



## **MINUTES OF COMMUNITY SERVICES AND PLANNING COMMITTEE**

**Held on Thursday 8 September 2022**

**Commencing at 9:30 am**

**in the Warialda Office Council Chambers**

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**Present**

**Members:** Cr John Coulton (Mayor), Cr Catherine Egan (Deputy Mayor), Cr Marilyn Dixon OAM, Cr Geoff Smith, Cr David Coulton, Cr Tiffany Galvin and Cr Chris Matthews

**Staff:** Max Eastcott (General Manager), Helen Thomas (Manager Finance), Alex Eddy (Manager, Engineering Services) and Thais Simpson (Administrative Assistant)

**Public:**

**Visitors:**

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## **1 OFFICIAL OPENING AND WELCOME - MAYOR**

The Mayor welcomed all present to the meeting.

## **2 APOLOGIES**

Apologies were received and accepted from Cr Mulligan, Cr Moore and Leeah Daley.

Leaves of absences for the September 2022 Ordinary Council Meeting were noted from Cr D Coulton. Cr C Matthews and Mr A Eddy.

## **3 CONFIRMATION OF THE MINUTES**

**COMMITTEE RECOMMENDATION TO COUNCIL:**

**THAT the Minutes of the Community Services and Planning Committee held on 11 August 2022, as circulated, be taken as read and CONFIRMED.**

(Moved Cr Smith, Seconded Cr Galvin)

**CARRIED**

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

Against: Nil

## **4 PRESENTATION**

Nil

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

Nil

## **6 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS**

**THAT the Committee 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 D Coulton)

**CARRIED**

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

**Against: Nil**

## **6.1 Adoption of the Recommendations of the Confidential Session**

The meeting was re-opened to the public at {time}.

### **COMMITTEE RECOMMENDATIONS TO COUNCIL:**

**THAT the recommendations of the Confidential Session, namely:**

**Drought Resilience Plan**

**THAT the information is noted**

**August Confidential Organisation & Community Services Report**

**THAT the report be received.**

**FURTHER that the efforts of Cr (Dr) Matthews in securing the ongoing operation of the Bingara Medical Centre is noted with appreciation.**

**are adopted.**

**(Moved Cr D Coulton, Seconded Cr Egan)**

**CARRIED**

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

**Against: Nil**

## **7 OFFICERS' REPORTS**

### **7.1 August Organisation & Community Services Report**

**File Reference:** NA

**Delivery Program**

**Goal:** 1. A healthy and cohesive community

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

**Strategy:** 1.1.3 Provide the right places, spaces and activities

**Author:** Leeah Daley (OCD Director)

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**STAFF DISCLOSURE OF INTEREST** Nil

**IN BRIEF/SUMMARY RECOMMENDATION**

The monthly Organisation and Community Services Report details the activities carried out by the Department during August 2022.

**TABLED ITEMS** Nil

**BACKGROUND**

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

**COMMENT**

**AGED CARE – NAROO FRAIL AGED HOSTEL**

Currently all 36 beds are occupied.

**Resident Meeting 9 August 2022**

Naroo has welcomed two new residents this month with another joining us in the coming weeks.

Consumer Experience will be visiting 25 August 2022, to interview 12 residents. Consumer Experience is a company that undertakes consumer surveys of aged care services and provides an industry rating. This initiative has come out of the Royal Commission into Aged Care and will be ongoing. The company will interview some residents, carers and staff.

The Royal Commission recommendation for core care minutes per day each resident should receive 200 minutes each day. Naroo is striving to meet this goal.

COVID 19 regulations continue and are being implemented to keep the residents safe.

Winter boosters will become available soon with Dr Coote again to keep our residents safe.

Some lovely feedback was received from a resident who commented on how good the staff are and how happy both himself and his wife are in the facility. This carries over into some more feedback from a new resident who thanked everyone for their help since moving into Naroo.

**Resident News & Outings**

Residents had a lovely outing to the Commercial Hotel and enjoyed a beautiful meal and a few games of pool. This month also saw a couple celebrate their 51<sup>st</sup> wedding anniversary and also a 92<sup>nd</sup> birthday. Everyone enjoyed a lovely afternoon tea with residents and a special visit from the couple's daughter and a longtime friend of the couple. A wonderful day was had by all celebrating these milestones.



*Residents enjoying a meal.*

## **Commonwealth Home Support Program (CHSP) – Warialda/Delungra**

### **Meetings**

Members have been informed the Advisory Committee meetings have been cancelled due to lack of interest. Any issues or complaints regarding this decision will be referred to the Aged Care Manager or Commonwealth Home Support Program Coordinator.

### **Volunteers**

Currently the Commonwealth Home Support Program have only 35 volunteers listed and it would be great to have more drivers and Meals on Wheels Volunteers come forward. Without our volunteers, we cannot run a successful program.

### **Transport and Trips**

Out of town transport has been a little quiet this month with doctors and clients cancelling appointments.

Clients enjoyed two trips to Inverell shopping this month.

Naroo utilised the CHSP Bus twice this month for luncheons.

### Social Support

Social support given to all clients attending day centres, transport, and those attending outings. Clients can enjoy a day at the centre with morning tea, Bingo, and a hot meal followed by a divine dessert.

### Day Centres

Day Centre number vary between seventeen to twenty four clients attending the centre on a Monday.

Wednesday Delungra numbers are eight to ten clients.

Friday card group members are twelve to twenty clients.

### Food Service

Meals on Wheels numbers are going up, currently the service has ten clients due to home cooked meals which are supplied by Naroo Hostel.

Warialda/Delungra CHSP July/August Report		
	Delungra	Warialda
<b>Day Centre</b>		
Total Active Clients	22	95
Clients Receiving Service	9	56
Total Meals	56	225
Hours Clients Receive in Centre	143	458
<b>Social Support</b>		
Number of Clients	9	56
Individual Hours	10	56
Group Hours	113	402
Total Hours Received	123	458
<b>Food Service – Meals on Wheels</b>		
Clients	0	10
Meals	0	155
<b>Transport</b>		
Number of Clients	1	18
Number of Trips	10	108
<b>Transport – Youth</b>		
Number of Clients	1	26



Number of Trips	20	587
<b>Access Bus to Inverell</b>		
Number of Clients	1	9
Number of Trips	4	4
<b>Volunteers</b>		
Number of Volunteers for the Month	1	26
Monthly Volunteer Hours	20	587

## **Commonwealth Home Support Program (CHSP) – Bingara**

### **Volunteers**

Bingara CHSP was supported by ten volunteers with 576.5 hours of services during August by way of out-of-town transport, Centre Based Day Care and local transport. The hours that volunteers work is determined by the time spent with clients by way of transportation, group social support and individual social support.

### **Transport and Trips**

Out of town transport had significantly more trips in August with one hundred and eighty-nine trips for the month servicing thirty-seven clients.

The Access Bus made one trip to Inverell in August, and one trip to Tamworth servicing ten clients. The bus was also used for some out-of-town trips to medical appointments when both other vehicles were fully booked.

Volunteers carry out regular maintenance checks on the vehicles when they are not in use as well as the routine cleaning after every trip.

The Local Transport service has again been busy during August.

### **Social Support**

Group Social Support Group held in the Linger longer room on Tuesdays has maintained good numbers attending regular morning tea/lunches in August, four being held this month. The monthly Group Social Support outing travelled to Tamworth for a day out. Eight ladies attended and all had a good day.

### **Food Service**

Meals on Wheels numbers in August stayed the same at fifteen clients.

Meals on Wheels is coordinated by the Bingara CHSP Staff and the Meals provided by the Bingara MPS.

<b>Bingara CHSP August Report</b>		
	<b>Bingara</b>	

<b>Day Centre</b>		
Total Active Clients	12	
Clients Receiving Service	11	
Total Meals	37	
Hours Clients Receive in Centre	190	
<b>Social Support</b>		
Number of Clients	57	
Individual Hours	386.5	
Group Hours	190	
Total Hours Received	576.5	
<b>Food Service – Meals on Wheels</b>		
Clients	15	
Meals	290	
<b>Transport</b>		
Number of Clients	37	
Number of Trips	189	
<b>Transport – Youth</b>		
Number of Clients	0	
Number of Trips	0	
<b>Access Bus to Inverell</b>		
Number of Clients	10	
Number of Trips	2	
<b>Volunteers</b>		
Number of Volunteers for the Month	10	
Monthly Volunteer Hours	576.5	

## SOCIAL SERVICES

### Bingara Neighbourhood Centre

*Funding body – NSW Department of Communities and Justice*

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

### S355 Committees

Council Staff attended the AGM for the Bingara Community OP SHOP. The meeting was well attended, and the AGM ran smoothly, 8 new volunteers were inducted after the AGM. The Bingara Community OP SHOP has donated \$46,000 to various organisations since opening and continues to come up with fresh and interesting ideas for the Bingara community to embrace.

### Centrelink

Centrelink remained open for normal operation hours.

### Youth Services

*Funding body – NSW Department of Communities and Justice*

GirlGlow only had one session this month due to unforeseen circumstances. This session was focused on the way we speak and treat others and encouraging people rather than putting one another down.

Youth Services staff also prepared for the Gwydir Willoughby Youth Exchange trip to Sydney which will be from Thursday 1 September to Sunday 4 September 2022, with an itinerary packed full of fun.

### Youth Mentoring Program

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

Month	Number of participants
June	1
July	1
August	1

### Supported Playgroup Development Worker

*Funding body – NSW Department of Communities and Justice*

Warialda Toy Library	June 2022	July 2022	August 2022
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	56	8	49
Full borrowing members (new and/or renew)	0	1	1
Non borrowing members (new and/or renew)	1	1	1
Casual borrowing members (new and/or renew)	0	0	0
Commemorative Birth Certificate applications received	0	0	0
Toys returned	11	2	7
Toys borrowed	8	2	9
Groups using the service (FDC carer, Pharmacy)	0	0	0

<b>Tuesday</b> group activity morning x 2	24	4	15
<b>Wednesday</b> group activity morning x 3	11	0	16
<b>Thursday</b> group activity morning x 2	16	4	11
<b>Friday</b> group activity morning x 1	5	0	7

The Toy Library recognised Dental Health week, providing handouts for parents, toothbrushes and tooth paste for their children. It also provided an opportunity for children to look at a tooth model and see what teeth they will grow. They also engaged in teeth cleaning activities and sensory activities.



Children engaged in fine motor skills activities and sensory activities using small animals and tweezers to match the colours.

We also had a special celebration with one of our regular children turning 4. She brought in some special treats and also got to use her new presents on one of the educators, which she thought was absolutely fabulous.

### **Bingara Toy Library**

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

Particulars	June 2022	July 2022	August 2022
Total daily attendance count for children who utilised the service for the month	101	40	66
Full borrowing memberships			
New/renew	1	1	0
Non borrowing memberships			
New/renew	1	1	1
Casual borrowing memberships. New/renew	0	0	0
Commemorative Birth Certificate - voucher memberships	0	0	0
Toys returned	6	1	3
Toys borrowed	0	4	2
Children & Groups using toys	0	2	1
Tuesday	12/5	5/4	4/4
Wednesday	17/11	6/3	3/2
Thursday	6/3	3/3	3/2
KSK Program	48 Boys 18 Girls	19 Boys 7 Girls	37 boys 17 girls



The Toy Library was only open for one and a half weeks this month due to illness and leave obligations.

On 16 August 2022, Sandy Scotton, Speech Pathologist, visited from Hunter New England Community Health Service, to give a presentation on speech and language development. She spoke of things which may hinder speech development as well as how to add to a child's vocabulary. Sandy discussed the perfect books to read, the importance of talking and reading to your child and how early intervention is best. Handouts were available and given to those in attendance and emailed to our toy library members for reference.

The Kool Skool children enjoyed participating in the public library group sessions whilst the toy librarian was on leave this month. On other afternoons chalk drawing, who am I game, white board drawing, Lego, cars, train set, puzzles, card games, painting, stencil tracing, and reading on the couch were offered and enjoyed by the children in attendance.

Staff continue to post articles, photographs, event flyers and articles on their Facebook page, Bingara Toy Library, to keep families informed and supported no matter if they are a member or not.



### Bingara Preschool

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

Days	August 2022
Tuesday	27
Wednesday	24
Thursday	24
Friday	21

### Professional Development and Training Pulse Training

The Director of Bingara Preschool completed Pulse Training on the 18 August 2022. The training informed the Director about the different areas within Pulse and how this can assist the service in maintaining a Professional Development Register for each educator.

### Supervising Outdoors Webinar

The Director completed a 2 hour webinar with Seaman and Slattery about the importance of the outdoor environment. This webinar provided some excellent ideas



and visuals on how to set up learning environments outside. This webinar also touched on the importance of embedding sustainable practices into the Service and how the outdoor environment can assist in doing this.

### **Munch and Move Training**

An educator completed the updated Munch and Move Training online. This training revised the importance of embedding physical activity and nutrition into the services pedagogies. This training had an online component to complete, which the educator did successfully.

### **COVID 19 Closure**

Unfortunately, the service had to cease face to face learning during the first week of August. This was due to the high numbers of positive COVID 19 cases amongst educators, the children and their families. A notification to The Australian Children Education and Care Quality Authority, was submitted by the service, which outlined the reason for the closure during this period. Online learning materials were sent out to all the children and daily emails were sent to families with experiences and activities for the children to explore.

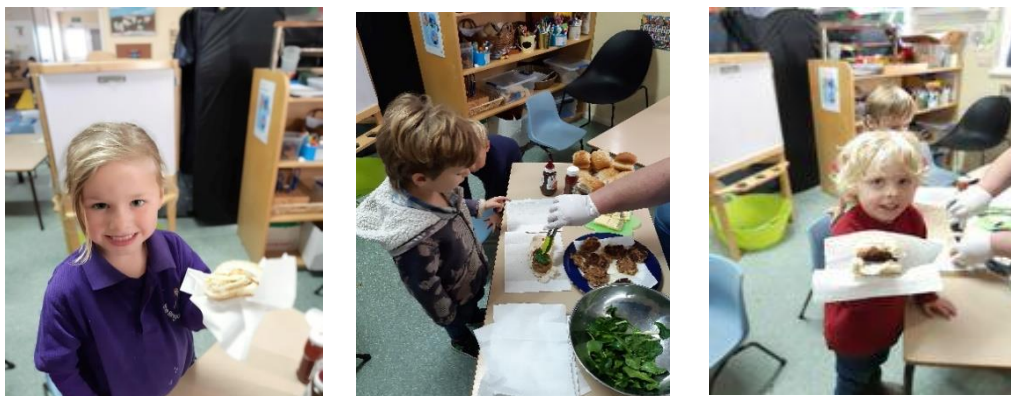
### **Dental Hygiene Week**

During Week 4 (9 -12 August) the children explored and engaged with a range of activities based around learning more about dental hygiene, as it was National Dental Hygiene Week. The children each got a new toothbrush and toothpaste, donated from Colgate. At the playdough table, the children made teeth for the face and a plate of healthy food. The children even made a toothbrush cake.



### **National Hamburger Day**

On Thursday 25 August 2022, it was National Hamburger Day. To celebrate, the children and educators made mini hamburgers which were delicious. The children helped to mix and roll the healthy meat patties into balls. The children then cut some fresh spinach from the garden to add to their burgers. At lunchtime, each child was able to choose what they wanted on their burgers. The children and educators shared a special hamburger lunch together.



### Tharawonga Mobile Resource Unit

*Funding body – Australian Government Department of Education*

Days and Venues	August 2022	TOTAL
Monday at Yetman	6 + 2 casual	8
Tuesday at North Star	11 +5 casual	16
Wednesday at Yallaroi	7 + 6 casual	13
Thursday at Gravesend	4	4
Friday at Croppa Creek	9 + 1 casual	10

### Emergency evacuations

Children and educators at each of our five service venues have participated in emergency evacuation procedures. Different scenarios have been conducted so that everyone is familiar with what we should do in an emergency.

### Significant celebrations

Tharawonga has participated in some significant events in the last few weeks including Dental week and Book Week. We have had discussions at group times with the children about how to keep our teeth clean and why we ask children to drink water and give their teeth a clean after they eat. We shared with the families a tip sheet and the children were able to colour in a colouring page on dental health. Each of our venues participated in Book Week with the children and families going to great efforts to have children dressed up in different costumes each day at the services. The children also shared the stories that they brought in with their costume.





### Yetman

The children have been engaged in opposites and name recognition for their transitional learning opportunities. The use of books, songs, cards, and name tags are ways the children have been identifying these concepts. Our stories are following on and extending the children's learning through their music experiences including the five little ducks and reading the story "wrong way" all about a duck family.



Other learning such as counting backwards are incorporated into this learning experience. Dramatic play experiences have been very well explored with the children and lots of imaginative play being expressed by the children. Including the children being the hairdresser, dressing in medical jackets to check the animals at the vets, the children have been using the register scanners as pretend phones to communicate with, setting up the doll's house with the furniture and accessories, the dolls have been fed using the bottles and had their bottoms changed. There has been lots of gross motor strength, balance and coordination used through the children participating in the physical and active play such as the large foam blocks, stepping stones and A frames with purple climbing ladder and wooden balance beams.

### North Star

Following the children's extended interest in cooking and baking, we made banana muffins and scrambled eggs. Cooking experiences provide children opportunities to

learn life skills, engage with numbers in a meaningful way, share aspects of their home life with educators and peers, try new foods and different tastes and participate in a shared making and eating of a meal.



We continued observing and playing within the natural environment such as going on a leaf hunt, gathering natural materials to play with inside and outside, and observing the worms and frogs in the frog hotel. Educators provided children with large play equipment to challenge their developing gross motor skills, build their self-confidence and risk assessment.

We have had a new enrolment start with us at the service after conducting an enrolment and orientation process earlier in the month.

### **Yallaroi**

Children have been learning about risk and safety during their play. Using large play equipment, foam blocks and balance bikes with the educator's support children to identify risks and follow strategies to minimise their risk, such as putting mats down or wearing helmets.

Children are developing their oral storytelling skills by retelling familiar stories with puppets and books. Oral language skills are important for learning to read and write.



