



ORDINARY MEETING

AGENDA

Thursday 20 February 2025

NOTICE OF MEETING

Notice is hereby given that an **Ordinary Meeting of Gwydir Shire Council** will be held in the The Living Classroom on **Thursday 20 February 2025**, commencing at **10:00 am** to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Max Eastcott', is written over a light blue horizontal line.

Max Eastcott
General Manager

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Agendas and minutes are available on the Council's website:

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

WEBCASTING OF MEETING

This meeting will be recorded for placement on Council's website.

All speakers must ensure their comments are relevant to the issue at hand and to refrain from making personal comments or criticisms or mentioning any private information.

No other persons are permitted to record the meeting, unless specifically authorised by Council to do so.

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1 OFFICIAL OPENING AND WELCOME - MAYOR**2 APOLOGIES****3 CONFIRMATION OF THE MINUTES****RECOMMENDATION**

THAT the Minutes of the Ordinary and Confidential Meetings held on 19th December 2024 as circulated be taken as read and CONFIRMED.

4 PRESENTATION

The Community Assets presentation was unable to be made during the Councillor induction day and is being presented at this meeting.

At 10 am there will be a confidential presentation from the Namoi Regional Job Precinct working party consisting of Kristi Jørgensen, Crystal Atkinson and Evelyn Ivinson.

5 CALL FOR THE DECLARATIONS OF INTERESTS, GIFTS RECEIVED AND CONFLICTS OF INTEREST**6 ADDITIONAL/LATE ITEMS****7 MAYORAL MINUTE****8 OFFICERS' REPORTS****8.1 Dealing with items by exception****IN BRIEF/SUMMARY RECOMMENDATION**

Councillors to indicate those items that they wish to be withdrawn for discussion and debate.

Item number	Report Title	Withdrawn
8.2	Executive Services Report	
8.3	Organisation & Community Services Report	
8.4	Technical Services Report	
8.5	Draft Subdivision Guidelines	
8.6	Draft Use of Recycled Materials Policy	
8.7	Draft Wheelie Bin Contamination Policy	
8.8	Draft Asset Management Policy	
8.9	Draft Keeping of Animals Policy - additional information	
8.10	New Bingara Administration Building	
8.11	Council's Investment Report December 2024 January 2025	

8.12	Quarterly Financial Report (Budget Review)	
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OFFICER RECOMMENDATION

THAT items that have not been withdrawn will be adopted collectively in this resolution.

ATTACHMENTS

Nil

8.2 Executive Services Report

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: Max Eastcott, General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS Nil

BACKGROUND

PLANNING

The following Development (D/A) and Development Modification (s4.55/s96) applications were approved during the month of January 2025.

No.	Property Description	Development/Work	\$	DA	s4.55
31/2024	R D & P K Quinn Pty Ltd 15812 Gwydir Hwy Gravesend Lot 116 DP 751108	Continued Use of Existing Shale Quarry	\$5,000	✓	
May-24	Nangarah Trading 2983 Horton Road Upper Horton Lots 38 & 40 DP 754832, Lots 32 & 46 DP754825 & Lot 1 DP 1131910	999 Head Cattle Feedlot	\$1,200,000	✓	
42/2024	Z P Collins 21 Bowen Street Bingara Lot 5 & 6 DP 731477	3 bay extension to front of existing 3-bay garage	\$49,000	✓	
43/2024	J S & D W Cutlack 6 Bandalong Street Bingara Lot 9 Sec 16 DP 758111	Addition to existing shed	\$66,000	✓	
44/2024	L M & N G Williams 75 Riddell Street Bingara Lot 25 DP 1239214	1.3mH brick retaining wall	\$5,000	✓	

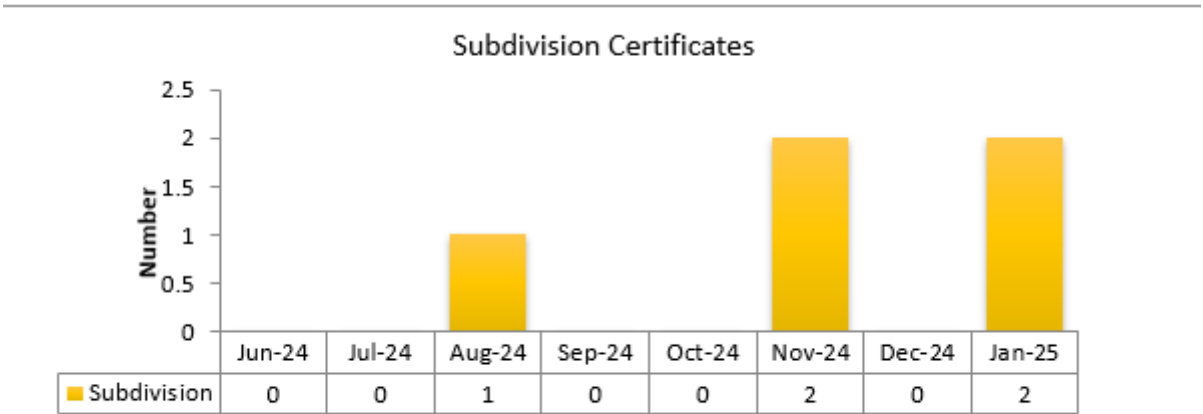
There were no Development (DA) or Development Modification (s4.55/s96) applications approved in the previous months and not previously reported to Council.

There were no Development (D/A), or Development Modifications (s4.55/s96) application(s) that were refused (R), withdrawn (W) or cancelled (C) or returned to the applicant prior to lodgement (RET) during the month of January 2025.

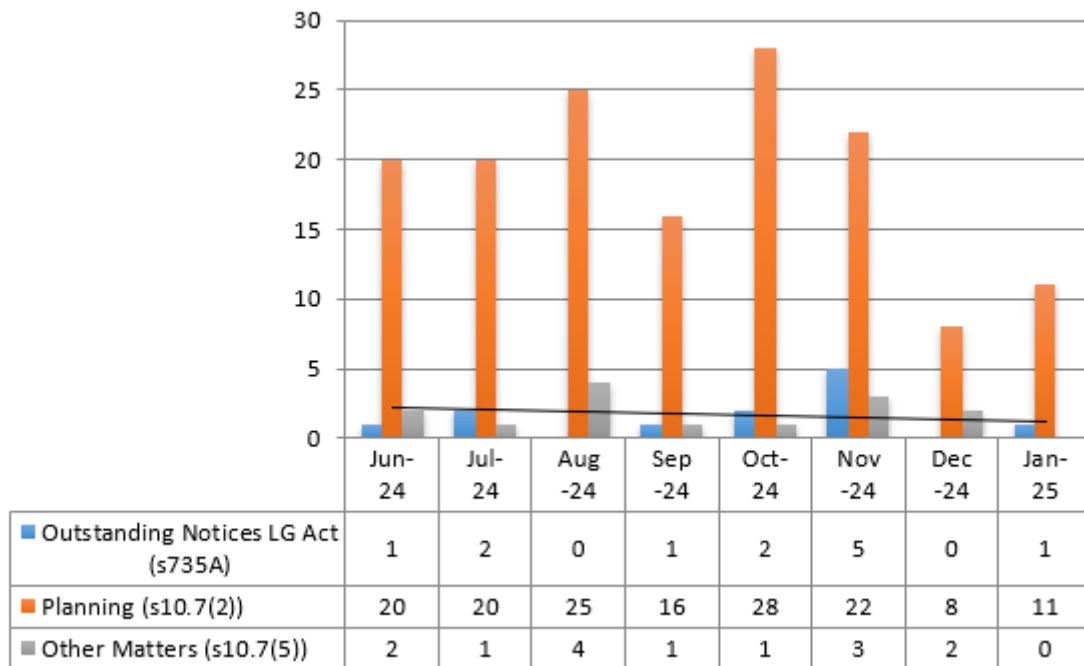
There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the month of January 2025.

