



MINUTES OF ORDINARY MEETING

Held on Thursday 28 September 2023

Commencing at 9:00 am

in the Warialda Office Council Chambers

Present

Councillors:	Cr John Coulton (Mayor), Cr Catherine Egan (Deputy Mayor), Cr Marilyn Dixon OAM, Cr Jim Moore, Cr Geoff Smith, Cr David Coulton, Cr Tiffany Galvin and Cr Lyndon Mulligan Arrived at 9.03 am)
Staff:	Leeah Daley (Deputy General Manager), Helen Thomas (Manager Finance), Alex Eddy (Manager, Engineering Services), Joanna Sangster (Manager Building and Planning) and Sarah Scrivener (Administrative Assistant)
Public:	
Visitors:	

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ACKNOWLEDGMENT OF COUNTRY

The Gwydir Shire Council acknowledges that this meeting is being held on Aboriginal land and recognise the strength, resilience and capacity of Gomeroi people in this land.

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1 OFFICIAL OPENING AND WELCOME - MAYOR

The Mayor welcomed all present to the meeting.

2 APOLOGIES

Cr Matthews is an apology for the meeting.

COUNCIL RESOLUTION:

THAT the apologies received from Cr C Matthews and Mr. Max Eastcott are accepted.

Moved Cr Galvin, Seconded Cr Egan

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

3 CONFIRMATION OF THE MINUTES

COUNCIL RESOLUTION:

THAT the Minutes of the Ordinary Meeting held on 24 August 2023 as circulated be taken as read and CONFIRMED.

(Moved Cr D Coulton, Seconded Cr Smith)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

4 PRESENTATION

Mr. Bob Kanake, a Bingara Resident, applied to make a presentation to the Council regarding his concern about works undertaken around his property but failed to attend.

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

Nil declarations.

ADDITIONAL/LATE ITEMS RECOMMENDATION:

THAT the following Items be accepted as late Items to this Agenda for discussion;

Item 6.12 Declaration of Interests under the Code of Conduct; and;

Item 6.13 GWY_2023_T01 Tender for Supply of Binder Materials for Stabilisation Works (Transferred to Confidential)

Moved Cr Galvin, Seconded Cr Egan

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

6 OFFICERS' REPORTS

6.1 Election of Mayor

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

The Local Government Act and Regulations provide that Councillors elect a Mayor from among their number; unless there is a decision in force that the Mayor is elected by the electors.

The relevant process is outlined in the attached documentation.

Section 230(1) of the Local Government Act, 1993, provides that the Mayor is elected for a two-year term but due to the last deferral of the general local government election the Mayoral term following this election is for one year.

Nominations may be received up until the election on the day of the Council's Meeting.

The Council has, in the past, not used 'open voting' nor has it used an 'ordinary ballot' when 3 or more candidates have nominated for the position.

In the past, as the Returning Officer it has also been my practice to request a person from the gallery to act if any members of the public are in attendance and a competitive election is required.

RETURNING OFFICER RECOMMENDATION

(If an election is required) either:

(Only 2 candidates nominating) THAT the election for the Mayor be held with an ordinary ballot. OR

(3 or more candidates nominating) THAT the election for the Mayor be held with a preferential ballot. AND

FURTHER that the ballot paper are destroyed immediately following the declaration of the poll.

ATTACHMENTS

1. Nomination Form for Mayor [6.1.1 - 1 page]
2. Election Process [6.1.2 - 6 pages]

MAYORAL ELECTION RESULT:

The Returning Officer announced that the following Councillor had been nominated for the position of Mayor:

Cr. J Coulton (Nominated by Cr Egan and Cr Galvin).

Cr J Coulton indicated his acceptance of the nomination.

The Returning Officer called for any further nominations.

There being no further nominations and following the nominee's acceptance of the nomination, Cr John Coulton was declared elected.

Following the declaration of the election Cr J Coulton thanked his fellow Councillors for their continuing confidence in his ability to perform the role and expressed his deep belief that holding the position of Mayor is a genuine privilege that he doesn't take for granted.

**GWYDIR SHIRE COUNCIL
NOMINATION FOR MAYOR**

We hereby nominate:

**Cr. _____ for
the position of Mayor**

Cr. _____

Cr. _____

I consent to the above nomination

Cr. _____

Fact Sheet

ELECTION OF MAYOR AND DEPUTY
MAYOR BY COUNCILLORS

Summary

Councillors must elect a mayor from among their number every two years unless they have a popularly elected mayor.

Councillors may also elect a deputy mayor. The deputy mayor may be elected for the mayoral term or a shorter term.

The election of the mayor and the deputy mayor must be conducted in accordance with clause 394 and Schedule 7 of the *Local Government (General) Regulation 2005* (the Regulation).

The purpose of this document is to assist councils to conduct mayoral and deputy mayoral elections in accordance with these requirements. It includes scripts for key activities to help returning officers exercise their functions. These scripts are provided in the text boxes inserted in the relevant parts of this document.

How can councils use this document?

Electing a mayor is an important activity. It is vital that the process is smooth, open and easy to follow and not rushed or confusing. Where necessary, it may be appropriate to stop and provide clarification for the benefit of councillors, staff or the gallery.

Returning officers can circulate this document prior to the meeting to help councillors understand the election process.

Election of a mayor after an ordinary election
of councillors

An election for mayor must be held within three weeks of the declaration of the ordinary election at a meeting of the council.

The returning officer is to be the general manager or a person appointed by the general manager.

As no mayor or deputy mayor will be present at the start of the meeting, the first business of the meeting should be the election of a chairperson to preside at the meeting. Alternatively, the returning officer may assume the chair for the purpose of conducting the election.

Mid-term election of a mayor

A mayor elected by councillors holds office for two years. A mid-term mayoral election must be held in the September two years after the ordinary election of councillors or the first election of a new council following its establishment.

Procedures

Prior to the meeting

Before the council meeting at which the election is to be conducted, the returning officer will give notice of the election to the councillors.

The notice is to set out how a person may be nominated as a candidate for election as chairperson.

As returning officer, I now invite nominations for the position of mayor/deputy mayor for [name of council] for a two year period.

In accordance with the Local Government (General) Regulation 2005, two or more councillors may nominate a councillor (one of whom may be the nominee) for the position of mayor/deputy mayor. Nominations must be in writing and the nominee must consent to their nomination in writing.

A councillor may be nominated without notice for election as mayor or deputy mayor. The nomination is to be made in writing by two or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The returning officer checks the nomination forms and writes the nominees' names on a candidates' sheet.

At the meeting

At the start of the first meeting after an ordinary election, in the absence of a chairperson, the returning officer assumes the chair and announces that the first item of business is to be the election of a mayor.

If a chairperson is present, they announce that the first item of business is the election of the mayor then vacates the chair for the returning officer who will then conduct the election.

The returning officer reads out the names of the nominees and seeks confirmation that the nominee has accepted the nomination.

If only one councillor has been nominated for the position of mayor/deputy mayor, the nominee is elected.

As there is only one nominee for the role of mayor/deputy mayor, I declare that [name of successful candidate] is elected as mayor/deputy mayor for the ensuing two years.

If more than one candidate has been nominated, the council must determine by resolution, the method of voting for the position of mayor/deputy mayor, by way of one of the following methods:

- Open voting – i.e. by show of hands
- Ordinary ballot – i.e. a secret ballot (place an "X" against the candidate of their choice)
- Preferential ballot – i.e. place 1, 2, 3 etc. against each candidate.

The returning officer must ask for a motion to be put to the meeting by one of the councillors on the preferred method of voting for the election of a chairperson. This must then be seconded and voted on by the councillors.

Note: In the event of a tie, if there is a chairperson, they may use their casting vote. If there is a tie and no chairperson, an election for the role of chairperson should be conducted. Then the election for mayor resumes.

Open voting (show of hands)

Open voting is the most transparent method of voting. It is also the least bureaucratic method and reflects normal council voting methods.

The returning officer will advise the meeting of the method of voting and explains the process.

It has been resolved that the method of voting for the position of mayor/deputy mayor will be by show of hands.

Each councillor is entitled to vote for only one candidate in each round of voting.

I will now write each candidate's name on a slip of paper and deposit it in a barrel. The first name out of the barrel will be written first on the tally sheet, with second name out being written second on the tally sheet, etc.

When all candidates' names have been written on the tally sheet, the returning officer announces the names of the candidates and, commencing with the first candidate, states the following:

Would those councillors voting for [name of candidate] please raise your hand.

The returning officer records the number of votes for each successive candidate on the tally sheet and announces the number of votes received for each candidate.

The minute taker records the vote of each councillor.

The returning officer should check with the minute taker that each councillor has voted. If a councillor has not voted it should be confirmed that they are abstaining (an informal vote).

Two candidates

If there are only two candidates for the position of mayor/deputy mayor and the voting is higher for one candidate than another (number of formal votes recorded on the tally sheet), the returning officer then announces the result.

[Name of candidate] has the higher number of formal votes and as a result I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

In the event of a **tied vote**, the returning officer will advise the meeting of the following process.

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the

names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Three or more candidates

If there are three or more candidates, the candidate with the lowest number of votes for the position of mayor/deputy mayor is excluded.

[Name of candidate], having the lowest number of votes, is excluded.

The voting continues as above until there are only two candidates remaining (see voting for **two candidates** above).

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

I declare that [name of candidate] is excluded.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Ordinary ballot – (secret ballot)

The returning officer advises the meeting of the method of voting and explains the process.

It has been resolved that the method for voting for the position of mayor/deputy mayor will be by ordinary ballot, in other words by placing an "X" against the candidate of the councillor's choice.

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

It will be necessary to have a number of blank papers as this process may require more than one round of voting.

The returning officer writes the names on one set of the ballot papers and initials the front of each ballot paper.

A staff member distributes the ballot papers and collects them into the ballot box when completed and gives it to the returning officer who counts the votes and records them on the tally sheet.

The returning officer announces the results.

[Name of candidate], having the lowest number of votes, is excluded.

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

I declare that [name of candidate] is excluded.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

The returning officer writes the names of the remaining candidates on a further set of the ballot papers and initials the front of each ballot paper.

The staff member distributes ballot papers listing the remaining candidates and collects them into the ballot box when completed and gives it to the returning officer who again counts the votes and records them on the tally sheet and announces the results.

The process continues until two candidates remain, where a final vote takes place.

[Name of candidate] has the higher number of votes and I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

In the event of a **tied vote** between the two remaining candidates, the returning officer makes the following statement and announces the process.

The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel.

Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Preferential ballot

The returning officer explains the process.

It has been resolved that the method for voting for the position of mayor/deputy mayor will be by preferential ballot, i.e. placing 1, 2 and so on against the candidate of the councillor's choice in order of preference for all candidates.

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each candidate's name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

The returning officer writes the names on the ballot papers and initials the front of each ballot paper. This method of voting requires only one set of ballot papers.

A staff member distributes the ballot papers and collects them when completed and gives them to the returning officer who counts the first preference votes and records them on the tally sheet.

If a candidate has an absolute majority of first preference votes (more than half), the returning officer declares the outcome.

[Name of candidate], having an absolute majority of first preference votes, is elected as mayor/deputy mayor for the ensuing two years.

If no candidate has the absolute majority of first preference votes, the returning officer excludes the candidate with the lowest number of first preference votes.

[Name of candidate], having the lowest number of first preference votes, is excluded.

The preferences from the excluded candidate are distributed. This process continues until one candidate has received an absolute majority of votes, at which time the returning officer announces the result.

[Name of candidate], having an absolute majority of votes, is elected as mayor/deputy mayor for the ensuing two years.

In the event of a **tied vote** where there are only two candidates remaining in the election, the returning officer explains the process.

The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel. The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

In the event that the **lowest number of votes are tied** and where there are three or more candidates remaining in the election, the returning officer advises the meeting of the process.

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded and their preferences distributed.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is excluded and any votes cast for them will be distributed by preference.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Schedule 7 - Election of Mayor by Councillors

Part 1 Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

6 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

10 Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one candidate has received an absolute majority of votes. That candidate is elected.
- (4) In this clause, “**absolute majority**”, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- a) to be declared to councillors at the council meeting at which the election is held by the returning officer, and
- b) to be delivered or sent to the Departmental Chief Executive and to the Chief Executive of Local Government New South Wales.

6.2 Election of Deputy Mayor

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: General Manager

STAFF DISCLOSURE OF INTEREST

Nil

IN BRIEF/SUMMARY RECOMMENDATION

1. Section 231 of the Local Government Act, 1993 provides that Council may elect a Deputy Mayor. If Council wishes to do so it should resolve accordingly
2. The same provisions apply for the election as for the Mayor except that the Term of Office may be determined by Council to be either the Mayoral Term or a shorter period. This has always been nominated as the Mayoral term of two years, although the September 2024 will result in a one-year term.

It is recommended that the term of the Deputy Mayor remains as the same as the Mayoral term.

A nomination form is enclosed with this Agenda. Nominations may be received up until the election on the day of the Council's Meeting.

TABLED ITEMS Nil

RETURNING OFFICER'S RECOMMENDATION

THAT the Council elects a Deputy Mayor for the 2023/2024 Mayoral term.

(If an election is required) either:

(Only 2 candidates nominating) FURTHER that the election for the Deputy Mayor be held with an ordinary ballot. OR

(3 or more candidates nominating) FURTHER that the election for the Deputy Mayor be held with a preferential ballot. AND

FURTHER that the ballot papers are destroyed immediately following the declaration of the poll.

ATTACHMENTS

1. Nomination for Deputy Mayor [6.2.1 - 1 page]

COUNCIL RESOLUTION:

THAT the Council elects a Deputy Mayor for the 2023/2024 Mayoral term.

(Moved Cr D Coulton, Seconded Cr Galvin)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

DEPUTY MAYORAL ELECTION RESULT:

The Returning Officer announced that the following Councillor had been nominated for the position of Deputy Mayor:

Cr. Egan (Nominated by Cr J Coulton and Cr Galvin).

Cr Egan indicated her acceptance of the nomination.

The Returning Officer called for any further nominations.

There being no further nominations and following the nominee's acceptance of the nomination, Cr Catherine Egan was declared elected.

**GWYDIR SHIRE COUNCIL
NOMINATION FOR DEPUTY MAYOR**

We hereby nominate:

**Cr. _____ for
the position of Deputy Mayor**

Cr. _____

Cr. _____

I consent to the above nomination

Cr. _____

6.3 Committee Memberships

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends extending the current memberships for an additional 12 months.

TABLED ITEMS Nil

BACKGROUND

Attached is the current list of Council's Committees and appointed delegates.

Councillors are requested to review the list and provide the staff with any alterations or modifications required.

Some of the memberships (e.g. Naomi and New England JOs) are related to the persons who hold either the Mayor or Deputy Mayor positions.

Some of these committees only meet as required.

OFFICER RECOMMENDATION

THAT the current memberships be confirmed for an additional 12 months.

ATTACHMENTS

1. Committee Memberships Sept 2023 [6.3.1 - 1 page]

COUNCIL RESOLUTION:

THAT the current memberships be confirmed for an additional 12 months.

(Moved Cr D Coulton, Seconded Cr Smith)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

Committee Memberships at present	Cr Smith	Cr Moore	Cr Egan	Cr Mulligan	Cr Matthews	Cr OAM	Cr Dixon	Cr Coulton	Cr D Coulton	Cr J Coulton	Cr Galvin
In House Committees											
Organisational Strategy and Policy	1	1	1	1	1	1	1	1	1	1	1
Community Services and Planning	1	1	1	1	1	1	1	1	1	1	1
Public Infrastructure	1	1	1	1	1	1	1	1	1	1	1
Heavy Plant	1	1						1	1	1	
Transport, Water and Sewerage Assets	1				1					1	
Information Technology & Office Equipment		1	1		1	1				1	1
The Living Classroom Committee	1		1		1						1
Circular Economy Committee	1	1	1					1	1		
Council Committees with External Representatives											
Internal Audit Committee			1 (Alt)							1	
Bingara Special Events Committee			1			1					1
Council Nominees on External Committees											
Central Northern Regional Library			1								1 (Alt)
Warialda and District Chamber		1								1	
Bingara and District Vision 20/20			1								
Arts North West											1
Northwest Regional Community Care Project Advisory			1								1 (Alt)
CHSP and Disability Services Advisory Committee			1								1
Northern Slopes Landcare Association		1 (Alt)		1	1						
Bingara Men's Shed						1					
Whole of Community Integrated Service					1						1 (Alt)
Murray Darling Association Inc.				1				1			
Other Levels of Government Committees											
Local RTA Traffic Committee	1 (Alt)							1	1		
Bush Fire Liaison (Service Level Agreement) Committee	1	1						1			
Local Emergency Management Committee								1 Chair	1		
Border Regional Organisation of Councils								1	1		
Namoi JOC (Until transfer is approved)			1 (Alt)						1		
New England JO			1 (Alt)						1		
Northern Planning Panel			1						1		
Council 355 Committee with Councillor Representative											
Bingara District Historical Society						1					
Warialda Historical Society		1						1			
Gwydir Learning Region Committee			1						1	1	
Bingara Showground Advisory Committee			1			1					
Disabled Access Committee						1					1
Naroo Hostel Advisory Committee	1 (Alt)								1		
Warialda Cultural Community Centre Craft Shop		1									
Gwydir Community Health Alliance			1						1	1	
Old Bingara Court House Gallery (In abeyance)											
Bingara Op Shop						1					
Warialda Op Shop								1			

6.4 Proposed Ordinary Meeting Dates 2023/24

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the adoption of the attached Council Meeting schedule for the 2023/24 Mayor Term.

TABLED ITEMS Nil

OFFICER RECOMMENDATION

THAT the attached meeting schedule for 2023/24 is adopted....

ATTACHMENTS

1. Meeting Cycle Proposed [6.4.1 - 1 page]

COUNCIL RESOLUTION:

THAT the attached meeting schedule for 2023/24 is adopted.

(Moved Cr Galvin, Seconded Cr Smith)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

Suggested Meeting Cycle 2023/24			
Date	Meetings	Location	Comment
12-Oct-23	No Committee Meeting	Roxy Meeting Room Bingara	The Mayor and General Manager are attending a conference in Sydney on 10th October to 12th October 2023. The October Council Meeting will also include two Citizenship Ceremonies.
26-Oct-23	Council Meeting		
9-Nov-23	Committee Meetings	Warialda Chambers	The LG NSW Annual Conference is scheduled for 12th to 15th November 2023.
30-Nov-23	Council Meeting		
14-Dec-23	Council Meeting	Roxy Meeting Room Bingara	The usual practice is to hold only one Meeting during December and then resume Council's Meetings in February 2024. This meeting will be followed by a social Christmas Event.
1-01-2024 to 31-1-24	Christmas Recess Special Meeting held if necessary		
8-Feb-24	Committees	Warialda Chambers	Meetings resume after the Christmas recess
22-Feb-24	Council Meeting		
7-Mar-24	Committees	Roxy Meeting Room Bingara	The Easter break is Friday 29th March to Tuesday 2nd April 2024
21-Mar-24	Council Meeting		
11-Apr-24	Budget Workshop	Warialda Chambers	To finalise the draft budget to be advertised. Earlier budget meetings will be scheduled as required and held following the Committee Meetings in March
18-Apr-24	Council Meeting		Anzac Day Thursday 25th April 2024
9-May-24	Committees	Roxy Meeting Room Bingara	No known scheduled external events
23-May-24	Council Meeting		
13-Jun-24	Committees	Warialda Chambers	The Australian Local Government Annual Assembly is usually held during June each year. A date has not been set so these meeting dates may change.
27-Jun-24	Council Meeting		
11-Jul-24	Committees	Roxy Meeting Room Bingara	No known scheduled external events. The Council goes into caretaker mode a month prior to the September 2024 Local Government Elections. No decisions of substance can be determined while in caretaker mode.
25-Jul-24	Council Meeting		
8-Aug-24	Committees	Warialda Chambers	No known scheduled external events
29-Aug-24	Council Meeting		
14-Sep-23	Committees	Roxy Meeting Room Bingara	Willoughby holds its Emerge Festival in early September.
28-Sep-23	Council Meeting		

6.5 Assessment Report for DA 24/2023 - Demolition of buildings 33-35 Maitland Street Bingara

File Reference: DA 24/2023

Delivery Program

Goal: 4. Proactive regional and local leadership

Outcome: 4.1 We are an engaged and connected community

Strategy: 3.1.1 Encourage respectful planning, balanced growth and good design

Author: General Manager

STAFF DISCLOSURE OF INTEREST

Although Gwydir Shire Council is the applicant both the application and assessment were prepared by consultants independent of the Council

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the adoption of the attached report from the independent town planning consultant, Wakefield Planning, regarding the assessment of DA 24/2023.

TABLED ITEMS Nil

BACKGROUND

In July 2021 several Council employees advised of health issues, which they felt related to the physical environment that they were working in.

The Council commissioned a Hygienist to undertake an evaluation of the building. This evaluation was undertaken on 28th July 2021. The subsequent report recommended, inter alia:

Given the high amount of mould and moisture observed and the high laboratory test results, it is strongly recommended that the building NOT be occupied to reduce the chance of health implications to staff and the general public.

Following reception of the Hygienist's assessment the decision was made to vacate the office and spread the Council's Bingara staff from the existing office across a mixture of other Council buildings and rented accommodation.

The dislocation of staff has reduced the efficiency of the Council's operations.

Since July 2021 to date the options available to the Council regarding the evacuated building have been evaluated. The process was severely delayed due to the restrictions introduced during Covid and the unavailability of specialists being able to travel.

The Council's Bingara Staff continue to operate out of a range of locations across the Bingara township:

A rented former hair dressing salon;
The Roxy Cinema Complex;
The former Bingara Courthouse;
The Bingara Swimming Pool Annex; and;
The Bingara Library.

The current arrangements are neither suitable nor fit for purpose.

One of the options considered was to demolish and rebuild on the exiting site and adjoining site in Maitland Street

With the uncertainty regarding the longevity of the required maintenance work on the existing building shell (damp course failure and crumbling bricks) it was decided to fully investigate demolishing and rebuilding.

The Development Application relating to the demolition of 33-35 Maitland Street Bingara was referred to Wakefield Consulting for their assessment, which is attached.

The consent to the demolition is a precursor to moving forward on the redevelopment of the site for a new Gwydir Shire Council Bingara Office.

Public consultation

The Development Application for the demolition of the existing buildings located at 33-35 Maitland Street Bingara is currently on exhibition for public comment and closes on 16th June 2023.

An information gathering event was at the Bingara Library on Saturday 24th June 2023.

