



MINUTES ORDINARY MEETING

GWYDIR SHIRE COUNCIL

THURSDAY 25 FEBRUARY 2021

COMMENCING AT 9 AM

ROXY MEETING ROOM

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 Stuart Dick and Cr Frances Young

Staff: Max Eastcott (General Manager), Leeah Daley (Deputy General Manager), Helen Thomas (Manager, Finance), Alex Eddy (Manager, Engineering Services), Patsy Cox (Planning Officer – left the meeting at 9:22 am), Thaiis Simpson (Administrative Assistant) and Ruby Mitchell (Information Services Records Trainee)

Public: Rod King and Kim Miller

Visitor: Nil

This is page number 1 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

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OFFICIAL OPENING AND WELCOME – MAYOR

APOLOGIES Cr Tiffany Galvin
COUNCIL RESOLUTION:
MINUTE 5/21

THAT the apology of Cr Tiffany Galvin is accepted.

(Moved Cr Egan, seconded Cr Young)

CONFIRMATION OF THE MINUTES
COUNCIL RESOLUTION:
MINUTE 6/21

THAT the Minutes of the previous Council Special Meeting held on Thursday 21st January 2021 as circulated be taken as read and CONFIRMED.

(Moved Cr D Coulton, seconded Cr Dick)

PRESENTATION Nil

CALL FOR THE DECLARATIONS OF INTERESTS AND CONFLICTS OF INTEREST Nil

ADDITIONAL/LATE ITEMS
COUNCIL RESOLUTION:
MINUTE 7/21

THAT the following items, namely:

- 1. Tender for the Supply and Delivery of Quarry Products (Confidential)**
- 2. Joint Organisation Membership**
- 3. Additional Executive Report**
- 4. Councillors' Activity Statement**
- 5. January 2021 and December 2020 Monthly Investment and Rates Collection Report**
- 6. Quarterly Budget Review Statement**

are accepted as late items onto this Agenda for discussion.

(Moved Cr Young, seconded Cr Moore)

**COMMITTEE OF THE WHOLE – CONFIDENTIAL ITEMS
COUNCIL RESOLUTION:
MINUTE 8/21**

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

(Moved Cr Egan, seconded Cr Smith)

ADOPTION OF THE RECOMMENDATIONS OF THE CONFIDENTIAL SESSION

**COUNCIL RESOLUTION:
MINUTE 9/21**

THAT the recommendations of the Confidential Session, namely:

Confidential Organisation and Community Services Report for December 2020 and January 2021 (Ref: 10/21)

THAT the Confidential Organisation and Community Services Report for December 2020 and January 2021 report be received.

Warialda Golf & Bowling Club Improvements (Ref: 11/21)

THAT the tender received from report be received from Meader Constructions (Warialda) for a total cost of \$347,735.58 (excl. GST) be accepted.

Potential Biodigester (Ref: 12/21)

THAT the Council prepare a Capital Expenditure Review of the proposed Biodigester for the consideration of the Council and Office of Local Government.

FURTHER that the Council allocates a budget of \$150,000 from the Waste Fund to undertake the review.

FURTHER that the local regional opportunities for inputs into the possible Biodigester, from sources such as Bindaree Beef, be investigated as a priority prior to moving forward on the complete review (Ref: 13/21).

Tender for the Supply and Delivery of Quarry Products (Ref: 14/21)

This is page number 4 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

THAT Council accept the tender of Johnstone Concrete & Quarries Pty Ltd supplied as a schedule of rates for an estimated total value of \$2,794,505.00 excluding GST.

Other matters

THAT the discussion regarding the Warialda By-Pass and Warialda Truck Wash be noted (Ref: 15/21).

are adopted.

(Moved Cr Egan, seconded Cr Smith)

Item 1 Meeting Commencement Times

FILE REFERENCE 21/2473

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY

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

AUTHOR General Manager

NOTICE OF MOTION – Cr. Dick

THAT the Council’s Committee, Extraordinary and Ordinary Meetings commence at 6 pm on the days these meetings are held.

NOTE FROM CR. DICK IN SUPPORT OF HIS NOTICE OF MOTION

After talking with several potential candidates for the upcoming September 4th State Government Council elections I was made aware that the main stumbling block for these ideal candidates was the fact that the Committee and Council Meetings were held during the day.

After discussing the fact that as a new council they would have a vote to change that time if the majority vote went that way I feel if this was changed now to holding our Council meeting in the evenings say 6 pm start this would send a clear message to the public and people that would possibly put their hand up to become a Councillor.

I also have been finding the daytime meetings are heavily impeding on my capacity to run my business with the Committee meeting falling on Thursday which is the Inverell store and fat markets for sheep and cattle.

I have started a livestock carting business and to employ a contract driver I now find is not at all viable.

I do understand that there would be a slight increase in cost to instigate this change but as we know from past history we are lucky if we receive the 9 candidates on the ticket for the elections, we also could attract some Shire people to come along to sit in the gallery during the Council meetings if they were in the evenings.

So therefore I would like to propose that a “ notice of motion be put forward to change our Committee and Council meetings times to 6 pm on each of existing days “ Many thanks Councillor Stuart Dick

NOTICE OF MOTION:

The following motion was moved by Cr Dick seconded by Cr Young and lost:

THAT the Council's Committee, Extraordinary and Ordinary Meetings commence at 6 pm on the days these meetings are held.

Upon being put to the meeting, the motion was declared lost.

For the Motion was Cr Dick Total (1).

Against the Motion were Crs Dixon OAM, Egan, J Coulton, Moore, Smith, D Coulton and Young Total (7).

Chairman

5. Conclusion

1.1 BACKGROUND

Gwydir Shire Council received a development application (DA 31/2020), on the 27 October 2020, for the operation of a 999 head Beef Cattle Feedlot. The feedlot will include the conversion of nine (9) existing cattle pens of varying sizes, which are currently utilised for drought feeding and temporary containment of cattle. In addition, the facility will also utilise the existing handling facilities (yards), access roads, machinery shed, hay and grain storage shed, water tanks, dams, silos, machinery, a feed mill, external hay storage area and cattle yards. The main construction components of the proposed feedlot will be the construction of one (1) further cattle pen and one (1) hospital pen, a manure pad/storage area (6,900m²), a sediment basin with a capacity of 1.65 ML and an holding storage pond with a capacity of 9.25 ML.

Cattle and feed for the feedlot will be chiefly sourced from within the property or other properties owned or operated by Doolin Farming Pty Ltd. Water for the development will be sourced from an existing licenced groundwater entitlement of 1,558 ML/year. At present the nature of the entitlement is for irrigation however, once development consent is granted for the feedlot, it will be available for stock intensive use, under Clause 35 of the Water Management (General) Regulation 2018 and 91A(1) of the Water Management Act 2000. The liquid and solid waste generated from the Feedlot is intended to be used as fertiliser on cropped areas of the property.

1.2 Site location

The proposed feedlot is to be situated on the holding known as "Springfield" (being Lot 8, DP 756018 and Lot 1, DP 1212915), 2513 Getta Getta Road, North Star. The "Springfield" property is owned by J S Doolin and forms part of Doolin Farming Pty Ltd umbrella operation. The property is located approximately 14 kilometres east, as the crow flies, from the village of North Star, 8 kilometres west of the Gwydir Shire Council's eastern boundary and 64 kilometres north of Wialda (see Figure 1 – Location Map below). According to Council records the total area of the property is 1724.18 hectares. The proposed feedlot complex is located towards the north eastern corner of Lot 8, DP 756018, with the proposed effluent disposal area located under the existing centre pivot irrigation area also located along the northern property boundary but further to the west from the feedlot location. The areas nominated for the disposal of solid waste (composted manure, pen scrapings and carcasses) are sited on existing cultivations with both Lot 8, DP 756018 and Lot 1, DP 1212918 (See Figure 2 – Waste Utilisation Area, below being a copy of Figure 9 extracted from the document "Development application and statement of environmental effects for proposed 999 head beef cattle feedlot on "Springfield", by RDC Engineers, dated October 2020).

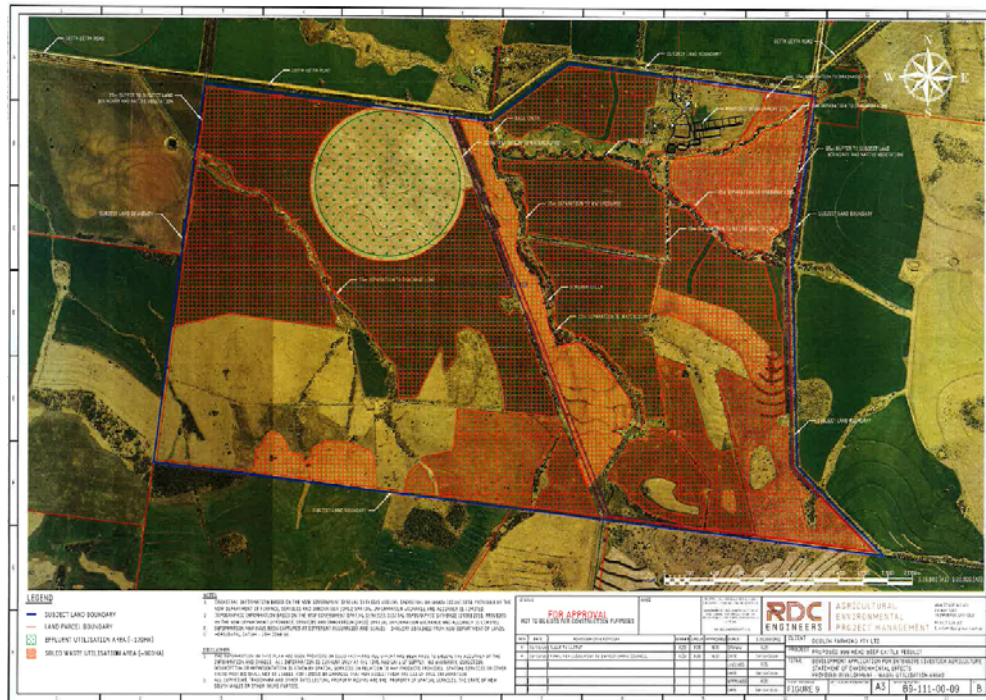
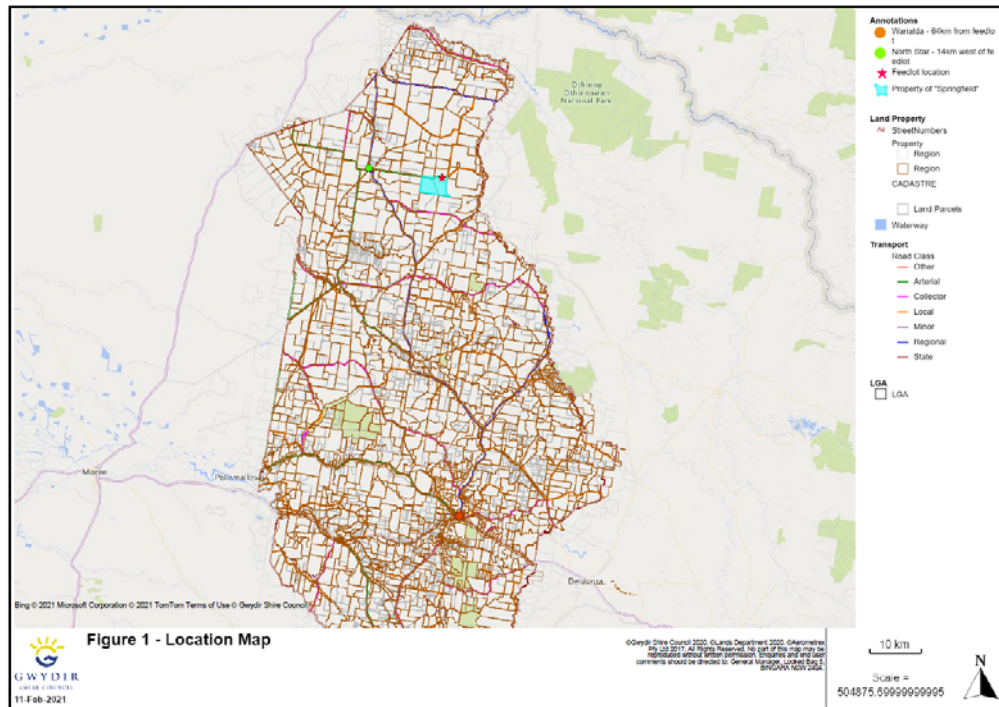


Figure 2 – Waste Utilisation Area

1.3 Site Description and Uses

The proposed feedlot complex will be located approximately 14 kilometres east of the village of North Star, along Getta Getta Road. The proposed feedlot complex is located within an agricultural dominant landscape and will cover an approximate area of 5.5 hectares (most which consists of existing

This is page number 10 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

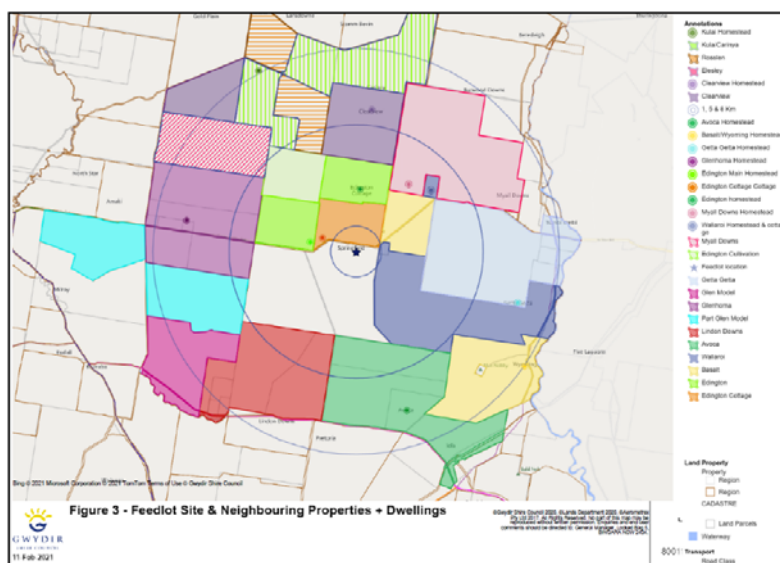
infrastructure) with approximately 720 hectares of cropping land available for the disposal of manure and effluent.

The holding is currently occupied by a homestead and a cottage, an existing drought feeding operation (including pens, feed troughs and laneways), several sheds, silos, water tanks, internal roads, dams, yards, and other associated structures. Most of the property has been previously cleared of vegetation to facilitate existing cropping and extensive grazing operations, with some retained native vegetation along property boundaries, waterways, and drainage lines. Remnant riparian vegetation in relatively good condition but generally forms a disconnected habitat corridor through the property.

The subject land consists of undulating slopes ranging from 1-3%, surrounded with similar extensive agricultural operations. The feedlot site lies along the side of a low ridge, with soils consisting of strongly structured red clay with a somewhat lower clay content near the surface. The area proposed for waste utilisation partly contain this same soil type but is mostly characterised by red-brown earths with some black earths, grey, brown, and red clays. This area is considered moderate-high and highly productive in optimum rainfall conditions. The soils are not identified as having salinity or acid sulphate issues.

1.4 Surrounding land uses

The property "Springfield" is bounded by the properties 'Edington', 'Clearview' and 'Carinya' and to the North, 'Basalt', 'Wallaroi' and 'Myall Downs' to the North East, 'Getta Getta' to the East, 'Wyoming' and part 'Wallaroi' to the South East, 'Avoca' and 'Lindon Downs' to the South, 'Glen Model' to the South West, 'Glenhoma' to the West and 'Edington', 'Edington Cottage', 'Kuna', 'Elesley' and 'Rosslen' to the North West. All of which are primarily engaged in grazing and cropping operations.



This is page number 11 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Figure 3 above depicts the location of the proposed feedlot in relation to neighbouring properties and dwellings. Further detail of distances between the proposed feedlot and neighbouring dwellings is provided in Table 1 below.

The closest dwelling-houses on adjoining properties not associated with the proposed development are located over 1 kilometre North West of the development site on the properties 'Edington' and 'Edington Cottage'.

| Receptor | Dwelling Location | Direction | Approx. Distance (m) |
|----------|---|------------------|----------------------|
| - | Edington Cottage 2612 Getta Getta Rd North Star | West North West | 1,300 |
| 1 | Edington – Main 2680 Getta Getta Rd North Star | West | 1,750 |
| 2 | Edington – secondary 2680 Getta Getta Rd North Star | North | 2,500 |
| 3 | Clearview 1310 Goat Road North Star | North | 5,500 |
| 4 | Myall Downs 2118 Getta Getta Rd North Star | North East | 3,150 |
| 5 & 6 | Wallaroi Main & Cottage 2116 Getta Getta Rd North Star | North East | 3,500 |
| 7 | Getta Getta 1767 Getta Getta Rd North Star | East South East | 6,400 |
| 8 & 9 | Wyoming 621 Myall Downs Rd Blue Nobby | South East | 7,750 |
| 10 & 11 | Avoca 1970 Blue Nobby Rd North Star | South South East | 6,300 |
| 13 & 14 | Lindon Downs 2463 Blue Nobby Rd North Star | South South West | 6,900 |
| 22 | Glenhoma 3202 Getta Getta Rd North Star | West | 6,500 |
| 11 | North Star | West | 14,000 |

Table 1 Location of adjoining and nearby properties

1.5 Consultation

1.5.1 Public consultation, referrals and submissions

The application was notified, in accordance with Section 3 of the Gwydir Shire Council Community Participation Plan 2019 as detailed in the following table.

The public consultation included:

- Notification of nearby and potentially affected landholders and residents during the exhibition period;
- Consultation with internal departments and external government agencies through NSW Planning Portal.

| | |
|---|---|
| Notification Type: Type B | <ul style="list-style-type: none"> • Notification via letters of owners of all adjoining and surrounding properties and any other individual, organisations and/or public authorities likely to have an interest in the proposed development; and • Advertisement in the local newspaper/s. |
|---|---|

This is page number 12 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | |
|---|--|
| | <ul style="list-style-type: none"> Exhibition on proposed development on Council's websites and may also be exhibited at Council's Officers. |
| Notifications: | |
| Landowners/Occupiers | Adjacent/adjoining landowners were notified in writing - submission period of 21 days. |
| Exhibition period | Website and Officers - 21 days |
| Advertising in Local Newspaper | Gwydir Newspaper – 21 days |
| Referrals/Concurrences & Comments: | |
| Sent to for Comment | <ul style="list-style-type: none"> NSW Environment & Protection Authority; Roads and Maritime Services; Department of Primary Industries - Agriculture; Department of Planning Industries and Environment - Biodiversity, Conservation and Science Directorate; Office of Environment & Heritage; Water NSW. |
| Internal consultations | Council's Technical Services Department |
| Other | Nil |
| Submissions received: | |
| Public Submissions received | 0 submission was received |
| Other Submissions received | A summary of submissions is at Attachment 1. |

2. THE DEVELOPMENT PROPOSAL

The main component of the applicant's proposal includes the following:

- ⇒ Use of existing 9 cattle pens (pens 1 to 9)
- ⇒ Use of existing grain storage/milling area
- ⇒ Use of existing machinery and storage sheds, and silos
- ⇒ Use of existing cattle yards for loading/unloading of cattle
- ⇒ Use of existing water supply system
- ⇒ Use of existing internal roads, linking pens, cattle lane-ways, feed storage area and existing cattle yards
- ⇒ Use of existing Grain Bunker/s
- ⇒ Construct of one new pen (pen 10) and new hospital pen both 27m x 50m (Maximum capacity of 75 head)
- ⇒ Completion of new sediment basin (1.65 ML) and holding pond/s (total capacity 9.25 ML)
- ⇒ Manure composting/storage pad area (6,00m²)
- ⇒ Effluent Disposal Area (existing crop land) of approximately 120 hectares
- ⇒ Manure Application Area (existing cropped land on property) of approximately 582 hectares
- ⇒ Construction of additional storage commodity shed
- ⇒ Construction of shade structures

This is page number 13 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The proposed feedlot complex and effluent disposal area is to be designed and operated in accordance with the Meat and Livestock Australia's National Guidelines for Beef Cattle Feedlots in Australia 3rd Edition. The National Guidelines for Beef Cattle Feedlots in Australia sets standards for drainage systems, separation distances, effluent and manure utilisation and pen pad construction.

The proposed feedlot will have a maximum capacity of 999 head, consisting of 10 pens of varying sizes (see Table 2 below) which allows an average stock density of 18.8m²/head at full capacity. Cattle will be fed for an average of 150 days resulting in a maximum cattle turnover of approximately 2,306 cattle/year. Stock will be feed predominantly grain based diet. Grain shall be sourced from the existing cropping operations on "Springfield" or adjacent properties owned or operated by Doolin Farming Pty Ltd. All feed rations will be processed on-site through the existing grain processing facility, which consists of existing silos and grain processing system (Grain is to be processed by dry rolling. Feed will be prepared on site using an on-board feed mixer installed as part of the feed wagon. Springfield can produce about 3,150 tonnes of grain and 3,500 of silage per year. The balance of grain requirements will be sourced locally from adjoining properties owned by related proponent. Proposed feedlot complex and controlled drainage area is shown in Figures 3 and 4.

| Pen Number | Pen Area (m ²) | Dimensions | Maximum head/pen (18.8m ² /head) |
|------------|----------------------------|------------|---|
| 1 | 1,337m ² | 27m x 50m | 75 |
| 2 | 1,337m ² | 27m x 50m | 75 |
| 3 | 1,337m ² | 27m x 50m | 75 |
| 4 | 1,337m ² | 27m x 50m | 75 |
| 5 | 2687m ² | 54m x 50m | 150 |
| 6 | 2687m ² | 54m x 50m | 150 |
| 7 | 2687m ² | 54m x 50m | 150 |
| 8 | 2687m ² | 54m x 50m | 150 |
| 9 | 2687m ² | 54m x 50m | 150 |
| 10 | 1,337m ² | 27m x 50m | 75 |

Table 2 – Pen size and average density



Figure 3 Proposed Feedlot Complex

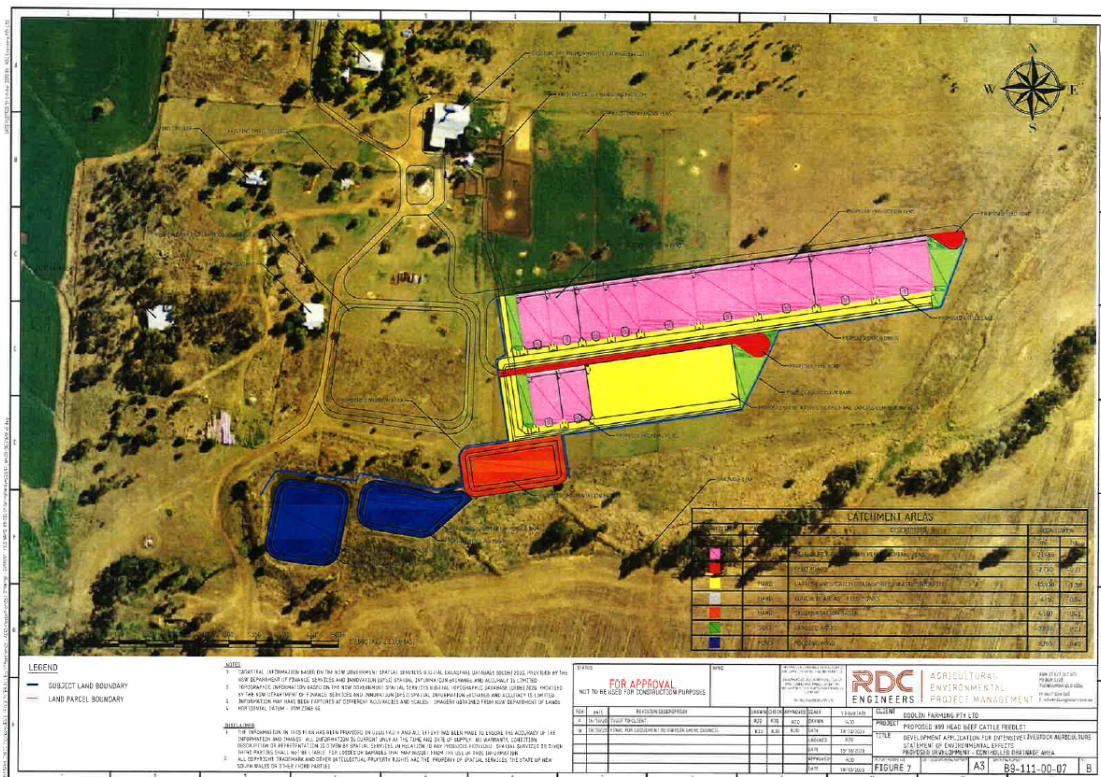


Figure 4 Proposed Feedlot Controlled Drainage Area

This is page number 15 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

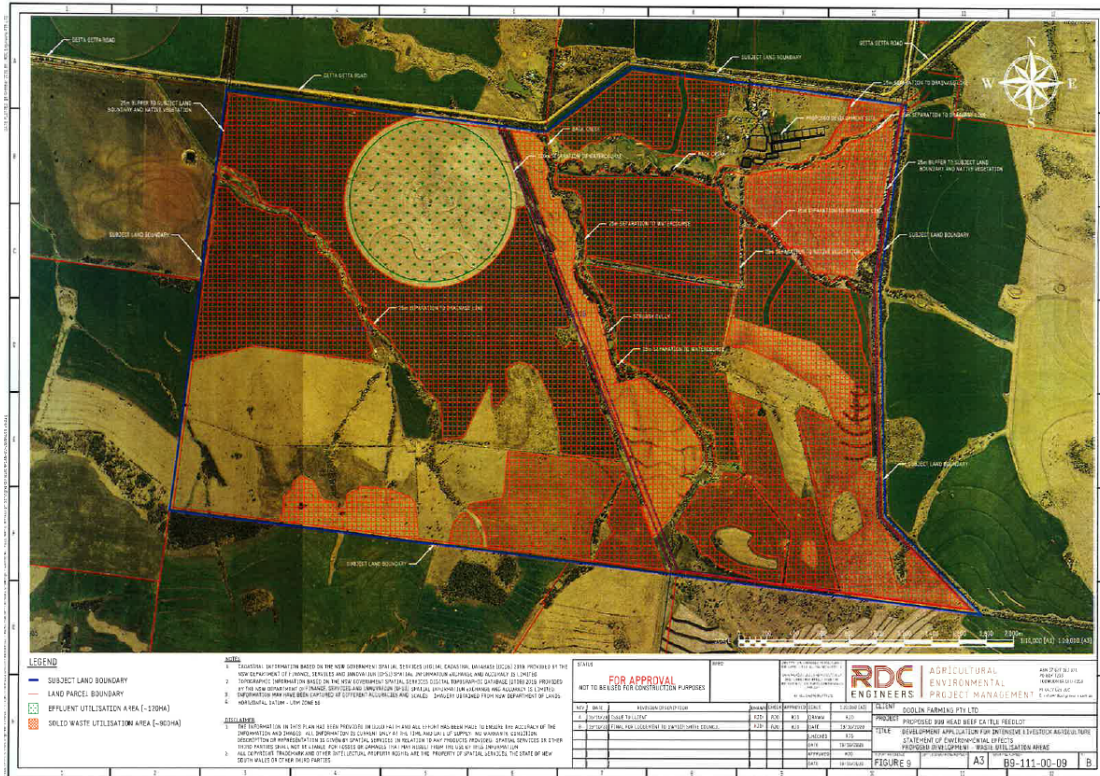


Figure 5 Aerial view of proposed Feedlot including Manure and Effluent Disposal Areas

The proposed development also intends to use manure and effluent from the feedlot to replace non-organic fertiliser. Effluent from the storage pond will be irrigated via the centre-pivot as shown in green on Figure 5 above. Any surplus effluent remaining in the pond will be lost to evaporation. Solid waste from the effluent pond and from pen cleaning is to be trucked directly, when appropriate, for used on cropped areas (shown in red check on Figure 5 above) of 'Springfield', in place of non-organic fertiliser. When manure cannot be directly spread on cultivations, it will be temporarily stored south of the pen complex in the area shown as Waste Stockpile and Carcass Composting Area in Figure 4. Further information on the collection, storage and use of the effluent and manure from the proposed feedlot is discussed in greater detail in the tabled documentation.

The proponent holds an existing groundwater allocation under the NSW Great Artesian Basin Eastern recharge groundwater source for irrigation use on the subject land under access licence 90AL834721. Pursuant to Clause 35 of the Water Management (General) regulation 2018 and section 91A(1) of the Water Management Act 2000, when development consent is granted for the proposed development, it shall be permissible to use existing groundwater entitlements or part thereof for stock intensive use with the proposed development. Further information on the water supply from the proposed feedlot is discussed in greater detail in the tabled documentation..

This is page number 16 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The proposed development will source most of the grain, forage and some hay on farm or from nearby properties operated by the proponent. All other feed and supplements will be imported from the local area and region. Cattle will be feed according to the NSW Department of Primary Industries recommendations and Animal Welfare guidelines. Cattle in the proposed feedlot will be fed for an average of 150 days and moved via internally constructed feed lanes and roads to the existing processing facilities.

The proposed development has suitable access to Getta Getta Road, an unsealed public road maintained by Council. Getta Getta Road joins the North Star Road 14 kilometres to the west and the Warialda Road approximately 14km east after traversing into the Inverell Shire after crossing Ottleys Creek. Getta Getta Road is a B Double route as well as being approved for GML and CML Type 1 A Doubles.

The proposed development shall continue to utilise the same haulage routes as currently use for the existing agricultural operation. These routes are:

- Route A

From the Bruxner Highway to North Star Road to 'Springfield' via Getta Getta Road from the west. This route is currently used by heavy vehicles transporting seed and fertiliser onto the property "Springfield". In addition, this route is also used by B-Doubles and Road-trains to convey livestock and grain from 'Springfield' the property.

- Route B

From Warialda Road to the proposed development via Getta Getta Road to 'Springfield' from the east. This route is currently used by heavy vehicles transporting livestock, grain off the subject land. This route is also frequently used by B-Doubles and Road-trains. However, this can be restricted by the 10 tonnes load limit on the Ottleys Creek Bridge.

Traffic generated by the proposed feedlot will include heavy vehicles carrying stockfeed in, cattle out and light vehicles transporting employees, visitors and service personnel. The traffic impact assessment undertaken in the Statement of Environmental Effects indicates that a reduction in heavy vehicle traffic will occur as grain and crops produced on farm will be consumed by the feedlot instead of being transport off farm during harvest season. Thus, the anticipated impact of heavy vehicle traffic generated by the proposed feedlot (operating at maximum capacity) on Getta Getta Road is estimated to reduce from an average of 7 heavy vehicle movements per week to an average of 3 heavy vehicle movements per week.

Sight distances from the feedlot entrance onto Getta Getta Road are in excess of 500 metres to the east and to the west, which are considered sufficient.

This is page number 17 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The proposed feedlot intends to employ two permanent staff members (one of which will be the proponent), in addition to casual employees/contractors. The proposed feedlot will also generate additional employment for truck drivers, service providers and suppliers of cattle and stockfeed.

During the construction phase of the proposed feedlot development all construction activities will be limited to between the hours of 7am-6pm Monday to Friday, 7am-1pm on Saturday, with no works to be undertaken on Sundays or Public Holidays.

Standard feedlot operating hours will be between 7am to 5pm, 7 days per week. However, the feedlot will require some flexibility to allow strategic heavy vehicle movements outside of these hours due to the desirable practice of transporting cattle either at night or in the early hours of the morning during the summer for animal welfare reasons. Grain deliveries and feed movements will generally be restricted between the hours of 7am to 5pm, Monday to Friday with only minor exceptions for weekends during harvest.

3. Statutory Planning Considerations:

3.1 Gwydir Local Environment Plan 2013 (GLEP)

The proposed development site is in the RU1 Primary Production zone under the GLEP. The proposed development is defined as a feedlot and is categorised as intensive livestock agriculture under the GLEP. As such is permissible development in the RU1 Primary Production zone with Council consent.

The proposed development is also compliant with all other relevant sections of the GLEP. For more detailed information regarding the above see Attachment 1 of this report.

3.2 Section 94 Development Contribution Plan No. 1 – Traffic Generating Development (DCP)

The proposed feedlot is development to which the DCP applies. As such the feedlot operation shall be required to pay a contribution to Gwydir Shire Council for the movement of trucks on Council's roads in accordance with the DCP. Council's Technical Service have calculated an appropriate s94 contribution rate of \$0.82 per tonne for all heavy vehicles entering or existing the property (laden or unladen). For more detailed information regarding the above see Attachments 1 and 2 of this report.

3.3 State Legislation

3.3.1 Environmental Planning and Assessment Act 1979 & Environmental Planning and Assessment Regulations 2000

This is page number 18 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Not-with-standing Council's Local Environmental Plan, the proposed cattle feedlot development may be classified as *designated development* under the provisions of Schedule 3 of the *Environmental Planning and Assessment Regulation, 2000*. As the proposal before Council will accommodate no more than 1,000 head of cattle, the feedlot proposal is not designated development.

Further, the proposal does not require approvals listed under Section 91 of the *Environmental Planning and Assessment Act, 1979* and is therefore not classified as an integrated development.

Consequently, it is determined that the proposed feedlot is local development.

3.3.2 Other State Legislation relevant to the proposed development

The proposed development is considered to be compliant with the following Acts (for further detail see the tabled documentation):

- National Parks and Wildlife Act 1974
- The Heritage Act 1977
- Biodiversity Conservation Act 2016
- Rural Fires Act 1997
- Protection of the Environment Operations Act 1997
- Water Management Act 2000
- Crown Land Management Act 2016
- Dam Safety Act 2015
- Fisheries Management Act 1994
- Local Land Service Act 2013
- Native Title Act 1994
- Roads Act 1993
- Waste Avoidance and Resource Recovery Act 2001
- Local Government Act 1993

3.3.3 State Environmental Plan Polices and Development Codes (SEPP's)

The proposed development is considered to be compliant with the following relevant SEPP's. For further detail see the tabled documentation.

- State Environmental Planning Policy 33 – Hazardous and Offensive Developments
- State Environmental Planning Policy 55 – Remediation of Land
- State Environmental Planning Policy (Infrastructure) 2007
- State Environmental Planning Policy (Primary Production and Rural Development) 2019
- State Environmental Planning Policy (Koala Habitat Protection) 2019

3.4 Federal Legislation

This is page number 19 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The proposed development is considered to be compliant with the following relevant Federal Legislation. For further detail see the tabled documentation.

- Environment Protection and Biodiversity Conservation Act 1999
- Native Title Act 1993

3.5 Site Suitability and Potential Impacts

The proposed site of the feedlot is located approximately 14 kilometres east of the village of North Star, in a predominantly agricultural area used for cropping and grazing. As such the proposed development will not be out of character with the surrounding area.

The proposed feedlot complex site is located along the side of a low ridge with a slope of approximately 2 percent. In this way the feedlot is advantageously situated to capture waste runoff from the pens, divert clean water runoff around the complex and to construct waste storage ponds with minimal disturbance to the surrounding vegetation or environment. It is considered that the site is appropriate for the effective construction and operation of a feedlot.

The feedlot site is located within the Back Creek catchment which flows into the Mobbindry Creek. However, locally, surface water is predominantly comprised of ephemeral watercourses and drainage lines which only flow during periods of prolonged rainfall. Surface water from the feedlot site predominantly drains in one of two directions:

- South to south-west to Back Creek via unnamed flow paths; or
- North and east to Back Creek, a tributary of the Mobbindry Creek via unnamed flow paths

An unnamed 2nd order stream/drainage line flows in a south-westerly direction south of the proposed development site and joins Back Creek, a 3rd order stream, some 200m downstream. This unnamed tributary drainage course has, in the past (40 year ago), been significantly altered by the installation of catchment dams. At present these dams no longer capture stormwater as existing diversion banks direct flows further downstream. As a part of the feedlot facility these dams have now been re-deployed and will form the basis for the holding ponds for the development. It would appear from the application that the redeveloped dams/holding ponds will have a capacity of 9.30ML which is considered more than sufficient to prevent contamination of Back Creek in a 1 in 20 years 24-hour storm event. The controlled drainage area, sediment basin and holding pond/s will be constructed and maintained in accordance with the Meat and Livestock Australia's (MLA) "National Guidelines for Beef Cattle Feedlots in Australia" (3rd Edition), "Beef Cattle Feedlots: Design and Construction Manual" and "National Beef Cattle Feedlot Environmental Code of Practice" (2nd Edition).

This is page number 20 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Other potential impacts include noise, odour, dust, vermin and flies which are generally associated with feedlot operations and affect the amenity of surrounding properties and residences. The proposed feedlot site is located outside of the necessary separation distances set by the NSW EPA guidelines with the closest residences, not associated with the development, being 1,000m from the feedlot. At this stage, the proposed feedlot management practices, adequate separation distances from sensitive receptors, existing vegetation screens and the natural terrain, are considered sufficient to mitigate noise, dust, odour or visual impacts from the proposed development. The establishment of further vegetation screens may be considered, especially between the feedlot site and Getta Getta Road, in the future should existing mitigation measure prove to be insufficient. The control of vermin and flies will be managed in accordance with the MLA's National Guidelines for Beef Cattle Feedlots in Australia when necessary.

The proposed site is not affected by flooding, bush fire, sensitive lands nor is it a location for threatened species, communities, or ecologies. The proposed site is also unaffected by local or state listed Aboriginal or non-indigenous heritage or cultural significance.

Full details for this section are discussed in Attachment 1 of this report.

4. Consultation

The proposed development was notified under Gwydir Shire Council's Community Participation Plan for a period of 21 days. Council received no submissions regarding the proposed development.

The proposed development was referred internally to Council's Technical Service Department for comment and potential impacts on Getta Getta Road. Below is summary of their response:

- A section 94 contribution of \$1.75 per tonne on all truck entering or existing the property whether laden and unladen.
- Restriction of unsealed roads during adverse weather conditions

As the proposed feedlot is not considered to be integrated or designated the development was not formerly referred any agencies or government departments for concurrence. However, the proposed feedlot was remitted to the following agencies and government department for comment.

| Department/Agencies | Response to request through ePlanning Portal |
|--|--|
| RMS - Transport for NSW | Accepted |
| Environment Protection Authority | Accepted |
| Department of Primary Industries – Agriculture | Accepted |
| Department of Planning Industries & Environment – Environment, Energy & Science – Biodiversity, Conservation and Science | Accepted |

This is page number 21 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | |
|-------------------|--|
| Directorate (BCS) | |
|-------------------|--|

A summary of the agency's/government department's response are below:

Transport for NSW (TfNSW)

- Getta Getta Road is a public (local) road under the Roads Act 1993 (Roads Act) and Gwydir Shire Council (Council) is the Roads Authority for this road
- Council is responsible for setting standards and determining priorities. In accordance with Section 138 of the Roads Act 1993 Council's approval is required prior to works being undertaken on this road.
- TfNSW understands that the development is for a 999 head feedlot, with main access taken from the local road network. As such, this agency has no requirements in respect of the development

Environment Protection Authority (EPA)

- The proposal does not appear to require an environment protection licence under the Protection of the Environment Operations Act 1997.
- Air Issues – air quality, odour and dust emissions:
 - Council may wish to consider the EPA's *Technical Framework-assessment and management of odour from stationary sources in NSW* in determining whether the potential odour impacts of the development have been appropriately assessed.
 - Council may wish to consider requiring the proponent to develop and implement a Dust Mitigation Strategy that relies on minimising vehicle speeds when traversing unpaved tracks/roads on the premise, and/or the use of dust suppression (e.g. water carts, sprinkler systems) techniques when required to minimise the emission of dust from the premises at all times.
- Water Quality:
 - The application of the principals laid out in the National Guidelines for Beef Cattle Feedlots in Australia, 3rd edition by Meat and Livestock Australia will assist in ensuring that these risks are appropriately managed.
- Waste Management:
 - Any effluent or manure reuse proposed on the site should be managed to ensure it is applied in a sustainable manner, and that soil nutrient capacity is not overloaded.
 - A well designed nutrient removal strategy is essential on any effluent utilisation practices to be implemented in accordance with the EPA's environmental guidelines: Use of effluent by irrigation available at:
<https://www.epa.nsw.gov.au/media/epa/corporate-site/resources/epa/effguide.pdf>
 - The National Guidelines for Beef Cattle Feedlots in Australia, 3rd Edition, by Meat and Livestock Australia also provide some useful guidance with respect to managing cattle mortalities

This is page number 22 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

through composting processes in order to minimise odour and water pollution risks.

Department of Primary Industries – Agriculture

- Water Supply:
 - Confirmation of water supply is required. The current Water Access License is described as being for irrigation. Confirmation should be provided that water is available for intensive animal development.
- Heat stress management:
 - This is not addressed by the development application
 - No information is provided on breed, but Angus are more susceptible to heat stress due to their black coat.
 - The Australian Lot Feeders Association has recently updated its position in relation to feedlot shading. The initiative encourages all Australian feedlots to make a pledge to provide cattle under their care with access to shade by 2026 as part of addressing animal welfare.
 - We recommend shade, heat load forecast tools and dietary management are addressed as part of an overall heat stress management plan.
- Mortality rates:
 - We consider the predicated mortality rates are low considering the length of feeding time. However, the arrangements regarding carcass management should deal with this issue.
- Soil Testing:
 - A soil testing program to monitor the major nutrient status is recommended at least every 3 years especially for areas that are repeatedly used.
- National Feedlot Accreditation Scheme (NFAS):
 - We recommend that the feedlot proponent consider participation in the National Feedlot Accreditation Scheme as an option to gain certification and the premiums this brings to the cattle value.
 - This will assist with achieving some of the requirements in relation to animal health, animal welfare, environmental management and food safety.

Proponent Response

- Water Supply:
 - The proponent holds a groundwater allocation under the NSW Great Artesian Basin Eastern recharge groundwater source for irrigation use on the subject land under access licence 90AL834721.
 - This groundwater entitlements also have a water supply work approval which authorises the use of groundwater entitlements on the subject land.