We are continuing to care for our gardens and frogs. Children explored bird seed as a sensory experience in the mud kitchen and requested to make bird feeders to hang in the trees at the hall.



Children participated in making shared art using paint with balloons and natural materials as painting utensils. We have had a family finish up with us at this service due to moving out of the areas that we operate at.

### **Gravesend**

The children have been using the sensory balls to have a game of basketball. There has been lots of gross motor movement and core strength riding bikes on the path.

Our stories have been When I'm Feeling Kind, When I'm Feeling Angry, The Very Cranky Bear, Family Tree, Piranhas Don't Eat Bananas, I Need A Hug, We're Going on a Croc Hunt and The Brave Bear.

Our transitional learning experiences have been focused on opposites, counting, name, colour and object recognition. Intentional teaching and learning have been engaged in through opposite puzzles, playdough making dinosaur eggs, object recognition with first words bingo, shapes and cutting, opposites with a picture matching game, making shapes with playdough and scissors, Australian animal, and tongs for colour sorting, drawing shapes on chalk boards, fine motor and hand eye coordination threading with Australian animals and animal recognition with a heads and tails animal puzzle.

Our group experiences were with the parachute and sensory balls and the children used teamwork skills to shake the parachute but not lose the balls that were on top. Other group opportunities were making our preschool belonging tree with handprints and cosmic yoga on the farm.



### **Croppa Creek**

Children have continued to nurture their interest in dramatic and imaginative play at the service. Educators support their learning and play by providing puppets and a puppet theatre, modelling telling oral stories, reading classic fairy tales, and singing songs with actions. These dramatic spaces support children to use language, explore different points of view and perspective through role play, cooperated with one another to keep the pretend play going and draw on their imagination, creativity, and knowledge.

We read and sang Insects and the Hairy One by Aunt Wendy's Mob, connecting with Aboriginal culture and discussing a responsibility to care for the land and animals. Intentional teaching focused on learning numeracy skills, especially around counting.



## TOURISM AND ROXY THEATRE COMPLEX

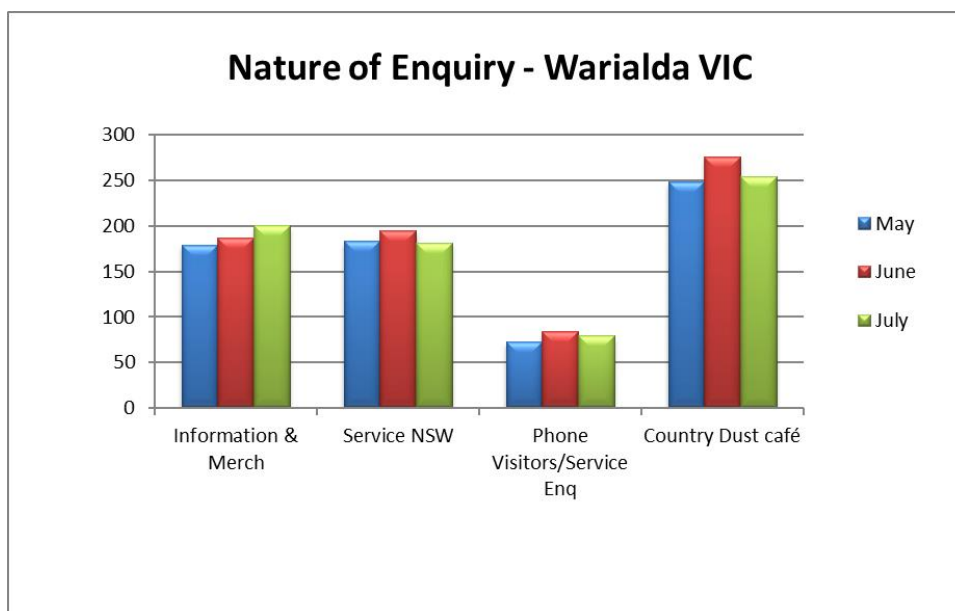
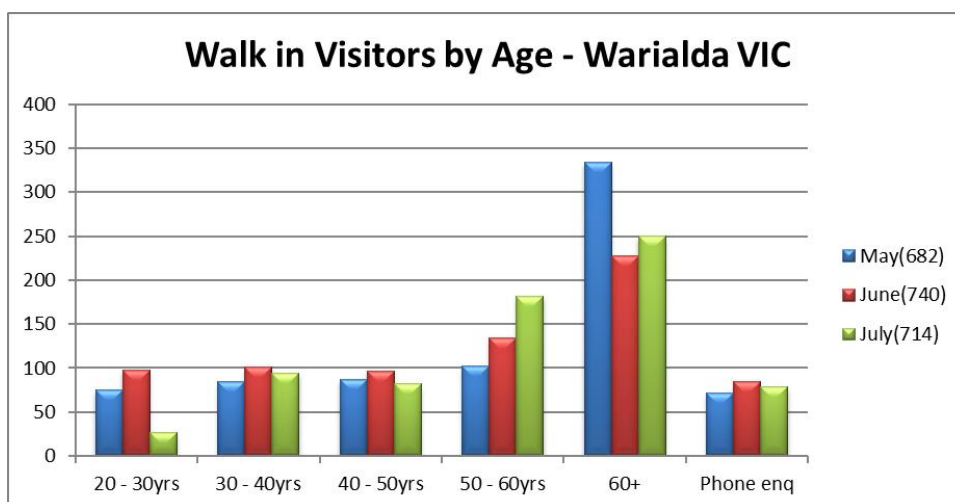
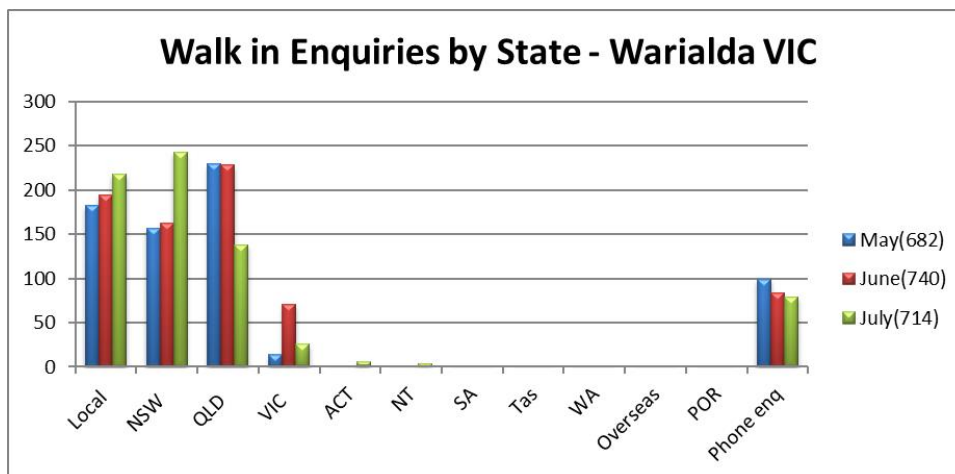
### Tourism

#### Warialda Visitor Information Centre

May 2022		June 2022		July 2022	
Opening Hours	147	Opening Hours	154	Opening Hours	147
Volunteering Hours	14	Volunteering Hours	16	Volunteering Hours	18

Income	May	June	July
Centre Hire	0	0	0
Merchandise Sales GST Exclusive	\$1,232.84	\$1,619.58	\$845.85
<b>Subtotal</b>	<b>\$1,232.84</b>	<b>\$1,619.58</b>	<b>\$845.85</b>
<b>Total Monthly Income</b>	<b>\$1,232.84</b>	<b>\$1,619.58</b>	<b>\$845.85</b>

Visitors at Warialda VIC	May	June	July
Visitors	179	186	200
RMS	183	194	181
Café	248	276	254
Phone Visitor / Service NSW enquiries	72	84	79
<b>Total</b>	<b>682</b>	<b>740</b>	<b>714</b>

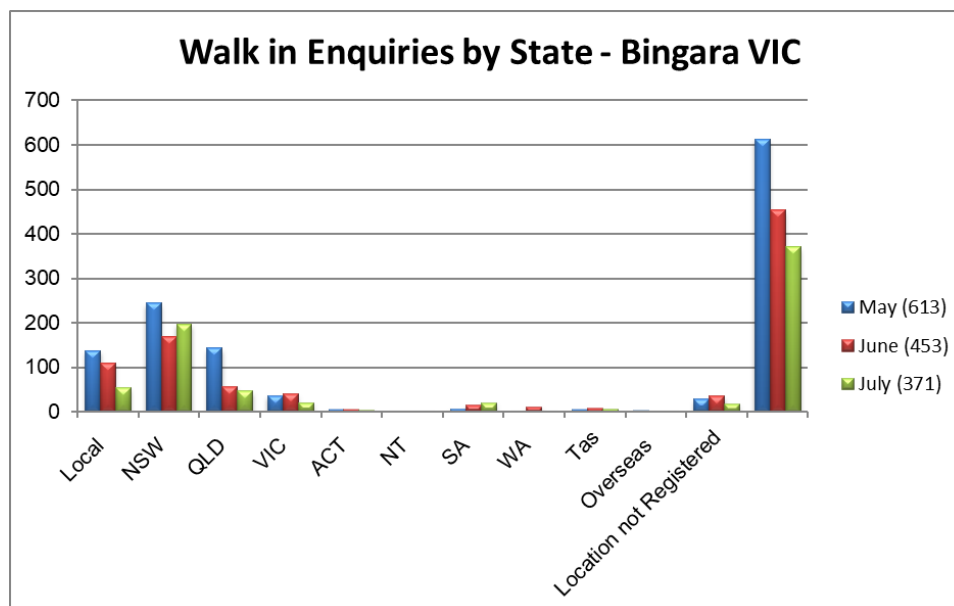


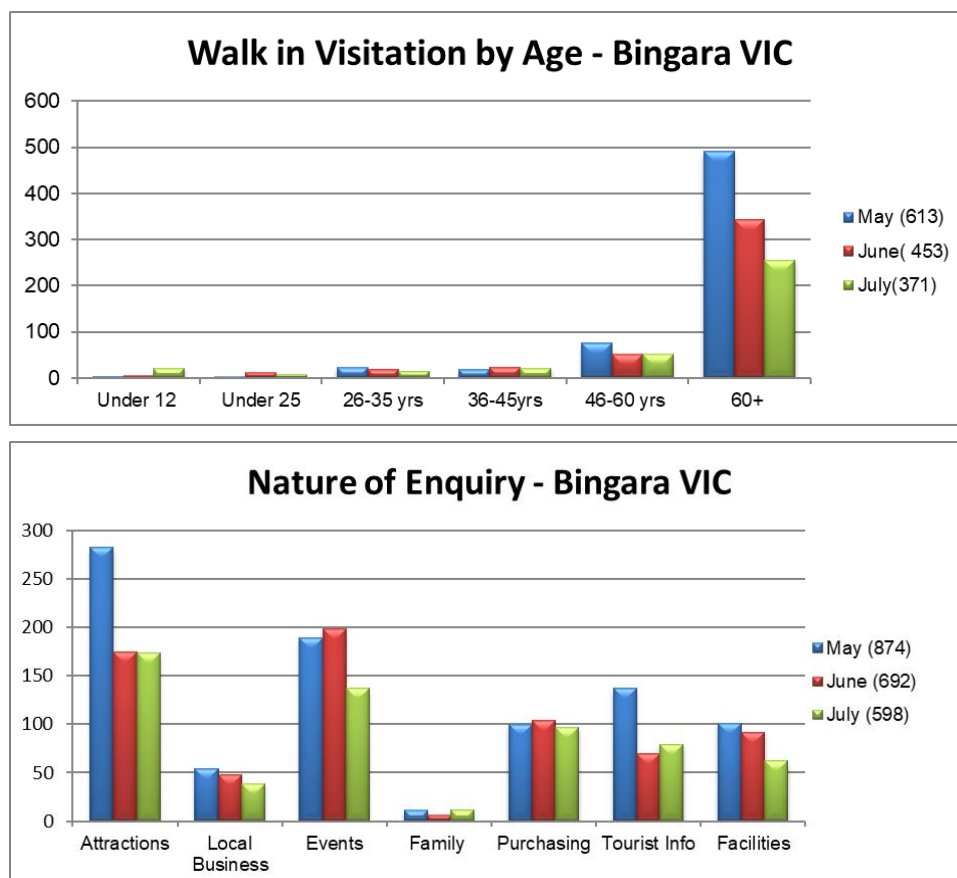
### Bingara Visitor Information Centre

May 2022		June 2022		July 2022	
Opening Hours	172	Opening Hours	173	Opening Hours	164

Volunteering Hours	30	Volunteering Hours	27	Volunteering Hours	27.5
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Income	May	June	July
Products on Consignment	\$47.00	0	0
Merchandise Sales GST Exclusive	\$1,148.00	\$1,262.77	\$792.66
<b>Subtotal</b>	<b>\$1,195</b>	<b>\$1,262.77</b>	<b>\$792.66</b>
Less payments to consignees	\$32.90	0	0
<b>Total Merchandise Sales</b>	<b>\$1,162.10</b>	<b>\$1,262.77</b>	<b>\$792.66</b>
VIC Commission received on Event bookings undertaken on behalf of Community Groups – Subtotal			
<b>Total Monthly Income Bingara VIC</b>	<b>\$1,162.10</b>	<b>\$1,262.77</b>	<b>\$792.22</b>
Roxy Tour Income	<b>\$460.00</b>	<b>\$356.81</b>	<b>\$276.37</b>
<b>Visitors at Bingara VIC</b>	<b>613</b>	<b>453</b>	<b>371</b>





Not shown in the Tourism income section of the table are the following amounts which the VIC undertook in collecting, processing on behalf and assisting of Community Groups (such as Roxy Management productions, NWTC productions, Unleash the Black Dog Ball, Pulse of the Earth with showground camping bookings), Environmental Services (Camping Donation Boxes) The Living Classroom etc. (accommodation hire and Classroom hire).

### Comments

- 1) Tourism - Tourist figures are down slightly at 371 which may be due to the colder weather and another wave of COVID 19.
- 2) Roxy Tours - remaining steady with approximately 27 people participating in the tours.
- 3) Campaign Monitor Email Blast sent out - Was designed and undertaken by Bingara VIC Staff for Owls Apprentice tour, with a send out to over 500 email

subscribers. The Owls Apprentice was a puppet show, held in the Roxy Theatre, and supported by the NSW Government through Create NSW scheme.

4) Roxy Web Site ticketing/booking design - This was designed and undertaken by Bingara VIC Staff also for Owls Apprentice with 10 bookings being made on-line via the web site booking.

5) Community Groups – Assistance - During the month, the VIC collected in excess of \$5,000.00 in ticket sales on behalf the Unleash the Black Dog Black Tie Ball, both on-line and over the counter.

6) Roxy Conference Room fees generated \$0

7) Camping Donations - During July \$616.60 was processed by the VIC from the Riverbank Camping Donation Boxes.

8) The Living Classroom and Bunkhouse bookings fees generated from the Bingara Jockey Club Ball accommodation \$150.00

## **CONSULTATION**

Consultation has occurred within the Organisation and Community Development Directorate.

## **POLICY IMPLICATIONS**

Policy implications are those relating to the 2022/23 Operational Plan and the Policies of Gwydir Shire Council.

## **FINANCIAL IMPLICATIONS**

The activities carried out by the Organisation and Community Services Department are in line with the 2022/23 Operational Plan.

## **STRATEGIC IMPLICATIONS**

The activities undertaken by the Organisation and Community Services Department regarding social and environmental factors are targeted in line with the 2022/23 Operational Plan.

## **OFFICER RECOMMENDATION**

**THAT the report be received.**

## **ATTACHMENTS**

1. August 2022 Monthly Action Progress Report Correct at 29 [7.1.1 - 23 pages]



2. CRM Report to Council September 2022 [7.1.2 - 1 page]

**COMMITTEE RECOMMENDATION TO COUNCIL:**

**THAT** the report be received.

**FURTHER** that Ms Chloe Taylor and Mr Anthony Francis be acknowledged for the excellent way the Willoughby-Gwydir Student Exchange was conducted.

**FURTHER** that the Council writes to the Mayor of Willoughby City Council thanking her and her fellow Councillors for the wonderful hospitality received by the visiting Gwydir Shire delegates to the Chatswood Emerge Festival.

**FURTHER** that the Committee Members were disappointed to hear feedback that there may have been illegal drug use at the Pulse Festival on Council controlled property.

**(Moved Cr Egan, Seconded Cr Dixon OAM)**

**CARRIED**

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

**Against: Nil**

## Monthly Action Progress Report

### August 2022 (current to 29 August 2022)


#### 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
1.1.1.2	Support Gwydir Shire's health initiatives	Community Assets Manager	In Progress	0%	Ongoing	









##### 1.1.2: Encourage and enable healthy lifestyle choices









Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Oversee the operation of Council's Aquatic Centres	Community Assets Manager	In Progress	0%	Ongoing	
1.1.2.2	Annual Swimming Pool Inspection Program	Building Services Manager	Deferred	0%	Inspections scheduled for first quarter of 2023.	



