



G W Y D I R
SHIRE COUNCIL

MINUTES OF ORDINARY MEETING

Held on Thursday 30 June 2022

Commencing at 9:00 am

in the Roxy Conference Room

Present

Councillors: Cr John Coulton (Mayor), Cr Catherine Egan (Deputy Mayor), Cr Jim Moore, Cr Geoff Smith, Cr David Coulton, Cr Tiffany Galvin, Cr Chris Matthews and Cr Lyndon Mulligan

Staff: Max Eastcott (General Manager), Leeah Daley (Deputy General Manager), Helen Thomas (Manager Finance), Alex Eddy (Manager, Engineering Services) and Justin Hellmuth (Business Improvement & IT Coordinator)

Public:

Visitors:

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<https://www.gwydir.nsw.gov.au/Home>

ACKNOWLEDGMENT OF COUNTRY

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

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1 OFFICIAL OPENING AND WELCOME - MAYOR

The Mayor welcomed everyone to the 30 June 2022 Ordinary Meeting.

2 APOLOGIES

No apologies received to date

An apology was received at the meeting from Cr M Dixon OAM.

COUNCIL RESOLUTION:

THAT the apology received from Cr. M Dixon OAM is accepted.

Moved Cr Egan, Seconded Cr Galvin

CARRIED

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

Against: Nil

3 CONFIRMATION OF THE MINUTES

COUNCIL RESOLUTION:

THAT the Minutes of the Ordinary and Confidential Meeting held on 19th May 2022 as circulated be taken as read and CONFIRMED.

(Moved Cr Matthews, Seconded Cr Galvin)

CARRIED

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

Against: Nil

4 PRESENTATION

No presentations
Nil Presentations

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

Crs D Coulton, J Coulton and Galvin declared a less than significant, non-pecuniary interest in Item 1 in the Confidential Agenda, Update - Kiaora, 819 Eden Forest Road, Gravesend, Conditions of Consent, as relatives.

Cr Matthews declared a pecuniary interest in Donations 2022-2023 as the part owner of a property being considered for financial assistance.

In every case the Councillors making the declaration left the meeting during the discussion of the matters initiating the declaration.

6 ADDITIONAL/LATE ITEMS

COUNCIL RESOLUTION:

THAT the following Items, namely:

- **XXX**
- **XXX**

are accepted as late Items to this Agenda for discussion.

(Moved {mover}, Seconded {seconded})

{carried-or-lost-uppercase}

For: {for}

Against: {against}

7 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

Updated - Kiaora, 819 Eden Forest Road, Gravesend Conditions of Consent

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

Tender for Supply of Binder Materials for Stabilisation Works

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

Donations 2022-2023

Transferred from the Open Meeting for discussion.

COUNCIL RESOLUTION:

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

(Moved Cr Egan, Seconded Cr Mulligan)

CARRIED

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

Against: Nil

7.1 Adoption of the Recommendations of the Confidential Session

Adoption of the recommendations from the Confidential Committee of the Whole.

THAT the recommendations from the Confidential Session are adopted.

The meeting was re-opened to the public at 12.11 pm

COUNCIL RESOLUTION:

THAT the recommendations of the Confidential Session, namely:

Updated- Kiaora, 819 Eden Forest Road, Gravesend Conditions of consent

THAT the report is received and noted and that the ongoing regular inspections be maintained.

FURTHER that the required Management Plan and Annual Report be submitted within 90 days of the formal request issued by the Council.

Tender for the Supply of Binder Materials for Stabilisation Works

THAT all tenders are declined.

FURTHER Council invite, in accordance with clauses 167, 168 or 169 of the Local Government (General) Regulation 1995, fresh tenders for the supply of road binder based on the same or different details.

FURTHER Council conducts analysis of future supply quantities across all resources in order to identify areas at risk of exceeding tender thresholds in the 2022/2023 financial year.

FURTHER Tenders are invited for any areas expected to exceed thresholds.

Donations 2022-2023 (Deferred from open meeting)

THAT the Annual Donations for 2022-2023 are adopted subject to the proposed storage shed support be in the form of a \$10,000 loan to the Bingara OpShop Committee repayable over 5 years, interest free, at \$2,000 per annum.

FURTHER that the 2022-2023 Donations be made public.

are adopted.

(Moved Cr Egan, Seconded Cr D Coulton)

CARRIED

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

Against: Nil

8 MAYORAL MINUTE

Nil

9 DEFERRED ITEMS

In Confidential Agenda

Nil.

COUNCIL RESOLUTION:

THAT Item XX be deferred to the Ordinary Meeting to be held on XX for discussion.

(Moved {mover}, Seconded {seconded})

{carried-or-lost-uppercase}

For: {for}

Against: {against}

10 OFFICERS' REPORTS

10.1 Committee Recommendations Report

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: Administration Assistant

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

Community Services and Planning Committee Recommendations:

Organisation & Community Services Report (Open)

THAT the report be received.

Executive Services Report

THAT the report be received.

Councillor Reports

THAT the following Councillor Reports are noted:

Electric Vehicle Subsidy;

The Living Classroom;

Country Mayors' Meeting;

New England JO Meeting; and;

Bingara Parks and Gardens Appreciation.

Organisation & Community Services Report (Confidential)

THAT the report be received.

Public Infrastructure Committee Recommendations

May Technical Services Report

THAT the monthly Technical Services Report for May 2022 be received.

TABLED ITEMS Nil

OFFICER RECOMMENDATION

THAT the recommendations from the June 2022 Committee Meetings be adopted.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the recommendations from the June 2022 Committee Meetings be adopted.

(Moved Cr Egan, Seconded Cr D Coulton)

CARRIED

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

Against: Nil

10.2 May Investment & Rates Collection Report

File Reference:	1
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Delivery Program

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

STAFF DISCLOSURE OF INTEREST NIL

IN BRIEF/SUMMARY RECOMMENDATION

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

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 31 May 2022.

Direct Investments

Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2021.10	NAB	AA	TD	23/08/2022	0.38%	\$1,000,000.00
NAB	2021.2	NAB	AA	TD	23/08/2022	0.38%	\$1,000,000.00
NAB	2021.3	NAB	AA	TD	23/28/2022	0.38%	\$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	\$408,337.00
Tcorp Cash Fund	At Call	Cash	See report	\$ 8,792,205.72
Tcorp Medium Term Fund	At Call	Cash	See report	\$ 1,392,253.92
Grand Total				\$10,592,796.64

Total Investments

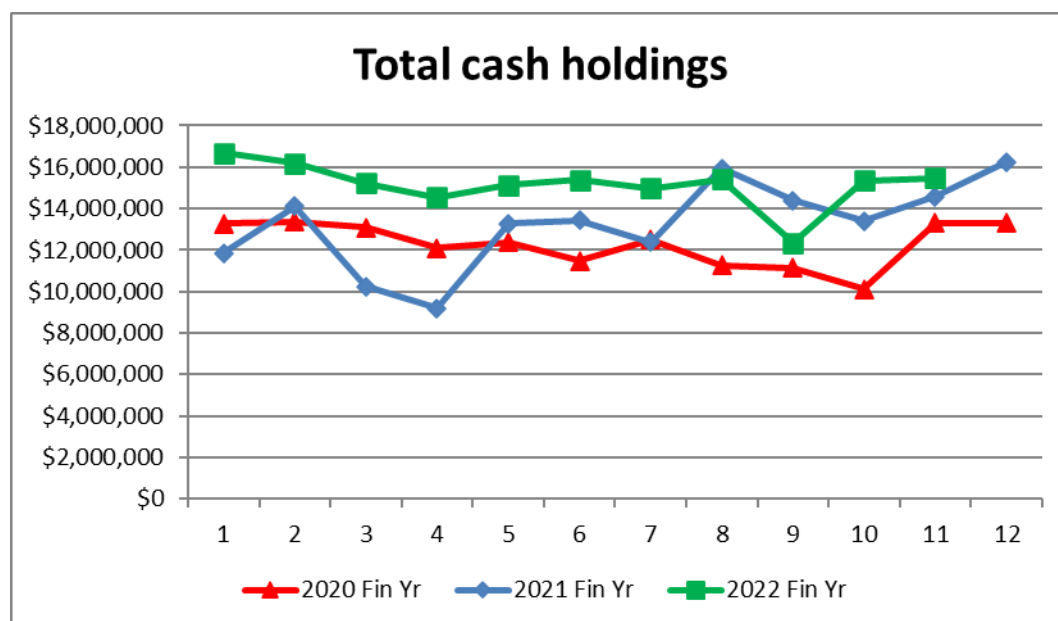
Direct Investments	\$3,000,000.00
Managed Funds	\$10,592,796.64
Grand Total	\$13,592,796.64

Cash and Investments

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$10,592,796.64
Grand Total Investments	\$13,592,796.64

Total Cash and Investments	
Investments	\$13,592,796.64
Cash at bank	\$1,872,959.85
Grand Total Cash and Investments	\$15,465,756.49

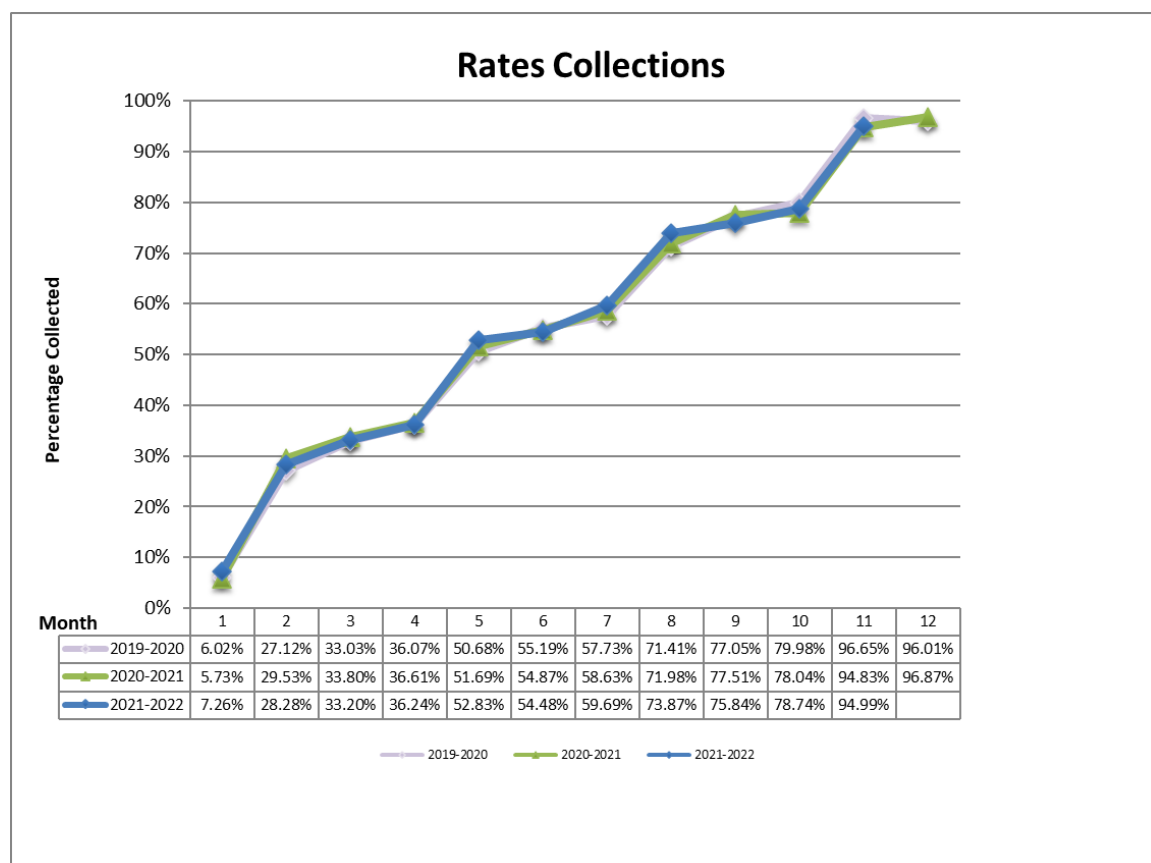
General Fund Cash	
Total cash and investments	\$15,465,756.49
LESS:	
Water fund*	-\$975,209.20
Sewer fund*	-\$2,918,998.49
Waste fund*	-\$4,175,082.71
Other restrictions:	
Financial Assistance in Advance	-\$2,200,000.00
Employee leave entitlements*	-\$850,000.00
Carry over works in progress*	-\$1,828,498.00
Asset replacement*	-\$287,689.00
Bonds and deposits	-\$1,376,478.00
Developer contributions	-\$200,000.00
<small>*These figures may change with end of year processing</small>	
Discretionary General Fund Cash	\$653,801.09



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

RATES COLLECTIONS

The graph below represents a comparative of the percentage collections for the current year against the two previous rating years. The current years collections are up to 31 May 2022.