This is page number 23 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- Pursuant to Clause 35 of the Water Management (General) Regulation 2018 and section 91A(1) of the Water Management Act 2000, when Development Consent is granted for the proposed development, it shall be permissible to use existing groundwater entitlements or part thereof for stock intensive use within the proposed development.
- Heat stress management:
 - The proponent intends to finish their own cattle, the type of cattle feed shall be relatively adapted to the climate of the local area.
 - The proponent intends to install a shade system as part of animal welfare standards for the proposed development.
 - The proponent is aware of the NFAS accreditation scheme and shall seek NFAS accreditation once Development Approval is obtained for the proposed development.
 - The proposed development EHL Action Plan, shall include but not limited to the monitoring of livestock, weather, feed and water, maintaining records of monitoring activities and the operational practices that are to be implemented in the case of excessive heat load events.
- Mortality rates:
 - As the proponent's own cattle shall be the only cattle on-feed in the proposed development. The mortality rate is expected to be low as the cattle shall be in good health and acclimated prior to entering the proposed development.
 - Composting of carcasses yields a product for utilization and is ecological sustainable when compared to other methods of disposal such as burial and incineration. Most Australian beef cattle feedlots use composting for managing mortalities (MLA, 2012).
- Soil Testing:
 - The proponent is acutely aware of the importance of the fertility status of soils for sustainable crop production. Currently, an ongoing program of agronomic soil testing is undertaken within fields on the subject land to determine the nutrient status prior to planting of crops. This program shall continue in parallel with the proposed development.
- National Feedlot Accreditation Scheme:
 - Doolin Farming Pty Ltd is aware of the NFAS accreditation scheme and shall seek NFAS accreditation once Development Approval is obtained for the proposed development.
 - A mandatory part of NFAS scheme, is the preparation and implementation of a QA manual (NFAS manual) which is independently audited annually.

Department of Planning Industries & Environment – Biodiversity, Conservation & Science Directorate (BCS)

This is page number 24 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- Based on the information provided, BCS is satisfied that the proponent has adequately demonstrated the biodiversity impacts and avoidance measures of the proposal.
- BCS notes that no native vegetation will be impacted and concur that the proposed project does not trigger the entry requirements of the Biodiversity Offset Scheme (BOS)

Where appropriate conditions have been included with Council's Schedule of Conditions, regulating, alleviating or mitigating the matters raised in the above submissions.

5. Conclusion:

It is considered that the development application submitted to Council by Doolin Farming Pty Ltd, for the operation of 999 head feedlot including the use of existing pens and infrastructure, the construction of one further cattle pen and hospital pen, and completion of the controlled drainage area (including sediment and effluent ponds), and disposal of effluent and manure from the feedlot on existing on-farm cropping land, satisfactorily address the:

- S4.15 matters for consideration of the *Environmental Planning and Assessment Act, 1979*, and
- potential impacts of the proposed feedlot can either be mitigated or managed,
- proposal is generally in the public interest

Based on this assessment, it is considered that the merits of the proposal warrant development approval subject to the recommended draft conditions of consent.

The conditions take into consideration issues raised by internal and external Government Departments and public submission. Conditions of consent establish compliance controls and performance and environmental audits to mitigate the environmental impacts of the proposal to an acceptable level.

OFFICER RECOMMENDATION

THAT this report be received, noted and that the proposal for 999 head feedlot including the associated existing and to be constructed facilities including sediment pond, effluent storage pond, water supply system, pens, feed and cattle processing facilities, internal roads and laneways and existing infrastructure, located on the properties "Springfield", (being Lot 8 DP 756018 and Lot 1, DP 1212915), 2513 Getta Getta Road, North Star, be approved subject to the attached draft schedule of conditions.

FURTHER, that the following matters are particularly addressed in the conditions:

This is page number 25 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- That prior to construction of the proposed feedlot a construction certificate is obtained. The application should include full details of the construction of the controlled drainage area, sediment pond, effluent pond, commodities storage shed, additional cattle and hospital pen, as well as any other associated structures.
- Prior to the occupation of the feedlot the applicant is to supply Council with a feedlot management plan, and
- That s94 contributions be levied, at the rate of \$0.82/tonne for all trucks entering and leaving the feedlot laden or unladen, on the development in accordance with the Gwydir s94 Development Contributions Control Plan – Traffic Generating Development **(Note: the applicant has indicated that a further submission may be made regarding the method of payment prior to the Council Meeting).**

ATTACHMENTS

AT- Draft Conditions

COUNCIL RESOLUTION: MINUTE 16/21

THAT this report be received, noted and that the proposal for 999 head feedlot including the associated existing and to be constructed facilities including sediment pond, effluent storage pond, water supply system, pens, feed and cattle processing facilities, internal roads and laneways and existing infrastructure, located on the properties “Springfield”, (being Lot 8 DP 756018 and Lot 1, DP 1212915), 2513 Getta Getta Road, North Star, be approved subject to the attached revised draft schedule of conditions.

FURTHER, that the following matters are particularly addressed in the conditions:

- **That prior to construction of the proposed feedlot a construction certificate is obtained. The application should include full details of the construction of the controlled drainage area, sediment pond, effluent pond, commodities storage shed, additional cattle and hospital pen, as well as any other associated structures.**
- **Prior to the occupation of the feedlot the applicant is to supply Council with a feedlot management plan, and**
- **That s94 contributions be levied, at the rate of \$0.82/tonne for all trucks entering and leaving the feedlot laden or unladen, on the**

This is page number 26 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

development in accordance with the Gwydir s94 Development Contributions Control Plan – Traffic Generating Development

- **The Applicant's submission dated 19th February 2021 from RDC Engineers**

(Moved Cr Dick, seconded Cr D Coulton)

Upon being put to the meeting, the motion was declared carried. For the Motion were Crs Dick, Dixon OAM, Egan, J Coulton, Moore, Smith, D Coulton and Young Total (8). Against the Motion was Nil Total (0).

SCHEDULE OF CONDITIONS

PART A - GENERAL

1 Development Description

The main component of the applicant's proposal includes the following:

- Use of existing pens (pens 1 to 9) each with the following areas:

| Pen Number | Pen Area (m ²) | Dimensions | Maximum head/pen (18.8 m ² /head) |
|------------|----------------------------|------------|--|
| 1 | 1,337m ² | 27m x 50m | 75 |
| 2 | 1,337m ² | 27m x 50m | 75 |
| 3 | 1,337m ² | 27m x 50m | 75 |
| 4 | 1,337m ² | 27m x 50m | 75 |
| 5 | 2687m ² | 54m x 50m | 150 |
| 6 | 2687m ² | 54m x 50m | 150 |
| 7 | 2687m ² | 54m x 50m | 150 |
| 8 | 2687m ² | 54m x 50m | 150 |
| 9 | 2687m ² | 54m x 50m | 150 |
| 10 | 1,337m ² | 27m x 50m | 75 |

- Use of existing grain storage/milling area
- Use of existing machinery and storage sheds, and silos
- Use of existing cattle yards for loading/unloading of cattle
- Use of existing water supply system
- Use of existing internal roads, linking pens, cattle lane-ways, feed storage area and existing cattle yards
- Use of existing Grain Bunker/s
- Construct of one new pen (pen 10) and new hospital pen both 27m x 50m (Maximum capacity of 75 head)
- Completion of new sediment basin (1.65 ML) and holding pond/s (total capacity 9.25 ML)
- Manure composting/storage pad area (6,00m²)
- Effluent Disposal Area (existing crop land) of approximately 120 hectares
- Manure Application Area (existing cropped land on property) of approximately 582 hectares
- Construction of additional storage commodity shed
- Construction of shade structures

The feedlot is designed to be constructed in accordance with Meat & Livestock Australia's National Guidelines for Beef Cattle Feedlots in Australia, National Beef Cattle Environmental Code of Practice and Beef Cattle Feedlots: Design and Construction standards. Cattle will be fed for an average of 150 days, resulting in a maximum cattle turnover of 2,306 cattle/year.

2 Obligation to Minimize Harm to the Environment

The Applicant/Owner shall implement all practicable measures to prevent and/or minimize any harm to the environment that may result from the construction, operation, and/or rehabilitation of the development.

3 Scope of Approval

The Applicant/Owner shall carry out the development generally in accordance with:

- a) DA No 31/2020;
- b) Conditions of this Consent;
- c) The following Documents; and
- d) The feedlot shall accommodate a maximum of 1,000 head of cattle at any one time.

| Submitted Item | Council's Stamp No/Date | Drawing/Job No | Drawn by | Dated |
|------------------------------------|--------------------------------|---|-----------------|-----------------|
| Statement of Environmental Effects | 31/2020 - | Development Application and statement of environmental effects for proposed 999 head beef cattle feedlot on "Springfield" - Booklet | RDC Engineers | October 2020 |
| Additional Information | 31/2020 - | Ref B9-111-DF-ILD-IRI-20210125 – Sheets 3/3 | RDC Engineers | 25 January 2021 |

- 4** If there is any inconsistency between the above, the conditions of this consent shall prevail to the extent of the inconsistency.
- 5** The Applicant/Owner shall comply with any reasonable requirement/s of the Environmental Services Manager or authorized Officer of Council arising from the Council's assessment of:

- a) Any reports, plans or correspondence that are submitted by the Applicant/Owner in accordance with this consent; and
- b) The implementation of any actions or measures contained in these reports, plans or correspondence.

6 Prescribed Conditions

- a. The proponent will obtain all necessary approvals required by State and Commonwealth legislation in undertaking the project.
- b. The proponent will comply with the requirements of the NSW Department of Primary Industries Guidelines, Meat & Livestock Australia's National Guidelines for Beef Cattle Feedlots in Australia (3rd Edition), National Beef Cattle Feedlot Environmental Code of Practice (2nd Edition), Beef Cattle feedlots: Design and Construction standards (August 2016), EPA's Technical Notes on Odour and Noised, Australian Animal Welfare Standards and Guidelines for Cattle and the Department of Environment and Conservation (NSW) Environmental Guidelines – Use of Effluent by Irrigation.
- c. The proponent will continue to liaise with the local community and Gwydir Shire Council during the development's construction and operation.
- d. The Applicant shall carry out the development in a way that prevents and/or minimises the impacts of the development to the environment, surrounding properties, and the community.

7 Advisory Note 1

The applicant is advised that prior to construction of the approved development it is necessary to obtain a **Construction Certificate**. A Construction certificate may be issued either by a Council or an approved accredited certifier. A separate application, complete with detailed plans and specifications of the pens, sediment pond, effluent storage, internal roads and feed lanes, and any other excavations or earthworks, must be made for a Construction certificate.

8 Heritage and Archaeology

a. Impact of Works – Aboriginal Relics

If any Aboriginal archaeological relics are found or uncovered during the course of the work, then all works shall cease immediately in that area and the applicant shall contact the Department of Environment Climate Change and Water and Council. Depending on the possible significance of the relics, an archaeological assessment and an excavation permit under the *National Parks & Wildlife Act 1974* may be required before

further works can be considered in that area. The applicant shall comply with any request made by the Department of Environment Climate Change and Water and/or Council to cease work for the purposes of archaeological recording.

b. **Heritage Removal Permit**

An Aboriginal Heritage Impact Permit Application must be lodged with and approved by the Office of Environment and Heritage prior to the disturbance or removal of any stone artefacts identified adjacent to the proposed feedlot site.

9 Protection of Public Infrastructure

The Applicant/Owner shall:

- a) Repair, or pay the full costs associated with repairing any public infrastructure that is damaged by the development; and
- b) Relocate, or pay the full costs associated with relocating any public infrastructure that needs to be relocated as a result of the development.

10 Operation of Plant and Equipment

The Applicant/Owner shall ensure that all plant and equipment at the site, vehicles, or used in connection with the development are:

- a) Maintained in a state of sound mechanical repair; and
- b) Operated in a proper and efficient manner

11 Compliance

- a. Prior to commencement of any excavation work, the Applicant/Owner shall contact Council to verify that the Applicant/Owner has complied with the relevant conditions of this consent.
- b. The Applicant/Owner shall ensure that at all times, its employees or sub-contractors comply with the conditions of the Development consent.

12 Workcover

The Applicant/Owner's attention is drawn to the Workcover Authority's requirements under the Factories, Shops and Industries Act 1962, particularly in respect to amenities. It is recommended that the Workcover Authority be consulted to ensure requirements will be complied with prior to lodgement of any application for a Construction Certificate.

13 Compliance with Conditions

The use or occupation of the approved development shall not commence until such time as all conditions of this development consent have been complied with. The use or occupation of the development prior to the compliance with all conditions of development consent may make the applicant/developer liable to legal proceedings.

14 Feedlot Design

- a. The applicant shall ensure the design, construction and operation of the feedlot is in accordance with the Meat & Livestock Australia's National Guidelines for Beef Cattle Feedlots in Australia (3rd Edition), National Beef Cattle Feedlot Environmental Code of Practice (2nd Edition) and Beef Cattle feedlots: Design and Construction standards (August 2016).
- b. All works subject to an approval shall be constructed, maintained and operated so as to ensure public safety and prevent possible damage to any public or private property.

15 Change of Building Use

Any change of use/classification in relation to the use of the existing buildings shall not be made until approval in writing by this Council is first obtained.

16 Utilities

All adjustments to existing utility services made necessary by the development are to be undertaken by the developer at no cost to Council.

17 Stockpiling of Manure

Manure may be stockpiled onsite for up to 12 months prior to application to the nominated manure utilisation areas. The manure stockpile site shall be located within the controlled drainage area at the site called "Proposed Solid Waste Stockpile and Carcass Composting Area" as shown on Figure 4 "Development Application for Intensive Livestock Agriculture Statement of Environmental Effects Proposed Development – Infrastructure Layout" (see page 34 of 234, of the document called "Development application and statement of environmental effects for proposed 999 head beef cattle feedlot on "Springfield", prepared by RDC Engineers, October 2020).

The stockpile site shall have an impermeable floor and be maintained in long low **mounds** so as to minimise erosion by wind and water. The manure stockpile site shall be constructed, operated, and maintained for the life of the feedlot in accordance with Meat & Livestock Australia's "National Guidelines for Beef Cattle Feedlots in Australia", (3rd Edition).

This is page number 32 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

18 Feedlot Management Plan

Prior to the occupation of the feedlot the applicant is to supply Council with a Feedlot Management Plan detailing the feedlot operation (including such operations as pen cleaning schedule, pond maintenance, manure and effluent disposal, biosecurity and vermin control programs etc), and specify how monitoring and reporting requirements will be complied with.

PART A - PLANNING

1 Section 94 Plan – Traffic Generating Development

The feedlot operator shall pay a contribution of \$0.82 cents per tonne, for all trucks entering and exiting the feedlot site (laden or unladen), to the Gwydir Shire Council for the movement of trucks on Council's roads in accordance with Council's Section 94 Plan – Traffic Generating Development. The contribution shall increase, on a yearly basis, in line with the CPI as required by Council's s94 Contribution Plan – Traffic Generating Development.

2 Section 94 Plan – Payment Period

Feedlot number declarations are to be received and s94 contributions paid within 30 days from the end of each quarter. Further that the quarterly Feedlot number declarations be audited annually, and the auditor's verification be supplied to Council within 60 days after the end of the financial year.

- 3 The applicant/owner shall ensure that the operation and use of the property comply with the current LEP definition of an intensive livestock keeping establishment, namely.

4 Traffic & Transport

Vehicular Parking and Manoeuvring

- a. Any vehicles or plant owned or operated by the occupants of the premises in connection with the conduct of their business are to be parked within the confines of the site in spaces designated on the submitted plans or as otherwise provided in accordance with the conditions of this consent.
- b. All vehicular movement to and from the site onto Getta Getta Road shall be in a forward direction.
- c. The use of unsealed roads shall be restricted or ceased during adverse weather conditions.

5 Access to Site

This is page number 33 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Main access to the site must be off Getta Getta Road.

6 Threatened Species Mitigation

To protected remnant vegetation and existing habitat values for flora and fauna within the area, the following mitigation would be required;

- 1) Feedlot design, construction and management must be consistent with best management practices outlined in the Meat & Livestock Australia's National Guidelines for Beef Cattle Feedlots in Australia (3rd Edition), National Beef Cattle Feedlot Environmental Code of Practice (2nd Edition), Beef Cattle feedlots: Design and Construction standards (August 2016).
- 2) Feedlot effluent irrigation and manure application must only occur on existing cultivated land as shown in Figure 9 (B9-111-00-09): 'Waste Utilisation Areas', page 59 of the document "Development application and statement of environmental effects for proposed 999 head cattle feedlot on 'Springfield'", by the RDC Engineers, dated October 2020.
- 3) The following buffers must be maintained;
 - (a) A minimum distance of 25m between the feedlot and /or effluent/manure spreading and the edge of remnant vegetation patches. For remnants the grassy groundcover the edge is defined by the outer most grass tussocks, while for any wooded vegetation the predominantly bare ground this edge is defined by the outside edge of the canopy of the outermost trees.
 - (b) A minimum distance of 25m between environmentally sensitive areas and effluent/manure spreading including:
 - (i) the edge of any of remnant vegetation.
- 4) Effluent must be spread using a travelling irrigator and application rates must not exceed soil infiltrations rates.
- 5) A manure spreader must be used to spread organic solids to ensure solids are evenly spread over cropping areas.
- 6) Soil testing must be undertaken prior to any spreading of effluent and/or manure to establish a baseline soil nutrient / organic matter / chemical status within;
 - (a) cultivation areas

- (b) the edge of any remnant vegetation with 25m of effluent and/or manure spreading areas identified in s6.2 above.
- 7) Soil/crop nutrient balances must be determined for cultivation areas [refer 6.6 above] to ensure spreading rates do not exceed soil nutrient storage capacity and crop utilisation.
- 8) Areas identified in 6.6 above must be re-sampled prior to any subsequent applications of effluent and /or manure to ensure no build-up of nutrients, contaminants and /or salts within the soil profile.
- 9) Should soil testing show an unacceptable change in the soil nutrient /chemical/salt levels then all effluent/manure spreading must cease on affected or adjoining cultivation areas.

7 Stormwater System and Sediment/Holding Ponds

No tail water drainage is to be discharged into or onto:

- Any adjoining public or Crown road
- Any other person's land
- Any Crown owned land
- Any river, creek or watercourse
- Any ground water aquifer
- Any area of remnant native vegetation

8 Waste Disposal

- a. All waste shall be disposed on-site in a manner, which will not impact on the surrounding environment or the amenity of the area.
- b. No waste or other material shall be taken from the property for further processing or stockpiling without the prior approval of Council.

- 9 All works involving soil or vegetation disturbance shall be undertaken with adequate measures to prevent soil erosion and the entry of sediments into any river, lake, water body, and wetland or groundwater system.

10 Disposal of Solids/Manure

- a)
 - i) solid waste shall not be spread within 100 metres of a bore site;
 - ii) solid waste shall not be spread within 25 metres of the high bank of a watercourse
 - iii) solid waste shall not be spread within 25 metres of any property boundary and within 100m of an occupiable premise on an adjoining property
 - iv) solid waste shall not be spread within 25 metres of a public road

b) **Timing**

Spreading of solid waste shall be avoided during those periods of the year when intense summer storms are more likely (typically this occurs during the period December to February).

c) **Slopes**

Slopes in excess of 8% avoided unless composted solid waste is incorporated into soils as soon as possible after spreading and the area is protected by structural soil erosion control measures (e.g. graded bank).

d) **Manure and Other Pen Material**

Manure/Pen scrapings shall be stored for short periods of time in the area marked as "Waste Storage and Carcass Composting Area" on Figure 7 (B9-111-00-07): 'Controlled Drainage Area', page 45 of the document "Development application and statement of environmental effects for proposed 999 head cattle feedlot on 'Springfield'", by the RDC Engineers, dated October 2020.

11 Soil – Erosion and Sediment Control

- a) Any topsoil taken from pen sites (new) and excavated areas shall be removed and stockpiled for later rehabilitation work.
- b) All batters shall be a minimum of 4 (h):1(v) re-topsoiled, seed and fertilised immediately on completion. Suitable species to use around sheds and feedlot area are lower growing perennial grass.
- c) All drains shall be established at a non-erodible grade and revegetated by re-topsoiling, seeding and fertilising immediately on completion.
- d) Disposal of run-off from the development site shall occur at well-grassed areas to prevent erosion and sediment migration.

12 Groundwater Management

- 1 A baseline groundwater quality test is to be undertaken as soon as possible once development consent for the continued operation of the feedlot has been issued.
- 2 The existing licenced groundwater source that is to be used as the feedlots water supply is to be used to obtain the baseline groundwater quality data and for any further groundwater quality testing.
- 3 A groundwater monitoring and mitigation plan shall be developed and consist yearly groundwater quality test. This shall allow the proponent/property owner/feedlot operator to identify and undertake any necessary works and/or review of management procedures to

This is page number 36 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

prevent/reverse groundwater contamination, in the event that unacceptable levels of contamination are identified.

13 Concentration Limits

For each discharge point or utilisation area specified in the table/s below, the concentration of a pollutant discharge at that point, or applied to that area, must not exceed the concentrations limits specified for that pollutant in the table.

Where a pH quality limit is specified in the Table, the specified percentage of samples must be within the specified ranges.

To avoid any doubt, this condition does not authorise the discharge or emission of any other pollutants.

13.1 Air

Point: all air discharges

| Pollutant |
|---|
| Limits as specified in the Protection of the Environment Operations (Clean Air) Regulation 2010 (or as amended) |

13.2 Volume and mass limits

The volume/mass of cattle must not exceed the volume/mass limit specified in the table below.

Total number of cattle in the feedlot pens on the premises

| Volume Limit | Units of measure | Volume/Mass limit |
|--|----------------------|----------------------------------|
| Total number of cattle in the feedlot pens on the premises | Number of cattle | Maximum 999 cattle |
| Stocking density of cattle within the feedlot pens | m ² /head | Minimum 18.9m ² /head |

Note: The above stocking density limit is based on the minimum separation distance to prevent odour nuisance from a Class 2 Feedlot to a residence located 1km from the site. This limit may be modified if the applicant can provide more detailed information that includes the exact distance to the nearest receptor, the frequency of winds towards this receptor, and justification of a higher feedlot classification.

13.3 Discharge Points and Utilisation Area

For each discharge point or utilisation area specified below (by a point number), the volume/mass of liquids discharged to water, or solids or liquids applied to

This is page number 37 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

the area, must not exceed the volume/mass limit specified for that discharge point or area.

For the point/s identified below, no discharge to waters is permitted unless the specified volume of runoff or flow is exceeded, or the condition met.

| Point/s | Specified volume of runoff or flow |
|--|---|
| <p>Overflow points from the holding pond servicing the 'controlled drainage area'.</p> <p>For the purpose of these general terms of approval, the 'controlled drainage area' consists of the feedlot pens, manure storage area, and grassed drainage area for the feedlot development.</p> | <p>Either:</p> <p>the runoff volume from the 'controlled drainage area' draining to the effluent holding pond/s and wet weather storage pond/s 1 in 20 year, 24 hour storm event, using volumetric runoff coefficients of 0.8 for the feedlot pens, roadways and other hard stand areas and 0.4 for grassed areas within the controlled drainage area;</p> <p>Or;</p> <p>the runoff volume from the controlled drainage area in a 90 percentile wet year determined from a water balance, calculated using; no longer than average monthly evaporation losses from the ponds, monthly withdrawals for irrigation, daily (or weekly) input data and using volumetric runoff coefficients of 0.4;</p> <p>whichever is greater.</p> <p><i>Note: Calculations for the water balance must reflect actual irrigation scheduling suited to the soils, cropping regime and local climate including all input and effluent draw off) rather than follow a simple theoretical moisture deficit irrigation regime.</i></p> |

For the purposes of these general terms of approval, data from the current "Australian Rainfall and Runoff", The Australian Institution of Engineers and rainfall data from the Australian Bureau of Meteorology for the Premises is to be used to calculate the volume of run-off from a 1 in 20 year, 24 hour storm event and a 90 percentile wet year.

13.4 Waste

The applicant must not cause, permit or allow any waste generated outside the premises to be received at the premises for storage, treatment, processing, reprocessing or disposal or any waste generated at the premises to be

disposed of at the premises, except as expressly detailed as part of the development approval or as otherwise amended by the conditions of this consent.

13.5 Noise Limits

The Applicant/Owner shall ensure that the noise generated by the development does not exceed the following limits at any privately-owned land.

Noise Limits

| Day $L_{Aeq}(15 \text{ minute})$ | Evening | Night |
|----------------------------------|---------|-------|
| 48 dB(A) | 45 | 40 |

Notes:

- Noise from the development is to be measured at the most affected point on or within the residential boundary, or at the most affected point within 30 metres of a dwelling (rural situations) where the dwelling is more than 30 metres from the boundary, to determine compliance with the $L_{Aeq}(15 \text{ minutes})$ noise limits (ie the equivalent continuous noise level when measured over a 15 minute period) in the above table. 5dBA must be added to the above limits if the noise is substantially tonal or impulsive in character.
- If it can be demonstrated that direct measurement of noise from the development is impractical, the Council may accept alternative means of determining compliance (see Chapter 11 of the NSW Industrial Noise Policy – EPA, 2000). The modification factors in Section 4 of the NSW Industrial Noise Policy shall also be applied to the measured noise levels where applicable.
- The noise emission limits identified in the above table apply under meteorological conditions of:
 - Wind speeds of up to 3m/s at 10 metres above ground level, and
 - Temperature inversion conditions of up to 3°C/100m.
- Noise impacts that may be enhanced by temperature inversions must be addressed by quantifying the enhanced impacts and developing and implementing measures to ameliorate the impacts.

$L_{Aeq}(15 \text{ minute})$ is the equivalent continuous noise level – the level of noise equivalent of the energy-average of noise levels occurring when measured over a 15-minute period.

Note: Noise measurement

For the purpose of noise measures required for this condition, the L_{Aeq} noise level must be measured or computed at any point within 30 metres of any residential or other noise sensitive receiver over a period of 15 minutes using "FAST" response on the sound level meter.

For the purpose of the noise criteria for this condition, 5 dB(A) must be added to the measured level if the noise is substantially tonal or impulsive in character. The location or point of impact can be different for each development, for example at the closest residential receiver or at the closest boundary of the development. Measurement locations can be:

1 metre from the facade of the residence for night time assessment;

at the residential boundary;

30 metres from the residence (rural situations) where boundary is more than 30 metres from residence.

The noise emission limits identified in paragraph 1 of this condition apply for prevailing meteorological conditions (winds up to 3m/s), except under conditions of temperature inversions. Noise impacts that may be enhanced by temperature inversions must be addressed by:

- documenting noise complaints received to identify any higher level of impacts or patterns of temperature inversions;
- where levels of noise complaints indicate a higher level of impact then actions to quantify and ameliorate any enhanced impacts under temperature inversions conditions should be developed and implemented.

14 Potentially offensive odour

The applicant must not cause or permit the emission of offensive odours from the premises, as defined under Section 129 of the Protection of the Environment Operations Act 1997.

Note: Section 129 of the Protection of the Environment Operations Act 1997, provides that the applicant must not cause or permit the emission of any offensive odour from the premises but provides a defence if the emission is identified in the relevant environment protection licence as a potentially offensive odour and the odour was emitted in accordance with the conditions of a licence directed at minimising odour.

15 Removed

16 Provide approved type of shade for sick animals in hospital pen(s)

Conduct a risk analysis using ALFA Risk Assessment Program for the feedlot site using the standard "fat black steer" as a model –

- a) If the calculated **"Over-all Risk"** for the **"extreme risk probability"** of heat stress due to an **"event duration"** of **3 or more days**, is **"less than 1/decade"**.
- No further requirement;
 - Recommend following the principles outlined in MLA NSW and National guidelines for managing animals during summer
 - Recommend membership of National Feedlot Accreditation Scheme (NFAS) to encourage best practice
- b) if calculated **"Over-all Risk"** for the **"extreme risk probability"** of heat stress due to an **"event duration"** of **3 or more days** is **"1/decade"**, or greater feedlots must have a "Summer Action Plan (SAP)" in place:
- Must follow NFAS standards and become a member of NFAS;
 - Non-member of NFAS required to meet conditions during Dec-Feb to keep probability less than once/decade.

Either through:

- Approved "Summer Action Plan (SAP)" developed with the NSW DPI Livestock Officer (Beef Feedlots) Jeffrey House using the ALFA/MLA RAP software to design suitable mitigations measures (breed, water, shade, pen cleaning etc) for implementation.

Or

- Approved shade required in all pens

Note:

- RAP software available at www.katestone.com.au/mla
- Use climatic data from nearest appropriate centre
- "Flat black steer" is Black, British breed (Box Taurus), condition score 4, no access to shade, healthy and in a class 3 feedlot.
- "Approved shade" to a minimum of **3** sq metres per head, design and aspect to conform to recommendations published by MLA.
- Limit of acceptable risk based on probability of an extreme event of 3 days, less than once per decade.

17 Operating Conditions

17.1 Dust

- a. Activities occurring at the premises must be carried out in a manner that will minimise emissions of dust from the premises.

- b. The developer shall take appropriate measures to assist in the mitigation of potential dust nuisance which may arise including from vehicular movements on the subject site.

17.2 Maintenance of holding ponds

- a. The holding ponds must be maintained to ensure that sedimentation does not reduce their capacity by more than 20% of the design capacity.
- b. All effluent holding ponds/evaporation ponds and associated drains must be maintained to prevent infiltration.

17.3 Maintenance of feedlot pens

- a. The feedlot pen surface must be maintained to prevent infiltration.
- b. The manure pad depth:
 - does not exceed 50mm above the interface layer;
 - is left intact during pack removal; and
 - is left in a smooth, durable and uniform state following pack removal.
- c. No pen has a slope less than 3% or drains into another pen.
- d.
 - i) All feed trough, water trough and bin aprons slope away from the trough and bin to facilitate drainage; and
 - ii) water trough drains are constructed so that wash water is always discharged outside the pens.
- e. Under-fence cleaning is carried out at least monthly.
- f. Wet patches are eliminated at least weekly.
- g. Potholes are repaired at least weekly.

17.4 Solids storage

- a. Solids must be stored on an impermeable pad within the controlled drainage area.
- b. Manure with moisture content of greater than 35% is not placed in the main stockpiles.

17.5 Management of Utilisation Areas

- a. The quantity of effluent/solids applied to the utilisation area/s must not exceed the capacity of the area to effectively utilise the effluent/solids.

- b. For the purpose of this condition, 'effectively utilise' include the use of the effluent/solids for pasture or crop production, as well as the ability of the soil to absorb the nutrient, salt, hydraulic load and organic material.

17.6 Carcass Disposal

Carcass disposal pits must be shaped to prevent inflow of surface runoff and must be suitably lined to prevent infiltration.

17.7 Controlled Drainage Area

- a. A controlled drainage area (CDA) must prevent 'clean' runoff entering the site and collects all 'contaminated' runoff.
- b. For the purpose of this condition the CDA must include the feedlot pen areas, unloading and processing yards, hospital pens, cattle lanes, and the solids stockpile areas.

17.8 Activities must be carried out in a competent manner

Development activities must be carried out in a competent manner.

This includes:-

- processing, handling, movement and storage of materials and substances used to carry out the activity; and
- the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity.

17.9 Maintenance of plant and equipment

All plant and equipment installed at the premises or used in connection with the licensed activity;

- must be maintained in a proper and efficient condition; and
- must be operated in a proper and efficient manner.

17.10 Spreading of Manure

- a. Manure spreading is:
 - not conducted one day before, or during weekends and public holidays; and
 - only conducted when conditions are favourable to dispersion.
- b. Manure is incorporated into cultivation as soon as practicable after spreading.

17.11 Feed Spillage

Feed residues and spilt feed are removed at least weekly.

17.12 Control of Vermin and Flies

Fly, mice and other vermin shall be controlled via the implementation of effective baiting programs and shall operate continuously from the commencement of the feedlot.

Details of the fly, mice and other vermin control program shall form part of the Feedlot Management Plan to be presented to Council prior to the issue of Occupation Certificate.

18 Monitoring and Recording Conditions

18.1 Monitoring records

Any monitoring required to be conducted by the conditions of consent in relation to the development must be recorded and retained as set out in the following 2 paragraphs.

- a. All records required to be kept by these conditions must be:
 - in a legible form, or in a form that can readily be reduced to a legible form;
 - kept for at least 4 years after the monitoring or event to which they relate took place; and
 - produced in a legible form to any authorised officer of Council and the EPA who asks to see them.
- b. The following records must be kept in respect of any samples required to be collected, the date/s on which the sample was taken;
 - the time/s at which the sample was collected;
 - the point at which the sample was taken; and
 - the name of the person who collected the sample.

18.2 Requirement to monitor concentration of pollutants discharged

- a. For each monitoring/discharge point or utilisation area specified below (by a point number), the applicant must monitor (by sampling or

obtaining results by analysis) the concentration of each pollutant specified in Column 1. The applicant must use the sampling method, units of measure, and sample at the frequency, specified opposite in the other columns:

b. **Point/s – overflow points on effluent holding and sedimentation pond/s**

| Pollutant | Units of measure | Frequency | Sampling Method |
|-------------------------|------------------|---------------------|-----------------------|
| Total Kjeldahl Nitrogen | mg/L | Each overflow event | Representative sample |
| Nitrate + Nitrite | mg/L | Each overflow event | Representative sample |
| Ammonia Nitrogen | mg/L | Each overflow event | Representative sample |
| Total Phosphorus | mg/L | Each overflow event | Representative sample |
| Reactive Phosphorus | mg/L | Each overflow event | Representative sample |
| Conductivity | uS/cm | Each overflow event | In situ |
| PH | pH | Each overflow event | In situ |
| Total Suspended Solids | mg/L | Each overflow event | Representative sample |

Note: The frequency of monitoring and the pollutant/s to be monitored may be varied by Council once the variability of the water quality is established.

c. **Point/s – groundwater in effluent utilisation area.**

| Pollutant | Units of measure | Frequency | Sampling Method |
|------------------|------------------|---|-----------------------|
| Total Nitrogen | mg/L | Establish background then every 12 months | Representative sample |
| Nitrate Nitrogen | mg/L | Establish background then every 12 months | Representative sample |
| Total Phosphorus | mg/L | Establish background then every 12 months | Representative sample |
| Conductivity | uS/cm | Establish | In situ |

| | | | |
|----------------------|--------|---|-----------------------|
| | | background then every 12 months | |
| PH | pH | Establish background then every 12 months | In situ |
| Reactive Phosphorus | mg/L | Establish background then every 12 months | Representative sample |
| Standing Water Level | Meters | Establish background then every 6 months | In situ |
| Ammonia N | mg/L | Establish background then every 12 months | Representative sample |
| E Coli | mg/L | Establish background then every 12 months | Representative sample |
| TKN | mg/L | Establish background then every 12 months | Representative sample |

Final location of groundwater monitoring points and groundwater monitoring program is to be approved by Council.

Note: The frequency of monitoring and the pollutant/s to be monitored may be varied by Council once the variability of the groundwater quality is established.

d. **Point/s – soils on solids utilisation areas**

| Pollutant | Units of measure | Frequency | | Sampling Method |
|-------------------------|------------------|-----------|----------|------------------|
| | | Top Soil | Sub Soil | |
| pH | pH | Annually | Annually | Special Method 1 |
| Conductivity | uS/cm | Annually | Annually | Special Method 1 |
| Total Kjeldahl Nitrogen | mg/kg | Annually | N/A | Special Method 1 |
| Nitrate | mg/kg | Annually | Annually | Special Method |

This is page number 46 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | | | |
|--------------------------------------|-------------------|---------------|---------------|------------------|
| Nitrogen | | | | 1 |
| Total Phosphorus | mg/kg | Annually | Every 3 years | Special Method 1 |
| Available Phosphorus | mg/kg | Annually | Annually | Special Method 1 |
| Exchangeable sodium percentage | % | Annually | Annually | Special Method 1 |
| Cation Exchange Capacity | cmol(+)/kg | Annually | Annually | Special Method 1 |
| Exchangeable cations (Ca, Mg, Na, K) | cmol(+)/kg | Annually | Annually | Special Method 1 |
| Chloride | mg/kg | Annually | Annually | Special Method 1 |
| Organic Carbon | % | Annually | N/A | Special Method 1 |
| P sorption capacity | kg/ha | Every 3 years | Every 3 years | Special Method 1 |
| Bulk Density | kg/m ³ | Every 3 years | Every 3 years | Special Method 1 |
| Aggregate stability | % | Every 3 years | Every 3 years | Special Method 1 |

Special Method 1 - means composite soil samples must be taken of the;

1. top soil,
2. sub soils

for each soil monitoring point. The monitoring of the pollutants must be done in accordance with methods approved by the EPA.

Note: Final location of soil monitoring points and soil monitoring program is to be approved by Council. Soil monitoring points are to be established to monitor soil management units taking into account different soil types and landscape variables and solid waste utilisation procedures.

e. **Point/s – waste solids (manure)**

| Pollutant | Units of measure | Frequency | Sampling Method |
|----------------|------------------|---------------------|-----------------------|
| pH | pH | Special Frequency 1 | Representative Sample |
| Conductivity | uS/cm | Special Frequency 1 | Representative Sample |
| Total Kjeldahl | mg/kg | Special | Representative |

| | | | |
|------------------|-------|---------------------|-----------------------|
| Nitrogen | | Frequency 1 | Sample |
| Nitrate Nitrogen | mg/kg | Special Frequency 1 | Representative Sample |
| Ammonia Nitrogen | mg/kg | Special Frequency 1 | Representative Sample |
| Total Phosphorus | mg/kg | Special Frequency 1 | Representative Sample |
| Dry matter | % | Special Frequency 1 | Representative Sample |
| Sodium | mg/kg | Special Frequency 1 | Representative Sample |
| Calcium | mg/kg | Special Frequency 1 | Representative Sample |
| Chloride | mg/kg | Special Frequency 1 | Representative Sample |
| Magnesium | mg/kg | Special Frequency 1 | Representative Sample |
| Potassium | mg/kg | Special Frequency 1 | Representative Sample |
| Organic Carbon | % | Special Frequency 1 | Representative Sample |

Special Frequency 1 – Prior to solids application.

Note: The frequency of monitoring and the pollutant/s to be monitored may be varied by Council once the variability of the manure quality is established.

18.3 Air

An onsite weather station shall be installed at the feedlot site to measure and record the following:

| Parameter | Units of measure | Frequency | Averaging Period |
|-----------------|------------------|------------|------------------|
| Air temperature | °C | Continuous | 1 hour |
| Wind direction | ° | Continuous | 15 minute |
| Wind speed | m/s | Continuous | 15 minute |
| Sigma theta | ° | Continuous | 15 minute |
| Rainfall | mm | Continuous | 24 hour |
| Evaporation | mm | Continuous | 24 hour |

18.4 Requirements to monitor volume or mass

This is page number 48 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

For each discharge point or utilisation area specified below, the applicant must monitor the volume of liquids discharged to water or applied to the area:

- the mass of solids applied to the area;
- over the interval, at the frequency and using the method and units of measure, specified below.

| Point | Frequency | Units of Measure | Sampling Method |
|---|----------------------|---|----------------------------|
| Capacity of effluent holding and sedimentation pond/s | Monthly | kL | Method approved by Council |
| Overflow discharge from effluent holding and sedimentation pond/s | Every overflow event | kL/day | Estimate |
| Solids applied to utilisation area/s | Every application | Location, application area (ha), and mass of solids applied (T/day) | Estimate |
| Solids utilisation area/s | Each cropping cycle | Crop yield (tonnes) and crop nutrient content (mg/kg of N, P, K) | Method approved by Council |

Testing methods – concentration limits

Monitoring for the concentration of a pollutant discharged to water or applied to a utilisation area required by this condition must be done in accordance with:

- the Approved Methods Publication; or
- if there is no methodology required by the Approved Methods Publication or by the conditions of consent in relation to the development or the relevant load calculation protocol, a method approved by Council in writing before any tests are conducted;

18.5 Mass Animal Disposal

The disposal of dead cattle by burning is prohibited, the applicant/licensee must develop a "Mass Animal Disposal Plan" within 4 months of the issuing of the Development Consent.

The plan can consider a number of disposal options but at the very least must address the requirements to dispose of all animals within the feedlot by burial. Burial options must consider:

- Site location, a specific site needs to be set aside for pit establishment should it be required. In considering site location the following issues have to be considered:
 - Proximity to flood zones;
 - Proximity to groundwater tables;
 - Soil characterisation, to determine the suitability or otherwise of the soil to act as an impermeable barrier for leachate contamination to groundwater;
 - Site volume being sufficient to hold all cattle within the feedlot.
- The ability to access materials to line a pit if required;
- The ability to access machinery to construct the hole;
- The ability to set up monitoring regimes to ensure that disposal pits do not pollute adjacent environments.

18.6 Storage Tanks

All grain or feed storage facilities associated with the proposal are to be fully enclosed or suitably covered so as not to attract or support vermin and birds.

18.7 Complaints Procedure & Records

- a. Throughout the life of the development, the Applicant/Owner shall ensure that the following contacts are available for community complaints;
 - i) A telephone number on which complaints about the development may be registered;
 - ii) A postal address to which written complaints may be sent; and
 - iii) An email address to which electronic complaints may be transmitted.
- b. The telephone number, the postal address and the email address shall be advertised in at least one appropriate local newspaper prior to the commencement of work at the development site.
- b. The Applicant/Owner shall record legible details of all complaints made to the owner, operator, applicant or any employee or agent in relation to pollution from the development. The record must include, but not necessarily be limited to:
 - i) the date and time, where relevant of the complaint;
 - ii) The means by which the complaint was made (telephone, mail or email);
 - iii) any personal details of the complainant that were provided, or if no details were provided, a note to that effect;

- iv) the nature of the complaint
 - v) any action(s) taken by the Applicant/Owner in relation to the complaint, including any follow-up contact with the complainant; and
 - vi) if no action was taken by the Applicant/Owner in relation to the complaint, the reason(s) for no action being taken.
- d. A sign shall be erected at the site boundary giving contact details. The record of a complaint must be kept for at least 4 years after the complaint was made.
- e. Records shall be made available for inspection by an authorised officer of Council upon request. The Applicant/Owner shall also make summaries of the Register, without details of the complainants, available for public inspection.