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.2.3	Conduct Council's Category B Enforcement agency functions under the Food Act 2003 (NSW) by the specified due dates	Planning & Environment Manager	In Progress	20%	Activity is on schedule	
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%	Regular meetings with CHSP staff continues. New CHSP Manual in place. Manager working on CHSP policies in Centroassist.	
1.1.2.6	Reedy Creek Footpath - Stage 1 - Construction of Bicycle/Walking Path - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Engineering Assets Coordinator	Completed	100%		
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Community Assets Manager	Not Updated	0%		

### 1.1.3: Provide the right places, spaces and activities

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.2.5	Implement Council's library programs	Community Assets Manager	In Progress	0%	Ongoing	
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	Building Services Manager	In Progress	10%	Piers and beams poured for Common room and piers poured for Interpretive Building.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.2	Be a centre of leadership in child development, education and care as well as support for families and community	Social Services Manager	Not Updated	0%		
1.1.3.3	Annual Tree Planting program	Town Utilities and Plant Manager	In Progress	0%	Annual program - begins in July each year.	
1.1.3.4	Bingara Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant walking/cycle paths	Engineering Services Shire Engineer	In Progress	5%	Project scope is currently being determined via assessment of existing footpath networks and missing links. Project is intended to be contracted out and project managed by Council officers.	
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	10%	Final design is expected in September - following this RFQ	
1.1.3.6	Build our reputation as 'best choice' for families, children and young people to discover their abilities and reach their potential in life	Social Services Manager	Not Updated	0%		
1.1.3.7	Enhance the overall Resident experience at Naroo Frail Aged Hostel	Aged Care Manager	In Progress	0%	Monthly activities calendar continues. Outings have recommenced after the COVID outbreak.	
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Organisation & Community Services Director	Not Updated	0%		
1.1.3.9	Landscaping Improvements - Warialda Street Tree Upgrade - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	Not Started	0%	Investigation and design scheduled to commence in October	


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.10	Off Leash Dog Exercise Areas Bingara - Gravesend - Warialda - Local Roads and Community Infrastructure Program	Planning & Environment Manager	In Progress	95%	Projects are complete and in use. Ongoing grounds and equipment maintenance.	
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Organisation & Community Services Director	In Progress	70%		
1.1.3.12	Provide exceptional care, embracing authentic partnerships with families and ensuring the 'voice of the child' is central to our service processes.	Social Services Manager	Not Updated	0%		
1.1.3.13	Provide high levels of hygiene to councils community assets	Community Assets Manager	Not Updated	0%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	90%	Some works still to be completed.	
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	30%	No Progress due to resourcing issue	
1.1.3.16	Stronger Country Communities Funding - Round 4 - Construction of Nicholson Oval amenities	Building Services Manager	In Progress	5%	Design completed. Revised estimate in progress.	
1.1.3.17	Warialda Fitness Centre Amenities Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Finance Team Leader	In Progress	5%	I have received design for the Warialda Fitness Centre from Eddy design and will be preparing the request for quote in the coming weeks.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
1.1.3.18	Warialda Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant cycle/walking paths.	Engineering Services Shire Engineer	In Progress	5%	Project is still in the planning and preconstruction stages. Detailed survey and engineering design is underway on a number of sites in Warialda and Bingara.	
1.1.3.19	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Town Utilities and Plant Manager	Deferred	0%	Have not been advised about this project.	


## 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	Meet Council's property management obligations	GLR & Communications Team Leader	Not Updated	0%		

### 1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
	Comply with and report on Council's Companion Animal Management requirements	Planning & Environment Manager	In Progress	20%	Companion Animal requirements are up to date	

**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	Rollout out the planned schedule of events reviewing the concept, target audience and success of each event	Community Assets Manager	Not Updated	0%		








## 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	Annual Power and Telemetry upgrade program	Town Utilities and Plant Manager	In Progress	15%	Switchboard has been ordered through R and D Technology - estimated delivery 3 months timeframe	
2.1.1.2	Annual Water Meter replacement program	Town Utilities and Plant Manager	In Progress	80%	Meter reading scheduled for September - following the reading faulty meter replacement is prioritised	
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	In Progress	50%	Bingara SPS 3 - pump supplied and installed x1	
2.1.1.4	Bingara Riverside Caravan Park Amenities Block Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	Not Updated	0%		
2.1.1.5	Bingara Showground Amenities - Repairs and Maintenance Project	Building Services Manager	Deferred	0%	Contractor to complete works. Andrew Cooper to schedule.	
2.1.1.6	Building Services Repairs and Maintenance Program for 2022-2023	Building Services Manager	In Progress	10%	R&M Ongoing	
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%	Works currently underway in conjunction with other flood damage priorities	






Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.8	Fixing Local Roads Round 3 - Resheeting of Getta Getta Road from North Star Road to Inverell Shire	Engineering Services Shire Engineer	In Progress	5%	Field trials of gravels is underway. Construction is expected to be underway by September.	
2.1.1.9	Bingara Water Treatment Plant - Solar installation project	Town Utilities and Plant Manager	In Progress	20%	Structural capacity of shed was undertaken by Kelso of behalf of Origin Energy waiting on results	
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	Not Updated	0%		
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%	Deferred until 2023-24	
2.1.1.12	Stage 1 North Bingara sewer extension project	Town Utilities and Plant Manager	In Progress	10%	Tender documents for supply of equipment are being developed along with construction documents	
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	Deferred	0%	Stage 1 to be completed prior to stage 2	
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	10%	Emergency works final claim and request for funding for repairs to be submitted in September 2022.	
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	Not Updated	0%		
2.1.1.16	Annual Renewals Program - Sewer mains relining/replacement	Town Utilities and Plant Manager	In Progress	5%	Quotations to be followed up with suppliers	
2.1.1.17	Annual Heavy Plant Replacement Program	Town Utilities and Plant Manager	In Progress	5%	Quotations received and assessed for backhoe replacement	
2.1.1.18	Annual Light Plant Replacement Program	Town Utilities and Plant Manager	In Progress	5%	A number of smaller vehicles have been ordered including 2 mowers, CHSP vehicle and utilities	


Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.19	Reedy Creek Access Road Construction - Stage 2 - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	10%	Design work in progress.	
2.1.1.21	The Living Classroom - Emergency Accommodation and Tourism Opportunities - Black Summer Bushfire Recovery Grants Program	General Manager	Not Updated	0%		
2.1.1.22	The Living Classroom Bunkhouse - Deck expansion project	Building Services Manager	In Progress	95%	Deck and cover completed. Awaiting electrician to complete lighting and power installation.	
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Engineering Services Shire Engineer	In Progress	5%	Project is still in the planning and preconstruction stages. Detailed survey and engineering design is underway on a number of sites in Warialda and Bingara.	
2.1.1.24	Upper Horton Sports Club Camping Ground Amenities Block - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Town Utilities and Plant Manager	Deferred	0%	Have not been advised about this project.	
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	Community Assets Manager	Not Updated	0%		
2.1.1.26	Warialda Works Depot project- Extend awning off lunchroom	Building Services Manager	Deferred	0%	Not yet commenced.	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.1.28	Fixing Local Roads Round 1 Funding - Transport for NSW - Sealing of Horton Road from Horton Village to MR133 Killarney Gap Road	Engineering Services Shire Engineer	In Progress	45%	Works continue on the project with 6km sealed and a further 3km close to being ready for sealing works.	
2.1.1.32	Heavy Vehicle Safety & Productivity Program Round 7 and Fixing Local Roads Program Sealing of IB Bore Road from North Star to Moree Plains Shire	Engineering Services Shire Engineer	In Progress	5%	Earthworks have commenced; however work has been delayed significantly by lime shortages	
2.1.1.34	Develop 10-year stormwater plan	Engineering Services Shire Engineer	In Progress	40%	A fourth and final meeting of a citizen's stormwater panel is required to finalise the 10 year plan. It is expected that this should take place before December 2022	
2.1.1.36	Deliver RMCC annual works program	Works Coordinator	Not Started	0%	Annual program - begins in July each year	
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	30%	RFQ still required for concrete works.	
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	35%	Works in progress with crews carrying out flood damage repair works on a priority basis.	
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%	A revised design had been finalised with the intention of retendering this project to more closely align contractor pricing and available budgets. A tender is hoped to be awarded in September	

**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	Develop links and implement programs to improve the local economy	Community Assets Manager	Not Updated	0%		
2.1.2.3	Develop strategy for small scale industrial land development.	General Manager	In Progress	70%		
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%		


**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	Build on key relationships with stakeholders to enhance the Gwydir Shire tourism profile	Organisation & Community Services Director	Not Updated	0%		

## 2.2: We are skilled and have access to excellent educational opportunities

Our lives are enriched through access to quality education which enables the development of a skilled workforce and the uptake of local job opportunities.

### 2.2.2: Build on our quality education and training opportunities (including through the GLR)

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.2.2.1	Implement and manage the Gwydir Learning Region program	Community Assets Manager	Not Updated	0%		




### 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	Implement Development Control Plan based on the Department of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%		
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	0%		
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Manager	In Progress	5%	Scope of study being determined	

##### 3.1.2: Respond to our changing environment

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Annual Telemetry & Technology upgrades	Town Utilities and Plant Manager	In Progress	10%	Supplier to be onsite week starting 5th September for North Reservoir, truck wash and WSTP upgrade	


**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	North West Weed Action Program -Gwydir Shire	Planning & Environment Manager	In Progress	20%	Program is being delivered.	
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Manager	In Progress	0%	Ongoing	




**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	Street lighting coverage across the local networks throughout the shire	Planning & Environment Manager	In Progress	20%	Project work has commenced - updating of councils streetlight records in spectrum spatial.	


**3.2.2: Use our water wisely**

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
3.2.2.1	Annual Water Main replacement program	Town Utilities and Plant Manager	In Progress	5%	Project delayed due to resourcing issue	
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	In Progress	10%	Quotation for materials and install has been obtained	
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	In Progress	50%	New dosing lines from the dosing shed to flocculation tank (pre dose Alum and Caustic) and post dos (caustic) have been installed by Colonial Chemicals. HH20 process engineers have visited site to establish online turbidity meters on the filters.	

**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	Planning & Environment Manager	In Progress	20%	Strategy is implemented across the waste collection and processing services	

**3.2.4: Identify and make best use of our resource land**

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
2.1.2.2	Ensure that there is suitable residential land and premises available to facilitate growth	General Manager	Completed	100%		




## 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	Provide effective communication initiatives to service the community	Community Assets Manager	Not Updated	0%		

#### 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	90%	This is ongoing	
4.1.2.1	Consistently engage with communities, moving from transactional to transformational relationships	Integrated Planning Reporting & Governance Officer	In Progress	40%	Community Engagement Strategy is in review state, to be adopted in December 2022. Council continues to provide various channels for residents to engage, including on the website, via social and other digital media.	


**4.1.3: Build on our sense of community**

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.1.3.1	Achieve positive connections with organisations central to child development, social inclusion, health and education.	Social Services Manager	Not Updated	0%		
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	Not Updated	0%		
4.1.3.3	Value and embrace the knowledge and experiences of our families as they grow through our services.	Social Services Manager	Not Updated	0%		
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children and their families.	Social Services Manager	Not Updated	0%		
DP	Collaborate and work together with all stakeholders to build connections, understanding and confidence to foster strong, resilient and connected communities.	Organisation & Community Services Director	Not Updated	0%		




#### 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	Manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	In Progress	0%	Ongoing	

##### 4.2.2: Work in partnership to plan for the future

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
4.2.2.1	Acquire, disseminate and apply new knowledge to grow evidence informed practice.	Social Services Manager	Not Updated	0%		
4.2.2.2	Create comprehensive and collaborative models of care and support services that drive successful, responsive and individualised outcomes for families.	Social Services Manager	Not Updated	0%		
4.2.2.3	Implement emerging technologies and best processes to improve efficiency.	Social Services Manager	Not Updated	0%		

## 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	Complete all legislative reporting requirements for Community Home Support Program (CHSP)	Aged Care Manager	Completed	0%	All reporting requirements for the time period have been completed	✓
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Aged Care Manager	Completed	0%	KPI report completed. Action plan completed and sent back to NSW Transport	✓
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Aged Care Manager	In Progress	0%	Prudential reporting due in October. Work has commenced in some areas	●
5.1.1.4	Complete the works for the Aged Care Approvals Round grant monies as per the grant agreement	Aged Care Manager	In Progress	0%	DA has been submitted awaiting outcome. Liaised with Department regarding increased costs and impact on project	●
5.1.1.5	Implement the Business Improvement Fund grant monies as per the Activity Work plan and Indicative Activity Budget	Aged Care Manager	In Progress	70%	Reports are submitted to department on progress. Succession planning has been discussed with Leeah and HR and moving forward with this.	●
5.1.1.13	Develop contract management documentation templates	Chief Financial Officer	In Progress	30%		●




Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.1.14	Review policies and procedures associated with contracts and procurement in line with LG Procurement regulations, including staff training.	Chief Financial Officer	In Progress	30%		

### 5.1.2: Information management systems



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Administer and support Council corporate applications, networks and systems.	Business Improvement & IT Coordinator	In Progress	10%		
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	In Progress	40%	Have emailed a revised report to Business Improvement & IT Coordinator with attachments included. Report has been sent to August Council Meeting, awaiting outcome.	
5.1.2.3	IT capital replacement program.	Business Improvement & IT Coordinator	In Progress	20%		
5.1.2.4	Further the digitisation efforts of Council's records management to ensure the integrity of information for the future.	Business Improvement & IT Coordinator	In Progress	10%		
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Business Improvement & IT Coordinator	In Progress	10%		




Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.2.6	Software Renewal Program - 22/23 Financial Year	Business Improvement & IT Coordinator	Not Updated	28%		

### 5.1.3: Administrative and support functions



Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	Assess and implement solutions that increase efficiencies and quality, whilst reducing costs, to improve processes and systems within Council.	Business Improvement & IT Coordinator	In Progress	5%		
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	45%	Annual Report development is in progress and will be completed by the reporting due date.	
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	In Progress	10%	Standard operation and maintenance activities	



### 5.1.4: Workforce planning

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.4.1	Build a culture that empowers staff to learn, teach, lead and succeed	Social Services Manager	Not Updated	0%		
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Organisation & Community Services Director	In Progress	0%	Ongoing	

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Organisation & Community Services Director	Not Updated	0%		
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Aged Care Manager	In Progress	60%	All mandatory training is completed by staff through the Altura system. Registered Nurse on site has train the trainer qualifications and delivers face to face education to staff. Discussion has been had regarding change over to Pulse education module. This will be looked at more closely and decision made when Altura contract is due for renewal.	
5.1.4.5	Undertake Workforce Planning to ensure that there is an appropriately skilled workforce to meet future challenges and opportunities.	Organisational Development Administrator Assistant	In Progress	10%	Working with Amy on this one.	

#### 5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
5.1.5.1	Embed Workplace Health & Safety into business-as-usual practice throughout the organisation	Risk & Safety Coordinator	Not Updated	0%		
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk & Safety Coordinator	In Progress	20%		

Action Code	Action Name	Responsible Officer Position	Status	Progress	Comments	Traffic Lights
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%	Recommendations continue to be reviewed. Registered Nurse hours are problematic and has been discussed at Governance level with Council. Care minutes has also been reviewed and discussed and issues around meeting this recommendation.	
LCR	Meet all of Councils Legislative Compliance & Reporting requirements as set by the Office of Local Government (OLG)	Integrated Planning Reporting & Governance Officer	Not Updated	0%		



### CUSTOMER SERVICE REQUESTS (CRMs)

CRMs carried forward from:

Department	Outstanding as at 1 August 2022	Completed since 1 August 2022	Outstanding as at 1 September 2022
Technical Services	8	2	6
Environment and Sustainability	18	8	10
Town Utilities Parks and Gardens	6	5	1
Building Services	8	7	1
<b>Total Outstanding</b>	<b>40</b>	<b>22</b>	<b>18</b>

CRM's - 1 August 2022 to 1 September 2022:

Department	Received during August 2022	Completed during August 2022	Outstanding as at 1 September 2022
Technical Services	32	17	15
Environment and Sustainability	29	10	19
Town Utilities Parks and Gardens	22	16	6
Building Services	6	1	5
Executive	0	0	0
Organisation and Community Services	1	0	1
<b>Totals</b>	<b>90</b>	<b>44</b>	<b>46</b>

CRMs received since 1 August 2022 and still outstanding as at 1 September 2022:

Department	Open
Technical Services	21
Environment and Sustainability	29
Town Utilities Parks and Gardens	7
Building Services	6
Executive	0
Organisation and Community Services	1
<b>Total</b>	<b>64</b>

## 7.2 August 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

#### Planning

The following Development (D/A) and Development Modification (s96) applications were approved during the month of August 2022:

No.	Property Description	Development/ Work	\$	D/A	s96
48/2018	TP & GG Baxter Lot 22 DP 1202798 36 Ironbark Drive Warialda	Modification of location of garage on allotment as approved in DA 48/2018	-	-	ü
26/2022	Made Development Group / S W & J Schneider Lot 14 Section 48 DP 759052 & Lot 2 DP 583102 31 Market Street Warialda	Two Carport attached to existing garage	\$10,000	ü	-
28/2022	ML & PJ Farrell Lot 3 Section 30 DP 759052 130 Long Street Warialda	Garage	\$15,000	ü	-
33/2022	RG Watson & W E Riley Lot 3 DP 1163721 3337 Gragin Road Warialda	Garage	\$15,000	ü	-

35/2022	CJ & SA Cox Lot 10 Section 42 DP 758111 80 Finch Street Bingara	Garage	\$15,000	ü	-
39/2022	JL & DJ Mulligan Lot 44 DP 751114 2199 Buckie Road Croppa Creek	Agricultural Building	\$146,500	ü	-
40/2022	CM & BJ Matthews Lot 2 DP 703733 27 Maitland Street Bingara	Detached Garden Shed	\$25,000	ü	-
42/2022	J Wolfenden / J C Barwick & J H Phillips Lot 1 & 2 DP 598733 46 Queen Street Warialda	Boundary Adjustment	\$5,000	ü	-

The following Development (D/A) and Development Modification (s96) applications remain outstanding at the end of August 2022:

No.	Property Description and Description of Work	Reason	D/A	s96
49/2016	Ceres Ag 'Gunyaerwarildi' 1470 North Star Road Warialda - Continued occupation/use of rural worker accommodation being the installation of a number of premanufactured cabins	Approved in principle awaiting compliance certification or engineering certification for the cabins. This has been followed up with the new owners. No response yet.	ü	-
39/2019	DJ Bull Fairford Road Warialda - 2 Lot Large Lot Subdivision	Request for additional information from applicant in relation to requirements under the Biodiversity Conservation Act 2016	ü	-
45/2021	B K Coulton 1767 Getta Getta Road North Star - Feedlot	Being assessed by Planning Consultant	ü	-
08/2022	D Shepherd	Awaiting Re-Referral	ü	-