Also, a Community Public Meeting was held on Tuesday 19th September 2023 to discuss the issue prior to the Council determining the recommendation contained in the report of the independent planning consultant at the Ordinary Council Meeting to be held on Thursday 28th September 2023.

The current Development Application relating to the demolition of the buildings at 33 and 35 Maitland Street Bingara is causing concern, but the proposal was mooted in an article in the Gwydir News during January 2023 which stated:

Bingara Council Chambers

On 19 January 2023 Council had a special meeting to discuss the new Bingara Shire Council Office. The meeting included a walk through of the existing facilities being the former Bingara Council Chambers, the former veterinary clinic and the current Northern Slopes Landcare office.

At this meeting Deputy Mayor, Cr Catherine Egan was appointed Chair of a working group together with Council staff, Deputy General Manager Mrs Leeah Daley and Building Services Manager, Mr Colin Cuell and all other Councillors.

Council resolved to engage StruXi Design Pty Ltd (StruXi) to design the new facility and the working group met with this company on 14 February. StruXi now plan to provide a draft design to Council within the next month.

In the meantime, a Development Application is being prepared and will be lodged for the demolition of the existing Bingara (Council Chambers and former Adams Garage) structures.

INDEPENDENT PLANNING CONSULTANT RECOMMENDATION

THAT Council grant consent to DA No 24/2023 for the demolition of the former Council building and Soldier Memorial Hall at 33 Maitland Street and the adjoining building at 35 Maitland Street Bingara subject to the following conditions:

General

Compliance with Documents

The development shall comply with the document *33 & 35 Maitland Street Bingara, Statement of Environmental Effects SMK April 2023* except as modified by the conditions of this Consent.

The façade and portico of No 33 Maitland Street is to be protected and stabilised in accordance with the Engineers Report *Structural Engineers Report David C Jones 15 July 2023*.

Prior to Demolition

A demolition plan is to be submitted to and approved by Council including:

A waste management plan. Insofar as is possible and reasonable materials are to be salvaged for re-use.

The plan shall also detail steps to be taken to manage asbestos identification and removal.

Measures to protect adjoining sites are to be outlined.

Soil and water management techniques during disposal are to be outlined.

Site security and public access control measures that address public safety

Acoustic measures to minimize noise impacts

Dust control measures, in particular to limit the spread of dust that may be contaminated.

Structural review to identify safe demolition methods.

Removal or stabilization of in-ground tanks in accordance with EPA requirements

A traffic management plan is to be submitted to and approved by Council which is to ensure:

Impacts on the operation of Maitland Street are minimized during business trading hours.

Access is to be other than from Maitland Street where possible.

Loads are to be fully covered and transfer of contaminated materials shall be in accordance with EPA requirements as set out in the Waste Regulation 2014.

Chain of Responsibility is to be outlined.

A full photo survey is to be taken of 33 Maitland Street prior to demolition including archival quality photos as well as digital images.

An application is to made to Council under S138 of the Roads Act for all works on the footpath or any public road.

During Demolition

Demolition shall comply with AS 2601-2001 unless in conflict with these conditions, in which case these conditions prevail.

All reasonable steps shall be taken to minimize adverse impacts on adjoining and nearby properties.

An archival photographic record is to be taken of the building deconstruction and supplied to Council.

As needed, additional investigations shall be undertaken into contamination as areas are exposed during demolition. This may require soil testing and other testing to confirm levels of contamination. The demolition plan is to be updated as needed to reflect the findings of these investigations

If any Indigenous artefacts are discovered, the provisions of the *NPWS Act 1974* are to be applied. Work is to stop until appropriate investigations have been undertaken.

If any European artefacts are discovered, other than the building structure itself, advice is to be sought from a heritage specialist on the management of those artefacts.

A complaints mechanism is to be established, to provide a contact phone number and email address which are to be displayed on site. Complaints are to be responded to within one (1) business day and any necessary operational changes are to be made.

Hours are 7am to 6pm Monday to Friday and 8am-5pm Saturday, Sunday and Public Holidays. These hours may be reviewed on written request to the Council by way of letter, and may be modified by Council without further amendment of this consent. Works not creating any audible noise at any residential premise may be carried out outside these hours.

Reasons:

To ensure that the façade of the building at No. 33 is retained and that that the building is properly recorded before and during demolition.

To manage public safety and amenity

To comply with statutory requirements and relevant standards.

Advising:

Consideration should be given to retaining at-ground artefacts where these are compatible with the planned future use of the site and where they contribute to an understanding of the site's history.

Replacement buildings need to respect the streetscape without copying historic development.

Interpretive material should be included in any redevelopment of the sites.

ATTACHMENTS

1. DA 24-2023 Assessment Report [6.5.1 - 28 pages]

COUNCIL RESOLUTION:

THAT Council grant consent to DA No 24/2023 for the demolition of the former Council building and Soldier Memorial Hall at 33 Maitland Street and the adjoining building at 35 Maitland Street Bingara subject to the following conditions:

General

Compliance with Documents

The development shall comply with the document *33 & 35 Maitland Street Bingara, Statement of Environmental Effects SMK April 2023* except as modified by the conditions of this Consent.

The façade and portico of No 33 Maitland Street is to be protected and stabilised in accordance with the Engineers Report *Structural Engineers Report David C Jones 15 July 2023*.

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A demolition plan is to be submitted to and approved by Council including:

A waste management plan. Insofar as is possible and reasonable materials are to be salvaged for re-use.

The plan shall also detail steps to be taken to manage asbestos identification and removal.

Measures to protect adjoining sites are to be outlined.

Soil and water management techniques during disposal are to be outlined.

Site security and public access control measures that address public safety

Acoustic measures to minimize noise impacts

Dust control measures, in particular to limit the spread of dust that may be contaminated.

Structural review to identify safe demolition methods.

Removal or stabilization of in-ground tanks in accordance with EPA requirements

A traffic management plan is to be submitted to and approved by Council which is to ensure:

Impacts on the operation of Maitland Street are minimized during business trading hours.

Access is to be other than from Maitland Street where possible.

Loads are to be fully covered and transfer of contaminated materials shall be in accordance with EPA requirements as set out in the Waste Regulation 2014.

Chain of Responsibility is to be outlined.

A full photo survey is to be taken of 33 Maitland Street prior to demolition including archival quality photos as well as digital images.

An application is to be made to Council under S138 of the Roads Act for all works on the footpath or any public road.

During Demolition

Demolition shall comply with AS 2601-2001 unless in conflict with these conditions, in which case these conditions prevail.

All reasonable steps shall be taken to minimize adverse impacts on adjoining and nearby properties.

An archival photographic record is to be taken of the building deconstruction and supplied to Council.

As needed, additional investigations shall be undertaken into contamination as areas are exposed during demolition. This may require soil testing and other testing to confirm levels of contamination. The demolition plan is to be updated as needed to reflect the findings of these investigations

If any Indigenous artefacts are discovered, the provisions of the *NPWS Act 1974* are to be applied. Work is to stop until appropriate investigations have been undertaken.

If any European artefacts are discovered, other than the building structure itself, advice is to be sought from a heritage specialist on the management of those artefacts.

A complaints mechanism is to be established, to provide a contact phone number and email address which are to be displayed on site. Complaints are to be responded to within one (1) business day and any necessary operational changes are to be made.

Hours are 7am to 6pm Monday to Friday and 8am-5pm Saturday, Sunday and Public Holidays. These hours may be reviewed on written request to the Council by way of letter, and may be modified by Council without further amendment of this consent. Works not creating any audible noise at any residential premise may be carried out outside these hours.

Reasons:

To ensure that the façade of the building at No. 33 is retained and that that the building is properly recorded before and during demolition.

To manage public safety and amenity

To comply with statutory requirements and relevant standards.

Advising:

Consideration should be given to retaining at-ground artefacts where these are compatible with the planned future use of the site and where they contribute to an understanding of the site's history.

Replacement buildings need to respect the streetscape without copying historic development.

Interpretive material should be included in any redevelopment of the sites.

(Moved Cr Egan, Seconded Cr Dixon OAM)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Smith

Against: Nil

Cr Mulligan was absent from the room during the vote.



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DA Evaluation Report

Demolition of Buildings

33 and 35 Maitland Street Bingara

Client: Gwydir Shire Council

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Specialist Town Planners

DA Assessment Report – Memorial Hall - Bingara

Document Control Details

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Disclaimer

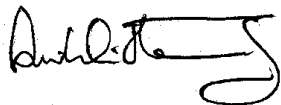
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This report has been prepared to inform the Client about particular matters. Use of material herein for any other purpose is at the end-user's own risk. The information contained in this report is to the best of Wakefield Planning's knowledge true and correct. Every effort has been made to ensure its accuracy; however, to the extent permitted at law, Wakefield Planning does not accept responsibility for any loss, injury or damage arising from the use of such information.

Principal Author Certification

I certify that I have reviewed the contents of this Report and to the best of my knowledge:

- The information contained in this Report is neither false nor misleading; and
- It contains all relevant available information that is current at the time of release.


Angus Witherby

BA – Geography & Economics, Grad. Dip. Urb. & Reg. Planning, FPIA, CPP

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1 Introduction

This report is an assessment of DA No 24/2023 for the demolition of the former Council building and Soldier Memorial Hall together with the adjacent commercial building at 33 and 35 Maitland Street Bingara.

The report has been prepared by Wakefield Planning at PO Box 594 Moree 2400.

This development is not the subject of a declaration of any reportable political donation or gift to a Councillor or staff member pursuant to the *Local Government and Planning Legislation Amendment (Political Donations) Act 2008*.

2 Description of Site

The site at 33 Maitland Street is currently occupied in part by the Soldier Memorial Hall at 33 Maitland St Bingara. The hall is set back slightly from the streetscape and consists of a related group of structures. The adjoining site, 35 Maitland Street addresses the building line.

The sites are located in the main street of Bingara and are within the RU5 Village Zone. The land uses in the area are predominantly commercial, with land adjacent zoned RU5.



Figure 2-1 - Site Context – 33 Maitland Street

DA Assessment Report – Memorial Hall - Bingara



Figure 2-2 - Site context - 35 Maitland Street

The following diagrams show the site in the context of the street:



Figure 2-3 - Street view of building at 33 Maitland

DA Assessment Report – Memorial Hall - Bingara



Figure 2-4 - Street view of building at 35 Maitland



Figure 2-5 - Maitland Street looking south



Figure 2-6 - View Opposite

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Figure 2-7 - Maitland Street Looking North

3 Description of Development and Investigations

Demolition of existing buildings, the Soldiers Memorial Hall at 33 Maitland St Bingara, while retaining key elements of the façade and portico, and the adjoining commercial building at 35 Maitland Street Bingara.

3.1 Reasons for the Demolition

The building at No 33 has been subject to rising damp. This has led to a situation where the building is no longer fit for purpose. Shown following are a sample of internal images of the building. The office section, in particular, has been severely affected.

The building at No 35 is aging, and is unsuited to conversion into community/council uses.

DA Assessment Report – Memorial Hall - Bingara



Figure 3-1 - Hall at No 33 Current Internal Condition

DA Assessment Report – Memorial Hall - Bingara

Figure 3-2 - Former Office Area – No. 33 - Current Internal Condition



Figure 3-3 - Former Office Area – No. 33 - Current Internal Condition

3.2 Contamination

SMK undertook a review of the buildings and site. Their report identified the following contaminant groupings:

- Asbestos, including in later alterations, floor tiles and piping
- Heavy metals, in particular lead paint
- Potential for hydrocarbons (No 35)

While these contaminants of themselves are not necessarily a reason for demolition, they add considerably to the costs of any repair or refurbishment of the buildings.

DA Assessment Report – Memorial Hall - Bingara

4 Submissions

The proposed demolition has been the subject of a range of submissions. These are summarised below. The focus of submissions has been on the Memorial Hall, rather than the adjoining commercial building.

The full set of submissions is available for review.

Submission Issue	Comment
The Soldiers Memorial Hall is a registered World War 1 memorial site, there is no consideration of this in the Statement of Environmental Effects.	<p>The Soldiers Memorial Hall is referenced on both the NSW Memorial Register and The Places of Pride (National Register of War Memorials). These references followed the Heritage Study undertaken within the Shire by Graham Wilson OAM.</p> <p>The Hall's use changed in 1938 when it was transferred to Bingara Shire Council for use as a Council Office. There are no Honour Rolls within the structure.</p> <p>The facade is the focal point of discussion and its retention will allow only minimal impact on the streetscape as well ensuring the significance of the building is acknowledged.</p> <p>Based on the listing of the building, it appears that preservation of the façade would satisfy the requirement to maintain this as a registered war memorial site.</p> <p>Council has undertaken a sound evaluation of the risks of this building. This follows the recommendation of the War Memorial Register.</p> <p>There is a document Caring for Our War Memorials. This relates to repairs and maintenance of structures such as gates, statues and walls. It does not include any comment on whole buildings and the problems with the Hall at present.</p>
The buildings have historical significance even though they are not listed in the Gwydir Local Environmental Plan 2013 or the State Heritage Inventory. An assessment of its significance should form part of the Statement of Environmental Effects.	It is recommended that the façade and portico be retained. This should be given consideration for listing as an item of the environmental heritage in the Gwydir LEP 2013 (Local significance).
No Indigenous Heritage assessment undertaken on either site.	SMK assessed Indigenous Heritage in section 4.12.1 of the report. There is no requirement to provide any additional information as this satisfied the provisions of the Act. A condition of any consent would cover the protocols should any indigenous heritage items be discovered during any demolition.

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Submission Issue	Comment
The Soldiers Memorial Hall is the location of at least two Time Capsules, this should be investigated and forms part of the heritage significance of the site.	These capsules will be located and repositioned within the proposed development to be opened at the appropriate time.
The Statement of Environmental Effects is inadequate and/or inaccurate: Particularly in relation to the above first four points and that the Bingara Strategic Plan is not considered as a part of this document.	Addressed above. Also in relation to the Bingara strategic plan, that plan does not recommend keeping dilapidated or abandoned buildings in the main street. Such buildings would provide a negative visual impact on the aesthetics of the main street area. There are other significant war memorials close by.
Impact on Streetscape/Visual amenity/Tourism: Consideration of the impacts of total or partial demolition will have on the streetscape and tourism with relation to the heritage vernacular of the main part of Bingara.	The current building is slightly set back from the streetscape. Nevertheless, it is a significant and familiar element in the streetscape. In practice, the facade is the focal point of discussion and its retention would allow only minimal impact on the streetscape as well ensuring the significance of the building is acknowledged.
Commercial Impacts: Consideration of the impacts that will be caused to remaining business' adjacent to and adjoining the proposed development site. Address the loss of available commercial space in the main street of Bingara.	Any future use of the site would need to take into account the aspirations in the Bingara Town Plan and ensure that the site continues to be an activity centre, to ensure that the site attracts people with ongoing activities. This would help support the adjoining and nearby development.
Consideration of alternative solutions and more than one consultancy report: What are the alternatives available and documentation for each, that support the case for or against demolition. Has more than one consultant's opinion been sort regarding the possible remediation of the building/s issue/s.	The Council is satisfied with the documentation available from its various consultants. This information is available upon request. Council has also had the benefit of the various perspectives put forward in submissions. In this respect it is considered that the overall decision has reviewed a wide range of options. Demolition and construction of a subsequent building, while retaining the façade, is considered, on balance, to be the preferred outcome, based on the building condition, and the potential costs of retention, while bringing up to current standards as well as addressing the serious issues associated with rising damp.
Consideration of alternative sites for new office: What are the deciding factors as to why the demolition is necessary rather than alternative sites for the offices.	The main street location has been determined as the preferred location in order to maintain convenient access to the Council's services. In addition, having the offices in this location will attract visitation to the town centre. Irrespective of re-use of the site for offices, the buildings behind the façade are not economically able to be retained.
Key Stakeholder & Community engagement: What community engagement was undertaken prior to the submission of the development application that supported the decision to demolish.	The Development Application for demolition was advertised rather than adjoining owners only being notified. The demolition proposal has had wide discussions in public following the advertising of the DA. Accordingly, and noting as well the intent to hold a public meeting prior to any final Council decision, this is considered sufficient public consultation.

DA Assessment Report – Memorial Hall - Bingara

Submission Issue	Comment
Retention of the Soldiers Memorial façade: Has the preservation of the façade been investigated and what is the outcome.	The façade has been inspected by an independent structural engineer and it is possible for it to be retained. This is now the preferred option that is under consideration as part of this DA.
Conflict of Interest: Even though it is allowable, what assurances does the public have that Council will make an unbiased determination that is in the public interest. Has Council given consideration to referring the development to an independent assessing and/or determining authority.	The assessment of the DA has been undertaken by an independent Planning Consultant, Wakefield Planning. The assessment report has been reviewed by an independent historian.
Demolition & re-construction should be considered together not separately: In order to give this demolition proposal context, the inclusion of a concept of the overall intention of the site once completed which includes alternatives would provide greater clarity to the public, so that a complete opinion can be formed.	<p>This application deals with an application to demolish the buildings. It does not deal with Council's overall plan for building a new Council chambers. It is agreed that there is benefit in understanding the potential uses of the site as part of considering demolition.</p> <p>It is recommended that further community engagement be undertaken in relation to the following stages of this development, mainly remediation of the existing site and construction of new buildings, in the context of retention of the façade.</p>
Council should reconsider the demolition given its huge significance as part of our shared history. Retaining the rising sun alone would be an inadequate solution to the cultural significance of the hall. The hall should be conserved and properly assessed for heritage significance.	<p>Unfortunately the structure is beyond economic retention. The cultural and social importance is, however, recognised. This is sometimes the case with older buildings. There are a number of steps which can be taken to understand and document the building as well as the retention of the façade and its sensitive incorporation into a new building. These measures include:</p> <ul style="list-style-type: none"> • Documentation of the building's history • Photographic record of deconstruction • Interpretive material with new development. • Heritage listing of the Façade (local significance)
A desktop heritage study recommends retention	<p>The desktop study, which was carried out pro-bono, recommended retention of the buildings. As a desktop study, and without the benefit of reports into the building internal condition nor internal inspection, such a study can be given little weight.</p> <p>While to external appearances the buildings appear in reasonable condition, this is not, in fact, the case either internally or in terms of the long term survivability of the structures noting rising damp and the mould and other issues associated with this.</p>

4.1 The rising damp issue

Consideration was given to the NSW Government Technical Guide from Heritage NSW.¹ At this stage the building appears to have suffered little, if any obvious damage through salts accumulation in the brickwork. That being said, salts can and do contribute to long-term decay. In this particular case the issue is due to damp rising through capillary action.

Stopping this is a major issue, in particular when considering solid masonry structures with solid internal walls. To install a physical damp course is a non-trivial measure, that will not necessarily halt decay processes in the upper brickwork if excessive salts are present. In addition, the impacts of damp on timberwork, including floors, needs consideration. The use of asbestos tiles has limited the ability of floors to “breathe”. Further, correcting causes of soil moisture and drainage issues is non-trivial.

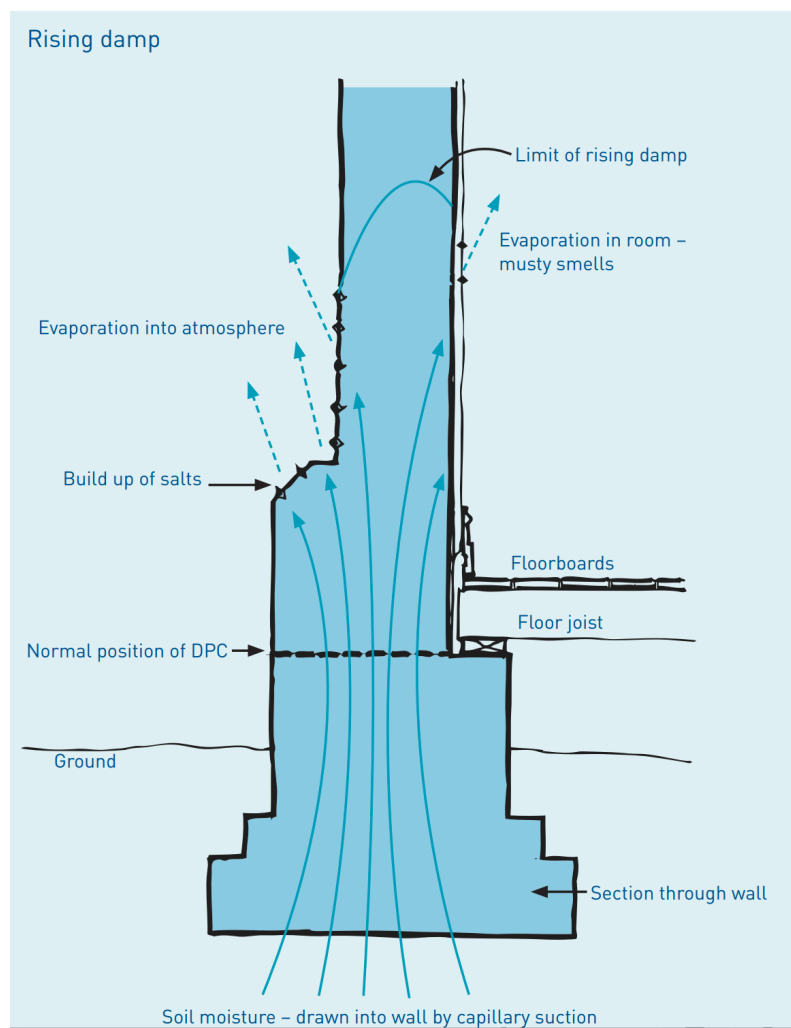


Figure 4-1 - Rising Damp Process

¹ <https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Heritage/salt-attack-and-rising-damp-guide.pdf>

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The following figure, also from the technical manual, indicates the issues with rising damp and mould.

Damp rooms may be unhealthy

Damp conditions promote the growth of moulds, tiny members of the fungal kingdom that include rots and mushrooms. Moulds have the potential to cause health problems. Inhaling or touching mould or mould spores may cause allergic reactions in sensitive individuals. Moulds can also cause asthma attacks in people with asthma who are allergic to mould. Research on mould and health effects is ongoing. Indoor mould growth can and should be controlled by controlling moisture levels. Keeping walls relatively dry is a sensible precaution. In building science terms, surface relative humidities (the relative humidity of surfaces such as walls) should be kept below 80% for periods of a month at a time. This is readily achieved in well-ventilated housing in warmer parts of Australia.

Box 1

Figure 4-2 - Health issues

Best practice recommends installation/replacement of the damp course together with treatment of the masonry to manage overall salt loads.

A particular issue is that the rate of decay increases exponentially, so even if little decay is current evident, this does not mean the building is safe against future decay by dealing only with the damp course issue.

