unit weekly
- has strict measures in place for staff and contractors
- has implemented restrictions for visitors (list of restrictions available)
- has COVID-19 Plans and Risk Assessment in place

Training

Naroo staff undertook training in the following courses during July:

- Hand Hygiene
- Medication Administration
- Pain Management – Pharmacological Interventions

Naroo Kitchen Renovation

Practical completion for the project will be 31st July. A final inspection with the builder and a representative from the suppliers of the equipment has been scheduled. Pending a positive outcome from the inspection, the kitchen staff should transition across to the new kitchen by mid-August.

Naroo Kitchen Staff have undertaken training conducted by the Chef from Rational, the suppliers of the new Combi Oven.

Naroo staff are impressed with the new kitchen.



Naroo staff in the new kitchen: Paula Faint, Kate McManus, Sharna Aitken, Jess McDougall, Lara Mitchell and Sharon Baker





Images of the renovated kitchen at Naroo

Naroo lounge room renovation

New furniture for the lounge room at Naroo has been purchased with funding provided by the Naroo Advisory Committee. This furniture has been a welcome addition to the lounge and dining rooms providing a modern look an adding to resident comfort. The committee's commitment has been incredible and efforts in fundraising have resulted in modern comfy furnishings and flooring for the residents of Naroo.

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New furniture adds a bright look to Naroo

Activities

Naroo residents are enjoying pampering foot spas provided by Naroo's Diversion Therapist.

While NAIDOC week has officially been postponed to November, Naroo residents celebrated on the originally scheduled week by undertaking arts and crafts to display.



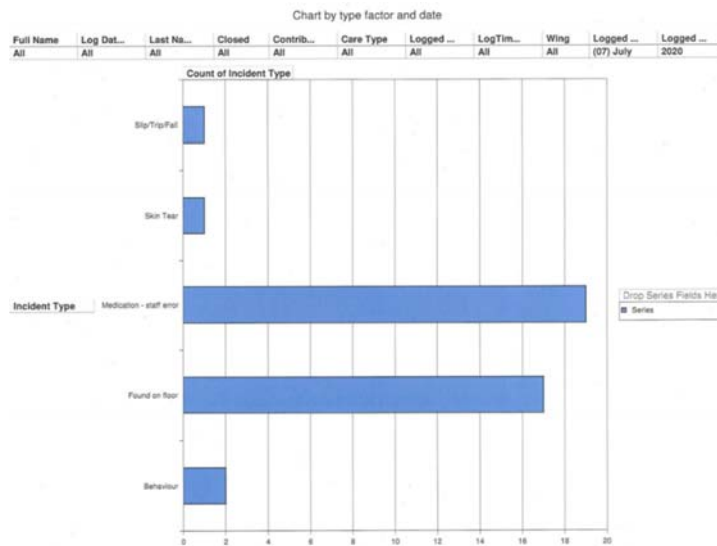
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Craft efforts of Naroo Residents for NAIDOC week

Naroo's Quality Report for July



Summarising issues in Quality Report

There were 2 behaviour incidents, 17 'Resident found on floor', 19 medication errors (staff), 1 skin tear and 1 slip/trip/fall during the month of July

Naroo Budget

ACFI Monthly Revenue: Please note these figures change sometimes due to advance payments:

Month	\$ Amount	Additional Information
2019 October	142 072	
2019 November	155 736	
2019 December	148 762	
2020 January	186 177	
2020 January	180 848	

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2020 February	151 733	
2020 April	141 873	3 new residents were assessed with back pay to be included in May payment
2020 May	221 565	
2020 June	229 097	Still awaiting COVID 19 payment and grant for staff retention payments
2020 July	180 367	

The Naroo Bond report for July 2020 is Attachment 2.

Gwydir Shire Commonwealth Home Support Program (CHSP) Summary

	BINGARA		DELUNGRA		WARIALDA	
	June	July	June	July	June	July
DAY CENTRE						
Total active clients	15	20	22	23	97	97
Clients receiving service	10	11	0	11	10	51
Total meals	23	31	0	124	0	145
Hrs clients receive in Centre	75	93	0	138		337
SOCIAL SUPPORT						
No of clients	30	42	0	10	10	37
Individual hrs	160	334	0	5	67	14
Group hrs	48	93	0	133	0	282
Total hours received	208	427	0	138	67	50
FOOD SERVICE (Meals on Wheels)						
Clients	10	11	0	0	4	5
Meals	278	218	0	0	74	105
TRANSPORT						
Number of clients	32	34	0	4	4	19
Number of trips	148	192	0	20	20	70
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	4	10	0	1	0	8
Number of trips (per month)	1	2	0	4	0	4
VOLUNTEERS						
No of volunteers/ mth	9	11	0	1	5	6
Monthly volunteer hours	165	443	0	20	67	306
ACCOMMODATION UNITS FOR AGED						
Occupancy	n/a	n/a	0	0	13/13	13/13

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CHSP Rooms in Bingara, Warialda and Delungra

Tuesday’s morning teas have returned at the Bingara CHSP rooms with social distancing and hygiene rules in place. Clients are enjoying the social activity and interaction with others.

It is planned to have an activities afternoon one afternoon a week if attendance warrants.

The fortnightly bus to Inverell has resumed with numbers limited due to the current COVID restrictions.

Bingara has approximately 12 meals on wheels clients daily and has recruited some younger volunteer drivers as the over 70 year old volunteers are not able to deliver meals due to COVID restrictions.

The out of town transport remains steady as the COVID restrictions have not impacted this service, with specialist appointments still occurring.

All regular meetings have been conducted via ZOOM and it seems this will continue for the foreseeable future.

Warialda/Delungra Day Centres are back in operation with social distancing, PPE and screening checklist in place; clients are enjoying the ‘almost’ return to normal. Transport usage from Warialda has been average during July.

Most of the Meals on Wheels volunteers are back; the Warialda CHSP coordinator is delivering meals five to six days a month giving her the opportunity to keep in touch with clients.

ECONOMIC DEVELOPMENT, MARKETING and MEDIA

Council’s Economic Development Officer will commence maternity leave in August. A temporary Economic Development officer replacement has been appointed and commenced on 16 July.

An internal appointment of a Media and Communications Officer will cover the existing Marketing and Communications Manager role while on maternity leave. The new appointment commenced in mid-July.

Marketing

With the appointment of a Media and Communications Officer, Council now has significantly enhanced Marketing and Communications capacity. The Marketing and Economic Development Manager and Media and Communications Officer are working together to create collaborative workplans to ensure the priorities identified by the Deputy General Manager are addressed strategically and effectively. While capacity has been enhanced, it is unclear at this point whether the (apparent) outputs required to deliver the priorities, actions and tasks align with capacity.

Review Vision, Values, Mission	Stakeholder engagement research. Create community ownership of values by including input about them in the new Community Strategic Plan process.
External Communication	Build on the Gwydir Shire brand, grow and enhance

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	stakeholder engagement by executing an integrated, values-based communication plan.
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Draft workplans address the priorities outlined above as well as the responsibilities included in position descriptions and allocated actions from the 20/21 Operational Plan.

To date the following actions have been undertaken:

- Review and (draft) update of the Communications Plan. This will be a living document over the coming months as further detail and shape are applied.
- The commencement of internal and external stakeholder engagement surveys to gather accurate internal and external pictures of the organisation. This process will form a good foundation on which to build the Community Strategic Plan process.
- Continued development of the new Gwydir Council Website and ongoing social media activities.

Website Development is progressing. The new site will provide capacity for the various Council Department heads to update content and upload relevant files. These updates will be reviewed and finalised by the Media and Communications Officer before going live. With new personnel in both the Marketing and Economic Development Manager role and Media and Communications Officer Role a review of the status, time frames and direction of the website scheduled in August will be reported in September.