The attached table shows all Development (D/A) and Development Modification (s4.55/s96) applications that were submitted on the NSW Planning Portal, that were lodged with Council after the payment of lodgement fees and those that remain unlodged with Council, during and prior to 31 January 2025 and remain undetermined as at the 31 January 2025:

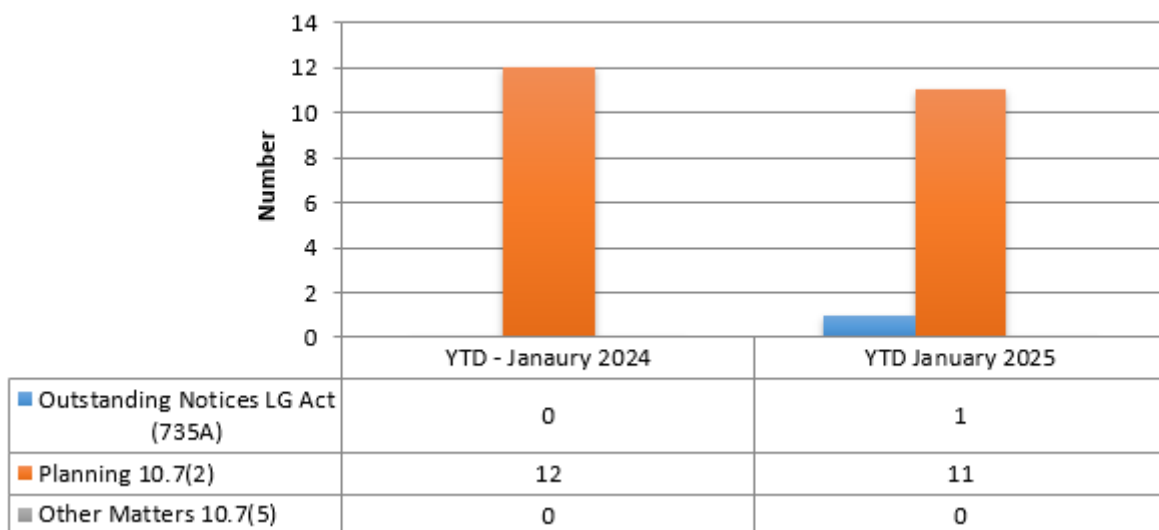
The following Subdivision Certificates were issued during the month of January 2025 and in the previous 7 months:



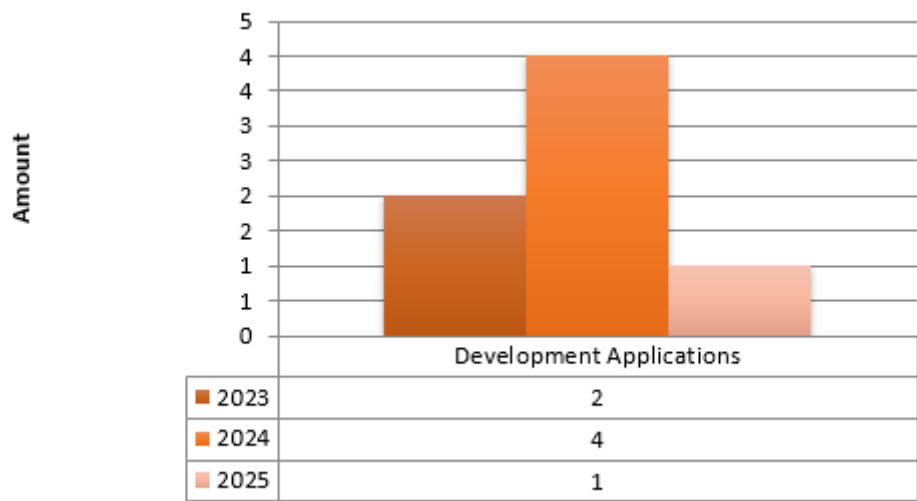
The following graph shows the Conveyancing Certificates issued during the month of January 2025 compared to the previous 7 months:



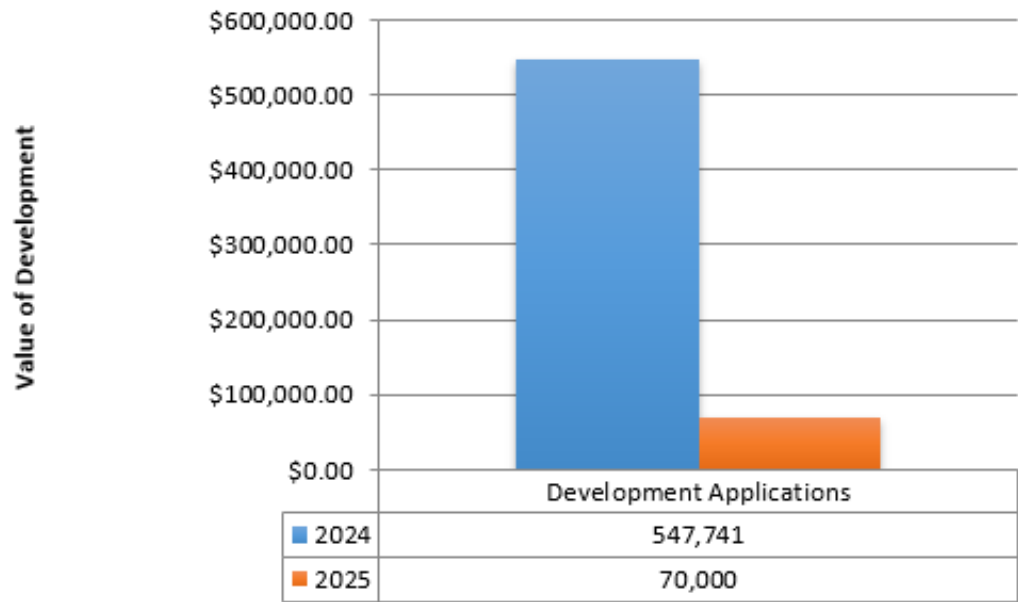
The following graph shows the Conveyancing Certificates issued up to and including the month of January 2025 compared with the same period in 2024:



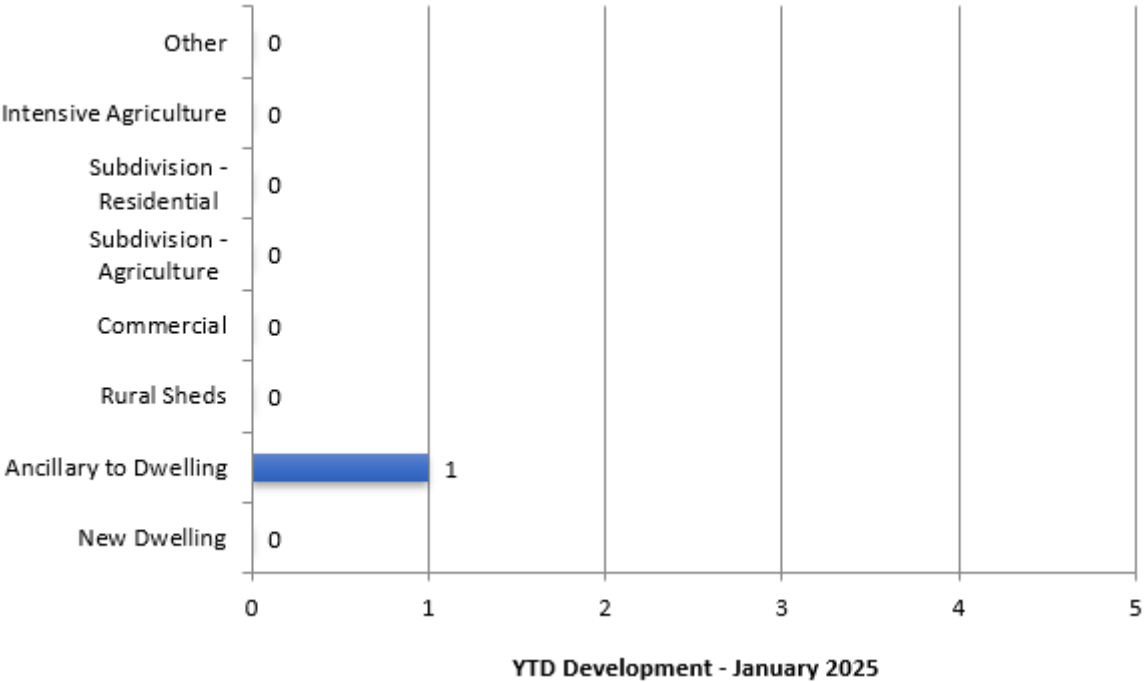
The table below shows a comparison between total applications lodged during the month of January 2025 compared to the same period in the previous two years:



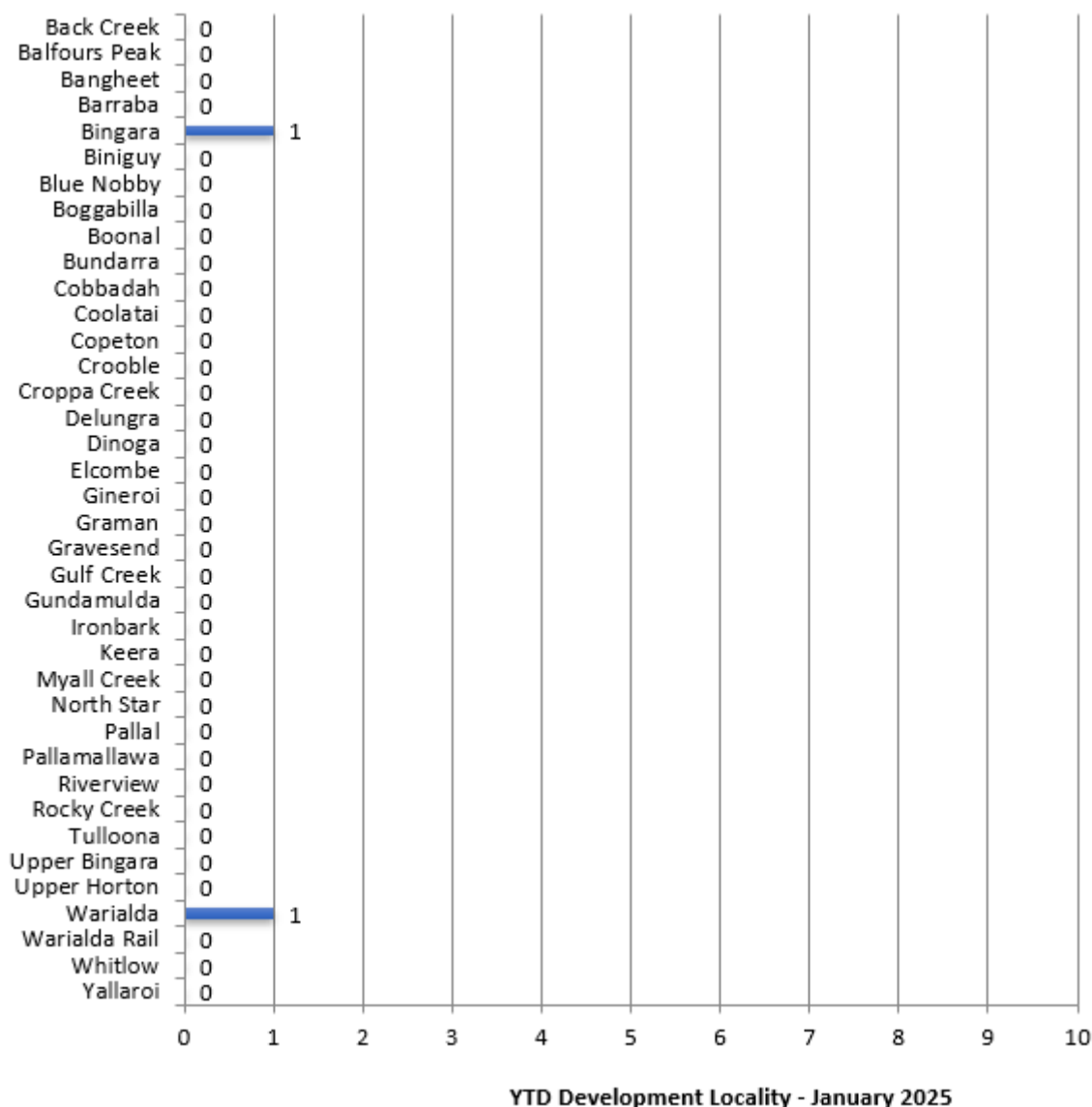
The table below shows a comparison between total value of applications lodged during the month of January 2025 compared to the same period in the previous year:



Development Applications received for the year by type – YTD January 2025:



Development Applications received for the year by locality – YTD January:



The Planning and Development Department Report for January 2025 was compiled with information available at the time of writing the report.

ENVIRONMENT & SUSTAINABILITY DEPARTMENT DECEMBER 2024 & JANUARY 2025

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

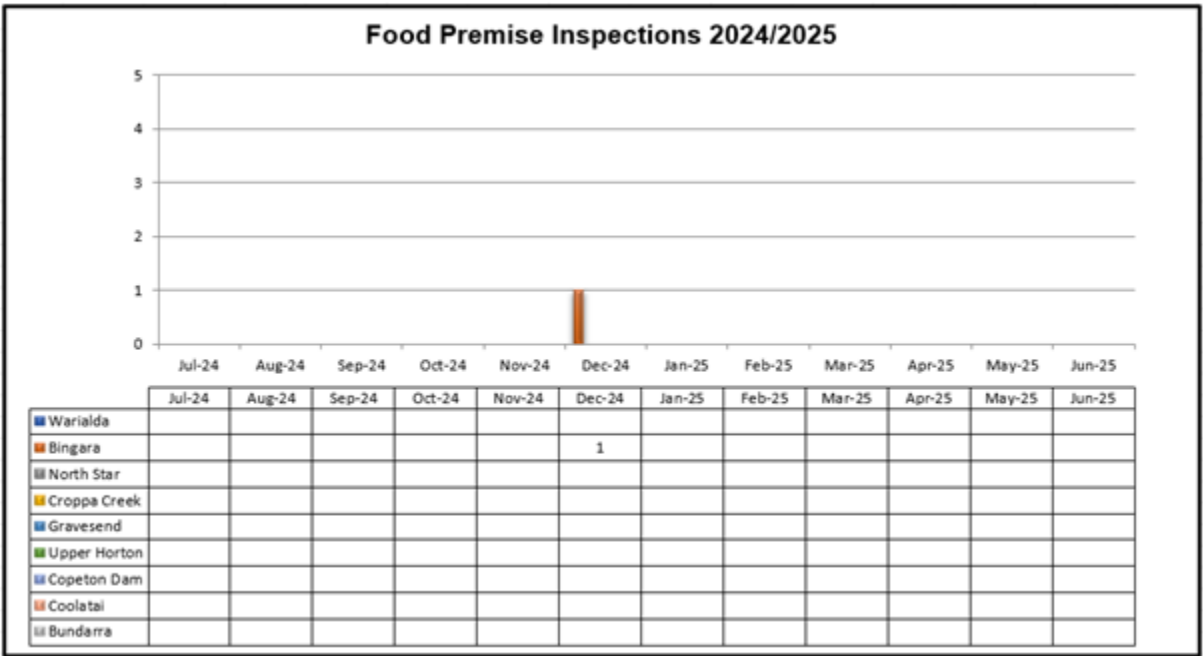
DRINKING WATER TESTING

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

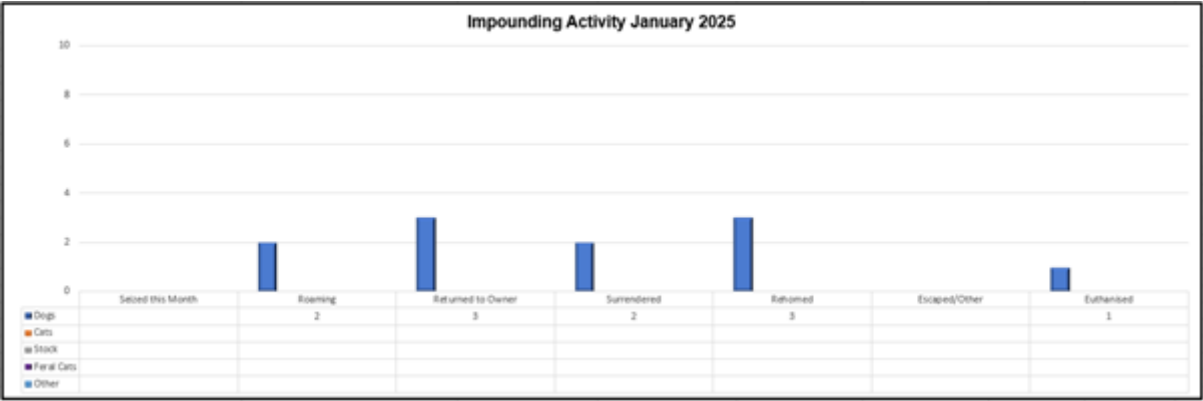
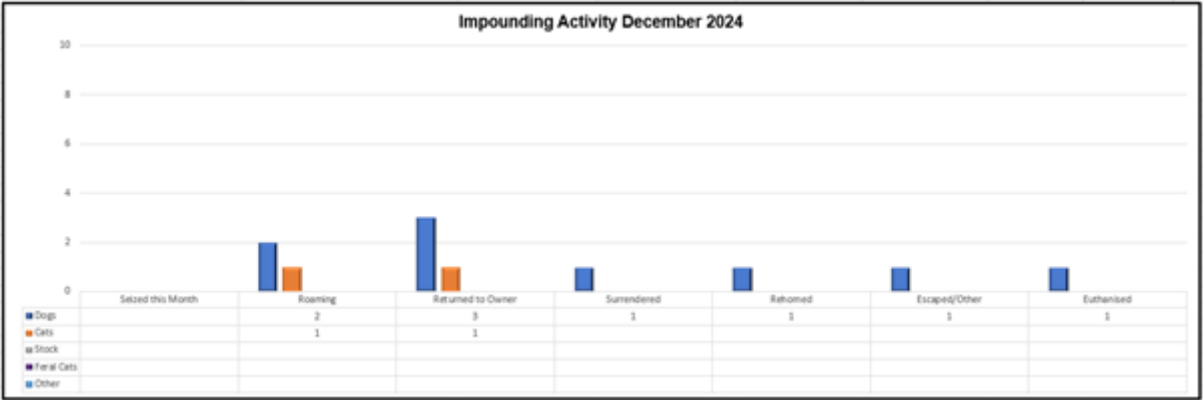
Food Premise Inspections are carried out on an annual basis for each food business. There are approximately 40 registered food service businesses within the Council area including supermarkets, clubs/pubs, motels, bakeries, cafés and takeaway food shops, mobile food vendors and school canteens. Depending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