	65 Hope Street Warialda - Urban Subdivision	Response from RFS		
11/2022	SMK Consultants / M J Coleman 806 Crooble Road Croppa Creek - Quarry	Being assessed by Planning Consultant	ü	-
25/2022	C M & B J Matthews 27 Maitland Street Bingara - Modification of approved Use of Building approved on DA 25/2022	On exhibition and neighbour notification for 14 days		
31/2022	AE & KL Growth 632 Bereen Road Upper Horton - 2 Lot Rural Subdivision	Awaiting concurrence from RFS.	ü	-
32/2022	Uniplan Group P/L / A L Capel 26 Ridley Street Bingara - Premanufactured Dwelling	Being assessed by Planning Consultant	ü	-
34/2022	PF & JC Fletcher 17 Riddell Street Bingara - Secondary Dwelling	Being assessed by Planning Consultant	ü	-
36/2022	J Flu / Gwydir Shire Council 152 Long Street Warialda - Additions and alteration to existing Aged Care Facility	Request of Additional Information	ü	-
38/2022	M Duffy (SMK Consultants) / Stahmann Property P/L 1507 River Road Pallamallawa - Premanufactured modular Rural Workers Cottage	Being assessed	ü	-
41/2022	J Bourne (Abode Building Designs) / SHD Properties P/L 246 Killarney Road Gulf Creek - Continued Use of a dwelling constructure without approval	Being assessed by Planning Consultant	ü	-
43/2022	GD & AM Hincksman 16 Bombelli Street Bingara - Conversion of existing garage/shed into a Secondary Dwelling, addition of a bathroom and attached carport	Being Assessed	ü	-
44/2022	JW Rolling 38 Queen Street Warialda - Attached Dual Occupancy	Being Assessed	ü	-

45/2022	L M Tait 24 Ridley Street Bingara - 3 bay Garage (2 enclosed bays and one open bay)	On exhibition and neighbour notification for 14 days	ü	-
46/2022	R V & N Cox 46 Heber Street Bingara - 2 bay carport with attached enclosed workshop and attached front awning	On exhibition and neighbour notification for 14 days	ü	-
47/2022	J Bourne / G V Gibson 3616 Trevallyn Road Upper Horton - Demolition of two existing dwelling, the construction of a new 5 bedroom dwelling and a detached carport	On exhibition and neighbour notification for 14 days	ü	-
48/2022	L M Tait 24 Ridley Street Bingara - 2 bedroom Dwelling	On exhibition and neighbour notification for 14 days	ü	-
50/2022	M J Keating 12 East Street Bingara - 3 Bedroom Manufactured Dwelling	On exhibition and neighbour notification for 14 days	ü	-
51/2022	R J Barwick 228 Campbell Lane Gravesend - Private Cemetery	On exhibition and neighbour notification for 14 days	ü	-

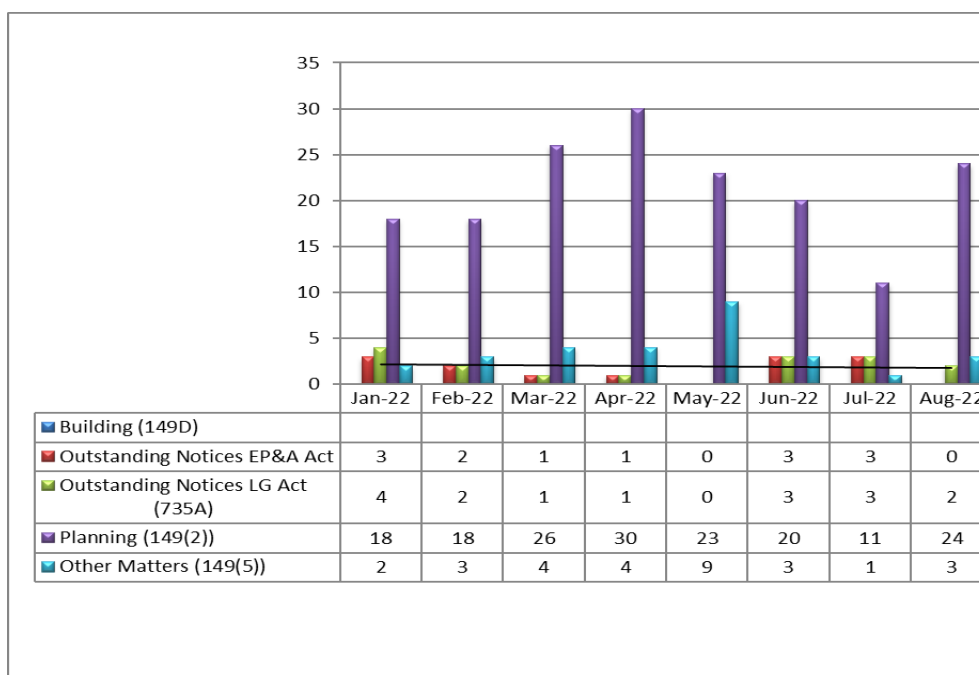
There were no Development (D/A) or Development Modifications (s96) applications approved and not previously reported to Council for the month of August 2022.

There were no Development (D/A) or Development Modifications (s96) application(s) refused (R)/ withdrawn (W)/ cancelled (C) during the month of August 2022.

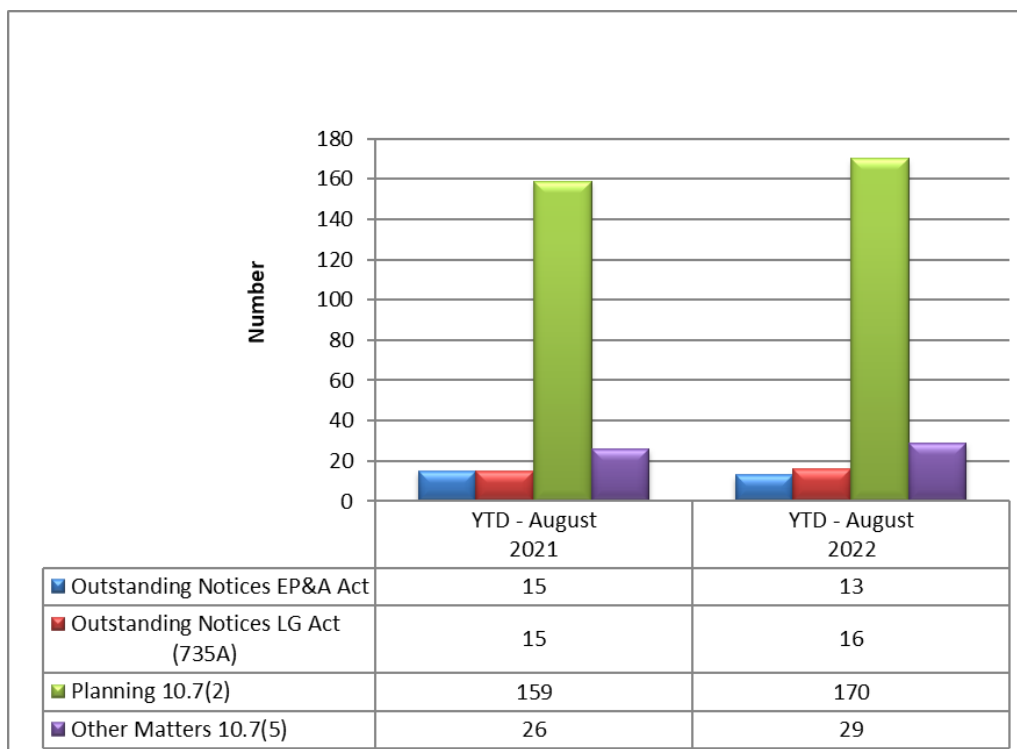
There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the month of August 2022.

There were no Subdivision Certificates issued during the month of August 2022.

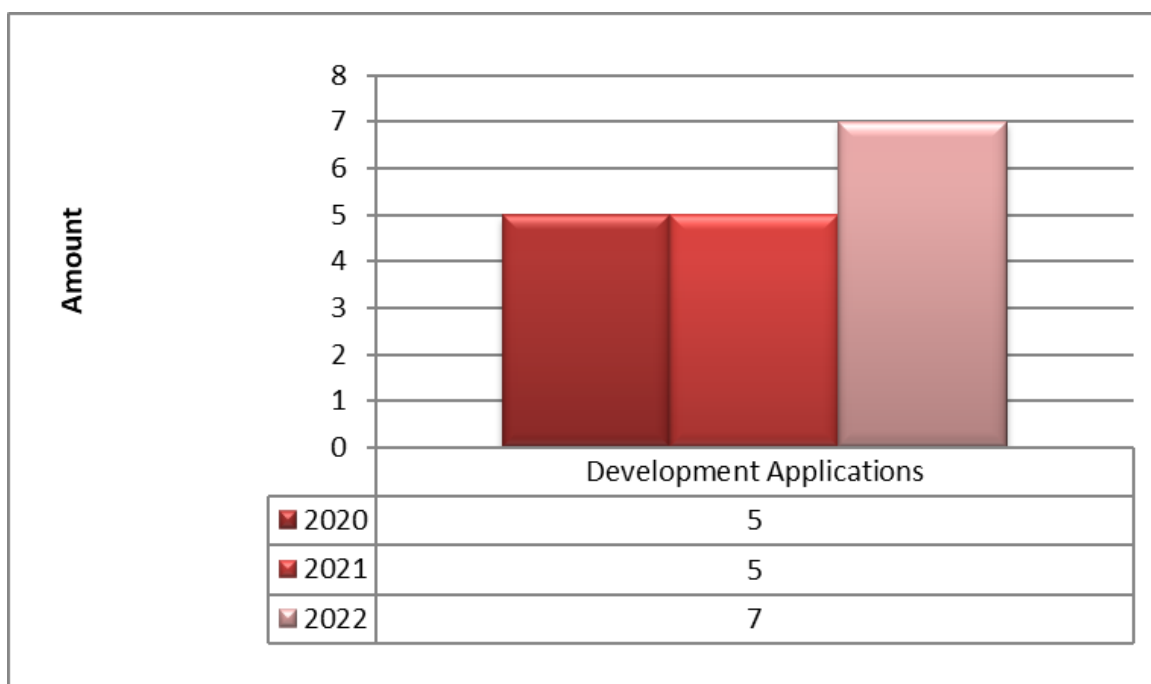
The following graph shows the Conveyancing Certificates issued during the month of August 2022 compared to the previous five months:



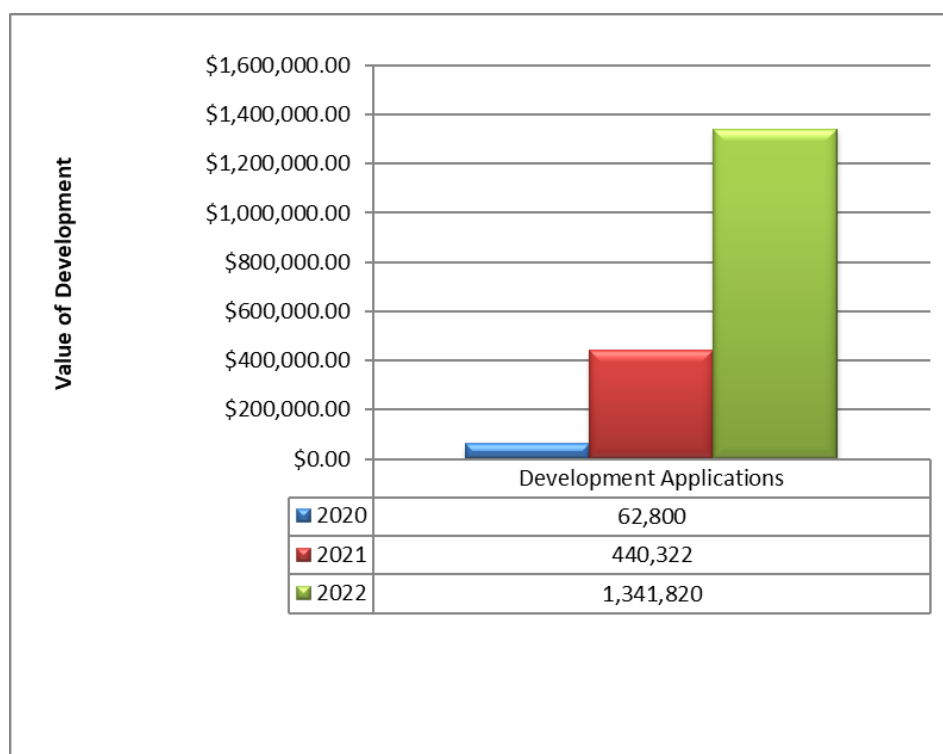
The following graph shows the Conveyancing Certificates issued up to and including the month of August 2022 compared with the same period in 2021:



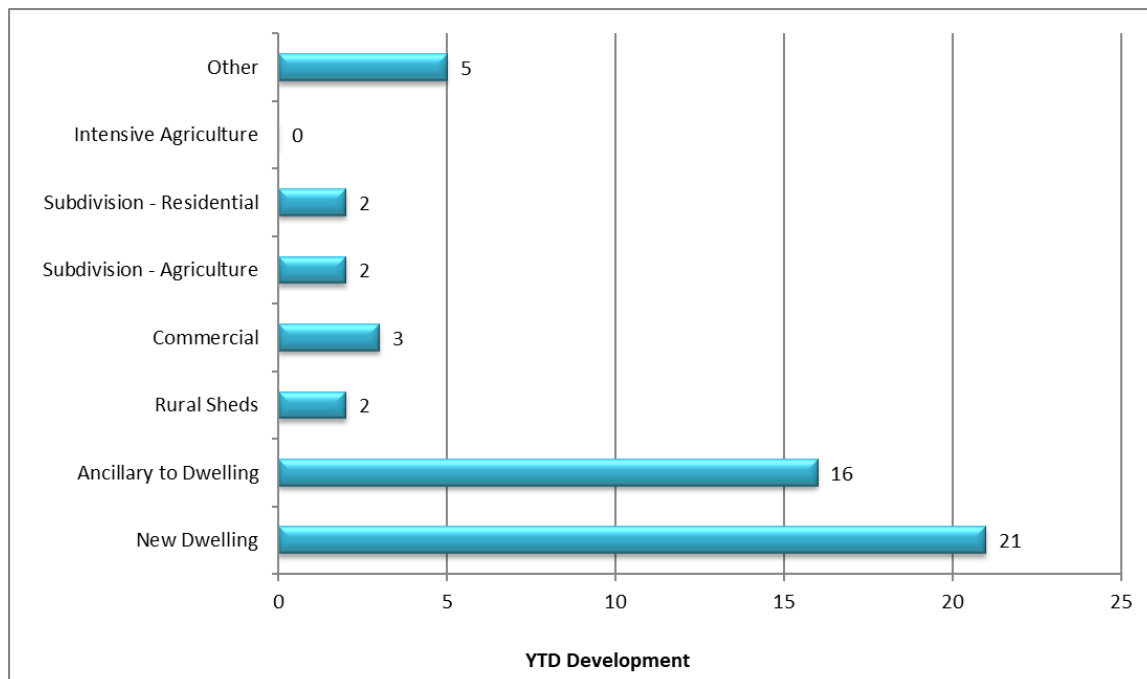
The table below shows a comparison between total applications lodged during the month of August 2022 compared to the same period in the previous two years:



The table below shows a comparison between total value of applications lodged during the month of August 2022 compared to the same period in the previous two years:

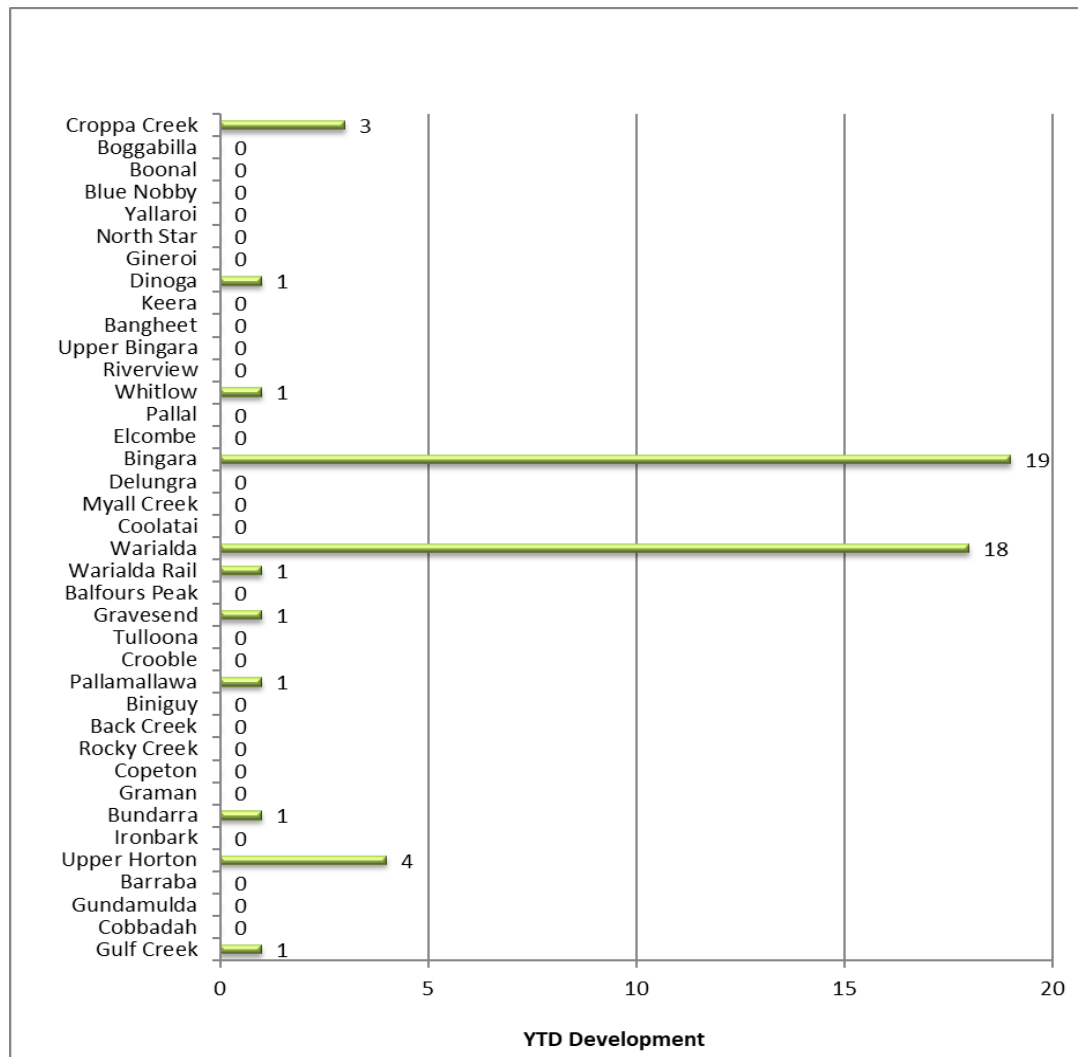


Development Applications received for the year by type – YTD August 2022:

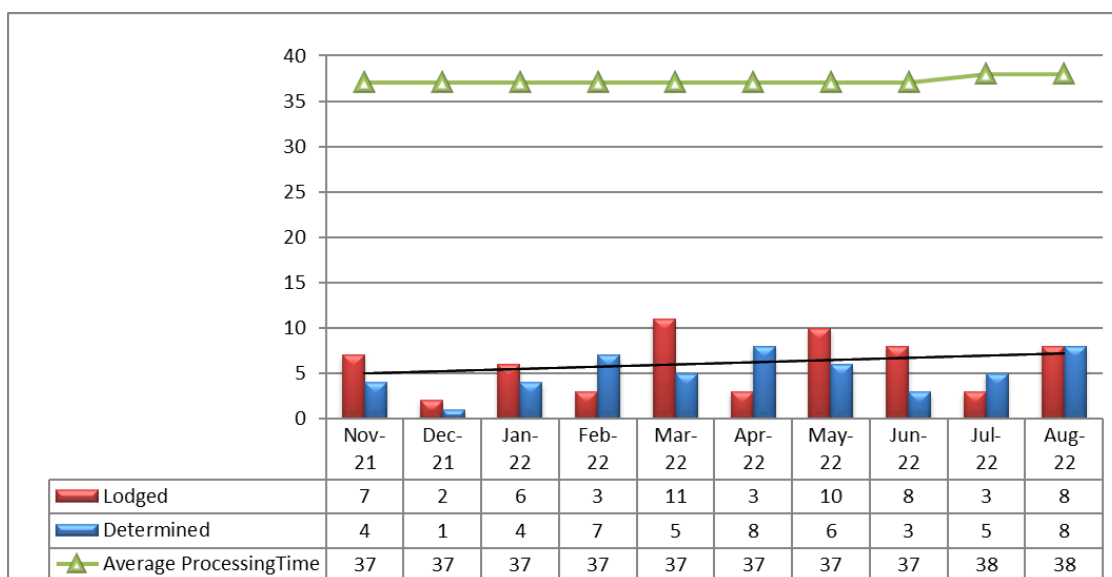


Development Applications received for the year by locality – YTD August 2022:





Development Application Analysis – for the ten months up to the end of August 2022:



## BUILDING SERVICES – AUGUST 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
- Advice and assistance with lodgment of applications on the NSW Planning Portal

### Approvals

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

Application Type & No.	Property Description	Development/Work	\$
Construction Certificate CC 15/2022	277 Oregon Road Warialda	Construction of driveway access relating to subdivision of land relating to DA 15/2022	\$500
Construction Certificate	169 Melrose Estate Rd	New Dwelling – relating to DA 3/2022	\$90,000

CC 3/2022	Warialda		
Construction Certificate CC 10/2022	39 Ironbark Drive Warialda	Garage/Shed – relating to DA 10/2022	\$25,000
Construction Certificate CC 28/2022	130 Long Street Warialda	Garage/Shed – relating to DA 28/2022	\$15,000
Construction Certificate CC 30/2022	36 Ironbark Drive Warialda	Garage/Shed with internal bathroom – relates to DA 30/2022	\$45,000
Construction Certificate CC 37/2022	894 Whitlow Road Whitlow	Conversion of existing class 10a building to a class 1a dwelling and the construction of a garage/shed	\$107,800
Section 68 S68 23/2022	36 Ironbark Drive Warialda	Install new onsite sewerage management system, water supply and sanitary plumbing – relating to DA/CC 30/2022	N/A

### **Number Of Complaints/Inspections August 2022**

Type	Number	Year To Date	Actioned	Pending
Building	31	61	52	9

### **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 August 2022:

- The new Animal Impounding Facility has been completed and is now operational.
- The Living Classroom – the construction of the extension to the deck on the bunkhouse is complete and is awaiting the final lighting and electrical installation.
- Warialda Council Chambers construction work has been completed. Awaiting the arrival of the new furniture to finalise the installation of the audio visual and IT system.
- Bingara Pre-School – construction of the additions and renovations is continuing. Asbestos remediation work has been undertaken to remove and replace the existing eaves.



*Bingara Pre-school extensions*

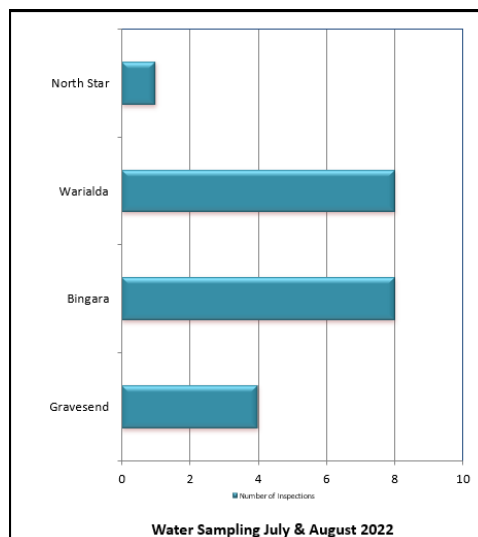
### **Environment & Sustainability Department 27 June 2022 to 28 August 2022**

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**

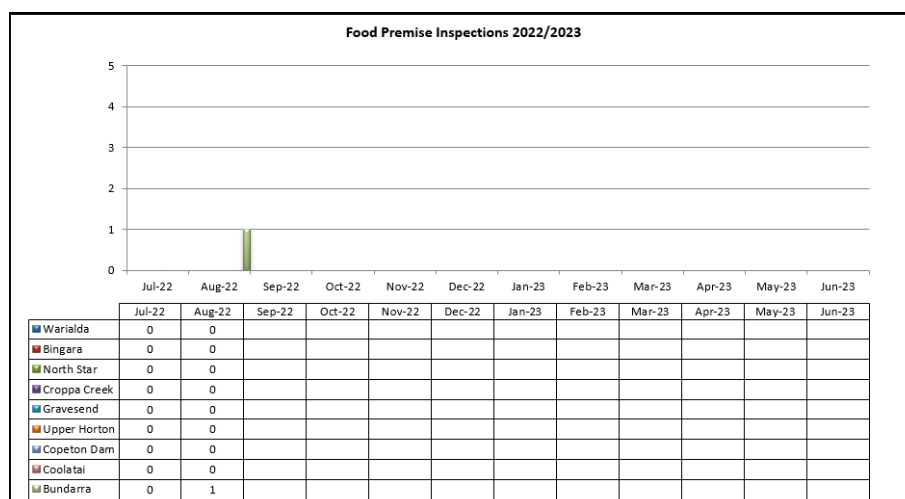
The Department continues to carry out routine sample collection for microbiological and chemical testing of the water supplies in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.



## Food Inspections

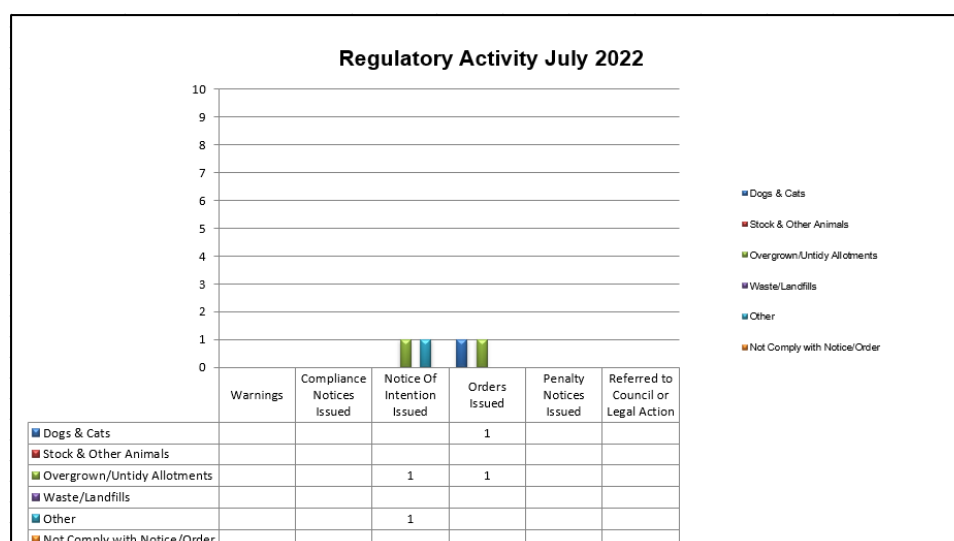
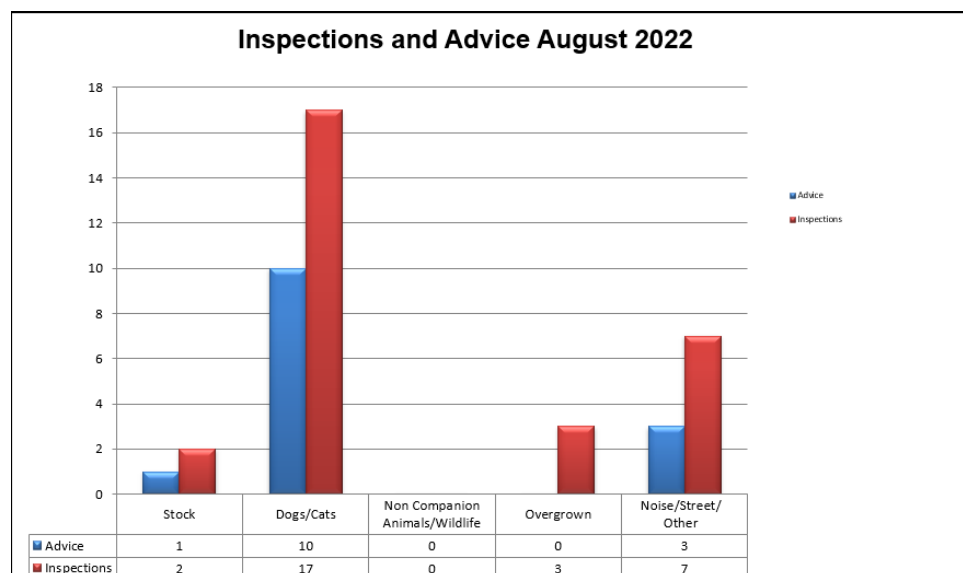
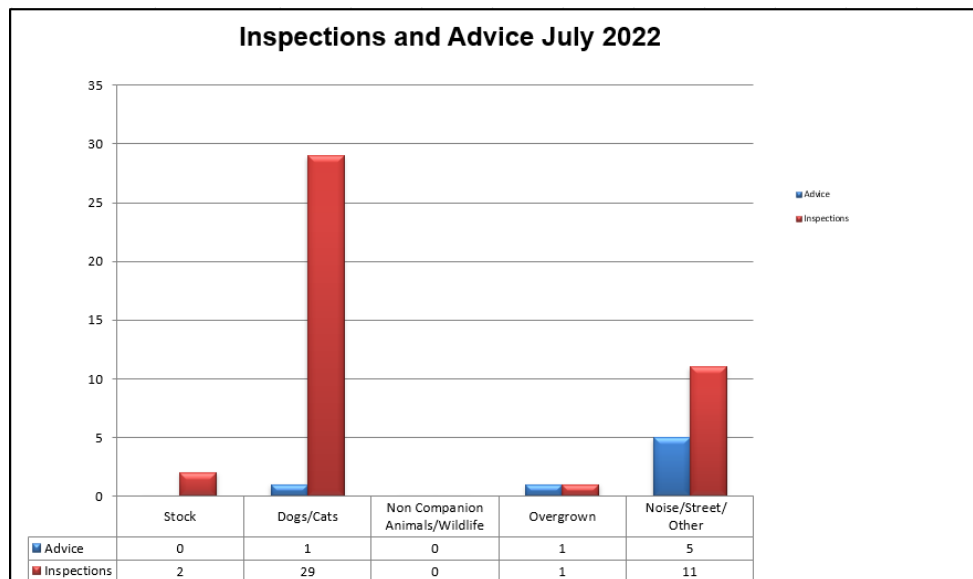
Food Premise Inspections are carried out on an annual basis for each food business. There are approximately 40 registered food service businesses within the Council area including supermarkets, clubs/pubs, motels, bakeries, cafés and takeaway food shops, mobile food vendors and school canteens. Depending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

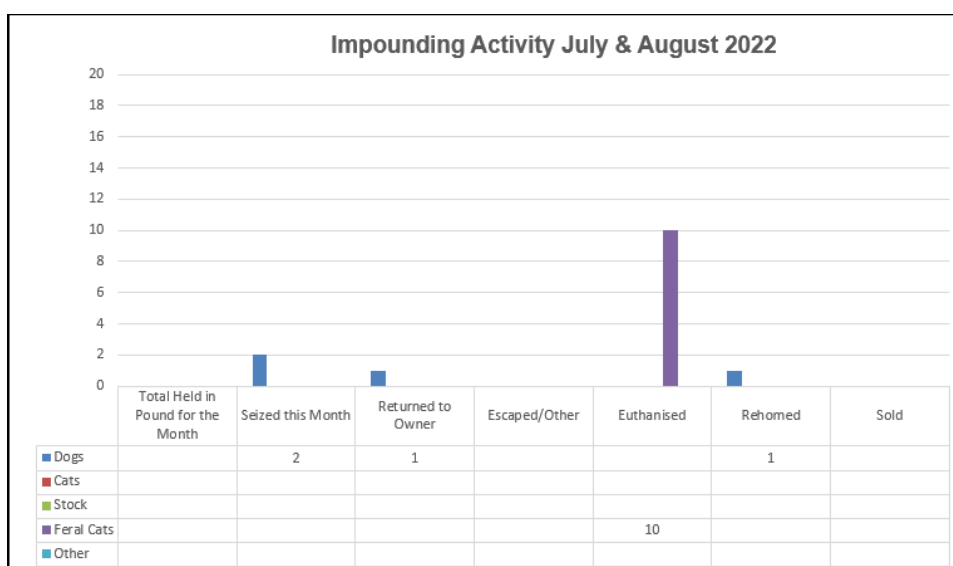
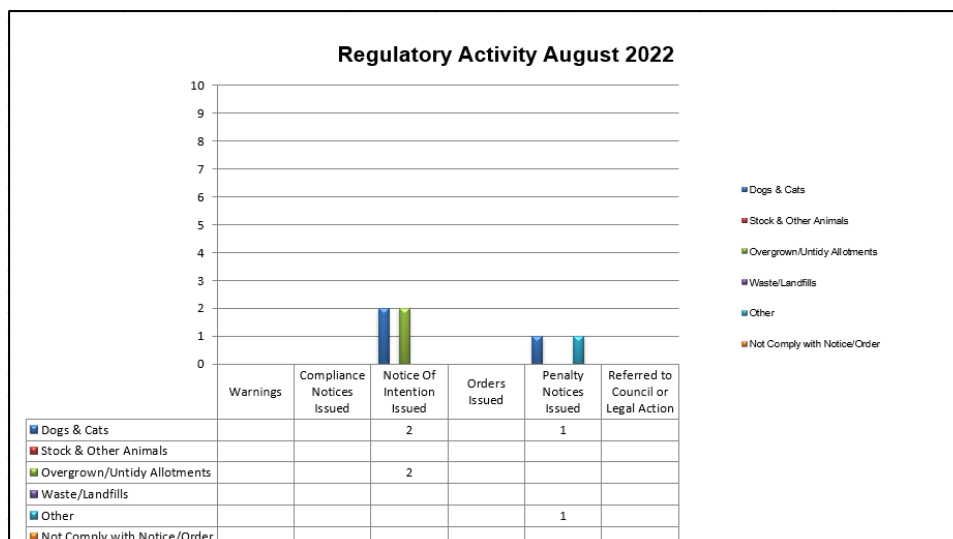
The graph below shows inspections that have been carried for the current financial year. Enquiries or complaints are actioned as necessary.