Economic Development

As is the case for Marketing, Economic Development plans and aspirations ought to be anchored in a well understood and integrated set of stated values. In this way Marketing and Economic Development fit hand in glove. The greatest challenge is the chicken and egg scenario, relating to business and/or population growth and how to target both rather than one or the other.

Prioritise Economic Development.	Build on the outcomes of the stake holder engagement surveys and Community Strategic Plan process to identify and integrate community values to attract like-minded residents, businesses and developments by effectively marketing ourselves to Governments, Capital Cities and Regional Cities and Towns.
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Existing plans will be reviewed to determine currency and relevance. In addition, similar LGAs’ strategic approaches will be researched along with working with internal and external stakeholders to build a picture of what “success” may look like for Gwydir Shire.

Visitor Information Centres/ Roxy Theatre COVID-19 Closures

As of 4 July the Gwydir Shire Visitor Information Centres recommenced regular hours, subject to the evolving COVID-19 situation.

The Roxy is likely to remain closed to large events for the remainder of the year due to the volatile nature of COVID-19 requirements and the long lead

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time that such events require. However, the venue continues to provide capacity to meet social distancing requirements for several Council meeting requirements.

The Roxy Café remains without a lessee. Staff are working on an intervention plan to see the venue utilised during the current COVID-19 environment and beyond. Contacts generated by the recent online advertising campaign have not produced results.

Services NSW

Council's Services NSW agencies remain open, with the COVID-19 situation monitored to ensure the safety of staff.

Events

Christmas Carnivals in Warialda and Bingara are being planned, subject to COVID-19. The Bingara Special Events Committee will review their decision in October. Warialda stakeholders will be consulted regarding the Warialda Christmas Carnival at that time also.

THE ROXY COMPLEX

Theatre

Date	Purpose	Numbers
3 July	North Bingara sewer extension display	
3 July	Dance classes	Approx 20
23 July	Dance classes	Approx 20
26 July	NWTC Film Club	Approx. 30

Roxy Conference Room

Date	Purpose	Numbers
7 July	Namoi JO Meeting	Approx 20
09 July	Council Committee Meeting	14
16 July	Council Management Meeting	13
23 July	Council Meeting	14

Roxy Meeting Room

Date	Purpose	Numbers
No Bookings for July		

Roxy Trade Training Kitchen

Date	Purpose	Numbers
No Bookings for July		

VISITOR INFORMATION CENTRES

Bingara Visitor Information Centre

Jun 2020	July 2020
Opening hrs = 143	Opening hrs = 182
Volunteering hrs = 0	Volunteering hrs = 32.5

Warialda Visitor Information Centre (June report unavailable)

June 2020	July 2020
Opening hrs = n/a	Opening hrs = 172.5
Volunteering hrs = n/a	Volunteering hrs = 22

Income – Bingara VIC	\$ Jun	\$ July
Products on consignment	11.00	102.00
Merchandise	934.50	1,524.36
Subtotal	\$945.50	\$1,626.36
Less payments to consignees	7.70	71.40
Monthly Income Bingara VIC	\$937.80	\$1,552.96
Roxy Tour Income	320.00	605.00
Total Monthly Income Bingara VIC	\$1,257.80	\$2,157.96

Visitors at Bingara VIC	Jun	July
	424	713

Income – Warialda VIC	\$ Jun	\$ July
Caravan Park	n/a	0
Centre hire	n/a	0
Merchandise sales	n/a	2,761.58
Goods on consignment sales	n/a	0
Subtotal	0	\$2,761.58
Less Caravan Park money banked	0	0
Total Monthly Income	0	\$2,761.58

Cranky Rock Sites	Jun	Jul
Powered sites	n/a	113
Unpowered sites	n/a	46
Total	n/a	159

Visitors at Warialda VIC	Jun	Jul

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Visitors	n/a	300
RMS clients	n/a	247
Cafe	n/a	252
Total Warialda VIC	n/a	799

SOCIAL SERVICES – July 2020

Bingara Neighbourhood Centre

Funding body – Family and Community Services

Bingara Neighbourhood Centre, in partnership with Bingara CWA and Ozharvest, has been distributing fresh fruit and vegetables as well as some grocery items to those in need in from the Bingara Court House. The Ozharvest truck has been coming on a fortnightly basis and distributing one bag of groceries to those who attend. Approximately 100 bags of food were distributed at the last event. Residents are asked to register on line for the groceries and all social distancing and contact tracing rules have applied.

Centrelink

Centrelink is back to normal operations, maintaining the social distancing guidelines, with just one person permitted in the office at a time and with extra precautions in place.

Youth Service

Funding body – Family and Community Services

Youth Council

The youth council held its first meeting since the COVID-19 shutdown during July – the meeting was held via Zoom which seemed to work well. The main focus of the meeting was to work out an alternate event that can be held with the current restrictions. The new event that has been planned is for an online trivia night which will be conducted via Zoom. November is the proposed date for the event, and if restrictions are lifted the event will become a gathering instead. This event was chosen as it allows flexibility to adapt from online to in-person.

Due to a number of members commencing exams in August the next meeting is scheduled for early September.

Youth Mentoring Program

Month	Number of participants
May	4
June	4
July	4

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

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Bingara Toy Library

Funding body – Early Childhood Education and Care Directorate NSW

Department of Education and Communities

Particulars	MAY 2020	JUNE 2020	JULY 2020
Total daily attendance count for children who utilised the service for the month	Closed due to COVID-19	29	97
Full borrowing memberships New/renew	Memberships frozen until re-open	Memberships frozen until Term 3; every family to join from then.	Membership which were current at time of lockdown were all extended for 2.5 months.
Non borrowing memberships New/renew		0	0
Casual borrowing memberships. New/renew		1	0
Commemorative Birth Certificate – voucher memberships		5	0
Toys returned		0	2
Toys borrowed		6	0
Children & Groups using toys		1	0
MONDAY play session		7	24
TUESDAY play session		12	23
WEDNESDAY play sessions		5	10
THURSDAY play sessions		5	17

Sessions at the Bingara Toy Library changed to what is now the new normal during July. The first two weeks were the winter school holidays.

With the new air conditioning up and running the main toy room was rearranged to suit the COVID-19 spacing regulations and toys were limited each day for play. Toys, surfaces, and resources are to be washed, sanitised and/ or removed from circulation for 72 hours.

As of Monday 20 July, all families are required after their first visit to be a minimum of a non-borrowing member. Play sessions are now available

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Monday through to Thursday from 10am -12.pm.

Guest speakers were booked for Bubz Biz sessions for the next few months and the Outreach service was contacted to see if they were able to resume visiting the shire again.

Bookings are still essential or at least a phone call before arriving to see if there is room for the family.

Families were very pleased to be in the main toy room again and absolutely loved the new heating.

The first outing since lockdown happened on 22 July, when staff and families visited the Community Library for an interactive morning session. Activities included learning about the new library and what it has to offer, morning tea, watching a short movie on the big screen, saw the clip from ABC Landline on the orange picking, learned about the new Bingara pool and how it is going to look, craft and reading books.

Kool Skool Kids program has resumed and gained a new family. The children have been enjoying their heating in the front room.

The postponed birth certificate ceremony from March is now planned for August over two days to meet the COVID-19 spacing regulations.

Supported Playgroup Development Worker

Funding body – Family and Community Services

Warialda Toy Library	May	June	July
Total daily attendance count for children, (no. of children having utilised the service calculating each day over the month)	Closed due to COVID-19	43	98
Full borrowing members (new)		0	0
Non borrowing members (new and/or renew)		2	0
Casual borrowing members (new or renew)		0	0
Commemorative Birth Certificate applications received		0	4
Toys returned		0	0
Toys borrowed		0	0
Groups using the service (FDC carers, Church and Pharmacy)		0	4
Monday group activity morning		4	23
Tuesday group activity morning		15	20
Thursday group activity morning		12	27
Friday group activity morning		8	28

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As NSW COVID-19 restrictions eased during July, the Warialda Toy Library was able to continue to facilitate sessions and welcome back families in greater numbers than the previous month.