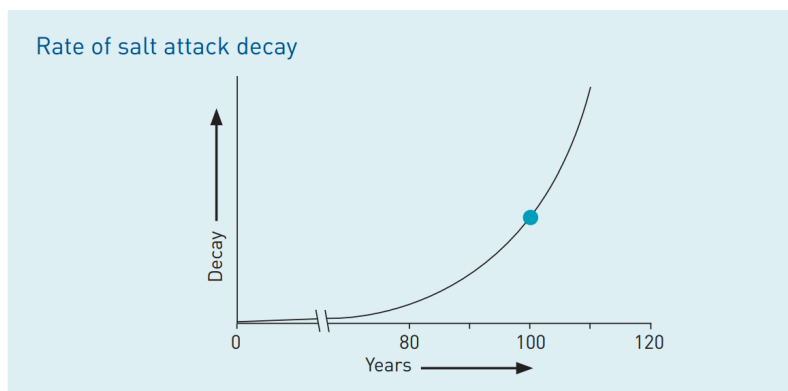


Figure 4-3 - Rate of Decay

Further, treatment is an ongoing maintenance task, rather than a once-only exercise. This means that ongoing costs can be considerable.

Whether by undersetting, sawing to insert a new dampcourse or chemical treatments, the work is very significant.

5 Statutory Review

5.1 Site context

The sites are located within RU5 zone under Gwydir LEP 2013.



Figure 5-1 - Zoning

The site has a minimum lot size of 550m² although this is not relevant to the current application



Figure 5-2 - Lot Size

6 Review under Section 79 C

6.1 State Environmental Planning Policies

Consideration was given to the SEPP (Exempt and Complying Development Codes 2008). This includes demolition. Demolition is exempt development under the code, however despite this, a DA is considered appropriate due to the potential for the façade and portico of No. 33 to be heritage listed.

It is further noted that in the absence of the SEPP the development would require consent under the land use table.

6.2 Local Environmental Plan

6.2.1 Aims of the Plan

The aims of the Plan are set out below:

1.2 Aims of Plan

- (1) This Plan aims to make local environmental planning provisions for land in Gwydir in accordance with the relevant standard environmental planning instrument under section 3.20 of the Act.
- (2) The particular aims of this Plan are as follows—
 - (aa) to protect and promote the use and development of land for arts and cultural activity, including music and other performance arts,
 - (a) to encourage the proper management, development and conservation of environmental, economic and social resources in Gwydir,
 - (b) to facilitate economic growth and development consistent with the aim specified in paragraph (a) and that—
 - (i) minimises the cost to the community of fragmented and isolated development, and
 - (ii) facilitates the efficient and effective delivery of amenities and services, and
 - (iii) facilitates stimulation of demand for a range of residential, enterprise and employment opportunities and promotes agricultural diversity, and
 - (iv) utilises, where feasible, existing infrastructure and roads when considering new development and future potential development,
 - (c) to facilitate development in accordance with flood management planning,
 - (d) to facilitate development that is compatible with adjoining and nearby uses,
 - (e) to facilitate development that is appropriate in scale and type to the characteristics of the zone,
 - (f) to identify, protect and conserve places of European heritage significance and Aboriginal heritage and cultural significance,
 - (g) to identify, protect, conserve and enhance natural assets.

Of these aims, the most relevant is (g) which highlights the importance of a careful assessment of the building at No 33. Refer to the Statement of Environmental Effects as well as the separate reports relating to structural aspects of the façade as well as this report.

6.2.2 Zoning and Land Use Table

Land Use Table

The proposal is subject to Gwydir LEP 2013 It is located within the RU5 (Local Centre). The zone has the following objectives:

Objectives of zone

- To provide for a range of land uses, services and facilities that are associated with a rural village.

The development is considered to be consistent with the objective of the zone, provided that the sites are utilised for services and facilities that support the town.

In terms of permissibility, the following extract is from the land use table.

2 Permitted without consent

Building identification signs; Environmental protection works; Extensive agriculture; Home-based child care; Home occupations; Roads; Water reticulation systems

3 Permitted with consent

Agricultural produce industries; Centre-based child care facilities; Community facilities; Dwelling houses; Neighbourhood shops; Oyster aquaculture; Places of public worship; Recreation areas; Recreation facilities (indoor); Recreation facilities (outdoor); Respite day care centres; Schools; Tank-based aquaculture; Any other development not specified in item 2 or 4

4 Prohibited

Agriculture; Air transport facilities; Airstrips; Boat launching ramps; Boat sheds; Cellar door premises; Charter and tourism boating facilities; Correctional centres; Extractive industries; Farm buildings; Farm stay accommodation; Forestry; Heavy industrial storage establishments; Heavy industries; Jetties; Marinas; Mooring pens; Moorings; Mortuaries; Open cut mining; Resource recovery facilities; Roadside stalls; Rural industries; Rural workers' dwellings; Sex services premises; Waste disposal facilities; Wharf or boating facilities

6.2.3 Particular clauses

Clause 2.7 establishes that demolition can only be carried out with consent. Note comments on the SEPP (Exempt and Complying Development Codes) 2008.

Clause 6.1 addresses earthworks. Note that under the SEPP (Exempt and Complying Development Codes) 2008 earthworks are exempt if part of a DA for another purpose. That being said, for completeness the clause is assessed below:

6.1 Earthworks

- (1) The objective of this clause is to ensure that earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land.
- (2) Development consent is required for earthworks unless—
 - (a) the earthworks are exempt development under this Plan or another applicable environmental planning instrument, or
 - (b) the earthworks are ancillary to development that is permitted without consent under this Plan or to development for which development consent has been given.

- (3) Before granting development consent for earthworks (or for development involving ancillary earthworks), the consent authority must consider the following matters—

- (a) the likely disruption of, or any detrimental effect on, drainage patterns and soil stability in the locality of the development,

Comment: Drainage functions will need to be maintained post-development to ensure that impacts on adjoining lands are minimised.

- (b) the effect of the development on the likely future use or redevelopment of the land,

Comment: The retention of the façade and portico at No. 33 will constrain the future use and redevelopment of the site. Retention is, however, supported.

- (c) the quality of the fill or the soil to be excavated, or both,

Comment: This is likely to include materials such as footings, but may also include contaminated soils. Refer to notes on contamination and the need for appropriate conditions.

- (d) the effect of the development on the existing and likely amenity of adjoining properties,

Comment: Demolition would have short-term amenity impacts. These would need to be managed through appropriate conditions of consent.

- (e) the source of any fill material and the destination of any excavated material,

Comment: No imported fill is likely, however if this is needed, a condition would be imposed. Excavated material would need to be disposed of at a licensed facility.

- (f) the likelihood of disturbing relics,

Comment: Both European and Indigenous relics may be uncovered during the process of demolition. Appropriate conditions are recommended.

- (g) the proximity to, and potential for adverse impacts on, any waterway, drinking water catchment or environmentally sensitive area,

Comment: The site is remote from any of these issues, provided sediment movement off-site is managed appropriately.

- (h) the proximity to and the potential for adverse impacts on any heritage item, archaeological site or heritage conservation area,

Comment: The sites are not heritage sites, however the significance of the Memorial Hall means that consideration has been given to this issue.

- (i) the effect of the development on native fauna and flora, including threatened species, populations or ecological communities and their habitats,

Comment: The sites have minimal vegetation, and no issues arise.

- (j) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.

Comment: Appropriate conditions are required.

Note—

The [National Parks and Wildlife Act 1974](#), particularly section 86, deals with harming Aboriginal objects.

6.3 Draft Local Environmental Plans

No draft local environmental plan currently applies to the land.

6.4 Development Control Plans (DCP)

Gwydir Shire does not have a DCP. Instead, there are town plans for Wyallda and Bingara. Set out below are some key aspects from the Bingara Town Plan which are of relevance to the site.

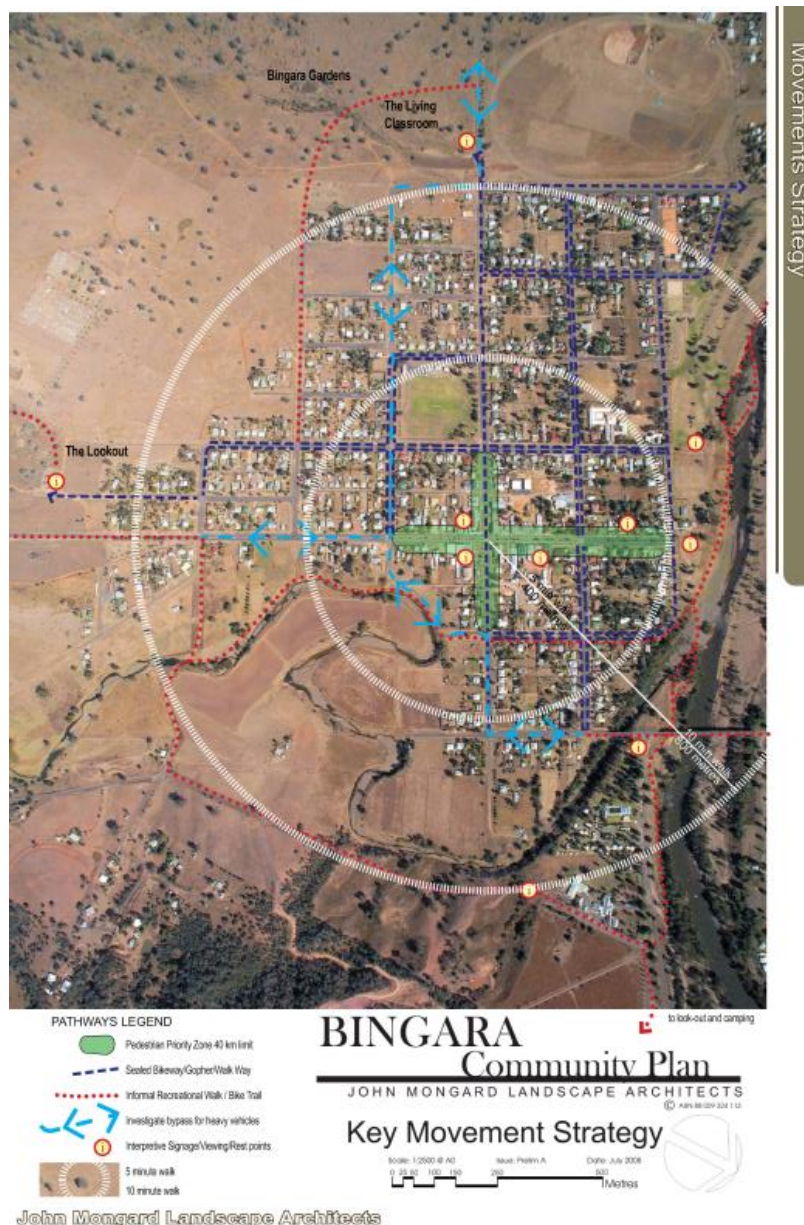


Figure 6-1 - Bingara Community Plan Strategy

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The Community Plan Strategy reinforces the key role of Maitland Street in the town, as the key “axis”.

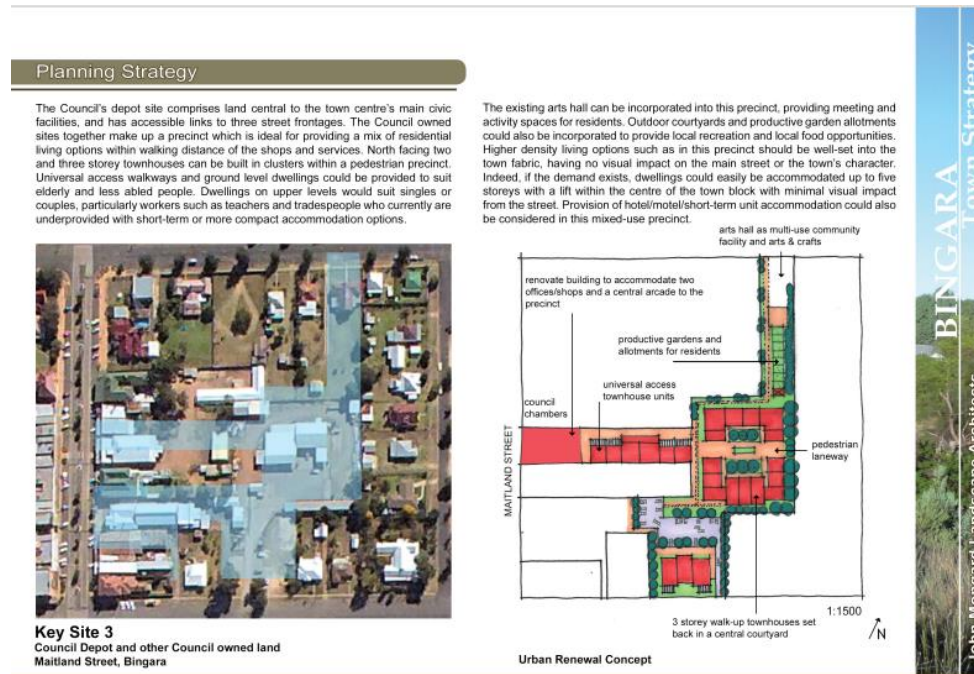


Figure 6-2 - Bingara Town Strategy

The town strategy includes site of No. 33 as a “key site” in the town. The overall Council owned site is identified as forming a key precinct, with potential for a variety of uses, including town centre residential.

DA Assessment Report – Memorial Hall - Bingara

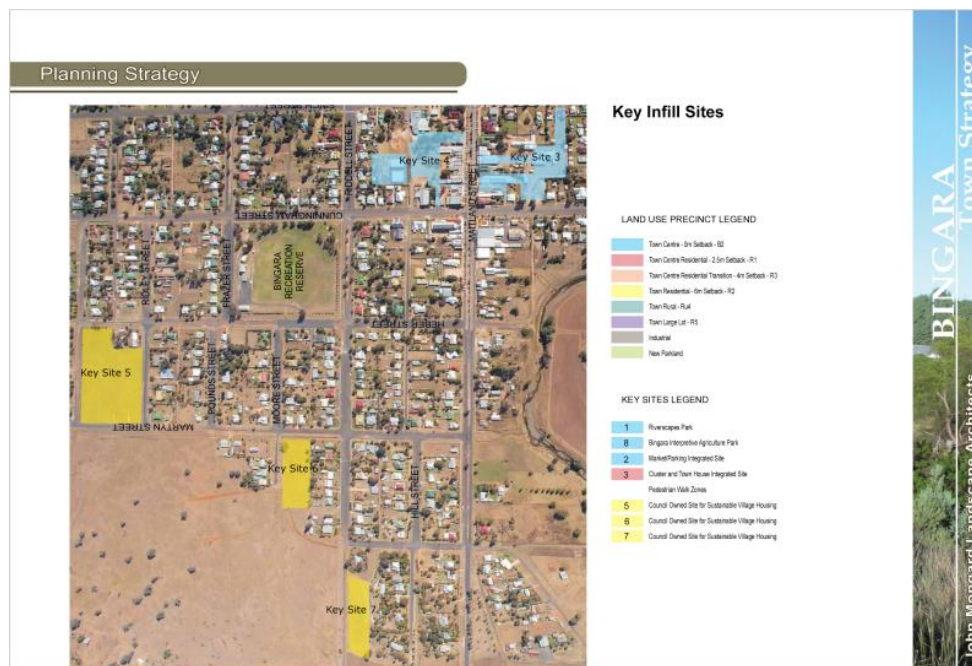


Figure 6-3 - Bingara Key Infill Sites

The site is known as “Key site 3”.

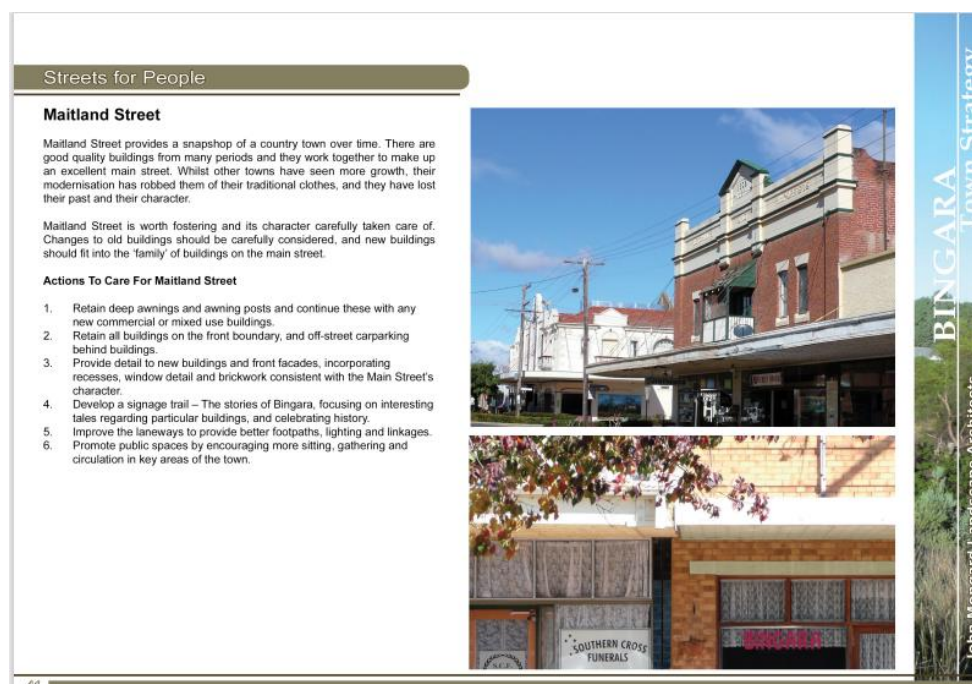


Figure 6-4 - Actions to care for Maitland Street

In addition, the character of Maitland Street is one of a snapshot of a country main street over time, with that character being seen as critical to maintain. Changes to old buildings should be

carefully considered. This includes the streetscape presentation of No. 35 in addition to the Memorial Hall.

6.5 Likely impacts of the development

6.5.1 Streetscape

The Memorial hall building is recessed somewhat as compared to its neighbours. Nevertheless, a total removal of the building would be a serious loss to the streetscape. The building is iconic, and unusual in its streetscape presentation. For this reason, any demolition should retain the façade and portico features.

A structural engineer's report has been obtained, which confirms that the portico and façade can be successfully retained, for integration into a new building.

The building at No. 35 is typical of the lightly constructed commercial buildings of its era. While not remarkable, it nevertheless contributes to the rhythm of the streetscape in the vicinity.

6.5.2 Cultural and Social impacts

Loss of the Memorial Hall, whether in whole or part, will have cultural and social impacts, in particular noting the origins of the building and its previous uses prior to becoming the Shire offices. While retention of the portico and façade will assist to some degree, it is important that the "story" of the building be clearly told as part of any site redevelopment. This may include retention and exposure of some ground level elements in any open space areas; interpretive plaques, historical imagery and the like. Sensitively handled, this history need not be lost to Bingara, but seen in the context of the ongoing life of the town.

Recognition as an item of the environmental heritage, for the retained portions, should be included, in particular the façade and portico.

6.5.3 Contamination

The sites are contaminated with lead and asbestos and likely hydrocarbons on No. 35. Removal of these can be undertaken in accordance with the relevant protocols and standards. This will ensure that the site is clean for any proposed building works, or the use of the site for open space or other similar uses.

6.5.4 Disruption

The area is a commercial area, which limits the impacts of noise, etc. during the demolition process. Measure will, however, be needed to manage truck access to the site, as well as control noise and dust. In addition, adequate protection is required to adjoining buildings to avoid damage. Hours need to respond to the circumstances. Extended hours (e.g weekends) would shorten the period of demolition and therefore the overall disruption.

Noting the sites configuration, with access available at the rear, demolition can occur without the need to bring heavy vehicles and equipment down Maitland Street. The demolition of the façade of No. 35 will, however, require closure of the footpath to ensure public safety.

6.6 The public interest

The public interest is a balancing act. In particular, there is the social and historical interest in the existing buildings, which must be weighed against the costs of retention, together with the costs of bringing up to modern standards including access, fire, and the like.

On balance, it is considered that the demolition, with retention of the façade of No. 35 together with appropriate conditions, is in the public interest in a manner that outweighs the costs of repair, retention and upgrading.

7 Recommendation

That Council grant consent to DA No 24/2023 for the demolition of the former Council building and Soldier Memorial Hall at 33 Maitland Street and the adjoining building at 35 Maitland Street Bingara subject to the conditions outlined in the Appendix.

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8 Appendix – Recommended Conditions

DA Assessment Report – Memorial Hall - Bingara

Appendix

Conditions 33-35 Maitland Street Bingara.

1. General
 - 1.1. Compliance with Documents
 - 1.1.1. The development shall comply with the document *33 & 35 Maitland Street Bingara, Statement of Environmental Effects SMK April 2023* except as modified by the conditions of this Consent.
 - 1.1.2. The façade and portico of No 33 Maitland Street is to be protected and stabilised in accordance with the Engineers Report *Structural Engineers Report David C Jones 15 July 2023*.
2. Prior to Demolition
 - 2.1. A demolition plan is to be submitted to and approved by Council including
 - 2.1.1. A waste management plan. Insofar as is possible and reasonable materials are to be salvaged for re-use.
 - 2.1.2. The plan shall also detail steps to be taken to manage asbestos identification and removal.
 - 2.1.3. Measures to protect adjoining sites are to be outlined.
 - 2.1.4. Soil and water management techniques during disposal are to be outlined.
 - 2.1.5. Site security and public access control measures that address public safety
 - 2.1.6. Acoustic measures to minimize noise impacts
 - 2.1.7. Dust control measures, in particular to limit the spread of dust that may be contaminated.
 - 2.1.8. Structural review to identify safe demolition methods.
 - 2.1.9. Removal or stabilization of in-ground tanks in accordance with EPA requirements
 - 2.2. A traffic management plan is to be submitted to and approved by Council which is to ensure:
 - 2.2.1. Impacts on the operation of Maitland Street are minimized during business trading hours.
 - 2.2.2. Access is to be other than from Maitland Street where possible.
 - 2.2.3. Loads are to be fully covered and transfer of contaminated materials shall be in accordance with EPA requirements as set out in the Waste Regulation 2014.
 - 2.2.4. Chain of Responsibility is to be outlined.
 - 2.3. A full photo survey is to be taken of 33 Maitland Street prior to demolition including archival quality photos as well as digital images.
 - 2.4. An application is to be made to Council under S138 of the Roads Act for all works on the footpath or any public road.
3. During Demolition
 - 3.1. Demolition shall comply with AS 2601-2001 unless in conflict with these conditions, in which case these conditions prevail.
 - 3.2. All reasonable steps shall be taken to minimize adverse impacts on adjoining and nearby properties.
 - 3.3. An archival photographic record is to be taken of the building deconstruction and supplied to Council.
 - 3.4. As needed, additional investigations shall be undertaken into contamination as areas are exposed during demolition. This may require soil testing and other testing to confirm levels of contamination. The demolition plan is to be updated as needed to reflect the findings of these investigations.