OFFICER RECOMMENDATION

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

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

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

(Moved Cr Moore, Seconded Cr Galvin)

CARRIED

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

Against: Nil

10.3 Organisation & Community Services Report

File Reference:	NA
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Delivery Program

Goal:	5. Organisational management
Outcome:	5.1 Corporate management
Strategy:	5.1.5 Provision of responsible internal governance
Author:	Leeah Daley (OCD Director)

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

The Organisational and Community Services report details the activities carried out by the department in May 2022.

TABLED ITEMS Nil**BACKGROUND**

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

CUSTOMER SERVICE REQUESTS (CRMs)

CRMs carried forward from

Department	Outstanding as at 1 May 2022	Completed since 1 May 2022	Outstanding as at 1 June 2022
Technical Services	41	37	4
Environment and Sustainability	18	15	3
Town Utilities Parks and Gardens	10	6	4
Building Services	6	4	2
Total Outstanding	75	62	13

CRM's - 1 May 2022 to 1 June 2022

Department	Received during May 2022	Completed during May 2022	Outstanding as at 1 June 2022
Technical Services	24	23	1
Environment and Sustainability	19	10	9
Town Utilities Parks and Gardens	18	10	8
Building Services	10	7	3
Executive	0	0	0

Organisation and Community Services	8	3	5
Totals	79	53	26

CRMs received since 1 May 2022 and still outstanding as at 1 June 2022

Department	Open
Technical Services	5
Environment and Sustainability	12
Town Utilities Parks and Gardens	12
Building Services	5
Executive	0
Organisation and Community Services	5
Total	39

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

1. Monthly Action Progress - May 2022 [10.3.1 - 29 pages]

COUNCIL RESOLUTION:

THAT the report be received.

(Moved Cr D Coulton, Seconded Cr Mulligan)

CARRIED

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

Against: Nil

Monthly Action Progress Report

May 2021



Goal 1: A healthy and cohesive community

A liveable community has pride of place, ease of access, community harmony, a mobile and healthy population that participates in community life, a feeling of safety and security, a strong vibrant cultural base and places to relax, study and play.


1.1: We have healthy and inviting spaces and places






We have access to a range of high quality health care services. All residents are supported in living a healthy and active life through the opportunity to participate in recreation activities.

1.1.1: Improve local access to health services


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.1.1	Review levels of staffing annually to align them with Aged Care Facility industry benchmarks - Naroo	Aged Care Manager	Completed	100%	Second Registered Nurse has commenced duties providing education, quality and support to care staff	
1.1.1.2	Council to provide and maintain two medical centres (Warialda and Bingara) and lease these under reasonable terms.	Community Assets Manager	In Progress	95%	Action achieved to date.	








1.1.2: Encourage and enable healthy lifestyle choices

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
	Gwydir Oval covered netball court project - Regional Sport Facilities Fund	Town Utilities and Plant Manager	In Progress	10%	Revised shed quotations requested. Asphalt supplier has carried out site inspection and will be sending cracking sealing crew up in the next couple of weeks. Aluminium seating has been ordered.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Warialda and Bingara Swimming Pool Complex - enter into leases for each facility using due procurement processes	Community Assets Manager	In Progress	75%	This Action is currently being undertaken.	
1.1.2.2	Warialda and Bingara Swimming Pool Complex - Complex Safety and Risk - Site and Operational Audits	Community Assets Manager	Completed	100%	Completed	
1.1.2.3	Food Inspections - Complete and Return Statutory food inspection reporting to the Food Authority by the specified due dates.	Planning & Environment Manager	In Progress	85%		
1.1.2.4	Implement a strong Wellness and Enablement plan within the Gwydir Shire Council through the CHSP program	Aged Care Manager	In Progress	80%	Ongoing - Discussed at CHSP meetings and staff education is attended when available	
1.1.2.5	Council continues its positive partnership with Central Northern Regional Libraries Committee	Community Assets Manager	In Progress	95%	The libraries enjoyed a recent visit by a NSW libraries manager. The manager commented that the libraries are functioning very well.	

1.1.3: Provide the right places, spaces and activities

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	Building Services Manager	In Progress	10%	Still waiting commencement of concrete slab by Contractor.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.2	Big River Dreaming - Rest Stops - Signage - Ensure project is completed on time and within budget	Community Assets Manager	Deferred	50%	This project is currently on hold pending the construction of TLC Interpretive Centre. The funding held will be carried over to the next financial year. Previous comment still applies.	
1.1.3.3	Street Trees - New and replacements	Town Utilities and Plant Manager	In Progress	80%	21 clarets ash trees have arrived for planting	
1.1.3.4	Run holiday programs alternately in Bingara and Warialda for one week during each holiday period in line with community expectations.	Social Services Manager	Completed	100%	Holiday programs were held in April and included horse riding, movie and BBQ	
1.1.3.5	Conduct the youth Exchange program with students from Gwydir Shire and Wiloughby Shire each year	Social Services Manager	In Progress	75%		
1.1.3.6	Source funding for outside play equipment at Warialda Toy Library to enable an extension of the services provided	Social Services Manager	In Progress	50%		
1.1.3.7	Stronger Country Communities - Round 3 - Nicholson Oval Warialda - Sports Field Lighting Installation	Engineering Assets Coordinator	Completed	100%	Project has now been commissioned and completed	
1.1.3.8	Stronger Country Communities - Round 3 - Bingara Historical Society - Additional display & storage areas	Community Assets Manager	Completed	0%	This project morphed from the installation of a display and storage shed to the purchase of the adjacent property which includes a citadel and extensive storage shed. The Bingara Historical Society, a S355 Committee is very happy with the purchase and considers their needs satisfied.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.9	Stronger Country Communities - Round 3 - Crooble War Memorial Hall Upgrade	Building Services Manager	Completed	100%	Project completed \$534.47 over budget. Budget overrun will be funded from Warialda Building Maintenance grant funded projects.	✓
1.1.3.10	State Drought Support Program - Warialda Golf & Bowling Club upgrades and installation of secure kids play area	Building Services Manager	Completed	100%	Project completed. Revised budget of \$351,917.41 approved by Max Eastcott on 13/04/2021. Grant funding of \$ 315,000, Warialda G&B Club contribution of \$10,000 & revised Council contribution of \$26,917.41.	✓
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Aged Care Manager	In Progress	70%	Difficulty with obtaining a Template	●
1.1.3.12	Council provides and maintains two swimming complexes (for the recreational and sporting use by residents and visitors) and leases them on reasonable terms with the priority being safety.	Community Assets Manager	Completed	100%	Both complexes have closed for the season. Previous comment still applies.	✓
1.1.3.13	State Drought Stimulus Package - CBD Improvements - Bingara Cunningham Park BBQ & Shelter	Town Utilities and Plant Manager	Completed	100%	BBQ and shelters complete	✓
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	90%	The new footpath in Long St from Stephen St to the All Abilities Park is nearly complete.	●
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	30%	No progress has been made in May due to resourcing issues	●


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.16	COVID-19 Economic Stimulus Package - Phase 1 - CBD Improvements	Town Utilities and Plant Manager	Completed	100%	Project included shelters and tables at Nicholson Oval. Shelters, BBQ and tables at Captain Cook Park Shelters and tables on the Gwydir River Foreshore	✓
1.1.3.17	Implement a robust Lifestyle & Activities program to meet the emotional, spiritual and psychological well being of the residents in Naroo Hostel. To meet the Aged Care Standards in relation to Lifestyle & Activities,	Aged Care Manager	Completed	100%	Implemented and ongoing	✓

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



Our community is strong, safe and connected with equal access to the services and facilities that ensure a great quality of life for all ages. Community pride and a sense of belonging are fostered through having a caring and connected community, with suitable programs and activities for all ages and abilities. Our residents' lives are enriched through access to lifelong learning opportunities as well as activities and events that celebrate our culture and encourage participation.

1.2.1: Enable accessible and affordable lifestyle options



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.1.1	Source funding for implementation of Long Day Care Services in Bingara and Warialda	Social Services Manager	In Progress	50%		●
1.2.1.2	Prepare a local housing market study	Planning Officer	Not Started	0%		●
1.2.1.3	Council provides a diverse range of literature across contemporary media to support the educational and recreational needs of the community	Community Assets Manager	In Progress	90%	Action has been achieved to date.	●

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.1.4	Council maintains two libraries and provides services accessible by all across the Shire and its visitors - Bingara, Warialda and Outreach program	Community Assets Manager	In Progress	95%	Action has been achieved to date.	

1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.2.1	Ensure implementation and Continued monitoring of Council Landfill Security	Engineering Assets Coordinator	In Progress	90%	Staff are currently developing long term remote surveillance options for all Landfills	
1.2.2.2	Implement stage 2 of security system	Aged Care Manager	Completed	100%	Grant was successful	

1.2.3: Celebrate our creativity and cultural expression

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.2.3.1	Host annual welcome evenings for new residents	Community Assets Manager	Completed	100%	For the sake of this reporting period I feel it safe to say that this project is completed. Vision 2020 hosted a successful event on the banks of the Gwydir River, December 17th, and the Warialda Christmas Carnival (December 11th), although not specifically for new residents, was attended by many and demonstrated the outcome "Our community is an inviting and vibrant place to live". This creates options for future events to be either a collaboration with a progressive community group (like V2020) or combined with a popular event.	
1.2.3.2	Planning Priority 7 - Connecting to Place - Protect and celebrate our unique sense of place	General Manager	Completed	100%	Adopted by Council	









Goal 2: Building the business base









A productive community provides people with positive choices for investment, employment and study. An innovative, diverse and resilient economy requires collaboration between local people and other levels of government to ensure that funding for infrastructure and economic development exists to support market strength and diversity.








2.1: Our economy is growing and supported










Our business community is prepared for future growth and challenges. We welcome new business development opportunities and work with private enterprise to establish strategic partnerships aligned to the creation of employment and industry in our community. Tourism is embraced by all facets of our community and Gwydir Shire Council is seen as a destination of choice for travellers.