From 20 July, a total of 20 people including staff, were able to join the play sessions. Attendance numbers however, are noted as being still affected by the threat associated with COVID-19, with some families indicating that they are still hesitant to return.

As the toy library attempts to return to normal sessions, play sessions worked towards incorporating music and movement, literacy and craft, dramatic play and science exploitation activities. Cooking and some sensory play experiences are still on hold to maintain hygiene practises and reduce shared contamination of ingredients.

August 2020 will welcome the return of a full calendar being catered for and it is hoped that Warialda Toy Library will again resume hosting special guest speakers in the very near future.



Having fun at the Warialda Toy Library

Bingara Preschool

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

Days	January
Tuesday	24
Wednesday	22
Thursday	26
Friday	19

COVID -19 Update: All procedures are still in place to increase infection control. Procedures are as following:

- Social distancing between adults
- Limiting time at drop off and pick up
- Extra cleaning at the Service
- Sanitising all hands upon arrival and departure
- Frequent hand washing
- COVID-19 declaration for families and visitors on arrival.

Orange Picking: On Friday 3 July, Bingara Preschool participated in the Annual Orange Picking Ceremony. The children enjoyed picking the fresh oranges from the tree. Due to COVID-19, family members were invited to meet the Preschool children down at the event (instead of walking down with the children as in previous years).



Bingara preschool students enjoyed the orange picking

Compliance Visit: Friday 3 July, Bingara Preschool had a Compliance Visit from the Department of Education. The department came to view mandatory documentation including: staff files, staff training plans, accident forms and programming information. The department was satisfied that the Preschool had implemented satisfactory precautions to deal with the COVID-19 restrictions. The department was satisfied that all documentation viewed was current and up to date.

Training: Educators at Bingara Preschool attended 'Strategies on Inclusive Practices' training on Wednesday 8 July. PedaL training facilitated the training and offered many techniques and tools for helping to deliver an inclusive based curriculum at the service.

Transition to School: The Department of Education still has a 'no visitor' policy at schools in NSW. Bingara Central School's Kindergarten teacher will continue to visit Bingara Preschool each Friday at 10am to facilitate the transition program. This is for the benefit of the children who are commencing formal schooling in 2021.

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Chairman

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	1	7	2	8
Tuesday	North Star	2	12	3	14
Wednesday	Yallaroi	1	4	1	5
Thursday	North Star	2	9	3	11
Thursday	Gravesend	2	13	5	15
Friday	Gravesend	2	12	5	14
Friday	Crooble	1	6	2	7

July has been a short month for Tharawonga with school holidays in the early part of July and programs resuming on 20 July.

Staff changes have seen the introduction of a new casual staff member who spent Monday 20 July with the team through a staff development day. During this day the team planned for the term ahead and caught up on observations and completed training in Manual Handling tasks. Currently, the team is undertaking a trial of each person having a teaching day where they are responsible for the daily program, setting up the room, signing children in/out manually as well as digitally, observations on children and being the responsible person. Each day will be critically reflected upon towards continually improving this system. The idea is to share the workload among all staff.

Crooble: Two children have left the service at Crooble but a new child has started. Last week children allowed their bodies to be traced onto butcher’s paper and then painted themselves in bright colours. These were hung on the wall but will become a keepsake to compare themselves to in the future to show how much they have grown.

Yetman: Yetman has continued with the gardening program with great success due to the teachers watering the plants in the hot house throughout the holidays. The transition program is well underway with children who will attend school increasing their skills of independent living and learning to manipulate fine objects such as pencils and needles for sewing.

North Star: Two children will leave the service at the end of July with their last attendance being 28 July. Wall projects have become popular with the children who have been decorating the teacher’s drawings of book characters. Every wall is now showing a book character.

The water leak at the hall has been fixed and grass is gradually returning to the grounds.

Gravesend: Teaching days have been allocated to both regular staff with an Inclusion Support Staff member assisting with ratios so that staff can have programming time and remove themselves from the building for lunch breaks, which was previously impossible with only two staff members.

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Chairman

A sustainable arts program is underway and children are approaching tasks with enthusiasm. The transitioning children are spending time outdoors under cover while the younger children rest. This is working well. A meeting has been arranged with Gravesend school teachers to discuss expectations of children who will be attending Gravesend School next year.

GOVERNANCE

Declarations of Interest

Declarations of Interest	Pecuniary – significant	Pecuniary – less than significant	Non-Pecuniary – significant	Non-Pecuniary – less than significant
July Ordinary	0	0	0	0
July Committee	0	1	0	0

*Cr Young declared a pecuniary interest in the Touriandi Matter (Item 2 in the Confidential Agenda) as a Touriandi Board Member.

Councillor Disclosure Forms

The annual Electoral Expenditure Disclosure forms for Gwydir Shire Councillors were submitted by the due date 31 July 2020.

The half yearly Disclosure for Gwydir Elected members for the period January to June 2020 forms were submitted by the due date 31 July 2020.

Customer Service Requests (CRM)

2019/20 CRM details for 2019-2020 year

Department	Outstanding as at 1 July 2020	Completed during July	Outstanding as at 1 Aug 2020
Tech Services	25	15	10
Env /Sustainability	19	16	3
Town Utilities/P&G	15	9	6
Bldg Services	4	2	2

CRM details for July 2020

Department	Received during July 2020	Completed during July	Outstanding as at 1 Aug 2020
Tech Services	19	18	1
Env /Sustainability	19	16	3

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Town Utilities/P&G	20	14	6
Bldg Services	10	8	2

COMMUNITY ASSETS

Caravan Parks

Council staff continue to enact its COVID-19 Safety Plan which was updated at the beginning of July.

Bingara Caravan Park

Due to COVID-19, the shower and laundry facilities are only available to those staying at the park.

A new Speed Queen washing machine was purchased and installed during July.

Beau Corp (pool) contractors continue to stay in the Caravan Park. This accommodation is offset against the contract.

Warialda Caravan Park

Council staff assisted a young family who self-quarantined at the park. They arrived on 28 July and stayed until 7 August. Assistance included organising delivery of groceries, use of indoor clothesline and liaising with the Warialda Medical Centre for the family members to have COVID-19 testing. The family paid for their accommodation in advance, fully cooperated with local police, were respectful to Council staff and returned home after crossing the Queensland Border on 7 August 2020.

New linen was purchased for the Warialda Caravan Park.

Swimming Pools

Bingara Pool

Construction project update:

- Council staff emailed Councillors on 24 July 2020 advising the progress of the project
- Splash Program Pool – concrete shell poured on 13 July
- 25 metre pool – concrete shell poured on 20 July
- water proofing and tiling commenced on 27 July. This installation will continue for approximately 5-6 weeks
- in accordance with the Big River Dreaming NSW Government Tourism Grant, an artist and zoologist were commissioned to create artworks and interpretive signage which will be displayed onsite. The finished artwork and interpretive signage will tell the story of animals which live on, near and above the Gwydir River. The commissioned artist value-added to her project by collaborating with Bingara’s school children and youth through workshops held at the Preschool, Library and Bingara Central School

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- Community consultation for the project continued during July including staff presentation at playgroup, liaising with swimming club members, pool lessee, swimming instructors and community members, and media releases and social media posts
- Council staff are finalising the Activities Centre design and plans. Building works are expected to commence late August 2020.



Drone view of the Bingara Pool progress

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Warialda Pool

The pool lessee continues to maintain the lawns and machinery in the off season.

Cranky Rock

On 29 July 2020, Cranky Rock Reserve was partially closed to allow for repair works to the lookout track and footbridge. Councillors, staff and the community were advised of the closure which is expected to last until the end of August 2020.