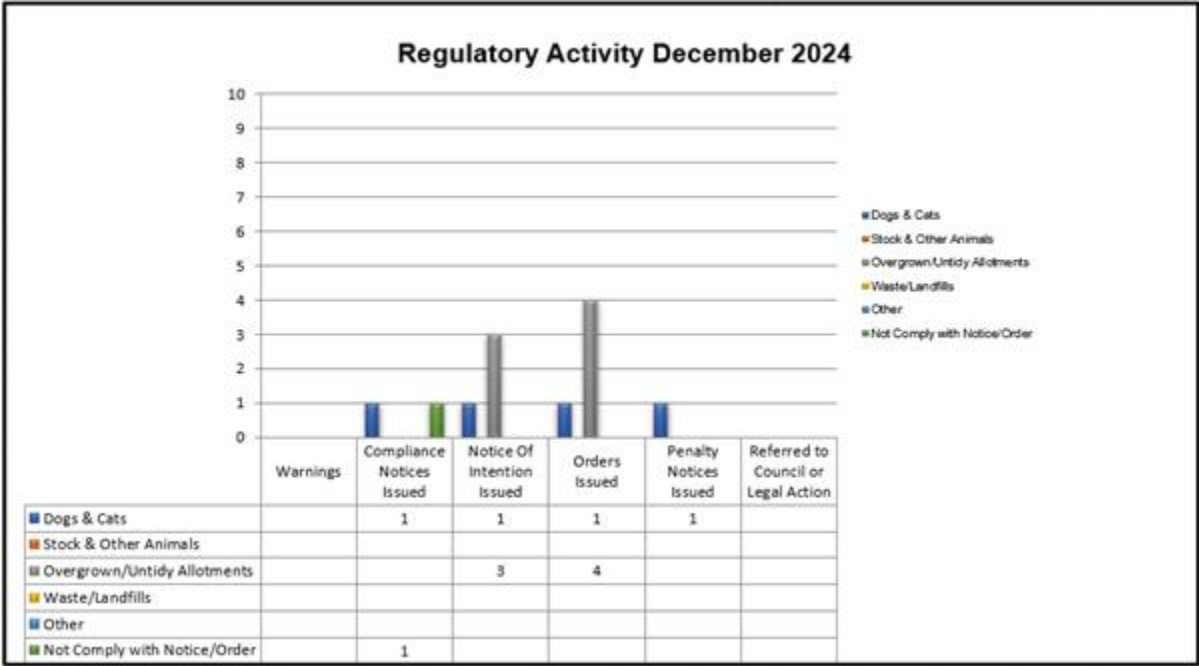
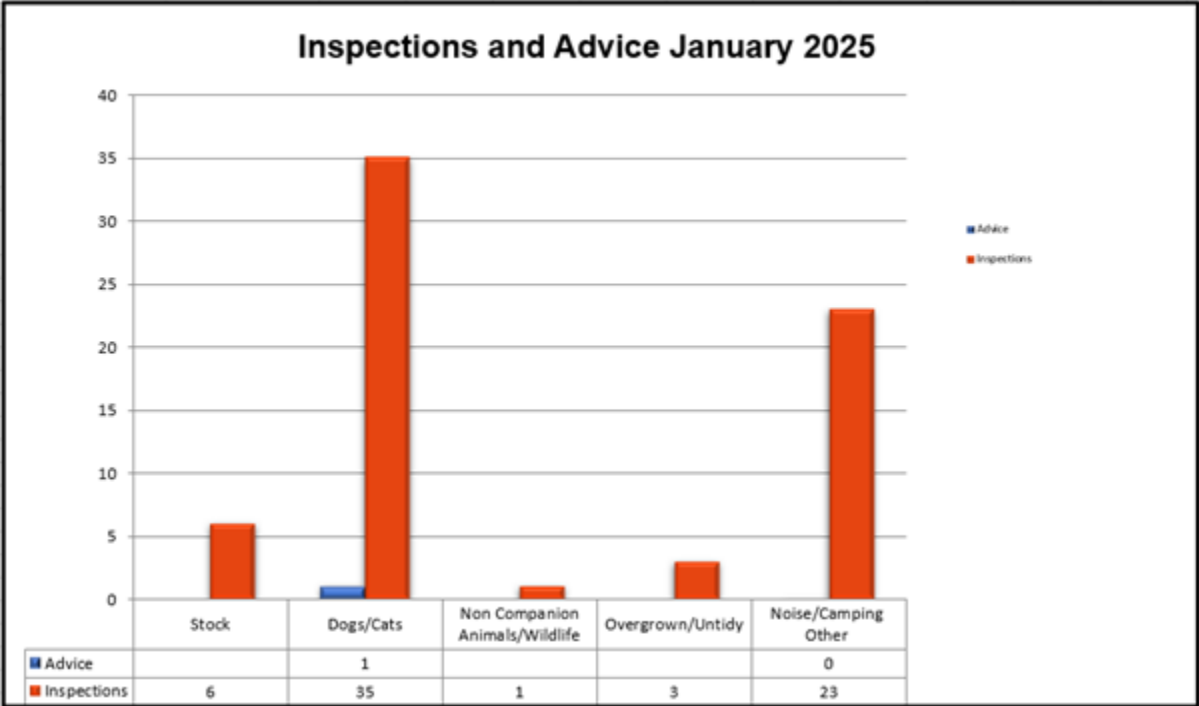
Most inspections are carried out just before the end of the financial year. The graph below shows inspections that have been carried out for the current financial year.