PART A - HEALTH

There are no relevant conditions for this section

PART A – BUILDING

1 Building - Structural Adequacy

The Applicant shall ensure that all structures are constructed in accordance with the relevant requirements of the National Construction Code.

Notes:

- *Under Part 4A of the EP&A Act, the Applicant/Owner is required to obtain construction and occupation certificates for the proposed building works.*
- *Part 8 of the EP&A Regulation sets out the detailed requirements for the certification of development.*

PART B – PRIOR TO COMMENCEMENT OF BUILDING WORKS

1 Notification of Commencement of Work

At least two (2) days prior to work commencing on site, Council must be informed, by the submission of Form 7 of the *Environmental Planning & Assessment Regulation, 1998*, of the name and details of the Principal Certifying Authority and the date construction work is proposed to commence

2 Advisory Note 2

This is page number 51 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Signs to be Erected on Building and Demolition Sites

- (1) A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:-
 - (a) stating that unauthorised entry to the work site is prohibited, and
 - (b) showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside working hours.
- (2) Any such sign is to be removed when the work has been completed.
- (3) This clause does not apply to:-
 - (a) building work carried out inside an existing building, or
 - (b) building work carried out on premises that are to be occupied continuously (both during and outside working hours) while the work is being carried out.

3 Advisory Note 3

Toilet Facilities:

- (1) Toilet facilities are to be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site.
- (2) Each toilet provided:-
 - (a) must be a standard flushing toilet, and
 - (b) must be connected:
 - (i) to a public sewer, or
 - (ii) if connection to a public sewer is not practicable, to an accredited sewage management facility approved by the Council, or
 - (iii) if connection to a public sewer or an accredited sewage management facility is not practicable, to some other sewage management facility approved by the Council.
- (3) The provision of toilet facilities in accordance with this clause must be completed before any other work is commenced.
- (4) In this clause:

accredited sewage management facility means a sewage management facility to which Division 4A of Part 3 of the Local Government Act (Approvals) Regulation 1993 applies, being a sewage management facility that is installed or constructed to a design or plan the subject of a certificate of accreditation referred to in clause 95B of the Regulation.

approved by the Council means the subject of an approval in force under Division 1 of Part 3 of the *Local Government (Approvals) Regulation 1993*.

public sewer has the same meaning as it has in the *Local Government (Approvals) Regulation 1993*.

sewage management facility has the same meaning as it has in the *Local Government (Approvals) Regulation 1993*.

4 Site Management

Run-off and erosion controls must be implemented before construction to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:

- a) divert uncontaminated run-off around cleared or disturbed areas,
- b) erect a silt fence to prevent debris escaping into drainage systems or waterways,
- c) prevent tracking of sediment by vehicles onto roads,
- d) stockpile topsoil, excavated material, construction, landscaping supplies and debris within the site.

5 Advisory Note 4

Dial before you Dig

Underground assets may exist in the area that is subject to this application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before you Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you Dig service in advance of any construction or planning activities.

6 Advisory Note 5

Telecommunications Act 1997 (Commonwealth)

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on Phone Number 1800810443.

7 Advisory Note 6

Disturbance or Impact on Telecommunications Infrastructure

1. If the development is likely to disturb or impact upon telecommunications infrastructure, written confirmation from the service provider that they have agreed to the proposed works must be submitted to the Principal Certifying Authority prior to the issue of a Construction Certificate or any works commencing.
2. The arrangements and costs associated with any adjustment to telecommunications infrastructure shall be borne in full by the applicant/developer.

PART C – DURING BUILDING WORK

1 Compliance with the Building Code of Australia

All building work must be carried out in accordance with the provisions of the *Building Code of Australia*.

2 Advisory Note 8

- (a) Except as specified in (b) below, the critical stage inspections may be carried out by the Principal Certifying Authority (PCA) or, if the PCA agrees, by another Certifying Authority.
- (b) The last critical stage inspection required to be carried out must be carried out by the Principal Certifying Authority.

The applicant is advised that the critical stage inspections as listed are mandatory. Council, if chosen as the Principal Certifying Authority (PCA) will require the listed inspections.

A Compliance Certificate or other form of documentary evidence shall be issued/provided for the following applicable stages of the building construction in order that the work may immediately progress:

Mandatory Inspections

| Stage | Work |
|--|----------------------------|
| a. Pens, Sediment Pond and Effluent Storage Pond | Prior to lining or filling |
| b. Completion | Before occupation or use. |
| <i>Note: Any Compliance certificate issued for the above stages of construction shall certify that all relevant ancillary or dependent work has been undertaken in accordance with the Building Code of Australia and any other condition of this consent.</i> | |

PART D – PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

1 Feedlot Management Plan

A Feedlot Management Plan will be development and presented to Council prior to the issue of the Occupation Certificate.

2 Compliance with Conditions:

The use or occupation of the approved development shall not commence until such time as all conditions of this development consent have been complied with. The use or occupation of the development prior to compliance with all conditions of development consent may make the applicant/developer liable to legal proceedings.

3 Road Damage

The cost of repairing any damage caused to Council's assets in the vicinity of the subject site as a result of construction works associated with the approved development is to be met in full by the applicant/developer prior to the issue of an Occupation Certificate.

4 Removal of Temporary Facilities:

- (a) All temporary builder's signs or other site information signs are to be removed upon the completion of site works.
- (b) Any temporary toilet facilities provided during construction works are to be appropriately dismantled, disconnected and removed from the site.

PART D – POST OCCUPATION

1 Reporting conditions

The applicant must provide an annual return to Council in relation to the development. In the return the applicant must report on the annual monitoring undertaken (where the activity results in pollutant discharges), provide a summary of complaints relating to the development, report on compliance with consent conditions.

2 Deadline for Annual Return

The Annual Return for the reporting period must be supplied to Council not later than 60 days after the end of each reporting period.

3 Rehabilitation and maintenance

At cessation of the feedlot operation the owner/operator shall rehabilitate/restore the site (in particular the sediment and effluent holding ponds) to its pre feedlot use and perform maintenance for a period of two years after practical completion, in order to prevent unmonitored and unmitigated runoff contamination of Back Creek or any other impacts to the surrounding lands.

PART E – OTHER APPROVALS

There were no other approvals issued with is consent.

Definitions

Listed below are the definitions used in the Development Consent Conditions

| | |
|-----------------|--|
| Applicant | Doolin Farming Pty Ltd |
| Council | Council of the Shire of Gwydir |
| DA | Development Application |
| Day | Day is defined as the period from 7am to 6pm on Monday to Saturday |
| DPI | Department of Primary Industries (includes the former Department of Mineral Resources) |
| EP&A Act | <i>Environmental Planning & Assessment Act 1979</i> |
| EP&A Regulation | <i>Environmental Planning & Assessment Regulation 2000</i> |
| EPA | Environment Protection Authority |
| GLEP | Gwydir Local Environmental Plan 2013 |
| Land | Land means the whole of a lot in a current plan registered at the |

This is page number 56 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | |
|------------|--|
| | Land Titles Office at the time of this consent |
| Night | Night is defined as the period from 6pm to 7am on Monday to Saturday, and 10pm to 8am on Sundays and Public Holidays |
| Owner | Owner of the land – Jennifer Susan Doolin |
| PCA | Principal Certifying Authority appointed under Section 109E of the EP&A Act |
| SoEE / SEE | Statement of Environmental Effects |
| Site | Land to which the DA applies |
| Work | The development and operation of the proposed cattle feedlot, including associated infrastructure and access, which is the subject of this Development Consent |

REASONS FOR CONDITIONS:

The above conditions have been imposed:-

- (a) to ensure compliance with the terms of the Environmental Planning Instrument and/or Development Control Plan;
- (b) having regard to Council's duties of consideration under *Section 79C(1) of the Environmental Planning and Assessment Act, 1979 (as amended)* as well as Section 80A of the Act which authorises the imposing of consent conditions.
- (c) to protect the existing and likely future amenity of the locality;
- (d) prevent, minimise, and/or offset adverse environmental impacts;
- (e) set standards and performance measures for acceptable environmental performance;
- (f) require regular monitoring and reporting;
- (g) provide for the on-going environmental management of the development;
- (h) having regard to the circumstances of the case and the public interest; and
- (i) to ensure compliance with the *Building Code of Australia* and referenced standards.

**Item 2 Application for a new shed to upgrade dog housing at the
“Stockhaven” Dog Breeding Facility**

FILE REFERENCE 21/3236

DELIVERY PROGRAM

GOAL: 2. Building the business base

OUTCOME: 2.1 OUR ECONOMY IS GROWING AND SUPPORTED

**STRATEGY: 2.1.2 Support the growth of our business community -
OCD - external**

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

Council received an application ("Micaden Park" 568 Onus Road, Copeton, *formerly part of "Stockhaven"*) for the erection of new shed to house dogs.

Based on assessment of the proposal under S4.15 of the *Environmental Planning and Assessment Act, 1979*, it is considered that the merits of the proposal warrant development approval subject to the recommended conditions of consent.

TABLED ITEMS

- Statutory Requirements – s4.15
- Floor Plan, Elevations, Statement of Environmental Effects and Addendum (including pen layout and site plan)
- Submission received

BACKGROUND

A Development Application for the construction of a new shed to house dogs at the “Stockhaven” Dog Breeding Facility by Michael Flanagan was received by Council on 19 November 2020.

This report is divided into four sections, being:

1. Background
2. The Development Proposal
3. Statutory Planning Considerations
4. Consultation
5. Conclusion

1.1 BACKGROUND

This is page number 58 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

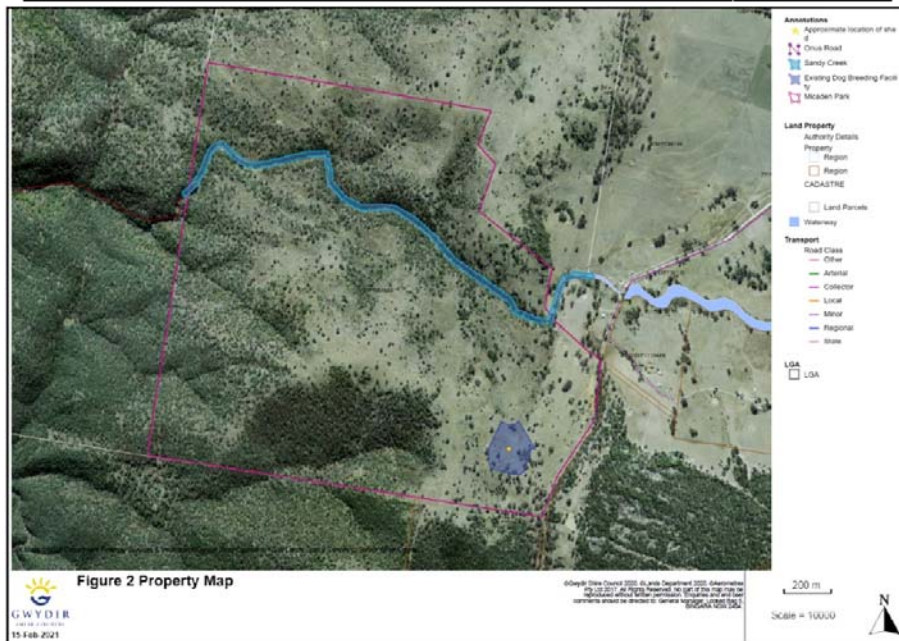
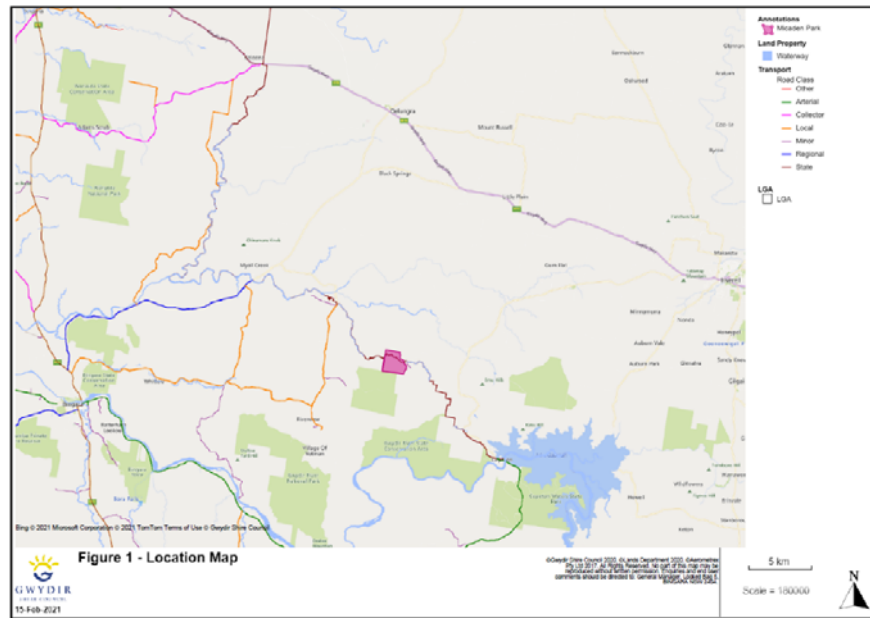
Chairman

Gwydir Shire Council received a development application (DA 35/2020), on the 19 November 2020, for the construction of a new shed to house dogs at the existing approved “Stockhaven” Dog Breeding Facility (DA 11/2015). The shed will include 52 new pens, 32 outdoor pens (situated under the sheds awnings – 16 pens each side) and 20 indoor pens. Each pen will be 1.5m x 3m in size. The shed shall also house an office /veterinary room. The floor of the shed will be concrete and will include appropriate fall to facilitate runoff into three (3) drainage channels and grated traps.

The purpose of the shed is to provide greater shelter and comfort to females and their litters, as well as providing more pens so that other dogs can be further dispersed throughout the facility. The shed will not increase the capacity of the dog breeding operations and is considered as an infrastructure upgrade.

1.2 Site location

The proposed development is to be situated on the holding known as “Micaden Park” (being Lot 1, DP 1264658), 568 Onus Road, Copeton (formerly, Lot 95, DP 754861, part of the property “Stockhaven” 556 Onus Road, Copeton). “Micaden Park” is owned by Michael G Flannagan. The property is located approximately 25 kilometres East Northeast, as the crow flies, from Bingara, 9 kilometres North west of Copeton Dam, 25 kilometres West Southwest of Inverell and 20 kilometres South of Delungra (see Figure 1 – Location Map below). The shire boundary between Gwydir and Inverell runs through the property along Sandy Creek. According to land title records the total area of Lot 1, DP 1264658 is 265.9 hectares, part in Gwydir Shire area (180.1 hectares) and part in Inverell Shire Council area (85.8 hectares). The proposed shed is situated within the existing dog breeding facility complex which is located towards the south eastern corner of the Gwydir Shire Council portion of Lot 1, DP 1264658 (See Figure 2 – Property Map).



1.3 Site Description and Uses

The proposed shed will be located within an existing dog breeding facility surrounded by an agricultural landscape, dominated by livestock grazing.

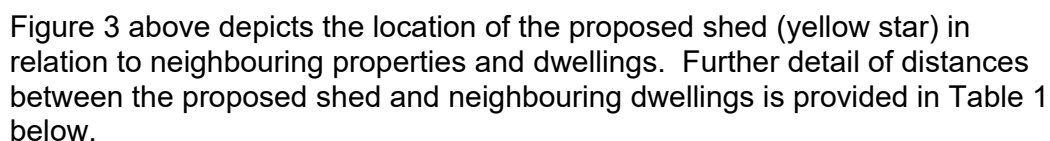
The property “Micaden Park” is currently occupied by an approved dog breeding facility and wooded and open grazing land. The proposed shed will be surrounded by five (5) existing pen complexes, an existing whelping shed (approved DA 12/2017), storage containers and sheds, pre-manufactured dwelling, a biosecurity shed, office building and sediment pond. Most of the eastern and northern portions of the property has been cleared to facilitate the

This is page number 60 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The subject land consists of varying slopes ranging from 5-36%. The dog breeding facility is located within a small mid-slope depression of approximately 5-6%. The site soils are classified as rudosols-tenosols consisting of lithosol (shallow soils consisting of imperfectly weathered rock fragments), calcareous and siliceous sands/earthy sands, alpine humus with some alluvial & solonchak (soluble salts) with an undefined structure. These soils are of low fertility and present severe limitation for cultivation and livestock grazing. The soils are not identified as having salinity or acid sulphate issues.

The property "Micaden Park" is bounded by the properties 'Glenreigh' to the East North-east, 'Winston' to the North East, 'Stockhaven' to the South, 'The Meadows' to the North west and West, 'Glendon' to the South west and 'Torvale' to the North North-east. The properties 'Glenreigh', 'Winston' and the property to the North North-east of the facility (Lot 2 DP 1264658 – 556 Onus Road Copeton) are wholly owned or partly owned by Michael G Flanagan. The predominant use of the surrounding properties is for grazing operations with some dryland cropping.



Chairman

The closest dwelling-houses on adjoining properties not associated with the proposed development are located approximately 820m North North-east from the development site on the property 'Torvale'.

| Dwelling Location | Direction | Approx. Distance (m) |
|---------------------------------|-----------------------|----------------------|
| Torvale 548 Onus Rd Copeton | Far North North-east | 820 |
| 556 Onus Road Copeton | Near North North-east | 770 |
| Winston 591 Onus Road Copeton | North east | 780 |
| Glenreigh 607 Onus Road Copeton | East North-east | 1,000 |

Table 1 Location of adjoining and nearby properties

1.5 Consultation

1.5.1 Public consultation, referrals and submissions

The application was notified, in accordance with Section 3 of the Gwydir Shire Council Community Participation Plan 2019 as detailed in the following table.

The public consultation included:

- Notification of nearby and potentially affected landholders and residents during the exhibition period.

| | |
|---|---|
| Notification Type: Type A | <ul style="list-style-type: none"> • Notification via letters of owners of all adjoining and surrounding properties and any other individual, organisations and/or public authorities likely to have an interest in the proposed development; and • Exhibition on proposed development on Council's websites and may also be exhibited at Council's Officers. |
| Notifications: | |
| Landowners/Occupiers | Adjacent/adjoining landowners were notified in writing - submission period of 14 days. |
| Exhibition period | Website and Officers - 14 days |
| Advertising in Local Newspaper | - |
| Referrals/Concurrences & Comments: | |
| External consultations | - |
| Internal consultations | - |
| Other | Nil |
| Submissions received: | |
| Public Submissions received | 1 public submission was received (See tabled documents) |
| Other Submissions received | - |

2. THE DEVELOPMENT PROPOSAL

The main component of the applicant's proposal includes the following:

This is page number 62 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- ⇒ Construction of a 9m x 24m enclosed shed (216m²) with two attached 3.6m x 24m lean-to/awnings, one on each side (172.8m²) of shed. Total footprint of development = 388.8m². Containing:
 - ⇒ 32 external pens (1.5m x 3m) - 16 situated under each awning
 - ⇒ 20 indoor pens (1.5m x 3m)
 - ⇒ Associated concrete slab and drainage channels/trenches
 - ⇒ Office/veterinary room

Figure 3 below provides the proposed layout of the pens, rooms and drainage trenches.

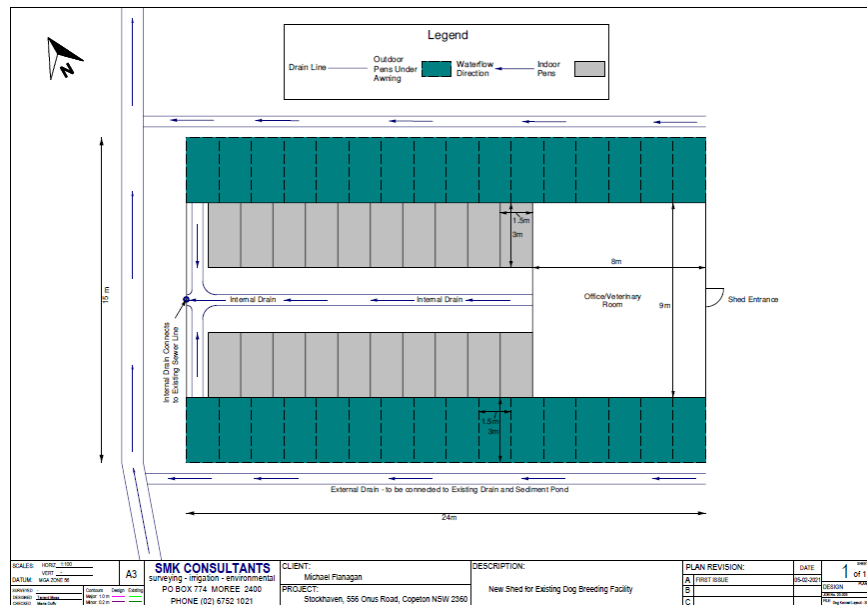


Figure 3 – New Shed for Existing Dog Breeding Facility - Dog Kennel Layout

The new sheds use is intended to provide greater shelter and comfort to females and their litters. The shed will not increase the capacity of dog breeding operations as specified under the facility's original approval (DA 11/2015), rather it is considered as an infrastructure upgrade.

Dog pens are designed in accordance with the NSW Department of Industry and Investments "Animal Welfare Code of Practice: Breeding Dogs and Cats". The proposed development will consist of 52 pens with dimensions 1.5m x 3m (4.5m²) and will be used predominantly to house whelping females and progeny. The new shed shall be located to the north east of the existing whelping shed as can be seen in Site Plan (Figure 5) below:



Figure 5 – Site Plan

**Please note the building surrounded by the white line is the existing whelping shed and not an existing dwelling.*

As part of the proposed development, open drainage trenches/channels will be created, and the slab appropriately sloped, to facilitate efficient drainage of contaminated wastewater and liquid excrement from pen cleaning. One trench will be located internally running lengthways along the centre of the shed and one each located on the outer sides of the externally located pens. The drainage channels will end at a grated trap (to allow collection and disposal of any solids (faeces, hair)). The traps will drain through sewerage lines terminating at the existing sediment pond. All solid waste (faeces, food and general rubbish) from the new pens will be collected (including cleaning of trap grates) and disposed of at a licenced Waste Facility.

Water, for pen cleaning and dog consumption, for the new shed will be available from a water tap located outside the building which is connected to the existing onsite water supply system. Water is collected on sight from rain events, stored in existing storage tanks and gravity fed around the facility. The runoff from the completed shed will be collected in tank/s and will form part of the onsite water collection system.

The new shed shall form part of the overall facility once completed and as such will be required to comply with and be managed under the existing facilities management plan ("Stockhaven" Dog Breeding Facility"), the existing Dog Breeding Facility approval (DA 11/2015).

3. Statutory Planning Considerations:

3.1 Gwydir Local Environment Plan 2013 (GLEP)

This is page number 64 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The proposed development site is in the RU1 Primary Production zone under the GLEP. The proposed development is for a Class 10a (non-habitable) building which will form part of the infrastructure for the existing approved "Animal Boarding or Training Establishment". As such is permissible development in the RU1 Primary Production zone with Council consent.

The proposed development is also compliant with all other relevant sections of the GLEP. For more detailed information regarding the above see tabled documentation with this report.

3.2 Section 94 Development Contribution Plan No. 1 – Traffic Generating Development (DCP)

The proposed development is not development to which the DCP applies.

For more detailed information regarding the above see the attached conditions and the information outlined in the tabled documentation.

3.3 Gwydir Local Strategic Planning Statement

The proposed development is considered consistent with the values and objectives of the Gwydir Local Strategic Planning Statement.

3.4 New England North West Plan 2036

The proposed development is considered consistent with the objectives of the New England North West Regional Plan and the key priorities of the Gwydir Shire.

3.5 State Legislation

3.5.1 Environmental Planning and Assessment Act 1979 & Environmental Planning and Assessment Regulations 2000

The proposed development is not classified as *designated development* under the provisions of Schedule 3 of the *Environmental Planning and Assessment Regulation, 2000*.

Further, the proposal does not require approvals listed under Section 91 of the *Environmental Planning and Assessment Act, 1979* and is therefore not classified as an integrated development.

Consequently, it is determined that the proposed shed is local development.

3.5.2 Other State Legislation relevant to the proposed development

The proposed development is considered to be compliant with the following Acts.

For further detail see Attachment 1 of this report.

This is page number 65 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- The Heritage Act 1977
- Biodiversity Conservation Act 2016
- Rural Fires Act 1997
- Protection of the Environment Operations Act 1997

3.5.3 State Environmental Plan Polices and Development Codes (SEPP's)

The proposed development is considered to be compliant with the following relevant SEPP's. For further detail see Attachment 1 of this report.

- State Environmental Planning Policy 55 – Remediation of Land
- State Environmental Planning Policy (Infrastructure) 2007
- State Environmental Planning Policy (Primary Production and Rural Development) 2019
- State Environmental Planning Policy (Koala Habitat Protection) 2019

3.6 Federal Legislation

The proposed development is considered to be compliant with the following relevant Federal Legislation. For further detail see Attachment 1 of this report.

- Environment Protection and Biodiversity Conservation Act 1999

3.7 Site Suitability and Potential Impacts

The proposed development site is located within the previously approved "Stockhaven" Dog Breeding Facility's complex. As such, to the users of Onus Road or the surrounding dwellings the proposed shed development will be barely discernible from the rest of facilities infrastructure.

Other potential issues include an increased level of noise and dust which may be experienced by surrounding dwellings and those located close to Onus Road. It is expected that the proposed development will only produce levels of noise during the construction phase when machinery, power tools and the like will be operated. It is also expected that dust nuisance will increase as greater numbers of trucks and vehicles travel along Onus Road to deliver materials and tradesmen to the site. The proposed development will not permanently increase these impacts and once construction is completed impact levels shall return to previously experienced levels. No increase in the capacity or number of dogs located at the site forms part of this application. Any increase to noise and dust due to the construction of the shed will be short lived and therefore it is considered that noise and dust impacts will not be raised to unacceptable levels.

Stormwater runoff and wastewater from the shed will be collected to the existing facilities water collection and sewerage systems. Erosion and

This is page number 66 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

sediment migration are considered minimal as the new shed's site is surrounded by the facilities existing infrastructure and natural controlled drainage area.

The proposed site is not affected by flooding, bush fire, sensitive lands nor is it a location for threatened species, communities, or ecologies. The proposed site is also unaffected by local or state listed Aboriginal or non-indigenous heritage or cultural significance.

Full details for this section are discussed in Attachment 1 of this report.

4. Consultation

The proposed development was notified under Gwydir Shire Council's Community Participation Plan for a period of 14 days. Council received one submission regarding the proposed development.

A summary of the public submission is provided below, and the full submission can be view in the tabled documentation.

- No problem with the upgrading of the existing dog breeding facility.
- Traffic from the existing Dog Breeding Facility is causing continued dust issues for residence along Onus Road. Sometimes 3 vehicles at around 7:00-7.30am and again in the afternoon at about 4:00pm.
- Concerns that part of the dog breeding operation has been moved to the property "Glenray" (*Glenreigh*) 607 Onus Road Copeton.

The concerns raised above are not directly related to the development (construction of a shed) being presented to Council for determination.

The concerns raised in the submission were referred to the applicant for comment. A response from the applicant's consultant, SMK Consultants, assures that no permanent increase in the traffic on Onus Road will occur. A copy of the full response can be viewed in the tabled documentation.

The proposed development was not referred internally (to other Council Departments) nor externally (to NSW Government Departments or Agencies)

5. Conclusion:

It is considered that the development application submitted to Council by Michael Flanagan, for the construction of a shed to upgrade dog housing at the existing dog breeding facility, satisfactorily address the:

- S4.15 matters for consideration of the *Environmental Planning and Assessment Act, 1979*, and
- potential impacts of the proposal can either be mitigated or managed,
- proposal in generally in the public interest

This is page number 67 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Based on this assessment, it is considered that the merits of the proposal warrant development approval subject to the recommended draft conditions of consent.

Conditions of consent establish compliance controls and performance and environmental audits to mitigate the environmental impacts of the proposal to an acceptable level.

OFFICER RECOMMENDATION

THAT this report be received, noted and that the proposal construction of 24m x 16.2m shed with attached awnings, including the 52 dog pens with a minimum size of 1.5m x 3m x 3m, an office/veterinary room and drainage trenches located within the existing "Stockhaven Dog Breeding Facility" located on property "Micaden Park", (being Lot 1 DP 1264658), 568 Onus Road, Copeton, be approved subject to the attached draft schedule of conditions.

ATTACHMENTS

AT- Draft Conditions

COUNCIL RESOLUTION: MINUTE 17/21

THAT this report be received, noted and that the proposal construction of 24m x 16.2m shed with attached awnings, including the 52 dog pens with a minimum size of 1.5m x 3m x 3m, an office/veterinary room and drainage trenches located within the existing "Stockhaven Dog Breeding Facility" located on property "Micaden Park", (being Lot 1 DP 1264658), 568 Onus Road, Copeton, be approved subject to the attached revised draft schedule of conditions that now address the ventilation and insulation issues.

FURTHER that the proposed shed has adequate ventilation and insulation installed to the satisfaction of the Council.

(Moved Cr Young, seconded Cr Dixon OAM)

Upon being put to the meeting, the motion was declared carried. For the Motion were Crs Dixon OAM, Egan, J Coulton, Moore, Smith, D Coulton and Young Total (7). Against the Motion was Cr SD Dick Total (1).

SCHEDULE OF CONDITIONS**PART A - GENERAL**

- 1 This consent relates to drawings/details submitted to Council with Development Application Number 35/2020.

| Submitted Item | Council's Stamp No/Date | Drawing/ Job No | Drawn by | Dated |
|---|-------------------------|--------------------------|-----------------|--------------|
| Building Layout | 35/2020 - | Sheet 1/1 | Wide Span Sheds | 10/06/2020 |
| "Stockhaven" 556 Onus Road, Copeton NSW 2360 - Statement of Environmental Effects | 35/2020 - | 20-305 – 35 page Booklet | SMK Consultants | October 2020 |
| Addendum including pen sizes, pen layout and site plan | 35/2020 - | Ref 20-305 - Sheets 5/5 | SMK Consultants | 08/02/2021 |

Note: Any amendment to the development or to these conditions will require the consent of the Council.

- 2 In order that the development of the land is undertaken in an orderly and coordinated manner, the development consent shall lapse five years after the determination date unless the development has been physically commenced as set out in s95 (4) and (5) of the Environmental Planning and Assessment Act, 1979.
- 3 The development must be carried out in accordance with the Development Application and accompanying plans, drawings and other documents as amended by conditions of this consent.

Note: Any amendment to the development or to these conditions will require the consent of the Council.

4 Advisory Note 1

The applicant is advised that prior to construction of the approved development it is necessary to obtain a **Construction Certificate**. A Construction certificate may be issued either by a Council or an approved accredited certifier. A separate application, complete with detailed plans and specifications, must be made for a Construction certificate.

5 Change of Building Use

- (a) A building in respect of which there is a change of building use must comply with the Category 1 fire safety provisions (*same meaning as it has in Part 7B of the Environmental Planning & Assessment Regulation 1994*)

Note: *The obligation under this subclause to comply with the Category 1 fire safety provisions may require building work to be carried out even though none is proposed or required in the relevant Development Consent.*

- (b) Any change of use/classification in relation to the use of the building or site shall not be made until approval in writing by this Council is first obtained.

Note: *Failure to comply with this condition could involve revocation of the approval to occupy the new whelping shed under the provisions of the Environmental Planning & Assessment Act, 1979.*

6 Disposal of excavated material

Any excavated material not used on the site as fill is to be disposed of in accordance with the requirements of the Protection of the Environment Act 1997 and its regulations

7 Compliance

- a. The Applicant must put in place a management system, and take reasonable steps, to ensure that employees, contractors and sub-contractors are aware of, and comply with, the conditions of this consent relevant to their respective activities.
- b. The Applicant must be responsible for the works the subject of this consent and the environmental impacts that may result from those works, and must put in place an environmental management system governing the conduct of all persons on the site, including contractors, subcontractors and visitors.

8 Heritage and Archaeology

Impact of Works – Aboriginal Relics

If any Aboriginal archaeological relics are found or uncovered during the course of the work, then all works shall cease immediately in that area and the applicant shall contact the Department of Environment Climate Change and Water and Council. Depending on the possible significance of the relics, an archaeological assessment and an

excavation permit under the *National Parks & Wildlife Act 1974* may be required before further works can be considered in that area. The applicant shall comply with any request made by the Department of Environment Climate Change and Water and/or Council to cease work for the purposes of archaeological recording.

9 Vegetation Management/Clearing - not requiring a development consent

Under the Biodiversity Conservation Act 2016, prior to undertaking any vegetation management/removal on rural lands which fall outside of the allowable activities or the Land Management Code of Practice as prescribed by the Local Land Services Act - a Biodiversity Assessment Report (prepared by an accredited assessor) may be required to be submitted to the Native Vegetation Panel for assessment.

For further information see attached LLS guideline "Allowable Activities for Landholders" and/or visit www.lls.nsw.gov.au and /or contact LLS – North West Region on 02 6790 7600 (Narrabri) or 02 6750 9000 (Moree).

Reason: *To secure sustainable vegetation management whilst preserving the native ecological systems, habitat, flora and fauna for the region.*

PART A - PLANNING

1 Compliance with requirements of DA 11/2015

The use of a new whelping shed shall be in accordance with the requirements imposed by Development Application 11/2015 s34 Agreement and the Stockhaven Dog Breeding Facility Site Management Plan.

PART A - HEALTH

1 Shed Drainage

Any wash down water shall drain to suitably constructed internal and external drainage channels as indicated on the plan "New Shed for Existing Dog Breeding Facility" (Job No. 20-305) by SMK Consultants. At the cessation of the sheds internal and external drainage channels and prior to the wastewater entering underground piping, appropriately sized grated traps shall be installed to catch any solid matter. All wastewater from the shed shall be piped underground to the existing sediment pond.

PART A - BUILDING

- 1 Provide two portable fire extinguishers (both Class 2A) which are to be mounted to the wall, together with clear instructions for use, within 4 metres of each of the two exits.

2 Building Ventilation

Provide adequate ventilation to the building in accordance with the standards set in s6.2.1.4 and s6.2.1.5 of NSW Department of Industry and Investments "Animal Welfare Code of Practice: Breeding Dogs and Cats" which states:

S6.2.1.4 - "Animal housing areas must be provided with ventilation which is sufficient to maintain the health of the animals; while minimising undue draughts, odours and moisture condensation"

S6.2.1.5 - "Air ventilation devices, where used, must have an air change rate which is sufficient to distribute fresh air evenly to all of the areas holding animals; and must have a back-up system in the case that the ventilation device becomes inoperable."

And guideline s6.2.2.1 of NSW Department of Industry and Investments "Animal Welfare Code of Practice: Breeding Dogs and Cats" which states:

"Environmental temperature should be controlled to minimise distress to dogs and cats including the provision of heating or cooling particularly for old, young and pregnant animals if necessary. Particular attention should be given to protections for brachycephalic breeds, especially against heat."

3 Building Insulation

Provide adequate insulation to the building and pens to prevent the intrusion of environmentally derived moisture and temperature extremes in accordance with the standard set in s6.1.1.3 and s6.1.1.4 of NSW Department of Industry and Investments "Animal Welfare Code of Practice: Breeding Dogs and Cats" which state:

S6.1.1.3 - "Breeding facilities must be designed, constructed, serviced and maintained in a way that provides for the good health and well being of the animals, which prevents the transmission of infectious disease agents, the escape of animals and does not cause injury to either animals or humans"

S6.1.1.4 – “Animals must be provided with protection from rain and wind, direct sunlight or other adverse weather conditions and must be provided with a clean and dry dedicated sleeping area.”

PART B - PRIOR TO COMMENCEMENT OF BUILDING WORK

1 Notification of Commencement of Work

At least two (2) days prior to work commencing on site, Council must be informed, by the submission of Form 7 of the *Environmental Planning & Assessment Regulation, 1998*, of the name and details of the Principal Certifying Authority and the date construction work is proposed to commence

2 Advisory Note 2

Toilet Facilities:

1. Toilet facilities are to be provided, at or in the vicinity of the work site on which work involved in the erection or demolition of a building is being carried out, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site.
2. Each toilet provided:-
 - a. must be a standard flushing toilet, and
 - b. must be connected:
 - i. to a public sewer, or
 - ii. if connection to a public sewer is not practicable, to an accredited sewage management facility approved by the Council, or
 - iii. if connection to a public sewer or an accredited sewage management facility is not practicable, to some other sewage management facility approved by the Council.
3. The provision of toilet facilities in accordance with this clause must be completed before any other work is commenced.
4. In this clause:

accredited sewage management facility means a sewage management facility to which Division 4A of Part 3 of the Local Government Act (Approvals) Regulation 1993 applies, being a sewage management facility that is installed or constructed to a

design or plan the subject of a certificate of accreditation referred to in clause 95B of the Regulation.

approved by the Council means the subject of an approval in force under Division 1 of Part 3 of the *Local Government (Approvals) Regulation 1993*.

public sewer has the same meaning as it has in the *Local Government (Approvals) Regulation 1993*.

sewage management facility has the same meaning as it has in the *Local Government (Approvals) Regulation 1993*.

3 Advisory Note 3

1. Signs to be Erected on Building and Demolition Sites:

- a. A sign must be erected in a prominent position on any work site on which work involved in the erection or demolition of a building is being carried out:-
 - i. stating that unauthorised entry to the work site is prohibited, and
 - ii. showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside working hours.
- b. Any such sign is to be removed when the work has been completed.
- c. This clause does not apply to:-
 - i. building work carried out inside an existing building, or
 - ii. building work carried out on premises that are to be occupied continuously (both during and outside working hours) while the work is being carried out.

2. Signs to be erected on development sites

The principal certifying authority and the principal contractor for any building work, subdivision work or demolition work authorised to be carried out on a site by a development consent or complying development certificate must ensure that they each provide a rigid and durable sign showing the person's identifying particulars so that they can be read easily by anyone in any public road or other public place adjacent to the site:

This is page number 74 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- (i) is erected in a prominent position on the site before the commencement of the work, and
 - (ii) is maintained on the site at all times while this clause applies until the work has been carried out.
- 3. In this clause, the “identifying particulars” for a person means:
 - (i) the name, address and telephone number of the person, and
 - (ii) in the case of a principal contractor, a telephone number on which the principal contractor may be contacted at any time for business purposes.
- 4. Nothing in this clause requires the erection of more than one sign on a site or prevents the use of an appropriate sign that has already been erected on a site.

4 Advisory Note 4

Dial before you Dig

Underground assets may exist in the area that is subject to this application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW).

If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before you Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets.

It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you Dig service in advance of any construction or planning activities.

5 Advisory Note 5

Telecommunications Act 1997 (Commonwealth)

Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is

This is page number 75 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

liable for prosecution. Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs.

If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on Phone Number 1800810443.

6 Advisory Note 6

Disturbance or Impact on Telecommunications Infrastructure

If the development is likely to disturb or impact upon telecommunications infrastructure, written confirmation from the service provider that they have agreed to the proposed works must be submitted to the Principal Certifying Authority prior to the issue of a Construction Certificate or any works commencing.

The arrangements and costs associated with any adjustment to telecommunications infrastructure shall be borne in full by the applicant/developer.

PART C - DURING BUILDING WORK

1 Compliance with the Building Code of Australia

All building work must be carried out in accordance with the provisions of the *Building Code of Australia*.

2 Advisory Note 7 - Inspections

- (c) Except as specified in (b) below, the critical stage inspections may be carried out by the Principal Certifying Authority (PCA) or, if the PCA agrees, by another Certifying Authority.
- (d) The last critical stage inspection required to be carried out must be carried out by the Principal Certifying Authority.

The applicant is advised that the critical stage inspections as listed are mandatory. Council, if chosen as the Principal Certifying Authority (PCA) will require the listed inspections.

A Compliance Certificate or other form of documentary evidence shall be issued/provided for the following applicable stages of the building construction in order that the work may immediately progress:

Mandatory Inspections

| Stage | Work |
|--|--|
| a. Prior to Construction Certificate | Prior to the issue of a Construction Certificate |
| b. Footing System | After excavation for, and prior to the placement of any footings. |
| c. Reinforced Concrete | Prior to pouring any in-situ reinforced concrete building element. |
| d. Frame work | Prior to covering of the framework for any floor, wall, roof or other building element |
| e. Stormwater Drainage | Prior to covering any stormwater drainage connections. |
| f. Completion of Shed | After the building work has been completed and prior to any Occupation Certificate being issued in relation to the building. |
| <p><i>Note Any Compliance Certificate issued for the above stages of construction shall certify that all relevant ancillary or dependent work has been undertaken in accordance with the Building Code of Australia and any other condition of this consent.</i></p> | |

3 Noise Impact Control

- a. Any noise generated during the implementation/construction of the development shall not exceed the limits specified in the *Protection of the Environment Operations Act 1997*.
- b. The hours of work for any noise generating activities associated with the construction of the proposed development are limited to between 7.00 am and 6.00 pm, Mondays to Friday inclusive, and between 8:00 am and 1:00 pm on Saturdays. No works may be carried out on Sundays or on Public Holidays, or otherwise outside the stated hours except where:
 - a. noise from the construction activity is inaudible at the nearest affected residential receiver; or
 - b. it is necessary for the delivery of materials as requested by Police or other authorities for safety reasons; or
 - c. where it is necessary emergency work to avoid the loss of lives, property and/or to prevent environmental harm.
- c. The premises being used and operated without excessive noise (namely noise sufficient to provoke justifiable public complaint, having regard to the provisions of the *Protection of the Environment Operations Act, 1997* or other nuisance/pollution, to maintain the amenity of the locality. Noise levels must be

This is page number 77 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

restricted to a maximum of 5dBA above the background noise levels at any time, measured at the boundaries of the site.