2.1.1: Plan for and develop the right assets and infrastructure

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.1	Internal - Rehab Program - Warialda High Productivity Vehicle Route	Engineering Services Shire Engineer	In Progress	95%		
2.1.1.2	Water Meter replacements - replace 100 water meters per year (ongoing action)	Town Utilities and Plant Manager	In Progress	80%	Meter reading will be undertaken in June and faulty meters will be replaced as a matter of priority.	
2.1.1.9	Bingara Water Treatment Plant - Solar	Town Utilities and Plant Manager	In Progress	20%	Purchase order for 77KW solar system has been issued to Origin Energy	
2.1.1.10	Gravesend Reservoir	Town Utilities and Plant Manager	In Progress	10%	The project is currently on hold due to possible funding of water treatment plant.	
2.1.1.12	Stage 1 North Bingara sewer extension	Town Utilities and Plant Manager	In Progress	5%	This project will progress in July funding by council reserves and a loan.	
2.1.1.15	Renewals - telemetry and technology upgrades	Town Utilities and Plant Manager	Completed	100%	Completed for 2021-22 on going each year	
2.1.1.16	Renewals - mains relining/replacement	Town Utilities and Plant Manager	Deferred	0%	Asset replacement budget item 2023-24	
2.1.1.17	Heavy Plant Replacement Program	Town Utilities and Plant Manager	In Progress	80%	New Water truck due to be delivered end of May. Komatsu grader will be disposed of through pickles auctions	






Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.18	Light Plant Replacement Program	Town Utilities and Plant Manager	In Progress	90%	Two administration cars were replaced (delivered) during April	
2.1.1.19	Warialda and Bingara Doctors Accommodation - Ensure that visiting doctor(s) have appropriate accommodation* when required,	Community Assets Manager	In Progress	95%	Action has been achieved to date. The Bingara accommodation was recently vacated. Council building staff is currently renovating the property so it is ready for occupation by any prospective doctor.	
2.1.1.20	SR45 - Resheeting - Bereen Road	Engineering Services Shire Engineer	Completed	100%	Works completed	
2.1.1.21	SR42 - Resheeting - Mungle Road	Engineering Services Shire Engineer	In Progress	50%		
2.1.1.22	SR43 - Resheeting - Buckie Road	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.23	Gravesend Water Quality Investigation - \$58,000 grant received through Safe & Secure Water Program	Town Utilities and Plant Manager	In Progress	90%		
2.1.1.24	NSW Showgrounds Stimulus Program - Phase 2 - Bingara Showground Ring - Lighting Upgrade	Town Utilities and Plant Manager	Completed	100%	Commissioned 28/2/2022	
2.1.1.25	NSW Showgrounds Stimulus Program - Phase 2 - Extension and refurbishment of existing amenity building	Town Utilities and Plant Manager	Completed	100%	Completed	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.26	Gwydir Oval Lighting upgrade	Business Improvement & IT Coordinator	Completed	100%	The lights at Gwydir Oval are now complete and operational. The handover documentation has been sent by Precision Lighting. The Building Better Regions Fund (BBRF) final report has been submitted for the final progress payments. The Stronger Country Communities will be handled with the rest of the projects.	
2.1.1.27	COVID-19 Economic Stimulus Package - Phase 1 - Warialda Animal Shelter Construction	Planning & Environment Manager	In Progress	45%		
2.1.1.28	Fixing Local Roads Funding - Transport for NSW - Sealing of Horton Road from Horton Village to MR133 Killarney Gap Road	Engineering Services Shire Engineer	In Progress	40%		
2.1.1.29	COVID-19 Economic Stimulus Package - Phase 2 - Selected gravel re-sheeting North Star	Engineering Services Shire Engineer	In Progress	50%		
2.1.1.30	COVID-19 Economic Stimulus Package - Phase 2 - Selected gravel re-sheeting Pallal	Engineering Services Shire Engineer	In Progress	25%		
2.1.1.31	COVID-19 Economic Stimulus Package - Phase 2 - Cunningham Street Bingara	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.32	Heavy Vehicle Safety & Productivity Program Round 7 and Fixing Local Roads Program IB Bore Road upgrade - North Star	Engineering Services Shire Engineer	In Progress	95%		








Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.33	Fixing Local Roads Round 2 - Resheeting of 27km of Oregon Road using a dust suppressing binder and crushed road base	Engineering Services Shire Engineer	In Progress	90%		
2.1.1.34	Develop 10 year stormwater plan	Engineering Services Shire Engineer	In Progress	40%		
2.1.1.35	Transport for NSW Repair Program - MR134 Delungra Road Rehabilitation	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.36	Deliver RMCC works to an acceptable standard and within budget	Works Coordinator	In Progress	90%	Progression on target.	
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	Deferred	30%	RFQ still required for concrete works.	
2.1.1.38	Coordinate Natural Disaster Claims from December 2020 and March 2021 flood events	Engineering Assets Coordinator	In Progress	30%	Approved repair works currently underway. Staff are currently putting together a claim for a third natural disaster from a flooding event on 9 November 2021.	
2.1.1.39	New Street Lighting on Campbell Bridge, Bingara	Engineering Services Shire Engineer	Not Started	0%		
2.1.1.40	Planning Priority 6 - Improving Infrastructure - Support infrastructure that encourages new industries	General Manager	Completed	100%	Adopted by Council.	
2.1.1.41	Update existing laundry equipment	Aged Care Manager	In Progress	75%	Equipment has been ordered and waiting delivery and commissioning	







Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.42	Federal Government - Roads of Strategic Importance Program - Sealing of 12.3km of County Boundary Road from end of existing seal to Croppa Moree Road.	Engineering Services Shire Engineer	In Progress	5%		


2.1.2: Support the growth of our business community

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.2.1	Action Plan to support existing businesses and attract new businesses into the Shire	General Manager	In Progress	50%		
2.1.2.2	Ensure that there is suitable residential land and premises available to facilitate growth	General Manager	Completed	100%	The adopted course of action is now being implemented	
2.1.2.3	Develop strategy for small scale industrial land development.	General Manager	In Progress	40%		
2.1.2.4	Support the development of Chambers of Commerce; B2B networks and collaborations; and develop relationships between Council and local businesses	General Manager	Completed	100%	A positive relationship has been established.	
2.1.2.5	Strategic use of small grants program to encourage economic and business growth	General Manager	Completed	100%	Small business incentive and main street initiative programs successfully completed.	

2.1.3: Promote our community as the place to visit, live, work and invest

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.1	Under take an audit of Tourism Signage throughout the whole of the Gwydir Shire.	Organisation & Community Services Director	In Progress	15%		
2.1.3.2	Undertake investigation into options designed to modernise the Bingara VIC in keeping with the historical building.	Finance Team Leader	Completed	100%	Extensive work has been done to modernize the Bingara Visitor Information Center including new furniture, signage and display cabinets which are now in place. An amount of \$15,000. has been requested for paint and carpet in 20/21 budget.	
2.1.3.3	Add attractions to State Tourism Data Warehouse	Organisation & Community Services Director	In Progress	20%		
2.1.3.4	Implement SMS system	Media and Communications Team Leader	Completed	100%	SMS system now in place and functional, though yet to be utilised. Process identified issues relating to quality and maintenance of Shire Data Bases which are not currently segmented or updated for specific use of this and other similar systems.	
2.1.3.5	Plan & Coordinate the Annual Warialda Honey Festival 2021	Integrated Planning Reporting & Governance Officer	Completed	100%	Warialda Honey Festival that did not go ahead in March 2021 has been reschedule to 18 September 2021 Festival was cancelled due to COVID-19 outbreak and lockdown. Will be rescheduled for September 2022.	
2.1.3.6	Plan and coordinate Bingara Happy Days Orange Festival for 2022	Media and Communications Team Leader	In Progress	50%	All main elements booked in.	
2.1.3.7	Gwydir Business Awards for 2021	Media and Communications Team Leader	In Progress	5%	The needs to be moved to Camren and Economic Development	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.8	Planning Priority 3 - Growing Economy - Expand nature-based adventure & cultural tourism	General Manager	Completed	100%	Adopted by Council.	
2.1.3.9	Planning Priority 4 - Thriving Localities - Deliver housing that reinforces our villages' unique character	General Manager	Completed	100%	Adopted by Council.	
2.1.3.10	Planning Priority 5 - Thriving Localities - Promote business and lifestyle opportunities for people of all ages	General Manager	Completed	100%	Adopted by Council.	
2.1.3.11	Shire wide marketing plan to attract visitors, businesses and residents	General Manager	Completed	100%	Gwydir Gift Cards set up and operational.	
2.1.3.12	Development of Shire wide bird routes brochure	Integrated Planning Reporting & Governance Officer	Completed	100%	After consultation with key stakeholders and the General Manager that this project could be an avenue for Vision 2020 to seek grant funding to assist with the completion of the project. At such time as Vision 2020 are successful in obtaining grant funding, Council will provide assistance where they have the resources to do so.	
2.1.3.13	Develop Rocky Creek Glacial Area	Organisation & Community Services Director	In Progress	25%		

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.3.14	Plan & Coordinate Warialda Honey Festival alongside Warialda Events Committee	Media and Communications Officer	In Progress	10%	Planning process has begun. Save the date has been added to the Warialda Honey Festival's Facebook page. Contact with major stakeholders has commenced this week and other major stakeholders will also be contacted over the next 2 weeks. Regional Australia Bank has agreed to roll over the sponsorship money from last years cancelled event. The meeting scheduled for 30/05/2022 had to be postponed due to staff leave, meeting to be rescheduled later in the week.	




Goal 3: An environmentally responsible Shire



A sustainable community is characterised by our appreciation of natural surroundings and biodiversity. This is supported by responsible planning and management practices and the lifestyle actions we agree to, to reduce our impact on the natural environment and to conserve valuable resources.

3.1: Our community understands and embraces environmental change



We respect and value our natural environment, understand the effects of our actions and make wise decisions to retain balance. We endeavour to use all our natural resources wisely with a view to minimising the impact on our natural environment.

3.1.1: Encourage respectful planning, balanced growth and good design



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Develop draft DCP based on the new incoming Dept of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%	Still awaiting Department of Plannings Standard Template for Development Control Plans.	
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	0%		
3.1.1.3	Community Participation Plan to be drafted, approved and implemented	Planning Officer	Completed	0%	The Community Participation Plan was developed and completed in 2019 - Council Resolution 402/19 - and is not due for review until 2024	
3.1.1.4	Incorporate Vegetation Clearing Plan as a part of the Development Control Plan (DCP)	Planning Officer	Deferred	0%	Awaiting Development Control Plan Standard Template to be issued by Department of Planning	
3.1.1.5	Use urban design guidelines to develop a Development Control Plan to retain the character of Shire towns.	Planning Officer	Deferred	0%	Awaiting on Department of Planning to issue a Standard Template for Development Control Plans	



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.1.6	Planning Priority 1 - Growing Economy - Grow our agriculture, horticulture & agribusiness sectors	General Manager	Completed	100%	Adopted by Council.	
3.1.1.7	Planning Priority 2 - Growing Economy - Foster resilience in the agricultural industry	General Manager	Completed	100%	Adopted by Council.	

3.1.2: Respond to our changing environment

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Planning Priority 8 - Sustainable Living - Embrace renewable energy, water security and sustainable development	General Manager	Completed	100%	Adopted by Council.	
3.1.2.2	Introduce an electronic medication system to Naroo Frail Aged Care Hostel	Aged Care Manager	In Progress	60%	Trolleys and I pads have been purchased. Awaiting staff education and implementation of software	

3.1.3: Value, protect and enhance our natural environment


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	Report Council weed activity to Regional weeds Funding Body in a timely manner	Planning & Environment Manager	In Progress	85%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Manager	Not Started	0%		

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.3.3	Gwydir River Foreshore - Management Action Plan - Effective Communication strategies to be implemented	Planning & Environment Manager	In Progress	85%		
3.1.3.4	Gwydir River Foreshore - Management Action Plan - Identify and Implement items and areas of significance by introducing interpretive walkways	Planning & Environment Manager	Not Started	0%		


3.2: We use & manage our natural resources wisely

We take responsibility for the management and consumption of our valuable resources and recognise the impact that our actions have both today and on future generations.