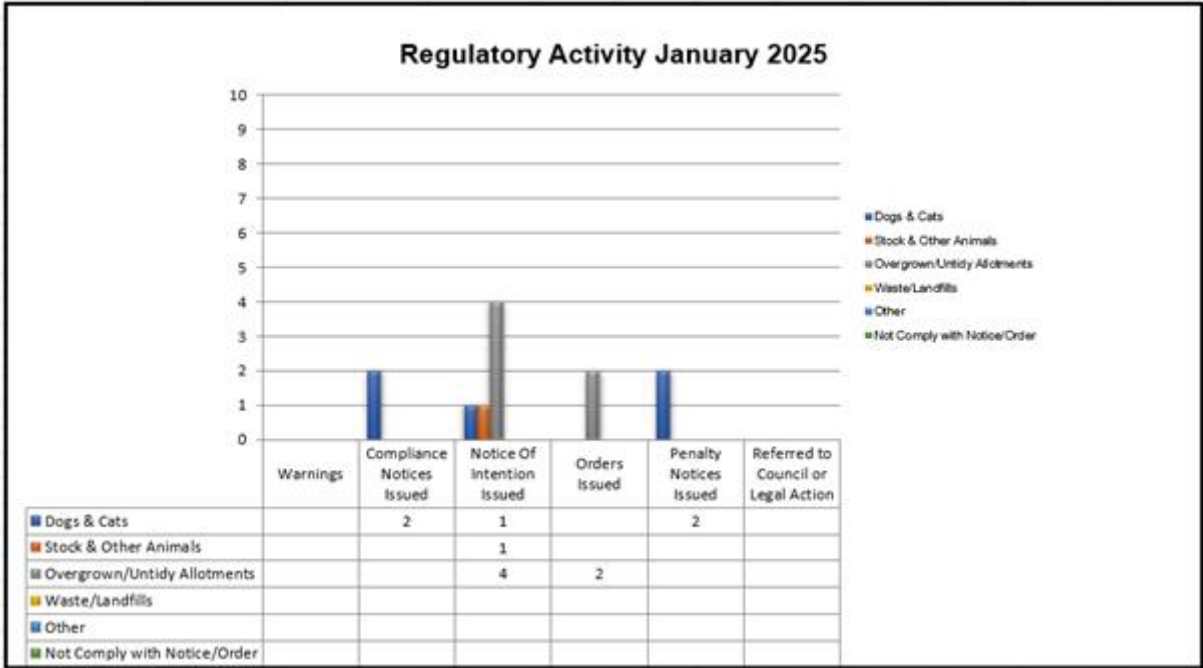


COMPLIANCE AND REGULATORY CONTROL

Council has received customer requests regarding overgrown blocks, roaming dogs, roaming stock, noise, the keeping of animals and other concerns during the month of December 2024 & January 2025. These are investigated and actioned as necessary.

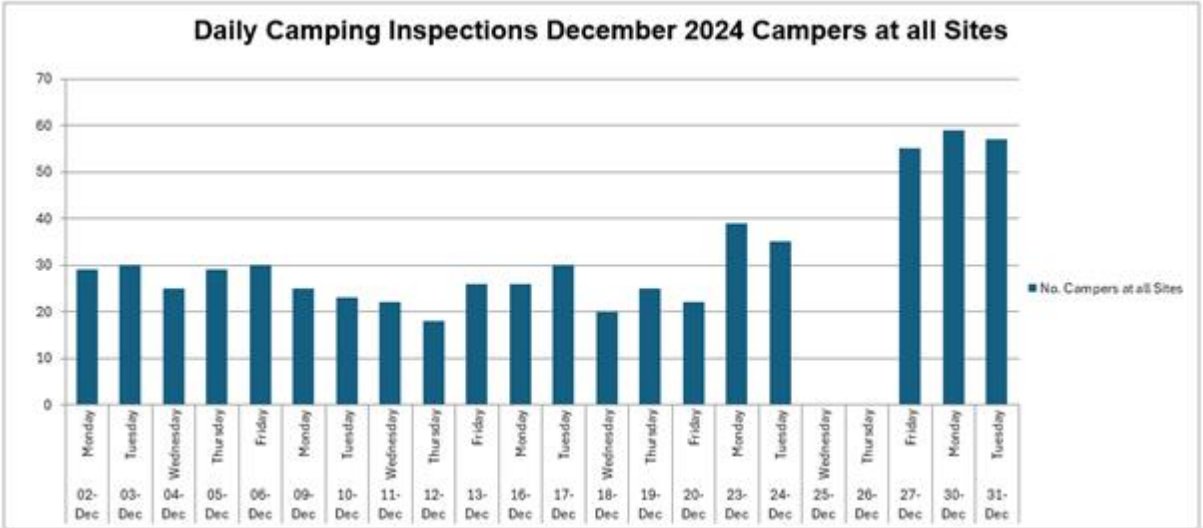


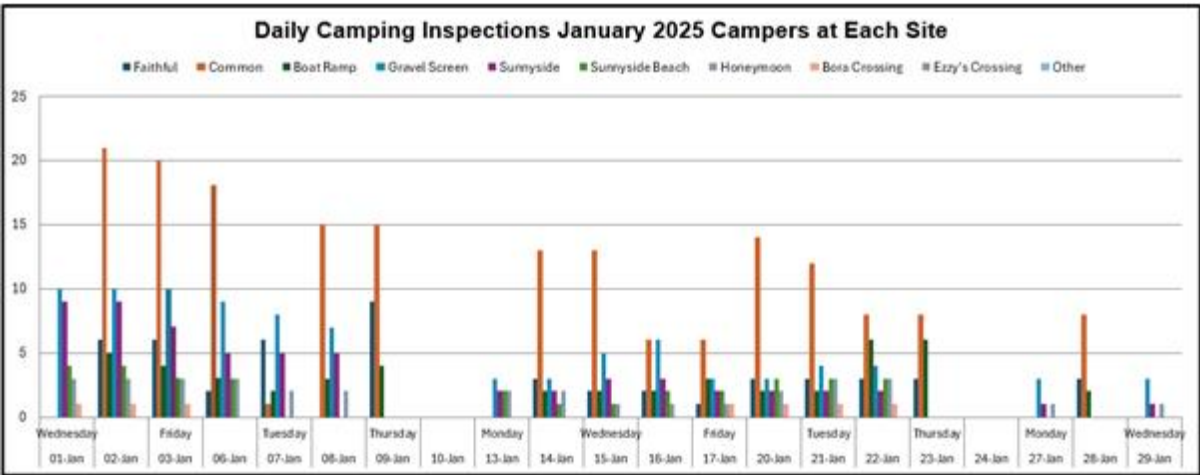
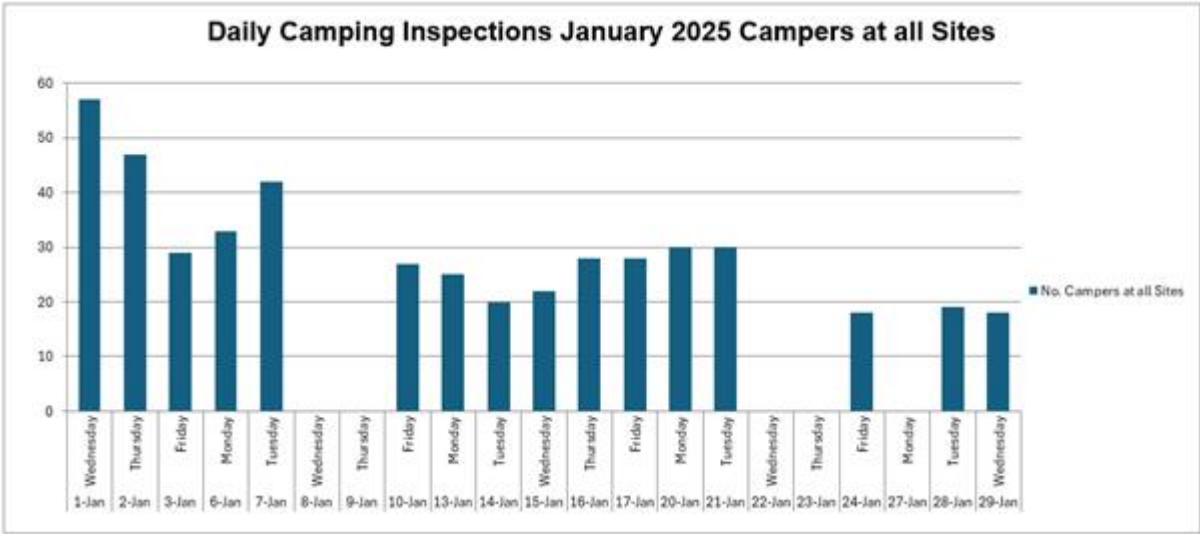
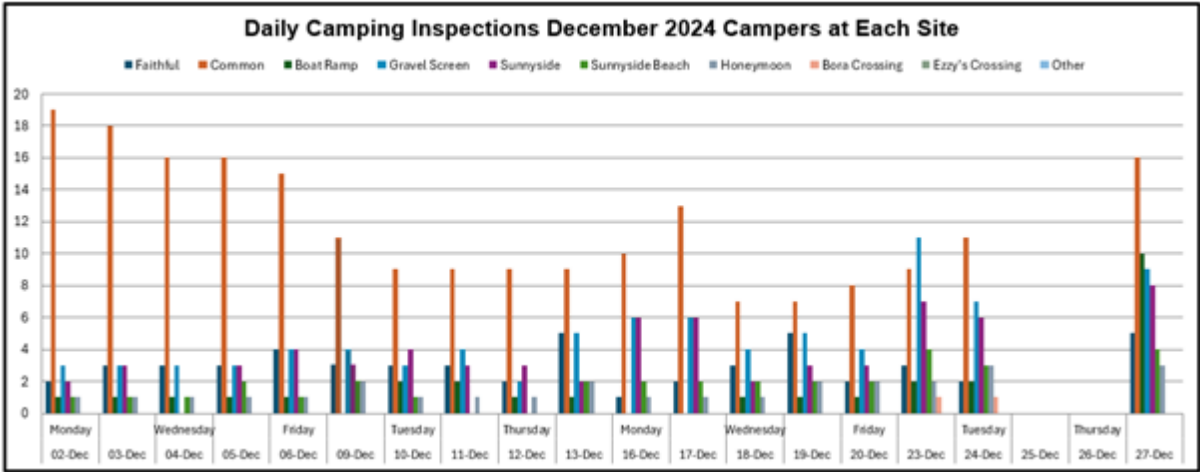