4 Surface Drainage

Guttering and downpipes shall be provided to discharge surplus roof water a minimum of 3 m clear of any structure and incorporate protection against scouring of the ground surface at the point of discharge and be disposed of without nuisance.

Note: *This still allows the use of a water storage tank with the system.*

5 Excavations and Backfilling

1. All excavations and backfilling associated with the erection or demolition of a building must be executed safely and in accordance with appropriate professional standards.
2. All excavations associated with the erection or demolition of a building must be properly guarded and protected to prevent them from being dangerous to life or property.

6 External Finish of Building

Design and colour of the building is to aesthetically blend into the surrounding environment and shall have a low reflectivity.

PART D - PRIOR TO ISSUE OF OCCUPATION CERTIFICATE

1 Compliance with Conditions

The use or occupation of the approved development shall not commence until such time as all conditions of this development consent have been complied with. The use or occupation of the development prior to the compliance with all conditions of development consent may make the applicant/developer liable to legal proceedings.

2 Road Damage

The cost of repairing any damage caused to Council's assets in the vicinity of the subject site as a result of construction works associated with the approved development is to be met in full by the applicant/developer prior to the issue of an Occupation Certificate.

3 Removal of Temporary Facilities

This is page number 78 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- a. All temporary builder's signs or other site information signs are to be removed upon the completion of site works.
- b. Any temporary toilet facilities provided during construction works are to be appropriately dismantled, disconnected and removed from the site.
- c. All temporary soil erosion controls employed during construction are to be removed and other permanent measures are to be implemented prior to the use or occupation of the development.

4 Fire Safety Certificate

- a. Interim Certificate

An interim fire safety certificate or final fire safety certificate is to be furnished (by the owner of the building) to the satisfaction of the Principal Certifying Authority (PCA) prior to the issue of any Interim Occupation Certificate.

Advice

A person who carries out the assessment for either the Interim or Final Certificate must inspect and verify the performance of each specified fire safety measure and must test the operation of each new item of equipment installed in accordance with the Schedule.

- b. Final Certificate

The essential fire safety measures referred to in the Fire Safety Schedule issued with the Construction Certificate, excluding any existing measures, are to be installed within the building.

A Final Fire Safety Certificate is to be furnished by the owner of the building to the Principal Certifying Authority (PCA) prior to the issue of the Final Occupation Certificate, in respect of all essential fire safety measures specified in the Fire Safety Schedule issued with the Construction Certificate.

The Certificate should state that each specified essential fire safety measure has been assessed by a properly qualified person (chosen by the owner), and was found to be capable of performing to a standard not less than that specified in the Schedule.

Advice

A person who carries out the assessment for either the Interim or Final Certificate must inspect and verify the performance of

each specified fire safety measure and must test the operation of each new item of equipment installed in accordance with the Schedule

PART E – POST OCCUPATION

1 Annual Fire Safety Certificate

The owner of the building must certify to Council every year that the essential fire safety measures installed in the building have been inspected and are capable of operating to the required minimum standard.

The certificate shall be on, or to the effect of, Council's Fire Safety Statement.

PART F - OTHER APPROVALS

There were no other approvals issued with is consent.

REASONS FOR CONDITIONS:

The above conditions have been imposed:-

- (a) to ensure compliance with the terms of the Environmental Planning Instrument and/or Development Control Plan;
- (b) having regard to Council's duties of consideration under *Section 79C(1) of the Environmental Planning and Assessment Act, 1979 (as amended)* as well as Section 80A of the Act which authorises the imposing of consent conditions.
- (c) to protect the existing and likely future amenity of the locality;
- (d) prevent, minimise, and/or offset adverse environmental impacts;
- (e) set standards and performance measures for acceptable environmental performance;
- (f) require regular monitoring and reporting;
- (g) to protect the structure from bushfire and comply with Planning for Bushfire Protection 2006.
- (h) provide for the on-going environmental management of the development;

This is page number 80 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- (i) having regard to the circumstances of the case and the public interest;
and
- (j) to ensure compliance with the *Building Code of Australia* and
referenced standards.

Item 3 Monthly Executive Report**FILE REFERENCE** 21/2059**DELIVERY PROGRAM****GOAL:** 5. Organisational Management**OUTCOME:** 5.1 CORPORATE MANAGEMENT**STRATEGY:** 5.1.3 Administrative functions - GM - internal**AUTHOR** General Manager**STAFF DISCLOSURE OF INTEREST** Nil**IN BRIEF/ SUMMARY RECOMMENDATION**

This report recommends reception.

TABLED ITEMS Nil**BACKGROUND**

The following Development (D/A) and Development Modification (s96) applications remain outstanding at the end of January 2021.

| No | Property Description and Description of Work | Reason | D/A | S96 |
|---------|--|--|-----|-----|
| 49/2016 | Ceres Ag 'Gunyerwarildi' 1470 North Star Road Warialda - Continued occupation/use of rural worker accommodation in the form of several premanufactured cabins | Approved in principal awaiting compliance certification or engineering certification for the cabins | ✓ | - |
| 30/2018 | M A Spencer 'Log Cabin' 2213 Gulf Creek Road Gulf Creek - 15,000m3 quarry for Council use | Request for additional information regarding compliance with Biodiversity Conservation Act 2017 for the removal of vegetation | ✓ | - |
| 12/2019 | Gwydir Shire Council 396 Taroona Road Warialda - Quarry | Request for addition information by the assessing Planning Consultant independent of Council | ✓ | - |
| 39/2019 | DJ Bull Fairford Road Warialda - 2 Lot Large Lot Subdivision | Request for Additional Information from applicant in relation Biodiversity Conservation Act 2016 | ✓ | - |
| 27/2020 | Gwydir Shire Council / R S Turnbull 3228 Horton Road Upper Horton - Quarry | Seeking independent Planning consultant to perform assessment on Council run quarry | ✓ | - |
| 31/2020 | Doolin Farming Pty Ltd 2513 Getta Getta Road North Star - 999 Head Cattle Feedlot | Report being prepared for Council to determine | ✓ | - |

This is page number 82 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | | | |
|---------|---|--|---|---|
| 35/2020 | M G Flanagan 568 Onus Road Copeton - Whelping Shed | Report being prepared for Council to determine | ✓ | - |
| 37/2020 | Chippen Holding Pty Ltd 7 Edward Street North Star - Take Away Food & Drink premise/Service Station | Being Assessed | ✓ | - |
| 1/2021 | B G and J L Skelton 1 Sophies Lane Warialda - Garage | Being exhibited and notified | ✓ | - |
| 2/2021 | R G Asher 7 White Street Bingara - Dwelling | Being exhibited and notified | ✓ | - |
| 3/2021 | C G Warby 49 Railway Parade Gravesend - Change of use - Dwelling to Take-away/eat in Food Premise including Licenced Premises | Being exhibited and notified | ✓ | - |
| 4/2021 | J C Ashton-Martin 19 Cobbadah Street Upper Horton - Additions and alterations to dwelling, inground swimming pool and garage | Being exhibited and notified | ✓ | - |
| 5/2021 | M M Stratford 23 Copeton Dam Road Bingara - Install 2 Shipping Containers | Being exhibited and notified | ✓ | - |
| 6/2021 | S A Donaldson 161 Ashton Road Yallaroi - 29,000m ³ /yr Quarry | Awaiting payment of application fees | ✓ | - |
| 7/2021 | B S Turner 29 Crane Street Warialda - Carport | Being exhibited and notified | ✓ | - |

The following Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications were approved during December 2020 and January 2021.

| No. | Property Description | Development/ Work | \$ | D/A | S96 |
|---------|--|--|-----------|-----|-----|
| 3/2020 | R J Swain Lot 55 DP 751085 1550 Adams Scrub Road Delungra | 15,000m ³ Gravel Quarry | \$4,000 | ✓ | - |
| 29/2020 | Dancoul Pty Ltd / D J Coulton Lot 47 DP 751099 819 Eden Forest Road Gravesend | 999 Head Cattle Feedlot | \$600,000 | ✓ | - |
| 32/2020 | G A O'Keefe Lot 1 DP 1196161 10 Link Street Bingara | Premanufactured Dwelling | \$271,667 | ✓ | - |
| 34/2020 | Fernbank Super Pty Ltd Lot 2 DP 1155508 2283 Gil Gil Creek Road Crooble | Secondary Dwelling | \$197,960 | ✓ | - |
| 36/2020 | R H Strauch Lot 2 DP 1245935 1681 Glenesk Road Balfours Peak | Dwelling | \$200,000 | ✓ | - |
| 38/2020 | J M Armitage Lot 3 Section 19 DP 758111 18 Gwydir Terrace Bingara | Garage | \$15,000 | ✓ | - |
| 39/2020 | F A and M S Young Lot 13 Section 37 DP 758111 8 Finch Street Bingara | Erect an electric fence within a residential allotment | \$100 | ✓ | - |

This is page number 83 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | | | | |
|---------|---|--|----------|---|---|
| 40/2020 | B J Craddock Lot 150 DP 46809 21-29 East Street Bingara | Swimming Pool | \$36,000 | ✓ | - |
| 41/2020 | B E Reardon Lot 8 DP 1069060 4059 Elcombe Road Bingara | Continued use of and alterations to Secondary Dwelling | \$20,000 | ✓ | - |

There were no Development (D/A) or Development Modification (s96) applications approved and not previously reported to Council for the months of December 2020 or January 2021.

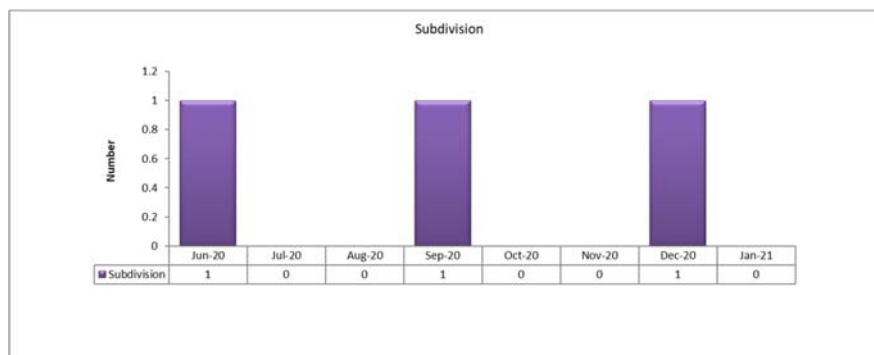
The following Development (D/A) or Development Modification (s96) application/s were refused(R)/ withdrawn (W)/ Cancelled (C) during the months of December 2020 and January 2021.

| No. | Property Description | Development/ Work | Reason |
|------------|---|--|---|
| DA 2/2018 | Gwydir Shire Council / G & L Hosegood Lot 207 DP 754834 'Barrak' 163 Upper Whitlow Road Whitlow | 20,000m ³ quarry for Council use | Withdrawn by applicant (Gwydir Shire Council) |
| DA 33/2020 | Gwydir Shire Council / D I Young Lot 68 DP 751102 Gineroi Road Gineroi | 15,000m ³ Quarry | Withdrawn by applicant (Gwydir Shire Council) |

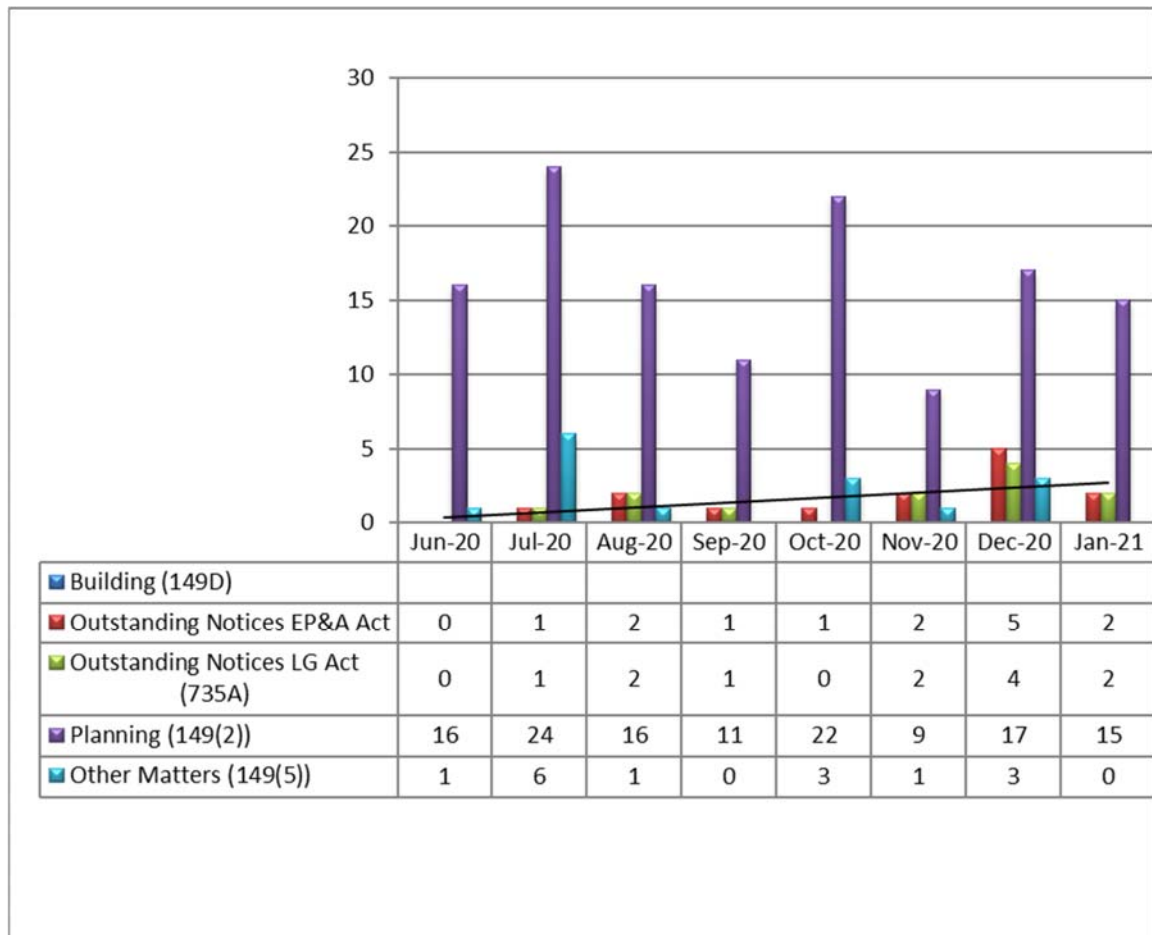
There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the months of December 2020 and January 2021.

The following Subdivision Certificates were issued during the months of December 2020 and January 2021 in relation to the previous six (6) months.

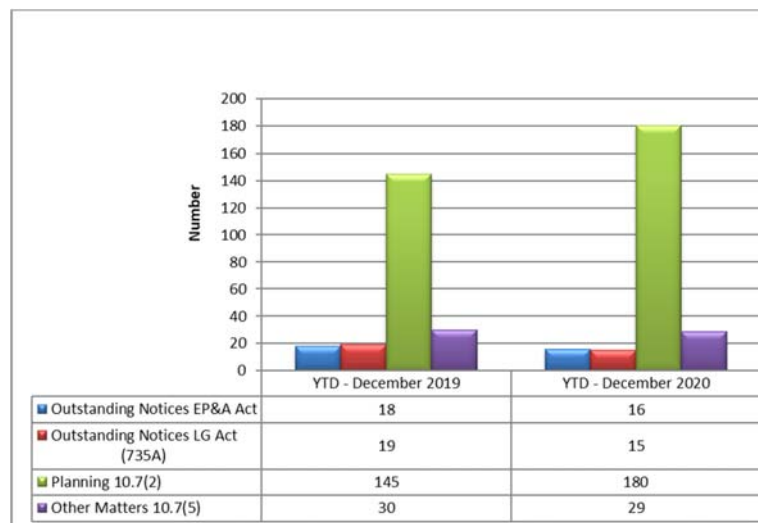
YTD January 2021 (includes private certifier lodged applications)



The following graph shows Conveyancing Certificates were issued during the months of December 2020 and January 2021 in relation to the previous six (6) months.



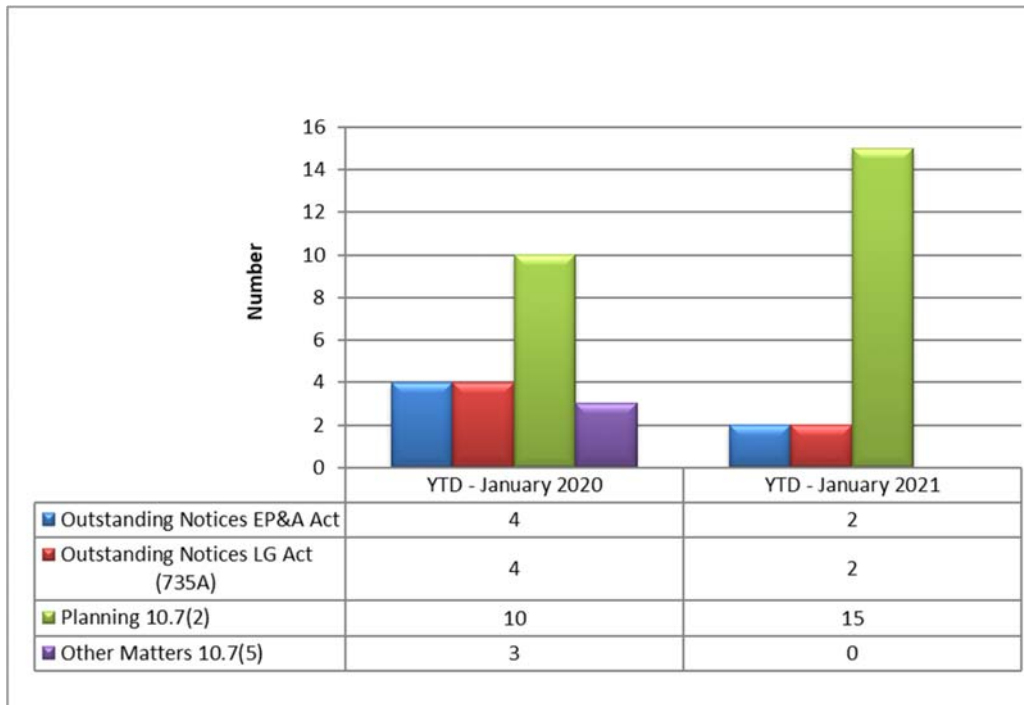
The following graph shows the number of Conveyancing Certificates issued up to and including the month of December 2020 compared with the same period in 2019.



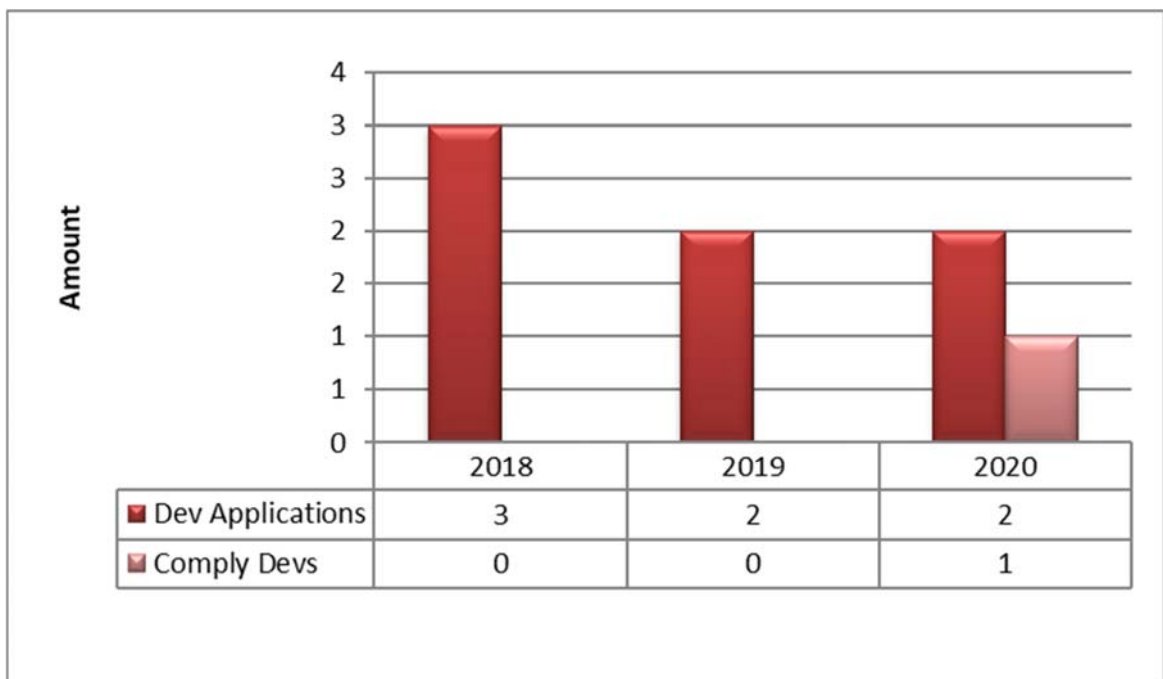
This is page number 85 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

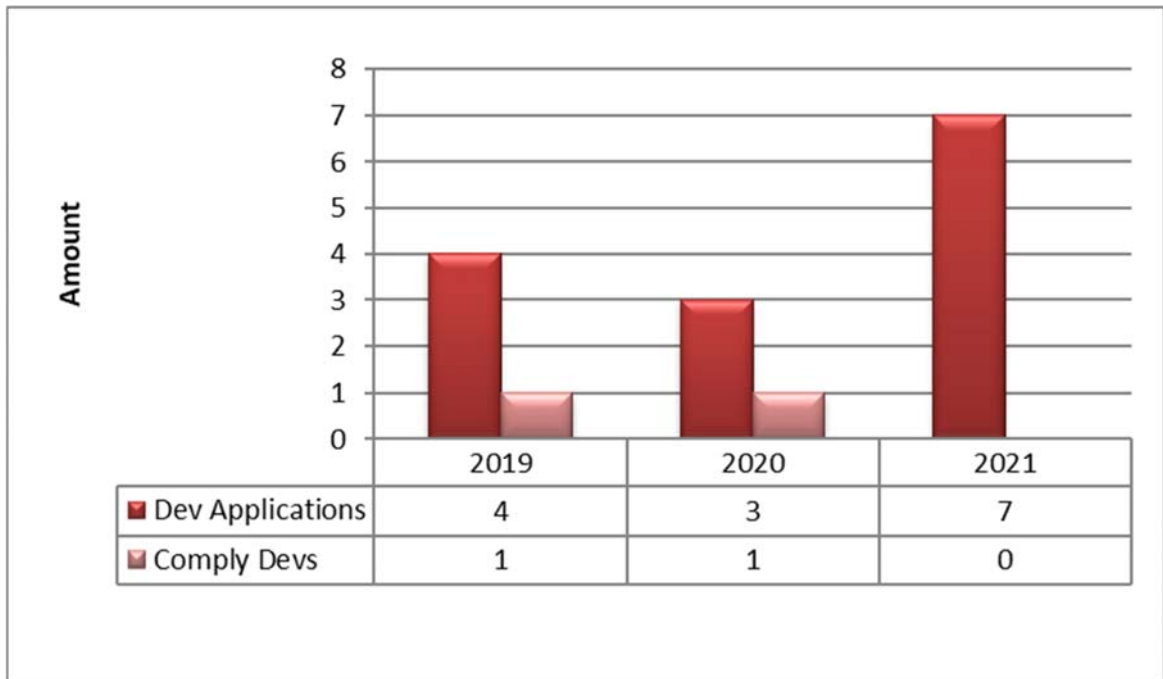
The following graph shows the number of Conveyancing Certificates issued up to and including the month of January 2021 compared with the same period in 2020.



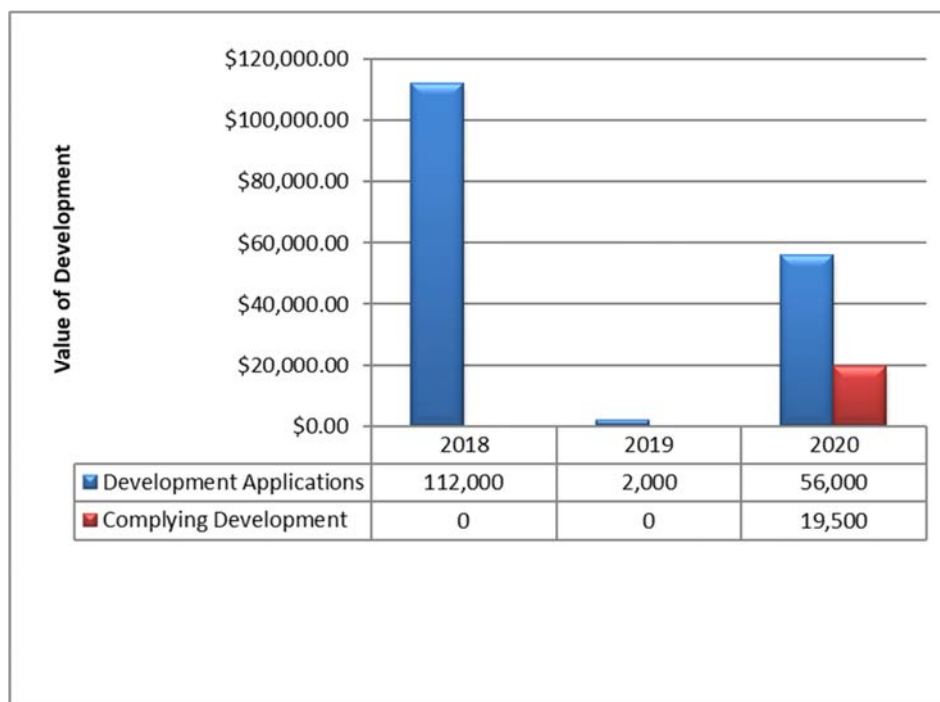
The table below shows a comparison between total applications lodged during the month of December 2020 compared to the same period in the previous two years.



The table below shows a comparison between total applications lodged during the month of January 2021 compared to the same period in the previous two years.



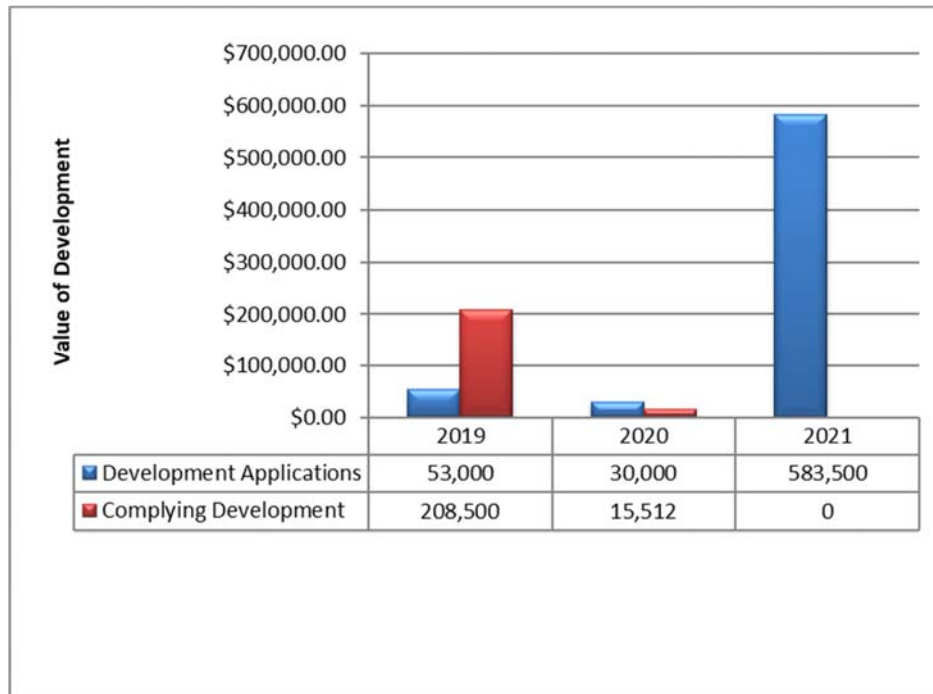
The table below shows a comparison between total value of applications lodged during the month of December 2020 compared to the same period in the previous two years.



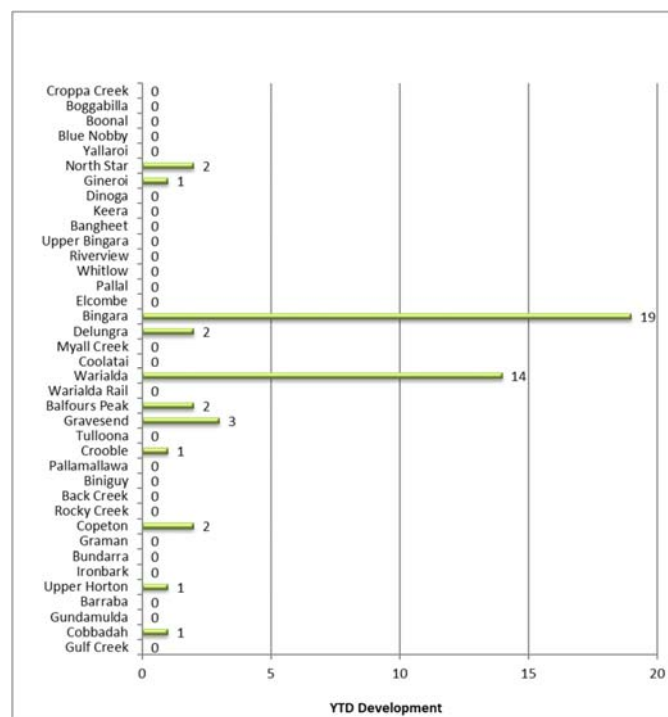
This is page number 87 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The table below shows a comparison between total value of applications lodged during the month of January 2021 compared to the same period in the previous two years.



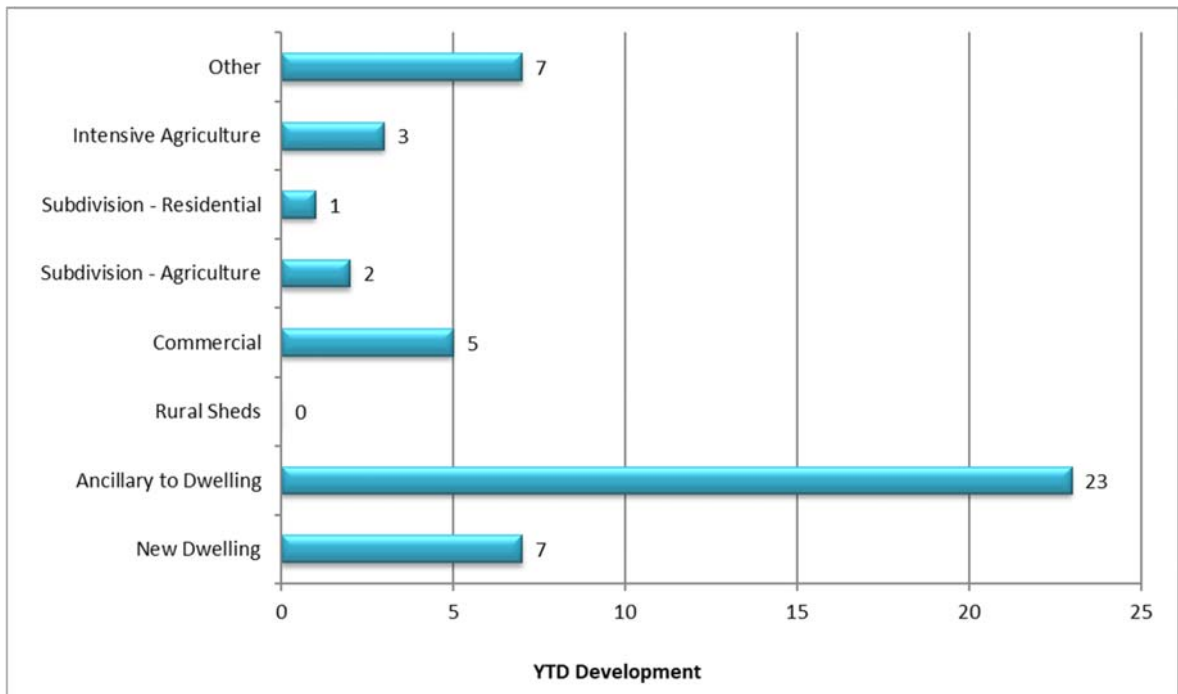
Development Applications Received for the year by locality – YTD December 2020



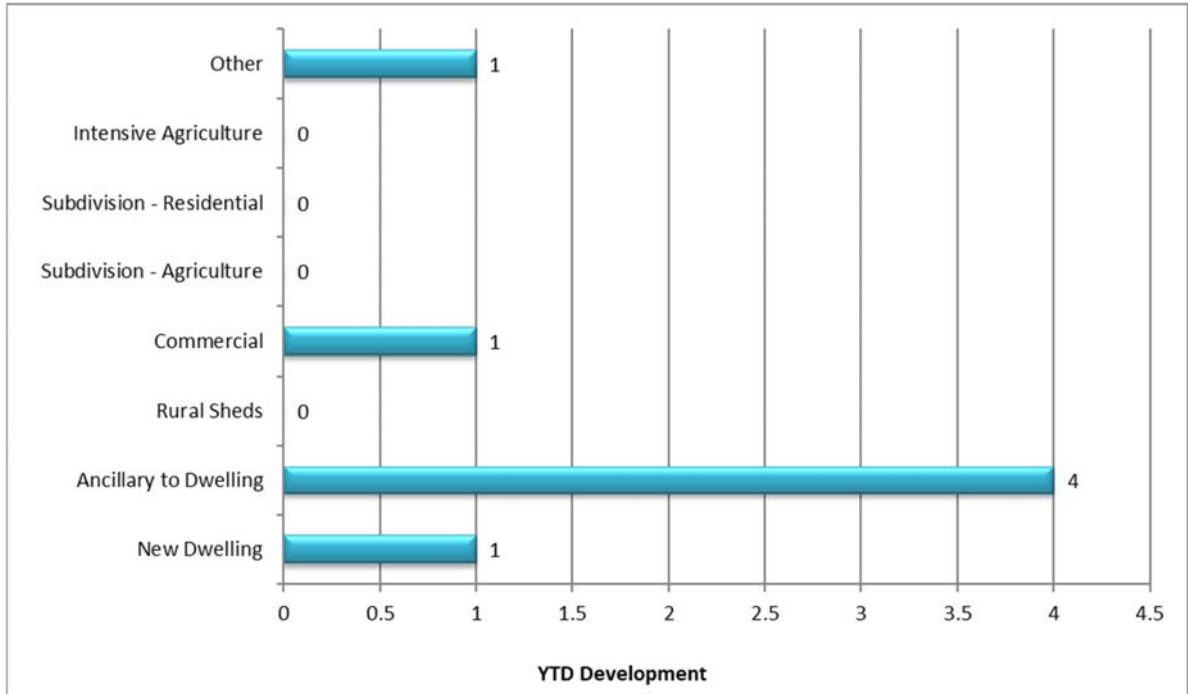
This is page number 88 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Development Applications received for the year by type – YTD December 2020



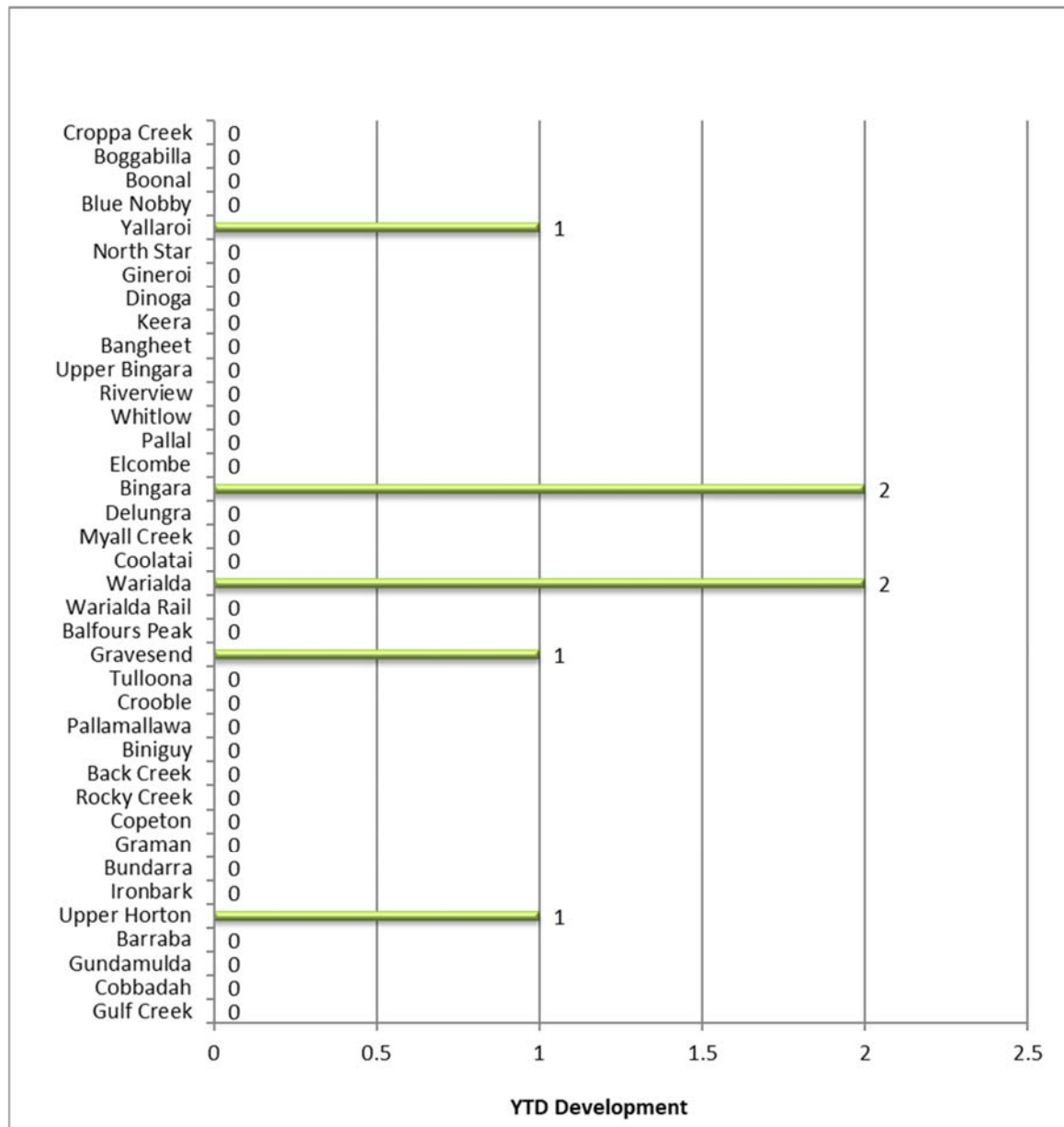
Development Applications received for the year by type – YTD January 2021



This is page number 89 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

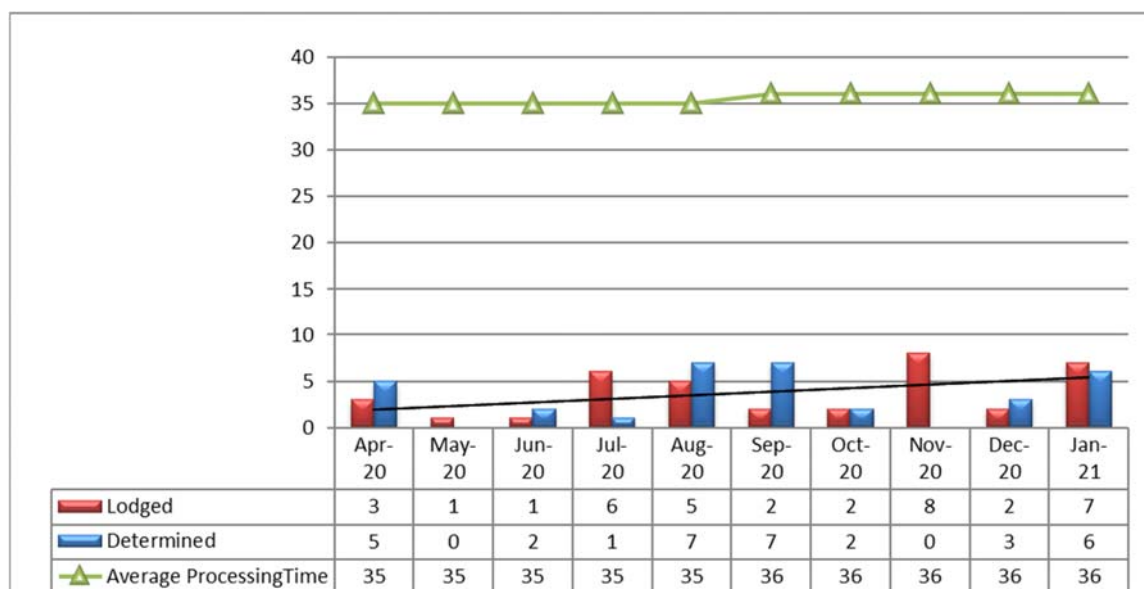
**Development Applications Received for the year by locality – YTD
January 2021**



This is page number 90 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Development Application Analysis – for the nine (9) months up to the end of January 2021 (excludes private certifier lodged and approved applications)



Economic and Business Development

| | |
|--|---|
| Priorities being addressed by the Economic and Business Development position | Understand and grow the Gwydir Shire economy |
| | Build digital business presence and literacy across Shire |
| | Support local businesses to grow and diversify |
| | Support population growth |

To enable a clearer focus on Economic Development the position of Marketing and Economic Development has been temporarily split with the former Maternity Leave Acting Manager of Marketing and Economic Development taking on a new temporary part time role as Manager of Economic and Business Development.

These changes will be review when the existing manager returns from maternity leave.