3.2.1: Develop a clean energy future

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.1.1	Finalise the development application for the Warialda greenhouse project	General Manager	In Progress	30%		

3.2.3: Reduce, reuse and recover waste

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.3.1	Implement Gwydir Shire Council's Waste Management Strategy	Engineering Assets Coordinator	In Progress	90%	Landfills continue to operate normally. Council has contracted Hanlon Consulting Tamworth to carry out detailed surveys on all the landfills with work expected to be complete by the end of June 2022. This is part of work required to develop updated Remediation Plans and Management Plans for the Landfills	


Goal 4: Proactive regional and local leadership

A collaborative community is informed, has responsible decision making and a sound financial position supported by capable leaders, functional assets and efficient operations to meet the changing needs of the community.


4.1: We are an engaged & connected community

Our thoughts and ideas are valued; we are empowered with the knowledge and have the opportunity to participate. The Council provides the community with timely information about local issues and includes opportunities for the community to participate in initiatives. Community consultation continues throughout the period of the Community Strategic Plan to ensure that residents are engaged and connected.

4.1.1: Encourage an informed community

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.1.1.1	Develop a Gwydir Shire Council communications plan	Media and Communications Team Leader	Completed	100%	Needs to be adopted by Council	

4.1.2: Enable broad, rich and meaningful engagement to occur

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.1.2.1	A review of the effectiveness of communication channels used throughout Gwydir Shire to the wider community. And improvements on how Gwydir Shire communicate events and happening within our Community	Media and Communications Team Leader	In Progress	80%	Have recently implemented a What's on calendar to assist the community input their events and for the general public to view a complete list of what is happening in the Shire. The events calendar is housed on the Gwydir Shire Website.	

4.2: We work together to achieve our goals

We respect our community leaders who listen to and act on our behalf, and value our community's knowledge, experience and ideas which help us implement our vision for the future together.

4.2.1: Build strong relationships and shared responsibilities

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.2.1.1	Continue to support the Friends of Myall Creek Committee by attending at least 3 meetings during the reporting period	Community Assets Manager	Completed	100%	The partnership between Council and Myall Creek Committee is extremely positive and productive. Previous comment still applies.	✔

Goal 5: Organisational management

The main objective of organisational management is to ensure maximum outputs within minimum resources and effort. Effective organisational management ensures smooth and coordinated functioning of the Council bringing additional benefit to the community, staff and Councillors.




5.1: Corporate management

Good corporate management is about having the right processes for making and implementing strategic decisions.




5.1.1: Financial management and accountability systems








Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.1	LCR - Complete and lodge Local Priority Funding Acquittal to NSW State Library by the due dates	Community Assets Manager	Completed	100%	Acquittal lodged	✓
5.1.1.2	LCR - Complete and return Statutory waste reporting (Waste Collection) to the Environmental Protection Agency by the due dates	Planning & Environment Manager	In Progress	85%		●
5.1.1.3	LCR - Completion of Annual Financial Statements	Chief Financial Officer	Completed	100%	Completed on time with approved extension of time by OLG	✓
5.1.1.4	LCR - Complete and lodge State of the Environment Report by the due date	Planning & Environment Manager	In Progress	95%		●
5.1.1.5	LCR - Complete and lodge NSW Rural Fire Service - Hazard Reduction Claim in a timely manner	Engineering Services Shire Engineer	Not Started	0%		●
5.1.1.6	LCR - Year End Audit - Audit Office	Chief Financial Officer	Completed	100%	Completed on time with extension of time from OLG	✓
5.1.1.7	LCR - Complete Quarterly Budget Review on time each quarter	Chief Financial Officer	Completed	100%	All Quarterly reviews adopted by council within legislated time frames.	✓

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.8	LCR - Annual Statements - Pensioner Rebate - Complete on time and within guidelines	Chief Financial Officer	Completed	100%	Complete	✓
5.1.1.9	Annual Statements - CHSP Commonwealth Grant Funding - complete on time and within guidelines.	Aged Care Manager	Completed	100%	All reports are submitted within timeframe	✓
5.1.1.10	LCR - Annual Statements - Roads to Recovery - Complete on time and within reporting guidelines	Chief Financial Officer	Completed	100%	Completed prior to due date	✓
5.1.1.11	LCR - Annual Statements - Tharawonga - Complete on time and within reporting guidelines	Chief Financial Officer	Completed	100%	Completed	✓
5.1.1.12	LCR - Annual Statements - Annual Prudential Compliance Statement - Complete on time and within reporting guidelines	Chief Financial Officer	Completed	100%	Completed prior to due date	✓
5.1.1.13	Develop contract management documentation templates	Chief Financial Officer	In Progress	30%	New procurement position will move this foware	●
5.1.1.14	Conduct internal training of staff as to the policies and procedures associated with Council's contracts	Chief Financial Officer	In Progress	30%	New procurement position will move this forward	●
5.1.1.15	Establish an online payment system for Shire residents as another alternative payment method.	Chief Financial Officer	Completed	100%	This is now available	✓

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.16	LCR - Complete and return Financial and Performance accountability - Preschool - Must be to the Department by October each year.	Social Services Manager	Completed	100%	This documentation was successfully submitted in October	
5.1.1.17	LCR - Complete and return Statutory waste reporting (Landfills/Transfer Stations) to the Environmental Protection Agency by the due dates	Engineering Assets Coordinator	In Progress	90%	Waste returns due at the end of June 2022.	
5.1.1.18	LCR - Complete and submit statutory activity report for cemeteries for reporting period to NSW Cemeteries & Crematoria	Planning & Environment Manager	In Progress	85%		









5.1.2: Information management systems

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Annual disaster recovery testing.	Business Improvement & IT Coordinator	Deferred	0%	The disaster recovery plan is in draft. As the configuration of the network has had to be adjusted due to the office, any current plan is outdated. There will be server configuration changes in the next FY and the draft disaster recovery plan will reflect these changes. Testing will be considerably easier after these changes.	
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Deferred	0%	Data was sent to IT Manager 13 March 2020.	
5.1.2.3	Biannual Password Strength Testing	Business Improvement & IT Coordinator	Deferred	0%	With MFA and complex password requirements, it is no longer necessary or advisable to complete this task. It will be obsolete.	






Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.4	Finalise and Adopt Incident Response Plan / Policy	Business Improvement & IT Coordinator	Completed	100%	This was completed in November. There is a bug in Pulse that is asking for an update on completed actions.	
5.1.2.5	Biannual Authority Permissions Review	Business Improvement & IT Coordinator	Completed	100%	This is completed for the FY. Both reviews were conducted and the most recent was complete in January with approvals from required staff complete in February. All documents relating to this are in CM in container S5331.	
5.1.2.6	Digitise and store all paper-based Council Minutes.	Business Improvement & IT Coordinator	Completed	100%	The minutes are digitised and put in CM. The custody of these records have been moved to State Archives.	
5.1.2.7	Address missing ACSC Essential 8 strategies.	Business Improvement & IT Coordinator	Completed	100%	Automated patching has been put into the schedule for next FY. Macro settings will be looked at further in the next FY as the Authority upgrade won't be complete until the end of May and the end of financial year process will be priority over locking down macros.	
5.1.2.8	Revise disaster recovery plan.	Business Improvement & IT Coordinator	Deferred	50%	Due to the servers being upgraded in the next FY, there will be a major configuration change in our systems. Due to this, the DR plan will be written in accordance with the expected changes and remain in draft until they can be finalised and confirmed.	
5.1.2.9	Write and adopt business continuity plan (BCP).	Business Improvement & IT Coordinator	In Progress	5%	New servers have arrived. When these are installed, it will change the structure of the business continuity plan. If the roll out goes well, this should be written not long after. Otherwise, this may need to be deferred for a month or two.	
5.1.2.10	IT replacement program 2021/2022	Business Improvement & IT Coordinator	Completed	100%	This is completed. All computers for this replacement cycle have been delivered.	

5.1.3: Administrative and support functions


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	LCR - Complete and lodge Financial Accountability Report in a timely manner - Ongoing Function	Aged Care Manager	Completed	100%	Report completed and submitted on time for 2020-2021	✓
5.1.3.2	LCR - Complete and lodge Service NSW Annual Contract Renewal	Integrated Planning Reporting & Governance Officer	Completed	100%	All Service NSW contracts for the 2021/2022 period will remain the same as advised by David Finlayson of Service NSW. A review of the contract will be conducted in 2022. Agency agreement CM ref is 21/8587 and 21/8586	✓
5.1.3.3	LCR - Produce and distribute Council and Committee Meetings Minutes in a timely and professional manner.	General Manager	In Progress	75%		●
5.1.3.4	LCR - Complete Annual Report and upload to Council's website by 30 November each year.	Organisation & Community Services Director	Completed	100%	This was completed within the timeline required.	✓
5.1.3.5	LCR - Ensure elected members are inducted into the policies and procedures of Council's operations	General Manager	Completed	100%	Induction workshop held - Blackadder Associates facilitated.	✓
5.1.3.6	LCR - Lodge Annual Declaration on Compliance/Self assessment RMS requirement RTO	GLR & Communications Team Leader	Completed	100%	Declaration on Compliance submitted following internal audit. Corrective action plan to be developed to address minor anomalies.	✓
5.1.3.7	LCR - Lodge ASQA Quality Indicator Report	GLR & Communications Team Leader	In Progress	40%		●
5.1.3.8	LCR - Complete and lodge Centrelink Annual Contract Renewal by due dates	Social Services Manager	In Progress	80%		●










Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.3.9	LCR - Complete and lodge Annual Survey of Seizures of Cats and Dogs by due dates	Planning & Environment Manager	In Progress	85%		
5.1.3.10	LCR - Complete and Lodge Companion Animal Activity Reporting to Office of Local Government by due dates	Planning & Environment Manager	In Progress	85%		
5.1.3.11	Risk Administration - Emergency Planning - Develop evacuation plans.	Risk & Safety Coordinator	In Progress	20%		
5.1.3.12	Develop and maintain a comprehensive Staff Skills Audit and Individual Training Plans	Organisation & Community Services Director	Not Started	0%		
5.1.3.13	Present Pecuniary Interest Returns for Councillors and Designated Persons to an open Council meeting.	General Manager	Completed	100%	Completed.	
5.1.3.14	LCR - Complete and lodge all Australian Government of Education and Training reporting documentation by due dates	Social Services Manager	In Progress	65%		
5.1.3.15	Refurbish the Finance Department to allow for better functionality and use of space.	Chief Financial Officer	Deferred	25%	Awaiting new building design	
5.1.3.16	LCR - Complete and lodge all Department of Education reporting documentation in a timely manner and return by due dates - Social Services	Social Services Manager	In Progress	50%		


5.1.4: Workforce planning

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.4.1	Implement the CAMMS Performance Evaluation System software replacing the existing paper based system.	Organisation & Community Services Director	In Progress	90%		
5.1.4.2	Implement and report on the actions included in the 2017-2022 Workforce Plan	Organisation & Community Services Director	In Progress	20%		
5.1.4.3	LCR - Complete and lodge with NSW Ombudsman Office the annual Public Interest Disclosure Report	Organisation & Community Services Director	In Progress	50%		
5.1.4.4	LCR - Complete and Lodge all returns required in a timely manner and within reporting guidelines	Engineering Services Shire Engineer	In Progress	0%		
5.1.4.5	Development of comprehensive Training Database for all new and existing employees	Organisation & Community Services Director	In Progress	40%		

5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.1	Provide annual Climate Change Adaptation Coordinating Group report to MANEX	Business Improvement & IT Coordinator	Deferred	0%	This will need to be deferred until next financial year as there won't be time to review and report before then.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk & Safety Coordinator	In Progress	20%		
5.1.5.3	Development of Work Health and Safety Management System ready for certification to AS/NZS 4801	Risk & Safety Coordinator	In Progress	25%		
5.1.5.4	Establish CAMMS Risk platform and implement usage across the organisation	Risk & Safety Coordinator	Completed	100%	We are not using camms any longer, Pulse to be rolled out	
5.1.5.5	Provide platform for strategic grant management and reporting.	General Manager	Completed	100%	Link to Grant Guru platform on Council website.	
5.1.5.6	Embed the recommendations from the Royal Commission into Aged Care in both CHSP and Naroo Frail Aged Care Hostel	Aged Care Manager	In Progress	50%	This is an ongoing action over a number of years	
5.1.5.7	Develop and implement an Adverse Event Plan	Organisation & Community Services Director	Completed	100%	This Plan has been developed and adopted	
5.1.5.8	Produce Council's 2021 Annual Report within OLG Guidelines	Integrated Planning Reporting & Governance Officer	Completed	100%	2020/2021 Annual Report completed and endorsed by Council at informal November Council meeting.	
5.1.5.9	Deliver End of Term report to outgoing Council	Integrated Planning Reporting & Governance Officer	Completed	100%	End of Term report presented to Councillors at informal council meeting on 25 November 2021.	
5.1.5.10	Development of existing Community Strategic Plan via Community Consultation	Integrated Planning Reporting & Governance Officer	In Progress	60%	Document has been sent for formatting before going on public display	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.11	Establish 2022-2026 Delivery Program in consultation with new term of Council and Community.	Integrated Planning Reporting & Governance Officer	In Progress	55%	Document has been sent for formatting prior to public display period	

10.4 Solar Panel Savings

File Reference:	NA
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Delivery Program

Goal:	3. An environmentally responsible shire
Outcome:	3.1 Our community understands and embraces environmental change
Strategy:	3.2.1 Develop a clean energy future
Author:	Saul Standerwick (Planning & Environment Team Leader)

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

This report is for information.