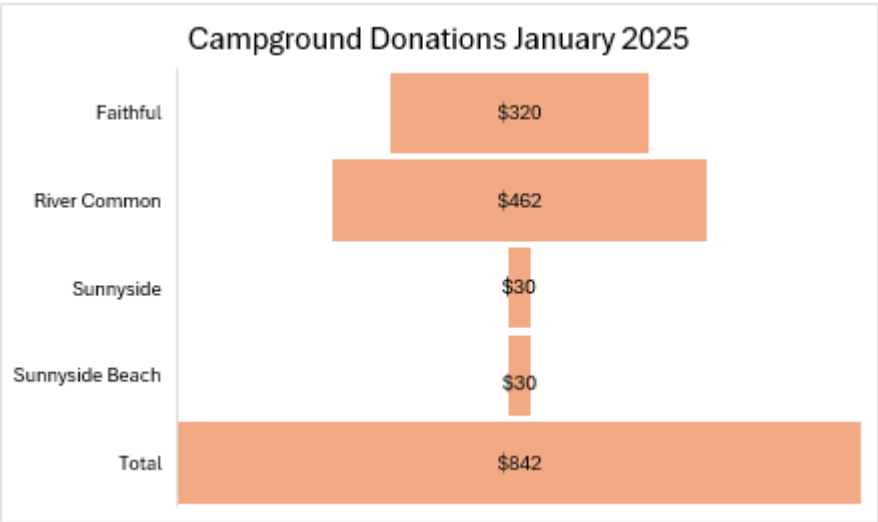
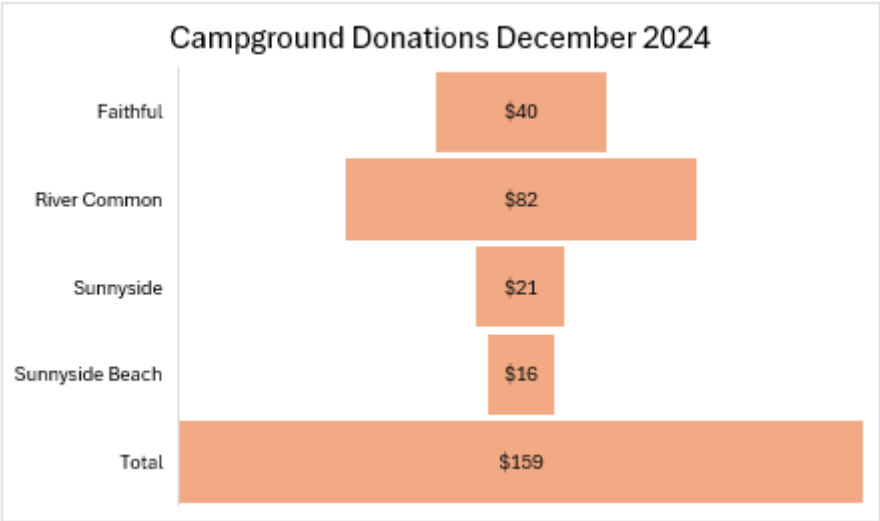
RIVERSIDE CAMPING

Council’s Compliance Officers aim 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.





CAMPING AREA DONATIONS COLLECTED



LANDFILL REPORTS

Council has received the final report from MRA Consulting regarding the provision of consultancy services. The objective of this project was to assess the Council’s landfills, develop filling and closure plans, estimate the life expectancy of each site, and recommend actions that the Council could undertake to enhance current operations. The focus is on improving waste management, reducing costs where possible, and minimizing environmental impacts and operational risks. Council looks forward to implementing these strategies for the future planning and management of all sites.

DECEMBER 2024 & JANUARY 2025

BINGARA & WARIALDA

Tyre Cages: The tyre cages at both Bingara and Warialda are full and scheduled for pickup.

Tracked Loader Usage: Both sites have greatly benefited from the new tracked loader, which has been instrumental in moving different waste streams and conducting cleanups at remote landfills.

Chemical Clean-Out Event: A chemical clean-out event is being planned for both sites next month.

Green Waste Processing: Green waste processing is being scheduled with contractor in the coming months, weather permitting.

WARIALDA RAIL

Firebreak: The firebreak has been recently slashed. All roads are currently accessible.

Site Condition: Site is well-maintained and operational.

Weed Control and Cleanup: Weed spraying and general cleanup are needed.

Equipment Arrangements: Arrangements are underway for transporting the tracked loader to several remote sites for various tasks.

GRAVESEND

Concrete Obstruction: A large pile of concrete has been placed in front of the tyre area, blocking vehicle access.

Exit Post Condition: The exit post has been hit and bent. Although the exit button functions properly, the enclosure is damaged. The post has been bent back up as much as possible without breaking it off at ground level. A new exit post and button need to be fabricated.

Signage: Reports received that the “No Tyre” sign had been removed and placed in the scrub. Sign has been reattached using heavy gauge wire instead of cable ties.

Entrance Maintenance: Reports indicated issues with the gate not closing. Upon inspection, it was found that fleabane undergrowth was obstructing the electric eye. The growth has been trimmed back, and the gate bottom guide has been swept.

Weed Control: All weeds at the entrance could be sprayed.

Green waste: Contractor has been booked to complete green waste shredding.



Gravesend Post Damage

COOLATAI

Main Entry Track: The main entry track to the landfill site is currently very soft and may require attention.

Smouldering Pit: The main pit has been smouldering for a few weeks. However recent rain has helped to extinguish it.

Road Access: All roads within the site are acceptable and accessible. However, burnt scrap metal at the front of the first pit is limiting access and needs to be pushed back when equipment is available.

Pit 2 Condition: Pit 2 is starting to overflow onto the track and should be pushed back during the next available maintenance window.

Area Conditions: The green waste, scrap metal, and furniture areas are in acceptable condition.

Track Maintenance: All tracks are accessible but would benefit from a full day of maintenance with an excavator on site.

CROPPA CREEK:

Landfill Condition: The landfill has not been pushed up and needs attention, as the track is partly obstructed with general waste.

Access Ring Road: The access ring road is in poor condition with deep potholes.

Scrap Metal Area Access: The offshoot from the main access road to the scrap metal area is inaccessible due to poor track conditions and would benefit from the addition of gravel.

drumMUSTER Drums: Over 200 drumMUSTER drums have been dumped away from the designated drumMUSTER cage area. drumMUSTER cage to be repaired and area cleaned by contractor.

Recycling Bins: Recycling bins are in good condition.

Internal Roads: The road inside the area is very rough, and even a small amount of rain could make the area difficult to navigate.



Dumped drumMUSTER drums

UPPER HORTON

Space Availability: All areas have been pushed back, but there is very limited space available as general waste is hard up against the northern fence. A new area is needed, or the northern fence should be relocated.

General Cleanup: A general cleanup is required.

NORTH STAR TRANSFER STATION

Household Rubbish Skip Bins: The household rubbish skip bins are currently full.

General Cleanup: A general cleanup has been carried out in the area.

Heavy Items A dishwasher and metal shelving unit are located next to the household rubbish skips and are too heavy to lift and transfer to Croppa Creek.

Recyclable Bins: The recyclable bins are in good condition.

Signage: New signage and decals for bins have been ordered internally through Council's sign maker.