Myall Creek

Council staff attended the Myall Creek Committee Annual General Meeting on Saturday, 18 July. Council congratulates Elizabeth Kakoschke on her election to the Committee.

Libraries

Due to the recent restructure of Council, Carmen Southwell is the new manager of the Libraries as Community Assets Manager.

Council's Community Assets administration staff member has been trained in the basics of the library systems to provide back-up to casual staff as required.

During the month of July (particularly leading up to the Queensland border opening on 10 July) library staff were very busy assisting travellers to complete and print border passes.

Be Connected Tutorials for Seniors

	Participants for period
Bingara	5
Warialda	0
Total	5

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Chairman

Statistics

	Bingara	Warialda
Door count	1507	1040
PC usage	192	122
WIFI usage	168	128
New memberships	6	7
Loans	679	297
Programs	13	8
Adult program attendees	25	12
Children program attendees	175	22
Personal home delivery	14	8

Gwydir Libraries remain quieter than normal due to the COVID-19 health regulations and guidelines for public libraries. Consequently, there were limited attendees at group sessions, and face to face sessions remain in recess until August. Both libraries resumed normal opening hours from 1 July 2020.

Routines continue with every item returned being sanitised as outlined in the COVID-19 Safety Plan. Computers, tables and chairs continue to be sanitised after each use.

Both libraries are still scheduling specific hours each day for the older and vulnerable members of the communities.

‘Be Connected’ tutorials continue to include Zoom video and email sessions.

Click/Call and Collect services continued throughout July. Home delivery is available to any older or vulnerable members of the community ensuring they have access to the library if they are unable to attend.

After school programs resumed in both libraries for Term 3 with limited attendees as outlined in the COVID-19 plan.

Both library branches hosted school holiday programs and given the restrictions, all sessions were well attended and embraced. In particular, the Lego Challenge was a huge hit.

Bingara Library Brief

The First Friday Book Group resumed on Friday 7 August after being in recess for five months. Knit and Natter, Men’s Chat and Chess Club will recommence again in September.

The Bingara Library hosted two information sessions during July. Nine residents from Touriandi Lodge enjoyed a morning in the library which included morning tea, borrowing, and a guided tour of the new library. They were amazed with the transformation.

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Parents and toddlers from the Bingara Playgroup visited the library for an information session including a presentation of the proposed new pool precinct.

The Bingara Library opens every fourth Saturday of the month coinciding with the Lions Market Day in Bingara. Families enjoy being able to visit together.

Friday after school program attendees were introduced to the computer program Canva. This proved to be very successful with more sessions planned.

After school programs consist of Lego Club, Book/Craft Club, Homework Helper and Tween Tech Time. All sessions are well attended.

Warialda Library Brief

After school programs consist of Craft, Book Club and Tween Tech Time. All sessions are well attended.

Spring will see Book Club, Knit and Natter and Men’s groups introduced in the branch.

Storytime is in recess with sessions being scheduled for August. Once again, this will be hosted in the Toy Library area.

Staff have fully weeded the fiction sections, clearing older and non-borrowed stock making space for incoming new stock.

The branch increased its hours in July making them consistent across three days a week. Older members are pleased to have one extra morning per week to visit the library.

Council’s Cleaning Contract

Council office cleaning work practices were trialled and changed so that indoor staff now empty their bin and clean/disinfect their work area/desk. This has reduced contracted cleaning times by 3½ hours each week.

Property Management

Council staff continue to be in regular contact with Council’s aged unit tenants and caravan park permanent residents. This contact has proven to be mutually beneficial, as not only do they receive a regular friendly call, but Council obtains information and requests so that assistance and any necessary repairs can be arranged in a timely and effective manner.

Tenant vacated Unit 7, Plunkett Street Warialda on 23 July 2020.

Council staff were advised that the Bingara Veterinary Clinic is changing ownership. A new lease is currently being prepared.

10 Olive Pyrke Terrace Warialda continues to be rented as a commercial rental.

Due to the ongoing negative economic effect of COVID-19, the rent payable by the lessee of the Country Dust Café has been waived until the end of the year.

POLICY IMPLICATIONS

Policy implications are those relating to the 2020/2021 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 2020/2021 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 2020/2021 Operational Plan.

CONCLUSION

The activities carried out by the Organisation and Community Development Department are in line with the 2020/2021 Operational Plan and otherwise as directed.

OFFICER RECOMMENDATION

THAT the monthly report for Organisation and Community Services for July be received

ATTACHMENTS

- AT- WHS Report - July 2020
- AT- Naroo Bond Report - July 2020

**COUNCIL RESOLUTION:
MINUTE 199/20**

THAT the monthly report for Organisation and Community Services for July be received.

(Moved Cr Galvin, seconded Cr Smith)

Item 4 Monthly Technical Services Report for July 2020

FILE REFERENCE 20/16732

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

IN BRIEF/ SUMMARY RECOMMENDATION

TABLED ITEMS 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. This includes Engineering, Design and Assets and Building Services.

COMMENT

ENGINEERING SERVICES

2020/2021 Works Program

Following recent funding announcements, the 2020/2021 works program is currently under revision.

North Star Road – Flaggy

Rehabilitation work commenced on the first 500m of a 1.8km patch of North Star Road during July. The works commenced from the intersection of Allandale Road and Yarran Road and address a failed section of pavement with insufficient width and roughness. The project is funded by Regional Block Grant and Repair Program. The project is on a basalt clay subgrade which has required substantial modification prior to importation of new gravel.



North Star Road – Flaggy, Boxing out Shoulders



North Star Road – Flaggy, Stabilising

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Gravel Resheeting.

SR31 Eulourie Road

Work has commenced on a 4.1km section of Eulourie Road from “Lyndon” North to the Pallal Road / Eulourie Road intersection



SR31 Eulourie Road, Gravel Resheeting

SR74 Kurrajong Hills Road

Work was completed on a 2km section at the eastern end of Kurrajong Hills Road. A curve with poor sight distance and horizontal alignment at the eastern end of road has been removed in order to better facilitate the movement of heavy vehicles. Work on the western end will commence in August.



SR74 Kurrajong Hills Rd, Resheeting

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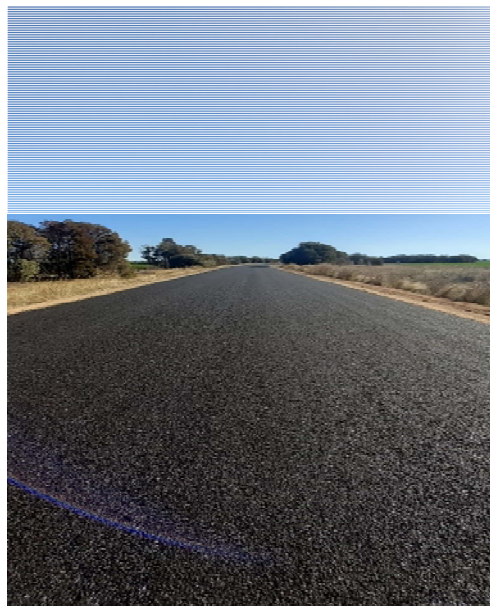
Chairman

MR462 Bruxner Way Rehabilitation

Construction staff completed a 2.7km long super patch, pavement stabilisation during July. This project is funded via the RMS Block Grant. The works commence from the intersection of Bruxner Way and Peates Road and address a failed section of pavement towards the Moree Plains Shire Boundary. The construction methodology used allows recycling of existing pavement, resulting in a more cost-effective rehabilitation than a traditional overlay rehabilitation.



MR462 Bruxner Way, Stabilisation Super Patch



MR462 Bruxner Way, Sealed

The Living Classroom

Earthworks have been completed on the building site of the Wellness and Interpretive Centre, while work continues at the cattle barn site.

Staff have also resheeted the internal roads at the Living Classroom.