TABLED ITEMS Nil**BACKGROUND**

The Council has requested details of the savings achieved using solar panels on Council's buildings.

COMMENT

The attached savings summary covers the following buildings:

Naroo, 75kW, Solar Operational from December 2017
 Roxy Theatre Complex, 12.6kW, Solar Operational from April 2018
 Roxy Café, 12.6kWh, Solar Operational from April 2018
 Bingara Council Office, 25.75kW, Solar Operational from Feb 2019
 Warialda Sewerage Treatment Works Solar Operational from Feb 2019*
 Warialda Council Office, 25.75kW, Solar Operational from June 2019
 Warialda Depot, 25.2 kW, Solar Operational from June 2019
 The Living Classroom, 6.6 kW, Solar operational from April 2021*
 Bingara Water Treatment Plant, 10.56 kW, Solar Operational from October 2021*

* Only limited information about these sites as there is no online system management available due to limited Wi-Fi availability at those sites.

Overall, the total savings to date are estimated to be \$177, 996.

OFFICER RECOMMENDATION

THAT the information is noted.

ATTACHMENTS

1. Solar Savings Report Gwydir Shire Updated [**10.4.1** - 1 page]

COUNCIL RESOLUTION:

THAT the information is noted.

(Moved Cr Moore, Seconded Cr Egan)

CARRIED

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

Against: Nil

Data for Solar

A clearer picture can be obtained by evaluating the energy consumption and the use of the solar generated power. The dollar amounts will give a limited picture of the savings in those terms because of price fluctuations, COVID and other variations that have affected each site over the last few years.

Comparing the External (the power we pay for) to the internal (the power the solar generated that we used) shows that solar accounts for a range of a third to 80% of the power for those sites.

	Warialda Office	Bingara Office	Roxy Theatre	Roxy Café*	Naroo	Warialda Depot	Warialda Sewerage Treatment Plant	Bingara Sewer Treatment Plant	TLC
Total Consumption MWh	196.3	163.4	179.7	118.8	1299.2	116	No data	No data	No data
External MWh	199.1	85.6	120	73.6	943.7	47.4	No data	No data	No data
Internal (Solar) MWh	77.2	77.8	59.7	45.1	355.6	68.6	38.3	14	13.6
Feed in MWh	12.6	25.8	28.3	34	45.2	28.5	9.2	No data	6.3
Feed in Tariff kW/c	\$0.102	\$0.102	\$0.102	\$0.050	\$0.000	\$0.102	\$0.102		\$0.102
Feed In Total	\$1,285	\$2,631	\$2,886	\$1,700	\$0.00	\$2,907	\$938		\$642
Current Kw price	\$0.3414	\$0.3414	\$0.3198	\$0.3198	\$0.0927	\$0.3414	\$0.3414	\$0.3198	\$0.3414
Savings	\$26,356	\$26,561	\$19,092	\$14,423	\$32,957	\$23,420	\$13,075	\$4,477	\$4,643
Total savings#	\$177,996								

#The total savings are based off the current kW energy price multiplied by the solar energy used by the site and the feed in tariff paid.

*The Roxy Café account has not always been in Council's name.

10.5 May Executive Services Report

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: Max Eastcott (General Manager)

STAFF DISCLOSURE OF INTEREST NIL

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS Nil

COMMENT

BUILDING SERVICES – May 2022

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

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

The following Construction Certificate (C/C), Complying Development Certificate (CDC), Building Information Certificate (BIC) and S68 applications have been approved for the month of May 2022.

No.	Property Description	Development/Work	\$	C/C	CDC	BIC	S68
14/2021	Bingara Pre-school 98 Maitland Street Bingara NSW 2404	Additions to the existing pre-school building	\$175,000	✓			
33/2021	20 Water Street Warialda NSW 2402	Garage	\$15,000	✓			
12/2022	Buckie Road Croppa Creek NSW 2411	Amenities Building	\$143,802	✓			
16/2022	7 Inverell Road	Garage/Shed	\$20,000	✓			

	Warialda NSW 2402						
17/2022	3674 Cobbadah Road Dinoga NSW 2404	Agricultural Shed	\$60,000	✓			
6/2022	3 Poverty Flat Lane Warialda NSW 2402	Installation of pre-manufactured dwelling (DA13/2020), on-site water supply, sanitary plumbing, and stormwater work	\$75,000				✓
8/2022	Buckie Road Croppa Creek NSW 2411	New OSSM, onsite water supply, sanitary plumbing, and stormwater work (DA/CC 12/2022)					✓
9/2022	34 Holden Street Warialda NSW 2402	Warialda Show Amusement Devices					✓
10/2022	7 Inverell Road Warialda NSW 2402	Water supply, sanitary plumbing and stormwater works (DA/CC 16/2022)					✓
11/2022	26 Bowen Street Bingara NSW 2404	Bingara Show Amusement Devices					✓
13/2022	60 J A McGregor Drive Warialda NSW2402	New Aerated Wastewater Treatment System					✓
4/2022	24 Brigalow Street Bingara NSW 2404	Carport	\$5,500		✓		

Number of Complaints/Inspections May 2022

Type	No.	Yr. to Date	Actioned	Pending
Building	31	311	308	3

BUILDING MAINTENANCE

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

Projects Worked On

Staff worked on the following projects during May 2022:

- Continuing work on the new Animal Impounding Facility;
- Alterations to the Warialda Council Chambers and the external public toilets, including the addition of Mayors Office and accessible Councillor and Staff amenities.



Renovation of Warialda Council Chambers



Renovation of Warialda Council Chambers

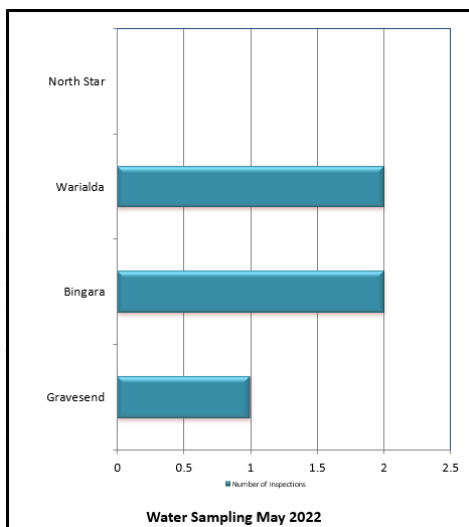
ENVIRONMENT & SUSTAINABILITY - 2 May 2022 to 27 May 2022

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

- Overgrown properties;
- Food premises design and fit-out;
- Food handling practices;
- Mobile food vendors;
- Food business notification;
- Pet Ownership.

Water Surveillance

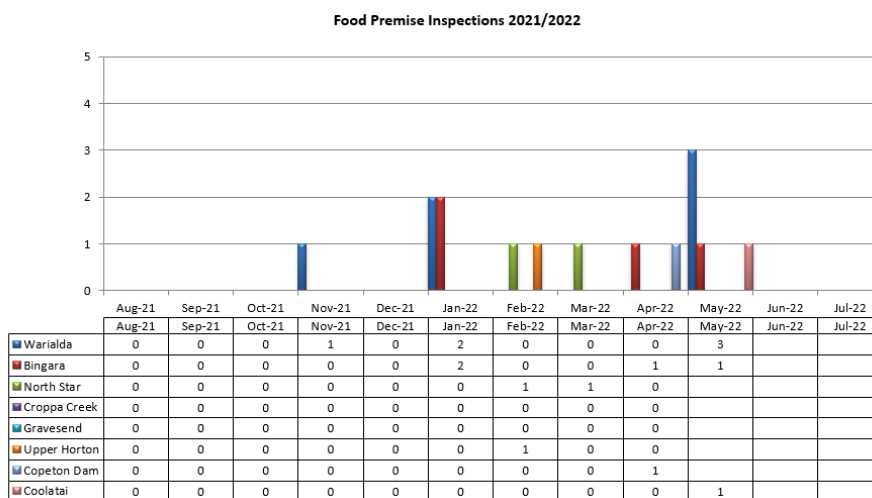
The Department continues to carry out routine sample collection for microbiological and chemical testing of the water supplies in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.