- 3.5. If any Indigenous artefacts are discovered, the provisions of the *NPWS Act 1974* are to be applied. Work is to stop until appropriate investigations have been undertaken.
- 3.6. If any European artefacts are discovered, other than the building structure itself, advice is to be sought from a heritage specialist on the management of those artefacts.
- 3.7. A complaints mechanism is to be established, to provide a contact phone number and email address which are to be displayed on site. Complaints are to be responded to within one (1) business day and any necessary operational changes are to be made.
- 3.8. Hours are 7am to 6pm Monday to Friday and 8am-5pm Saturday, Sunday and Public Holidays. These hours may be reviewed on written request to the Council by way of letter, and may be modified by Council without further amendment of this consent. Works not creating any audible noise at any residential premise may be carried out outside these hours.
4. Reasons:
 - 4.1. To ensure that the façade of the building at No. 33 is retained and that that the building is properly recorded before and during demolition.
 - 4.2. To manage public safety and amenity
 - 4.3. To comply with statutory requirements and relevant standards.
5. Advising:
 - 5.1. Consideration should be given to retaining at-ground artefacts where these are compatible with the planned future use of the site and where they contribute to an understanding of the site's history.
 - 5.2. Replacement buildings need to respect the streetscape without copying historic development.
 - 5.3. Interpretive material should be included in any redevelopment of the sites.

6.6 Executive Services Report**File Reference:** NA**Delivery Program****Goal:** 5. Organisational management**Outcome:** 5.1 Corporate management**Strategy:** 5.1.5 Provision of responsible internal governance**Author:** General Manager**STAFF DISCLOSURE OF INTEREST Nil****IN BRIEF/SUMMARY RECOMMENDATION**

This report is for reception.

TABLED ITEMS Nil**COMMENT****PLANNING – August 2023**

The following Development (D/A) and Development Modification (s96) applications were approved during the month of August 2023:

No.	Property Description	Development/ Work	\$	D/A	s96
19/2022	G J & V L Zampa Lot 9 Section 5 DP 758111 25 Dinoga Street Bingara	Modification of dwelling floor plan	\$-	-	✓
21/2023	Z P Collins Lot 6 DP 731477 21 Bowen Street Bingara	Garage	\$47,000	✓	-
34/2023	J M Armitage Lot 3 Section 19 DP 758111 18 Gwydir Terrace Bingara	Construct a principal dwelling and change the use of the existing small dwelling to a secondary dwelling	\$310,000	✓	-

The following Development (D/A) and Development Modification (s96) applications were received during or prior to July 2023 and remain undetermined at the end of August 2023

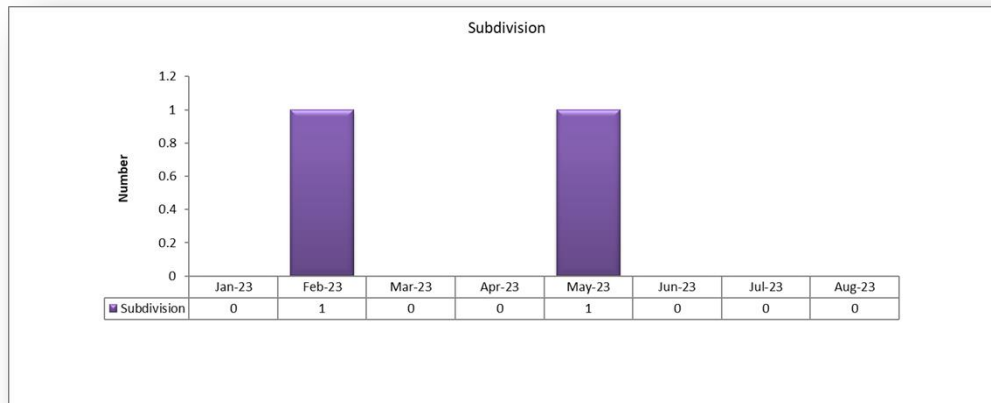
AppNo.	Property Description and Description of Work	Portal Date	Lodged Date	Reason for delay in lodgement	Current Status	Type
22/ 2023	Field Solutions Pty Ltd 6226 North Star Road North Star Telecommunications and Communications Facility	19/04/2023	26/04/2023	Payment of fees	Request of Threatened Species Test of Significance	DA
23/ 2023	J A Grant / Pinchgut Pty Ltd 12 Stephen Street Warialda 10-bedroom boarding house	18/11/2022	02/05/2023	Further information needed prior to lodgement	Further request from Transport for NSW for justification for development access on Geddes Street	DA
24/2023	SMK Consultants / Gwydir Shire Council 33 -35 Maitland Street Bingara Demolition of all buildings	09/05/2023	15/05/2023		With independent Planning consultant for assessment	DA
25/2023	SMK Consultants / Gwydir Shire Council 43 Hope Street Warialda Demolition of Total Ag buildings	09/05/2023	18/05/2023		Request of response to submissions from applicant	DA
27/2023	Nardoo Agriculture Pty Ltd/R D & P K Quinn Gwydir Highway Gravesend 999 Head Cattle Feedlot	15/05/2023	07/08/2023	Further information needed prior to lodgement	Being notified and exhibited in accordance with the Gwydir Community Participation Plan	DA
29/ 2023	Gwydir Shire Council 32 Plunkett Street Warialda Continued Use of two additional three-bedroom dwellings	14/06/2023	28/08/2023	Initial application was for construction of dwelling and not for continued use of existing dwellings	Request of modified Statement of Environmental Effects	DA
31/ 2023	CWA of NSW 8 Stephen Street Warialda Change of Use of part of CWA Hall to be used as a part time Op Shop	16/06/2023	31/08/2023	Pre-lodgement review revealed the need for further information	Being notified and exhibited in accordance with the Gwydir Community Participation Plan	DA
35/ 2023	K D Grills 8 Geddes Street Warialda Detached garage including a secondary dwelling	15/08/2023	24/08/2023	Payment of fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan	DA

There were no Development (D/A) or Development Modifications (s96) applications approved and not previously reported to Council for the month of August 2023.

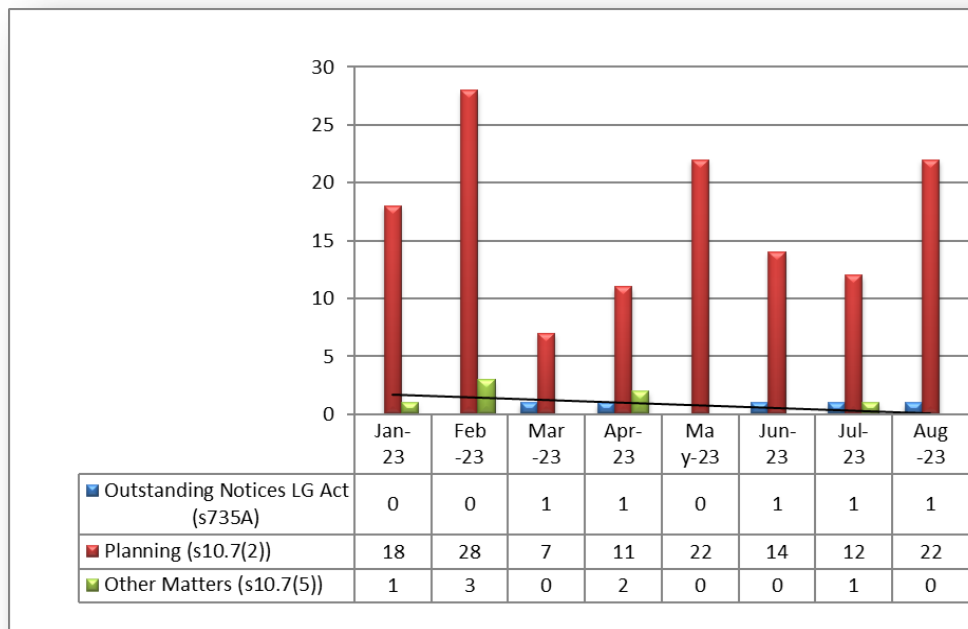
There were no Development (D/A) or Development Modifications (s96) application(s) refused (R), withdrawn (W) or cancelled (C) during the month of August 2023.

There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the month of August 2023.

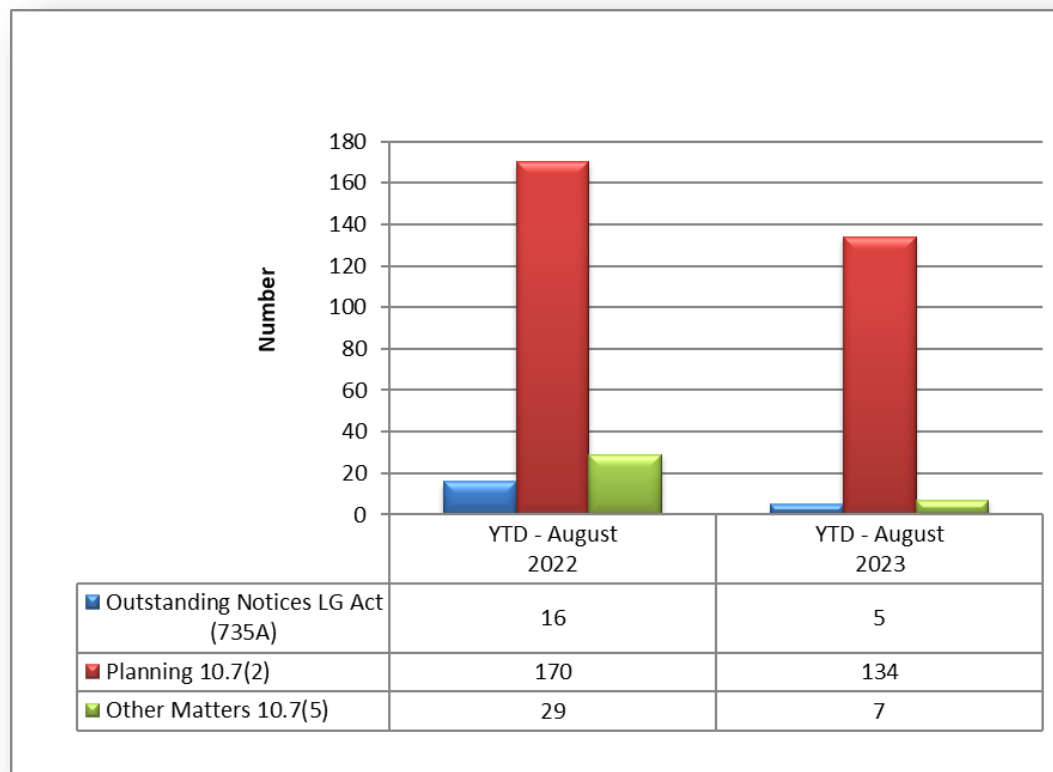
The following graph shows the Subdivision Certificates issued during the month of August 2023.



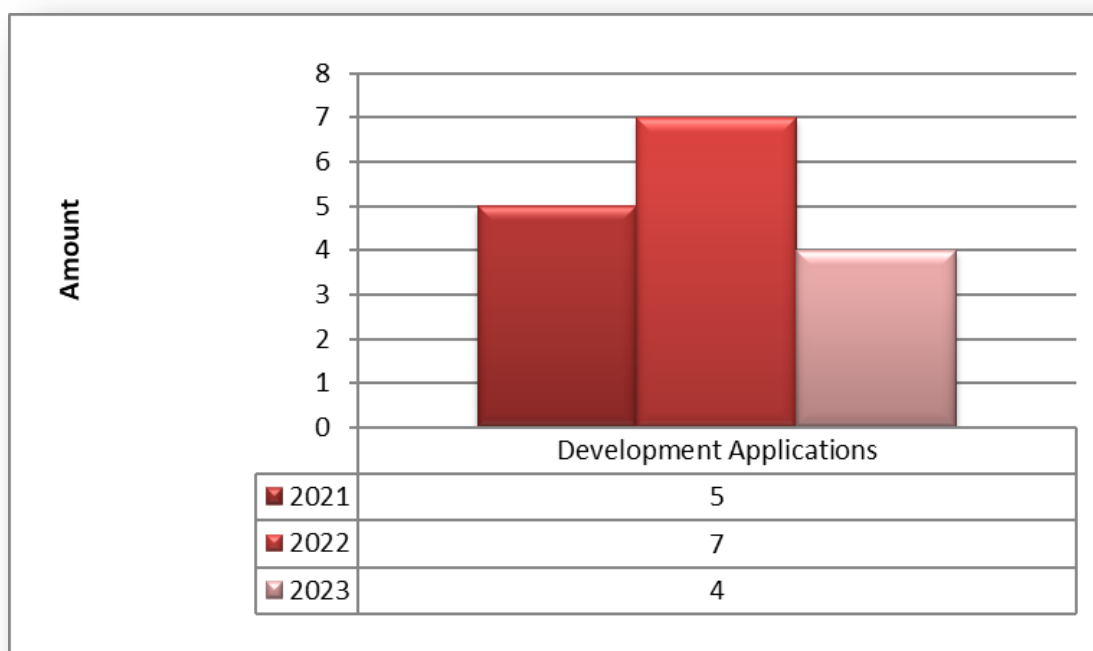
The following graph shows the Conveyancing Certificates issued during month of August 2023 compared to the previous seven months:



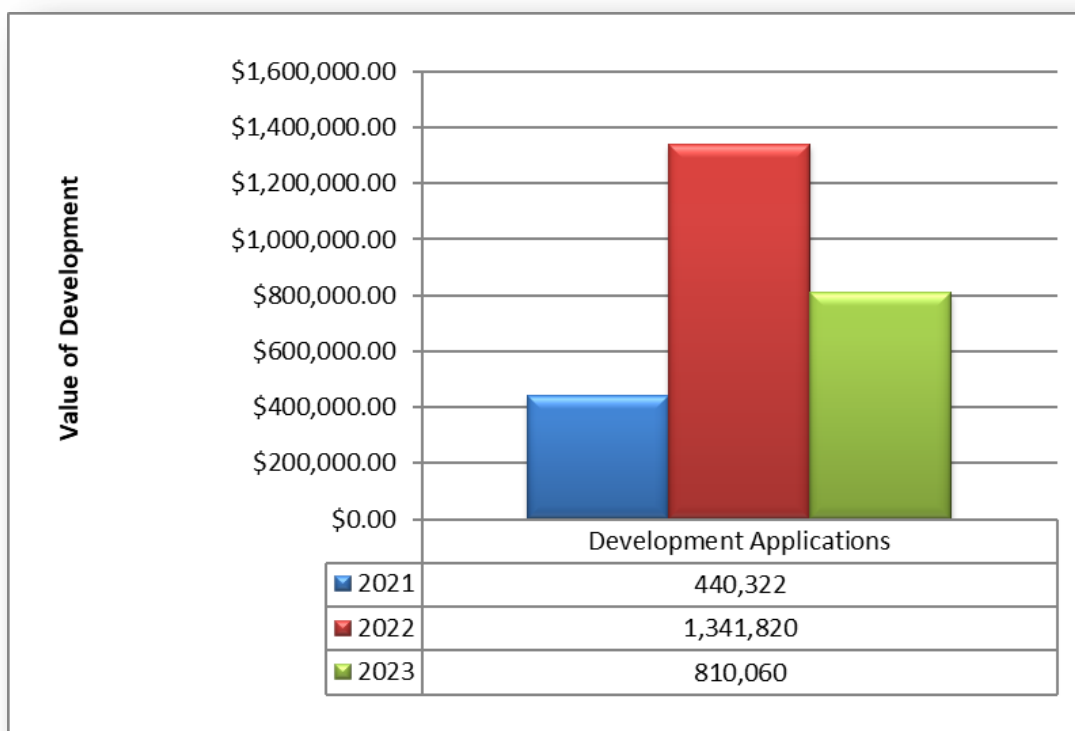
The following graph shows the Conveyancing Certificates issued up to and including the month of August 2023 compared with the same period in 2022:



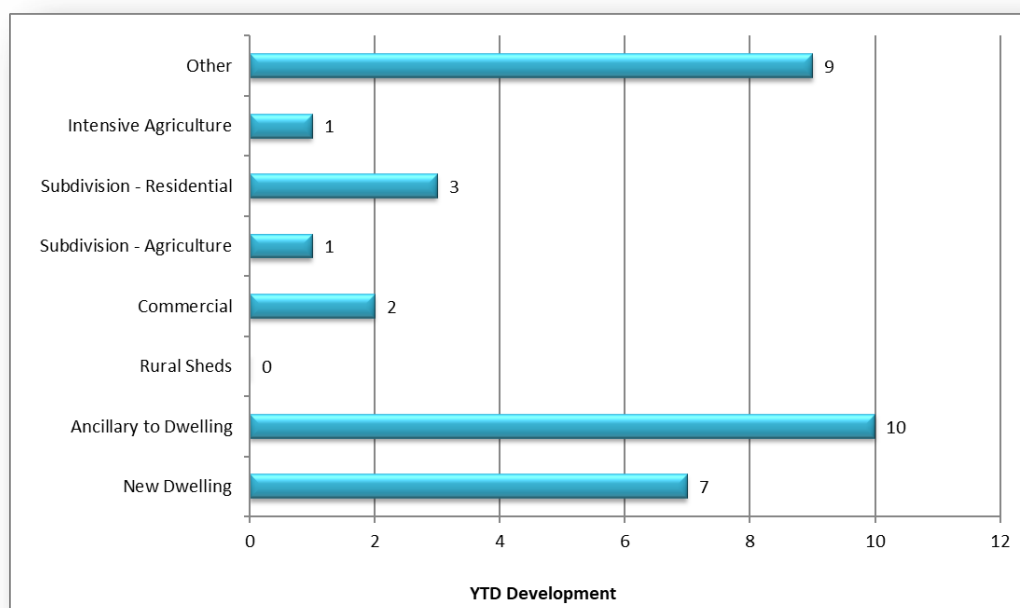
The table below shows a comparison between total development applications (excluding s4.55 modification applications) lodged during the month of August 2023 compared to the same period in the previous two years:



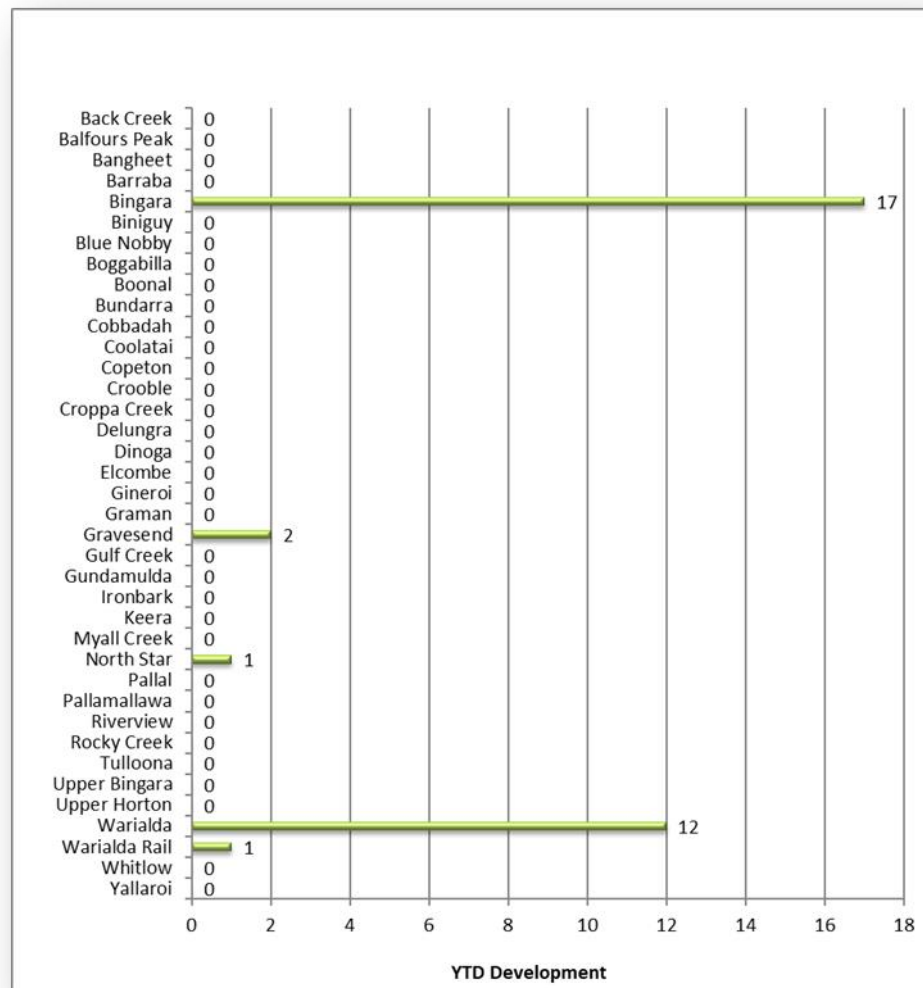
The table below shows a comparison between total value of development applications (excluding s4.55 modification applications) lodged during the month of August 2023 compared to the same period in the previous two years:



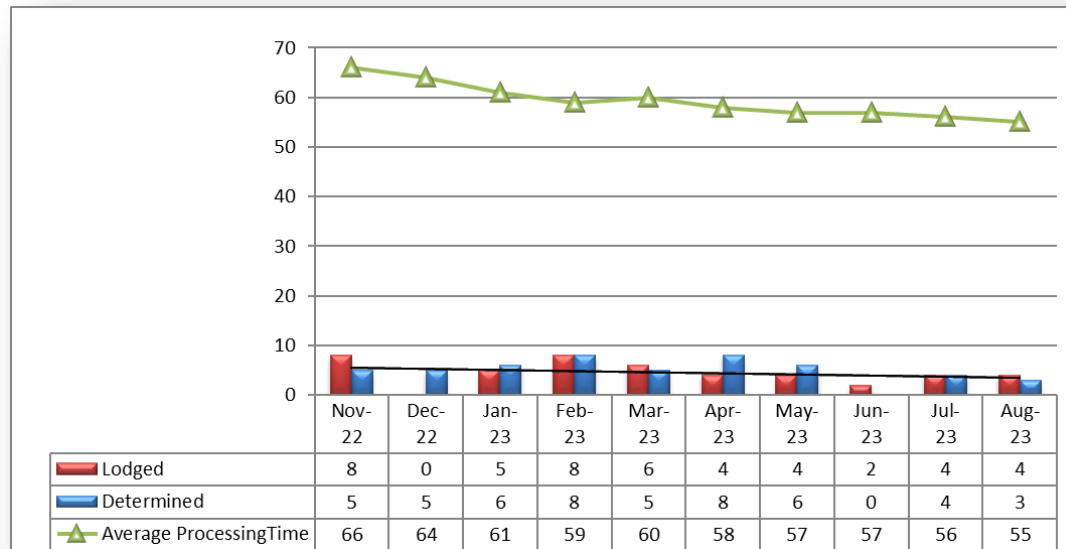
Development Applications (excluding s4.55 modifications) received for the year by type – YTD August 2023:



Development Applications (excluding s4.55 modifications) received for the year by locality – YTD August 2023:



Development Applications (excluding s4.55 modifications) received for the year by type – YTD August 2023:



BUILDING SERVICES – AUGUST 2023

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 department is continuing to receive a high volume of applications via the NSW Planning Portal. It is mandatory that all applications for Construction Certificates, Complying Development and Building Information Certificates be lodged with Council via the NSW Planning Portal.