## Compliance and Regulatory Control

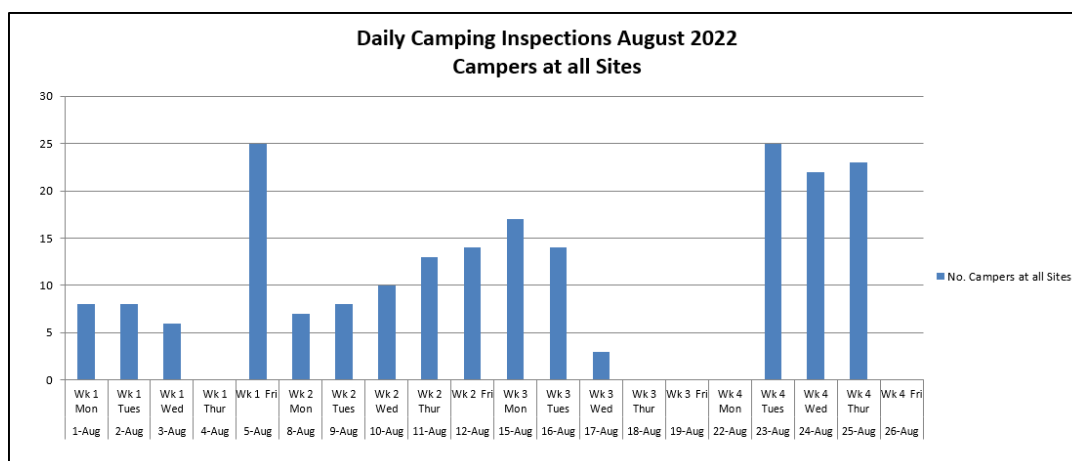
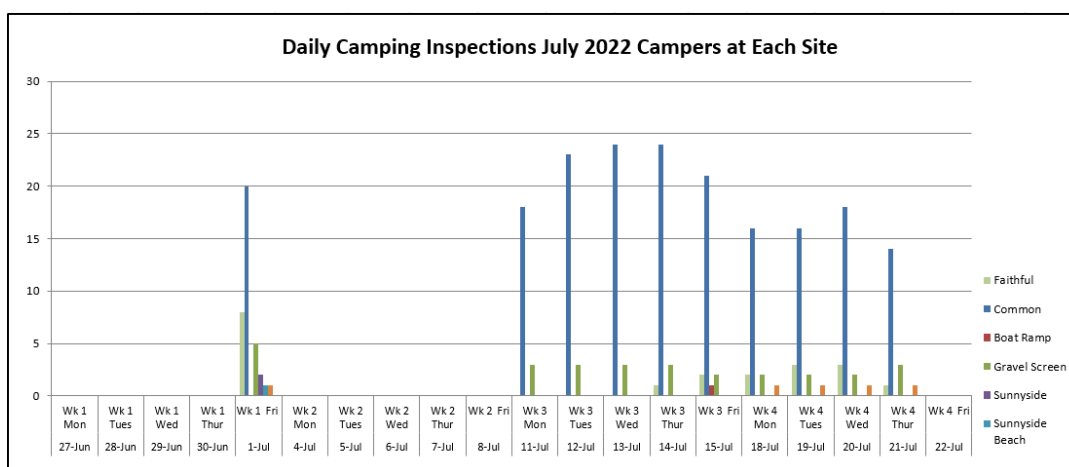
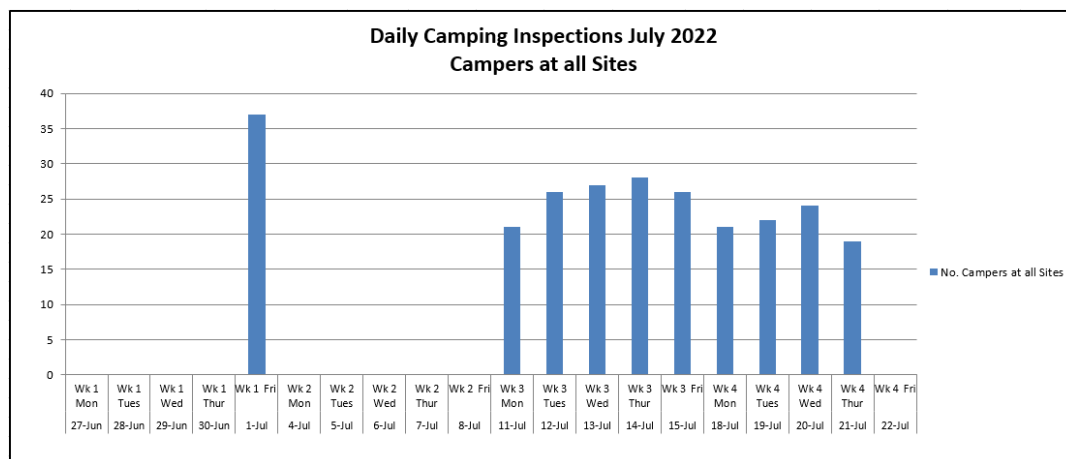
Council received customer requests regarding overgrown block, roaming dogs, roaming stock, noise, the keeping of animals and other concerns during the month of June 2022. These are investigated and actioned as necessary.



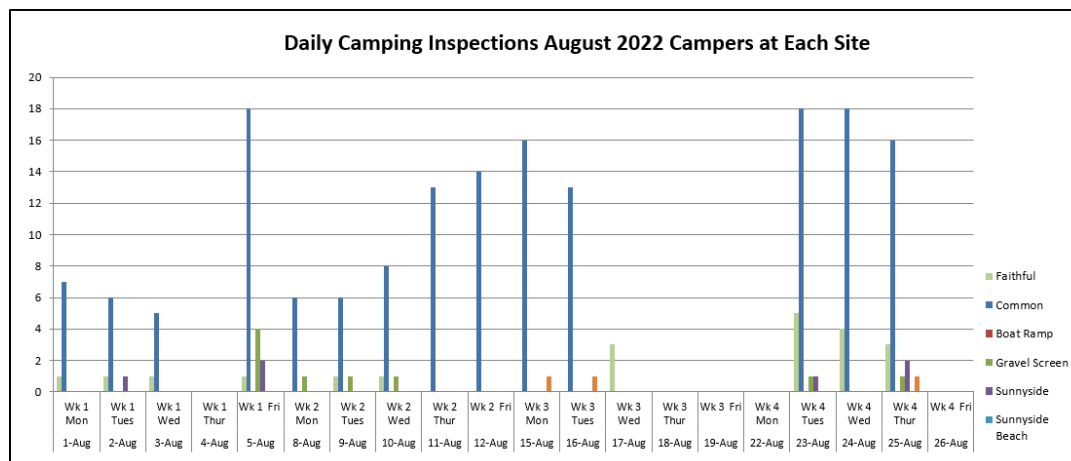


## Riverside Camping

Council's Compliance Officer aims to carry out daily checks along the river to ensure that camping is being conducted in a safe and hygienic manner. Flyers promoting local events and services are distributed to campers and enquiries from campers are addressed as required. The graphs below show total numbers of campers and the distribution of campers at the different campsites. During August there was a major water release from Copeton Dam that caused flooding along the Gwydir River. The upstream campgrounds were evacuated, and some campers relocated to higher ground on the river common. Others went to Bicentennial Park for a short stay. The processes that were put in after the last flooding proved effective with no incidents of loss of property recorded.







### Waste Contract Services – June & July 2022

At the time of the report the available data from Cleanaway is for the previous reporting period.



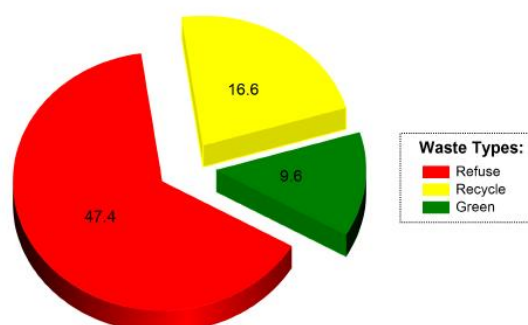
#### Breakdown of Tipping for the Period



Total Tipping Tonnes: 61.19

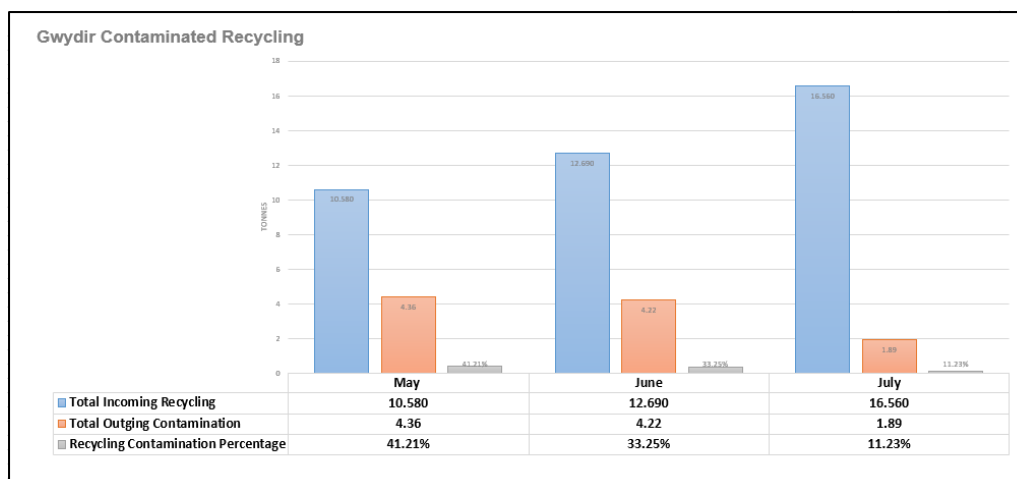


#### Breakdown of Tipping for the Period

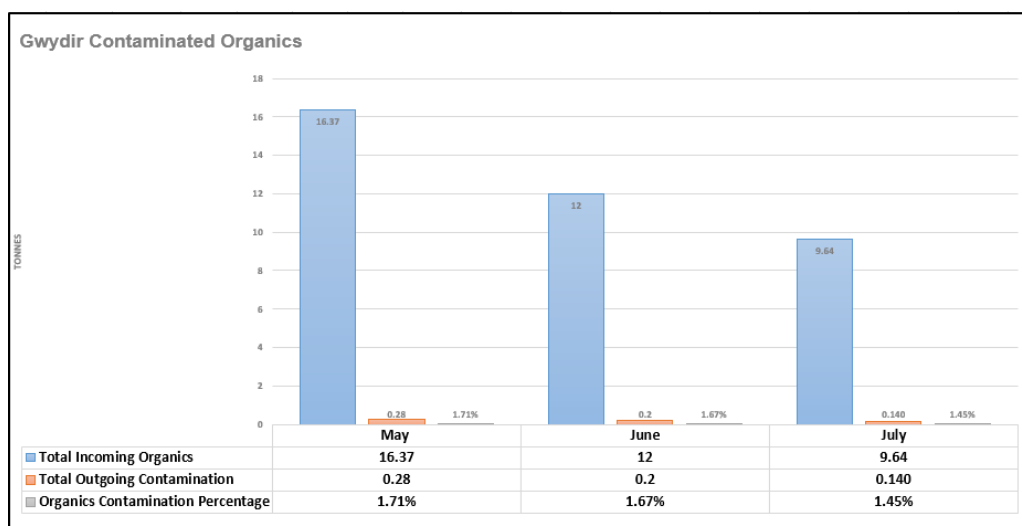


Total Tipping Tonnes: 73.60

## Recycling Contamination



## Organics Contamination



## Comment from Cleanaway

June 2022

FOGO (Food & Organics)

While we have been focusing on the decontamination and processing of the Organics Material there will be an increase in the contamination over the coming months.

Recycling

There was a large amount of clothing, bedding, tent bags, plastic bags, food scraps, sharps, bags and bags of rubbish, nappies, green waste, hoses, and barbed wire found in the recycling this month

July 2022

Recycling

Moree, Narrabri and Gwydir Shire Council's recycling was found to contain items such as electrical items, electrical cords, plastic bags, dirty nappies, food scraps, green waste, stuffed animals, clothing, cushions, artificial flowers, and reusable

bags. These items all were present in various loads. There was one load that also had medical waste present.

### **Priority Weed Control**

#### **Property Inspection Program**

Staff continue to assist landholders and the community with:

- Advice on the control of Priority Weeds and Biosecurity Duties
- Private and Public Property inspections
- Spraying of priority weeds and emerging weeds
- Authorised Officers are participating in the ongoing Rapid Response Task Force in response to Parthenium Weed incursions in the Croppa Creek region and surrounds.

#### **Weeds Inspections**

Property inspections are being undertaken in Section E during June & August 2022 with property owners being offered support and advice on managing weeds. 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 July 2022**

<b><i>Areas Inspected</i></b>	<b><i>No.</i></b>	<b><i>Ha</i></b>	<b><i>Rd km</i></b>	<b><i>Weeds Present</i></b>
Private Property	5	199	-	Green Cestrum, African Boxthorn
Private Property – High Risk	4	31.5	-	Green Cestrum

Private Property – Re-inspection	1	1	-	Green Cestrum
Roadside – High Risk Pathways	6	1461.3	441.8	Tiger Pear, Mimosa Bush, African Boxthorn, Harissa Cactus, Noogoora Burr, Mother of Millions, Common Pear, Tree Pear, African Love Grass, Sesbanian Pea, Johnsons Grass, Golden Dodder, Chinese Elm, Thorn Apple, White Cedar, Feral Fruit Trees, Pattersons Curse
Roadside	11	1414.68	278.62	African Boxthorn, Common Pear, Mimosa Bush, Tree Pear, Noogoora Burr, Chinese Elm, Feral Fruit Trees, Asparagus Fern, Green Cestrum, Mother of Millions, Tiger Pear, Blackberry, Sweet Briar, Pattersons Curse
Waterways – High Risk	8	78	18	None Found
Other Council Lands	2	15.2	-	Green Cestrum, Pattersons Curse
Rural Outlets				
Dept of Lands	3	48	-	Common Pear, African Boxthorn, Tree Pear, Green Cestrum, Pattersons Curse
NWLLS Reserves	4	-	25	Tiger Pear, Mimosa Bush, African Boxthorn, Noogoora Burr, Golden Dodder, Parthenium, Tree Pear
Truckstops	8	11.2	-	Tree Pear, Common Pear

### Priority Weeds Inspections for the Month of August 2022

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Private Property	7	519.05	-	African Boxthorn, Tree Pear, Mallee Bitter Bush
Private Property – High Risk	3	100	-	None Found
Private Property – High Risk Re-inspection	4	55	11	None Found
Roadside – High Risk Pathways	4	1278.85	255.77	St Johns Wort, Sweet Briar, Pattersons Curse, Mimosa Bush, Tree Pear, Rope Pear
Roadside	4	474.45	94.89	St Johns Wort, African Boxthorn, Tree

				Pear
Waterways – High Risk	5	37	7.4	Blackberry, Cats Claw Creeper, African Boxthorn, Green Cestrum
Dept of Lands	1	30	-	St Johns Wort
NWLLS Reserves	2	82.11	-	African Boxthorn, Tree Pear
Truckstops	3	3	-	Tree Pear, Common Pear

**Priority Weeds Control Works for July 2022**

Road/Property	Weeds Present	Area Ha	Rd km	High Risk Road	Road side	Private Works	Other
Mt Jerrybang Road	Green Cestrum	-	12.45		1		
Gravesend Road	Green Cestrum	-	15.69		1		
Gravesend Road	Green Cestrum	-	15.69		1		
Slaughter House Creek	Green Cestrum	2	-				1
Faithful – Free Camp	Green Cestrum	1	-				1
Whitlow Road	Green Cestrum	-	23.38		1		
Bingara Common	Green Cestrum	5	-				1
Mt Jerrybang Road	Green Cestrum	-	12.45		1		
Gravesend Road	Green Cestrum	-	15.69		1		
Gravesend Road	Green Cestrum, Madeira Vine	-	15.69		1		
Gravesend Landfill	Green Cestrum, Madeira Vine	-	2				1
Slaughter House Creek	Green Cestrum, Madeira Vine	2	-				1

6 East Street Bingara	Green Cestrum	1.5					1
Allan Cunningham Road – Bingara End	Green Cestrum	30	6	1			
Old Bora Road	Mother Of Millions	32.5	6.5		2		
Gravel Screen – Free Camp	Green Cestrum	1	-				1
Sunnyside – Free Camp	Green Cestrum	1	-				1
Honeymoon – Free Camp	Green Cestrum	1	-				1
Faithful – Free Camp	Green Cestrum	1	-				1
Betts Access Road	Mother of Millions	5	1		1		
Bora Road	Mother of Millions	36.3	7.26		1		
Bingara Lookout Road	Mother of Millions	2	0.5		1		
Gournama 256 Blackjack Road Warialda	Parthenium – preventative spray	32.5	6.5				1
Yetman Road	Tree Pear	246.8	49.36		1		
Gragin Road	Tree Pear	121.25	24.25	1			
North Star Road	African Boxthorn, Tree Pear	411.25	82.25	1			
Reedy Creek – North of Truck Wash	Willows, African Boxthorn, Mimosa Bush	5	-				2
River Road	Tree Pear	113.9	22.78	1			
Reedy Creek – North of Truck Wash	Willows, Chinese Elm	5	-				1
Baroma Downs Road	White Cedar, Tree Pear	102.8	20.56	1			
Reedy Creek – North of the Slab	Willows	2	-				1
Baroma Downs Road	Tree Pear	102.8	20.56	1			

North Star Road	Mother of Millions, Tiger Pear, Harissa Cactus	411.25	82.25	1			
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**Priority Weeds Control Works for August 2022**

Road/Property	Weeds Present	Area Ha	Rd km	High Risk Road	Road side	Private Works	Other
North Star Road	Mother of Millions, Harissa Cactus	411.25	82.25	2			
Gravesend Road	Mother of Millions	78.45	15.69		1		
Whitlow Road	Mother of Millions	116.9	23.38		1		
Copeton Dam Road	Mother of Millions	261.70	52.34		1		
Reedy Creek	Willow, Chinese Elm, Privet, Harissa Cactus, Mother of Millions, Tiger Pear	1	-				1
North Star Road	Harissa Cactus, Mother of Millions, Tiger Pear	411.25	82.25	1			
Gournama 256 Blackjack Road Warialda	Parthenium – preventative spray	32.5	6.5				1

The Planning & Environment Department report for July & August 2022 was compiled with information available at the time.

**OFFICER RECOMMENDATION**

**THAT** the report be received.

**ATTACHMENTS**

Nil

**COMMITTEE RECOMMENDATION TO COUNCIL:**

**THAT the report be received.**

**(Moved Cr Smith, Seconded Cr Matthews)**

**CARRIED**

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

**Against: Nil**



### 7.3 Crown Lands: Plans of Management and Native Title Claim

**File Reference:** NA

#### **Delivery Program**

**Goal:** 4. Proactive regional and local leadership

**Outcome:** 4.2 We work together to achieve our goals

**Strategy:** 4.1.2 Enable broad, rich and meaningful engagement to occur

**Author:** General Manager

#### **STAFF DISCLOSURE OF INTEREST Nil**

#### **IN BRIEF/SUMMARY RECOMMENDATION**

This report recommends the use of a suitably qualified consultant to undertake the required research to establish whether Native Title has been extinguished on various nominated Crown Reserves within Gwydir Shire.

#### **TABLED ITEMS Nil**

#### **BACKGROUND**

Gwydir Shire Council remains as the 6<sup>th</sup> Respondent to the Gomeroi People v Attorney General of NSW and Others (NSD37/2019) Native Title Determination Application. This is a Claim under the Federal Legislation.

The Gomeroi Applicant continues to advise the court and parties of delays in assembling its lay and expert evidence due in part by COVID related delays in coordinating the taking of evidence across such a large claim area, and the need to incorporate the concerns of the Bigambul indigenous respondents.