Food

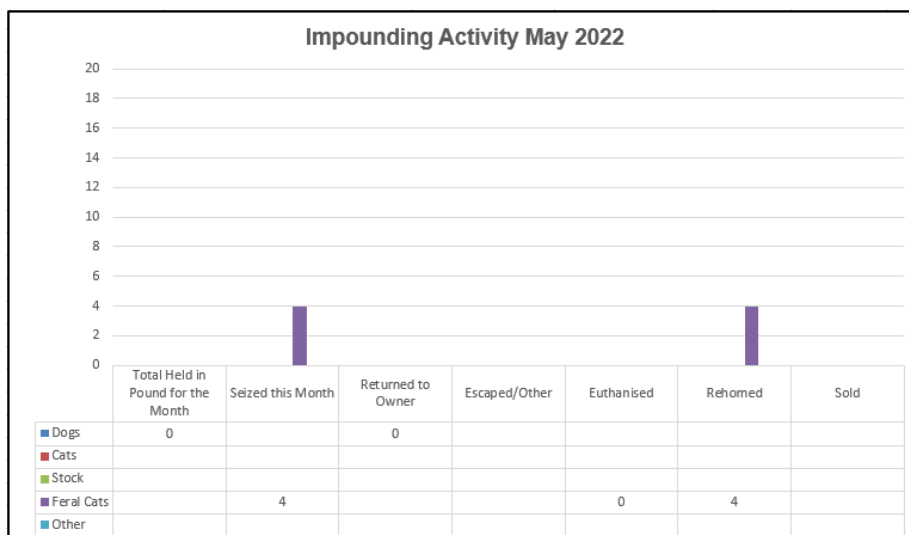
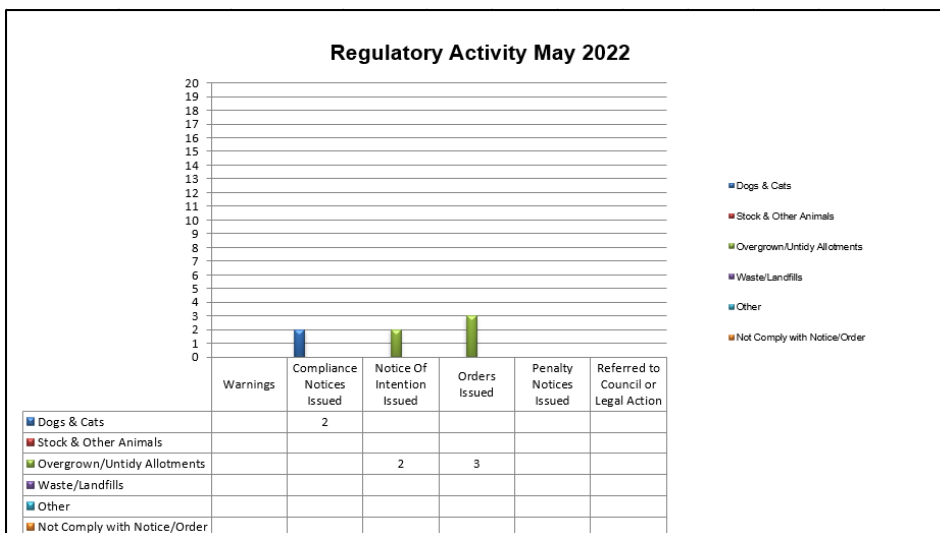
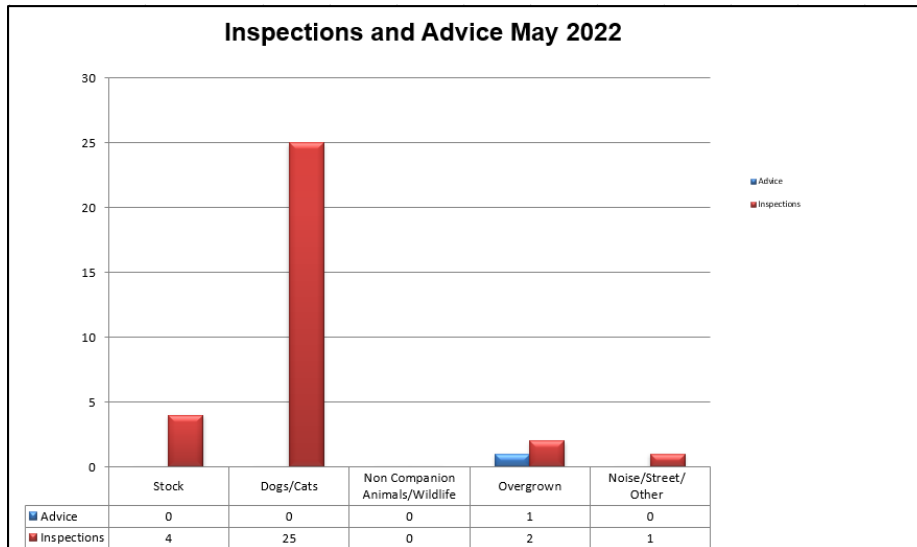
Food Premise Inspections are carried out on an annual basis for each food business. There are approximately 40 registered food service businesses within the Council area including supermarkets, clubs/pubs, motels, bakeries, cafés and takeaway food shops, mobile food vendors and school canteens. Depending on the nature of the food being served some businesses are exempt from inspection unless a complaint or issue arises.

The graph below shows inspections that have been carried for the current financial year. Enquiries or complaints are actioned as necessary.

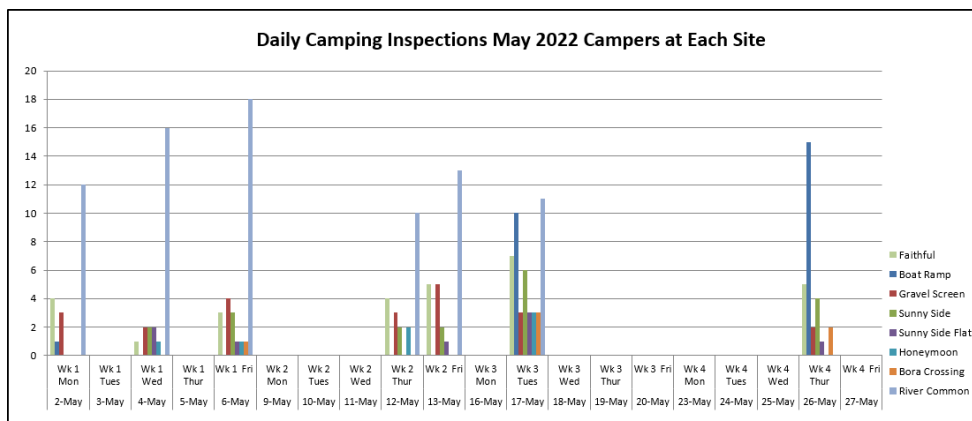
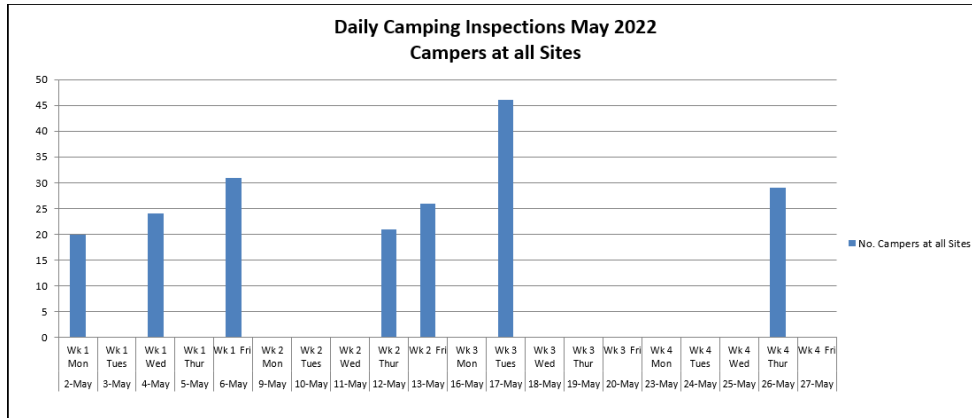


Compliance and Regulatory Control

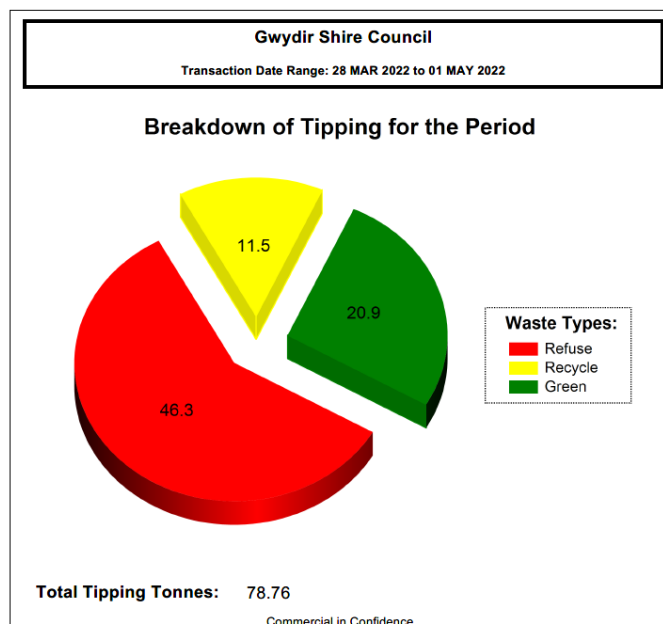
Council received customer requests regarding overgrown block, roaming dogs, roaming stock, noise, the keeping of animals and other concerns during the month of May 2022. These are investigated and actioned as necessary.



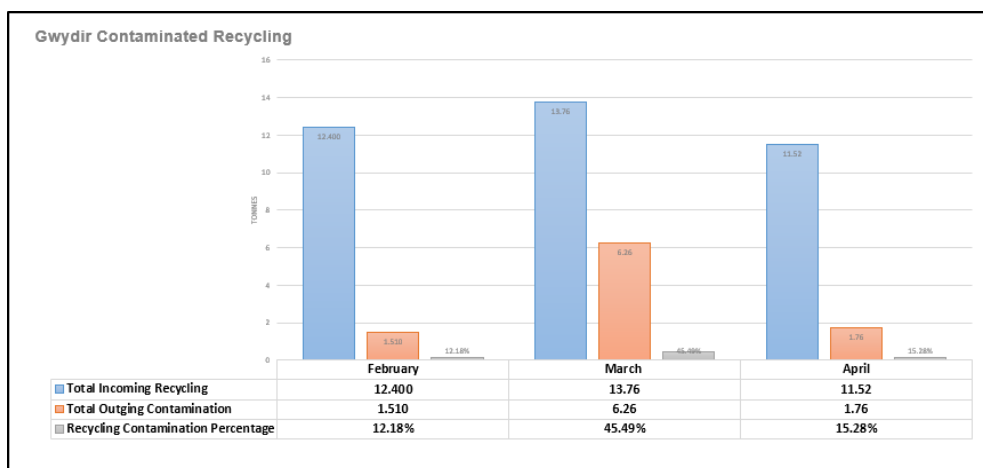
Camping Inspections May 2022



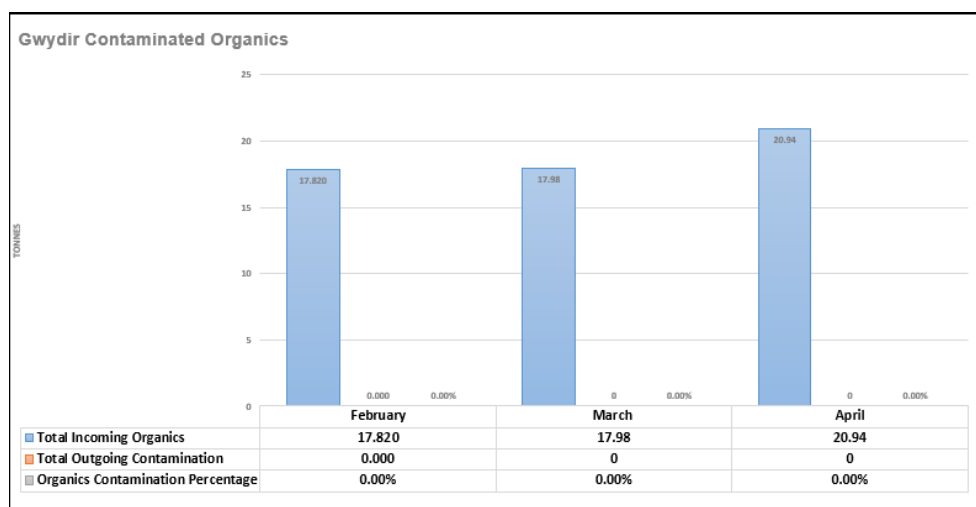
Waste Contract Services – April 2022



Recycling Contamination



Organics Contamination



Comment from Cleanaway

Organics contamination has been collected in bins onsite during the decontamination process of the bays and stockpile but was not tipped off during this reporting period. Due to this, there may be a spike in contamination recorded next month while we work through the current backlog. The recycling loads have seen large amounts of rubbish, plastic bags, blankets, and food waste delivered via curbside collections.

Priority Weed Control

Property Inspection Program

Staff continue to assist farmers and the community with:

- Priority weeds advice;
- Property inspections;
- Spraying of priority weeds and emerging weeds;
- Property inspections are currently being undertaken in Section E.;
- Authorised Officers are participating in ongoing Rapid Response Task Force in response to Parthenium Weed incursions in the Croppa Creek region and surrounds.