There are currently fifty-eight active approvals that are at varying stages of the construction process and working towards the completion and issue of an Occupation Certificate.

The table below shows the approvals have been issued during August 2023

No.	Property Description	Development/Work	\$	CC	S68
21/2023	21 Bowen Street Bingara	Shed	\$47,000	✓	

24/2023	Gravesend Recreation Ground 10-12 Gwydir Street Gravesend	Gravesend Community Event Amusement Rides	N/A		✓
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Occupation Certificates (OC) issued during August 2023.

No.	Property Description	Development/Work	\$	OC
7/2022	6 Bandalong Street Bingara	Shed	\$45,000	✓

NO. OF COMPLAINTS/INSPECTIONS August 2023

Type	No.	Yr. to Date	Actioned	Pending
Building	57	600	595	5

BUILDING MAINTENANCE

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

Nicholson Oval Clubhouse is currently the main priority of the Building Services Team.

Works completed:

- Roof installation complete
- Louvres installed
- Internal lining complete
- Block retaining work complete
- Electrical and plumbing ruffin complete
- Sanitary drainage complete
- External lining 80% complete

In progress:

- Accessible ramp under construction
- Front awning
- Installation of aluminium door & windows



Nicholson Oval Clubhouse – front view



Nicholson Oval Clubhouse – eastern aspect



Nicholson Oval Clubhouse – rear of building

Councillors Activity Schedule

2023 commitments are outlined BELOW
The Councillors' activity schedule for August

August 2023		
Councillor	Event	Date
Cr John Coulton (Mayor)	Mayor overseas all of August	
Cr Catherine Egan (Deputy Mayor)	Country Mayors Meeting - Sydney	4 th Aug.
	Bingara Office Update – The Roxy Conference Room	7 th Aug.
	Mayoral Meeting	15 th Aug.
	Medical Practice Directors Meeting	16 th Aug.
	Memorial Hall Meeting – The Roxy Conference Room	23 rd Aug.
	Ordinary Council Meeting – The Roxy Conference Room	24 th Aug.
	Bingara Special Events Committee Meeting – The Roxy Conference Room	28 th Aug.
	Willoughby Emerge Spring Festival	31 st Aug.
Cr David Coulton	LEMC Meeting – The Roxy Conference	3 rd Aug.

	Room	
	Bingara Office Update – The Roxy Conference Room	7 th Aug.
	BROC Meeting - Cunnamulla	11 th Aug.
	Historical Society Meeting – Warialda Museum	15 th Aug.
	Combined Service Level Agreement & Senior Leadership Team Meeting via teams	23 rd Aug.
	Ordinary Council Meeting – The Roxy Conference Room	24 th Aug.
Cr Geoff Smith	Combined Service Level Agreement & Senior Leadership Team Meeting via teams	23 rd Aug.
	Ordinary Council Meeting – The Roxy Conference Room	24 th Aug.
Cr Lyndon Mulligan	Cr Mulligan overseas	
Cr Marilyn Dixon	Bingara Office Update – The Roxy Conference Room	7 th Aug.
	Memorial Hall Meeting – The Roxy Conference Room	23 rd Aug.
	Ordinary Council Meeting – The Roxy Conference Room	24 th Aug.
	Special Events Meeting – The Roxy Conference Room	28 th Aug.
Cr Tiffany Galvin	Bingara Office Update – The Roxy Conference Room	7 th Aug.
	Memorial Hall Meeting – The Roxy Conference Room	23 rd Aug.
	Ordinary Council Meeting – The Roxy Conference Room	24 th Aug.
	Bingara Special Events Committee Meeting – The Roxy Conference Room	28 th Aug.
Cr Jim Moore	Combined Service Level Agreement & Senior Leadership Team Meeting via teams	23 rd Aug.
Cr (Dr) Chris Matthews	Bingara Office Update – The Roxy Conference Room	7 th Aug.
	Memorial Hall Meeting – The Roxy Conference Room	23 rd Aug.
	Ordinary Council Meeting – The Roxy Conference Room	24 th Aug.

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the report be received.

(Moved Cr Mulligan, Seconded Cr Galvin)

CARRIED

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore,
Cr Mulligan and Cr Smith**

Against: Nil

6.7 Technical Services Report August 2023

File Reference:	NA
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Delivery Program

Goal:	5. Organisational management
Outcome:	2.1 Our economy is growing and supported 5.1 Corporate management
Strategy:	2.1.1 Plan for and develop the right assets and infrastructure
Author:	Director of Engineering Services

STAFF DISCLOSURE OF INTEREST Nil**IN BRIEF/SUMMARY RECOMMENDATION**

This report is for reception.

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.

COMMENT**Construction****IB Bore Road Upgrade**

Works continue on the SR9 IB Bore Road upgrade near North Star this month. This project is jointly funded by the Fixing Country Roads Program (\$9.54m), and the Federal Government's Heavy Vehicle Safety and Productivity Program (\$2m). Work continues this month with 6km of the 20km project bitumen sealed.

During August, stabilisation and gravel carting activities were conducted simultaneously. A 4km stretch has been stabilised, and the gravel carting process is finalised for this portion. Approximately 2 kilometers of this gravel has been spread, with another 2 kilometers remaining. The sealing process for the entire 4-kilometer section will be completed by mid-October, reaching the halfway milestone of 10km.



SR9 IB Bore Road

County Boundary Road Upgrade

Contract drainage works continue on the SR41 County Boundary Road upgrade near Crooble. The project is jointly funded by the Federal Government's Roads of Strategic Importance (ROSI) Program (\$9,75 million) with Council contributing an additional \$2.44 million.

All major concrete work on the six causeway structures and concrete pipe culverts are now complete with only minor work remaining. Works are expected to be completed on budget and well ahead of schedule in September 2023.



SR41 County Boundary Road, Floodway 6 at Gil Gil Creek

Road construction by Council staff has now commenced on the 12.3km long project with minor realignment works over Floodway 5 complete and the first 3 km section from the Croppa Moree Road intersection to the south now underway.

Getta Getta Road Resheeting

The Getta Getta Road resheeting project, funded by the Fixing Local Roads Program, is well underway with 10km of the 20.9km project sealed, with a further 5km carted. Crushing and stabilising works continue. This is expected to be completed before December 2023. 10km of graded seal has been laid (funded using Council's recurrent roads budget), which is performing as expected. A further 5km is expected to be sealed in October.

Gulf Creek Road Timber Bridge Replacement

This project is funded by the Fixing Country Bridges Program (\$252,500) with a co-contribution from Council (\$30,000).

Following the completion the base slab and apron, significant progress was made on this project. Box culvert units have been placed in their final location, construction of in-situ wing walls has been successfully finished, and backfilling work on both sides of the culvert was undertaken. The road has been reinstated on top of the culvert, and the temporary side track has been removed.

Works such as sealing of the road base, which spans approximately 200 meters, and installation of a guardrail are to be undertaken in the upcoming months.

The road is currently open to all traffic and is equipped with sufficient signage to ensure safety and accessibility.



Gulf Creek

Grant Funded Minor Projects

Footpaths

Footpath works continue this month in the Warialda area, with Stage 1 of Reedy Creek completed, as well as majority of works required along Long Street and to the footbridge. Contractors are now working on Stage 2 of the creek bank, linking the path up to the Hope Street shelters and footpath. Earthworks have also been completed up to All Abilities Park, and the entry to Naroo from Long Street is currently in the design phase. All works are expected to be completed by the end of September, with contractors booked in to carry out additional footpath and kerb/gutter replacement throughout Warialda and Bingara later in the financial year.



Footpath construction underway on Long Street and the footbridge in Warialda.

Maintenance

General maintenance continues on Regional and State roads, including vegetation control, slashing, whipper snipping and spraying of guideposts and guard rails and sign maintenance.

Seal maintenance is ongoing on all State, Regional and Local Roads as potholes continue to develop. Crews continue on Riddell Street stormwater repair/ replacement and associated works replacing kerb and guttering. Relocation of the bus stop in Upper Horton has commenced and sucker spraying has been completed on Killarney Gap Road, Cobbadah Horton Road, and Delungra Road.

Maintenance crews have also continued working on extending the storm water pipes to the new buildings along Plunkett Street, Warialda. Street sweeping has also been carried out this month.

Slashing

During August slashing was carried out on the following roads

- Warialda Road
- Oregon Road
- Airstrip Road
- Gwydir Highway

Maintenance Grading

During August maintenance grading was carried out on the following roads

- Gulf Creek Road
- Blue Nobby Road
- Gineroi Road
- Bingara Saleyards Lane
- The Gold Stamper Turning Circle and Lane – All Nations Hill

Flood Damage

Throughout August, Flood damage crews have been working on resheeting a 4km section on SR102 Noumea Road. A second crew are currently working on resheeting a 2km section on SR205 Singapore Road.



SR102 Noumea Road

Council contractors, Fenworks (Newpave) have completed heavy patching along RR7705 North Star Road, MR462 Bruxner Way and SR5 Croppa/ Moree Road.

Contractors ATJ Earthwork's have completed a 9km formation grade and resheeting patches along SR64 Gournama Road. Formation grading of 11km of Adams Scrub Road has been completed by ATJ Earthworks, with Council crews to follow with minor patching. Further the replacement of a failed causeway on SR103 Ravenscraig Road has been completed.



SR64 Gournama Road

Council continues to value add to contracted flood damage restoration works wherever possible, by extending works using existing, Council funded maintenance budgets.

Flood damage work has been completed on the following roads:

SR67 Agincourt Road – 3.0km

SR45 Bereen Road – 6.0km

SR62 Hibernia Road – 12.0km

SR54 Pinecliff Road – 4.5km

SR97 Sadowa Road – 0.8km

SR99 Terregee Road – 3.4km (including 0.3km of new seal)

SR14 Mosquito Creek Road at Racecourse Creek

SR21 Terry Hie Hie Road – 1.2km

SR68 Goat Road – 6.0km

SR16 Trevallyn Road – 6.5km

SR34 Bonanza Road – 3.0km
SR82 Kirewa Road – 1.5km
SR69 Tucka Tucka Road – 2.5km
SR72 Scotts Road – 1.7km
SR61 Peates Road – 8km
SR42 Mungle Road – 8km
SR31 Eulourie Road – 2.4km (North of SR32 Pallal Road, 1.2km remaining)
SR32 Pallal Road – 2km
SR55 Moreena Mail Road – 4.2km (0.9km remaining)
SR76 Bristol Lane – 8km
SR92 Killarney Gap Road – 0.5km Resheeting & 6km maintenance grading
SR262 Nunga Road – 3.5km
SR30 Caroda Road – 10.6km
SR71 Mt Jerrybang Road – 2.6km
SR49 Michell Lane – 4km
SR12 Upper Whitlow Road – 2.4km
SR19 Whitlow Road – 2km
SR119 Woodburn/ Emello Road – 2.8km
SR50 Thornleigh Road – 3.7km
SR51 Towarra Road – 2.3km
SR60 Pound Creek Road – 2km
SR76 Bristol Road – 8km
SR13 Oregon Road – Culvert Replaced
SR3 Elcombe Road – Culvert Washout
SR105 Fairweather Road – 0.7km
SR106 Flemmings Road – 0.3km
SR43 Buckie Road – 1.5km
SR93 Sheepstation Creek Road – 6km
SR20 Gravesend Road – 15km
SR41 County Boundary Road – 4.2km
SR1 Copeton Dam Road – 3888m² Heavy Patching
SR2 Bingara Road – 924m² Heavy Patching
MR133 Killarney Gap Road – 5525m² Heavy Patching
SR89 Glenarthur Road – 3.5km
SR34 River Road – 3km
SR57 Currangandi Road – 3.55km

Roads Maintenance Council Contract – Works Orders issued by TfNSW

All Work Orders issued by Transport for New South Wales (TfNSW) are quality assurance schedule of rates projects carried out by Council staff under the Roads Maintenance Council Contract with TfNSW.

The 'Hollymount' Rehabilitation Project, segment 6120 on MR63 Fossickers Way continues this month, with all culverts now set out and formwork being installed for base slabs. Approximately 400m has now had the shoulders boxed out, with 200m now up to a sub-base level, ready for mixing. A Tender has now been released for a suitable spray sealing contractor to undertake this year's extensive bitumen resurfacing program. These resurfacing works will likely take place in early 2024. All heavy patching works have now been scoped out and are currently being prepared for a Proposal. The 'Wendouree' Rehabilitation Project has now been postponed until next year due to TfNSW budget cuts, so construction crews will complete heavy patching works upon the completion of the 'Hollymount' Rehabilitation Project. The contractor booked to remove the eroding soil on the Campbell Bridge pedestrian underpass and replace it with 150mm rock has now been rebooked for September due to prioritised footpath works being undertaken in Warialda.

Routine maintenance continues each week undertaking inspections, rest area services, vegetation control and bitumen repairs, with this year's budget reduced back to its normal amount of \$500k.

Local Emergency Management Committee

The LEMC had a regular quarterly meeting in August that was well attended. The committee are reviewing an updated Emergency Management Plan and Consequence Management Guides for final approval. A draft Pre Event Recovery Plan has also developed in consultation with the NSW Reconstruction Authority and will be distributed for comments.

Utilities Monthly Report – August 2023**Water and Sewer**

Water and Sewerage operators carried out routine operational tasks and in addition attended 31 service line repairs, repaired four water main breaks, attended ten sewer blockages, repaired one sewer main and installed a sewer main extension in Ridley Street in Bingara during the reporting period.

Regular weekly tasks carried out by Water and Sewerage staff include water testing, grounds maintenance at the water treatment plants, reservoirs, both sewerage treatment plants, sewer pump stations, Warialda truck wash and truck wash ponds.

Other work was undertaken at Bingara Reservoir, Naroo, Warialda Recreation ground, Plunkett St units and temporary accommodation, Gwydir Oval, Bingara Showground, Warialda Caravan Park, Bingara and Warialda Cemeteries, Batterham's lookout, Bingara hatchery and Cunningham Park.

Water and sewerage asset revaluation is under way with inspections of infrastructure undertaken in July 2023 and further administration work in August.

North Star water treatment plant had some additional work undertaken by service providers in August. Pipe work in the water treatment plant had become blocked over time causing restriction in flow.



North Star Water Treatment Plant Restricted Pipe

The bulk metering program undertaken at the reservoirs, is 90% complete with meters calibrated onsite by supplier and Telemetry commissioning in progress. When complete instantaneous flows and daily totals, will be available at the WTP, works office computer, the operators will have ability to view system via internet connection using an iPad.

North and East Bingara Sewer Extension:

Contractors have established a temporary depot, site office, crib room and material storage yard at the Bingara Sewerage Treatment Plant. The street mains in East Bingara along Copeton Dam Road and Old Keera Road have been installed. Construction crews are now working in the North Bingara section.

Progress as of Thursday 31 August: 8,277 of 10,260 meters of street mains have been installed and 60 of 86 pump station units have been installed. The contractor aims to be completed by 22nd December 2023. There was an issue with ductile iron under the Campbell Bridge leaking. To resolve this issue poly pipe will be installed inside the ductile iron. Air valves, stop valves and flush pit covers are installed in various locations. The valves below are located on Copeton dam Road at the Old Keera Road intersection.



Pressure sewer valves – Copeton Dam Road

Warialda Truck wash

The truck wash facility was used by 156 trucks during August with an average wash down time of 54 minutes and total water used was 787kL. The estimated income for August is \$11,210.70 less monitoring fees and expenses.

Grant Projects

Open Spaces Program

The skate park was designed and developed in consultation with students from Bingara Central School. The park will be constructed in Cunningham Park and is expected to be completed by 30 April 2024 with earthworks starting in late September.

Covid Stimulus Funding

Batterham's Lookout – the installation of picnic shelter and footpath was completed in August 2023 with the landscaping of the path.

Parks and Gardens

All parks and gardens continue to be maintained. Council undertakes weekly inspections of playgrounds and cleaning of handrails and touch areas. Mowing, weed control, irrigation, hedging, and trimming were routinely undertaken during August 2023. Council continues to mark and maintain the fields for the community groups using Council's ovals. Myall Creek and the Glacial area are inspected on a weekly basis.



Flower Bed in Maitland Street

Bingara Showground

Work commenced in June at the Bingara Showground to install a swabbing stall for Bingara Jockey Club. This is a requirement of Racing NSW and was completed prior to the Annual Bingara Race Meeting in August. The swabbing box was 80% funded by Racing NSW. Bingara Jockey provided funds for completion, council staff assisted with earthworks and internal plumbing.



New Swabbing Stall at Bingara Showground

Aussie Hay Runners coordinated the delivery of 71 trailer loads of donated hay to Bingara Showground during August. This hay was all donated as was delivery and the hay was distributed to farmers within Gwydir and Moree Plains Shires. Bingara Lions Club fed the drivers and associated personnel, and some local farmers donated their time and machinery to unload the deliveries and re-load local farmers with the hay as allocated.

*Aussie Hay Runners*

Workshops and Depots – August

Workshop Services and Jobs	June	July	Aug
Total number of services in Workshops	31	36	34
Total number of repairs in Workshops	110	163	171

Council moved to electronic daily inspections for plant. This can be undertaken in the field via an App on mobile phones. Staff have undertaken training and it is expected that this new procedure will enable better efficiency and accuracy with reporting of plant and aid with workshop planning. Staff undertook Plant Assessor training during August.

Plant update:

Council took delivery of several new plant items during August:

- Ford Ranger - replacement vehicle for P1711 - ute
- Broons E - Combi flat drum and rubber tyred roller to be used behind a grader in Bingara



P2094 – eCombi roller

Major Repairs and maintenance undertaken in the workshops during August included:

P1691 – loader –hydraulic repairs

P1933 – lime spreader – replace hydraulic motor on rear drive belt

P1028 – water cart – fit engine fan, repair water leak, adjust Pittman arm

P1725 – tractor – air conditioner repairs

P1436 – Hino truck – steering repairs

OFFICER RECOMMENDATION

THAT the report be received and noted.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the report be received and noted.

(Moved Cr D Coulton, Seconded Cr Moore)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

6.8 Wearnes Road Construction Tender

File Reference:	NA
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Delivery Program

Goal: 1. A healthy and cohesive community

Outcome: 1.2 Our community is an inviting and vibrant place to live

Strategy: 1.2.1 Enable accessible and affordable lifestyle options

Author: Director of Engineering Services

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report presents the recommended tendering process for the Wearnes Road construction project, referencing the pre-existing panel tender, Plant Hire Tender GWY_2022_T2. The primary scope of work is also detailed.

It is recommended that the Council

1. Invite selected contractors from the Plant Hire Tender GWY_2022_T2 to price the construction works at Wearnes Road.
2. Provide delegated authority to the General Manager to conduct all relevant functions.

TABLED ITEMS Nil

BACKGROUND

The Council has the panel tender, Plant Hire Tender GWY_2022_T2, which identified a list of competent contractors suitable for plant operations. Given the nature of the Wearnes Road project, it is recommended to utilise this panel and launch a selective tendering process.

Scope of Works at Wearnes Road

The following works are proposed at Wearnes Road:

- Road Formation: Construction of a 6-meter wide road.
- Overlay: Application of a 150mm overlay. The Council will supply the gravel for this overlay.
- Drainage Works: Cleaning table drains, culvert inlets and mitre drains.
- Additionally, for efficient management and execution, the Wearnes Road project will be divided into 2 km sections.

Tendering Process

The tendering process is proposed as follows:

1. Selective Tender Invitation: Selected contractors listed in the Plant Hire Tender GWY_2022_T2 will be invited to bid for the project. This method ensures that suitable quality contractors are considered.
2. Tender Documentation: All tender documentation will provide specifications about the scope, segmented work approach (2 km sections), and expected deliverables.
3. Evaluation Criteria: Tenders will be evaluated based on criteria like experience with similar projects, financial stability, proposed timelines, cost-effectiveness, and quality of previous work.
4. Award: The Council will award the contract(s) to the most suitable bidder(s) based on the evaluation criteria.
5. Compliance with the Local Government Act

All stages of the tendering process will adhere to the Local Government Act and its corresponding regulations. This includes:

- Ensuring transparency in the selection process.
- Fair competition and equal opportunity for all panel members.
- Proper documentation and record-keeping.
- Vigilance against any potential conflicts of interest.

Conclusion:

Using the already approved list from Plant Hire Tender GWY_2022_T2 allows for a more streamlined and efficient tendering process. It not only shortens the lead time but also ensures quality and accountability. The Wearnes Road project will benefit from this approach.

It is recommended that the Council approve this tendering process.

Policy implications: Nil

Financial, economic and resource implications (including asset management):

The objective of this tender was to lock in pricing for the construction of Wearnes Road.

There are several risks associated with the tendering process. They include:

3. **Non-compliance Risk:** The risk that contractors may not comply with the quality standards, safety regulations, and environmental laws, potentially impacting the quality of work and safety of operations.
4. **Supply Risk:** There is a risk that the selected suppliers may need more time to deliver the required quality of work due to unforeseen circumstances impacting project timelines.
5. **Reputation Risk:** The risk of damage to the Council's reputation if the selected suppliers do not deliver as agreed, leading to project delays or substandard work.

The Council will develop a risk mitigation strategy to address these risks. This will include implementing good contract management practices, having contingency

plans in case of supplier failure, undertaking regular quality and safety audits, and maintaining open and regular communication with the suppliers.