Myall Creek Memorial

Work continues placing sandstone blocks for seating at the Myall Cree Memorial site and shale has been spread and compacted on surrounding footpath areas. A layer of washed sand will be spread on the floor of the arena.



Myall Creek Arena

MR63 Segment 5240 Linwood

The 'Linwood' segment of the MR63 is completed and was sealed on the 16 July 2020.



Work on the Linwood segment of MR63

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Chairman



MR63 Linwood Construction

Maintenance

Maintenance staff completed the following works in July:

- Concrete slab seats at the Warialda Recreational Ground and Delungra HACC
- Kerb and gutter repairs in Maitland Street, Bingara
- Vegetation control and weed spraying on SR1 Copeton Dam Road, SR2 Bingara Road, SR23 Wearnes Road, SR3 Elcombe Road, MR133 Killarney Gap Road, MR132 Macintyre and Gulf Creek Road, MR134 Delungra Road
- Whipper snipping was completed around guide rails, RMS signs and guideposts, and various signs installed
- Footpath maintenance, Apollo Avenue, Warialda.

Maintenance Grading

Grading has been carried out on SR16 Trevallyn Rd, SR57 Currangandi Rd, SR111 Kiora Rd, SR91 Cracknells Rd, SR56 Glenelg Rd, SR18 Gineroi Rd, SR116 The Forest Rd, SR117 Bundaleer Rd, SR89 Glenarthur Rd, SR102 Noumea Rd, SR88 Kywarra Rd, SR13 Oregon Rd, SR6 Getta Getta Rd, SR63 Gil Gil Creek Rd, SR39 Allandale Rd, SR75 Fairford Rd, SR281 Racecourse Rd.

Seal Maintenance

Seal maintenance is ongoing on all State, Regional and Local roads.

Slashing

Roadside slashing was carried out on the following roads during July:

MR134 Delungra Rd, SR19 Whitlow Rd, Bingara Airstrip, Warialda Airstrip, RR7705 North Star Rd.

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DESIGN AND ASSETS

Inland Rail

Throughout July there have been numerous Inland Rail meetings, for both the Narrabri to North Star section and North Star to the Queensland border. For the Narrabri to North Star section, level crossing designs are being finalised with engineering staff liaising with Inland Rail to ensure Council’s requirements and community concerns are adequately addressed prior to the acceptance of designs for construction. Engineering staff are working through draft terms of a third-party agreement with Inland Rail which will formalise Council’s relationship with the primary construction contractor and address issues such as road dilapidation due to the increase in traffic during the construction phase.

The North Star to QLD Border section’s Environmental Impact Statement is being finalised, with public display imminent. Detailed designs for level crossings within GSC are in draft, and are currently with Council for comment.

The Living Classroom

The survey team has been required to work on numerous jobs at The Living Classroom, including construction set-out for the Interpretive Centre.

Horton Road

With the announcement of Fixing Local Roads funding for the Horton Road project the Engineering team has been finalising the detailed design for the 16km upgrade to sealed formation. Staff continue with soil testing, pavement designs and waterway assessments. A preliminary plan set has been completed and the project is on track for construction to commence in late October.

Inland Rail Interface Program (IIP) – Croppa Creek

Engineering staff have been involved in a staged feasibility study for the upgrade of selected infrastructure servicing the road-rail grain freight interface at Croppa Creek. The aim of the study is to assess which infrastructure upgrades would be required in order to meet forecast demands following the completion of the Inland Rail project and the subsequent increase in grain freight leaving the area via rail.

Roads Maintenance Council Contract – Work 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.

All works have now been completed in segment 5340 on MR63 Fossickers Way for Linwood Rehabilitation. A 14mm reseal will be undertaken during the following reseal season.

Design reviews have now been submitted to the RMS again for the remaining two segments programmed for rehabilitation this financial year. These segments include 5150 on MR63 Fossickers Way and 8270 on HW12 Gwydir Highway. Segment 5255 design has been approved and construction will

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begin in mid-August, expected to take 4-6 weeks to complete. These works will involve reshaping the existing pavement, including a 100mm overlay, ripped and recompact at 150mm deep, followed by 150mm base layer overlay and 7mm primer seal. Further to our programmed segments of rehabilitation next financial year, RMS is undertaking works at present with a possibility of 3-4 additional segments brought forward and completed this financial year also. These segments are currently in the survey and design stage. An additional safety upgrade project is also being scoped out, west of Gravesend on the Gwydir Highway that will likely include shoulder widening, safety barrier upgrades and sign upgrades. This financial year will see our usual RMCC maintenance program completed throughout the year, as well as the resealing of approximately 13 segments throughout the Shire as well as approximately 4 weeks of heavy patching and a further 4 weeks of reseal preparation. This will all be in addition to the previously mentioned rehabilitation projects throughout MR63 Fossickers Way and HW12 Gwydir Highway.

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

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
9/2020	93 Bingara Street Warialda Rail NSW 2402	Install new septic tank				✓
10/2020	13 Old Keera Road Bingara NSW 2404	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
Nil				

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	35	205	205	0

The Department continues to receive requests to carry out minor maintenance and these 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 July 2020

Staff worked on the following projects during July:

- Croppa Creek Hall decking – complete.
- Bingara Museum – complete.
- Bingara Showground General Purpose Pavilion – complete.
- Naroo Kitchen upgrade – achieved practical completion.



Gineroi RFS Shed Construction

CONCLUSION

The activities carried out by the Technical Services Department are in line with the 2020/21 Management Plan and otherwise directed.

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Chairman

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 July 2020 be received

ATTACHMENTS

There are no attachments for this report.

COUNCIL RESOLUTION:

MINUTE 200/20

THAT the monthly Technical Services report for July 2020 be received.

FURTHER that the meeting notes the discussions being held to seek a licence from the State Government to construct the missing link of the Warialda By-Pass without having to encroach onto Lot 317 (Ref: 201/20).

(Moved Cr D Coulton, seconded Cr Egan)

Item 5 Monthly Investment and Rates Collection Report - July 2020

FILE REFERENCE 20/18779

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

TABLED ITEMS 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 31 July 2020.

COMMENT

Direct Investments

Broker	ID	Investment		Next			Current Value
		Name	Rating	Type	Rollover	Yield	
NAB	2020.16	NAB	AA	TD	27/10/2020	0.75%	\$1,000,000.00
NAB	2020.17	NAB	AA	TD	27/10/2020	0.75%	\$1,000,000.00
NAB	2020.18	NAB	AA	TD	27/10/2020	0.75%	\$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	\$401,785.57
Tcorp Cash Fund	At Call	Cash	See report	\$3,790,175.30
Tcorp Medium Term Fund	At Call	Cash	See report	\$1,054,393.01
Grand Total				\$5,246,353.88

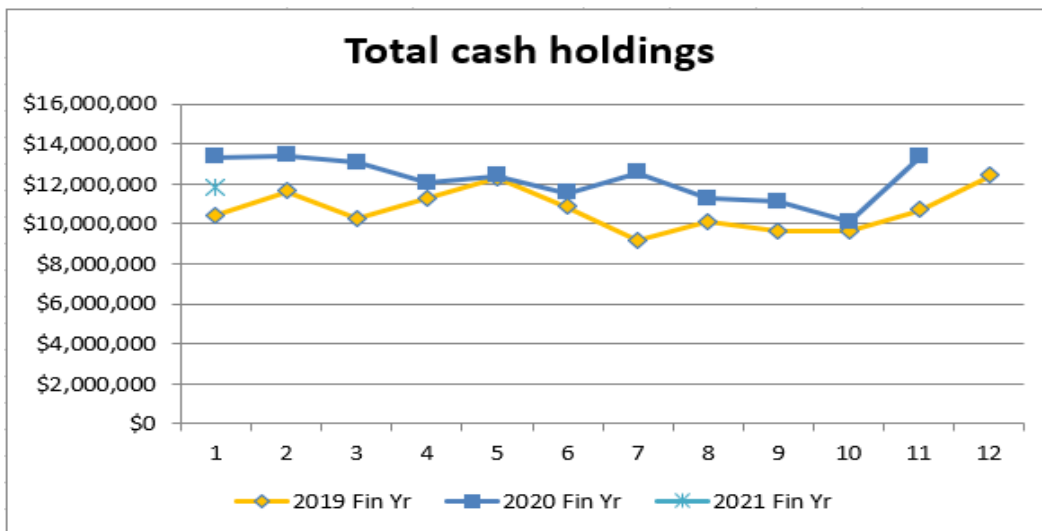
Total Investments

Direct Investments	\$3,000,000.00
Managed Funds	\$5,246,353.88
Grand Total	\$8,246,353.88