Understand and grow the Gwydir Shire Economy

Strategic Direction

This is page number 91 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The General Manager, Council's Economic Development Consultant, and the Economic and Business Development Manager are working together to identify and activate strategic opportunities for the development of the Gwydir Shire Economy. This includes identification of funding opportunities for large and smaller scale projects and activities.

Economic Survey

The Gwydir Shire Economic Survey was promoted across social media and has now closed.

Initial themes coming through in the surveys received include:

- Impact from COVID-19 is mixed
- 10% of respondents indicate the drought is still biting hard
- Business confidence is relatively high for the next 6 months
- Desire for improved tourism through digital marketing and visitor attractions
- Desire for greater business support including promotion of existing businesses; and seeking to support young people to start their own business
- Biggest barrier: attracting people

Once finalised, the economic survey will be used to develop the 2022-2024 Gwydir Shire Economic Development Strategy.

Activities linked to the other identified priorities (Business digital presence and literacy, supporting local business, and supporting population growth) will all also contribute significantly to understanding and growing the Gwydir Shire Economy.

Build digital presence and literacy across the Gwydir Shire

Several digital platforms are being considered to increase the digital presence and literacy of Gwydir Shire Businesses. These include:

- "Localised" – A platform to support communication, cooperation, and collaboration of businesses across the Shire.
- "Grant Guru" – A Grant Research and Application portal for our website so that individuals, businesses and organisations (including the Shire) can have access to virtually every grant available to them as well as increasing capacity to coordinate and manage grant opportunities strategically within Council and across organisations throughout the Shire.
- "Localis" – uses non identifying pings from mobile phones that come into the Shire. Telling us for instance when they come, where they come from, how long and where they stay as well as where they go to after they leave. This will allow a more strategic approach to Tourism Development and Management as well as informing Council about traffic volume on our roads.

An application has also been granted to increase this Shire's access to the Australian Business Register (ABR) data base. This will broaden our knowledge base and ensure we have identified every registered business in the Shire, including people who may be working remotely with client bases largely or exclusively outside of the Shire.

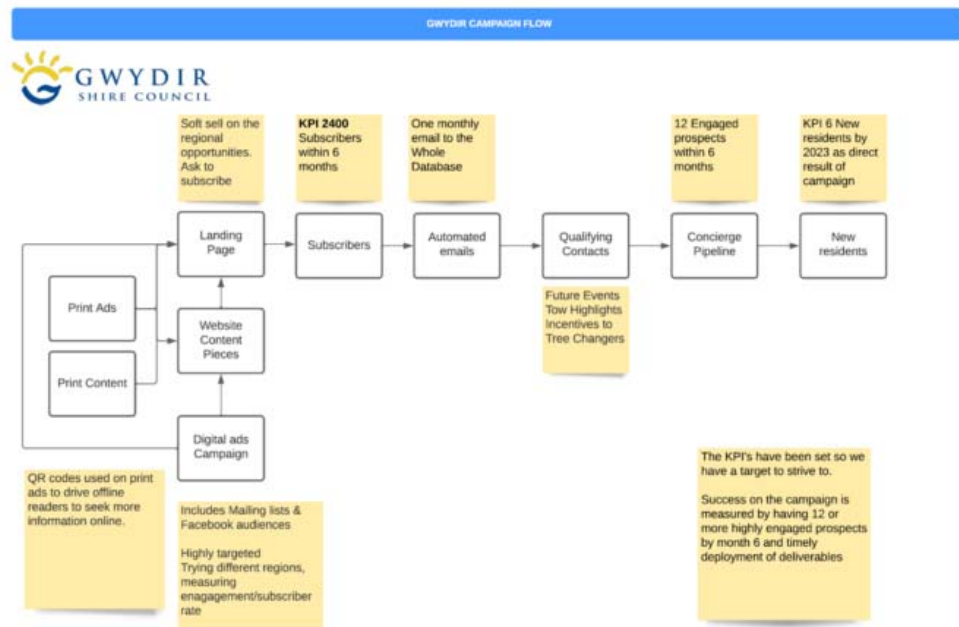
A clear digital marketing strategy has been developed in partnership with the Emprise Group (publishers of "The wanderer" magazine for CMCA as well as multiple other publications). The campaign will provide high profile stories about visiting the Shire in these publications, both in print and online. Tailored e-mail outs and social media advertising will then be regularly delivered to people who read the stories. The campaign will also build a "profile" of people reading the stories and further advertise through Facebook to additional people "like the ones that read our stories".

Campaign Summary:

Print and online articles will include the below Quick Response or QR Code linked to a tag line such as "Unlock the Secrets to living the Gwydir Goodlife"

It is also recommended we post the QR code at strategic points in the lead up to and during the CMCA rally.

The initial campaign flow is outlined below, and the nature of the campaign is that it can be adjusted as we go.



Elements of the flow chart are:

- Print Ads and Print Content refer to Advertisements and feature stories in Emprise Group publications.
- Landing Page refers to the online destination that people arrive on when they scan the QR code (try it out for an example with your mobile phone's camera).

This is page number 93 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



- Website Content Pieces refers to online versions of the printed articles.
- Subscribers refers to people who register through the QR code, receive “cookies” through Facebook ads and mass email campaigns. This is a data base we will then have of people who have expressed an interest in our Shire and to whom we can continue marketing to over many years.
- Automated emails provide deeper content to draw subscribers to the Shire physically and emotionally.
- Qualifying contacts refers to the Council identifying prospects for a tree change from the accumulated list of subscribers.
- Concierge Pipeline refers to a concept of providing qualified contacts with ongoing personal contact, support and information regarding their Gwydir Shire experiences right through to their Tree Change decision.

Support Local Businesses to Grow and Diversify

Networking and Collaboration

The Council’s staff member has engaged in active networking of local businesses, business groups and community groups with the aim of developing a more collaborative, coordinated, and strategic approach to business and economic development across the Shire.

The Economic Survey and Gwydir Shire Economic Strategy development are part of this process as is Council’s successful procurement of small grants for the Bingara Business Group and the Warialda District Chamber to run two “activation” events (one in each of Warialda and Bingara) – the funding is designed to reactivate public spaces, particularly but not exclusively High Streets following COVID-19 impact. The groups mentioned have been encouraged to cooperate to promote Businesses across the Gwydir Shire through these events.

Support Population Growth

Strategies to support population growth are currently being progressed and include:

- How to promote Gwydir Shire as a place to live to those looking for a regional lifestyle. This includes how to engage those who attend the CMCA rally in September as well as the mentioned digital campaign and other broader campaigns over time.

This is page number 94 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- Exploration of how to grow the number of available properties across the Shire for either rent or purchase.

The Living Classroom Activity Statement

| Month | Group | Number of attendees |
|--|---|---------------------|
| December 2020 - The COVID19 restrictions are slowly being lifted and visitors are returning. Strict numbers and conditions are applied within the buildings. | Bingara Lions Club | 16 |
| | North West Theatre Company | 9 |
| | Bundarra Central School | 14 |
| | A wake for the late Pam Smith | 50 |
| | Council Function | 30 |
| | Bingara MPS Function | 30 |
| | The Watt's Family held a private function | 65 |

The Sound Trails compiler, Hamish Sewell, stayed at the Bunkhouse and prepared material for the expanded Sound Trail at TLC. During his stay he also met with stakeholders for a review of TLC Sound Trail.

TOWN UTILITIES, PARKS and GARDENS, WORKSHOP and PLANT

Water and Sewer

During December and January, Water and Sewerage operators attended 30 service line repairs and three water main breaks and repaired 16 sewer blockages. Other work was undertaken at the Warialda Truckwash facility, Bingara swimming pool, the cattle project at The Living Classroom, Bingara Cemetery, Gwydir Oval, Bingara Showground, Riverside picnic area and the Roxy Theatre in Bingara.

The Annual Return and Annual Report for both Sewerage Treatment Plants were submitted to the EPA in December 2020.

North Star water supply over extracted water from the licensed allocation and water was transferred from the Warialda groundwater license to cover the deficit. Council will most likely receive a warning letter from Natural Resource Access Regulator (NRAR) regarding the over extraction.

The Bingara sewer plant had the digester stirrer shaft and bearing replaced during December.

Work continued on the construction of the Truckwash lagoons in Warialda during December 2020, with the completion of the lagoons and the security fencing.

The Truckwash was officially opened on 25 January 2021, having been in use from 4 January.

There have been 34 trucks washed during January by 21 different users. Average wash down time is 61 minutes and the total water usage for January was 170KL. The expected income for January is \$2089 less monitoring fees.



Lagoon construction adjacent the Warialda Truckwash



Warialda Truckwash in use

Gravesend water supply had a boiled water alert issued on 18 December 2020. Water quality could not meet the parameters of the Drinking Water Guidelines for turbidity, so the Boiled Water Alert was issued as a precaution. Rainfall events higher in the catchment caused minor flooding and discolouration of the Gwydir River in December and January. The Boiled Water Alert was lifted on 28 January 2021 in consultation with NSW Public Health.

This is page number 96 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



Gwydir River at Gravesend - December 2020

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 December and January.

Myall Creek and Glacial area are inspected on a weekly basis.

River Foreshore Shelters and Tables were installed in December this was funded under COVID-19 Stimulus funding.



New shelter and picnic tables installed at Gwydir River foreshore

An entrance off White Street and an access road was constructed in Bicentennial Park during December 2020. This is stage one of proposed improvements with future works to include footpaths, shelters, and tables. Refer Attachment 1.

This is page number 97 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



Access road in Bicentennial Park, Bingara

Workshop and Plant

| | |
|---|-----|
| Total number of services for December - January Bingara and Warialda | 39 |
| Total number of individual jobs for the month Bingara and Warialda | 173 |

Two students from Warialda High School undertook work experience in the Warialda workshop during December.

P1697 VW Bus was sold at Pickles auctions in Tamworth in January.

All registration inspections were completed and finalised to allow for the registration of vehicles on the common expiry date of 2 February.

Fabrication of the truck wash decant chamber was undertaken in the Warialda workshop and installed during December. This will allow for drainage of the ponds for recycling of the effluent.



Decant chamber for the Truckwash

Major Repairs completed during December and January

- P1940 - Isuzu ute - fit 2 new tyres + wheel alignment
- P1474 - Pad foot roller – repairs to pads and replaced drum rubber
- P1710 - Toyota Hilux – alternator replacement
- P1684 – Compactor - no brakes, in workshop for repair
- P1783 – Utility - fit new interior fan and fan resistor
- P1788 – Grader - fit 2 new batteries, blown hydraulic hose
- P1081 – Tractor - fit new low pressure fuel pump
- P1975 – Utility - fit new litre meter to fuel tank and install tank to ute, fit new safety lights, fit driving lights
- P1681 – Mower - replace hydraulic hoses on transmission
- P1686 – Truck - ABS light on
- P1783 – Utility - light bar not working
- P1681 – Mower - repairs to mowing deck
- P1713 - Jet master - repairs to PTO, fit new air pressure gauge
- P1789 – Backhoe - no start, electrical problem
- P1443 – Utility - fit new safety lights
- P1916 – Grader - fit new tyre
- P1903 – Utility - repair mud guard secure driving light repairs to fuel gauge

This is page number 99 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- P1467 – Excavator - fit new bolts to hitch
- P1703 – Toyota - fit 2 new tyres
- P1692 - Backhoe - fit new fan switch and sensor
- P1786 - Water truck - fit new water pump
- P1118 – Trailer - install new jockey wheel
- P1437 – Truck - fit new window and check why it is blowing black smoke
- P1629 - Light truck - install reconditioned gearbox
- P1464 – Grader - repair oil leaks in tandem drives



P1464 Grader - replacement of bearings seals and brake linings in the tandem drive



P1725 Tractor - wheel seals and bearing replaced in the Bingara workshop

OFFICER RECOMMENDATION

THAT the report be received

ATTACHMENTS

AT- Proposed improvements for Bicentennial Park, Bingara

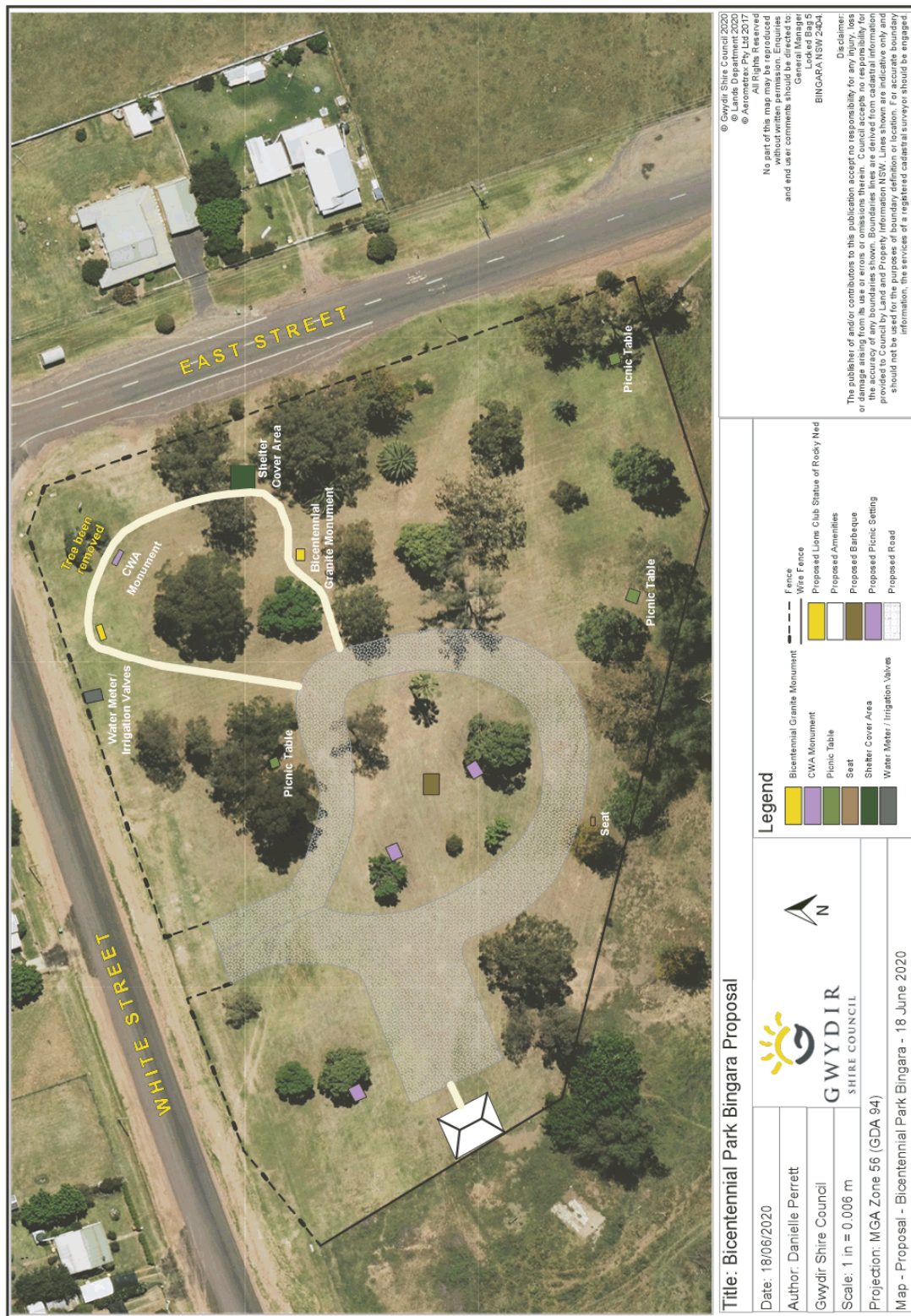
This is page number 100 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

**COUNCIL RESOLUTION:
MINUTE 18/21**

THAT the report be received.

(Moved Cr Dixon OAM, seconded Cr Egan)



This is page number 102 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Item 4 Monthly Organisation and Community Services Report for November, December 2020 and January 2021

FILE REFERENCE 21/3277

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

AUTHOR Organisational and Community Services Director

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 November, December 2020 and January 2021.

| | |
|---------------------|-----|
| TABLED ITEMS | Nil |
|---------------------|-----|

BACKGROUND

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

WORK HEALTH AND SAFETY

November 2020

WHS Performance

Three incidents were reported in November, a personal injury requiring medical treatment, a chemical spill and third-party property damage due to a falling tree limb.

There was one workers' compensation claim which has carried over from the 2020 financial year, where the employee remains unfit for work.

There were no new lost-time injuries which had a positive effect on Council's Lost Time Injury Rate (LTIFR) however, the claim requiring medical treatment has slightly elevated the Total Recordable Injury Frequency Rate (TRIFR).

Risk

The Crisis Management Team is monitoring the COVID-19 situation and is responding to the pandemic as required. They have resumed on-line meetings and these are held as required.

| November 2020 | | |
|---|---------------|--------------------------|
| Organisational Lead and Lag Indicator Snapshot | | |
| Lead Indicators | Current Month | Total (from 1 July 2020) |
| Number of Hazards Reported | 0 | 1 |
| Number of Near Misses Reported | 0 | 2 |
| Number of Workplace Verifications | 0 | 3 |
| Number of Tool Box / Safety Meetings / Training | 36 | 181 |
| TOTAL | 0 | 0 |
| Lag Indicators | Current Month | Total (from 1 July 2020) |
| Number of Incidents | 3 | 10 |
| Number of First Aid Treatments (FAT) | 0 | 0 |
| Number of Medical Treatment Injuries (MTI) | 1 | 3 |
| Number of Lost Time Injuries (LTI) | 0 | 1 |
| Working Days Lost Due to Injuries | 8 | 117 |
| Working Days Restricted Duties | 0 | 22 |
| Number of Employees | 178 | 947 |
| Total Hours Worked | 19059.5 | 95869.00 |
| Lost Time Injury Frequency Rate (LTIFR) | 0 | 10.43 |
| Total Recordable Injury Frequency Rate (TRIFR) | 0 | 41.723 |

LTIFR calculations measure the number of lost-time injuries per million hours worked during an accounting period. Companies can benchmark the occupational health and safety performance of their industry using the LTIFR calculator. Similarly the TRIFR rate is a calculation of the total injuries where time has been lost and medical treatment has been required.

See Attachment 1 – WHS Report

AGED CARE SERVICES

Naroo Frail Aged Hostel

November 2020

Occupancy: 33

Training:

Staff undertook training in Person Centred Software Applications – Part 2.

This is page number 104 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Meetings:

Staff Meeting – Rescheduled to 8 December 2020.

Resident Meeting – 17 November 2020.

Projects:

Call Bell System – in progress.

Naroo Budget:

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

| Month | \$ Amount |
|----------------|-------------------|
| July 2020 | 180,367 |
| August 2020 | 180,367 |
| September 2020 | 212,456 |
| October 2020 | 215,965 |
| November 2020 | Not yet available |

Donation:

Thank you to the Council staff member who donated a much needed clock to the newly renovated lounge room. Naroo appreciates their kindness.



The donated clock

Activities:

Pet Therapy

Daryl, the kitten, visited Naroo residents. This was well received.

This is page number 105 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



Daryl during one of his visits

Melbourne Cup

The lovely ladies of Naroo got involved creating fascinators for the Melbourne Cup. This was followed by an afternoon of nibbles and giggles.



Making fascinators

Naroo Frail Aged Hostel

December 2020 and January 2021

This is page number 106 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Occupancy: 33

Meetings:

Staff Meeting - 8 December 2020

Budget:

ACFI Monthly Revenue: (Note these figures change sometimes due to advance payments)

| Month | \$ Amount |
|----------|-----------|
| December | 237,566 |
| January | 285,937 |

Bond Report:

Printed Date: 3/02/2021; Last EoM: 30/11/2020

| Multi Facility Summary | | | | | | | | | | |
|---|---|----------------|------------------------------|---------------------------|-----------------------------------|--------------------------------------|----------------------------------|---------------------------------|---------------------------|----------------|
| Active Accommodation Bonds / Payment Schedule - Summary | | | | | | | | | | |
| As at 3/02/2021 | | | | | | | | | | |
| FACILITY NAME | Pre 1 July 2014 Payment Arrangements [Bonds] | Agreed Bond | Part Lump Sum Amount | Total Payment Amount | Lump Sum Amount Outstanding | Total Bond Balance Outstanding | Total Retention Deductions | Total Interest Deductions | Total Other Deductions | Balance |
| | Post 1 July 2014 Payment Arrangements [RADs/RACs] | Agreed Price | Agreed RAD/RAC Portion | Total RAD/RAC Received | Total RAD/RAC Outstanding | Agreed DAP/DAC Portion | Total DAP/DAC Deductions | Total Care Fee Deductions | Total Other Deductions | Balance |
| TOTAL | | | | | | | | | | |
| | | | | | | | | | | |
| NAROO AGE CARE FACILITY | Bonds | \$32,067.73 | \$32,067.73 | \$32,067.73 | \$0.00 | \$0.00 | \$10,656.51 | \$0.00 | \$0.00 | \$21,211.22 |
| | RADs/RACs | \$2,256,622.56 | \$1,355,000.01 | \$1,390,000.01 | -\$35,000.00 | \$571,622.56 | \$0.00 | \$0.00 | \$0.00 | \$1,390,000.01 |
| | TOTAL | \$2,288,690.31 | \$1,387,067.74 | \$1,422,067.74 | -\$35,000.00 | | | | | \$1,411,211.23 |
| | | | | | | | | | | |
| GRAND TOTAL | Bonds | \$32,067.73 | \$32,067.73 | \$32,067.73 | \$0.00 | \$0.00 | \$10,656.51 | \$0.00 | \$0.00 | \$21,211.22 |
| | RADs/RACs | \$2,256,622.56 | \$1,355,000.01 | \$1,390,000.01 | -\$35,000.00 | \$571,622.56 | \$0.00 | \$0.00 | \$0.00 | \$1,390,000.01 |
| | TOTAL | \$2,288,690.31 | \$1,387,067.74 | \$1,422,067.74 | -\$35,000.00 | | | | | \$1,411,211.23 |

Naroo Christmas Party:

There was plenty of excitement and cheer throughout Naroo with Santa as the special guest. All residents received a present from Santa which was followed by lunch. A huge thank you to the dedicated staff for making the annual Christmas Party amazing.



Residents receiving their gifts

This is page number 107 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



Waiting patiently



Santa handing out the gifts



Getting in to the festive spirit

Activities:

Residents enjoying cards and parading some beautifully created handmade winter woolies that were kindly donated.

This is page number 108 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



Showcasing the winter woolies

Gwydir Shire Commonwealth Home Support Program (CHSP) Summary

November 2020

Bingara

The service had two volunteer drivers away for a couple of weeks resulting in staff undertaking some transports.

The service held a Melbourne Cup luncheon and ran some sweeps. Finger food was enjoyed by all and everyone dressed up and had their best hats on for the day.

Meals on Wheels is still going steady, and at the request of some of the clients, salads have been introduced over the warmer weather.

The fortnightly access bus to Inverell has been full. The last bus will run on 11 December, 2020.

CHSP will be holding their Christmas lunch at the Lingalonga rooms on 8 December, 2020.

Warialda/Delungra

Day Centres are running at average this month, as is transport.

This is page number 109 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Planning continues for Christmas parties for Warialda, Delungra Day Centres and the Friday Card Group.

Clients have been enjoying fortnightly trips to Inverell on the shopping bus. The last trip to Inverell will be 10 December, 2020.

Naroo Hostel is using the CHSP room for two days training with Sue Nue, on Lifestyle and Activities.

The Library is using CHSP room for a Golden Oldies Christmas craft session and morning tea on 11 December, 2020.

Summary of the activities are outlined in the table below (Bingara information was not available):

| | Delungra | Warialda |
|---|----------|----------|
| Day Centre | | |
| Total active clients | 24 | 98 |
| Clients receiving service | 10 | 44 |
| Total Meals | 44 | 162 |
| Hours Clients Receive in Centre | 120 | 322 |
| Social Support | | |
| Number of Clients | 10 | 32 |
| Individual Hours | 4 | 70 |
| Group Hours | 116 | 252 |
| Total Hours Received | 120 | 322 |
| Food Service (Meals on Wheels) | | |
| Clients | 0 | 5 |
| Meals | 0 | 49 |
| Transport | | |
| Number of Clients | 2 | 73 |
| Number of Trips | 14 | 83 |
| Transport - Youth | | |
| Number of Clients | 0 | 0 |
| Number of Trips | 0 | 0 |
| Access Bus - Inverell | | |
| Number of Clients | 1 | 10 |
| Number of Trips (per month) | 4 | 4 |
| Volunteers | | |
| Number of Volunteers for the Month | 1 | 38 |
| Monthly Volunteer Hours | 20 | 450 |

Bingara

This is page number 110 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

December 2020 January 2021

The CHSP held their Christmas lunch at the Lingalonga rooms on 8 December. The event was well attended by 30 clients and volunteers which was all that could be accommodated due to social distancing rules. The turkey was once again donated by Quast Turkey Farm. The last morning tea/lunch was held on 15 December.

Morning tea/lunch resumed on 12 January much to the delight of regular clients. The ladies missed their weekly get together over the Christmas break and had a lot to catch up on.

There are two new female volunteer drivers that have joined the team in 2021. After the first week in January everything was back into full swing; the out-of-town transport being in great demand.

Meals on Wheels has ten regular clients and most of the Meals on Wheels deliverers have rejoined the service after undergoing the online training provided by Meals on Wheels NSW.

The Access bus to Inverell resumed on 15 January and was at capacity. The next service was also well supported.

Local Transport has regular users. It provides transport to an average of six clients a week. It is anticipated that this number will increase in the coming months.

| Bingara CHSP Monthly Report | December 2020 |
|---------------------------------------|----------------------|
| Day Centre | |
| Total Active Clients | 18 |
| Clients Receiving Service | 12 |
| Total Meals | 20 |
| Hours Clients Receive in Centre | 100 |
| Social Support | |
| Number of Clients | 81 |
| Individual Hours | 265 |
| Group Hours | 100 |
| Total Hours Received | 365 |
| Food Service (Meals on Wheels) | |
| Clients | 10 |
| Meals | 163 |
| Transport | |
| Number of Clients | 37 |
| Number of Trips | 153 |
| Transport (Youth) | |
| Number of Clients | 0 |
| Number of Trips | 0 |
| Access Bus – Inverell | |
| Number of Clients | 6 |

This is page number 111 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | |
|----------------------|-----|
| Number of Trips | 1 |
| Volunteers | |
| Number of Volunteers | 11 |
| Number of Hours | 365 |

| | |
|---------------------------------------|---------------------|
| Bingara CHSP Monthly Report | January 2020 |
| Day Centre | |
| Total Active Clients | 18 |
| Clients Receiving Service | 12 |
| Total Meals | 20 |
| Hours Clients Receive in Centre | 100 |
| Social Support | |
| Number of Clients | 74 |
| Individual Hours | 258 |
| Group Hours | 100 |
| Total Hours Received | 358 |
| Food Service (Meals on Wheels) | |
| Clients | 10 |
| Meals | 166 |
| Transport | |
| Number of Clients | 30 |
| Number of Trips | 128 |
| Transport (Youth) | |
| Number of Clients | 0 |
| Number of Trips | 0 |
| Access Bus – Inverell | |
| Number of Clients | 8 |
| Number of Trips | 2 |
| Volunteers | |
| Number of Volunteers | 11 |
| Number of Hours | 358 |

Warialda & Delungra

December 2020 to January 2021

The Christmas parties went off well with clients enjoying the day.

The Day Centres started back 18 January. The clients enjoyed their first day back.

The Library is going to use the CHSP room for a Golden Oldies craft session and morning tea this will become a monthly activity.

Everyone is looking forward to the outings this year starting with a visit to Bingara salt cave.

This is page number 112 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| CHSP Monthly Report | DELUNGRA | WARIALDA |
|---------------------------------------|----------|----------|
| Day Centre | | |
| Total active clients | 24 | 98 |
| Clients receiving service | 11 | 47 |
| Total Meals | 62 | 174 |
| Hours Clients Receive in Centre | 147 | 351 |
| Social Support | | |
| No of Clients | 11 | 48 |
| Individual Hours | 3 | 81 |
| Group Hours | 144 | 270 |
| Total Hours Received | 147 | 351 |
| Food Service (Meals on Wheels) | | |
| Clients | 0 | 2 |
| Meals | 0 | 74 |
| Transport | | |
| Number of Clients | 2 | 11 |
| Number of Trips | 6 | 81 |
| Transport (Youth) | | |
| Number of Clients | 0 | 0 |
| Number of Trips | 0 | 0 |
| Access Bus - Inverell | | |
| Number of Clients | 1 | 8 |
| Number of Trips (per month) | 4 | 4 |
| Volunteers | | |
| No of Volunteers for the Month | 1 | 52 |
| Monthly Volunteer Hours | 21 | 531 |

Council Websites and Social Media

The planned test launch date of November 30 was not achieved as the payment gateway link is yet to be uploaded and some of the required new content was not received. The payment gateway set up is imminent and the content is limited only by the time available to the Media and Communications Officer.

Council's Social Media presence has received positive informal feedback. With a cumulative total of "likers" on Councils main Face Book pages (Gwydir Shire Council, Gwydir News, Bingara and Warialda) reaching 8,745 – an average of over 2,000 likers per page.

GSC Website Development Progress:

| Process | Progress | Comment |
|---------------------|--|---|
| Planning and Design | Website layout and concept were created by Open Cities (who specialise in Local Government Internet and Intranet sites). | Council design themes have been applied by Open Cities. |

This is page number 113 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | |
|----------------------------|---|--|
| Content | <p>Payment Gateway</p> <p>Content needs to be contributed by all Council Departments and includes any required text, external links, forms, and any other important information.</p> <p>Several online forms need to be created and tested</p> <p>Staff will be trained to upload draft content which will require sign off from the Marketing and Economic Development team prior to going live.</p> | <p>Letter of offer approved, awaiting technical support to make live on the new site. This is not expected to incur further delay.</p> <p>The Media and Communications Officer has started copying, pasting, and updating content from the existing website in lieu of any outstanding content to minimise delays to the test launch date.</p> <p>Draft forms are complete and await testing during live review period.</p> <p>Some but not all Senior Managers have been trained to date.</p> |
| Testing, Review and Launch | <p>The site should be rigorously tested before full launch, including payment platform and any other interactive features.</p> | <p>Testing, (live) Review and Launch Dates will depend on internal content provision and finalisation of the payment gateway.</p> |

Visitor Centres / Roxy Theatre COVID-19 Closures

Gwydir Shire Visitor Information Centres continue to operate as per COVID - 19 plans and risk assessments.

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

Discussions have progressed regarding a lessee for the Roxy.

Service NSW

Both Bingara and Warialda Offices continued to be busy throughout harvest. Following this period, Service NSW staff will receive on the job supervision and support through a visitation program by the Department. This is a good opportunity for staff to get some face-to-face support from the Department as well as demonstrate the very high standards they keep.

This is page number 114 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Events

Bingara Christmas Markets were a great success. With much uncertainty in the lead up and a short time frame in which to engage stall holders, the outcome was very good. Numbers peaked at 300, which was the limit allowed for an event at which food was for sale. The total number would have been higher with comings and goings throughout the event. Santa made a special COVID -19 friendly appearance and children's games and live entertainment were provided in a partnership between the Bingara Special Events.

Committee and the Bingara Lions Club. All activities were a great success with the children enjoying Santa and old-fashioned games in the park, and the adults were entertained into the night by Rick Cuthel, who was outstanding and will also perform at the Warialda Christmas Markets on December 12.

The Roxy Complex

Theatre

November 2020

| Date | Purpose | Numbers |
|--------|------------------------------------|-----------------------|
| 2 | Marketing Workshop - Foyer | Approximately 15 |
| 7 - 22 | NWTC Rehearsals and Play | Approximately 60/show |
| 25 | School Presentation Day | Approximately 150 |
| 28 | Gwydir Social Club Christmas Party | Approximately 30 |
| 29 | NWTC Film Club | Approximately 20 |

Conference Room

November 2020

| Date | Purpose | Numbers |
|------|----------------------|------------------|
| 5 | LEMC Meeting | Approximately 14 |
| 10 | DPI Land Use Meeting | Approximately 12 |
| 19 | Management Meeting | 14 |
| 26 | Council Meeting | 14 |

Meeting Room

November 2020

| Date | Purpose | Numbers |
|------|--------------------------|---------|
| | No Bookings for November | |

This is page number 115 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Trade Training Kitchen

November 2020

| Date | Purpose | Numbers |
|-----------------|--------------------------|------------------|
| 14 -15, 21 - 22 | Lions Club for NWTC Show | Approximately 10 |
| 28 | Gwydir Christmas Party | Approximately 3 |

December 2020 and January 2021

Service NSW

Service NSW continued to deliver quality customer service throughout December & January. Numbers have remained consistent throughout the past few months, averaging approximately 235 transactions month.

There has been a need identified to train more staff in Service NSW operations. There have been times when the doors have had to close in either branch due to staff shortage.

At this point in time one other staff member will attend training in Parkes in February 2021.

Works are currently in place to relocate the Bingara branch of Service NSW from its current location at the Bingara Court House building, to the front counter of the main Council office. Here, staff will be multi-skilled allowing them to provide general customer service as well as service to Service NSW customers.

Communications

Council Website

The GO LIVE date for the launch of the new website is set for Wednesday 10 February 2021. All content was received for input mid-January and has been proofread by multiple staff. While there will be no doubt be some initial teething issues, the functionality of the website flows well and is easy for users to navigate. The online payment portal is still presenting some issues that are on the Open Cities side; finance staff are currently working with key stakeholders to try and resolve these issues. It is not expected that the online payment system will be ready by the Go Live date but will be implemented shortly after.

Overall, this project has been an immense learning experience for all involved and something that everyone can be proud of. Special mention must go to Georgia Standerwick and Courtney Loosemore who were the project managers.

This is page number 116 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Community Newsletter

Progress is continuing; the layout and format of what will become the new Gwydir News. This will be in the form of a newsletter offered both digitally and in print. Digital copies will be free to those that subscribe, and a paper copy can be posted to those that request it, at a cost of the postage and a nominal administration fee. Copies will also be placed in public facilities such as medical centres, hospitals and Visitor Information Centres.

Events

The Warialda Christmas Markets were held on 12 December 2020 and were a great success with many market goers providing positive feedback about the evening. All COVID-19 precautions were in place and approximately 400 people attended the event. Due to COVID-19 restrictions there were no children's rides, however, the activities run by the Warialda Tourism Committee were enjoyed by all of the children.

Santa was kind enough to make an appearance and lolly bags provided by the Committee were handed out to the younger children. The adults were able to sit and enjoy a picnic dinner and listen to Rick Cuthel's live music, which was also very well received. Some stallholders were contacted after the evening and reported that the items they had on sale were a success and worthwhile. The atmosphere of the evening was very relaxed and appeared to be enjoyed by all. Given the circumstances, the evening was a success and congratulations must be given to all.

January is a quiet month for the Events team; however, planning is now underway for the Warialda Honey Festival to be held on 27 March. This event will again be planned within all COVID-19 guidelines and regulations in place.

Tourism

Bingara and Warialda tourism staff have continued to deliver exceptional service to our customer base. Numbers have remained consistent throughout the months of December and January.

Jenny Mead and the Special Events committee is to be congratulated for their efforts in coordinating and hosting the Australia Day Awards held at the Roxy Theatre on Australia Day.

The Roxy Complex

The Roxy Theatre has had no shows in December and January.

School and Preschool presentation days were held at the Roxy in December, all adhering to existing NSW Government and Department of Education requirements.

The Australia Day Awards were the first significant public event held at the Roxy for 2021.

This is page number 117 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

There are some exciting shows planned for 2021, restrictions allowing.

SOCIAL SERVICES

December 2020 and January 2021

Bingara Neighbourhood Centre

Funding body – Family and Community Services

Bingara Neighbourhood Centre, in partnership with Bingara CWA and Oz Harvest, have been distributing fresh fruit and vegetables as well as some grocery items to those in need in from the Bingara Court House.

The Oz Harvest truck has been coming and distributing one bag of groceries to those who attend. Approximately 50 bags of food were distributed at the last event.

Residents are asked to register online for the groceries and all social distancing and contact tracing rules have applied. This will continue on a three-weekly basis.

Centrelink

Centrelink maintained normal operations throughout December and January but was closed between 25 December and 3 January. The social distancing guidelines are being maintained; one person permitted in the office at a time and with extra precautions in place. A hand sanitising station is placed out daily and customers are asked to sanitise before entering the building. It was closed on Australia Day.

Youth Service

Funding body – Family and Community Services

Youth Council

Due to HSC, students departing ready for tertiary studies, and their new adventures, no meetings were held in the last month of the year or in January. Recruitment steps are in place and ready to get started in 2021, with some new and past members showing interest. We are hoping to hold our first event within the next few months.

Youth Mentoring Program

| Month | Number of participants |
|----------|------------------------|
| November | 1 |

This is page number 118 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | |
|----------|---|
| December | 1 |
| January | 1 |

The Youth Mentoring Program has been assisting young people with Centrelink, Medicare, job applications, behaviour management and resumes.

Vacation Care

18 – 22 December

| | |
|---|----|
| Total Points of Contact - Holiday Activities | 35 |
| Children | 23 |
| Boys | 14 |
| Girls | 9 |
| Families | 13 |

Vacation Care was held during the first week of school holidays; two days at the Warialda Town Hall and two days at the Bingara Preschool. Even though restrictions were eased, we still did not hold a combined program.

Activities provided throughout the program included, sand art, giant noughts, and crosses, roll a Christmas tree, DIY bon bons, Christmas tree making, various Christmas craft, face painting, ball games such as handball, crocodile, Marco polo, hide and seek, tribes and territories.

This program was focused on Christmas Craft and having fun. The children still had a chance to get active during change of activities.



Vacation Care

This is page number 119 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

11 – 15 January

| | |
|---|----|
| Total Points of Contact – Holiday Activities | 49 |
| Children | 13 |
| Boys | 8 |
| Girls | 5 |
| Families | 9 |

Vacation Care was held at the start of January. Unfortunately, due to unforeseen circumstances, Bingara Vacation Care at the Bingara Preschool was unable to run between 4 to 8 January. Warialda Vacation Care was held from 11 to 15 January at the Warialda Town Hall.

Activities provided throughout the program included, sand art, board games, colouring in, beading, ball games such as French cricket, capture the flag, hide and seek, cooking pizza scrolls and Minute to Win It games all day on 15 January which the children enjoyed.

This program was focused on a variety of fun activities and other games to help build their teamwork skills.

Bingara Toy Library

Funding body – NSW Department of Education and Communities



Bingara Toy Library Play Session

This is page number 120 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Bingara Toy Library Statistics

| Particulars | October | November | December | January |
|---|---------|----------|---|---------|
| Total daily attendance children who utilised the service | 150 | 146 | 100 | 4 |
| Full borrowing memberships New/renew | 0 | 1 | 0 | 0 |
| Non borrowing memberships New/renew | 4 | 3 | 0 | 1 |
| Casual borrowing memberships. New/renew | 0 | 0 | 0 | 0 |
| Commemorative Birth Certificate - voucher memberships | 0 | 0 | 0 | 0 |
| Toys returned | 7 | 2 | 2 | 0 |
| Toys borrowed | 10 | 0 | 0 | 0 |
| Children & Groups using toys | 7 | 0 | 0 | 0 |
| MONDAY play session | 10 | 2 | 1 | 0 |
| TUESDAY play session | 36 | 20 | 30 | 0 |
| WEDNESDAY play session | 30 | 16 | 23 | 2 |
| THURSDAY play session | 27 | 21 | 7 | 2 |
| KSK Program | 47 | 72 | 40 | 0 |
| Total Sessions Held November, December 2020 and January 2021 | | | Monday - 4 Tuesday - 4 Wednesday - 5 Thursday - 1 KSK Program - 7 | |

December 2020

Due to COVID-19 ratios in the service, the Christmas party had to be held over three days to accommodate all members who have supported the service this year. Those days being Tuesday 8, Wednesday 9, and Thursday 10 December.

After school program Kool Skool Kids, enjoyed party days on Monday 14 and Tuesday 15 to capture all the members. Outside with water play, party food and a gift from the toy librarian was given to each child as well as a thank you for supporting the service.

Tuesday 8 – Bubz Biz. There was no guest speaker or Child Health Nurse in attendance at the Christmas party. Families brought along their own food, or a plate of food to share. A wrapped book was given to each child from the service for their continued support and to wish them a Merry Christmas. Staff provided an icy pole as a thank you gift to each child attending. A few donated items suitable for mums were in a box for two lucky name draws as a bonus gift.

This is page number 121 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The fundraising raffle was drawn during the Bubz Biz session. The gifts were donated and staff handed them out to each child who attended the morning sessions this year.

Thursday 17 was the last day the service was open to families to come in and play or return the toys.

Staff worked the week up until Christmas eve washing toys, doing a toy inventory, washing sofa/pillow covers, file the 2020 paperwork plus set the room ready for 2021.

A toy library staff member was on annual leave from 1-17 January 2021. The service reopened on Monday 18 January.

January 2021

Open play was on offer for the last two weeks. Many families were still on holidays or had visitors which made attendance low. A Service NSW COVID-19 Safe App was applied for and downloaded for the Toy Library in Bingara. Families need to log in and out every visit as well as the staff. The outdoor area was washed, disinfected, and sorted during the last week of the month ready for families and after-school children beginning 1 February.

Supported Playgroup Development Worker

Funding body – Families NSW

| Warialda Toy Library | December 2020 |
|--|---------------|
| Total daily attendance count for children, (calculating each child, each day over the month –total points of contact). | 213 |
| Full borrowing members (new) | |
| Non borrowing members (new and/or renew) | 0 |
| Casual borrowing members (new or renew) | 0 |
| Commemorative Birth Certificate applications received | 0 |
| Toys returned | 0 |
| Toys borrowed | 0 |
| Group memberships (2xFDC careers, Hospital and Pharmacy) | 4 |
| Monday group activity morning | 56 |
| Tuesday group activity morning | 54 |
| Thursday group activity morning | 56 |

This is page number 122 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | |
|--------------------------------------|----|
| Friday group activity morning | 47 |
|--------------------------------------|----|

December created the opportunity for family and friends to come together to celebrate the festive season. Many Christmas craft, cooking, games, and story time mornings were incorporated into this month's mornings sessions.