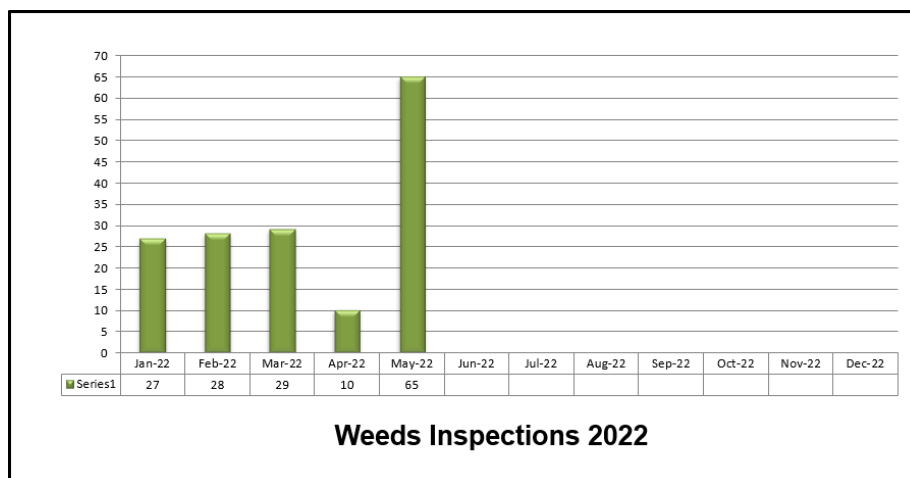
Section 28 Noxious Weeds Certificates

No Section 28 Certificates were issued for the month of May 2022.

Weeds Inspections

Property inspections are being undertaken in Section E during May 2022 with property owners being offered support and advice on managing weeds. Due to COVID-19 public health orders, private property inspections had been postponed until the restrictions were lifted. The parthenium outbreak at Croppa Creek continues to be inspected and monitored to ensure it is contained and then eliminated.

The following graphs and charts show the noxious weeds inspections carried out in 2022.



Priority Weeds Inspections for the Month of May 2022

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Roadside – High Risk Pathways	20	2438.38	466.25	African Boxthorn, Green Cestrum, Tiger Pear, Common Pear, Noogoora Bus, Mother of Millions, Mimosa Bush, Tree of Heaven, Tree Pear, Sweet Briar, Star Thistle, Long Feather Grass, Harissa Cactus, Rope Pear, Golden Dodder, Galvanized Bur, Paterson’s Curse, Cats Claw Creeper
Private Property – High	2	469.55	93.91	African Boxthorn, Mimosa Bush, Harissa Cactus, Tree Pear, Common

Risk Reinspection				Pear
Roadside	7	364.8	72.56	Star Thistle, Sweet Briar, Green Cestrum, African Boxthorn, Common Pear, Tiger Pear, Noogoora Bur, Mimosa Bush, Mother of Millions, Harissa cactus
NWLLS Reserve	1	30	0	African Boxthorn, Mimosa Bush, Common Pear
Department of Lands	2	1.98	0	Tiger Pear
Council Lands	9	21.35	0	Tiger Pear, Chinese Elm, Noogoora Bur, Star Thistle, Silverleaf Nightshade, Madeira Vine
Private Property Reinspection	4	120.5	0	Parthenium Weed
Private Property	2	100	0	Nothing Found
ARTC Railway Lands	1	1.5	0	Mother of Millions, Tiger Pear
Grain Handling Site	2	10	0	Tiger Pear
Recreational Areas	7	65.05	0	African Boxthorn, Tiger Pear, Aloe
Quarries	1	1	0	Nothing Found
Other (Forestry)	1	200	0	Golden Dodder, Tiger Pear, Common Pear, Mother of Millions
Truck Stops	5	25	0	Mimosa Bush

Priority Weeds Control Works for May 2022

Road/Property	Weed Code	Area Ha	Road km	High Risk Road	Council Road	Other
Camping Areas – Boat Ramp & Sunnyside	Green Cestrum, Mother of Millions	10				1
Bingara Cemetery	General	5				1
Roadside – Baroma Downs Road Croppa Creek	General	262	52.4	1		
Landfills – Bingara, Gravesend & Warialda	General	15				1

The Planning & Environment Department report for May 2022 was compiled with information available at the time of preparing the report.

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the report be received.

(Moved Cr Galvin, Seconded Cr Smith)

CARRIED

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

Against: Nil

10.6 Making The Rate 2022-2023

File Reference:	NA
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Delivery Program

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

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

Each financial year, Council is required to make the rate for the following year.

TABLED ITEMS Nil**BACKGROUND**

Each financial year, Council is required to make the rate for the following year in relation to Rates, Water Supply, Sewerage Services, Waste Management, Storm Water Management, and Interest on Overdue rates.

To date no submissions from the public have been received and any that are submitted prior will be tabled at the Council Meeting.

OFFICER RECOMMENDATION

THAT in relation to ordinary rates; Council adopt the 0.7% annual maximum rate peg, as approved by the Independent Pricing and Regulatory Tribunal, and in accordance with Section 494 of the Local Government Act 1993, Council make and levy the ordinary rates for the year 1 July 2022 to 30 June 2023, as below.

Diff	Category	Sub-Category	# Prop	Ad Valorem	Cents In \$	Base Amount	Percentage of Revenue raised form Base Levy	Estimated Total Yield
10	Farmland	Intensive	2	0.0062530	0.625300	\$750	3.76%	\$39,893.68
1	Farmland	Ordinary	1158	0.0038219	0.382190	\$300	5.15%	\$6,748,505.29
4	Business	Ordinary	77	0.0464283	4.642830	\$300	18.12%	\$127,513.94
8	Business	Business Bingara Urban	53	0.0393707	3.937070	\$300	13.99%	\$113,653.50
3	Business	Business Warialda Urban	68	0.0457171	4.571710	\$300	20.76%	\$98,252.51
6	Residential	Rural Residential S/H	201	0.0099124	0.991240	\$225	26.38%	\$171,440.03
5	Residential	Residential Village	271	0.0719375	7.193750	\$150	34.53%	\$117,728.18
9	Residential	Ordinary-Rural Res	44	0.0189704	1.897040	\$150	29.72%	\$22,207.31
7	Residential	Bingara Residential Urban	695	0.0147014	1.470140	\$225	23.53%	\$664,596.74
2	Residential	Warialda Residential Urban	551	0.0221035	2.210350	\$225	32.48%	\$381,707.53
			3,120					\$8,485,498.71

FURTHER that in relation to water supply charges; in accordance with Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the charges for Water Supply Services in 2022/2023 as stated in the 2022/2023 Operational Plan.

FURTHER that in relation to sewerage services charges; in accordance with Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the charges for Sewerage Services in 2021/2022 as stated in the 2022/2023 Operational Plan.

FURTHER that in relation to waste management charges; in accordance with Section 496 and Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the annual charges for Waste Management Services in 2022/2023 as stated in the 2022/2023 Operational Plan.

FURTHER that in relation to storm water management services charges; in accordance with Section 496A of the Local Government Act 1993, Council make and impose the charges for Stormwater Management Services in 2022/2023 as stated in the 2022/2023 Operational Plan.

FURTHER that in relation to interest on overdue rates and charges, Council make and impose the following maximum charge for interest from 1 July 2022 to 30 June 2023 being 6% as determined by the Minister for Local Government, in accordance with Section 566 (3) of the Local Government Act 1993.

FURTHER that the Integrated Planning and Reporting documentation, as advertised at <https://www.gwydir.nsw.gov.au/Council/Governance/Integrated-Planning-and-Reporting-Draft-Documents>, including:

The Community Strategic Plan 2017-2027;
The Delivery Program 2022-2026;
The Operational Plan 2022-23;
The Fees and Charges 2022-2023; and,
The Budget details 2022-2023.

But excluding the Donations for 2022-2023, be adopted noting the changes on the attached memo from the original considered draft budget papers.

FURTHER that the advertised Donations for 2022-2023 are adopted with any alterations noted.

ATTACHMENTS

1. Budget Memo [10.6.1 - 2 pages]

COUNCIL RESOLUTION:

THAT in relation to ordinary rates; Council adopt the 0.7% annual maximum rate peg, as approved by the Independent Pricing and Regulatory Tribunal, and in accordance with Section 494 of the Local Government Act 1993, Council make and levy the ordinary rates for the year 1 July 2022 to 30 June 2023, as below.

Diff	Category	Sub-Category	# Prop	Ad Valorem	Cents In \$	Base Amount	Percentage of Revenue raised form Base Levy	Estimated Total Yield
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1	Farmland	Ordinary	1158	0.0038219	0.382190	\$300	5.15%	\$6,748,505.29
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			3,120					\$8,485,498.71

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FURTHER that in relation to waste management charges; in accordance with Section 496 and Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the annual charges for Waste Management Services in 2022/2023 as stated in the 2022/2023 Operational Plan.

FURTHER that in relation to storm water management services charges; in accordance with Section 496A of the Local Government Act 1993, Council make and impose the charges for Stormwater Management Services in 2022/2023 as stated in the 2022/2023 Operational Plan.

FURTHER that in relation to interest on overdue rates and charges, Council make and impose the following maximum charge for interest from 1 July 2022 to 30 June 2023 being 6% as determined by the Minister for Local Government, in accordance with Section 566 (3) of the Local Government Act 1993.

FURTHER that the Integrated Planning and Reporting documentation, as advertised at <https://www.gwydir.nsw.gov.au/Council/Governance/Integrated-Planning-and-Reporting-Draft-Documents>, including:

The Community Strategic Plan 2017-2027;
The Delivery Program 2022-2026;
The Operational Plan 2022-23;
The Fees and Charges 2022-2023; and,
The Budget details 2022-2023.

But excluding the Donations for 2022-2023, be adopted noting the changes on the attached memo from the original considered draft budget papers.

FURTHER that discussion of the advertised Donations for 2022-2023 be referred to the Confidential Session.

(Moved Cr Matthews, Seconded Cr Smith)

CARRIED

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

Against: Nil

Max Eastcott

From: Helen Thomas
Sent: Tuesday, 21 June 2022 5:55 PM
To: Max Eastcott
Subject: Fwd: Budget on Display

Begin forwarded message:

From: Helen Thomas <hthomas@gwydir.nsw.gov.au>
Date: 1 June 2022 at 3:32:00 pm AEST
To: Max Eastcott <meastcott@gwydir.nsw.gov.au>, Cr Catherine Egan <cegan@gwydir.nsw.gov.au>, Cr David Coulton <dcoulton@gwydir.nsw.gov.au>, Cr Lyndon Mulligan <lmulligan@gwydir.nsw.gov.au>, Cr Geoff Smith <gsmith@gwydir.nsw.gov.au>, Cr Jim Moore <jmoore@gwydir.nsw.gov.au>, Cr John Coulton <jcoulton@gwydir.nsw.gov.au>, Cr Marilyn Dixon <mdixon@gwydir.nsw.gov.au>, Cr Tiffany Galvin <tgavin@gwydir.nsw.gov.au>, Alex Eddy <aeddy@gwydir.nsw.gov.au>, Cherisse Amer <camer@gwydir.nsw.gov.au>, Leeah Daley <ldaley@gwydir.nsw.gov.au>, Thais Simpson <tsimpson@gwydir.nsw.gov.au>, Cr Chris Matthews <cmatthews@gwydir.nsw.gov.au>
Cc: Thais Simpson <tsimpson@gwydir.nsw.gov.au>, Cherisse Amer <camer@gwydir.nsw.gov.au>
Subject: Budget on Display

Please see below the changes that were made to the budget that was originally presented in the Workshop. These changes have been made and the document has been placed on display for the 28 days prior to adoption. These changes will need to be discussed at the next Council meeting to decide if Council wishes to proceed with any or all of these changes.

Any further queries or clarification required please let me know.

Events and Promotions

The deficit of \$71k has been reduced to zero. Costs associated with this business until will be able to be absorbed by the \$301k funding this financial year.

Libraries

The deficit of \$110k has increased to \$145k. The costs associated with the Regional Affiliation materials charges was originally missed. However the operating funding council receives each year was also missed so the changes have created a net deficit increase of \$35k.