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Chairman

Cash and Investments	
Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$8,246,353.88
Grand Total Investments	\$11,246,353.88
Total Cash and Investments	
Investments	\$11,246,353.88
Cash at bank	\$ 608,053.88
Grand Total Cash and Investments	\$11,854,407.76
General Fund Cash	
Total cash and investments	\$11,854,407.76
LESS:	
Water fund*	-\$859,499.45
Sewer fund*	-\$3,229,586.89
Waste fund*	-\$3,236,703.45
Other restrictions:	
Employee leave entitlements*	-\$900,000.00
Carry over works in progress*	-\$850,000.00
Asset replacement*	
Bonds and deposits	-\$854,000.00
Unexpended grants*	-\$1,502,000.00
Developer contributions	-\$195,000.00
*These figures may change with end of year processing	
Discretionary General Fund Cash	\$227,617.97



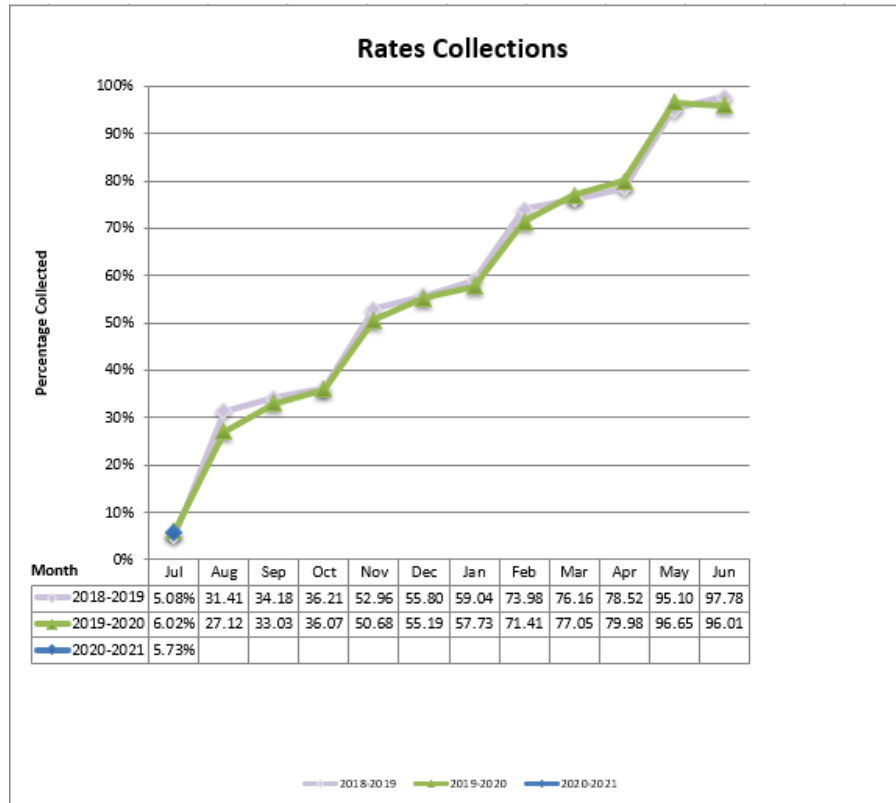
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Chairman

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 years collections are up to 31 July 2020.



OFFICER RECOMMENDATION

THAT the monthly Investment and Rates Collection report for July be received

ATTACHMENTS

There are no attachments for this report.

**COUNCIL RESOLUTION:
MINUTE 202/20**

THAT the monthly Investment and Rates Collection report for July be received.

(Moved Cr Young, seconded Cr Smith)

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Chairman

Item 6 Regional Road Transfer and Road Classification Review

FILE REFERENCE 20/19192

DELIVERY PROGRAM

GOAL: 2. Building the business base

OUTCOME: 2.1 OUR ECONOMY IS GROWING AND SUPPORTED

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

In February 2019, the NSW state government announced the initiation of a Road Classification Review to ensure the road classification framework is still fit for purpose, and that roads across NSW are appropriately classified. In addition to this review, it was announced that up to 15,000 kilometres of Council owned roads would be transferred to state government control to support regional and rural councils to better maintain the state’s local and regional road network.

COMMENT

The purpose of the Road Classification and Review is explained in the TfNSW Road Classification Review and Transfer Information Paper:

The Road Classification Review and Transfer is made up of two initiatives being delivered as one project:

- Road Classification Review
- Regional Road Transfer.

As part of business as usual activities, road classifications across the State need to be evaluated on a regular basis. Road managers periodically need the opportunity to seek reclassification where the function or usage pattern of a road has changed, perhaps due to the construction of new transport infrastructure or changes in population density. This process will ensure that roads are being appropriately managed and funded, in line with the role they play in the network. The transfer of up to 15,000 kilometres of regional roads to State management aims to lighten the load on regional and rural councils who are finding the maintenance of their council owned regional roads difficult or even unmanageable. This class of road has broader significance for the State, which is reflected in the financial assistance provided by government to councils for their maintenance. However, councils have made representations to government over a number of

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Chairman

years to ask for further relief with some of these roads. The return of certain Regional Roads to State management will ensure they are able to be maintained in line with their significance to the broader network, and in a way that supports the social and economic health of communities across the State. The overall purpose of the project is to contribute to a better managed, contemporary road network for NSW, with benefits that include supporting regional growth, ensuring the funding available to maintain our roads is appropriately distributed, and promoting healthy communities through place-making and engaging with other forms of transport.

An independent panel has been formed that will undertake consultation, receive submissions from councils, Joint Organisations and other stakeholders and make final recommendations to the state government relating to reclassification and transfer of roads.

The proposed timing and key steps in the process are detailed below:

Key Steps	Timing
Panel appointed	January 2020
Draft Terms of Reference released for council feedback (four weeks)	January 2020
Terms of Reference established	June 2020
Panel releases background paper with policy principles and invites submissions on priority road transfers	June 2020
Consultation period	June-August 2020
Deadline for council submissions on priority roads	August 2020
Provide interim report to the Minister for Regional Transport and Roads including a proposed priority list of roads to be transferred to state ownership	Late 2020
Second round of submissions for reclassification and transfer opens**	End 2020
Submissions for second round of reclassification and transfer close	Early 2021
Independent Panel delivers final report and recommendations through the Minister for Regional Transport and Roads for consideration by the NSW Government on the Regional Road Transfer and NSW Road Network Classification	July 2021*

Engineering staff participated in a consultation session with the independent panel and other Namoi Unlimited Councils in late July 2020. The Panel indicated that it was unlikely that all roads transferred to state government

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control would be reclassified as State Roads, rather that they may be called State Controlled Regional Roads, aimed at providing a lower level of service than State Roads. Further, the panel reinforced that the primary benefit councils could expect from the transfer process is the removal of depreciation relating to transferred road assets from councils' balance sheet. It is noted that for the 2019/2020 financial year, funding provided to Council by TfNSW for works on Regional Roads exceeded depreciation figures for this asset class.