Strategic implications: Nil

Sustainability implications (social and environmental): Nil

OFFICER RECOMMENDATION

THAT the Council

- 1. Invite selected contractors from the Plant Hire Tender GWY_2022_T2 to price the construction works at Wearnes Road.**
- 2. Provide delegated authority to the General Manager to conduct all relevant functions related to the tender**

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the Council

- 1. Invite selected contractors from the Plant Hire Tender GWY_2022_T2 to price the construction works at Wearnes Road.**
- 2. Provide delegated authority to the General Manager to conduct all relevant functions related to the tender**

(Moved Cr Egan, Seconded Cr Smith)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

6.9 Organisation and Community Services Report

File Reference:	NA
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Delivery Program

Goal:	5. Organisational management
Outcome:	5.1 Corporate management
Strategy:	5.1.5 Provision of responsible internal governance
Author:	Deputy General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

The monthly Organisation and Community Services Report details the activities carried out by the Department during August 2023.

TABLED ITEMS Nil

BACKGROUND

The monthly Organisation and Community Services 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

Bingara Neighbourhood Centre

Funding body – NSW Department of Communities and Justice

Bingara Neighbourhood Centre continues to assist community groups with grant applications and attend to the needs of the general public through advocacy and referral to other services.

S355 Committees

Bingara Community Op Shop

At a designated Committee meeting held on the 25 July 2023 at the Op Shop a presentation was put forward by the President displaying a new model of Business Management for the shop. It was stated the aim is to distribute the increasing workload and responsibilities overall. This will be achieved by breaking the management into six categories and appointing a Team Leader for each one, these being:

1. Shop
2. Veranda
3. Garden
4. Garden shed

5. Sorting shed
6. Furniture & marketing

The team leader will oversee each designated section. The role of the team leader was outlined and discussed. A verbal report will be required to be presented at each monthly meeting. The new system is to commence in August 2023. It was also mentioned and considered that extra assistance would be necessary in September, October, and November during the President's absence.

This newly introduced arrangement will be monitored and included on the agenda of each monthly meeting.



A request to the community that more assistance and help is needed in general but particularly on Wednesdays which is furniture delivery day.

A farewell morning tea was held for a hard-working member of the op shop who is moving to Armidale.

The AGM took place on the 21st August. "Share your stories" is held monthly. Local folk tell their personal stories. This month's story was by the owners of the dog kennels. The dogs were very entertaining and well behaved. The changeover of clothing and items in the shop from winter to summer has been completed, this is a big task, with many hands required. The window is changed regularly in support of community events and to celebrate significant dates and milestones. This month it was to cheer on the local football teams who made the finals and to recognize our local race day. Several ladies are busy sewing or crocheting poppies for next Anzac Day. They take very little time to make. Patterns can be picked up from the op shop. There is an extensive amount of work taking place at the op shop. Volunteers are laying a brick path from the shop to the lane. This is an enormous task and is looking good. The sorting shed is an enormous part of the op shop. All items pass through there before they are distributed to their specific area. All items of clothing are sorted into designated areas and hung. Items that are dirty, torn, stained or in any way cannot go through the shop are distributed accordingly. Many of these items are cut and bagged and sold as rags (a growing business on its own) The Op Shop are always grateful to the community for their donations and generosity.

Centrelink

Funding body- Services Australia

The Rural Centrelink Service Bus was well attended. Feedback showed the need for this more often in the town. Centrelink has been notified.

Numbers coming into the office are consistent.

Telstra has been to connect the new modem, all is O.K with the setup.

The new job vacancy board has proved its worth with two customers approaching to get information on how to apply.

New signage was received and has been placed at the front and side of the office. Photographs have been emailed to Services Australia Zone Agent Coordinator for approval.



Youth Services

Funding body - NSW Department of Communities and Justice

Attendance at Youth Space continues to be sporadic. Recent attendees played the piano at Warialda Hall, skipped rope, and participated in a game of indoor soccer.

Support provided re: bullying.

Youth Mentoring Program

Month	Number of participants
August	8

The Youth mentoring program has been assisting young people with Centrelink, Medicare, job applications, behaviour management & resumes.

Youth Exchange

Nine youth and two supervisors boarded the bus for Willoughby on the 31st August. They will participate in the Willoughby "Emerge Festival", attend an NRL match,

climb the Sydney Harbour Bridge, go kayaking among other activities. A full brief will be in next month's report.

School holiday programs

Plans afoot for an inter town Tag clinic, game, and BBQ for the Spring school holiday program for the youth.

Preparations are under way for one day of Vacation Care in both Warialda and Bingara.

Supported Playgroup Development Worker

Warialda Toy Library has been busy preparing the backyard and getting ready for warmer days coming.

New families are still joining. It was great to see some fathers joining the morning playgroup session with the children. This month the Toy Library has been busy joining up with the other local playgroup bringing in new toys to the service.

Warialda Toy Library ventured on an excursion with the assistance of Bilsborough Buses, to the Bingara Roxy Theatre to watch a puppet show 'A little bit of Blue'. The children had a wonderful time. After the show Toy Library took a quick trip out to the Living Classroom for some activities before returning home.



Warialda Toy Libraries Guest speakers for the month of August:

Emma Waters – Rural Outreach, Inverell

Abby – Women's Refuge, Moree

September - Toy Library is Looking forward to meeting the new Hunter New England Health Child and Family Health nurse.

Warialda Toy Library	June	July	August
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	89	110	63
Full borrowing memberships (new and/or renew)	1	2	2

Non borrowing memberships (new and/or renew)	1	4	1
Casual borrowing memberships (new and/or renew)	0	0	0
Commemorative Birth Certificate applications received	0	0	0
Toys returned	4	3	4
Toys borrowed	3	5	0
Groups using the service (FDC carer, Pharmacy)	0	0	0
Monday	-	13	-
Tuesday group morning session	14	22	19
Wednesday group morning session	18	34	44
Thursday group morning session	35	31	23
Friday group morning session	22	10	30



Bingara Toy Library

Funding body – NSW Department of Education and Communities and NSW Department of Communities and Justice

Bingara Toy Library	JUNE	JULY	AUGUST
Total daily attendance count for children, (calculating each child, each day over the month – total points of contact).	70	88	126
Full borrowing memberships (new and/or renew)	0	0	0
Non borrowing memberships (new and/or renew)	0	4	2
Casual borrowing memberships (new and/or renew)	1	1	0
Commemorative Birth Certificate – Voucher memberships	0	1	3

Toys returned	6	3	2
Toys borrowed	1	1	1
Children/Group using the service (FDC carer, pharmacy)	4	1	1
Tuesday group morning session x 5	14	25	46
Wednesday group morning session x 4	28	58	62
Thursday group morning session x 4	31	34	24
KSK group afternoon session x 9	28	18	47

Bingara Playgroup and Kool Skool Kids Program

3 August. Sally, dietitian from Moree Community Health and Bingara MPS visited to give an informal presentation on healthy eating for children. There were handouts, site suggestions, lots of question time and the assurance that the mums are doing a great job.

8 August. Playgroup visited Bingara Preschool for the morning to join in on their morning, so families get a taste of what is to come when they become a preschooler. The staff had different areas set up for the children to participate in and it was a beautiful morning outside in the sun after morning tea inside sitting down at the tables.

9 August. Emma from Rural Outreach Support Service in Inverell visited with both the Coles and Woollies booklets plus more spiral notebooks, for the newcomers, to have as a keepsake to pop recipes in or notes from our sessions with good ideas to save costs. Lots of idea swapping and acknowledgment that it is hard to get organised when busy with children, work, and hobbies.

16 August. Georgie our local SeneGence consultant provided a table full of products to sample and or purchase. She explained what each product was used for and what was in the product and each mum in attendance was given a squirt of a serum for dry skin to experience.

The office computer was upgraded this month to a laptop which has been very welcomed and appreciated by the toy librarian. Thank you to the IT staff for their continued support keeping the old office computer linked in.

The children have had a variety of activities provided to them this month, puzzles, matching games, Duplo, painting, drawing, threading, playdough, scissors and paper craft, ball pit, wooden animals on train table, Father's Day gift/craft and the freedom to just choose something off the shelf and enjoy what it has to offer.

Staff continue to support those in attendance however possible and the dynamics of the group now is fabulous as they all pitch in to help one another or offer their suggestions to those asking about a concern they have.

The last week of August saw a Flavourista demonstration by Georgie and card, gift making for Father's Day activities.



AUGUST 2023

**WHATS ON/
HANDOUTS**

TUESDAY

- 1 Playdough creations
- 8 Playgroup visits Preschool
Meet at the front gate of Preschool
- 15 Painting with cotton wool
- 22 Make chocolate balls
- 29 Father's Day craft & gift making

WEDNESDAY

- 2 Make a paper flower
- 9 Rural Outreach Support Service visit 10.30am
- 16 Senegence product presentation with Georgie 10.30am
- 23 Sensory bowls
- 30 Father's Day craft & gift making

THURSDAY

- 3 Sally from Moree Community Health - Dietitian Fussy eaters 10am - 11am
- 10 Action dice and movement card games
- 17 Musical instruments & singing
- 24 Paper plate animal craft
- 31 Father's Day craft & gift making

Share your tips on saving money!

Positive parenting tips

Child car seat safety

OOO + safety in and around your home

Play based learning benefits

Father's Day Sunday 3.09.23

24 Finch Street Bingara NSW 2104
 Your first visit is FREE Bring your morning tea, a hat, and wear clothes that are allowed to get messy
 Parents, grandparents & caregivers welcome to join our Playgroup sessions 10am - 12pm
 If you are unwell, please visit at another time ... keeping everyone safe is important to us!
 For further information look us up on Facebook - Bingara Toy Library or call 0107 83 13 13

Bingara Preschool

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

Days	August 2023
Tuesday	28
Wednesday	28
Thursday	28
Friday	26

Preschool Excursion – A Little Bit of Blue.

On Wednesday 3rd of August, the Bingara Preschool children and Educators attended an excursion to watch the puppet show at the Roxy Theatre. The children and Educators walked down to the Roxy, where they watched the performance: 'A Little Bit of Blue'. The puppet show was very interactive and engaging, and two of the Bingara Preschool children had the opportunity to go up on the stage.



Toy Library Visit.

On Tuesday 8th August, the Bingara Toy Library families and the Toy Library Facilitator visited Bingara Preschool. The Toy Library families joined the children at the tables inside for morning tea. After this the visitors, children and Educators enjoyed the rest of the morning, exploring out in the Bingara Preschool yard.



Celebrating Community and Home Culture:

As Bingara had three football teams in the finals, Bingara Preschool decided to make a special sign for the services fence. When the children arrived, the Educators spoke about what the letters said when they were placed altogether. The children were excited when they realized the letters said: Go Bingara! The children painted the letters by themselves or with a friend. The children then decided to add some glitter to make the letters sparkle. While the children painted, they talked about football and their families. One child was very excited to share with their peers: *'My dad plays for the Bullets'*. We also had blue and yellow playdough. It didn't stay this way for long as the children experimented and found that **BLUE** and **YELLOW** mixed together make **GREEN**. To finish the week of celebrations, the children asked for face painting – blue and gold of course!



Book Week Celebrations:

To celebrate Book Week 2023, Bingara Preschool held a dress up day, where the children were encouraged to dress up in their favourite costume. There were a wide variety of costumes including princesses, superheroes, and fairy tale characters. The Educators dressed up too in their favourite costumes. When the children arrived, the Educators took the children's photos on the boardwalk, and this was placed on the services social media page to share with their families. For the children who were absent, the families were invited to send a photo of their child dressed up at home. These photos were also added to the Book Week social media post.



Orientation Morning:

During the month of August, Bingara Preschool held two more Orientation mornings at the service on the 4th and 18th August. During these two visits, Bingara Preschool welcomed eight families and twelve children. The feedback from the families that have attended has been very positive and the service will continue to offer these opportunities to visit again during Term 4.



Tharawonga Mobile Resource Unit

Funding body – Australian Government Department of Education, Skills and Employment.

Days and Venues	August
Monday at Croppa Creek	8 (0 extra casual places)
Tuesday at North Star	10 (9 extra casual places)
Wednesday at Yallaroi	9 (5 extra casual places)
Thursday at Yetman	5 (0 extra casual places)
Friday at North Star	4 (8 extra casual places)

Significant celebrations and events – Our service has had another busy month incorporating events into our curriculum. The children at Croppa Creek participated in National Tree Day. The children participated in a creative experience of decorating a tree, this consisted of gluing coloured tissue paper that the children tore into small bits and glued on the tree shapes that the educators drew. This activity allows the children to refine their fine motor control, experiment with colour and pasting. The children were able to plant a mandarin tree with the teachers and the school children at Croppa Creek as part of building a collaborative partnership with the school. The preschoolers and the school children are going to take shared responsibilities for the tree ensuring that it is watered and well cared for.

Dental Hygiene Week – Apart of dental Week we looked at what good teeth brushing looks like and how to brush our teeth, and talked about how brushing our teeth help get rid of food that builds up on our teeth as well. All the children received a toothbrush kit.



Science Week – As part of science week we looked at magnetic forces that repel and attract as well as what magnets can pick up using paper clips and magnetic whiteboards. We also looked at the chemical reactions between bi carb soda and vinegar.



Book Week – The children across all our venues participated in book week. The children came dressed up as their favourite book character and brought the story in to read that represented their character. The educators shared the stories with the children as they rested. The children that attended the Yetman venue also took part with the school in a book week parade to show case their characters.



Emergency Evacuation Procedures – The children have been practising this term across each of the venues our emergency evacuation procedures. The educators provide a scenario and then in week 4-5 this is practised to ensure that all involved are aware what to do in an emergency. The children were able to listen and take direction as they learned the importance of this experience.

Training and Professional Development – Educators undertook refresher Child Protection training via a webinar this month to keep up to date with any changes and significant information paramount for our work.

Staffing – The service is continuing to facilitate the workplace placement for Nerisa Jackson who is undertaking her Certificate III in Early Childhood Education and Care.

Croppa Creek – The educators have been focusing on repeating the activities within the three-week programming cycle with the children. We believe that the children need to repeat the learning experiences provided to practice and learn different things. The children have been making grass heads and we are keeping these with us for a few weeks so that the children can watch the process. These will be sent home after several weeks so that the children can continue to care for and watch them grow in their own environment. Gardening allows the children to discover the science of plants, the weather and, nurturing the environment. The children have been engaging in the Montessori puzzles. These puzzles have the elements of control of error, encouraging problem solving skills and fine motor control. The two new children who have recently enrolled with the service at this venue are settling in well and developing relationships with the other children and educators.



North Star – The children at this venue have been very engaged with the John Deere branded tractors and farming machinery which is particularly significant home culture for the children. While the children have been interacting with these opportunities, they have been learning that they need to communicate with other children, turns need to be taken and being patient is important to have turns of the different farm machinery. The children participated in an intentional teaching transition experience of musical chairs the focus of the experience was for emotional development and security and showing respect for others. The children have been developing their responsibility and sustainable practices as they are taking care of the garden by learning about why we put mulch on the garden beds and watering the plants. The educators have been working with the children particularly modelling as they have been engaging with the playdough experience. The educators have been demonstrating how to roll balls in the palm of hands so that the children can build hand strength and fine motor skills. The children have been focusing on gross motor development in the outdoor environment to refine and develop new skills by utilising the obstacle course, bikes, and the balls with the soccer nets. We have been focusing on kind words to use and what the children would like to learn, these are documented on the children's voices sheets and shared with the families. The children have provided great answers which gives them a sense of belonging and shows they are understanding kindness, empathy, and respect. Healthy eating practices have been embedded into the program the children used their fine motor skills to cut pieces of fresh fruit and slide them onto their skewers to create their own fruit skewers.



Yallaroi – Through close observation of the children, the educators have been able to implement a real-life camping trip into the program. This was very collaborative, and the children and families were able to send in camping items to share in this learning experience. The children participated in a group discussion around what are important rules when we are camping and were able to make choices on how the experience was implemented and turn their sausages on the BBQ. The children have been participating in learning experiences that are furthering their understanding of exploring their sensory capabilities and processing skills and mathematical concepts.

The educators have been extending the children's fine motor and manipulation through manoeuvring the gears and cogs to create the moving monkeys set. The children have been very engaged with the resources particularly working together to build the castle set. Through being exposed to this experience the children had an interest spark and wanted to create their own puppets to re-enact their own castle theme story. Our children's voices have been focused on being respectful and what does it mean to be kind, educators have followed this up through reading stories which reflect this.



Yetman –The children have been exploring their fine motor and sensory processing skills as they engage with the diggers (child interest) and the cornflour and water as a slime mixture. The children have been participating in cooking experiences of making coconut and date bliss balls this experience provided the children with skills to turn take, measuring of the ingredients, exposure to new foods (being able to taste these) and using their fine motor skills to roll them into balls. The children have also had opportunities to participate with the school in the Yoga sessions. The children were able to learn some creative yoga poses then participate in a fun Ninja warrior course that incorporated the poses that were learnt.

The educators have been providing the children with learning opportunities that are further developing their fine motor skills, creativity and persistence by the use of puzzles, beading, threading, and painting, promoting confidence through

documenting the children's voices, balance and gross motor skills with the roller coaster, and letter recognition through learning the ABC.



CUSTOMER SERVICE REQUESTS (CRMs)

CRMs carried forward from:

Department	Outstanding as at 1 August 2023	Completed since 1 August 2023	Outstanding as at 1 September 2023
Technical Services	33	17	16
Environment and Sustainability	11	10	1
Town Utilities Parks and Gardens	8	7	1
Building Services	5	4	1
Total Outstanding	57	38	19

CRM's - 1 August 2023 to 1 September 2023:

Department	Received during August 2023	Completed during August 2023	Outstanding as at 1 September 2023
Technical Services	30	6	24
Environment and Sustainability	24	16	8

Town Utilities Parks and Gardens	18	7	11
Building Services	11	6	5
Executive	0	0	0
Organisation and Community Services	1	1	0
Totals	84	36	48

CRMs received since 1 August 2023 and still outstanding as at 1 September 2023:

Department	Open
Technical Services	40
Environment and Sustainability	9
Town Utilities Parks and Gardens	12
Building Services	6
Executive	0
Organisation and Community Services	0
Total	67

Tourism – Visitor Information Centre – June 2023

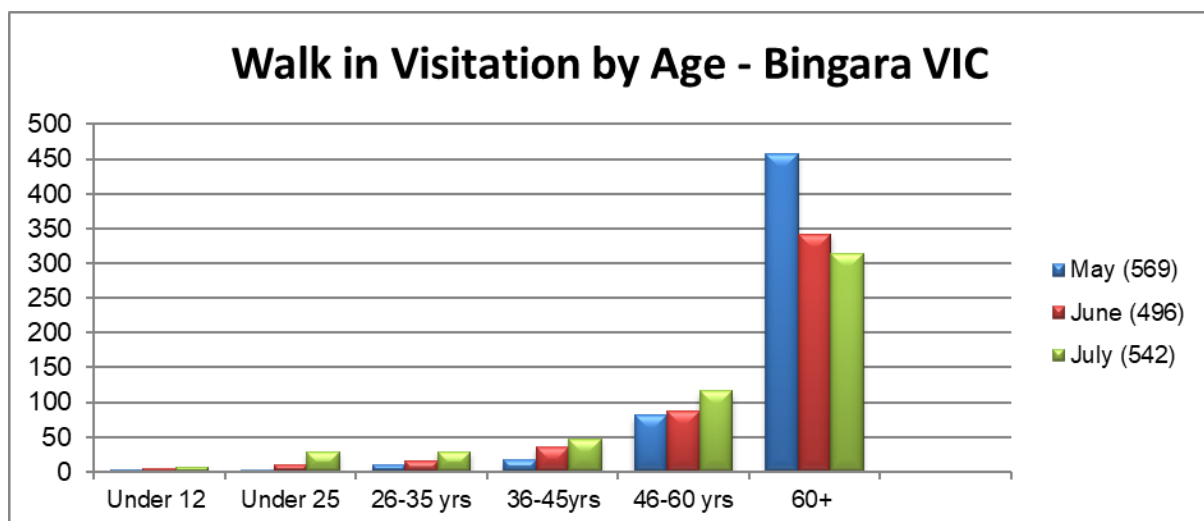
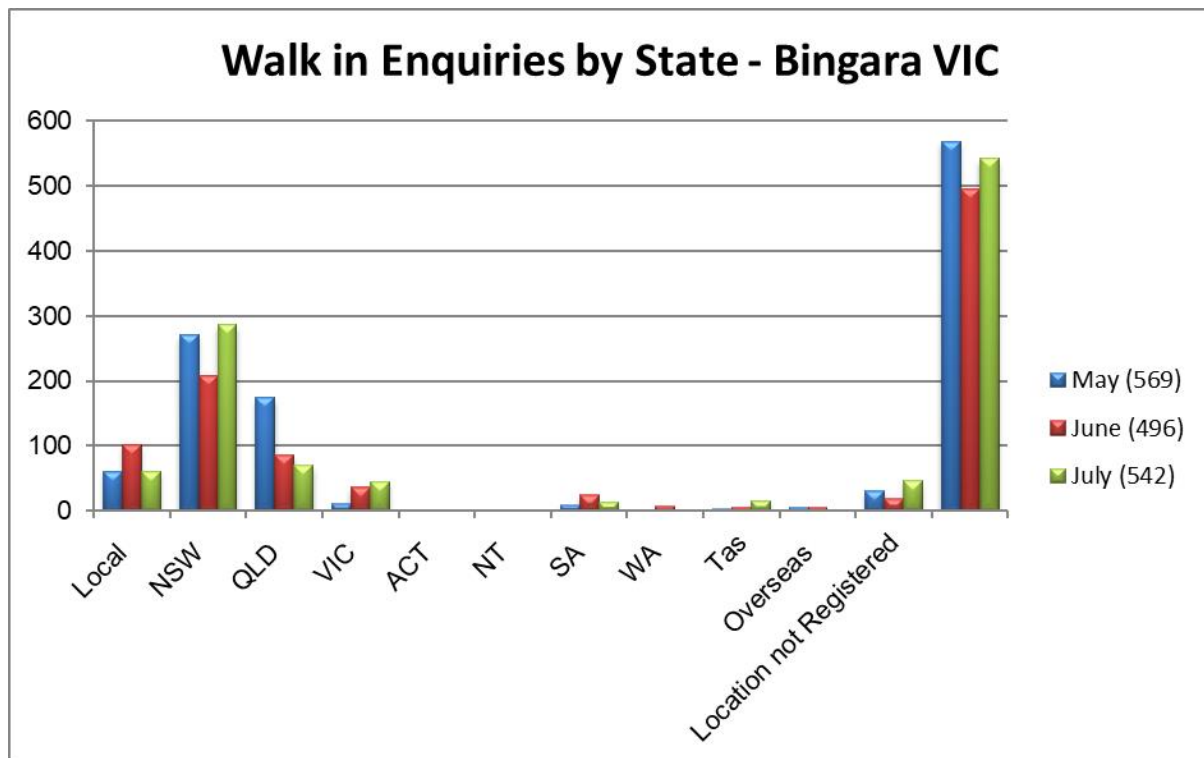
Bingara Visitor Information Centre (VIC)