The significant events for this month were the visiting Dietitian, Sally Lavery from Hunter New England Area Health Service. Sally attended the service providing in-depth information regarding children and nutrition. Sally answered all questions from Parents and Carers on this day, while providing referral to dietitian services where required. Families attending were provided with educational literature to take away with them on this day that contained statistics, nutritional guidelines, and educational links for families to access at their leisure.

On December 16, the Toy Library annual Christmas party took place. Twenty seven children attended the service session, engaging in craft and reindeer food making experiences, Santa visited the service providing gifts to the children, (kindly donated by the Australian Red Cross) and a party was created with families bringing along a plate of party food to share for morning tea.

| Warialda Toy Library | | Jan 2021 |
|--|-----|-----------------|
| Total daily attendance count for children, (calculating each child, each day over the month –total points of contact). | | 37 |
| Full borrowing members (new) | | |
| Non borrowing members (new and/or renew) | | 0 |
| Casual borrowing members (new or renew) | | 0 |
| Commemorative Birth Certificate applications received | | 0 |
| Toys returned | | 0 |
| Toys borrowed | | 0 |
| Group memberships (2xFDC careers, Hospital and Pharmacy) | | 4 |
| Monday group activity morning | x 2 | 8 |
| Tuesday group activity morning | x 2 | 11 |
| Thursday group activity morning | x 2 | 14 |
| Friday group activity morning | x 2 | 14 |

During January 2021, the Toy Library operated for a two-week period. During this time numbers were recorded as lower than usual; however, this was expected as many families had indicated they would either be travelling away during this month or taking their children along to the intensive swimming

This is page number 123 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

program that is offered during this time. Children that were able to attend the service had the opportunity to create 2021 calendars, cook playdough, and participate in many varying craft experiences as well as memory games and literacy activities.

Bingara Preschool

Funding Body – Early Childhood Education and Care Directorate.

NSW Department of Education and Communities.

| Days | December 2020 |
|-----------|---------------|
| Tuesday | 25 |
| Wednesday | 26 |
| Thursday | 25 |
| Friday | 27 |

End of Year Disco's and Celebration

Bingara Preschool held two discos in Week 9 of Term 4. Each of the children had the opportunity to attend at least one disco in that week. At the disco, the children and educators danced along to all their favorite songs from during the year. Before each of the discos, the children received their certificate of completion for 2020 and their very own profile book. Each child's profile book was filled with their art, craft, photos, and documentation (including individual observations and group discussions).

There was a lot of positive feedback from families, commenting about how they appreciated their child's profile book. Also, in each child's bag, was a tied dyed shirt that they had made at Preschool during the term. This idea was suggested by a parent.

Graduation 2020

This looked very different in 2020. Due to COVID-19, Bingara Preschool held the graduation ceremony onsite (unfortunately without families). The Gwydir News was invited to take a special photo of each child, to share and celebrate with their family. This photo was also published in the newspaper.

The educators facilitated an amazing graduation ceremony and tea party, near the boardwalk on the Preschool grounds. The Social Services Manager, Mrs. Suzy Webber was invited to present each child with their Bingara Preschool Graduation Certificate. The certificates were signed by the Gwydir Shire Mayor, Mr. John Coulton, and the Preschool Director, Ms. Charmaine Reading.

This is page number 124 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



Suzy, Charmaine and Sacha



Solomon in his Graduation Hat

This is page number 125 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



Graduation Set Up



Graduation Photo

Capital Works Grant

In December, Bingara Preschool was notified that it had received a \$157 000 grant to build an additional room in 2021. This is very exciting for the service and the community. Mr. Adam Marshall visited Bingara Preschool on Thursday 17th December to congratulate the service on the successful grant application.

Tharawonga Mobile Resource Unit

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

This is page number 126 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

December was extremely busy at Tharawonga with Preschool photos taken at each venue by a local photographer. Hand Hygiene, Oral Hygiene and How to Blow your Nose education was provided through Healthwise. Due to the risk of COVID-19, Christmas parties for children only were held at each venue.

Educators completed portfolios for children to take home. A bag was presented to each child with presents for parents, their portfolios, and decorations that they had made for their Christmas trees. A photo of each child, with a Christmas theme was placed into a pouch on the front of the bag. As an added present for parents, a piece of a succulent was planted in a recycled pot and wrapped in hessian with a Christmas ribbon around it. It is hoped that parents will swap cuttings from their different succulents with each other. The succulents were donated to Tharawonga from the Central Coast, Valla Beach, and local Gravesend citizens. The succulents were to promote Waterwise gardens in the area after the drought. The recent drought reminded everyone how difficult it is to maintain a normal flower garden in our harsh climate.

When the total numbers of children were calculated during the Christmas break, there were only 30 children enrolled at Tharawonga for 2021. Comparing this to the 85 children enrolled in 2018 shows the devastating impact that the drought has had on our rural and remote communities.

Numbers at each centre are as follows:

| Day | Venue | 2-3yo | 3-5yo | Transition to School | Total in attendance |
|-----------|------------|-------|-------|----------------------|---------------------|
| Monday | Yetman | 1 | 4 | 3 | 5 |
| Tuesday | North Star | 3 | 5 | 3 | 8 |
| Wednesday | Yallaroi | 3 | 3 | 3 | 6 |
| Thursday | North Star | 2 | 4 | 3 | 6 |
| Thursday | Gravesend | 0 | 8 | 4 | 8 |
| Friday | Crooble | 0 | 4 | 3 | 4 |
| Friday | Gravesend | 0 | 8 | 4 | 8 |

Crooble

The road to Crooble continues to be hazardous to staff in wet weather. Staff have been informed to take the long way round to North Star via Warialda and bitumen road if it is raining and Crooble service will be cancelled if there has been significant rain.

Two children left the service for school transition and the Yetman educator has moved onto another position. 2021 will bring with it some changes to the

This is page number 127 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

room dynamic, with educator changes occurring. A decision has been made that the educational leader will cover the Crooble teaching day until new staff are recruited.



Crooble Group Photograph

Yetman

Yetman has lost two children to school, but they are replaced by two younger children in 2021 to maintain numbers. The service will continue at Yetman School in 2021 as this has worked well during 2020. The educators have especially found the assemblies to be helpful for children transitioning to school. Children have learned the National Anthem, School Anthem and School Creed whilst attending assembly.

North Star

North Star Hall has had a new fence built around it which will greatly improve safety and security for attending children. A new section of fence cuts off the main entrance which is under cover of trees. This enclosed area will be used for drop off and pick up of children as an increased safety measure.

The director attended a community meeting at North Star Hall to apply for a grant for air conditioning due to the heatwave experienced at North Star during December. There have been several power outages where staff have been required to call parents to collect children due to extreme heat. The grant was unsuccessful.

The community of North Star have also suffered with lack of internet access and this has been addressed with a successful grant application from the school. This internet booster will be shared with the preschool. Lack of internet has been a major problem with use of the Xplore children's service program as observations will not upload to the system after staff have spent a long time documenting them.



North Star Tharawonga

Gravesend

Gravesend children were entertained by the Healthwise presentation and learned the new skills of wiping their own noses and cleaning their own teeth and keeping their hands hygienically clean during COVID-19.

Children were kept very busy creating decorations for their Christmas trees and making presents for their parents during December. Using wooden cut outs, the children painted them with glue and stuck glitter on them. They then stuck string to the wooden cut-outs so that they could hang from their trees. Each child took home a Waterwise garden for their parents to share the succulents amongst their community.



Gravesend Group Photograph

This is page number 129 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Yallaroi

Although numbers of enrolled children are low at Yallaroi, the service remains viable into 2021 due to children attending both North Star and Yallaroi venues. Two new enrolments have been taken for the service.

School photos were taken by a local photographer with outstanding results. Over \$200 was raised by the Tharawonga Fund Raising Committee as the photographer gave her services for free and families were charged only \$20 for a digital copy of their prints.

Tharawonga was able to donate \$106 from the sale of bandannas for National Bandanna Day and \$33 to support children with brain cancer through Canteen from sales of eye patches for Pirate Day in May and Talk Like a Pirate Day in September.



Yallaroi Group Photograph

VISITOR INFORMATION CENTRES

Bingara Visitor Information Centre (VIC)

November 2020

| September 2020 | October 2020 | November 2020 |
|---------------------|-----------------------|---------------------|
| Opening Hours = 175 | Opening Hours = 172.5 | Opening Hours = 170 |

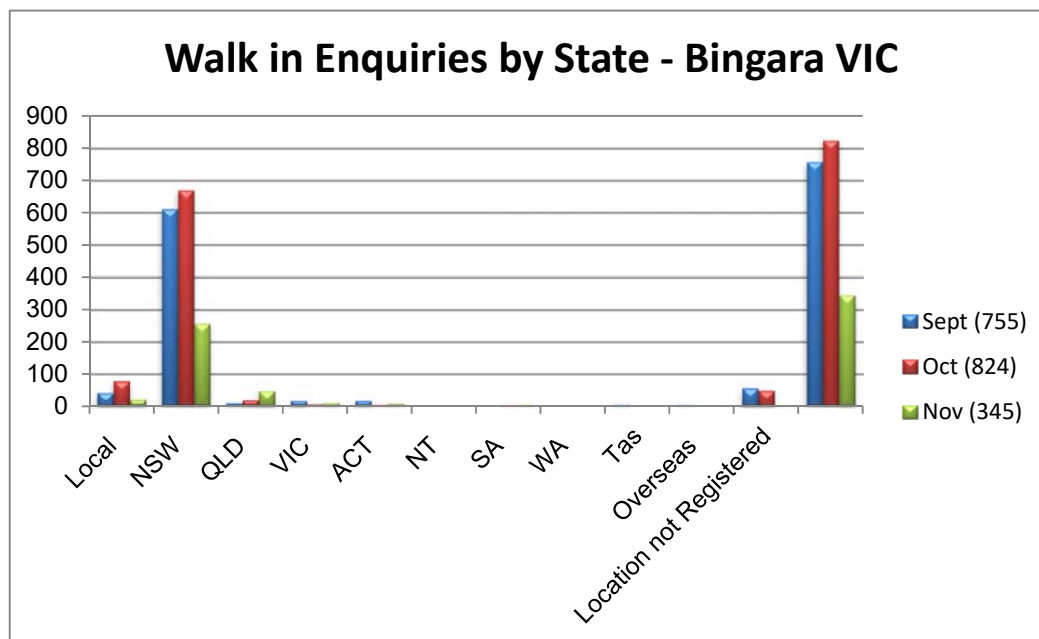
This is page number 130 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

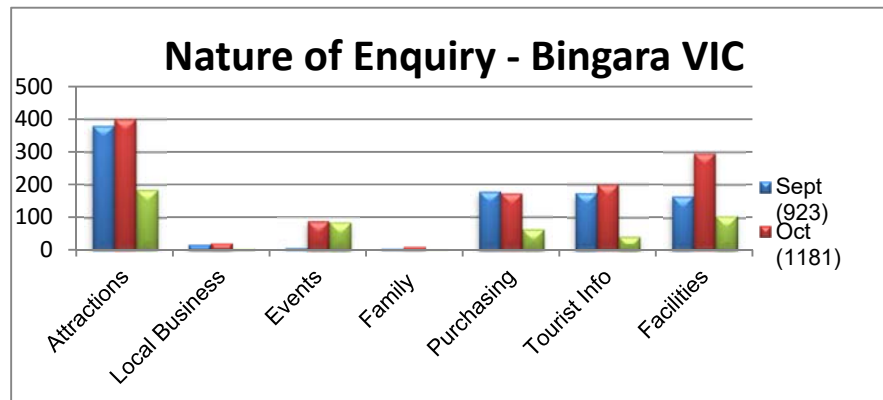
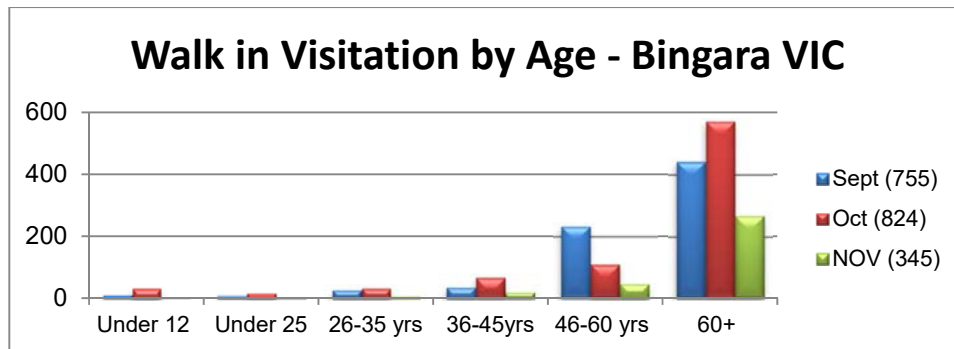
Chairman

| | | |
|----------------------|----------------------|------------------------|
| Volunteer Hours = 32 | Volunteer Hours = 36 | Volunteer Hours = 33.5 |
|----------------------|----------------------|------------------------|

| Income – Bingara VIC | \$ September | \$ October | \$ November |
|---|------------------|-------------------|------------------|
| Products on Consignment | \$ 62.00 | \$ 24.00 | \$ 53.00 |
| Merchandise | \$1878.54 | \$1884.50 | \$1242.50 |
| Subtotal | \$1940.54 | \$1908.50 | \$1295.50 |
| Less payments to consignees | \$ 43.40 | \$ 16.80 | \$ 37.10 |
| Total Merchandise sales | \$1897.14 | \$ 1891.70 | \$1295.50 |
| VIC Commission received on Event bookings undertaking on behalf of Community Groups – sub total | | | |
| Total Monthly Income Bingara VIC | \$1897.14 | \$ 1891.70 | \$1295.50 |
| Roxy Tour Income | \$ 715.00 | \$1,055.00 | \$ 680.00 |
| Visitors at Bingara VIC | 755 | 824 | |

- 1) Bingara Visitors Centre - Other Income – via debtor invoice requests
Gwydir Shire Council Coffee x 2 large bags @ per bag \$25.00 = \$50.00





Bingara Visitor Information Centre

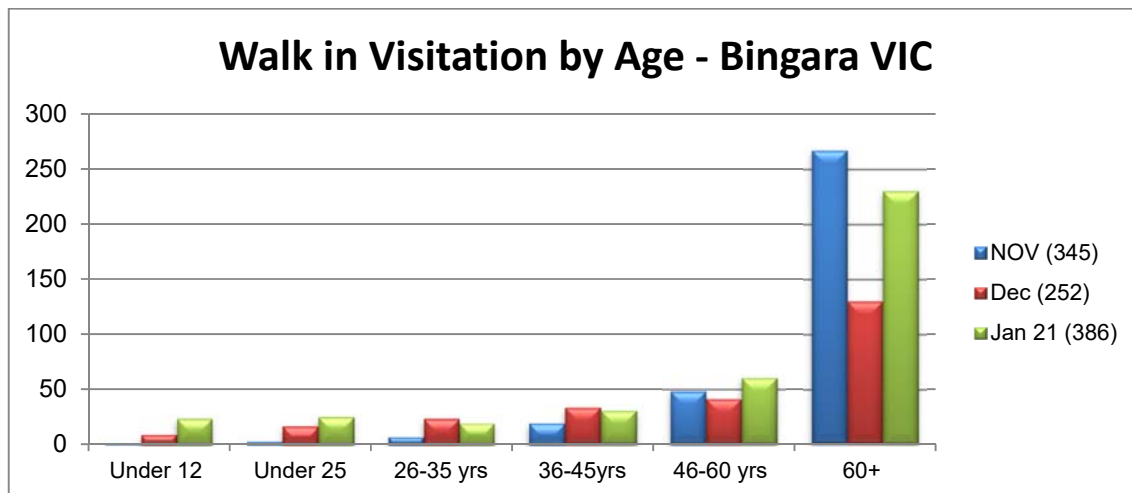
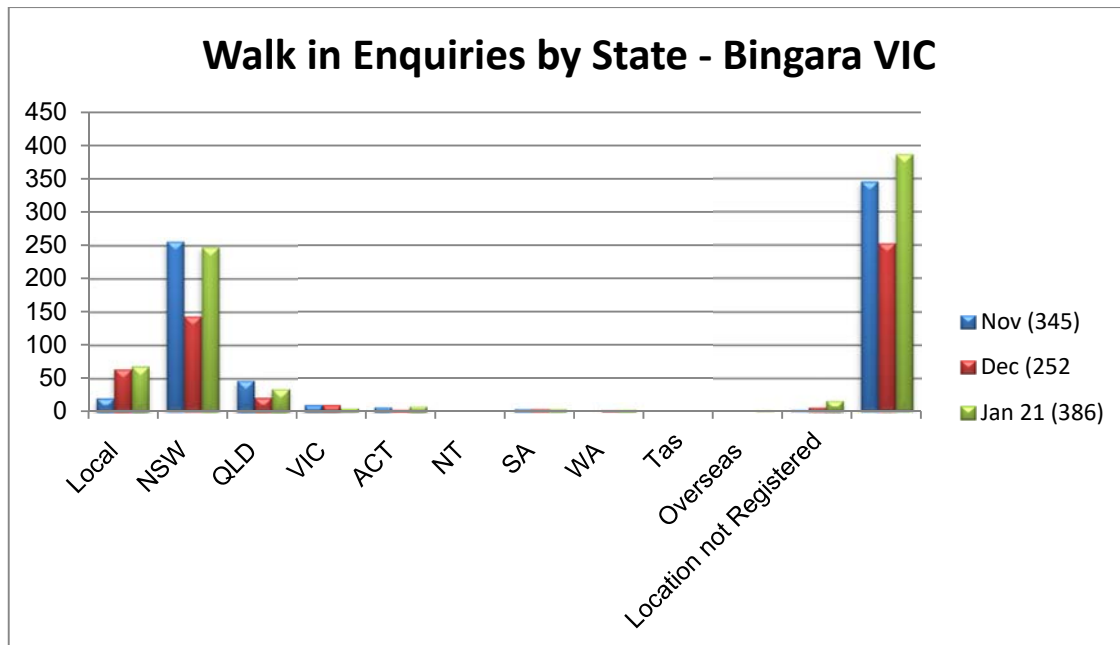
December 2020 and January 2021

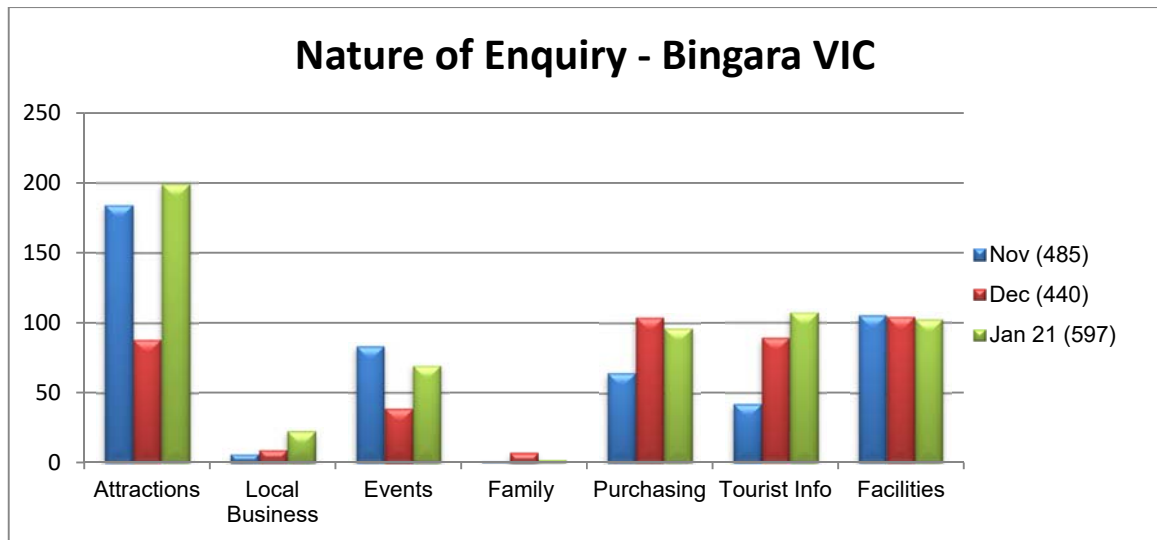
| November 2020 | December 2020 | January 2021 |
|------------------------|-------------------------|-------------------------|
| Opening Hours = 170.00 | Opening Hours = 148.5 | Opening Hours = 162.5 |
| Volunteer Hours = 33.5 | Volunteer Hours = 24.00 | Volunteer Hours = 39.00 |

| Income – Bingara VIC | \$ October | \$ November | \$ December |
|--|-------------------|------------------|------------------|
| Products on Consignment | \$ 24.00 | \$ 53.00 | \$ 6.00 |
| Merchandise | \$1884.50 | \$1242.50 | \$1182.50 |
| Subtotal | \$1908.50 | \$1295.50 | \$1188.50 |
| Less payments to consignees | \$ 16.80 | \$ 37.10 | \$ 4.20 |
| Total Merchandise sales | \$ 1891.70 | \$1295.50 | \$1184.30 |
| VIC Commission received on Event bookings undertaken on behalf of Community Groups | | | \$352.00 |
| Total Monthly Income Bingara VIC | \$ 1891.70 | \$1295.50 | \$1536.30 |
| Roxy Tour Income | \$1,055.00 | \$ 680.00 | \$ 275.00 |
| Visitors at Bingara VIC | 824 | 345 | 386 |

This is page number 132 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman





Warialda Visitor Information Centre (VIC)

| September 2020 | October 2020 | November 2020 |
|-------------------------|---------------------------|-------------------------|
| Opening Hours = 150 | Opening Hours = 150 | Opening Hours = 157.5 |
| Volunteering Hours = 21 | Volunteering Hours = 25.5 | Volunteering Hours = 27 |

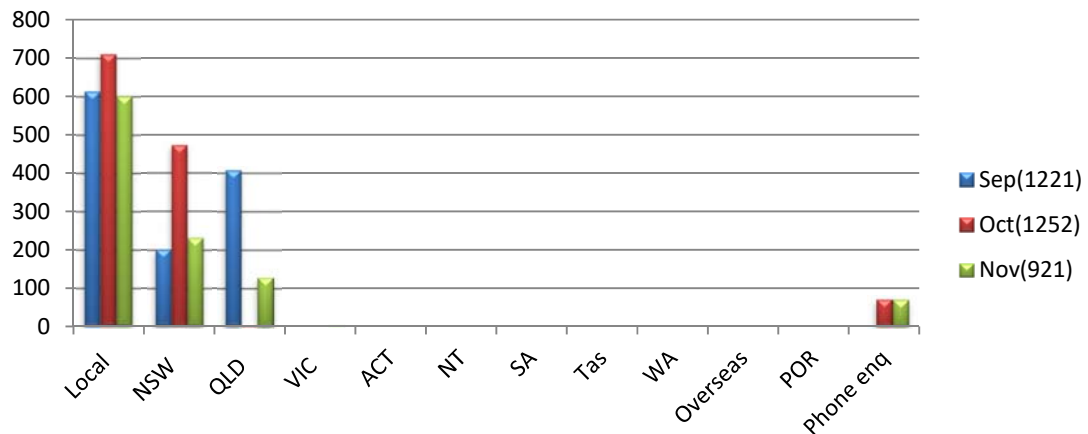
| Income: | \$September | \$ October | \$ November |
|-----------------------------|------------------|------------------|------------------|
| Centre Hire | 0 | 0 | \$20 |
| Merchandise sales | \$2484.98 | \$2964.63 | \$2846.54 |
| Subtotal | \$2484.98 | \$2964.63 | \$2866.54 |
| | | | |
| Total Monthly Income | \$2484.98 | \$2964.63 | \$2866.54 |

| Visitors at Warialda VIC | September | October | November |
|--------------------------------------|-------------|-------------|-------------|
| Visitors | 421 | 419 | 480 |
| RMS | 223 | 232 | 385 |
| Cafe | 547 | 531 | 554 |
| Phone Visitor / Service NSW enquires | | 70 | 69 |
| Total | 1221 | 1252 | 1488 |

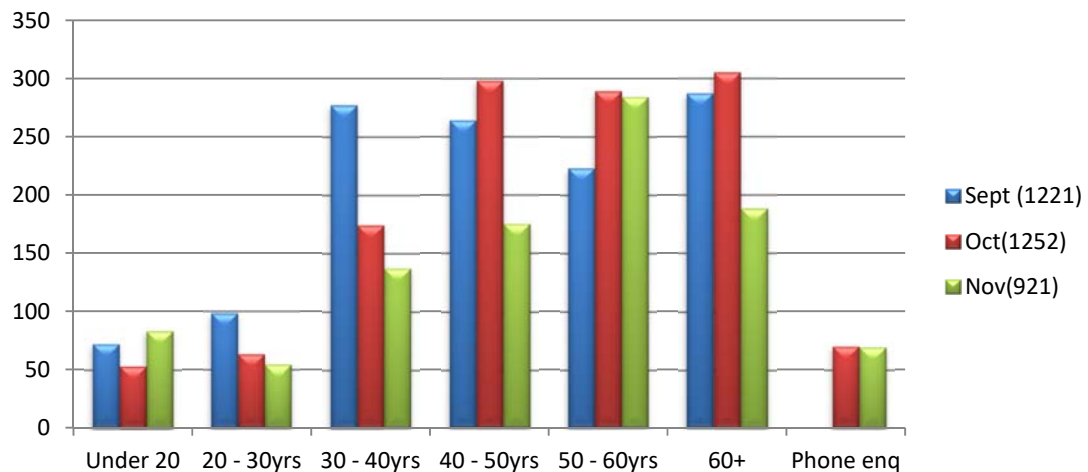
This is page number 134 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

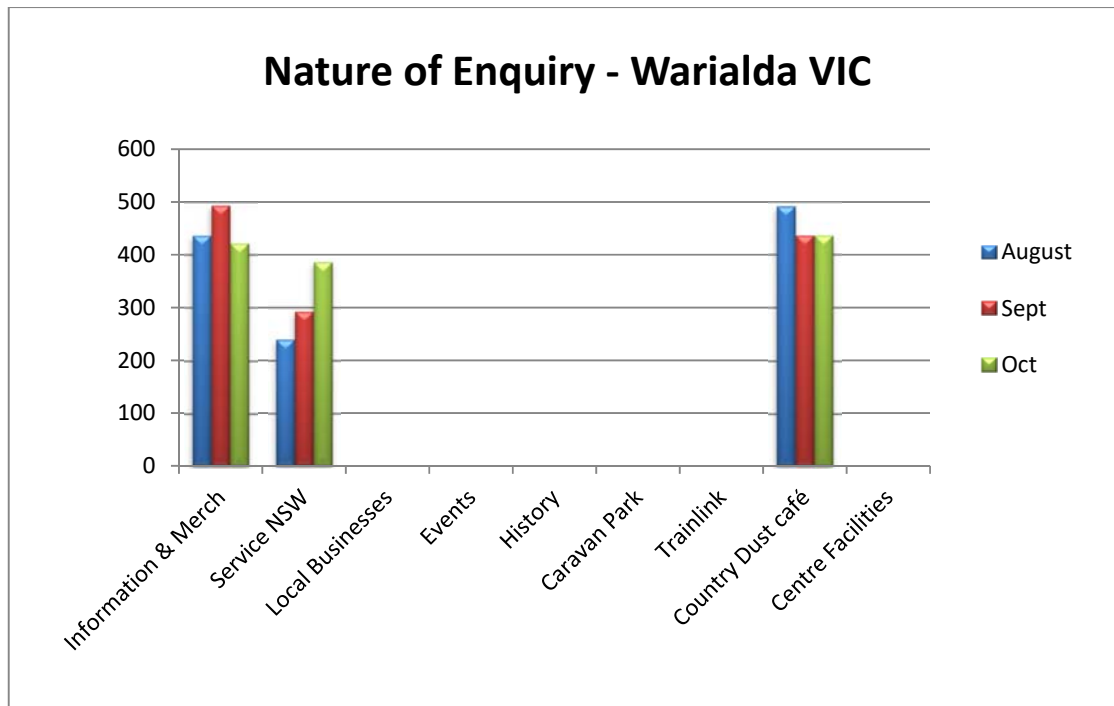
Chairman

Walk in Enquiries by State - Warialda VIC



Walk in Visitors by Age - Warialda VIC





Warialda Visitor Information Centre

December 2020 and January 2021

| November 2020 | December 2020 | January 2021 |
|-------------------------|-------------------------|---------------------------|
| Opening Hours = 157.5 | Opening Hours = 127.5 | Opening Hours = 142.5 |
| Volunteering Hours = 27 | Volunteering Hours = 33 | Volunteering Hours = 29.5 |

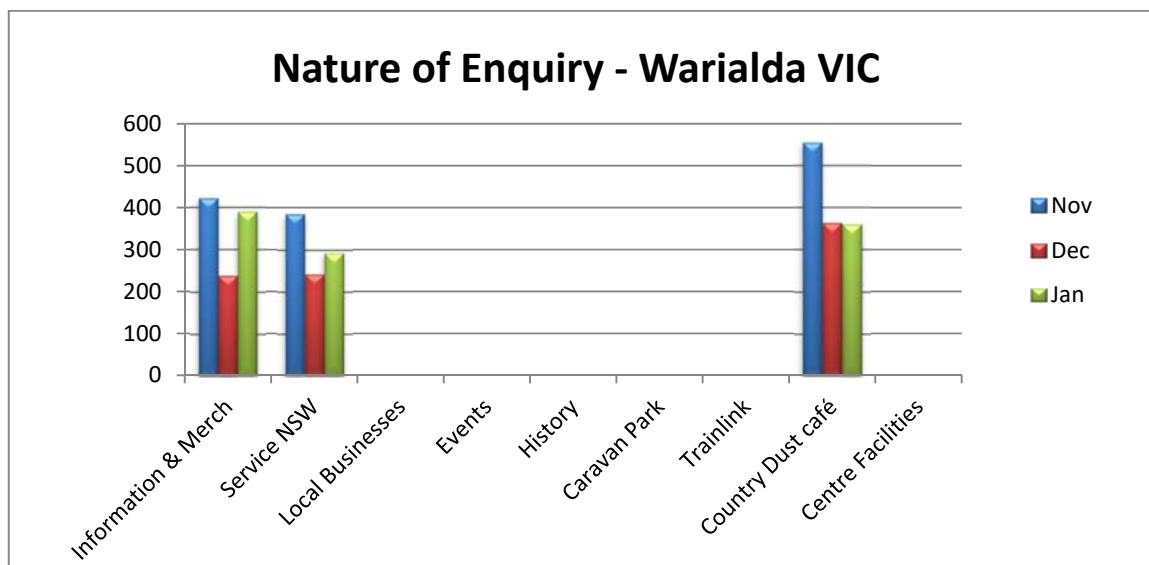
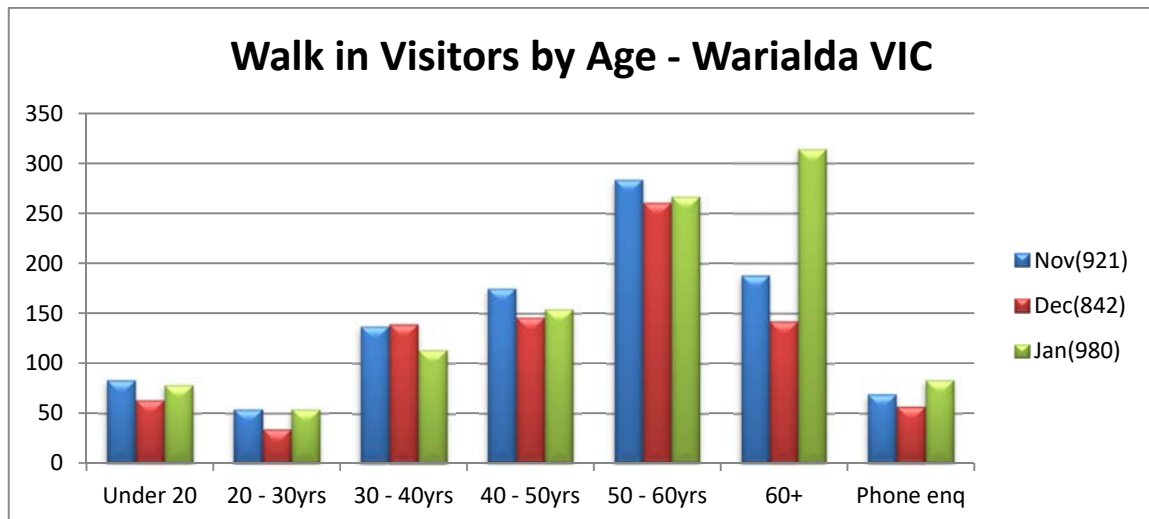
| INCOME: | \$ November | \$ December | \$ January |
|-----------------------------|----------------|----------------|----------------|
| Centre Hire | 20 | 0 | 0 |
| Merchandise sales | 2846.54 | 2379.02 | 1177.99 |
| Subtotal | 2866.54 | 2379.02 | 1177.99 |
| Total Monthly Income | 2866.54 | 2379.02 | 1177.99 |

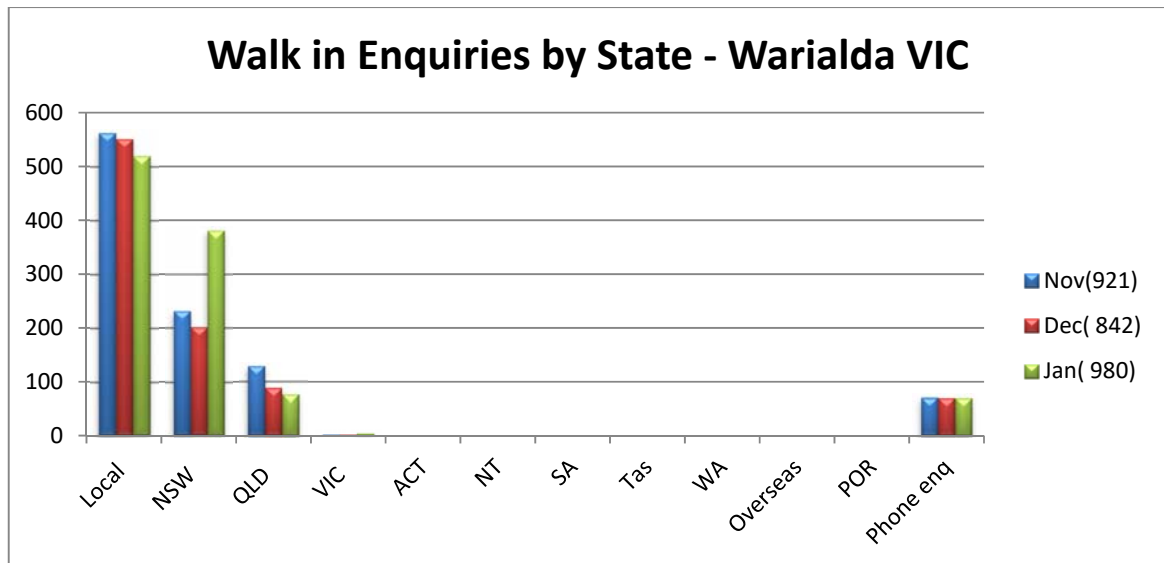
| Visitors at Warialda VIC | November | December | January |
|--------------------------|----------|----------|---------|
| Visitors | 480 | 237 | 389 |

This is page number 136 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | | |
|-------------------------------------|-------------|------------|-------------|
| RMS | 385 | 242 | 232 |
| Café | 554 | 363 | 359 |
| Phone Visitor /Service NSW enquires | 69 | 57 | 83 |
| Total | 1488 | 899 | 1063 |





CUSTOMER SERVICE REQUESTS (CRM)

CRM's carried forward from

| Department | Outstanding as at 1 Nov 2020 | Completed since 1 Nov 2020 | Outstanding as at 1 Feb 2021 |
|--|------------------------------|----------------------------|------------------------------|
| Tech Services | 7 | 7 | 0 |
| Env/Sustainability | 2 | 0 | 2 |
| Town Utilities/P&G | 3 | 3 | 0 |
| Building Services | 5 | 0 | 5 |
| Total Outstanding received prior to 1 July 2020 | | | 7 |

CRM's - 1 November 2020 to 31 January 2021

| Department | Received during 1 November 2020 to 31 January 2021 | Completed during 1 November 2020 to 31 January 2021 | Outstanding at 1 February 2021 |
|-----------------------|--|---|--------------------------------|
| Tech Services | 52 | 23 | 21 |
| Env/Sustainability | 38 | 27 | 11 |
| Town Utilities/P&G | 49 | 49 | 0 |
| Bldg Services | 50 | 37 | 13 |
| Exec | 1 | 1 | 0 |
| Org and Comm Services | 5 | 5 | 0 |

This is page number 138 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | | |
|---------------|------------|------------|-----------|
| Totals | 195 | 141 | 45 |
|---------------|------------|------------|-----------|

CRMs received since 1 July 2020 and still outstanding as at 1 February 2021

| Department | Open |
|---------------------------------------|-------------|
| Technical Services | 21 |
| Environment / Sustainability | 13 |
| Town Utilities / Parks and Gardens | 0 |
| Building Services | 18 |
| Executive | 0 |
| Organisational and Community Services | 0 |
| Total | 52 |

COMMUNITY ASSETS

November, December 2020 and January 2021

Caravan Parks

Council employed two casual caravan park caretakers/cleaners who have been working during the reporting period.

Bingara and Warialda Caravan Parks hosted two university medical students as part of the Bush Bursary Program, whilst they did their practicums in Bingara and Warialda hospitals/medical centres.

Both caravan parks have been operating smoothly without any incidents, and the budget is tracking well.

All COVID-19 safety guidelines have been followed at both Warialda and Bingara Riverside Caravan Parks during the reporting period.

Swimming Pools

Bingara and Warialda pools hosted swimming programs/schools for several surrounding district schools during December. The pools also conducted learn to swim intensive programs over the school holiday period with good numbers in attendance.

Pools are continuing to attract visitors from outside the Shire. Free entry has proved to be very popular.

Bingara Pool

Representatives from the Department of Regional NSW interviewed stakeholders, regarding the Bingara Pool Precinct grant applications, onsite on 4 November as part of its communications video for the Drought Stimulus Package. The project was chosen to showcase the success and effectiveness of the funding program.

This is page number 139 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The upgraded Bingara War Memorial Baths were officially opened by The Hon Adam Marshall, MP on Saturday 28 November 2020. He then joined the winners of a local children's competition in jumping into the pool.

From 25 November to 31 January 2021, 6,949 people have checked into the pool, an average of 107 each day. This includes repeat patrons but does not include school students who have attended intensive swimming programs.

A water wheelchair is available for adult and child use due to the generosity of the Bingara Lions' Club and the Lions' Club NSW/ACT Public Healthcare Foundation.



The new Splash Program and 25 metre pools at the Bingara War Memorial Baths



The new kiosk and Activities Centre building.

This is page number 140 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



The newly installed turf and mound overlooking the pools.



Bingara's new 25 metre pool.

Warialda Pool

The new renovated upgraded amenities at the Warialda Swimming Pool were officially opened on 25 January by The Hon Adam Marshall, MP.

Entry check ins at the Warialda pool was initially being captured on the NSW Services App and, as such, no data is available. During January, more than 1,000 people entered the pool (this includes repeat patrons).

Moree Diggers Club and Moree Swimming Club are using the Warialda Pool this season due to the temporary closure of the Moree Pool.

This is page number 141 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Cranky Rock

A safety inspection/audit by Statewide Mutual staff together with Council staff took place onsite on 25 November to identify and assess potential risks. When a report is received from Statewide Mutual, Council will implement the suggested signage and hazard controls.

Cranky Rock continues to attract many visitors to the area however, numbers have decreased over the past couple of months.

| Month | Powered sites | Unpowered sites | Total |
|----------------|---------------|-----------------|-------|
| September 2019 | 194 | 152 | 346 |
| October | 191 | 107 | 298 |
| November | 106 | 42 | 148 |
| December | 19 | 22 | 41 |
| January 2020 | 22 | 25 | 47 |

Myall Creek

| Month | Visitors who signed book | Comparison to 2019/20/21 |
|--------------|--------------------------|--------------------------|
| July | 360 | 609 |
| August | 258 | 198 |
| September | 489 | 348 |
| October | 550 | 277 |
| November | 307 | 132 |
| December | 159 | 126 |
| January 2021 | 168 | 92 |

Libraries

Gwydir Libraries Branch Activities

Both libraries now have a Service NSW QR code for users to sign in.

Carpets were cleaned and the air conditioning was repaired at the Warialda Library in January.

| Statistics | Bingara November | Warialda November | Bingara December | Warialda December | Bingara January | Warialda January |
|------------|------------------|-------------------|------------------|-------------------|-----------------|------------------|
|------------|------------------|-------------------|------------------|-------------------|-----------------|------------------|

This is page number 142 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | | | | | |
|---------------------------|-----|-----|------|-----|------|-----|
| Door Count | 758 | 784 | 796 | 758 | 1010 | 212 |
| Loans | 825 | 455 | 1060 | 810 | 701 | 296 |
| New Members | 7 | 2 | 6 | 2 | 6 | 3 |
| PC Usage | 165 | 72 | 140 | 59 | 154 | 42 |
| WIFI Usage | 285 | 110 | 148 | 89 | 280 | 102 |
| Programs | 20 | 18 | | | 7 | 1 |
| Adult Program | 39 | 30 | 97 | 40 | 16 | 3 |
| Children Program | 222 | 98 | 292 | 71 | 47 | 4 |
| Home Delivery | 12 | 4 | 18 | 9 | 12 | 12 |
| Institution Delivery | 4 | 2 | 4 | 6 | 6 | 3 |
| Seniors Be Connected | 18 | 4 | 12 | 2 | 20 | 3 |
| E-resource Users (Gwydir) | 58 | | 38 | | 41 | |
| Downloads (Gwydir) | 180 | | 155 | | 197 | |

Library activities included:

- Be Connected sessions
- Lego Master 2020 – finale challenge, dinner, and torchlight book hunt
- Story Time – visit from Santa and Christmas themed books
- Naroo Golden Oldies session – cake and tea, Christmas decorations
- Naroo/Book Clubbers Pen Pal program – Christmas message exchange
- Warialda Christmas Party – teenage helper provided a feast with all decorating the library
- Touriandi visit – social outing, cake and tea and sing-a-longs

This is page number 143 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- Study rooms in the Bingara Library have been fully booked during November with four external students finalising their yearly exams under Librarian supervision
- Headquarters hosted a school holiday Robot Soccer, Lego and Secret Mission activities for children at both libraries on January 7
- Holiday activity sessions were held at the library on Tuesday and Thursday for two weeks
- Warialda library operated on reduced hours from 5-14 January as the librarian was on annual leave. Council administration staff operated the library during this period instead of an additional casual.