While ostensibly the initiative would be of significant financial benefit to Council through relieving the burden of managing over 260km of sealed roads, the impact on recurrent grant funding could be significant. The combination of the Block Grant and Repair Program is approximately \$2million annually, constituting 25% of Council's annual road construction and maintenance budget. It is assumed that the ongoing maintenance of roads transferred to state control would be under an arrangement similar to the Road Maintenance Council Contracts (RMCC) that sees Council carry out roadworks as a contractor to TfNSW, however it is unclear at this time whether levels of funding would be maintained under such an arrangement. It is noted that the quantity of RMCC works carried out by Council varies significantly from year to year, in accordance with TfNSW's statewide priorities. It is for this reason that it is recommended that any transfer of roads to state control is conditional upon funding for these roads being guaranteed at existing levels. Further, it is recommended that any transfers are conditional upon Roads to Recovery and Financial Assistance Grant (FAG) funding levels being maintained.

Priority Transfer

It has been noted that priority consideration may be given to roads which *Council is able to demonstrate past or current difficulty in meeting the demands associated with maintaining the road in the short, medium and/or long term to the standard which allows the road to perform as intended as part of the broader network.* At 81.72km, North Star Road represents 31% of Council's Regional Road network, yet analysis of historical maintenance and capital works shows an average annual expenditure of \$1.08million (or approximately 55% of all Regional Road grant funding) on this road. On the basis of this disproportionate level of spending, future works required and historical maintenance issues, RR7705 North Star Road is recommended as a priority submission for transfer to State control.

There is a general consensus among Border Regional Organisation of Councils (BROC) Councils that Bruxner Way is also recommended as a priority submission for transfer to state control.

Reclassification

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It appears that Council's road network is generally correctly classified. Possible exceptions include SR1 Copeton Dam Road, which may meet the criteria for reclassification as a Regional Road. A nomination to this effect is supported by Uralla Shire Council, who has expressed an intention to nominate Bundarra Road (from Bundarra to Gwydir Shire boundary) for reclassification to Regional Road.

A map of the Regional Roads in Gwydir Shire is attached.

OFFICER RECOMMENDATION

THAT Council resolve to transfer Regional Roads to state control on the basis that:

- Funding for Regional Road construction, maintenance and upgrade works in Gwydir Shire must not be reduced
- The level of service on the current network must not be reduced
- Funding received by Council from state and federal government such as FAGs and Roads to Recovery must not be reduced
- Future maintenance of the state controlled Regional Road network within Gwydir Shire be undertaken on a similar basis as the RMCC

FURTHER that RR7705 North Star Road be nominated as a priority transfer to state control

FURTHER that MR462 Bruxner Way be nominated for priority transfer to state control

FURTHER that all other Regional Roads are nominated for transfer to state control in Round 2 of submissions

FURTHER that Copeton Dam Road is investigated to determine its eligibility for reclassification to Regional Road and transfer to state control in Round 2 of submissions

ATTACHMENTS

AT- Map of Regional Roads in Gwydir

**COUNCIL RESOLUTION:
MINUTE 203/20**

THAT Council resolve to transfer Regional Roads to state control on the basis that:

- **Funding for Regional Road construction, maintenance and upgrade works in Gwydir Shire must not be reduced**

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- **The level of service on the current network must not be reduced**
- **Funding received by Council from state and federal government such as FAGs and Roads to Recovery must not be reduced**
- **Future maintenance of the state controlled Regional Road network within Gwydir Shire be undertaken on a similar basis as the RMCC**

FURTHER that RR7705 North Star Road be nominated as a priority transfer to state control

FURTHER that MR462 Bruxner Way be nominated for priority transfer to state control

FURTHER that all other Regional Roads are nominated for transfer to state control in Round 2 of submissions

FURTHER that Copeton Dam Road is investigated to determine its eligibility for reclassification to Regional Road and transfer to state control in Round 2 of submissions

(Moved Cr D Coulton, seconded Cr Moore)

Item 7 Adoption of Reviewed Code of Conduct - Version 4

FILE REFERENCE 20/19214

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

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

AUTHOR Organisational and Community Development Director

STAFF DISCLOSURE OF INTEREST Nil

TABLED ITEMS Nil

BACKGROUND

The Model Code of Conduct sets the minimum standard of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence
- act in a way that enhances public confidence in local government

Section 440 of the *Local Government Act* requires every council (including county councils and joint organisations) to adopt a Code of Conduct that incorporates the provisions of the Model Code of Conduct.

Council adopted the Gwydir Shire Council Code of Conduct and Procedures for Administration of the Code of Conduct at its Ordinary Meeting on 11 April 2019.

COMMENT

Council received a Circular from the Office of Local Government on 14 August, 2020 advising of the need to amend the Model Code of Conduct for Local Councils in NSW and Procedures.

These amendments were necessary for the following reasons:

- i. The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (the Procedures) have been amended in response to the decision by the Supreme Court in the matter of *Cornish v Secretary, Department of Planning, Industry and Environment* [2019] NSWSC 1134. Further information on this case can be found at <https://www.caselaw.nsw.gov.au/decision/5d6c53cce4b0c3247d7117d8>

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- ii. Amendments have also been made to the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
- iii. The new Model Code of Conduct and Procedures have been prescribed under the *Local Government (General) Regulation 2005*.

The Office of Local Government has advised that the new Model Code of Conduct and Procedures take effect immediately. This is because the amendments to the Procedures largely reflect existing practice following the Supreme Court’s decision and the amendments to the Model Code of Conduct are minor in nature.

The Office of Local Government has recommended that the Council undertake the following action:

- The Council adopt a Code of Conduct and procedures based on the prescribed Model Code of Conduct and Procedures as soon as possible.
- Councils’ complaints coordinators should bring this circular to the attention of their council’s conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new Code of Conduct and procedures and provide copies.

Attached are the draft amended Gwydir Shire Council Code of Conduct and draft amended Procedures for the Administration of the Code of Conduct documents. Below is a list of amendments to each of these documents:

Amendments to the Model Code of Conduct

The Model Code of Conduct has been amended to:

- o remove as a breach, failure to comply with a council resolution requiring action in relation to a Code of Conduct breach (because it is now redundant)
- o update the language used to describe the various heads of discrimination in clause 3.6 to reflect more contemporary standards
- o include in the definition of council committee and council committee members, members of audit, risk and improvement committees (ARICs) in anticipation of the commencement of the requirement for all councils to appoint an ARIC following the next local government elections.

Amendments have also been made to the gifts and benefits provisions of the Model Code of Conduct in response to feedback from some councils. The amendments:

- o lift the \$50 cap on the value of gifts that may be accepted to \$100

- o clarify that items with a value of \$10 or less are not “gifts or benefits” for the purposes of the Model Code of Conduct and do not need to be disclosed
- o clarify that benefits and facilities provided by councils (as opposed to third parties) to staff and councillors are not “gifts or benefits” for the purposes of the Model Code of Conduct, and
- o remove the cap on the value of meals and refreshments that may be accepted by council officials in conjunction with the performance of their official duties.

Note: Councils are not obliged to amend their Codes of Conduct to lift the cap on the value of gifts that may be accepted if they do not wish to. It is open to councils to retain the existing \$50 cap or to impose another cap that is lower than \$100.

Amendments to the Procedures

Consistent with the Supreme Court’s decision, councils have the following options when taking disciplinary action against councillors for breaches of their Codes of Conduct under the new Procedures:

- o that a councillor be formally censured for the breach under section 440G of the *Local Government Act 1993* (the Act), or
- o that a councillor be formally censured for a breach under section 440G and the matter referred to OLG for further disciplinary action under the misconduct provisions of the Act.