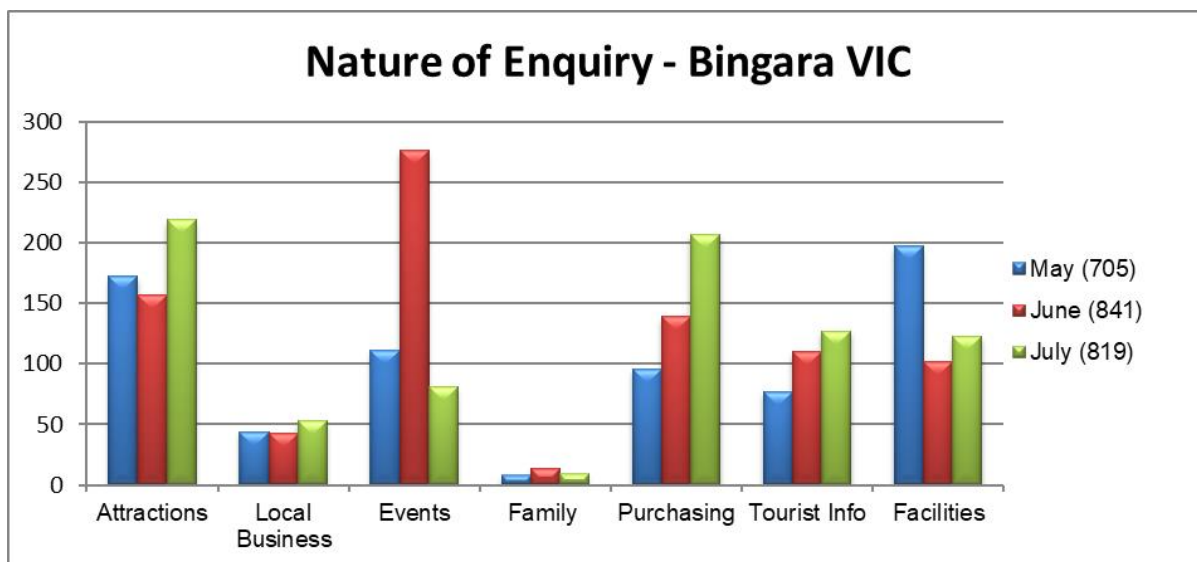
May 2023	June 2023	July 2023
Opening Hrs. = 164	Opening Hrs. = 166	Opening Hrs. = 172.5
Volunteer Hrs. = 27.5	Volunteer Hrs. = 29.5	Volunteer Hrs. = 29.25

Income – Bingara VIC	\$ May	\$ June	\$ July
Products on Consignment	\$ 00.00	\$ 00.00	\$ 00.00
Merchandise	\$ 874.58	\$ 1956.41	\$ 1396.50
Subtotal	\$ 874.58	\$ 1956.41	\$ 1396.50
Less payments to consignees	\$ 00.00	\$ 00.00	\$ 00.00
Total Merchandise sales	\$ 874.58	\$ 1956.41	\$ 1396.50
VIC Commission received on Event bookings undertaking on behalf of Community Groups – sub total			
Total Monthly Income Bingara VIC	\$ 874.58	\$ 1956.41	\$ 1396.50
Roxy Tour Income	\$ 940.00	\$ 220.00	\$ 220.00
Visitors at Bingara VIC	569	496	542

Comment/s:-

- 1) Tourism Visitation:- Saw a slight increase in visitation during the month, this could be attributed to over 100 visitors calling into the VIC in just 4 hours on Saturday July 1st – Orange Festival Day
- 2) Roxy Tours:- saw 22 people touring the facility again in July.
- 3) TLC Meeting/Workshop/Private Function hire and Bunkhouse accommodation Meeting/Workshop/Private Function hire bookings and Fees receipted through the VIC:- Meeting, workshop, or private hire fee collection of \$ 655.00 receipted via the VIC on behalf of TLC. The hire fees included a National Parks and Wildlife Service (Workshop) and a Private Function (1st Birthday party).
- 4) Campaign Monitor Email Blast send out:- to 32 Schools for the children's puppet show "*A Little Bit of Blue*"
- 5) Roxy Theatre - ticketing/booking site and web site design:- for "*A Little Bit of Blue*"
- 6) *Roxy Theatre – ticketing/bookings sales via the VIC:- for "A Little Bit of Blue"*
- 7) *Community Groups - ticketing/booking site and web site design:- Nil*
- 8) Community Groups – Assistance - ticketing sales via the VIC:- Nil
- 9) Roxy Conference Room fees generated:- Nil
- 10) Camping Donations - collected by Council rangers and receipted by the VIC:- Honesty box donations of \$ 551.85
- 11) Comments/notes from Visitors found in Camping Donation Boxes: - Nil



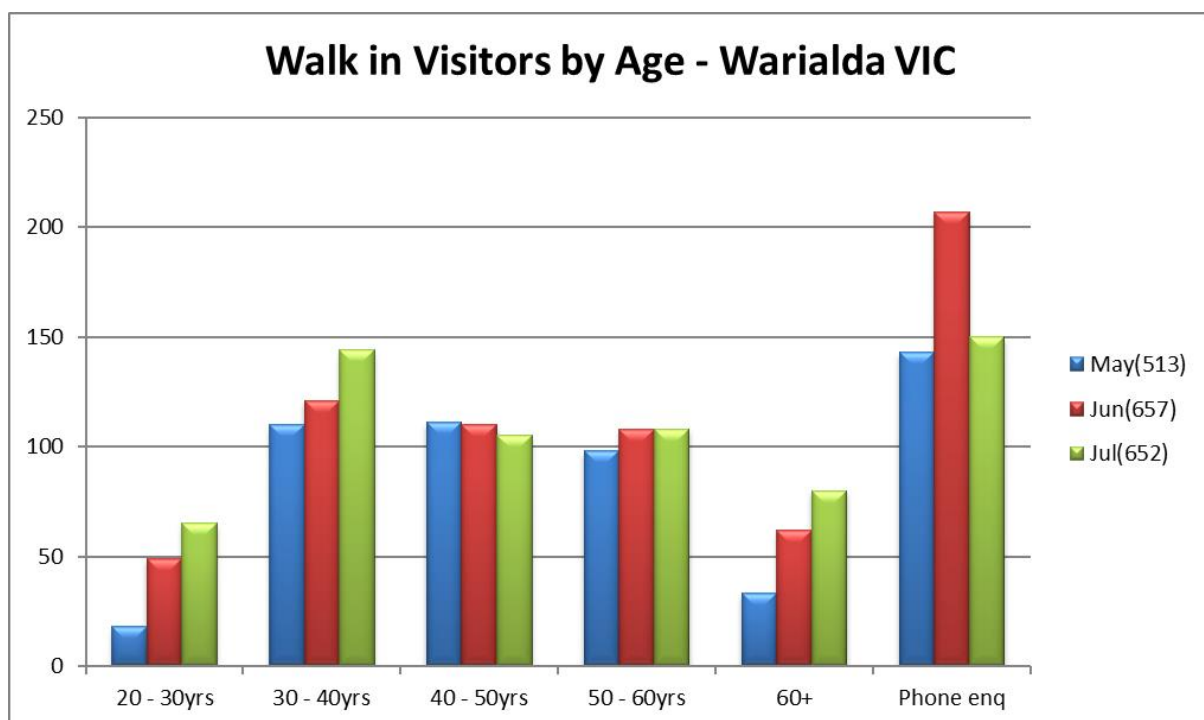
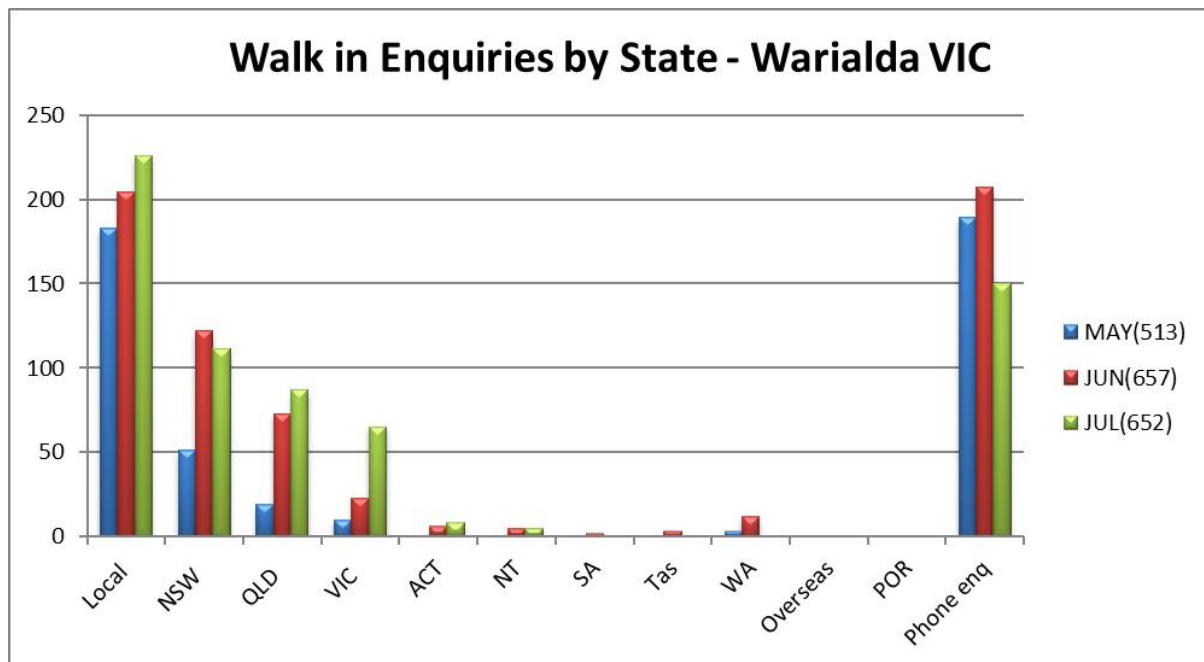


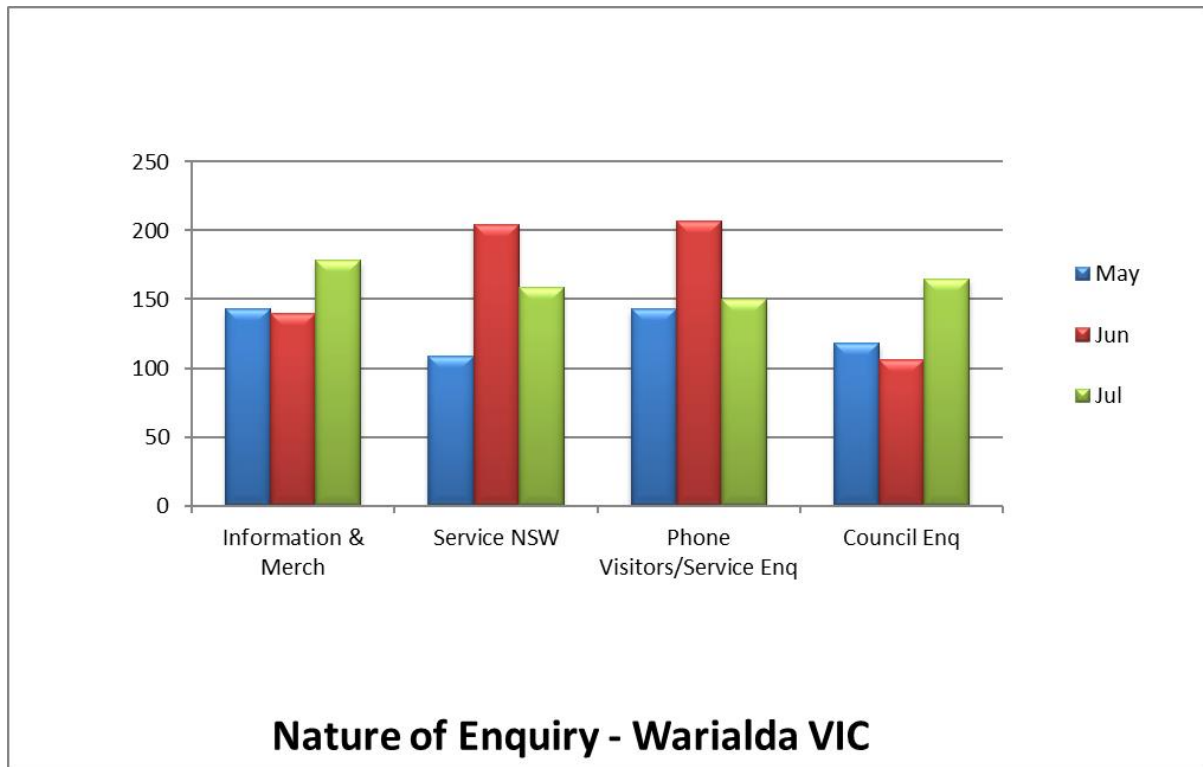
1.2.1 Warialda Visitor Information Centre (VIC)

MAY 2023	MAY 2023	JUNE 2023
Opening Hours = 154	Opening Hours = 143	Opening Hours = 149
Volunteering Hours = 18	Volunteering Hours = 3.45	Volunteering Hours = 2.5

INCOME:	\$MAY	\$JUN	\$JUL
Merchandise sales GST Free	524.00	195.00	-
Merchandise Sales	308.63	426.653	630.93
Total Monthly Income	832.63	621.65	630.93

Visitors at Warialda VIC	MAY	JUN	JUL
Visitors	214	140	178
Service NSW	109	204	159
Council	118	106	165
Phone Enquiries	143	207	150
Total	513	657	652



**OFFICER RECOMMENDATION**

THAT the report be received.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the report be received.

(Moved Cr Galvin, Seconded Cr Egan)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil



COMMONWEALTH HOME SUPPORT PROGRAM
WARIALDA/DELUNGRA

MONTHLY REPORT FOR AUGUST 2023

BUDGET:

Sharon Baker

MEETINGS:

Next meeting with CHSP Manager, to be advised.

VOLUNTEERS

Meals on Wheels volunteers are still low, managing with Coordinator filling in throughout the Month.

TRANSPORT AND TRIPS.

Three trips to Inverell Shopping this month. Client transport covered Armidale, Tamworth, Moree, Inverell this Month. Naroo use CHSP bus once or twice a Month for outings.

SOCIAL SUPPORT

Social support given when attending Day Centres, outing, Meals on Wheels phone calls, client's inquiries & transport.

DAY CENTRES:

Those attending Daycentre Monday, Wednesday & Fridays, are grateful with their service they receive.

FOOD SERVICE

Positive feedback from MOW clients with meals supplied five day a week and frozen meals if needed over the weekend all supplied by Naroo.

WARIALDA / DELUNGRA CHSP MONTHLY REPORT		AUGUST 2023
DAY CENTRE	DELUNGRA	WARIALDA
Total active clients	21	110
Clients receiving service	16	64
Total Meals in Centre	81	191
Hours Clients Receive in Centre	209	547
SOCIAL SUPPORT		
No of Clients	16	64
Individual Hrs	1	148
Group Hrs	208	388
Total Hours Received	209	536
FOOD SERVICE (Meals on Wheels)		
Clients	0	14
Meals	0	250
TRANSPORT		
Number of Clients	1	23
Number of Trips (return trips)	4	97
ACCESS BUS - INVERELL		
Number of Clients	1	9
Number of Trips (per month)	3	3
VOLUNTEERS		
No of Volunteers for the Month	1	38
Monthly Volunteer Hours	20	654
OUTINGS / FUNCTIONS		
Number of clients		



RESIDENT NEWS & OUTINGS

Our ladies enjoyed their regular HACC outings on Mondays and some cards which happens every Friday. There was an outing to the Commercial Hotel where a lovely lunch was had. Craft mornings are always a hit, with ladies from the library making paper flowers and placing happy affirmations on the petals. Chair exercises are still a hit during the colder months and get the residents moving and warming up. Duck shooting was a lot of fun and it seems we have a few sharp shooters in our facility. Bingo on Tuesday is also a hit with the residents able to win some sweet treats. Pizza making was also a success in High Care and residents thoroughly enjoyed eating the fruits of their labor.





6.10 August Investment and Rates Collection Report 2023

File Reference:	NA
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Delivery Program

Goal:	5. Organisational management
Outcome:	5.1 Corporate management
Strategy:	5.1.1 Financial Management and accountability systems
Author:	Helen Thomas, Chief Financial Officer

STAFF DISCLOSURE OF INTEREST Nil**IN BRIEF/SUMMARY RECOMMENDATION**

The report is for reception

TABLED ITEMS Nil**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 31st August 2023.

Direct Investments							
Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2023.01	NAB	AA	TD	22/09/2023	4.10%	\$1,000,000.00
NAB	2023.02	NAB	AA	TD	22/09/2023	4.10%	\$1,000,000.00
NAB	2023.03	NAB	AA	TD	22/09/2023	4.10%	\$1,000,000.00
Grand Total							\$3,000,000.00
Managed Funds							
Fund	Investment	Horizon	Type	Yield	Current Value		
Regional Australia Bank		At Call	Cash		\$361,660.18		
Regional Australia Bank Medical Centre		At Call	Cash	3.00%	\$50,000.00		
Grand Total							\$411,660.18
Total Investments							
Direct Investments							\$3,000,000.00
Managed Funds							\$411,660.18
Grand Total							\$3,411,660.18

Cash and Investments

Total Investments

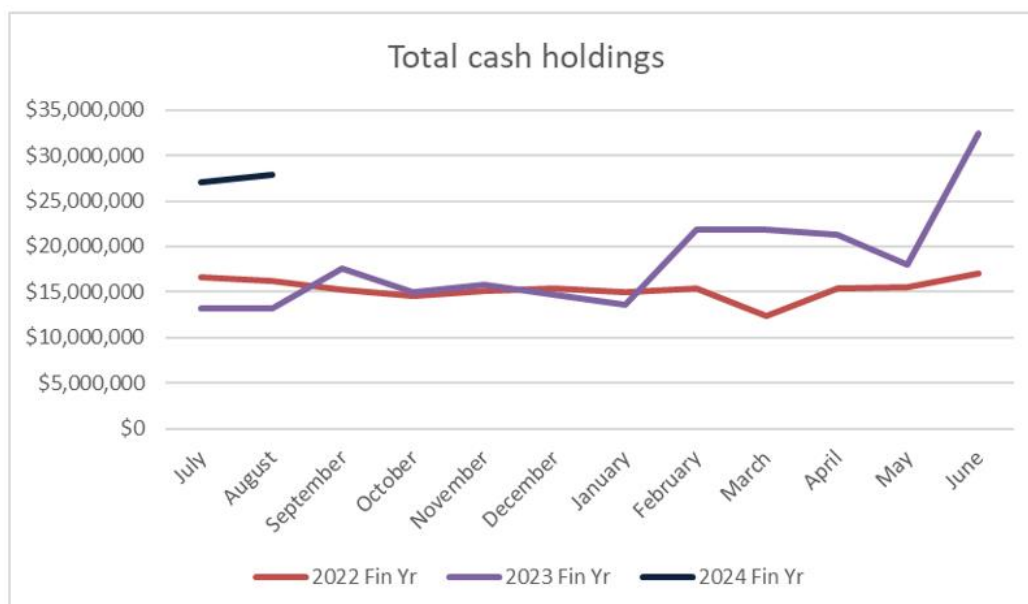
Direct Investments	\$3,000,000.00
Managed Funds	\$411,660.18
Grand Total Investments	\$3,411,660.18

Total Cash and Investments

Investments	\$3,411,660.18
Cash at bank	\$24,408,409.68
Grand Total Cash and Investments	\$27,820,069.86

General Fund Cash

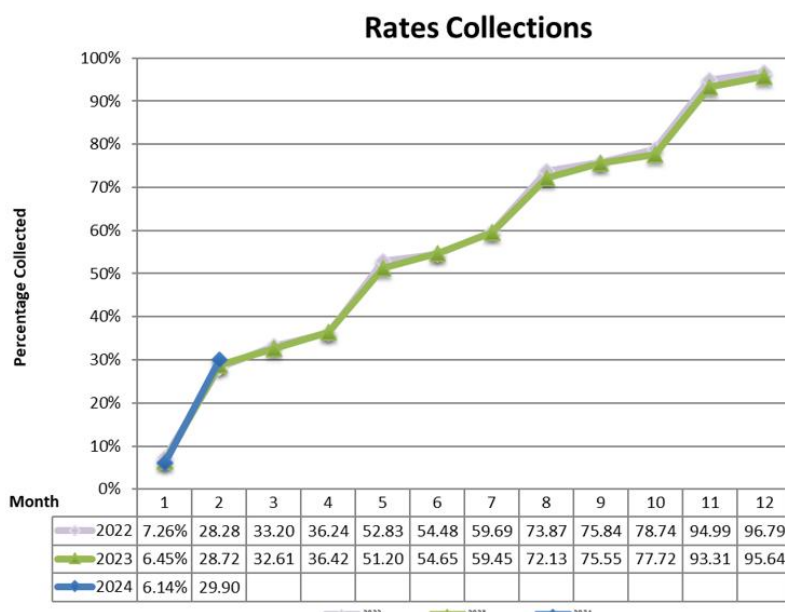
Total cash and investments	\$27,820,069.86
LESS:	
Water fund*	-\$1,280,624.00
Sewer fund*	-\$5,033,943.00
Waste fund*	-\$4,732,690.00
Other restrictions:	
Employee leave entitlements*	-\$950,000.00
Bonds and deposits	-\$1,785,249.87
Unexpended grants*	-\$9,589,684.70
Developer contributions	-\$700,534.00
Discretionary General Fund Cash	\$3,747,344.29



I, Helen Thomas, CFO 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, 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 31st August 2023.



OFFICER RECOMMENDATION

THAT the August Monthly Investment and Rates Collection report be received.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the August Monthly Investment and Rates Collection report be received.

(Moved Cr Mulligan, Seconded Cr Smith)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

6.11 Financial Assistance Grant Allocation

File Reference:	NA
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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**Author:** Director Engineering Services**STAFF DISCLOSURE OF INTEREST Nil****IN BRIEF/SUMMARY RECOMMENDATION**

THAT the entire Roads Component of the Financial Assistance Grant is allocated to the maintenance and construction of roads and road related infrastructure from the 2024 financial year to the 2029 financial year.

FURTHER that a full-time heavy patching crew is established and following 12 months of operation, the mothballing of one bitumen jet-patching truck is evaluated.