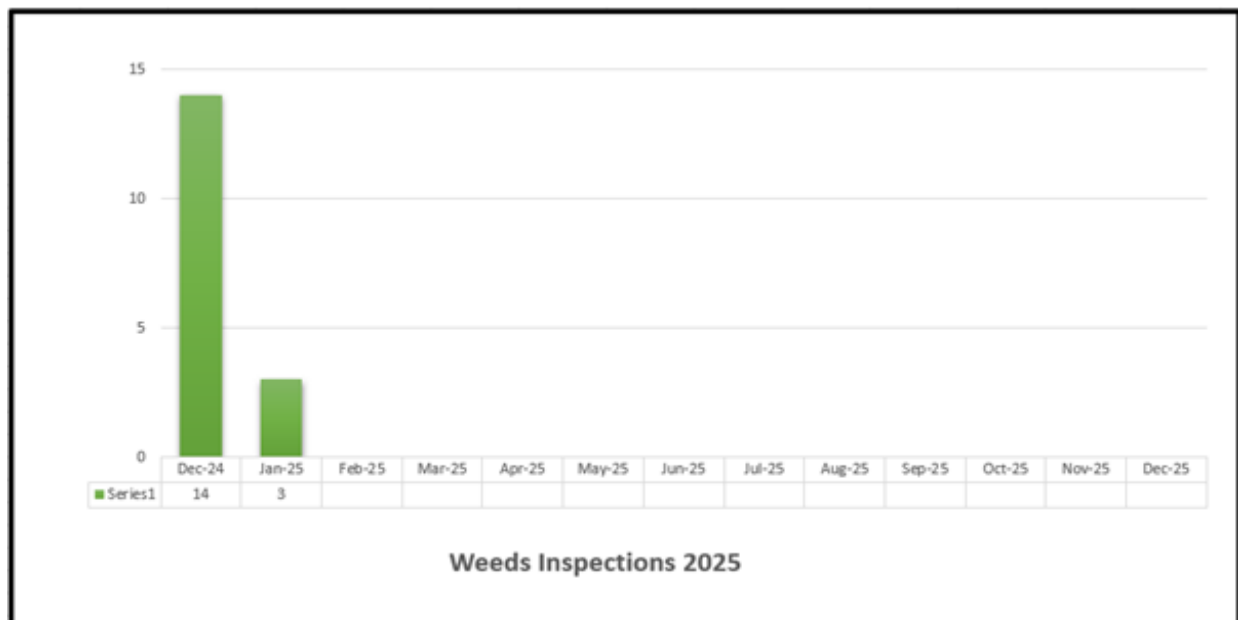
PRIORITY WEED CONTROL

Property Inspection Program

Staff continue to assist land holders 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

Weeds Inspections



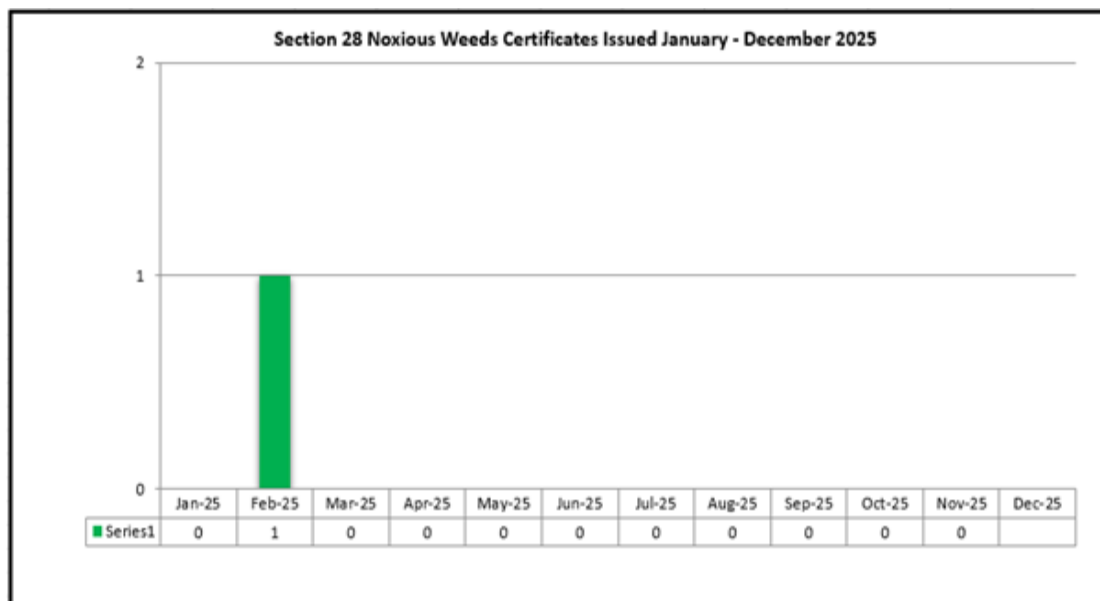
Priority Weeds Inspections for the Month of December 2024

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Roadside Inspection – Council Roads	3	1040	208	St Johns Wort, Harrisia Cactus
High Risk Private Property Inspections	4	7339	1467.8	None Found
Department of Lands	1	35	-	St Johns Wort

Council Lands Private Property	1	10	-	St Johns Wort
Private property Inspections	3	5152	1030.4	Harrisia Cactus
NWLLS TSE Reserves	1	10	-	Harrisia Cactus

Priority Weeds Inspections for the Month of January 2025

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
High Risk Private Property Inspections	3	1882	-	Parthenium
High Risk Waterway Inspections	2		376.4	Parthenium



The Planning & Environment Department report for December 2024 & January 2025 was compiled with information available at the time of preparing the report.

BUILDING SERVICES

MONTHLY REPORT DECEMBER 2024 & JANUARY 2025

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

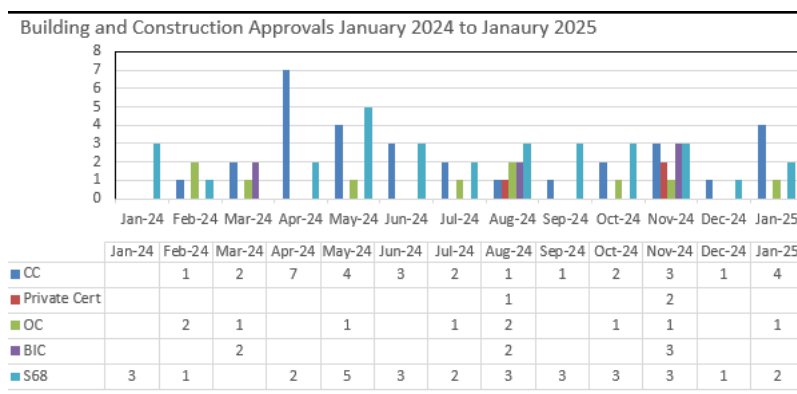
- Minor structure construction e.g., sheds
- Commercial opportunities and construction
- Basix (Building Sustainability Index)

- Bushfire requirements
- Building construction standards and requirements
- Stormwater
- Licensing and owner builder requirements
- Fees and charges

The department receives all building related applications via the NSW Planning Portal. It is mandatory that all applications for Construction Certificates (CC), Complying Development (CDC), Principal Certifier Appointments (PCA), Occupation Certificates (OC) and Building Information Certificates (BIC) be lodged with Council via the NSW Planning Portal. Section 68 (S68) Applications are currently lodged directly with Council but as of 1st January 2025 will be through the Planning Portal.

There are currently *95 active* Construction Certificate and Principal Certifier Appointment approvals that are at varying stages of the assessment/construction process and working towards the completion, and issue of an Occupation Certificate.

The graph below summarises the approvals for the current year and the following table shows the details of the approvals that have been issued for the months of December 2024 and January 2025.