The Gomeroi Applicant has attempted to hold a group meeting on two occasions, both of which did not run to completion due to untimely deaths and illness of group members and legal representatives.

Gwydir Shire is a Respondent in this matter because some of its strategic assets are subject to this Claim.

Council has undertaken an analysis of all the Shire's Crown Land Reserves which lie within the area claimed by the Applicant.

In total there are 130 reserves. These reserves either provide the only viable access to or have essential Council infrastructure built on them such as Ovals, community halls, land fill sites, air strips, parks, showground, courthouse, RFS sheds, water supplies and sewage works.

If the Gomeroi People Application is successful there would be a determination that native title exists over these reserves.

As part of the determination process the Council has an opportunity, as a Respondent to the application, to provide evidence that native title has been extinguished over the parcels of Crown Lands that lie within these reserves.

To do this, the Council would have to provide sufficient evidence that details the gazettal of each parcel, the full history of the tenure and use of the land, the history of the infrastructure built, any altered and/or demolition of assets on the land, the use of such infrastructure and the identification of the user groups, cross-reference evidence against historical title searches and maps.

An example of the type and detailed research required for each of the 130 Crown Land Reserves is attached. This example related to the Bingara Caravan and Pool area.

This work is a specialist field and Council staff do not have the expertise or time needed to prepare a brief in readiness for the Federal Court hearing.

Council has made several enquiries and requests to engage a Native Title specialist to prepare such a brief. The estimated cost to do so is \$110,000 and this matter was highlighted to the Council at a recent meeting.

When the Native Title determination application is heard in the Federal Court Gwydir will have to appear as the 6<sup>th</sup> Respondent. During this court matter the Council could submit evidence that native title over certain reserves has been extinguished. If successful, the Court will hand down a determination that native title does not continue over such lands. If Council is not proactive and does not submit any evidence, then when the matter is eventually determined, the Council will have to negotiate directly with the Gomeroi People as to the terms of compensation and the rules for the continued use. Such negotiations will stand outside of the court system.

The Council's recent negotiations over the Warialda Truck Wash and By-Pass is a template of how those negotiations would be conducted, if a determination from the Court is not obtained, but over a much larger scale.

## **OFFICER RECOMMENDATION**

**THAT the Council agrees to engage a specialist to investigate as to whether in their opinion native title has been extinguished over the 130 crown land reserves which have been identified as providing the only viable access to essential Council infrastructure, or that they have essential Council infrastructure built on them at an estimated cost of \$110,000.**

**FURTHER that a native title evidence brief be prepared which will be submitted to the court hearing when it takes place.**

## **ATTACHMENTS**

1. Level of research required for each reserve [7.3.1 - 23 pages]

## **COMMITTEE RECOMMENDATION TO COUNCIL:**

**THAT the Council agrees to engage a specialist to investigate as to whether in their opinion native title has been extinguished over the 130 crown land reserves which have been identified as providing the only viable access to essential Council infrastructure, or that they have essential Council infrastructure built on them at an estimated cost of \$110,000.**

**FURTHER that a native title evidence brief be prepared which will be submitted to the court hearing when it takes place.**

**(Moved Cr Egan, Seconded Cr Galvin)**


## **CARRIED**

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

**Against: Nil**

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Project Planning and Approval

**Future Act Implications and Requirements**


**Subdivision J** – (Reservations, leases etc) which deals with acts undertaken on land reserved for a public purpose

**Procedural rights** - This subdivision requires notification and an opportunity for comment be given where the future act is a public work or creation of a plan of management for a "State park intended to preserve the natural environment ..."  
(section 24JB(6) and (7))

**Consequences** -

- (4) The **native title holders** are **entitled to compensation** for the act in accordance with Division 5.
- (5) The native title holders may recover the compensation from:
  - (b) if the act is attributable to a State or Territory - the Crown in right of the State or Territory.

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## NATIVE TITLE

### Evidencing a Public Work

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### Evidencing a Public Work


**Why seek to evidence a Public Work?**

Council may seek to evidence a public work in order to determine whether native title has been extinguished over land or waters.

As the process and detail of evidencing a public work is time consuming Council will likely only commence it where the project:

- has not identified a past act that extinguishes native title or PEPA (ie a scheduled lease or other exclusive interest), and
- has not identified an appropriate Future Act other than an acquisition that requires the right to negotiate.

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### Evidencing a Public Work

**Why seek to evidence a Public Work?**

Evidencing a public work may be relevant where Council:

- seeks to replace or extend an existing public work or undertake development within the footprint of the public work.
- requests a native title certificate from the Department of Planning, Industry and Environment (with the result that the land will be Excluded Land for the purposes of the CLMA)
- seeks to obtain consent from the Minister for Water, Property and Housing to sell or otherwise dispose of land under section 3.22(4)(a) of the CLMA.
- has no earlier act under Subdivision J to rely on.

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## Evidencing a Public Work

**Legislative Requirements**

Section 23B - Previous exclusive possession act


(1) This section defines previous exclusive possession act.

*Construction of public works commencing on or before 23.12.1996*

(7) An act is a previous exclusive possession act if:

- (a) it is **valid** (including because of Division 2 or 2A); and
- (b) it consists of the construction or establishment of any **public work** that commenced to be constructed or established on or **before 23 December 1996**.

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## Evidencing a Public Work

**Legislative Requirements**

(7) An act is a previous exclusive possession act if:

- (a) it is **valid** (including because of Division 2 or 2A); and
- (b) it consists of the construction or establishment of any **public work** that commenced to be constructed or established on or **before 23 December 1996**.

In Section 253 Other definitions, a **public work** means

- a) any of the following that is constructed or established by or on behalf of the Crown, or a **local government body** or other statutory authority of the Crown, in any of its capacities:
  - (i) a building, or other **structure** (including a memorial), that is a fixture; or
  - (ii) a **road, railway or bridge**; or
  - (iia) where the expression is used in or for the purposes of Division 2 or 2A of Part 2—a stock-route; or

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Evidencing a Public Work

**Legislative Requirements**


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In Section 253 Other definitions, a **public work** means

- a) any of the following that is constructed or established by or on behalf of the Crown, or a **local government body** or other statutory authority of the Crown, in any of its capacities:
  - (iii) a well, or bore, for obtaining water; or
  - (iv) any **major earthworks**; or

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Evidencing a Public Work

**Legislative Requirements**

(7) An act is a previous exclusive possession act if:

- (a) it is **valid** (including because of Division 2 or 2A); and
- (b) it consists of the construction or establishment of any **public work** that commenced to be constructed or established on or **before 23 December 1996**.

In Section 253 Other definitions, a public work means

- (b) a building that is constructed with the authority of the Crown, other than on a lease.

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## Evidencing a Public Work

**Legislative Requirements**


(7) An act is a previous exclusive possession act if:

- (a) it is **valid** (including because of Division 2 or 2A); and
- (b) it consists of the construction or establishment of any **public work** that commenced to be constructed or established on or **before 23 December 1996**.

Section 251D extends the definition of a public work to include any land or waters adjacent to the land or waters on which the public work is constructed, established or situated.

However, to qualify as a public work the adjacent land or waters must be **necessary for, or incidental to**, the construction, establishment or operation of the work.

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## Evidencing a Public Work

**Legislative Requirements**

(7) An act is a previous exclusive possession act if:

- (a) it is **valid** (including because of Division 2 or 2A); and
- (b) it consists of the construction or establishment of any **public work** that commenced to be constructed or established on or **before 23 December 1996**.

To have the effect of extinguishing native title, the public work must also qualify as a past act or previous exclusive possession act under the NTA.

There must be documents evidencing that the public work was authorised to be established or constructed in accordance with the relevant legislation at the time, and must have been constructed or commenced to be constructed prior to 1 January 1994 or 23 December 1996.

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## Evidencing a Public Work

**Legislative Requirements**

(7) An act is a previous exclusive possession act if:

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- (b) it consists of the construction or establishment of any **public work** that commenced to be constructed or established on or **before 23 December 1996**.

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## Evidencing a Public Work

Essentially, Council will be seeking to establish:

1. Who authorised, constructed or established the public work?
2. Do the available documents verify that the correct legislative procedures were followed at the time to validly establish the public work?
3. Was the entire footprint of the public work commenced to be constructed before 23 December 1996?
4. Do plans exist to document the extent of structures?
5. What is the nature of the structure or work?
6. Is the footprint of the public work consistent with former plans and development approvals for the site?
7. Is any adjoining land integral to the operation of the work or otherwise required (e.g. for the storing of materials or equipment) to be used during the construction, establishment and/ or operational phases of the public work?

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Evidencing a Public Work

Essentially, Council will be seeking to establish:

8. Was any adjoining land originally contemplated as being required to allow reasonable access for the construction, operation and maintenance of the public work, if so, what is actually required and not simply desirable?

9. Which Department, entity or online information resource may hold the information (files, lease documents, gazette notices, plans and planning instruments) that will document the answers to these questions?

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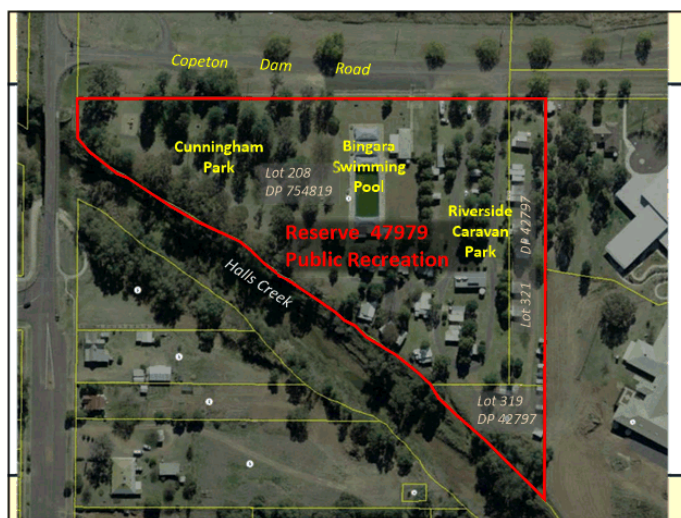


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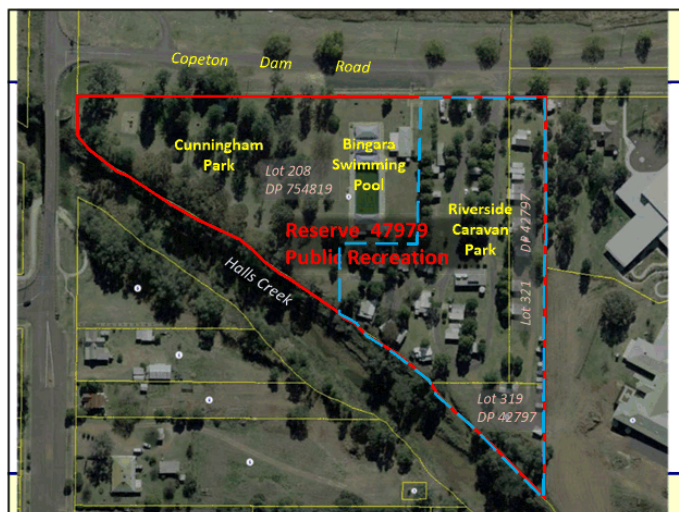
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## Native Title Status

**A. 1912 - Reserve 47979 Created over Portion 208**

**[627] Department of Lands, Sydney, 31st July, 1912.**

**RESERVES FROM SALE.**

It is hereby notified that, in pursuance of the provisions of the 101st section of the Crown Lands Act of 1884, the lands hereunder described shall be reserved from sale pending determination of the portions to be set apart for the public purposes hereinafter respectively specified, and they are hereby reserved accordingly.

**G. S. BEEBY.**

**CENTRAL DIVISION.**  
**For Public Recreation.**  
**LAND DISTRICT OF BINGARA, AND MUNICIPAL DISTRICT OF BINGARA.**

**No. 47,979.** County of Murchison, parish of Bingara, suburban lands, town of Bingara, containing an area of 6 acres 3 rods. The Crown Lands within the boundaries of portion 208. *Plan M. 2,543-1-759.*

**4916 NEW SOUTH WALES GOVERNMENT GAZETTE, No. 114. [24 June, 1912.]**

**Department of Lands, Sydney, 31st July, 1912.**

**RESERVES FROM SALE.**

It is hereby notified that, in pursuance of the provisions of the 101st section of the Crown Lands Act of 1884, the lands hereunder described shall be reserved from sale pending determination of the portions to be set apart for the public purposes hereinafter respectively specified, and they are hereby reserved accordingly.

**G. S. BEEBY.**

**CENTRAL DIVISION.**  
**For Public Recreation.**  
**LAND DISTRICT OF BINGARA, AND MUNICIPAL DISTRICT OF BINGARA.**

**No. 47,979.** County of Murchison, parish of Bingara, suburban lands, town of Bingara, containing an area of 6 acres 3 rods. The Crown Lands within the boundaries of portion 208. *Plan M. 2,543-1-759.*

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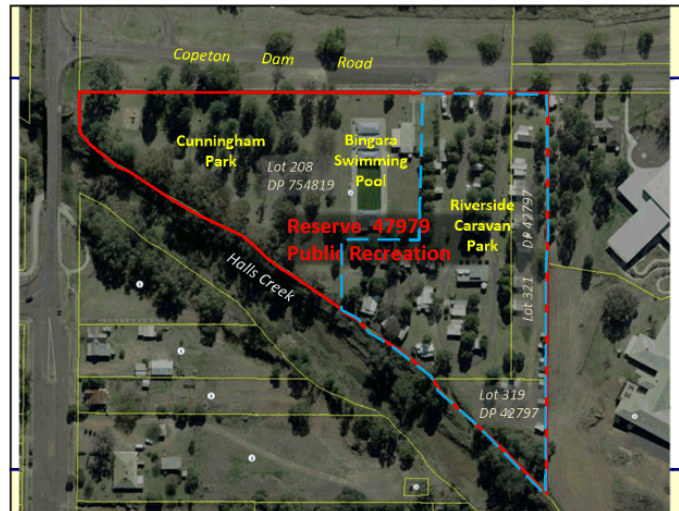
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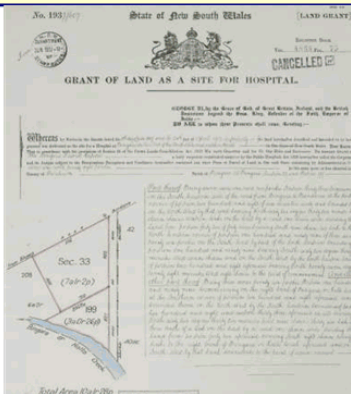




### Native Title Status

A. 1912 - Reserve 47979 Created over Portion 208

B. 1937 - part of the land subject to a PEPA - Crown Grant associated with the adjoining Hospital



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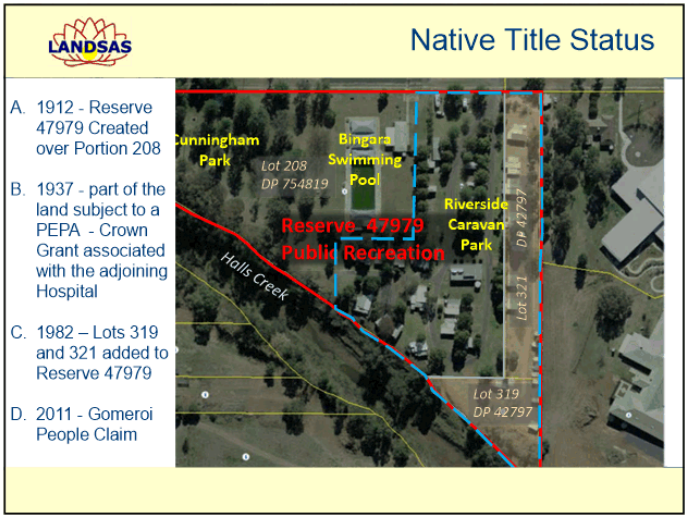
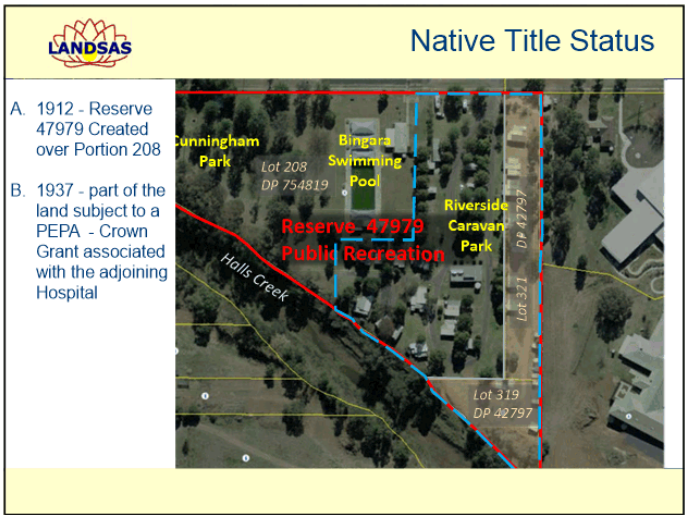
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Evidencing a Public Work

Essentially, Council will be seeking to establish:

1. Who authorised, constructed or established the public work?
2. Do the available documents verify that the correct legislative procedures were followed at the time to validly establish the public work?
3. Was the entire footprint of the public work commenced to be constructed before 23 December 1996?
4. Do plans exist to document the extent of structures?
5. What is the nature of the structure or work?
6. Is the current footprint of the public work consistent with former plans and development approvals for the site?
7. Is any adjoining land integral to the operation of the work or otherwise required (e.g. for the storing of materials or equipment) to be used during the construction, establishment and/ or operational phases of the public work?

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Evidencing a Public Work

Where to Start ?

Who (which organisation) is most likely to have been in control of the public work ?

Where is information (evidence) likely to be available ?

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## Evidencing a Public Work

Where to Start ?