On-line resources continue to rise proving the Tech Savvy information sessions are successful with more Gwydir residents accessing such resources.

Cleaning

Onescope terminated the contract with Gwydir Shire Council effective from 15 November 2020. Council is now employing six casual cleaning staff.

Parks and Gardens staff are now cleaning the public amenities.

This transition of moving from contract to employee cleaning has proved positive with Council facilities being kept to a high standard. It is hoped that the transition will be complete by end March 2021 with staff becoming permanently employed on part time bases.

Property Management

Interviews for the vacancy at Whitfeld Place, Bingara were conducted on 19 January 2021 following the death of long-term resident, Mr. Ted Bryant. Before the unit is occupied, staff will undertake a renovation.

A new tenant has moved into Unit 5, 18 Holden Street, Warialda

A Council employee has moved into 50 Market Street, Warialda residence.

123 High Street, Warialda has been placed on the market again following its use during the recent renovations of the Warialda Medical Centre.

OFFICER RECOMMENDATION

THAT the report be received

This is page number 144 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

ATTACHMENTS

There are no attachments for this report.

**COUNCIL RESOLUTION:
MINUTE 19/21**

THAT the report be received.

(Moved Cr Young, seconded Cr Smith)

Item 5 Reduction in the number of Councillors

FILE REFERENCE 21/2476

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

For discussion

| | |
|---------------------|-----|
| TABLED ITEMS | Nil |
|---------------------|-----|

BACKGROUND

At the last Council Meeting in December 2020 the Mayor asked if the number of elected Councillors should be reduced from 9 to 7.

The meeting was advised that a report outlining the procedure required would be prepared for consideration in February 2021

COMMENT

In order to increase or decrease the number of elected Councillors a Constitutional Referendum will be required under Section 16 of the *Local Government Act, 1993 (the Act)*:

A council may not do any of the following unless approval to do so has been given at a constitutional referendum--

- (a) *divide its area into wards or abolish all wards in its area,*
- (b) *change the basis on which the mayor attains office (that is, by election by the councillors or by election by the electors),*
- (c) *increase or decrease the number of councillors in accordance with the limits under section 224,*
- (d) *change the method of ordinary election of councillors for an area divided into wards.*

Section 224 of *The Act* states:

224 HOW MANY COUNCILLORS DOES A COUNCIL HAVE?

- (1) *A council must have at least 5 and not more than 15 councillors (one of whom is the mayor).*

This is page number 146 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- (2) *Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1), of its councillors for the following term of office.*
- (3) *If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.*

The Electoral Commission was contacted and the Council was advised:

*Let us know if you plan to conduct a referendum as soon as you know. Send us a copy of the resolution as soon as possible, preferably in the first quarter next year.
Send us the final, agreed referendum question(s) no later than the end of June 2021.
There isn't a formal approval process for the referendum questions, but I recommend sending the draft questions to OLG and ourselves for review earlier than the end of June. We can then give you advice if the question(s) you're asking may cause you problems down the track.*

CONCLUSION

Reviewing the NSW Electoral Commission website the following referendum question would be acceptable:

Do you support a reduction in the number of Councillors for the Gwydir Shire Council from nine (9) to seven (7)?

If successful the change to the number of elected Councillors would not come into effect until the following electoral cycle.

A similar question to this was asked at the 2016 Local Government elections at Narrandera Shire Council. In that case the referendum question was not passed 51.08% (no) to 48.92% (yes). At the same election Tweed Shire Council held a referendum asking its community to increase the number of councillors from 7 to 9 and it was also not passed 65.54% (no) to 34.46% (yes).

OFFICER RECOMMENDATION

Option 1

THAT the report be received and that no Constitutional Referendum be considered for the September 2021 local government elections.

Option 2

THAT the Council advises the NSW Electoral Commission and the Office of Local Government that the Council proposes to hold a Constitutional Referendum at the September 2021 local government elections asking the following question:

Do you support a reduction in the number of Councillors for the Gwydir Shire Council from nine (9) to seven (7)?

ATTACHMENTS

This is page number 147 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

There are no attachments for this report.

**COUNCIL RESOLUTION:
MINUTE 20/21**

**THAT the report be received and that no Constitutional Referendum
be considered for the September 2021 local government elections.**

(Moved Cr Young, seconded Cr Egan)

Item 6 ALGA National Assembly - Motions

FILE REFERENCE 21/3222

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.2 WE WORK TOGETHER TO ACHIEVE OUR GOALS

STRATEGY: 4.2.1 Build strong relationships and shared responsibilities - GM - external

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends that the following motions be submitted for consideration at the ALGA's National General Assembly in June 2021 in Canberra.

BACKGROUND

Following a request to Councillors the following suggested motion has been put forward:

Financial Assistance Grants

That the Australian Local Government Association's 2021 National General Assembly supports the continuation of the gradual adjustment of allocating the Financial Assistance Grants towards the Councils that require the most assistance to overcome structural disadvantage.

COMMENT

The motion above would be supported by some relevant commentary when lodged.

OFFICER RECOMMENDATION

THAT the motion regarding the Financial Assistance Grant be submitted to the 2021 National General Assembly for consideration.

ATTACHMENTS

AT- Previous Report

**COUNCIL RESOLUTION:
MINUTE 21/21**

THAT the motion regarding the Financial Assistance Grant be submitted to the 2021 National General Assembly for consideration.

(Moved Cr Egan, seconded Cr D Coulton)

This is page number 149 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Ordinary Meeting - 17 December 2020

Gwydir Shire
Council

Item 6 ALGA National General Assembly

FILE REFERENCE 20/29235

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY

STRATEGY: 4.1.2 Enable broad, rich and meaningful engagement to occur - GM - external

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is for notation and to authorise the attendance of any Councillor who wish to attend.

TABLED ITEMS Nil

BACKGROUND

The Australian Local Government Association (ALGA) has advised that the 2021 National General Assembly (NGA) will be held from 20th to 23rd June 2021 in Canberra.

ALGA has indicated that motions will be received up until 26th March 2021.

This item will once again be considered at the February 2021 Council Meeting where any proposed motions could be finalised.

If you would like any particular item to be considered as a possible motion please advise me by email and I will put together the appropriate wording and background information for consideration and endorsement by the Council.

When considering any motion proposal please refer to the following criteria used by ALGA in determining the acceptability of a motion:

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. *Be relevant to the work of local government nationally;*
2. *Not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic national importance and should be discussed at a national conference;*
3. *Be consistent with the themes of the NGA;*
4. *Complement or build on the policy objectives of your state and territory local government association;*
5. *Be submitted by a council which is a financial member of their state or territory local government association;*

Gwydir Shire Council

Page 1

This is page number 150 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Ordinary Meeting - 17 December 2020

Gwydir Shire
Council

6. *Propose a clear action and outcome i.e. call on the Australian Government to do something;*
7. *Be a new motion that has not already been debated at an NGA in the preceding two years; and*
8. *Not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.*

COMMENT

The focus of the NGA is on partnerships, working together, and resilience so it is preferred if your suggested motions support these themes.

OFFICER RECOMMENDATION

THAT the report be received and noted.

FURTHER that the Council authorises the attendance of any Councillor who indicates a preference to attend.

ATTACHMENTS

There are no attachments for this report.

Item 7 Bingara Community Op Shop

FILE REFERENCE 21/3457

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 - OCD -external

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends the formation of the Bingara Community Op Shop Committee as a Section 355 Committee of the Council.

BACKGROUND

The Council has been requested to support the creation of the Bingara Community Op Shop group as a Section 355 Committee of the Council.

The correspondence attached to this report Bev Mathews outlines the request to the Council.

Although the group will operate out of rented accommodation it will operate in a similar manner to the Carinda House Committee.

COMMENT

The adopted Mission Statement for the group is:

The Bingara Community Op Shop is a place of welcome and support. It is affordable for all, using the principles of reduce, recycle and renew. Our Op Shop is run for the community by the community.

The membership and responsibilities of the proposed Section 355 are outlined in the attached draft charter for the Bingara Community Op Shop Management Committee.

OFFICER RECOMMENDATION

THAT the Bingara Community Op Shop Management Committee be formed in accordance with the Committee's draft Charter attached.

ATTACHMENTS

This is page number 152 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

- AT- Request letter
- AT- Management Committee Guidelines

**COUNCIL RESOLUTION:
MINUTE 22/21**

THAT the Bingara Community Op Shop Management Committee be formed in accordance with the Committee's draft Charter attached.

(Moved Cr Egan, seconded Cr Young)

February 15, 2021

Council Chairperson
Gwydir Shire Council
Maitland Road
Bingara

Dear Sir

I am writing on behalf of members of The Bingara Community Op Shop as we wish to apply to the Council to become a 355 Committee.

The group consists of approximately thirty- five members who have met over the past three months to endeavour to establish an inclusive, safe environment for all the community and at the same time open an Op Shop which the town desperately needs.

Our mission statement is

"The Bingara Community Op Shop is a place of welcome and support.
It is affordable for all, using the principles of reduce, recycle and renew.
Our Op Shop is run for the community by the community".

Our group has developed through several public meetings, by holding a large garage sale to generate a financial base and many workshops which have reflected the eclectic skills of our group, their desire to have an op shop in town and also their wish to unite various groups so we can help others.

We have carefully negotiated a relationship with the Uniting Church link program and they are providing the use of the Uniting Church Hall for a sorting room. We have a Memorandum of Understanding with the Salvation Army and they have, and will, generously assist us with rotation of stock and other benefits with no strings attached. The Anglican Church has assisted by allowing us to hold our garage sale in their premises. The general community has supported us, thus far, with generous donations both in kind and monetary terms. The community encouragement and support has been amazing.

We realise that as a 355 Committee we are actually a volunteer extension of the Council. We appreciate the benefits that this will bring to our group but are also cognisant that we can assist the Council in providing for the community. We understand our responsibilities of being a 355 Committee. We have had an induction session with Carmen and have voted unanimously to apply to you for inclusion in the scheme.

We would greatly appreciate the council members considering our application.

Kind Regards
Bev Matthews
President
The Bingara Community Op Shop

BINGARA COMMUNITY OP SHOP MANAGEMENT COMMITTEE

Committee Membership and quorum

The membership of this Committee is:

A Gwydir Shire Councillor Representative selected by the Council;

The General Manager or nominee; and;

Four Community Representatives

The quorum is 4.

The non-Council members of this Committee are 'designated persons' under Section 441 of the Local Government Act.

Therefore each non-Council Committee member is required to complete an annual written return of interests and declare any pecuniary interest in any matter before the committee as required under the Local Government Act.

Committee Chairman and Deputy Chairman

The Chair, Deputy Chair and Secretary/Treasurer are determined by a vote at the Committee.

Whenever the voting on a motion put to this Committee is equal, the Chairperson is to have a casting vote as well as an original vote.

Committee Delegation

Pursuant to Section 377 and 379 of the Local Government Act, 1993, as amended, and subject to the limitations and stipulations which the said Sections 377 and 379 impose, the power to resolve upon any matter submitted for consideration concerning the future planning and management of the activities of the Bingara Community Op Shop.

Committee Function

The role of this Committee initially is the control, development and management of the Bingara Community Op Shop.

The Committee will achieve this through performing the following functions;

- Prepare a short, medium and long term management plan for the project.
- Develop the estimated budget and any proposed fees and charges for the next financial year.

- Submit an Annual Report for inclusion into the Council's Annual Report before the end of September each year for the preceding financial year outlining the performance of the Committee against the adopted management plan and budget.
- Table the minutes of each Committee Meeting, if requested, at the next available Council Meeting.
- Determine the allocation of funds to local charities.
- Maintain the volunteer workers' hours' records.

This is page number 156 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Item 8 Internal Audit Minutes

FILE REFERENCE 21/3122

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

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

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is for notation

TABLED ITEMS Nil

BACKGROUND

The Council's Internal Audit Committee's most recent meeting was held on 17th December 2020. A full copy of the minutes of this meeting has been circulated to all Councillors prior to this meeting for your information.

This report is to note the resolutions made at the meeting held on 17th December 2020.

OFFICER RECOMMENDATION

THAT the following resolutions from the Internal Audit Committee held on 17th December 2020 are noted:

Information Technology Risk Factors Presentation

THAT the report be received.

FURTHER that Mr Hellmuth is thanked for his informative and professional presentation.

Audit Reports from Submitted Financial Statements

THAT the Audit Reports from Submitted Financial Statements be received.

FURTHER that the Council seeks the support of the Namoi and New England Joint Organisations to pursue a more reasonable approach from the State Government to the over-reliance on the

This is page number 157 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

use of depreciation cost, especially for roads, which limits a Councils' ability to meet its asset renewal benchmark test.

ATTACHMENTS

AT- Internal Audit Committee Minutes 17th December 2020 - issued under separate cover

COUNCIL RESOLUTION: MINUTE 23/21

THAT the following resolutions from the Internal Audit Committee held on 17th December 2020 are noted:

Information Technology Risk Factors Presentation

THAT the report be received.

FURTHER that Mr Hellmuth is thanked for his informative and professional presentation.

Audit Reports from Submitted Financial Statements

THAT the Audit Reports from Submitted Financial Statements be received.

FURTHER that the Council seeks the support of the Namoi and New England Joint Organisations to pursue a more reasonable approach from the State Government to the over-reliance on the use of depreciation cost, especially for roads, which limits a Councils' ability to meet its asset renewal benchmark test.

(Moved Cr Young, seconded Cr Egan)

Internal Audit Minutes

Internal Audit Committee Minutes 17th December
2020 - issued under separate cover

Item 9 Arts North West

FILE REFERENCE 21/3059

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.2 WE WORK TOGETHER TO ACHIEVE OUR GOALS

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

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is for information only.

TABLED ITEMS Nil

BACKGROUND

Gwydir Shire is a member of Arts North West and the attached correspondence outlines the value that the Shire received over the last year through its annual membership.

The Council's nominated representative for this organisation is Cr Young.

OFFICER RECOMMENDATION

THAT the report be received

ATTACHMENTS

AT- Correspondence

**COUNCIL RESOLUTION:
MINUTE 24/21**

THAT the report be received.

(Moved Cr Young, seconded Cr D Coulton)

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connections
creativity
communities



Max Eastcott
Gwydir Shire Council
Locked Bag 5
Bingara NSW 2404

RECEIVED
11 FEB 2021

Gwydir Shire Council

5 February 2021

Dear Max,

Re: Annual Contribution to Arts North West 2021-2022

To recap on 2020, please find enclosed a summary of Arts North West's support of arts and cultural activity in your area.

In 2021, we are continuing several projects:

1. *Panorama Project* - Travelling exhibition of nearly 200 sketchbooks from people across the NENW;
2. *Captain Isobolt* - Collaborative short video project involving community theatre practitioners. A 5-episode series that uses humour to explore the "Great COVID Crisis of 2020";
3. *IVAIS* - Provides support for Aboriginal arts and cultural development in the NENW. Includes an Aboriginal-led two-year program of events including exhibitions, art fairs, professional and skills development through mentoring and workshops, online resource development and networking opportunities.

In addition, we have some exciting new initiatives through the Arts Restart Funding from Create NSW which are being distributed through the region:

Creative Champions - From March until May, your area will have a dedicated "Creative Champion" who will seek out professional or advanced visual and performing artists, writers, designers, technicians, and community arts workers. The Creative Champion will assist them to enhance their resumes, bios and portfolios in the process of linking them to the Arts North West Connect regional registry of arts workers in the New England North West.

In the Museum - Five artist residencies are being offered at volunteer-run, historical museums in communities across the NENW. Artists will embed themselves within the museums for an intensive period between March-May 2021 and collaborate with staff to conclude their residency with a community workshop or public presentation of works created in response to their tenure at the museum.

Snapshot - Commencing in March 2021 and running for 12 months, the Snapshot Project will develop a young photographer in each LGA. Your local Snapshot photographer will photograph arts and cultural events throughout the year and participate in other assignments such as assisting local artists with portfolio images. They will also participate in a photojournalism workshop and have a curated collection of their works exhibited in November. Images will be used by ANW on our web sites and social media and will be shared with local councils and tourism.

Arts North West acknowledges Aboriginal people as the traditional custodians of the lands we work on; we recognise the strength, resilience and capacity of Aboriginal people and respect the Aboriginal Elders past and present. Arts North West is assisted by the NSW Government through Create NSW and the partnership of 12 local government authorities in the New England North West



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t: 02 6732 4988 • m: 0428 042 622 • e: office@artsnw.com.au • artsnw.com.au • [fb.com/artsnw](https://www.facebook.com/artsnw) • [@artsnorthwest](https://www.instagram.com/artsnorthwest) • ABN 13 294 582 557

This is page number 161 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

We will continue to deliver our key professional development workshops and networking events, one-on-one professional advice, as well as support to LGAs in any arts and culture policy development.

More information about Arts North West, our projects and programs, and arts in our region is available on our web sites. Our Arts North West site (www.artsnw.com.au) is a valuable repository of news and resources. ANW Connect (www.artsnwconnect.com.au) has had a recent revamp and is becoming a comprehensive local directory of artists, venues and events throughout the region and can be a valuable tool for cultural tourism in your area.

We are aware that our member councils are compiling their Operational Plan and Budget for 2021/2022. To assist with this, Gwydir Shire Council's contribution to Arts North West for the upcoming year will be \$4,585.08.

Arts North West looks forward to working with your Council in the year ahead to continue building community cultural capacity and generating creative opportunities in your Local Government Area and across our region. Our AGM will be held in Glen Innes on Friday 21 May. Caroline is also happy to present to your Council about ANW's support and opportunities to work together, if this is something you would like to pursue please send an email advising.

Yours sincerely,



Caroline Downer, OAM
Executive Director
Arts North West
rado@artsnw.com.au



Anna Watt
Chair
Arts North West



connections
creativity
communities

Our Vision

A rich cultural landscape in the New England North West of NSW.

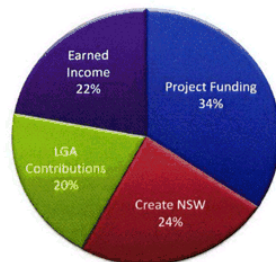
Our Mission

To generate creative opportunities in the New England North West of NSW.

Core Objectives

- Develop, broaden and diversify our audiences and their participation in arts and cultural activities
- Build community cultural capacity
- Forge strong partnerships and networks across the region through a strong communication platform
- Provide sound and effective corporate governance to ensure a sustainable organisation.

2020 ARTS NORTH WEST INCOME



NSW CONTEXT

- 14 Regional Arts Development Organisations (RADO)
- \$1.964 million from Create NSW into network
- \$917,009 LGA investment
- \$2.89 million additional project funding sourced by RADOs, and \$457,293 in other earned income
- 40+ arts workers employed by RADOs

2020 SUPPORTED ACTIVITIES:

Core services:

- Advice and Advocacy
- Professional Development Service
- Promotion and Marketing
- Networking and Partnerships
- ANW Micro Grants
- Aboriginal Cultural Support Program
- Arts and Disability Program (Enable Arts)
- Cultural Tourism (ANW Connect)
- Arts North West ON TOUR

SPECIFIC ACTIVITIES IN GWYDIR SHIRE:

- Professional Development Workshops: Monica Davidson *Pitchface*, *Online marketplace*, Australia Council for the Arts Leadership Seminar
- E-resources developed: *Grant writing tips* (10 video animation episodes), *Gift of the Gab*, *The Arts Marketer's Handbook: A simple guide to creative promotion*, *How to Pitch*
- *Art Word Place* exhibition in Canberra
- Art and [not] about – one-on-one advice sessions
- Aboriginal Cultural Support Program – Aboriginal Cultural Awareness Workshop, *Yinaar*, *Indigenous Visual Arts Industry Support*
- ANW Connect (new website) included online marketplace
- Community Projects - *The Panorama Project*, *Captain Isobolt*
- Support for Old Courthouse Gallery, Bingara

GWYDIR SHIRE

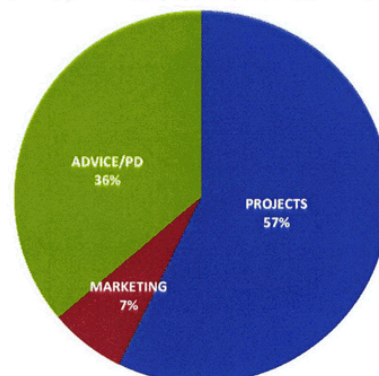
2020 contribution: \$4,436

Total received: \$27,079

Return on investment 510%

More information, contact

Caroline Downer, OAM, Executive Director, Arts North West
rado@artsnw.com.au M: 0428 042 622



Item 1 Joint Organisation Membership

FILE REFERENCE 21/3622

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.2 WE WORK TOGETHER TO ACHIEVE OUR GOALS

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

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is for the information of Councillors.

TABLED ITEMS Nil

BACKGROUND

At the November 2020 Ordinary Council Meeting the following resolution was passed:

COUNCIL RESOLUTION:
MINUTE 294/20

THAT the report be received.

FURTHER that both Namoi Unlimited and the New England Joint Organisations be formally advised of the Council's decision to transfer this Council's membership from Namoi Unlimited to the New England Joint Organisation.

FURTHER once the concurrence of the Boards of both Joint Organisations has been received to the transfer of this Council's membership from Namoi Unlimited to the New England Joint Organisation that the Minister for Local Government and the Council's State Member be advised seeking their support for the transfer.

Following this resolution the appropriate steps were taken to seek the supporting resolutions from both the Namoi and New England Joint Organisations – see the attached December 2020 Meeting report.

The Minister for Local Government and the Shire's Local State Member were advised of the Council's decision on 18th December 2020. A copy of this letter is attached for the information of Councillors. This letter was 'cc'ed to the Shire's Local State Member, The Hon. Adam Marshall, as well as both Joint Organisations.

This is page number 164 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The Minister for Local Government has now responded to the Council's request with a request of her own (letter attached):

I request that council consider postponing its request to move membership from the Namoi Joint Organisation to the New England Joint Organisation until after the 2021 local government elections. By that time the JO evaluation will be completed and an incoming council will have an opportunity to consider its involvement with the Namoi and New England Joint Organisations.

COMMENT

The Council will now need to resolve whether it is willing to accede to the Minister's request for a delay in pursuing the transfer between the Joint Organisations or seek the continuation of the transfer in a timely manner at this time.

OFFICER RECOMMENDATION

For determination

ATTACHMENTS

AT- December 2020 Council Report

AT- Letter to Minister for Local Government dated 18th December 2020

AT- Response from Minister for Local Government

COUNCIL RESOLUTION: MINUTE 25/21

THAT the Minister for Local Government be advised:

- that the Council's preferred position remains that it is in the best interests of Gwydir Shire and its residents to become a full voting member of the New England Joint Organisation.
- that Gwydir Shire Council does not believe that any further delay until after the September 2021 elections will alter the basis for the Council's previous well considered resolution to leave Namoi Unlimited and join the New England Joint Organisation.
- that it be noted that the prior endorsement from both Namoi Unlimited and the New England Joint Organisation was obtained in support of Gwydir Shire's resolution prior to making the formal approach to the Minister for Local Government.

(Moved Cr Egan, seconded Cr D Coulton)

**Upon being put to the meeting, the motion was declared carried.
For the Motion were Crs Dick, Dixon OAM, Egan, J Coulton, Moore, Smith, D Coulton and Young Total (8). Against the Motion was Nil.**

This is page number 165 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Ordinary Meeting - 17 December 2020

Gwydir Shire
Council

Item 3 Joint Organisation Membership

FILE REFERENCE 20/30103

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.2 WE WORK TOGETHER TO ACHIEVE OUR GOALS

STRATEGY: 4.2.1 Build strong relationships and shared responsibilities - GM - external

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is for information.

TABLED ITEMS Nil

BACKGROUND

At the last Council Meeting it was resolved:

COUNCIL RESOLUTION:
MINUTE 294/20

THAT the report be received.

FURTHER that both Namoi Unlimited and the New England Joint Organisations be formally advised of the Council's decision to transfer this Council's membership from Namoi Unlimited to the New England Joint Organisation.

FURTHER once the concurrence of the Boards of both Joint Organisations has been received to the transfer of this Council's membership from Namoi Unlimited to the New England Joint Organisation that the Minister for Local Government and the Council's State Member be advised seeking their support for the transfer.

COMMENT

Following this resolution the Executive Officers of both Namoi Unlimited and the New England Joint Organisation were requested to place Gwydir's request as outlined in the Council's recent resolution.

The New England Joint Organisation held its normal quarterly meeting at Moree Plains Shire Council Chambers on 30th November 2020. At this meeting the Mayor successfully piloted the following motion through the meeting:

Gwydir Shire Council

Page 1

Ordinary Meeting - 17 December 2020

Gwydir Shire
Council

41/20 RESOLUTION:

That the NEJO Board:

- i) *Accept the request for Gwydir to become a member of the New England Joint Organisation.*
- ii) *Authorise the Executive Officer to complete any required paperwork to facilitate the membership.*

The Namoi Unlimited Board Meeting was held on Tuesday 8th December 2020. A similar supportive resolution was carried at the Namoi meeting as well but the Meeting's Minutes have not been issued yet. Once the Namoi Unlimited Minutes are received the Minister for Local Government will be requested to make the necessary Gazettal notifications.

CONCLUSION

The General Manager is attending the Namoi General Managers' meeting this week and will be confirming that Gwydir Shire Council is happy to continue its involvement in the following activities, if possible:

- Namoi Water Alliance Smart Watermark Agreement and Namoi Water Alliance;
- Namoi Regional Town Water Supply Strategy
- VendorPanel; and;
- Contaminated Lands Capacity and Capability Building Program.

These programs are included in the annual fee that has already been paid for the 2020/21 year. Any contributing payments beyond 2020/21 would be on the basis of perceived benefit directly to Gwydir. An example is the annual payment for vendor panel and the benefit that accrues to Gwydir as a result of its continuing involvement.

However Gwydir has not committed itself to the Namoi Economic and Industry Super Cluster project and, indeed, has expressed its concerns about the benefit that would be derived to Gwydir from this project.

Any ongoing support for the Namoi Unlimited Executive Officer position beyond 2020/21 is the subject of requested legal advice, which hasn't, as yet, been received.

OFFICER RECOMMENDATION

THAT the update report be received

ATTACHMENTS

There are no attachments for this report.



18th December 2020

The Hon. Shelley Hancock MP
Minister for Local Government
GPO Box 5341
SYDNEY NSW 2001

Dear Minister

Currently Gwydir Shire Council is a member of the Namoi Joint Organisation (NJO). Gwydir has been a member of the NJO since the creation of Joint Organisations.

Recently Gwydir became an Associate Member of the New England Joint Organisation (NEJO).

It has become more and more clear that Gwydir's transport interests are much more closely aligned to those of the other Councils in the NEJO with both interstate (NSW-Queensland) and east-west transport links being the main focus.



Gwydir Shire Council has always been the missing link in NEJO.

Gwydir Shire Council resolved at its November 2020 Ordinary Meeting:

THAT the report be received.

FURTHER that both Namoi Unlimited and the New England Joint Organisations be formally advised of the Council's decision to transfer this Council's membership from Namoi Unlimited to the New England Joint Organisation.

FURTHER once the concurrence of the Boards of both Joint Organisations has been received to the transfer of this Council's

Locked Bag 5, Bingara NSW 2404 EMAIL mail@gwydirnsw.gov.au WEBSITE www.gwydirnsw.gov.au 636 419 850

BINGARA OFFICE 33 Maitland Street, Bingara NSW 2404 TELEPHONE 02 6724 2000 FACSIMILE 02 6724 1771

WARRIALDA OFFICE 54 Hope Street, Warialda NSW 2402 TELEPHONE 02 6729 3000 FACSIMILE 02 6729 1400

WINNER OF THE A R BLUETT MEMORIAL AWARD • WINNER OF THE NSW TRAINING INITIATIVE AWARD

membership from Namoi Unlimited to the New England Joint Organisation that the Minister for Local Government and the Council's State Member be advised seeking their support for the transfer.

As a result of this resolution both the New England Joint Organisation and the Namoi Joint Organisation were requested to place the matter on the next Board Meeting agenda at each organisation for discussion.

The NEJO Board met on 1st December 2020 and resolved:

That the NEJO Board:

- i) **Accept the request for Gwydir to become a member of the New England Joint Organisation.**
- ii) **Authorise the Executive Officer to complete any required paperwork to facilitate the membership.**

The NJO Board met on 8th December 2020 and resolved:

RESOLVED That

- I. **Namoi Unlimited seeks urgent advice from the NSW Office of Local Government through the Minister to clarify the process for Section 400ZC 2(b) 'amendment to a joint organisation'.**
- II. **Namoi Unlimited endorses the request from Gwydir Shire Council to leave and join the New England Joint Organisation.**

Gwydir Shire Council is now seeking your support to make the necessary submission to the Governor, under Section 400ZC (1) of the *Local Government Act 1993*, to alter the memberships of both the New England Joint Organisation and Namoi Joint Organisation to reflect the movement of Gwydir Shire Council from the Namoi Joint Organisation to the New England Joint Organisation.

Your positive consideration of this request would be appreciated.

Yours faithfully



Max Eastcott
General Manager

cc The Hon Adam Marshall MP
Namoi Unlimited Executive Officer
New England Executive Officer

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The Hon. Shelley Hancock MP
Minister for Local Government

Ref: A757044

Mr Max Eastcott
General Manager
Gwydir Shire Council
Locked Bag 5
BINGARA NSW 2404



Dear Mr Eastcott

Thank you for your correspondence of 18 December 2020 regarding Gwydir Shire Council's Joint Organisation (JO) membership.

Firstly may I thank you for your ongoing commitment to regional collaboration and to pursuing strategic regional priorities for the New England region. Gwydir Shire Council has made a positive contribution to the Namoi Joint Organisation over the past years, and I understand the council has now resolved to withdraw from the Namoi Joint Organisation and join the New England Joint Organisation.

I request that council consider postponing its request to move membership from the Namoi Joint Organisation to the New England Joint Organisation until after the 2021 local government elections. By that time the JO evaluation will be completed and an incoming council will have an opportunity to consider its involvement with the Namoi and New England Joint Organisations.

I note the synergies your council has recognised with the New England Joint Organisation over the east-west transport routes and I understand the council sees its long term future resting with the New England JO. My preference at this time, however, would be for Gwydir Shire Council to continue to participate in the New England JO and its various projects as an associate member. The JO model facilitates councils such as Gwydir Shire wishing to participate in more than one JO, and I encourage all JOs to work cooperatively with each other to further their objectives.

The NSW Government remains committed to the success of the Joint Organisation model and looks forward to the results of the review.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shelley Hancock'.

The Hon. Shelley Hancock MP
Minister for Local Government

10 FEB 2021

CC: The Hon. Adam Marshall, Minister for Agriculture and Western New South Wales
CC: Cllr Jamie Chaffey - NAMOI Joint Organisation Chairperson
CC: Ms Rebel Thomson - NAMOI Executive Officer

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5400 ■ W: nsw.gov.au/ministerhancock

This is page number 170 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

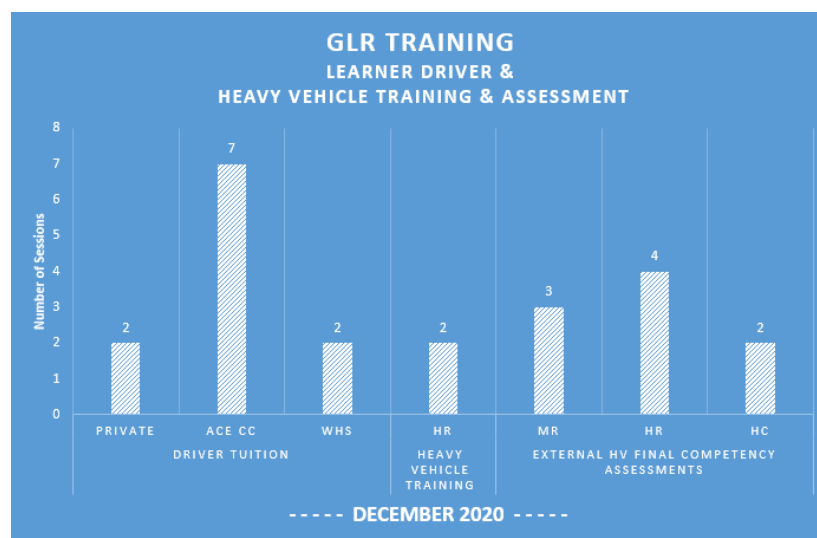
Chairman

Item 2 Additional Executive Report**FILE REFERENCE** 21/3786**DELIVERY PROGRAM****GOAL:** 5. Organisational Management**OUTCOME:** 5.1 CORPORATE MANAGEMENT**STRATEGY:** 5.1.3 Administrative functions - GM - internal**AUTHOR** General Manager**STAFF DISCLOSURE OF INTEREST** Nil**IN BRIEF/ SUMMARY RECOMMENDATION**

This report is for notation.

TABLED ITEMS Nil**BACKGROUND**

There matters that were to be included in the normal Executive Report but were accidentally missed and are now being included for the information of Councillors.

COMMENT**December 2020****GLR Automotive Trade Training Centre (ATTC)**

This is page number 171 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Heavy Vehicle Training and Assessment

Unfortunately, Heavy Vehicle Training numbers have declined over the past few months. Notices have been posted on Council's website and Facebook page advising that GLR Training is a NSW Vocational Education and Training Smart and Skilled provider, which entitles eligible students to government-subsidised heavy vehicle training. It is anticipated that continued advertising will encourage participation and increase numbers in the new year.

There have been two (2) clients undertake the training to obtain their HR (heavy rigid) licence during December. Both participants obtained full funding through Training Services NSW Smart and Skilled Program.

Council's assessors also completed nine (9) Final Competency Assessments for Inverell Heavy Vehicle Training (IHVT) clients. In accordance with Australian Skills Quality Authority (ASQA) and Transport for NSW regulations, where practical, final competency assessments are not carried out by the trainer. This arrangement has been in place for some time and is mutually convenient for both Council and IHVT.

Learner Driver Tuition

As illustrated in the December 2020 graph, there were eleven (11) learner driver sessions provided throughout the month of December, seven of those were ACE Community College clients, two (2) private sessions, and two (2) sessions provided for a funded Wyallda High School student.

Gwydir Career Start Program

The following applications were received for the recently advertised school based and mainstream traineeships and apprenticeships:

| Position | No. of applications received | Position | No. of applications received |
|---|------------------------------|--|----------------------------------|
| School based Trainee Gardener | 2 | School based Trainee Mechanic | 3 |
| School based Trainee Carpenter | 1 | School based Trainee Tourism Officer (Wyallda & Bingara) | 2 |
| School based Trainee Journalist | Nil | School based Trainee Water and Sewerage Operator | Nil |
| School based Trainee Information Services Officer | 1 | Trainee Plant Operator x 2 | Closes Thursday 31 December 2020 |
| Apprentice Mechanic | 4 | Apprentice Gardener (Wyallda & Bingara) | 2 |

This is page number 172 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Interviews have been carried out for the school based Information Services Officer and Tourism Officer, the successful candidates will sign their traineeship contracts with Australian Business Ltd Apprenticeship Centre and commence their on the job training with Council early in the new year.

Gwydir Shire Council regularly hosts years 9, 10 and 11 students from both Warialda High School and Bingara Central School for work experience weekly blocks. The following Warialda High School student has recently spent a week with Council experiencing a local government workplace.

| | |
|---|--|
|  | <p>Sophie Hall – Year 9 WHS Warialda Visitor Information Centre</p> <p>7th – 11th Dec 2020</p> <p><i>"I really enjoyed learning new and different skills about tourism in our community."</i></p> <p>When she finishes school Sophie would like to become a travel agent.</p> |
|---|--|

Gwydir Shire Council Service Awards



(Pictured: Michael Warrener, Graham Rattray, Brad Moore, Melissa Frewen, Les Turvey, Darren Churchland, Michele Bowrey, Mick Ford, Danielle Perrett, David Barwick, Clarissa Barwick & Mayor John Coulton)

Prior to the December ordinary meeting of Council a special luncheon was held at the Bingara RSL Club to recognise and celebrate some of the remarkable milestones of long serving employees.

Recipients were presented with certificates of appreciation and 'Why Leave Town' gift cards.

| Years of Service | Name | |
|------------------|----------|-------------------|
| 30 | WARRENER | MICHAEL FREDERICK |

This is page number 173 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | |
|----|------------|-----------------|
| | FORD | MICHAEL GORDON |
| | WILKINS | WAYNE LESLIE |
| | BARWICK | CLARISSA LEANNE |
| 25 | BARWICK | DAVID KENNETH |
| | CHURCHLAND | DARREN LEE |
| 20 | TURVEY | LESLIE MICHAEL |
| | SOUTHWELL | CARMEN LOUISE |
| 15 | BOWREY | MICHELE NICOLA |
| | GREENSILL | TIMOTHY JOHN |
| | PERRETT | DANIELLE LOUISE |
| 11 | FREWEN | MELISSA JOY |
| | MOORE | BRADLEY EWART |
| 10 | RATTRAY | GRAHAM HUGH |

Gwydir News

Following efforts of cost saving measures and numerous attempts of attracting an Editor it was with regret that the final printed publication of the Gwydir News was distributed on Wednesday 23rd December 2020.

However, it is with much anticipation that we look forward to reaching a much broader audience with the new and improved Gwydir News digital platform in 2021.

The current Editor, Rachel Sherman, and Accounts and Distribution Coordinator, Anne Brien, finished their employment with Council as of 24th December 2020.

Kim Miller has been retained and appointed to the part time role of Gwydir News Administrator and will coordinate the stories, articles and advertising on the Gwydir News social media sites and Council's website.

A NEW DIGITAL ERA FOR THE GWYDIR NEWS

Our last printed edition....

As we draw to the close of the year, we also see the end of an era with today's edition of The Gwydir News the last printed edition of the newspaper. From next year, your news will be delivered in a new digital format.

Initially, the Gwydir News will utilise its social media facebook page to deliver news, recorded interviews and video, with hopes of

then incorporating the news on the new Gwydir Shire Council website which is currently being developed. We believe that we'll reach a much broader audience this way.

The Gwydir News was born when the Warialda Standard and Bingara Advocate joined together to form the one masthead under the guidance of owner Nancy Capel. The Warialda Standard was first established back

in 1894 and the Bingara Advocate in 1934.

In August 2019 the Gwydir Shire Council stepped in to stop the doors of the Gwydir News from closing for good, and resolved to 'caretake' the publication, in hopes that someone would come along and take over the reins of the newspaper to run it as their own.

Since then, the editorial team –

while employees of Council – have continued to independently report on local and community events and issues, publishing the newspaper weekly. However falling readership and declining advertising sales, press site closures (and a global pandemic) has forced the Council to reassess the publication of the printed newspaper.

So, while this is the final printed

edition of The Gwydir News, your local events and issues will continue to be covered. We would encourage people to continue to submit sports reports, community group news and story ideas.

For now, we've included some history about the three publications in the middle of this edition. Merry Christmas and best wishes for a happy and healthy 2021.

January 2021

2021 Gwydir Career Start Program

This is page number 174 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

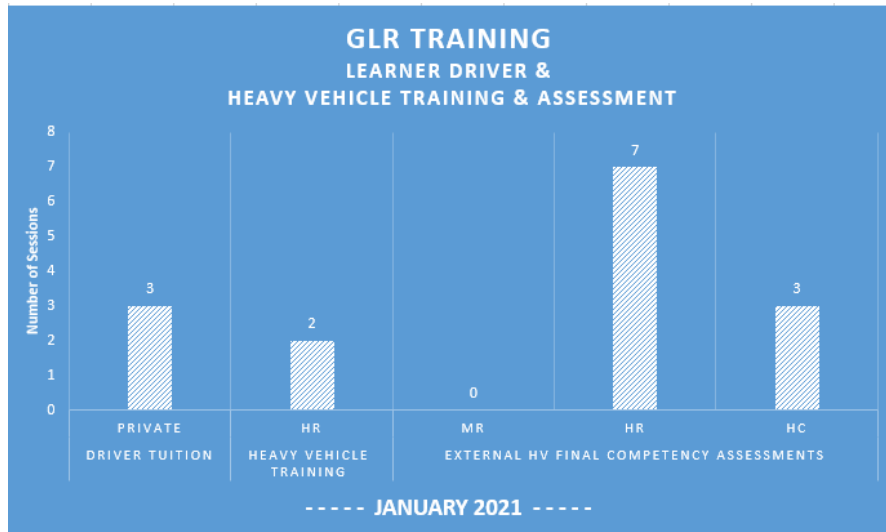
The following applications were received for the recently advertised school based and mainstream traineeships and apprenticeships:

| Position | No. of applications received | Interviews | Successful Applicant |
|---|------------------------------|--|------------------------------|
| School based Trainee Gardener | 2 | Both candidates interviewed 10 th February 2021 | Kaleb Doney- Tonks |
| School based Trainee Carpenter | 1 | Interviews held 11 th January 2021 | Isaak Johnson |
| School based Trainee Journalist | Nil | | |
| School based Trainee Information Services Officer | 1 | Interview held 17 th December 2020 | Ben Perry |
| Apprentice Mechanic | 4 | Interviews held 3 rd February 2021 | Andrew Marle |
| School based Trainee Mechanic | 3 | Interviews held 3 rd February 2021 | Lochlan Lane & Caleb Withers |
| School based Trainee Tourism Officer (Warialda & Bingara) | 2 | Interview held 22 nd December 2020 | Sophie Hall |
| School based Trainee Water and Sewerage Operator | Nil | | |
| Trainee Plant Operator x 2 | 4 | Interviews held 12 th January 2021 | TBA |
| Apprentice Gardener (Warialda & Bingara) | 3 | Interviews held 10 th February 2021 | Neil Harvey |

GLR Automotive Trade Training Centre (ATTC)

This is page number 175 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman



Heavy Vehicle Training and Assessment

Heavy Vehicle Training numbers have been very steady over January, as expected due to the holiday period. However current advertising on Council's website and Facebook page has attracted a number of new enquiries. It is anticipated that participant numbers will increase in coming months. There have been two (2) clients undertake the training to obtain their HR (heavy rigid) licence during January. Both participants obtained full funding through Training Services NSW Smart and Skilled Program.