Roxy

The Roxy deficit has been decreased by approximately \$11k due to the expected rental income to be achieved with the Café now open.

Myall Creek

This business unit sits under the Cranky Rock heading within the budget document. Unfortunately when the budgets were being put together the costs of contractors (\$85k) was entered in as a negative figure instead of a positive one. This reversal creates a \$170k turnaround in the bottom line change the profit of \$12k to a \$158k deficit. As there is \$85k of grant funding included in this program there is the potential to reduce costs to match the funding.

Net Changes to General Fund

The above changes result in an increase in the original deficit of \$123k .

Water Fund budgets remain unchanged

Sewer Fund budgets remain unchanged

Waste Fund

The original budget for waste fund did not include the expected \$575k of depreciation. This has changed Waste funds bottom line from a \$70k profit to a \$500k deficit.

Consolidated Fund Bottom Line

With all four funds included the changes from the workshop budget to the changes made as above the consolidated bottom line has changed from a \$5 805 995 deficit to a \$6 503 995 deficit.

10.7 Councillors Activity Report

File Reference:	NA
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Delivery Program

Goal: 5. Organisational management
Outcome: 5.1 Corporate management
Strategy: 4.2.1 Build strong relationships and shared responsibilities
Author: Cherisse Amer (Elected Members Representative)

STAFF DISCLOSURE OF INTEREST NIL

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS Nil

BACKGROUND

MAY & JUNE 2022		
Councillor	Event	Date
Cr John Coulton (Mayor)	IR/T4m Rail / Gwydir Shire Council Stage	3 May
	3 roads – Croppa Creek Hall	
	Warialda By-Pass Opening and Governor’s lunch	5 May
	BROC Meeting - Moree	6 May
	Warialda Show	7 May
	Budget workshop & Ordinary Council Meeting - The Roxy Conference Room	19 May
	Teams Meeting with RARMS	23 May
	Country Mayors Meeting - Sydney	27 May
	NEJO May 2022 Board Meeting	30 May
	June ARIC Meeting – The Roxy Conference Room	7 June
	NS2B Project update	8 June
	Committee Meeting – The Roxy Conference Room	9 June
	Myall Creek Memorial	12 June
	Gwydir Health Alliance – The Roxy Conference Room	15 June
NGA Conference - Canberra	18 – 22 June	
Ordinary Council Meeting – The Roxy Conference Room	7 June	
Cr Catherine Egan (Deputy Mayor)	Inverell Community Safety	4 May
	Warialda By-Pass Opening and Governor’s lunch	5 May
	Budget Workshop & Ordinary Council	19 May

	Meeting - The Roxy Conference Room	
	Book Launch – Bingara Museum	21 May
	June Aric Meeting – The Roxy Conference Room	7 June
	Committee Meeting – The Roxy Conference Room	9 June
	Special Events Committee Meeting – The Court House Bingara	9 June
	Gwydir Health Alliance – The Roxy Conference Room	15 June
	Ordinary Council Meeting – The Roxy Conference Room	30 June
	NGA Conference - Canberra	19 – 22 June
Cr David Coulton	Warialda By-Pass Opening and Governor’s lunch	5 May
	Warialda Show	7 May
	Committee Meeting – The Roxy Conference Room	9 May
	NGA Conference - Canberra	18 -22 June
	Ordinary Council Meeting – The Roxy Conference Room	30 June
Cr Geoff Smith	Warialda By-Pass Opening	5 May
	Budget workshop & Ordinary Council Meeting - The Roxy Conference Room	19 May
	Committee Meeting – The Roxy Conference Room	9 June
	Ordinary Council Meeting – The Roxy Conference Room	30 June
Cr Lyndon Mulligan	Budget workshop & Ordinary Council Meeting - The Roxy Conference Room	19 May
	Ordinary Council Meeting – The Roxy Conference Room	30 June
Cr Marilyn Dixon OAM	Budget Workshop & Ordinary Council Meeting - The Roxy Conference Room Bingara	19 May
	Disability Access Meeting – The Bingara Library	3 June
	Committee Meeting – The Roxy Conference Room	9 June
	Special Events Committee Meeting – The Court House Bingara	9 June
	Disability Access Meeting – The Bingara Library	10 June
	NGA Conference - Canberra	19 – 22 June
	Ordinary Council Meeting – The Roxy Conference Room	30 June
Cr Tiffany Galvin	Budget Workshop & Ordinary Council	19 May

	Meeting - The Roxy Conference Room	
	Arts North West Strategic Advisory Council & AGM – Glen Innes	20 May
	Teams meeting with RARMS	23 May
	Disability Access Meeting – The Bingara Library	3 June
	Committee Meeting – The Roxy Conference Room	9 June
	Special Events Committee Meeting – The Court House Bingara	9 June
	Disability Access Meeting – The Bingara Library	10 June
	Gwydir Health Alliance Meeting – The Roxy Conference Room	15 June
	NGA Conference - Canberra	19 – 22 June
	Ordinary Council Meeting – The Roxy Conference Room	30 June
Cr Jim Moore	Budget Workshop & Ordinary Council Meeting – The Roxy Conference Room	19 May
	Committee Meeting – The Roxy Conference Room	9 June
	NSLA Board Meeting - Pallamallawa	15 June
	Drought Resilience Planning Workshop – Warialda Memorial Hall	16 June
	Ordinary Council Meeting – The Roxy Conference Room Bingara	30 June
Cr Chris Matthews	Warialda By-Pass Opening	5 May
	Budget Workshop & Ordinary Council Meeting – The Roxy Conference Room Bingara	19 May
	Committee Meeting – The Roxy Conference Room	9 June
	Ordinary Council Meeting – The Roxy Conference Room Bingara	30 June

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

Nil

COUNCIL RESOLUTION:

THAT the report be received.

(Moved Cr Egan, Seconded Cr Galvin)

CARRIED

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

Against: Nil

10.8 Audit Risk and Improvement Committee Minutes

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.1 Financial Management and accountability systems

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the noting of the Minutes from the ARIC Meeting held on 7th June 2022.

TABLED ITEMS Nil

OFFICER RECOMMENDATION

THAT the Minutes of the Audit Risk and Improvement Committee Meeting held on 7th June 2022 are received and noted.

ATTACHMENTS

1. Minutes ARIC June 2022 [**10.8.1** - 5 pages]

COUNCIL RESOLUTION:

THAT the Minutes of the Audit Risk and Improvement Committee Meeting held on 7th June 2022 are received and noted.

(Moved Cr Galvin, Seconded {seconded})

CARRIED

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

Against: Nil



MINUTES OF ORDINARY ARIC MEETING

Held on Tuesday 7 June 2022

Commencing at 9:00am

In the Roxy Conference Room

Present: Mr J O'Hara (Chair), Mr R Smith (

Present Members: Mr Jack O'Hara, Mr Rod Smith, Cr John Coulton (Mayor) and Cr Catherine Egan (Deputy Mayor)

Staff: Max Eastcott (General Manager) and Helen Thomas (CFO)

Public: Nil

1 OFFICIAL OPENING AND WELCOME

Welcome by the Independent Chair Mr Jack O'Hara

2 APOLOGIES

Mrs Leeah Daley
Mr Alex Eddy

3 MINUTES OF THE PREVIOUS MEETING

Moved R Smith, Accepted by Cr J Coulton
CARRIED

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

NIL

5.1 Presentation of Annual Engagement Plan

File Reference:

Delivery Program Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: CFO

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

Jacob Sauer, Associate Forsyth's, will make a presentation.

TABLED ITEMS Nil

BACKGROUND

Each year The Audit Office prepares an Annual Engagement Plan which outlines the details and specific dates for the preparation and audit of Council's Financial Statements.

OFFICER RECOMMENDATION

THAT the report be received and Jacob Sauer (Forsyths) be thanked for his time for the presentation.

(Moved Cr Coulton, Seconded R Smith)

CARRIED

ATTACHMENTS

1. Annual Engagement Plan (5.1 - 24 pages)

5.2 Presentation of Risk Update

File Reference:

Delivery Program Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: CFO

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

Chris Beard, Risk and Safety Coordinator, will make a presentation.

TABLED ITEMS Nil

BACKGROUND

At the previous ARIC meeting, a presentation was made of areas that were of high risk to Council. This presentation will provide an update on what has since been achieved.

OFFICER RECOMMENDATION

THAT the report be received and an ongoing update be included as an Agenda item for each ARIC meeting.

(Moved Cr Egan, Seconded R Smith)

CARRIED

5.3 Update on Business Plans for Bingara Caravan Park/Pool and The Living Classroom

File Reference:

Delivery Program Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: CFO

STAFF DISCLOSURE OF INTEREST Nil

TABLED ITEMS Nil

BACKGROUND

These plans are currently being developed. Max Eastcott will provide an update.

OFFICER RECOMMENDATION

These plans are currently being worked on so that it can be implemented for the next swim season.

(Moved Cr Coulton, Seconded R Smith)

CARRIED

5.4 IP & R Suite of Documents

File Reference:

Delivery Program Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: CFO

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

Councils 2022/2023 Integrated Planning and Reporting Documents are currently on display to the public.

TABLED ITEMS Nil

BACKGROUND

Council will adopt a new suite of Integrated Planning and Reporting documents at the Council meeting 30th June 2022. These documents are currently on display.

OFFICER RECOMMENDATION

THAT the report be received.

(Moved Cr Egan, Seconded R Smith)

CARRIED

5.5 Internal Audit Plan for 2023 Financial Year

File Reference:

Delivery Program Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: CFO

STAFF DISCLOSURE OF INTEREST Nil

TABLED ITEMS Nil

BACKGROUND

Council's ARIC committee must decide on the next area of focus for an Internal Audit for the 2022-2023 Financial Year.

OFFICER RECOMMENDATION

That the ARIC committee utilise the current risk plan that the Risk Manager is currently working on and this be the basis for the 2022 program.

(Moved Cr Coulton, Seconded R Smith)

CARRIED

6 CLOSURE

Meeting closed 11.00am

11 COUNCILLORS' REPORTS

COUNCILLORS' REPORTS

Cr Mulligan

Cr Mulligan advised the meeting that the tip at Croppa Creek continues to be acceptably maintained and that he follow up with the Engineering Services Manager about some road issues.

Cr Moore

Cr Moore thanked those Councillors who attended the Rotary Dinner where Ben Perry and Anthony Frances, both Council employees, spoke about their attendance at a Rotary Leadership Course.

Cr Moore also advised of the official opening of the Pepperbox Art Gallery on 1st July 2022 and the recent success of a fund raising walk.

Cr Matthews

Cr Matthews advised the meeting of the potential for some concern regarding the ongoing operation of the Bingara Medical Centre.

Cr Galvin

Cr Galvin advised the meeting that a resident of Gineroi Road has requested some maintenance to the road and the fact that the Bingara Showground grandstand is covered in bird droppings.

She also advised the meeting that the Orange Festival is ready to go subject to good weather although some arrangements for breakfast on the Sunday will be required to meet the expected numbers of visitors to town.

Cr D Coulton

Cr D Coulton requested that an overgrown property at the top end of Long Street be inspected and the appropriate clean-up action be initiated, if not already in commenced.

He also advised the meeting that the Warialda Historical Society are very keen to be included in the consultation regarding the development of the Hope Street Park planning.

Cr Egan

Cr Egan advised the meeting that several Councillors attended the Canberra Australian Local Government Annual General Assembly, which included a joint meeting of the New England and Namoi Joint Organisations to discuss the possible merger of these two organisations.

Cr J Coulton

The Mayor advised the meeting that the Council has received a thank you letter from the family of the General Manager's mother-in-law who died recently and the Council sent flowers and a message of condolences.

12 CLOSURE

The meeting closed at 12.13 pm.