FURTHER that \$400,000 per year is notionally allocated to the sealing of Buckie Road and Oregon Road where deemed appropriate by the General Manager.

TABLED ITEMS Nil**BACKGROUND**

Following a meeting with the NSW Local Government Grants Commission (the commission) on 22 October 2022, Council staff were advised that formed tracks on Council-Public Road reserves were eligible for inclusion in Council's annual grants return, which is used to calculate the Roads Component of the Financial Assistance Grant (FA Grant). Following this meeting, Council staff conducted a thorough analysis using GIS software and aerial imagery to identify any roads that were not included in previous returns. The net result of this was the discovery of an additional 318.37km of eligible road for inclusion in the return.

On 5 September 2023, the Commission wrote to Council advising of a number of issues relating to the FA Grant, along with estimated allocations to Council for both the general purpose and roads component of the grant. As a result of indexation and the inclusion of additional roads, Council's Local Roads component for 2023/2024 financial year is \$2,724,359 (the general-purpose component has increased from \$3,573,374 to \$3,810,578). Traditionally, Council's roads budget has included an allocation of around \$1.9m. The indexation and additional roads thus provide an increase of over \$800,000 annually over previously budgeted figures.

Without significant changes being made to the structure of the FA Grant, this increase will continue for the foreseeable future.

Potential Allocations:**Sealing of Unsealed Roads**

Following Council's success in receiving funding to seal Horton Road, County Boundary Road, Wearnes Road, IB Bore Road and Getta Getta Road, the only unsealed roads considered valid candidates for sealing from a long-term asset management perspective are Buckie Road and Oregon Road. Given the success in sealing Getta Getta Road for significantly discounted rates using improved gravels and a graded seal, it is feasible for Council to commit to a position of sealing 1-2km of these roads per year. Alternatively, funds could be quarantined for a possible co-contribution to grant funding to carry out sealing works or to conduct a larger scale (10km) project in the future to realise some larger scale efficiency gains.

Full Time Heavy Patching Crew

The Council has recently taken delivery of a Caterpillar posi-track machine with a road profiling implement. This machine is intended to be a multi-purpose unit, carrying out heavy patching, maintenance of the Warialda Asset Protection Zone (APZ), street sweeping and other general duties.

Utilising this machine on an almost full-time basis, doing small-scale heavy patching and patching of potholes with hot or cold-mix asphalt, has the potential to provide a significant improvement in the Council's sealed road network. The advantage of this methodology over the current practice of using jet patching trucks is that lasting repairs can be made. While the Council's jet-patching trucks serve a purpose, they provide a band-aid style fix and do not treat underlying pavement issue which typically lead to surface defects in the first place. The cost of running such a crew is approximately \$500,000 per year.

The Council currently operates two jet-patching trucks, at a cost of over \$450,000 per truck, per year. It is entirely feasible that following an initial catch-up period with a small-scale heavy patching crew that Council could consider the sale or mothballing of one jet patching truck. Due to the significant maintenance required for jet-patching trucks, the benefits of keeping both trucks and retaining one as a backup or to be deployed in times of high demand are likely to outweigh the benefits of income from its sale.

Consultation with councils in the region has revealed a wide range of jet-patching truck utilisation. Walcha and Gunnedah Council utilise only one truck, Glen Innes between one and two, depending on demand, and Inverell four trucks. Gunnedah's Director of Infrastructure Services indicated that his Council only runs one truck due to the lack of permanent repair they provide.

Bitumen Resealing

In recent years, the focus of the Council's maintenance budget has been primarily on unsealed roads. This focus has been to achieve and maintain the target of all roads within the LGA being accessible following 20mm of rainfall. To work towards this target, sealed road maintenance, especially bitumen resealing has been delayed where possible. In general, Council's bitumen seals are aging, and many can be renewed by means of a simple reseal with minimal pavement works. This practice

ultimately prevents moisture ingress into the underlying pavement, which is one of key causes of pavement failure. Best practice would be to bitumen reseal the entire network on a 15-20 year rolling cycle, which would require an annual allocation of approximately \$800,000. Surplus funding available in the 2024 financial year means that much of the resealing backlog can be eliminated.

Non-Road Related Expenditure

In the October meeting with the commission, it was indicated that the roads component of the FA Grants was untied and could be spent on other areas of Council operations. While this appears to be a very attractive allocation for the additional income, there are implications on Council's own source expenditure under Roads to Recovery legislation which could ultimately jeopardize ongoing Roads to Recovery income.

Conclusion:

An additional \$800,000 annually for the Council's Road maintenance and construction budget will, over time, provide a measurable improvement in the Council's road network while also improving sustainability indicators such as the infrastructure renewal and backlog ratios. In doing so, the Council has the potential to close the gap on funding infrastructure depreciation if the funds are allocated to works that are capital renewal in nature (such as heavy patching and bitumen resealing).

The cost of a full-time heavy patching crew can potentially be offset almost entirely by standing down or selling one jet-patching truck.

A recurrent allocation of \$400,000 to bitumen sealing, bolstered by other programs as required, in conjunction with a dedicated full time heavy patching crew would result in a material improvement in Council's sealed roads, resulting in a residual \$400,000 for capital upgrades, such as sealing unsealed roads.

Consultation:

Senior engineering staff at Glen Innes Severn, Inverell Shire, Gunnedah Shire and Walcha Shire Councils were consulted regarding their use of bitumen patching trucks and other heavy plant.

Statutory environment: Nil

Policy implications: Nil

Financial, economic and resource implications (including asset management):

Additional staff may be required to carry out the extra works detailed in this report. Asset management and financial implications are overall positive.

Strategic implications: Nil

Sustainability implications (social and environmental): Nil

OFFICER RECOMMENDATION

THAT the entire Roads Component of the Financial Assistance Grant is allocated to the maintenance and construction of roads and road related infrastructure from the 2024 financial year to the 2029 financial year.

FURTHER that a full-time heavy patching crew is established and following 12 months of operation, the mothballing of one bitumen jet-patching truck is evaluated.

FURTHER that \$400,000 per year is notionally allocated to the sealing of Buckie Road and Oregon Road where deemed appropriate by the General Manager.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the entire Roads Component of the Financial Assistance Grant is allocated to the maintenance and construction of roads and road related infrastructure from the 2024 financial year to the 2029 financial year.

FURTHER that a full-time heavy patching crew is established and following 12 months of operation, the mothballing of one bitumen jet-patching truck is evaluated.

FURTHER that \$400,000 per year is notionally allocated to the sealing of Buckie Road and Oregon Road where deemed appropriate by the General Manager.

(Moved Cr Mulligan, Seconded Cr Moore)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

6.12 Declaration of Interests under the Code of Conduct**File Reference:** NA**Delivery Program****Goal:** 5. Organisational management**Outcome:** 5.1 Corporate management**Strategy:** 5.1.5 Provision of responsible internal governance**Author:** General Manager**STAFF DISCLOSURE OF INTEREST Nil****IN BRIEF/SUMMARY RECOMMENDATION**

This report is to acknowledge the tabling of the various Declarations of Interest by Council's designated people under the Council's adopted Code of Conduct.

TABLED ITEMS The following Declarations of Interest are tabled:

Cr John Coulton (Mayor)
Cr Catherine Egan (Deputy Mayor)
Cr David Coulton
Cr Marilyn Dixon OAM
Cr Tiffany Galvin
Cr Chris Matthews
Cr James Moore
Cr Lyndon Mulligan
Cr Geoff Smith
Max Eastcott (GM)
Leeah Daley (Deputy GM)

Councils must make all returns of interests publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the NSW Information Commissioner.

OFFICER RECOMMENDATION

THAT the tabling of the Declarations of Interest by designated Councillors and staff is noted.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the tabling of the Declarations of Interest by designated Councillors and staff is noted.

(Moved Cr Egan, Seconded Cr Dixon OAM)

CARRIED

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore,
Cr Mulligan and Cr Smith**

Against: Nil

6.13 GWY_2023_T01 Tender for Supply of Binder Materials for Stabilisation Works

File Reference:	NA
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Delivery Program

Goal: 5. Organisational management
Outcome: 5.1 Corporate management
Strategy: 5.1.1 Financial Management and accountability systems
Author: Alex Eddy, Director of Engineering Services

STAFF DISCLOSURE OF INTEREST Nil**IN BRIEF/SUMMARY RECOMMENDATION**

This report provides Council with the evaluation of the tenders received for Tender GWY_2023_T01 - Tender for Supply of Binder Materials for Stabilisation Works.

It is recommended that Council:

1. Adopt a list of recognised contractors to be invited to quote for the proposed supply of and delivery of Binder Materials for Stabilisation Works as a panel contract comprising the following companies, subject to agreement of terms and conditions:
2.
 - a. Graymont (Australia) Pty Ltd
 - b.
 - c. The Mining Pty Ltd
 - d.
 - e. Wangers Cement Pty Ltd
 - f.
3. Decline to accept Tender GWY_2023_T01 from Earthco Projects Pty Ltd
- 4.
5. Provide delegated authority to the General Manager to conduct all relevant functions under the panel contract.

TABLED ITEMS Nil

In October 2022, tenders were called for the supply of binder materials for stabilisation works. Due to an administrative error, the report for this tender was not presented to a Council meeting for resolution. A report was, however, submitted to Council's ordinary meeting on 30 June 2022 on the same matter, where Council resolved to reject all tenders.

Tenders were called utilising an open tender process for the supply of binder materials for stabilisation works at the Council's roadwork sites.

The binder materials are to be completed in accordance with Transport for NSW QA and site-specific specifications. The tender asked for pricing of the below lists binder types and to price the delivery to three locations across the Shire.

Binder Material
Fly Ash / Lime 70/30
Cement / Fly Ash 70/30
Hydrated Lime
Quicklime
Slag / Lime 50/50
Slag / Lime 70/30

Advertising commenced on Thursday, 11 August 2022, with the intent to have the tender period open for 4 weeks, concluding at 2:00 pm on Thursday, 8 September 2022.

Evaluation Process

The evaluation was conducted according to the following process:

1. Formation of the Tender Evaluation Panel
2. Establishing the evaluation plan, including criteria and weighting
3. Assessment of the tenders by the Tender Evaluation Panel
4. Recommendation based on the evaluation

The Tender Evaluation Panel consisted of the following individuals:

NAME	COMPANY / ORGANISATION	TITLE / PROJECT ROLE
Alexander Eddy	Gwydir Shire Council	Director of Engineering Services
Carl Tooley	Gwydir Shire Council	Engineering Asset Coordinator
Nicholas Havyatt	H Civil	Director

Establishing the Evaluation Plan, Including Criteria and Weighting

The following evaluation criteria were established and agreed upon before the closing of the tender. The tender evaluation criteria and their respective weightings are detailed below:

EVALUATION CRITERIA	WEIGHTING %
PRICE SCORE	
Normalised Price Score	70%
TECHNICAL SCORE	
1) Conformance to Specification	10%
2) Demonstrated Industry Experience	10%
3) Ecologically Sustainable Development	2%
4) Work, Health & Safety Management System	3%
5) Quality of Works / Quality Systems	3%
6) Environmental Management System	2%
7) Referees	
Total Technical Score	30%

Tender Assessment

Each member of the Tender Evaluation Panel completed an initial detailed review of the Tenders received. All members of the Tender Evaluation Panel met to undertake a final review and discussion of their scoring.

After an initial round of assessment, clarifications were sought from the conforming tenderers to allow certainty in the assessment, where required. The resulting evaluation assessment scores of the Tender Evaluation Panel (highest to lowest) are shown in the table below for the Technical Assessment.

TENDER ASSESSMENT SUMMARY TECHNICAL ASSESSMENT		
Assessment Score %	Tenderer	Ranking Order
27.2	Graymont (Australia) Pty Ltd	1
25.2	The Mining Pty Ltd	2
25.2	Wangers Cement Pty Ltd	3

0	Earthco Projects Pty Ltd	4
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The Technical Assessment result is out of a total of 30%.

The tender called for each tenderer to submit pricing on three delivery sites across the Shire for use in the assessment of the tender. Each tenderer provided pricing for each site for the product that they proposed to provide. The resulting evaluation assessment scores of the Tender Evaluation Panel are shown in the table below for the Financial Assessment. The tender ranked 1 is the preferred supplier for each product.

TENDER ASSESSMENT SUMMARY FINANCIAL ASSESSMENT			
Binder Material	Graymont (Australia) Pty Ltd	The Mining Pty Ltd	Wangers Cement Pty Ltd
Fly Ash / Lime 70/30		2	1
Cement / Fly Ash 70/30		2	1
Hydrated Lime	1	2	Not Priced
Quicklime	1	2	Not Priced
Slag / Lime 50/50		2	1
Slag / Lime 70/30		2	1

Three companies submitted a conforming tender with all mandatory information supplied, and one company submitted a non-conforming tender. Referees were also contacted and were required to confirm tenders where required.

All tenderers submitted conditions to the pricing and shorter time frames than the 12 months required in the tender.

The summary of the tenders received is provided below: -

Earthco Projects Pty Ltd

Conformance to Specification: Earthco Projects Pty Ltd did not provide pricing on the binder materials requested, and therefore, the tender was assessed to be non-conforming

Graymont (Australia) Pty Ltd

Conformance to Specification: Graymont provided pricing for the blended binder materials only. No price was provided for blended products. Graymont has also placed a pricing time limit of 30 December 2022. All other items of the tender have been met.

Demonstrated Industry Experience: Council is currently using Graymont for binder materials and has had no supply issues.

Ecologically Sustainable Development: Graymont a sustainable policy.

WHS, Quality and Environmental Systems: Graymont has an ISO-approved system for WHS, Quality and Environmental systems.

Graymont was asked the following clarification questions.

1. In 2 Schedule of prices of your submission, there is a condition that the pricing is fixed until 30 December 2022. In the Panel Agreement section 1.9 Pricing and Rates item (d), *The contractor must not vary the price or margins offered for the first 6 months of the term.* Can you confirm you will agree to this requirement in the Panel Agreement section 1.9 Pricing and Rates item (d)?
2. In the Panel Agreement section 1.9 Pricing and Rates, you have deleted the CPI increase method. However, you have included your standard terms of supply for each site example. Can you confirm that this will be the method for any price adjustment?
3. Your submission has not provided a price for any blended material. Is it possible that you will have these products in the future?

The Mining Pty Ltd

Conformance to Specification: The Mining Pty Ltd provided pricing on all binder material requested; the company is based in the Northern Territory and will need to source the binder from sub-contractors. The Mining Pty Ltd purchases the product from other supplies. Therefore, there is a risk that they will not be able to supply binder when Council requires it due to the current lime supply shortage. All other parts of the specification were addressed.

Demonstrated Industry Experience: The Mining has a large fleet of stabilisation equipment from supply trucks, stabilises and spreaders. They have provided services to a number of councils within the region.

Ecologically Sustainable Development: The Mining has a sustainable policy to meet its requirements for sustainable development.

WHS, Quality and Environmental Systems: The Mining has an ISO-approved system for WHS, Quality and Environmental systems.

Wagners Cement Pty Ltd

Conformance to Specification: Wagners Cement only provided pricing for the blended binder materials. No price was provided for Hydrated lime or quicklime. The pricing is similar to the pricing provided in the tender GWY_2022_T10. However, the pricing is over 20% higher than the binder purchased by Council in March 2022. This is a direct result of the supply chain and lime shortage issues currently occurring across NSW and QLD. Wagners Cement has provided all other items in the specification. Wagners have also placed a pricing time limit of 31 October 2022

Demonstrated Industry Experience: Council is currently using Wagners Cement for binder materials and has had no supply issues.

Ecologically Sustainable Development: Wagner Cement a sustainable policy.

WHS, Quality and Environmental Systems: Wagner Cement has an ISO-approved system for WHS, Quality and Environmental systems.

Wagner was asked the following clarification questions.

1. In 2 Schedule of prices of your submission, there is a condition that the pricing is fixed until 31 October 2022. In the Panel Agreement section 1.9 Pricing and Rates item (d), *The contractor must not vary the price or margins offered for the first 6 months of the term.* Can you confirm you will agree to this requirement in the Panel Agreement section 1.9 Pricing and Rates item (d)?
2. In 3 Schedule of Qualification and Departures Information item 1 Section 3.3 Conditions of Tendering, you have requested to delete this clause. Council will not remove this condition. If your tender does not meet this requirement, it will be considered non-compliant and will not be considered.
3. In 3 Schedule of Qualification and Departures Information item 2 Insurance, it is standard practice to provide the policy wording. Should a company not provide the policy wording, Council will request for the details of the insurance team to be supplied so that the Council's insurance and risk manager from JLT can discuss the policy to confirm the policy meets Council's requirements.
4. In 3 Schedule of Qualification and Departures Information item 3 Limitation of Liability and Exclusion of Consequential loss new clause, this clause will be considered, and no determination will be made.

Consultation:

No community consultation is required as this is a supply tender.

Statutory environment:

The tender process meets the tendering provisions of Section 55 (4) of the Local Government Act 1993 and the Local Government (General) Regulation 1995.

Policy implications: Nil

Financial, economic and resource implications (including asset management):

The objective of this tender was to lock in pricing for binder material due to the large volumes Council will require for capital works, supply chain and availability issues, and increasing pricing. The two closest and most value-for-money suppliers have put conditions on the pricing less than the minimum in the tender. The staff has sought clarification on this as there is a risk that the pricing will increase over the contract's life.

Strategic implications: Nil

Sustainability implications (social and environmental): Nil

OFFICER RECOMMENDATION

THAT a list of recognised contractors to be invited to quote for the proposed supply of and delivery of Binder Materials for Stabilisation Works as a panel contract comprising the following companies, subject to agreement of terms and conditions:

- a. Graymont (Australia) Pty Ltd**
- b. The Mining Pty Ltd**
- c. Wangers Cement Pty Ltd**

FURTHER Council declines to accept Tender GWY_2023_T01 from Earthco Projects Pty Ltd

FURTHER Provide delegated authority to the General Manager to conduct all relevant functions under the panel contract.

ATTACHMENTS

Nil

MOVED TO CONFIDENTIAL MEETING UNDER SECTION 10 A (2) (c) of the Local Government Act

7 COUNCILLORS' REPORTS

Cr D Coulton

Warialda Historical Society – The Society has had an Annual General Meeting and Fay Cains continues as the President of the Committee

Warialda Community Warriors – Cr Coulton attended the Annual General Meeting of the Warialda Community Warriors Committee. Advised that an enthusiastic committee has been formed with the main purpose of operating the Community Op Shop.

Cr Galvin

Asked for a progress report for the power connection to the Cabins at the Living Classroom

Asked for a progress report concerning the construction of the Interpretive Centre.

Enquired if the Pools will be opened this weekend? There was a Facebook Post from the Bingara Contractor stating that they were waiting for a part.

Requested an update on the Roxy Café Lease.

Cr Egan

Advised that there has been some interest in the Caravan Park and Pool lease opportunity in Bingara. Cr Egan and Cr Galvin are aware of two families who have indicated an interest however they have received insufficient information. Cr Egan is concerned that this process has not been well managed by Council.

Cr Moore

The Recreation Ground Warialda - a kitchen bench has been damaged. The grounds need cleaning up behind the building and some of the screens have been removed from the windows.

Honour your Heart Walk - Thanking Council for its contribution to the Honour your Heart Event at the recreation weekend.

Cr Smith

Cross Border Crime Meeting - Cross border crime meeting he attended was interesting. The group is working collectively to reduce the incidence of crime in the area. Some cross border issues are still yet to be resolved. Cr Smith advised the meeting that Gwydir Shire would be willing to support any applicable initiatives.

Year 12 Farewell Function – Cr Smith attended the end of year function at the Warialda High School. Cr Smith advised it was a good event to attend and a credit to the school.

Letter of Congratulations - Cr Egan requested that a letter of congratulations be sent to the new Captains of the School.

Cr Mulligan

Croppa Creek Land Fill - Croppa Creek Tip needs attention. It is often in a terrible state.

Jo Sangster advised that this matter would be followed up.

Cr Galvin

Cool Room - Could Council consider installing a cool room at the Living Classroom? The suggestion was made that the cool room could be placed in the storage area behind the kitchen. It was discussed that a portable cool room could be purchased for use in this area and hired out for other functions.

Whitfield Place – Could a broken tree be replaced where the citrus tree is broken off at Whitfield Place. The resident who is responsible for the maintenance of the gardens has requested this.

Grandstand Show Ground – there is an ongoing problem with the birds damaging the Grandstand. Suggested that spikes could be installed to prevent the birds from roosting in this area.

Day Care – advised that both the Warialda and Bingara communities area still asking about the possibility of Day Care.

Gwydir River Damage – Enquired what is happening with the remediation of the river specifically the removal of the Fairy Tree.

Official Opening Horton Road – asked if Adam Marshall has been engaged to officially open the Horton Road

Warialda Chamber Enquiry – the Chamber representative asked why Justin Herald was only speaking at Bingara (the school and the community). The Warialda Chamber representative was concerned about the funding of the initiative.

Cr John Coulton

Jim Payne Oval – Thanked all the staff concerned with the installation of the sign and preparations for the function on the Sunday of the Long Weekend.

BROC – the BROC are requiring that Council sign an MOU with the Queensland on joint border Councils to work together on joint initiatives. Meeting agreed to allow the

Meeting Gravesborough Council England – advised that the Council, though very different to Gwydir, they were a learning organisation that invested in the careers of their own staff.

8 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

COUNCIL RESOLUTION:

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 and c)

of the Local Government Act, 1993, the public and press be excluded from the meeting to consider Item(s) listed on the Agenda.

(Moved Cr Egan, Seconded Cr Mulligan)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

8.1 Adoption of the Recommendations of the Confidential Session

The meeting was re-opened to the public at 12.48 pm.

COUNCIL RESOLUTION:

THAT the recommendations of the Confidential Session, namely:

Confidential Organisation and Community Services Report

THAT the report be received.

GWY_2023_T01 Tender for Supply of Binder Materials for Stabilisation Works

THAT a list of recognised contractors to be invited to quote for the proposed supply of and delivery of Binder Materials for Stabilisation Works as a panel contract comprising the following companies, subject to agreement of terms and conditions:

- a. Graymont (Australia) Pty Ltd
- b. The Mining Pty Ltd
- c. Wangers Cement Pty Ltd

FURTHER Council declines to accept Tender GWY_2023_T01 from Earthco Projects Pty Ltd

FURTHER Provide delegated authority to the General Manager to conduct all relevant functions under the panel contract.

are adopted.

(Moved Cr Smith, Seconded Cr Mulligan)

CARRIED

For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore, Cr Mulligan and Cr Smith

Against: Nil

9 CLOSURE

The meeting closed at 12.50 pm.