Council's assessors also completed ten (10) Final Competency Assessments for Inverell Heavy Vehicle Training (IHVT) clients. In accordance with Australian Skills Quality Authority (ASQA) and Transport for NSW regulations, where practical, final competency assessments are not carried out by the trainer. This arrangement has been in place for some time and is mutually convenient for both Council and IHVT.

Learner Driver Tuition

As illustrated in the January 2021 graph, only three (3) learner driver sessions were provided throughout the month of January 2021.

Work Health and Safety

WHS Performance

Seven incidents were reported during December 2020 and January 2021, five (5) personal injury incidents of which, 3 were lost time injuries and two (2) required first aid, a vehicle near miss incident and an underground powerline incident.

There are currently two (2) unfit workers' compensation claims, one (1) claim where the employee is fit for suitable duties on reduced hours and one claim has been resolved and the employee has returned to work on pre-injury duties.

This is page number 176 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

The negative effect on Council's Lost Time Injury Rate (LTIFR) Total Recordable Injury Frequency Rate (TRIFR) is a direct result of employees who are deemed totally unfit for work. Delays have been due to slow action from the nominated treating doctors for more detailed assessment of the injury and the determination of an appropriate treatment plan. The inability to access the same doctor throughout the course of treatment and recovery further compounds this issue.

Risk

The Crisis Management Team is monitoring the COVID-19 situation and is responding to the pandemic as required. They have resumed on-line meetings and these are held as required.

| December and January 2021 | | |
|---|---------------|--------------------------|
| Organisational Lead and Lag Indicator Snapshot | | |
| Lead Indicators | Current Month | Total (from 1 July 2020) |
| Number of Hazards Reported | 0 | 1 |
| Number of Near Misses Reported | 2 | 4 |
| Number of Workplace Verifications | 0 | 3 |
| Number of Tool Box / Safety Meetings / Training | 42 | 223 |
| TOTAL | 44 | 231 |
| Lag Indicators | Current Month | Total (from 1 July 2020) |
| Number of Incidents | 7 | 19 |
| Number of First Aid Treatments (FAT) | 2 | 2 |
| Number of Medical Treatment Injuries (MTI) | 0 | 3 |
| Number of Lost Time Injuries (LTI) | 3 | 4 |
| Working Days Lost Due to Injuries | 133 | 250 |
| Working Days Restricted Duties | 0 | 22 |
| Number of Employees | 192 | 1139 |
| Total Hours Worked | 24467.75 | 121336.75 |
| Lost Time Injury Frequency Rate (LTIFR) | 122.61 | 32.966 |
| Total Recordable Injury Frequency Rate (TRIFR) | 122.61 | 57.69 |

LTIFR calculations measure the number of lost-time injuries per million hours worked during an accounting period. Companies can benchmark the occupational health and safety performance of their industry using the LTIFR calculator. Similarly the TRIFR rate is a calculation of the total injuries where time has been lost and medical treatment has been required.

This is page number 177 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Australian Women's Sevens Rugby Squad Visit

This representative team will be visiting Bingara from Monday 8th March through to Friday 12th March 2021 and staying at The Living Classroom during their visit.

Their draft program, while in Bingara, is outlined below:

| Time | Monday 8th March | Tuesday 9th March | Wednesday 10th March | Thursday 11th March | Friday 12th March |
|-------|------------------|--------------------------------------|--------------------------|--------------------------------------|-------------------|
| AM | Arriving | School visit | Getting to know Bingara. | Getting to know Bingara. | Departing |
| Lunch | | Lunch | Lunch | Lunch | |
| PM | | Training Gwydir Oval 1:00 to 2:30 pm | School visit | Training 1:00 to 2:30 pm Gwydir Oval | |
| | | Gym | Gym | Gym | |
| | | Train with Gwydir Rats | | | |

The squad visiting numbers 26 which includes 20 players and 6 support staff.

This squad will be representing Australia at the Olympics to be held in Japan during July 2021.

There will be an opportunity for Councillors to meet with the squad at a social function, which is yet to be finalised.

OFFICER RECOMMENDATION

THAT the report be received

ATTACHMENTS

There are no attachments for this report.

COUNCIL RESOLUTION: MINUTE 26/21

THAT the report be received.

(Moved Cr D Coulton, seconded Cr Smith)

Item 3 Councillors' Activity Statement**FILE REFERENCE** 21/3621**DELIVERY PROGRAM****GOAL:** 4. Proactive Regional and Local Leadership**OUTCOME:** 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY**STRATEGY:** 4.1.2 Enable broad, rich and meaningful engagement to occur - GM - external**AUTHOR** General Manager**STAFF DISCLOSURE OF INTEREST** Nil**IN BRIEF/ SUMMARY RECOMMENDATION**

This report is for notation.

TABLED ITEMS Nil**BACKGROUND**

The attendance at functions and other activities by Gwydir Shire Councillors during November 2020 to the end of January 2021 are detailed in this report.

The Councillors' activity schedule for November & December 2020 and January 2021 commitments are outlined below:

| November & December, 2020 & January 2021 | | |
|--|---|--|
| Councillor | Event | Date |
| Cr J Coulton (Mayor) | Meeting with Providence - Sydney | 5 th Nov. |
| | Meeting with Don Murray | 5 th Nov. |
| | Country Mayors Meeting - Sydney | 6 th Nov. |
| | Meeting with Inland Rail – Wialda Council Chambers | 11 th Nov. |
| | Site Meeting Wialda Industrial Estate Solar | 11 th Nov. |
| | Councillor Workshop TLC Bingara | 12 th Nov. |
| | BROC AGM and Ordinary Meeting – TLC Bingara | 13 th Nov. |
| | Special Roads Congress – Wagga Wagga | 16 th – 18 th Nov. |
| | LGNSW Online Annual Conference – Bingara Council Chambers | 23 rd Nov. |
| | Meeting – Martinus Rail – Wialda Council Chambers | 25 th Nov. |

This is page number 179 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | |
|-------------------------------------|--|-----------------------|
| | | |
| | Fire Break Meeting – Warialda | 25 th Nov. |
| | Ordinary Council Meeting – The Roxy Conference Room Bingara | 26 th Nov |
| | Inland Rail turning of the first sod – Moree | 27 th Nov. |
| | Official Opening of the New Gwydir Oval Amenities Christmas Carnival Gwydir Oval Bingara | 28 th Nov. |
| | Feedlot Inspections Gravesend & North Star | 1 st Dec. |
| | Truck wash Inspections On Site | 10 th Dec. |
| | December ARIC Meeting – Bingara | 17 th Dec. |
| | Service Awards Lunch – Bingara | 17 th Dec. |
| | Ordinary Council Meeting – The Roxy Conference Room – Bingara | 17 th Dec. |
| | Marketing Presentation/Meeting | 21 st Dec. |
| | Special Meeting The Roxy Conference Room Bingara | 21 st Jan. |
| | Announcement of the Warialda Truck Wash Opening - Royal Hotel Warialda | 25 th Jan. |
| Cr Catherine Egan (Deputy Mayor) | Special Events Committee Meeting - Bingara | 2 nd Nov. |
| | Special Events – Bingara Tourist Office | 4 th Nov. |
| | Vision 20/20 meeting – Bingara | 4 th Nov. |
| | Central Northern Regional Library AGM | 11 th Nov. |
| | Councillor Workshop TLC Bingara | 12 th Nov. |
| | BROC AGM & Ordinary Meeting | 13 th Nov. |
| | Special Events Meeting – Bingara Council Chambers | 18 th Nov. |
| | LGNSW Online Annual Conference – Bingara Council Chambers | 23 rd Nov. |
| | Ordinary Council Meeting – The Roxy Conference Room Bingara | 26 th Nov. |
| | Official Opening of the new Gwydir Oval Amenities Christmas Carnival Gwydir Oval Bingara | 28 th Nov. |
| | Feedlot Inspections Gravesend & North Star | 1 st Dec |
| | Foreshore Camping Inspections | 3 rd Dec. |
| | Bingara Show Committee Meeting | 9 th Dec. |
| | Vision 20/20 | 10 th Dec. |
| | Disability Access Community Meeting – Warialda Council Chambers | 11 th Dec. |
| | ARIC Meeting - Bingara | 17 th Dec. |

This is page number 180 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | |
|------------------|---|--|
| | Service Awards lunch – Bingara RSL Club | 17 th Dec. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 17 th Dec. |
| | Australia Day Judging – Bingara Reception Meeting Room | 15 th Jan. |
| | Special Meeting – The Roxy Conference Room - Bingara | 21 st Jan. |
| | Announcement of the Warialda Truck Wash Opening – Royal Hotel Warialda | 25 th Jan. |
| | Australia Day Awards – The Roxy Theatre | 26 th Jan. |
| | Vision 20/20 Meeting – The River House - Bingara | 30 th Jan. |
| Cr David Coulton | LEMC Meeting – The Roxy Conference Room | 5 th Nov. |
| | Remembrance Day Captain Cook Park Warialda | 11 th Nov. |
| | Councillor Workshop TLC Bingara | 12 th Nov. |
| | BROC AGM and Ordinary Meeting – TLC Bingara Murray Darling Region 11 Ordinary Meeting- TLC | 13 th Nov. |
| | Special Roads Congress – Wagga Wagga | 16 th - 18 th Nov. |
| | LGNSW Online Annual Conference – Bingara Council Chambers | 23 rd Nov. |
| | Stables opening Warialda Showground | 24 th Nov. |
| | Fire Break meeting – Warialda Council Chambers | 25 th Nov. |
| | Ordinary Council Meeting – The Roxy Conference Room Bingara | 26 th Nov. |
| | Official Opening of the new Gwydir Oval Amenities | 28 th Nov. |
| | Feedlot Inspections Gravesend & North Star | 1 st Dec. |
| | St Joseph's Warialda school presentation | 10 th Dec. |
| | Service Awards lunch – Bingara RSL Club | 17 th Dec. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 17 th Dec. |
| | RFS Service Level Agreement – Bingara RFS HQ | 6 th Jan. |
| | Special Meeting – The Roxy Conference Room - Bingara | 21 st Jan. |

This is page number 181 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | |
|----------------|--|-----------------------|
| | Announcement of the Warialda Truck wash Opening – The Royal Hotel Warialda | 25 th Jan. |
| Cr Stuart Dick | LEMC Meeting - The Roxy Meeting Room | 5 th Nov. |
| | Warialda Historical Society Meeting | 15 th Oct. |
| | Councillor Workshop – TLC Bingara | 12 th Nov. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 26 th Nov. |
| | Bingara Pool opening | 28 th Nov. |
| | Feedlot Inspections – Gravesend & North Star | 1 st Dec. |
| | RFS Meeting - Tingha | 13 th Dec. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 17 th Dec. |
| | Northern Tablelands RFS Meeting | 16 th Jan. |
| | Special Meeting – The Roxy Conference Room - Bingara | 21 st Jan. |
| | Announcement of the Warialda Truck wash Opening – The Royal Warialda | 25 th Jan. |
| Cr Dixon OAM | Special Events Meeting – Bingara Council Chambers | 18 th Nov. |
| | LGNSW Online Annual Conference – Bingara Council Chambers | 23 rd Nov. |
| | Ordinary Council Meeting - The Roxy Conference Room - Bingara | 26 th Nov. |
| | Official Opening of the new Gwydir Oval Amenities | 28 th Nov. |
| | Service Awards Lunch – Bingara RSL Club | 17 th Dec. |
| | Special Meeting – The Roxy Conference Room - Bingara | 21 st Jan. |
| Cr T Galvin | Councillor Workshop – TLC Bingara | 12 th Nov. |
| | BROC AGM and Ordinary Meeting - TLC | 13 th Nov. |
| | Special Events Meeting – Bingara Council Chambers | 18 th Nov. |
| | LGNSW Online Annual Conference – Bingara Council Chambers | 23 rd Nov. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 26 th Nov. |
| | Official Opening of the new Gwydir Oval Amenities | 28 th Nov. |
| | Foreshore camping inspections | 3 rd Dec. |
| | Morning Tea – Doctors wife – Bingara Office | 15 th Dec. |
| | Service awards lunch – Bingara RSL Club | 17 th Dec. |

This is page number 182 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | |
|------------|--|-----------------------|
| | Ordinary Council Meeting – The Roxy Conference Room | 17 th Dec. |
| | Country Education Interviews - Bingara | 29 th Jan. |
| Cr J Moore | NSLA Board Meeting via zoom | 19 th Nov. |
| | Inland Rail Meeting | 11 th Dec. |
| | Councillor Workshop – TLC Bingara | 12 th Nov. |
| | BROC AGM and Ordinary Meeting TLC | 13 th Nov. |
| | Fire Break Meeting – Warialda Council Chambers | 25 th Nov. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 26 th Nov. |
| | Warialda Historical Society Meeting | 26 th Nov. |
| | Official Opening of the new Gwydir Oval Amenities | 28 th Nov. |
| | Bingara Christmas Carnival – Gwydir Oval | 28 th Nov. |
| | Feedlot Inspection – Gravesend & North Star | 1 st Dec. |
| | Gravesend School Presentation | 10 th Dec. |
| | North Star Public School Presentation | 11 th Dec. |
| | Warialda Xmas Markets Warialda Rec. Ground | 12 th Dec. |
| | Coolatai Xmas Carnival | 13 th Dec. |
| | Service Awards lunch – Bingara RSL Club | 17 th Dec. |
| | Ordinary Council Meeting – The Roxy Conference Room Bingara | 17 th Dec. |
| | County Boundary Road Announcement with Deputy PM and Mark Coulton MP on site | 11 th Jan. |
| | Special Meeting – The Roxy Conference Room Bingara | 21 st Jan. |
| | Announcement of the Warialda Truck Wash Opening – The Royal Warialda | 25 th Jan. |
| | Australia Day Awards – Warialda Showground | 26 th Jan. |
| Cr G Smith | Councillor workshop – TLC Bingara | 12 th Nov. |
| | Fire Break Meeting – Warialda Council Chambers | 25 th Nov. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 26 th Nov. |
| | Feedlot Inspections Gravesend & North Star | 1 st Dec. |
| | Croppa Creek Public School Presentation | 15 th Dec. |
| | Service Awards Lunch – Bingara RSL Club | 17 th Dec. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 17 th Dec. |

This is page number 183 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

| | | |
|------------|--|-----------------------|
| | County Boundary Road Announcement with Deputy PM and Mark Coulton MP on site | 11 th Jan. |
| | Special meeting – The Roxy Conference Room Bingara | 21 st Jan. |
| | Announcement of the Warialda Truck Wash Opening – The Royal Warialda | 25 th Jan. |
| Cr F Young | LEMC Meeting – The Roxy Conference Room Bingara | 5 th Nov. |
| | NSLA Board Meeting via zoom | 19 th Nov. |
| | Remembrance Day – Bingara RSL Memorial Gardens. | 11 th Nov. |
| | Councillor Workshop – TLC Bingara | 12 th Nov. |
| | LGNSW Online Annual Conference – Bingara Council Chambers | 23 rd Nov. |
| | ANW Strategic Advisory Council via zoom | 23 rd Nov. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 26 th Nov. |
| | Bingara Christmas Carnival – Gwydir Oval | 28 th Nov. |
| | Feedlot Inspections Gravesend & North Star | 1 st Dec. |
| | Disability Access Committee Meeting – Warialda Council Chambers | 11 th Dec. |
| | Service Awards lunch Bingara RSL Club | 17 th Dec. |
| | Ordinary Council Meeting – The Roxy Conference Room - Bingara | 17 th Dec. |
| | Special Meeting The Roxy Conference Room Bingara | 21 st Jan. |

OFFICER RECOMMENDATION

THAT the Councillors' activity report for November 2020 through to end January 2021 be received

ATTACHMENTS

There are no attachments for this report.

COUNCIL RESOLUTION: MINUTE 27/21

THAT the Councillors' activity report for November 2020 through to end January 2021 be received.

(Moved Cr Egan, seconded Cr Young)

Item 4 January 2021 and December 2020 Monthly Investment and Rates Collection Report

FILE REFERENCE 21/4059

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

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

AUTHOR Manager, Finance

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

At each monthly Ordinary Meeting, the Council is presented with the schedule relating to Investments, as at the end of the previous month and, in this report, the previous two months.

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 the date shown:

31st December 2020

| Direct Investments | | | | | | | |
|-------------------------|------------|-----------------|--------|-----------------|----------------|-------|-----------------|
| Broker | ID | Investment Name | Rating | Type | Next Rollover | Yield | Current Value |
| NAB | 2020.19 | NAB | AA | TD | 25/01/2021 | 0.50% | \$1,000,000.00 |
| NAB | 2020.2 | NAB | AA | TD | 25/01/2021 | 0.50% | \$1,000,000.00 |
| NAB | 2020.21 | NAB | AA | TD | 25/01/2021 | 0.50% | \$1,000,000.00 |
| Grand Total | | | | | | | \$3,000,000.00 |
| Managed Funds | | | | | | | |
| Fund | Investment | Horizon | Type | 3 Mth Avg Yield | Current Value | | |
| Regional Australia Bank | | At Call | Cash | See report | \$405,738.15 | | |
| Tcorp Cash Fund | | At Call | Cash | See report | \$7,597,848.23 | | |
| Tcorp Medium Term Fund | | At Call | Cash | See report | \$1,090,754.34 | | |
| Grand Total | | | | | | | \$9,094,340.72 |
| Total Investments | | | | | | | |
| Direct Investments | | | | | | | \$3,000,000.00 |
| Managed Funds | | | | | | | \$9,094,340.72 |
| Grand Total | | | | | | | \$12,094,340.72 |

This is page number 185 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

31 January 2021

| Direct Investments | | | | | | | |
|-------------------------|------------|-----------------|--------|-----------------|----------------|-------|-----------------|
| Broker | ID | Investment Name | Rating | Type | Next Rollover | Yield | Current Value |
| NAB | 2021.10 | NAB | AA | TD | 26/04/2021 | 0.33% | \$1,000,000.00 |
| NAB | 2021.2 | NAB | AA | TD | 26/04/2021 | 0.33% | \$1,000,000.00 |
| NAB | 2021.3 | NAB | AA | TD | 26/04/2021 | 0.33% | \$1,000,000.00 |
| Grand Total | | | | | | | \$3,000,000.00 |
| Managed Funds | | | | | | | |
| Fund | Investment | Horizon | Type | 3 Mth Avg Yield | Current Value | | |
| Regional Australia Bank | | At Call | Cash | See report | \$406,082.35 | | |
| Tcorp Cash Fund | | At Call | Cash | See report | \$6,598,397.64 | | |
| Tcorp Medium Term Fund | | At Call | Cash | See report | \$1,088,212.78 | | |
| Grand Total | | | | | | | \$8,092,692.77 |
| Total Investments | | | | | | | |
| Direct Investments | | | | | | | \$3,000,000.00 |
| Managed Funds | | | | | | | \$8,092,692.77 |
| Grand Total | | | | | | | \$11,092,692.77 |

31st December 2020

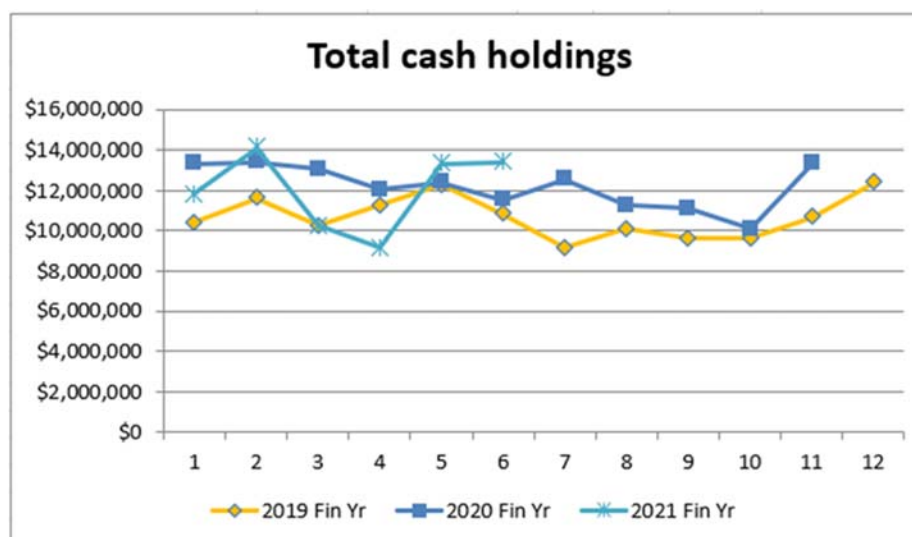
| Cash and Investments | |
|---|------------------------|
| Total Investments | |
| Direct Investments | \$3,000,000.00 |
| Managed Funds | \$9,094,340.72 |
| Grand Total Investments | \$12,094,340.72 |
| Total Cash and Investments | |
| Investments | \$12,094,340.72 |
| Cash at bank | \$ 1,326,754.38 |
| Grand Total Cash and Investments | \$13,421,095.10 |
| General Fund Cash | |
| Total cash and investments | \$13,421,095.10 |
| LESS: | |
| Water fund* | -\$782,637.88 |
| Sewer fund* | -\$2,969,135.97 |
| Waste fund* | -\$3,644,892.45 |
| Other restrictions: | |
| Employee leave entitlements* | -\$900,000.00 |
| Carry over works in progress* | -\$550,000.00 |
| Asset replacement* | -\$1,200,000.00 |
| Bonds and deposits | -\$1,460,785.26 |
| Unexpended grants* | -\$871,000.00 |
| Developer contributions | -\$291,000.00 |
| *These figures may change with end of year processing | |
| Discretionary General Fund Cash | \$751,643.54 |

This is page number 186 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

31st January 2021

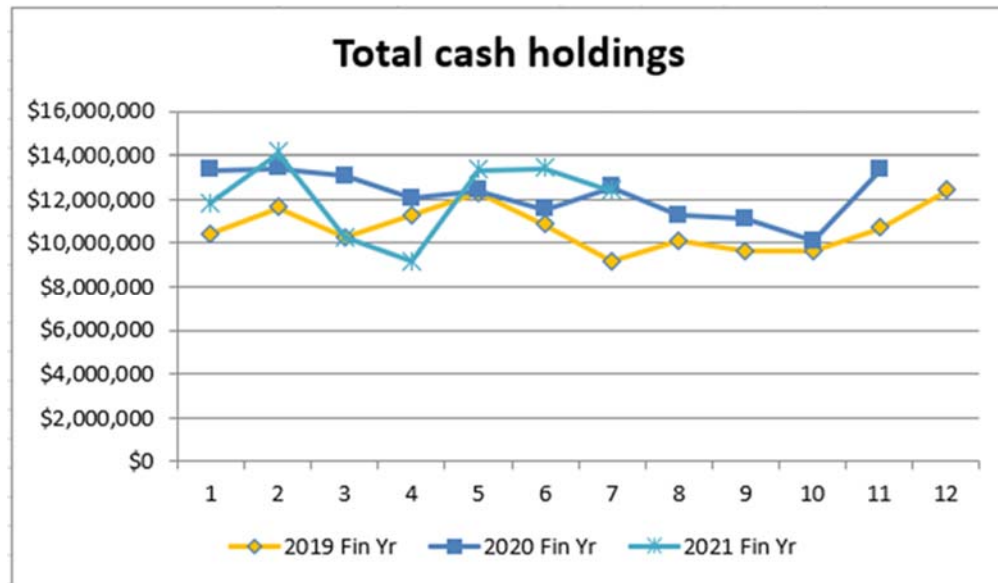
| Cash and Investments | |
|---|------------------------|
| Total Investments | |
| Direct Investments | \$3,000,000.00 |
| Managed Funds | \$8,092,692.77 |
| Grand Total Investments | \$11,092,692.77 |
| Total Cash and Investments | |
| Investments | \$11,092,692.77 |
| Cash at bank | \$ 1,286,744.97 |
| Grand Total Cash and Investments | \$12,379,437.74 |
| General Fund Cash | |
| Total cash and investments | \$12,379,437.74 |
| LESS: | |
| Water fund* | -\$831,933.00 |
| Sewer fund* | -\$2,870,173.30 |
| Waste fund* | -\$3,542,220.86 |
| Other restrictions: | |
| Employee leave entitlements* | -\$900,000.00 |
| Carry over works in progress* | -\$550,000.00 |
| Asset replacement* | -\$1,200,000.00 |
| Bonds and deposits | -\$1,460,785.26 |
| Unexpended grants* | -\$500,000.00 |
| Developer contributions | -\$291,000.00 |
| *These figures may change with end of year processing | |
| Discretionary General Fund Cash | \$233,325.32 |

31st December 2020

This is page number 187 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

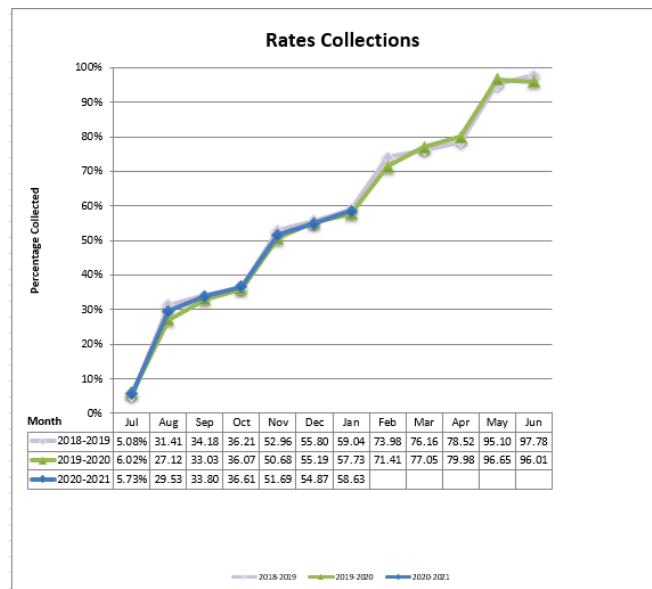
31st January 2021



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

RATES COLLECTIONS

The graph below represents a comparative of the percentage collections for the current year against the two previous rating years. The current years collections are up to 31 January 2021, including December 2020.



This is page number 188 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

OFFICER RECOMMENDATION

THAT the monthly investment and rates' collection report for December 2020 and January 2021 are received and adopted.

ATTACHMENTS

There are no attachments for this report.

**COUNCIL RESOLUTION:
MINUTE 28/21**

THAT the monthly investment and rates' collection report for December 2020 and January 2021 are received and adopted.

(Moved Cr Smith, seconded Cr Moore)

Item 5 Quarterly Budget Review Statement

FILE REFERENCE 21/4091

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

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

AUTHOR Manager, Finance

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends that the December Quarter Budget Review Statement be noted and that the December Quarter budget adjustments be approved.

| | |
|---------------------|-----|
| TABLED ITEMS | Nil |
|---------------------|-----|

BACKGROUND

This report is required under the Local Government Act and associated Regulations.

COMMENT

The commentary in this report is directed at overall results. The impact on individual business units and by implication the associated service levels has not been assessed - this is the responsibility of individual directors and managers.

Adjustments this quarter are few. Council continues to utilize the large amount of grant funding being received to provide benefits to the community while staying within allocated budgets. Due to the extension for Budgets to be adopted by Council, projected figures are still on track based on the information available at the end of December.

Changes that have been made have had a positive impact on the bottom line. With the continued grant funding coming to Council, it is important that projects are undertaken considering future costs to council and that they can be achieved within set budgets.

CONCLUSION

Council continues to work on improving its bottom line and best utilizing funding for the benefit of our communities. Council will continue to look at the

services and facilities provided to the community and the most economical way they can be delivered.

STATUTORY ENVIRONMENT

Local Government Act 1993 and associated regulations. A quarterly budget review is due within 2 months of the end of each quarter under the requirements of Clause 203 of the Local Government (General)

Regulation 2005:

203 Budget review statements and revision of estimates

- (1) Not later than 2 months after the end of each quarter, the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the management plan that the council has adopted for the relevant year, a revised estimate of the income and expenditure for that year.
- (2) A budget review statement must include or be accompanied by:
 - (a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and
 - (b) if that position is unsatisfactory, recommendations for remedial action.
- (3) A budget review statement must also include any information required by the Code to be included in such a statement.

FINANCIAL, ECONOMIC AND RESOURCE IMPLICATIONS (including Asset Management)

Council must work towards tight controls to achieve the budgeted end of year result.

SUSTAINABILITY IMPLICATIONS (Social & Environmental)

Sustainability has largely been addressed as a result of the Special Rate Variation being approved. Further work is required to ensure bottom line budget and cash results are achieved.

OFFICER RECOMMENDATION

THAT the December Quarter Budget Review Statement be noted.

FURTHER that the December Quarter budget adjustments be approved

This is page number 191 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

ATTACHMENTS

AT- Supporting documentation

**COUNCIL RESOLUTION:
MINUTE 29/21**

**THAT the December Quarter Budget Review Statement be noted.
FURTHER that the December Quarter budget adjustments be
approved.**

(Moved Cr Young, seconded Cr Smith)

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/10/20 to 31/12/20

| Table of Contents | page |
|---|-------------|
| 1. Responsible Accounting Officer's Statement | 1 |
| 2. Income & Expenses Budget Review Statement's Statement | 2 |
| Recommended Changes | 3 |
| 3. Capital Budget Review Statement Statement | 4 |
| 4. Cash & Investments Budget Review Statement Statement | 5 |
| 5. Consultancy & Legal Expenses Budget Review Statement | 6 |

This is page number 193 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/10/20 to 31/12/20

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

31 December 2020

It is my opinion that the Quarterly Budget Review Statement for Gwydir Shire Council for the quarter ended 31/12/20 indicates that Council's projected financial position at 30/6/21 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



date:

22/2/21

Helen Thomas
Responsible Accounting Officer

Gwydir Shire Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 31 December 2020

Income & Expenses - Council Consolidated

Quarterly Budget Review Statement
for the period 01/10/20 to 31/12/20

| | Original Budget 2020/21 | Approved Changes | | | | Revised Budget 2020/21 | Variations for this Dec Qtr | Notes Projected Year End Result | Actual YTD figures |
|--|-------------------------------|-------------------|-----------------------|-------------|-------------|------------------------------|-----------------------------------|--|--------------------------|
| | | Carry Forwards | Other than by QBRs | Sep QBRs | Dec QBRs | | | | |
| Income | | | | | | | | | |
| Rates and Annual Charges | 10,840 | | | | | 10,840 | 100 | 10,940 | 10,947 |
| User Charges and Fees | 2,860 | | (88) | | | 2,772 | 91 | 2,863 | 2,446 |
| Interest and Investment Revenues | 92 | | 15 | | | 107 | 18 | 125 | 59 |
| Other Revenues | 855 | 66 | (27) | | | 894 | -32 | 862 | 592 |
| Grants & Contributions - Operating | 13,289 | 91 | 23 | | | 13,403 | 100 | 13,503 | 5,807 |
| Grants & Contributions - Capital | 5,626 | - | 334 | | | 5,960 | 4516 | 10,476 | 5,184 |
| Total Income from Continuing Operations | 33,562 | 157 | 257 | - | - | 33,976 | 4,793 | 38,769 | 25,035 |
| Expenses | | | | | | | | | |
| Employee Costs | 13,971 | | 110 | | | 14,081 | 119 | 14,200 | 6,553 |
| Borrowing Costs | 427 | | | | | 427 | 1 | 428 | 161 |
| Materials & Contracts | 16,655 | - | (46) | | | 16,609 | 20 | 16,629 | 18,204 |
| Depreciation | 7,762 | | | | | 7,762 | | 7,762 | 3,749 |
| Legal Costs | 40 | | | | | 40 | | 40 | 2 |
| Consultants | 331 | | | | | 331 | | 331 | 87 |
| Other Expenses | 2,976 | | 2 | | | 2,978 | 5 | 2,983 | 1,780 |
| Total Expenses from Continuing Operations | 42,162 | - | 66 | - | - | 42,228 | 145 | 42,373 | 30,536 |
| Net Operating Result from Continuing Operatic | (8,600) | 157 | 191 | - | - | (8,252) | 4,648 | (3,604) | (5,501) |
| Discontinued Operations - Surplus/(Deficit) | | | | | | | | | |
| Net Operating Result from All Operations | (8,600) | 157 | 191 | - | - | (8,252) | 4,648 | (3,604) | (5,501) |
| Net Operating Result before Capital Items | (14,226) | 157 | (143) | - | - | (14,212) | 4,314 | (14,080) | (10,685) |

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/10/20 to 31/12/20

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

| Notes | Details |
|----------------------------|---|
| Rates and Annual Charges | Stormwater income coded correctly |
| User Fees and Charges | Increase in camping fees |
| Interest and Investment | |
| Income | In line with expected year end position |
| Other Revenues | In line with expected year end position |
| Grants and Contributions - | |
| Operating | Sewer and RFS Income |
| Grants and Contributions - | |
| Capital | COVID stimulus and Upper Horton Road |
| Employee Costs | Reduction in Casual Wages |
| Borrowing Costs | Interest reduction |
| Materials and Contracts | In line with project adjustments |
| Other Expenses | Reduction in doubtful debts account |

This is page number 196 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman

Gwydir Shire Council

Capital Budget Review Statement

Budget review for the quarter ended 31 December 2020

Capital Budget - Council Consolidated

Quarterly Budget Review Statement

for the period 01/10/20 to 31/12/20

Original Budget 2020/21

Approved Changes

Carry Forwards

Other than by QBRs

Sep QBRs

Dec QBRs

Mar QBRs

Revised Budget 2020/21

Variations for this Dec Qtr

Notes

Projected Year End Result

| | | | | | | | | | | | | | | | | | | | |
|---|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Capital Expenditure | | | | | | | | | | | | | | | | | | | |
| New Assets | - | | | | | | | | | | | | | | | | | | |
| - Plant & Equipment | | | | | | | | | | | | | | | | | | | |
| - Land & Buildings | | | | | | | | | | | | | | | | | | | |
| - Other | | | | | | | | | | | | | | | | | | | |
| Renewal Assets (Replacement) | | | | | | | | | | | | | | | | | | | |
| - Plant & Equipment | 1,200 | | | | | | | | | | | | | | | | | | |
| - Land & Buildings | 5,626 | | | | | | | | | | | | | | | | | | |
| - Roads, Bridges, Footpaths | 3,184 | | | | | | | | | | | | | | | | | | |
| Materials | | | | | | | | | | | | | | | | | | | |
| Loan Repayments (Principal) | 2,160 | | | | | | | | | | | | | | | | | | |
| Waste | 110 | | | | | | | | | | | | | | | | | | |
| Water supply | 386 | | | | | | | | | | | | | | | | | | |
| Sewerage services | 549 | | | | | | | | | | | | | | | | | | |
| Total Capital Expenditure | 13,215 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Capital Funding | | | | | | | | | | | | | | | | | | | |
| Rates & Other Untied Funding | 570 | | | | | | | | | | | | | | | | | | |
| Capital Grants & Contributions | 5,626 | | | | | | | | | | | | | | | | | | |
| Reserves: | | | | | | | | | | | | | | | | | | | |
| - External Restrictions/Reserves | 5,614 | | | | | | | | | | | | | | | | | | |
| - Internal Restrictions/Reserves | | | | | | | | | | | | | | | | | | | |
| New Loans | | | | | | | | | | | | | | | | | | | |
| Receipts from Sale of Assets | | | | | | | | | | | | | | | | | | | |
| - Plant & Equipment | 360 | | | | | | | | | | | | | | | | | | |
| Waste | 110 | | | | | | | | | | | | | | | | | | |
| Water supply | 386 | | | | | | | | | | | | | | | | | | |
| Sewerage services | 549 | | | | | | | | | | | | | | | | | | |
| Total Capital Funding | 13,215 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Net Capital Funding - Surplus/(Deficit) | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

Gwydir Shire Council

Cash & Investments Budget Review Statement

Budget review for the quarter ended 31 December 2020

Cash & Investments - Council Consolidated

Quarterly Budget Review Statement
for the period 01/10/20 to 31/12/20

| (\$000's) | Original Budget 2020/21 | Approved Changes | | | Revised Budget 2020/21 | Variations for this Dec Qtr | Notes Projected Year End Result | Actual YTD figures |
|--|-------------------------------|-------------------|-----------------------|-------------|------------------------------|-----------------------------------|--|--------------------------|
| | | Carry Forwards | Other than by QBRs | Sep QBRs | Dec QBRs | Mar QBRs | | |
| Externally Restricted ⁽¹⁾ | | | | | | | | |
| Aged Care Bonds | 700 | | | | | | 700 | 700 |
| Developer Contributions | 288 | | | | | | 288 | 291 |
| Specific Purpose unexpended Grants | 2,004 | | | | | | 2,004 | 1,100 |
| Water | 770 | | | | | | 770 | 782 |
| Sewer | 3,135 | | | | | | 3,135 | 2,969 |
| Total Externally Restricted | 6,897 | - | - | - | - | - | 6,897 | 5,842 |
| ⁽¹⁾ Funds that must be spent for a specific purpose | | | | | | | | |
| Internally Restricted ⁽²⁾ | | | | | | | | |
| Employee Leave Entitlement | 900 | | | | | | 900 | 900 |
| Trust Accounts | 49 | - | | | | | 49 | 50 |
| WIP and Asset Replacement | | | | | | | | 2,200 |
| Other Waste | 3,174 | | | | | | 3,174 | 3,644 |
| Total Internally Restricted | 4,123 | - | - | - | - | - | 4,123 | 6,794 |
| ⁽²⁾ Funds that Council has earmarked for a specific purpose | | | | | | | | |
| Unrestricted (ie. available after the above Restrict | 480 | - | - | - | - | - | 480 | 785 |
| Total Cash & Investments | 11,500 | - | - | - | - | - | 11,500 | 13,421 |

Cr Geoff Smith

Mural at Warialda Memorial Pool (Ref: 30/21)

Cr Smith requested an update of this subject project, which was provided noting that a period of public consultation was about to be commenced.

Cr Jim Moore

Various Matters (Ref: 31/21)

Cr Moore requested an update on the negotiations for an expanded fire break around Warialda, which was provided; and;
Cr Moore noted that the majority of Australia Awards at Warialda went to the area of Coolatai.

Cr Marilyn Dixon OAM

Bingara Footpath Improvements (Ref: 32/21)

Cr Dixon requested to be advised of when work would commence on the general upgrade of footpaths within Bingara. The Shire Engineer indicated that the work should commence in July 2021.

Cr Frances Young

BROC Meeting

Cr Young advised the meeting that she attended the BROC Meeting on 12th February 2021 at Inverell and presented a summary of what occurred at the meeting. Cr Young also noted that Ms Emma Bradbury, during her presentation to BROC, pointed out that she was leaving her position of Chief Executive of the Murray Darling Association following its annual conference in Wellington in May 2021.

Cr Young also reminded the meeting, on behalf of Cr Galvin, that the Graze on the Gwydir Event will be held on 24th April 2021.

MINUTE 33/21

THAT Gwydir Shire Council write to Ms Emma Bradbury and acknowledge her excellent service to the Murray Darling Association as its CEO since 2014 and wish her well in her future endeavours.

(Moved Cr Young, seconded Cr Egan)

Cr David Coulton

Bingara Lions' Club Letter of Support Required (Ref: 34/21)

Cr D Coulton advised the meeting that the Bingara Lions' Club are meeting with the Hon. Barnaby Joyce MP next week seeking his assistance in gaining grant funding to construct a statue of *Rocky Ned* a buck jumping horse bred in Bingara.

Cr Catherine Egan

Various Matters (Ref: 35/21)

Cr Egan requested that the Council more forcibly push for non-indigenous vegetation to be removed from the banks of and within the Gwydir River. The General manager advised the meeting that the Council will seek the appropriate endorsements to undertake this work and reduce the existing impediments to the free flowing of the river
(Ref: 36/21);

Cr Egan requested to know just how large a pot hole must get before the Council takes remedial action?; and;

Cr Egan advised the meeting that she wished to place on record that the efforts of both Ms. Jen Mead (MC) and Mr John Wearne AM (Speaker) at the Bingara Australia Day Ceremony contributed to the event being a most enjoyable occasion.

Cr John Coulton

Mayoral Column (Ref: 37/21)

The Mayor advised the meeting that he will be preparing a Mayoral Column and that he intends to address the unreasonable and factually incorrect information about the Council's smaller communities and the assistance that they receive from the Council. He advised that he would welcome any suggestions from the Councillors or staff for inclusion into the column.

General Manager

The Carbon Farm (Ref: 38/21)

The meeting was advised the Carbon Farm has received a \$75,000 grant and that the Council's assistance to auspice the grant may be required.

Meeting closed 12:06 pm

This is page number 200 of the minutes of the Ordinary Meeting held on Thursday 25 February 2021

Chairman