The process for censuring councillors for breaches of the Code of Conduct has been significantly strengthened to ensure councillors are made publicly accountable to their electors for their conduct. When censuring councillors, councils are required to specify in their resolution the grounds on which the councillor is being censured by disclosing the investigator’s findings and determination and any other grounds that the council considers may be relevant or appropriate.

Councillors may seek to avoid public censure for breaches of the Code of Conduct by voluntarily agreeing to undergo training or counselling, to apologise for their conduct, or to give undertakings not to repeat their conduct before the investigator finalises their report to the council. Investigators can finalise their investigations without a report to the council where they consider these to be an appropriate outcome to the matter they are investigating. However, it will remain open to investigators to finalise their report and to recommend censure where they consider this is appropriate and warranted.

The process for referral by councils of Code of Conduct breaches by councillors to OLG for further disciplinary action under the misconduct provisions of the Act has been streamlined. Investigators are required to consult with OLG before recommending the referral of matters to ensure the

conduct in question is sufficiently serious to warrant disciplinary action for misconduct, and that there is sufficient evidence of the breach to allow OLG to take further disciplinary action.

Other amendments have been made to the Procedures to:

- o allow panels of conduct reviewers to be appointed without a resolution of the council, and
- o allow the referral of investigators' reports to OLG for action under the misconduct provisions of the Act where the council will not have a quorum to deal with the matter.

OFFICER RECOMMENDATION

THAT the report be received

FURTHER that the reviewed Draft Gwydir Shire Council Code of Conduct and the Draft Procedures for the Administration of the Code of Conduct be adopted

ATTACHMENTS

AT- Draft Model Code of Conduct - Version 4

AT- Draft Procedures for the Administration of the Code of Conduct

**COUNCIL RESOLUTION:
MINUTE 204/20**

THAT the report be received.

FURTHER that the reviewed Draft Gwydir Shire Council Code of Conduct and the Draft Procedures for the Administration of the Code of Conduct be adopted.

(Moved Cr Egan, seconded Cr Galvin)

The Council already has some very detailed environmental information about the area surrounding Warialda from other studies that have been undertaken so the task isn't as onerous as one might imagine.

As part of this strategy the Council wanted to establish that it has the support of the Warialda community. Therefore the attached letter was sent out to each dwelling in the town area of Warialda. A period of over two weeks was allowed for the documentation to be read and understood followed by a house to house survey being undertaken to measure the support for the recommendations contained in the SMK Consulting Report.

The survey was undertaken by 8 members of staff on Monday 17th August 2020 with 280 dwellings responding either at home or later by returning a voting slip to the Council Office. As at 19th August 2020 276 (99%) dwellings indicated that they were supportive of the Council's strategy and 4 (1%) dwellings were unsupportive. There is overwhelming endorsement for the Council's proposal.

COMMENT

The working party will continue to progress the strategy outlined in the SMK Consulting document.

OFFICER RECOMMENDATION

THAT the report regarding the proposed Warialda Fire Break be received

ATTACHMENTS

AT- Communication sent to each dwelling in Warialda

AT- Revised survey result

**COUNCIL RESOLUTION:
MINUTE 205/20**

THAT the report regarding the proposed Warialda Fire Break be received.

(Moved Cr Young, seconded Cr Smith)

Item 9 Motion to LG NSW 2020 Annual Conference

FILE REFERENCE 20/19668

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY

STRATEGY: 4.2.2 Work in partnership to plan for the future - GM - external

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

The 2020 Local Government NSW (LGNSW) annual conference is to be held in the Hunter Valley from Sunday 22 November to Tuesday 24 November 2020.

Motions for consideration and debate may be submitted up to 28 September 2020.

TABLED ITEMS Nil

BACKGROUND

The following motion will be submitted for debate at the 2020 LGNSW Annual Conference (rolled over from last year) to be held at the Crowne Plaza in the Hunter Valley from 22 to 24 November 2020:

Motion

That the NSW Government amends the Aboriginal Land Rights Act 1983 to:

1. **Permit land vested in an Aboriginal Land Council (ALC) to be appropriated or resumed with the approval of the ALC and where the Chief Executive Officer of the NSW ALC has issued a dealing approval certificate.**
2. **Lower the voting threshold in section 42G (5) for Local Aboriginal Land Councils to approve a land dealing for public projects proposed by the NSW Government or a local council, from “not less than 80%” to “not less than 50%” of the voting members of the ALC present at the meeting.**
3. **Consider alternatives to Native Title restrictions on certificates of title on land granted under the Aboriginal Land Rights Act**

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1983 where there is evidence that native title over the land has been extinguished.

COMMENT

The background for Motion:

The acquisition by councils of land owned by an Aboriginal Land Council (ALC), either voluntarily or compulsorily, can be constrained by provisions of the Aboriginal Land Rights Act 1983 (ALRA Act), adding significantly to timeframes and costs for council infrastructure projects.

Land held by a Local Aboriginal Land Council (LALC) cannot be acquired under the Land Acquisition (Just Terms Compensation) Act 1991, with or without the LALC's agreement, and cannot be dealt with where Native Title has not been determined. Otherwise, land owned by a LALC can be purchased, but only with the approval of 80% of the LALC members present at a meeting and the approval of the Chief Executive of the NSW ALC.

This motion seeks amendments to streamline council acquisition of land held by LALCs, but importantly, only where the LALC approves the acquisition.

OFFICER RECOMMENDATION

THAT the report be received

FURTHER that Council submits motion to the 2020 annual LGNSW Conference by 28 September 2020.

ATTACHMENTS

There are no attachments for this report.

**COUNCIL RESOLUTION:
MINUTE 206/20**

THAT the report be received.

FURTHER that Council submits motion to the 2020 annual LGNSW Conference by 28 September 2020.

(Moved Cr Egan, seconded Cr D Coulton)

General Manager

Commercial Hotel Warialda (Ref: 207/20)

The meeting was advised that the Senior Executive Team and the Mayor inspected the building together with a builder to assess the costs involved if the remaining part of the original building was retained and restored to a level where it could be used.

The inspection was instructive and all present felt that the building could not be retained without the allocation of hundreds of thousands of dollars, which is simply beyond the Council's ability to fund. The view of the group undertaking the inspection is that the building be demolished or the purchase not proceed.

General Manager

Bingara Swimming Pool (Ref: 208/20)

The meeting was advised that in addition to the additional costs involved as a result of the required demolition of the filter room there was also some extra unbudgeted costs in the additional piling that was required following soil tests.

Cr Catherine Egan

Various Issues (Ref: 209/20)

Gwydir Birth Certificates – Cr Egan informed the meeting that she represented the Council at several birth certificate presentations.

Cr Egan requested to be informed of the current status of the proposed 'Edwards Land' naming in Bingara. This information will be provided to Cr Egan.

Cr Egan requested that the Council's staff assist the residents in Bombelli Street Bingara to maintain the steep banked drainage channels. This request will be passed on to the appropriate staff.

Cr Tiffany Galvin

Possible Roxy Cafe Lessee (Ref: 210/20)

Cr Galvin advised the meeting that she met recently with a possible lessee for the café.

Cr Galvin also complimented the Council's staff on the overall appearance of both major towns within the Shire.

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Cr Stuart Dick

Various Issues (Ref: 211/20)

Cr Dick requested that the street flags are becoming tattered and torn and should be either removed or replaced, which was agreed.

Cr Dick requested that the race track at the Bingara Showground be slashed, which was agreed.

Cr Jim Moore

Reedy Creek (Ref: 212/20)

Cr Moore advised the meeting that the Rotary Club has been planting trees along the banks of the creek.

Cr Geoff Smith

Warialda Swimming Pool (Ref: 213/20)

Cr Smith asked for an update on the possible placement of murals on the front wall of the Warialda Pool, possibly using school students with the supervision of Mrs Sharon Gilmour. The meeting was advised that the matter will be investigated and the Councillors informed of the current status of this activity shortly.

Meeting closed 12.02 pm