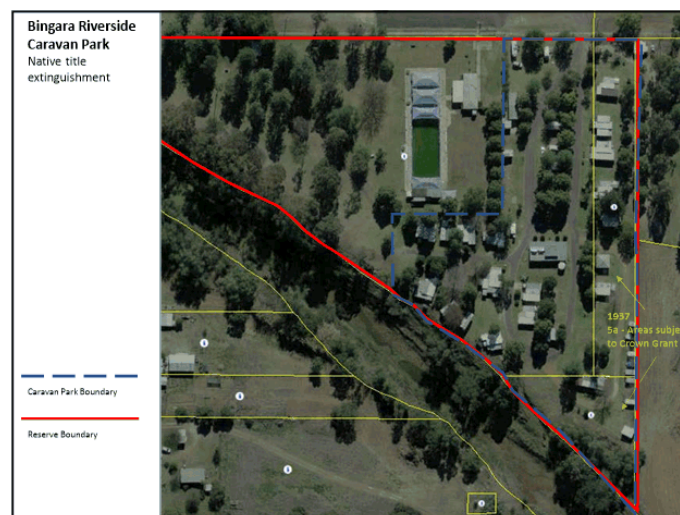
Who (which organisation) is most likely to have been in control of the public work ?

Where is information (evidence) likely to be available ?

Typically, Council will be sourcing information from:

- Council meeting minutes and council files.
- the records of the Department of Lands and its various iterations
- the records of the Department of Public Works and its various iterations
- historical records in the Government Gazette, historical plans and aerial photographs
- public libraries including the NSW State Library

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## Evidencing a Public Work

Tag 8

BINGARA SHIRE COUNCIL - Meeting June 19, 1964


14. GRANT FOR JUNCTION PARK

The Department of Lands has advised that a grant of £1,000 will be made available for improvements to Junction Park, provided Council spends a further £1,000 from its own funds.

This offer follows representations to the Department, and an inspection of the park by Departmental officers last month.

I feel the caravan park has a great tourist potential, with its most attractive surroundings, and the proximity of the Bingara Baths. With the improvements this money could provide it could become a very popular spot with holidaymakers and travellers, and the injection of this foreign capital into the town would have a very favourable effect on business generally.

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## Evidencing a Public Work

Bingara Riverside Caravan Park – Native title

Tag	Date	Type <sup>1</sup>	Evidence
9	17 Jul 1964	PWE	<p><b>Definition of Public Works – Approval of Electricity Works</b></p> <p><b>OM 17/7/64</b> – Summary of Capital works proposed to be carried out at Junction Park Caravan Park with the Lands Dept. grant covering Grounds, Ladies and Men Amenities Building, Laundry and General Items including</p> <ul style="list-style-type: none"> <li>(a) New Fence</li> <li>(b) Crossing and 12" access road</li> <li>(c) Electrical Outlets</li> <li>(d) Amenities building upgrades</li> <li>(e) Caretakers building roofing</li> </ul> <p><b>OM 17/7/64</b> – Acceptance of quotation for provision of electricity to caravan park including the installation of:</p> <ul style="list-style-type: none"> <li>• Two lights in each of the Ladies, Mens and Laundry</li> <li>• Three power points in the Laundry</li> <li>• One three-phase instantaneous HWS</li> <li>• Six meter box outlets for caravan sites each capable of serving two caravan sites. Provision of 6 future sites</li> <li>• Three lights and two power points to the caretaker/playroom building</li> </ul> <p><b>OM 17/7/64</b> – Resolved that the amenities block and caretaker's room and work generally on the Caravan Park be carried out by Council labour provided roadworks are not held up by work on this project.</p>

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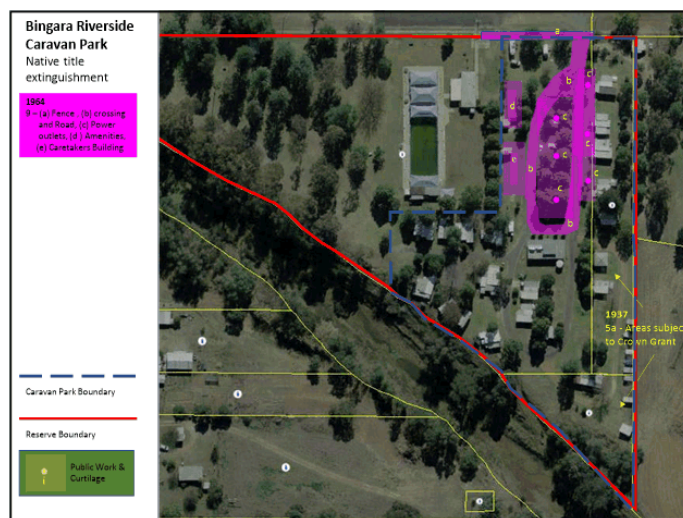
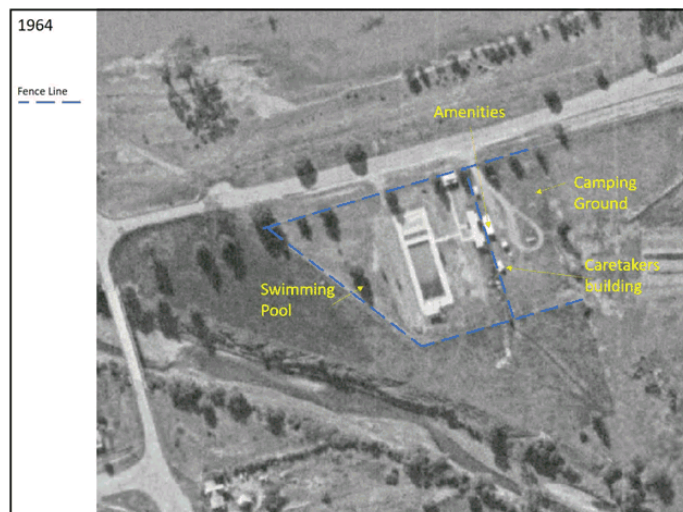
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Evidencing a Public Work

Tag 12

BINGARA SHIRE COUNCIL - Meeting February 5, 1965.

CORRESPONDENCE      Continued


34. BINGARA BASKETBALL ASSOCIATION (M.E. Brown, Hon Secretary)

Again promising one quarter of the estimate of cost for the Basketball Court at the Baths. When the court is ready for use, it is felt that 100 players and 40 spectators will contribute £7 entry per week to the Council via baths turnstiles. The Association previously donated £130 to the Baths Society. (33)

36/65 ✓ RESOLVED that the court be completed in two weeks, with further discussions with the Association being held concerning lighting, fencing and admission fees during the winter, with the Basketball Association erecting the backboards at the court.

(Moved Cr. Bateman, Seconded Cr. Hayes)

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Evidencing a Public Work

Tag 14

BINGARA SHIRE COUNCIL - Meeting October 15, 1965.

Basketball Court Lighting

Quotations from Hayes' Electrical Installations of Bingara were now considered for lighting the basketball court at the Bingara Swimming Pool

370/65 RESOLVED that the quotation of Hayes' Electrical Installations for 4 Mercury Vapour lights at a total cost of £215 to the Council (the charge by Hayes' Electrical Installations to be £270) be now accepted, with the Basketball Association being asked to provide labour for digging trenches and post holes if possible in order to reduce costs.

(Moved Cr. Quelch, Seconded Cr. Goodacre)

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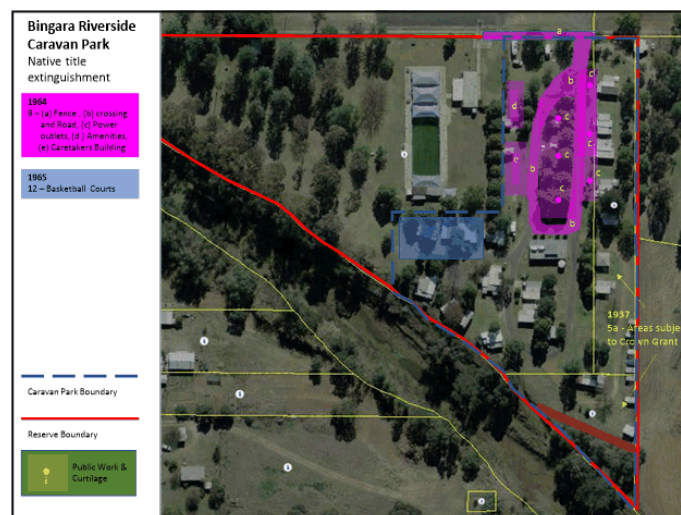
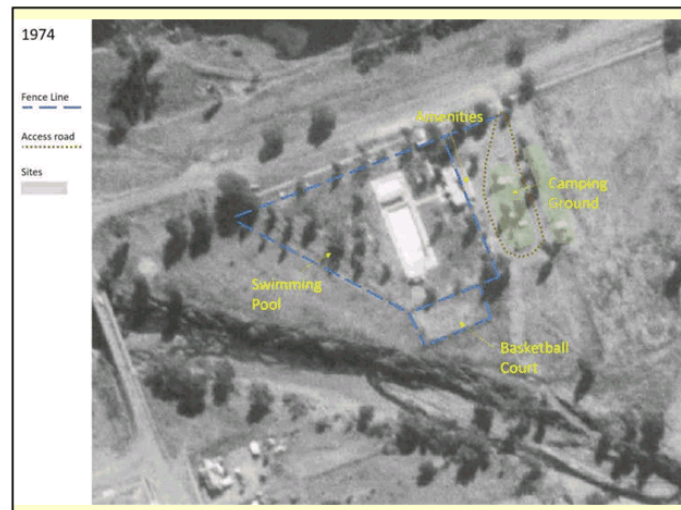
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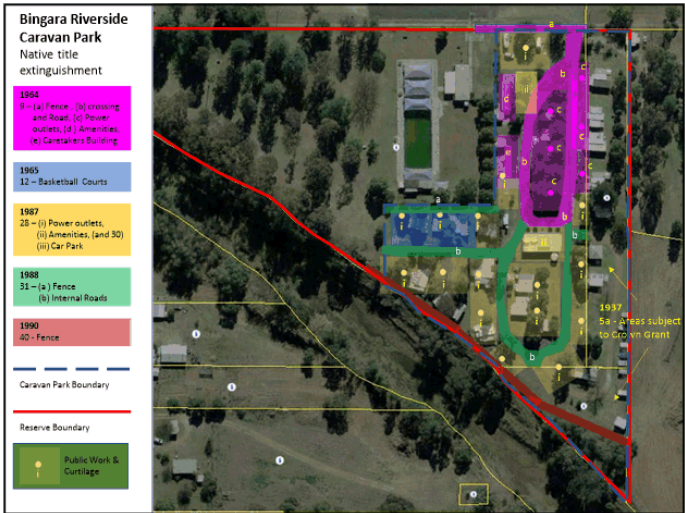
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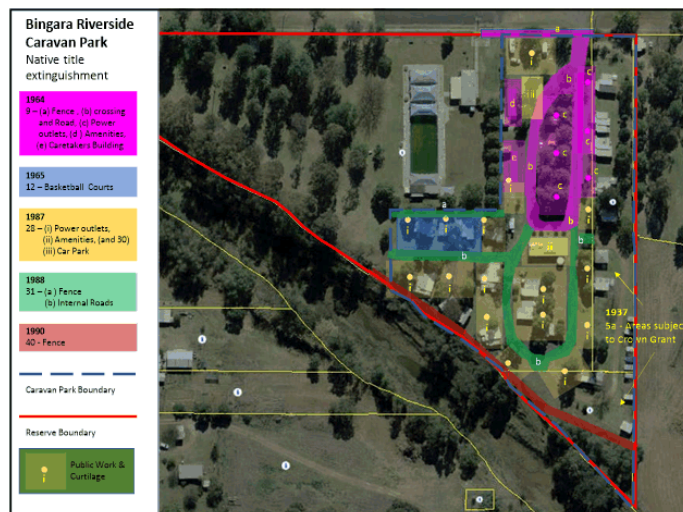
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Title has been extinguished





## Evidencing a Public Work

**Legislative Requirements**

In Section 253 Other definitions, a public work *means*

- a) any of the following that is constructed or established by or on behalf of the Crown, or a local government body or other statutory authority of the Crown, in any of its capacities:
  - (i) a building, or other structure (including a memorial), that is a fixture; or ✓
  - (ii) a road, railway or bridge; or ✓
  - (iia) where the expression is used in or for the purposes of Division 2 or 2A of Part 2—a stock-route; or
  - (iii) a well, or bore, for obtaining water; or
  - (iv) any major earthworks; or
- (b) a building that is constructed with the authority of the Crown, other than on a lease.

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## Evidencing a Public Work

**Legislative Requirements**

23B Previous exclusive possession act

(1) This section defines previous exclusive possession act.

*Construction of public works commencing on or before 23.12.1996*

(7) An act is a previous exclusive possession act if:

- (a) it is valid (including because of Division 2 or 2A); and
- (b) it consists of the construction or establishment of any public work that commenced to be constructed or established on or before 23 December 1996.

?

✓

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Evidencing a Public Work			
Tag	Date	Type <sup>1</sup>	Evidence
1	27 Mar 1889	A	<b>Bingara Council Created</b> Municipal District of Bingara Created under the <i>Municipalities Act of 1867</i>
2	28 Dec 1906	A	<b>Council Authorised to Manage Public Reserves</b> <i>Local Government Act 1906</i> Section 74 – Municipal Councils responsible for “the care and management of parks and recreations, public reserves, and commons, the care of which is not by or under any statute vested in other bodies or persons
3	4 Jun 1912	A	<b>Surveyed Area Defined</b> Portion Plan for Portion 208 in the Parish of Bingara, County of Murchison approved
4	31 Jul 1912	A	<b>Public Recreation Reserve Created</b> Reserve 47979 for Public Recreation created over Portion 208 under the <i>Crown Lands Act 1884</i>
5	22 Dec 1919	A	<b>Council Authorised to manage land reserved for recreation</b> <i>Local Government Act 1919</i> Section 344(1) – The council shall have the care, control and management of (a) public reserves which are not under the care of or vested in any body or persons other than the council, and are not held by any person underlease from the Crown ...

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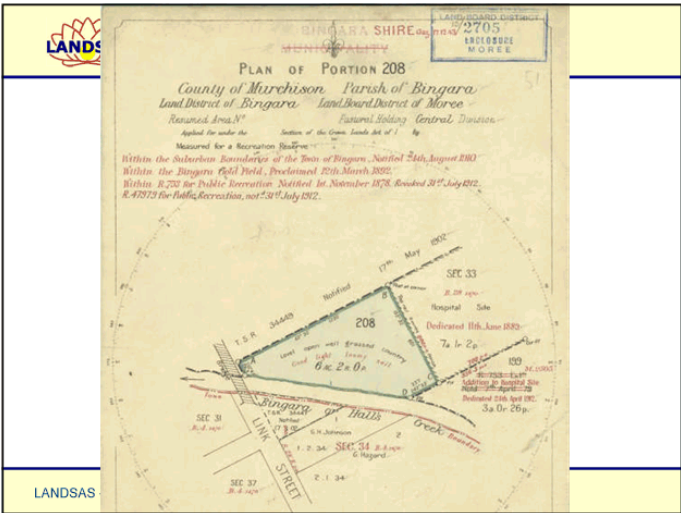
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Evidencing a Public Work			
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4	31 Jul 1912	A	<b>Public Recreation Reserve Created</b> Reserve 47979 for Public Recreation created over Portion 208 under the Crown Lands Act 1884
57b	1 Jul 1993	A	<b>Council has control of certain public reserves</b> Local Government Act 1993 Section 48 – (1) Except as provided by section 98A of the Crown Lands Act 1989, a council has the control of: (a) public reserves that are not under the control of or vested in any other body or persons and are not held by a person under lease from the Crown, and

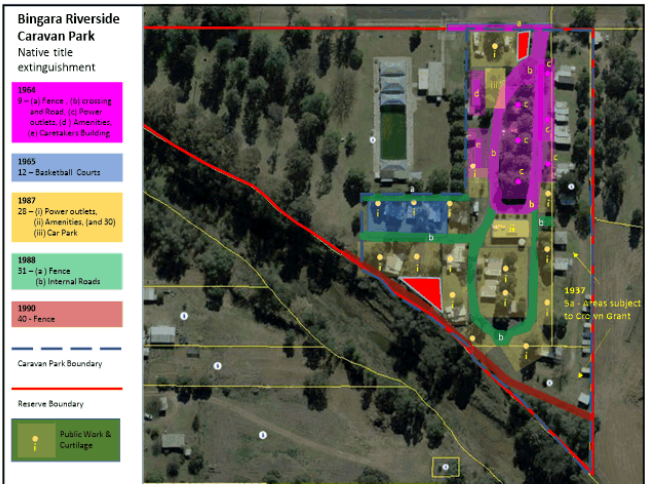



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Chairman .....

Ordinary Meeting - 12 December 2019  
Crown Land Management Act, 2016 NSW.DOC

Attachment 1  
Establishing that Native  
Title has been extinguished



Evidencing a Public Work

**Legislative Requirements**

23B Previous exclusive possession act

(1) This section defines previous exclusive possession act.

*Construction of public works commencing on or before 23.12.1996*

(7) An act is a previous exclusive possession act if:

- (a) it is valid (including because of Division 2 or 2A); and
- (b) it consists of the construction or establishment of any public work that commenced to be constructed or established on or before 23 December 1996.

LANDSAS – Craig Barnes and Vanessa Field

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Chairman .....

## **8 COUNCILLORS' REPORTS**

Cr Dixon OAM requested an update on the Gwydir Oval Basketball Court Cover, which was provided.

Cr Smith advised the meeting that he went to observe the burn off of the cleared trees at the proposed solar farm site.

Cr Matthews advised the meeting that he attended the CareFlight Trauma Care Workshop in Bingara. He advised the meeting that it was a success and it was agreed that the Council should encourage the events to reoccur next year with at least one held on a work day, which the Council would support by sending along relevant staff.

Cr D Coulton thanked the Council for the opportunity to attend the Willoughby City Exchange weekend at the Chatswood Emerge Festival.

Cr Egan briefly advised the meeting that a meeting of the Council's Internal Audit Committee was held on Tuesday.

## **9 CLOSURE**

The meeting closed at 11.17 am.