CONSTRUCTION CERTIFICATES			
No.	Property Description	Development/Work	\$
CC 15/2024	4275 Elcombe Road Bingara	Dwelling, detached garage, detached carport and rainwater tanks	\$750,000
CC 21/2024	5 Brigalow Street Bingara	16mW x 24mL x 6mH open front shed	\$30,000
CC 28/2024	3 Moore Street Bingara	3-bay garage/storage shed with bathroom	\$25,000
CC 38/2024	6 Frazer Street Bingara	Attached dual occupancy dwelling and retaining wall	\$623,700
CC 43/2024	6 Bandalong Street Bingara	Additions to the existing shed	\$66,000

COMPLYING DEVELOPMENT CERTIFICATES

No.	Property Description	Development/Work	\$
NIL			

OCCUPATION CERTIFICATES			
No.	Property Description	Development/Work	
OC 18/2022	26 Bombelli Street Bingara	Garage/shed	

BUILDING INFORMATION CERTIFICATES			
No.	Property Description	Development/Work	
NIL			

PRIVATE CERTIFIER – CERTIFICATE REGISTRATION			
No.	Property Description	Development/Work	
NIL			

SECTION 68 APPROVALS			
No.	Property Description	Development/Work	
S68 28/2024	44 Heber Street Bingara	Water supply, sanitary plumbing, sewerage and stormwater work in association with new dwelling	
S68 29/2024	3 Moore Street Bingara	Water supply, sanitary plumbing, sewerage and stormwater work in association with new shed	
S68 1/2025	12785 Gwydir Hwy Warialda	Operation of a mobile coffee and food van on public land – applicant Kelly Skelton	

NO. OF COMPLAINTS/INSPECTIONS December 2024 & January 2025

Type	No.	Yr. to Date	Actioned	Pending
Construction/Building & Building Maintenance	65	353	327	26

NOTE - 10 of the open items are the result of annual repairs and maintenance inspections of the aged accommodation units and are general non urgent repairs.

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.

MAJOR PROJECTS WORKED ON

32 Plunkett Street Warialda

The preparation and sealing of the floor in the Op-Shop has been completed. The Building Team continues to complete improvements and repairs as they are requested.

Living Classroom – Wellness and Interpretive Centre

Work is progressing as planned on the construction of the building. Construction of the second building known as the common room has commenced and the framing has been completed. Scaffolding has been erected to enable the roofing works to commence.

This project remains the main focus of the Building Services Team.



Scaffolding installed for roofing works



Common Room – framing completed



Scaffolding installed around main building

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

Nil

Application No.	Applicant Name	Property Owner	Property Address	Description of Work	Date Application submitted on the NSW Planning Portal	Date Lodged with Council	Reason for time between submission & lodgement	Current Status of the Application	Type of Application
35/2024	P Taylor (SMK Consultants)	L M Smith	16489 Gwydir Hwy Gravesend	Quarry	11/10/2024	19/12/2024	Request for Additional Information prior to lodgement and awaiting payment of fees invoice	Being notified & exhibited for 14 days as per Community Participation Plan from 14/01/2025 to 03/02/2025	DA
37/2024	N J Beel	N J Beel & L B Beel	1462 Oregon Road Warialda	2 Lot Rural Subdivision	18/10/2024	15/11/2024	Request Additional Information prior to lodgement	Being Assessed Referred to RFS	DA
41/2024	SMK Consultants Pty Ltd	D F Picton	5 East Street Bingara	2 Lot Urban Subdivision	12/11/2024	18/11/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being Assessed Referred to RFS	DA
45/2024	J Langan	J Langan & C Remonte	29 Martyn Street Bingara	Manufactured Dwelling & carport	3/12/2024	5/12/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being Assessed	DA
46/2024	Coggs Contracting	Coggs Contracting	Elcombe Road Bingara	4-bay Garage with attached awning	6/12/2024	17/01/2025	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14 days as per Community Participation Plan from 07/02/2025 to 20/02/2025	DA
47/2024	Abode Building Design	J E Bishton & K E Bishton	227 Allan Cunningham Road Bingara	Manufactured Dwelling	13/12/2024	27/12/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being Assessed	DA

48/2024	Abode Building Design	W M Thomas & G Bednarek	25 Moore Street Bingara	Garage with bathroom	14/12/2024	18/12/2024	Invoice for fees issued and awaiting payment prior to lodgement of application	Being Assessed	DA
40/2024/2	T L Rose	T L Rose	7 Inverell Road Warialda	Modification - Change of location and aspect	14/01/2025	20/01/2025	Invoice for fees issued and awaiting payment prior to lodgement of application	Being notified & exhibited for 14 days as per Community Participation Plan from 5/02/2025 to 18/02/2025	MOD
36/2024/2	Jillian Cumberland	St Johns Anglican Church	8a Frazer Street Bingara	Modification - Change of location of shed	10/01/2025		Pre-lodgement review and request for additional information	Pre-lodgement review	MOD
62/2022/2	Lila Oliver PAWA Architecture	M A Tritton	163 Fairford Road Warialda	Modification - change of size & floor plan of dwelling & additions to existing shed	23/01/2025		Pre-lodgement review	Pre-lodgement review	MOD

8.3 Organisation & Community Services Report

File Reference: NA

Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.3 Administrative and support functions

Author: Leeah Daley, OCD Director

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

The monthly Organisation and Community Services Report details the activities carried out by the Department during January 2024.

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

Naroom Frail Aged Hostel – January 2024

Resident Meeting

The silly season has passed, and we are getting back into a routine. The building works are moving along slowly, and they should be finished by March 2025. We have been successful in securing \$400,000.00 more from the department to help with the increase in building supplies since the grant was first applied for. This means that the project will be completed in full and will have nice new furnishings.

Naroom had a visit from an Aged Care Advocate who met with residents in the lounge room to discuss their rights.

Naroom welcomed a new staff member into the advertised permanent part time position. The organisation has been advertising for kitchen staff this month. The organisation farewelled one of our valuable casual kitchen hands as they have left to go to university in Sydney. This staff member is staying on our casual list for when she is home.

Naroom welcomed back a past staff member who will be doing weekly physio sessions

with residents.

Naroo's Registered Nurse has spoken to residents about Covid Boosters and that she will be organizing them for those who are eligible and want them.

Residents News & Outings

This month the residents enjoyed a lot of crafts and cooking. Australia Day craft was flag making and was a big success with some playdough fun as well.

Lots of cooking with pumpkin scones and cookie decorating. Chair exercises and the old favorite bingo were back on the agenda.

Some of the men enjoyed an afternoon of drives, lapping around Warialda looking at the sites.

Residents enjoyed an outing to the Commercial Hotel for Lunch on the 24 January 2025.

In true Australian style, a BBQ lunch was on offer for Australia Day.



Flag making



Cookie decorating

Commonwealth Home Support Program (CHSP) – Warialda/Delungra

Meetings

Next meeting with CHSP Manager on 27TH February at 2pm.

Volunteers

CHSP have three new Meals on Wheels volunteers who are already on the roster. Clients enjoy seeing volunteers because this is a suitable time to stay connected with clients and to check on their wellbeing building a rapport between clients and volunteers.

Transport and Trips

There were two trips to Inverell for a spot of shopping this month which clients thoroughly enjoyed.

Our January transport covers Armidale, Tamworth, Moree and Inverell.

An advertisement will be placed in the Gwydir News for more volunteer drivers as there is a desperate need.

Social Support

Social support is given when attending CHSP Day Centres, when going on outings, delivering Meals on Wheels, phone calls, client's inquiries, transport & home visits.

Clients enjoyed Christmas lunch at the Commercial Hotel two parties for Warialda clients and Delungra clients enjoyed their lunch at the Delungra Hotel.

Day Centres

Those attending Warialda Day Centre on Mondays, Fridays, and Delungra on Wednesdays are grateful with their service they receive enjoying their time

socialising with each other all while enjoying morning tea which was a two-course meal. Fifteen games of bingo were played also during the meal. Delungra CHSP Building has had a major water leak over the Christmas break and is currently in the hands of our Building Manager and Supervisor. The water leak has been fixed temporarily and will be fully completed in the coming weeks.

Food Service

Every week Meals on Wheels client numbers are going up and there is always positive feedback from clients. Meals are supplied five days a week and frozen meals if needed over the weekend supplied by Naroo.

Warialda/Delungra CHSP January 2025 Report		
	Delungra	Warialda
Day Centre		
Total Active Clients	23	113
Clients Receiving Service	12	48
Total Meals	12	38
Hours Clients Receive in Centre	18	206
Social Support		
Number of Clients	12	48
Individual Hours	4	118
Group Hours	44	88
Total Hours Received	48	206
Food Service – Meals on Wheels		
Clients	0	16
Meals	0	295
Individual Hours – Meals on Wheels	0	78
Transport		
Number of Clients	1	6
Number of Trips - return	2	12
Transport – Youth		
Number of Clients	1	6
Number of Trips	2	12
Access Bus to Inverell		
Number of Clients	1	7
Number of Trips	4	2
Volunteers		
Number of Volunteers – January 2025	1	30

Monthly Volunteer Hours	12	200
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Commonwealth Home Support Program (CHSP) – Bingara

Advisory Committee Meetings

No meetings held for month of January.

Volunteers

Bingara CHSP was supported by 9 volunteers with 216.5 hours of service during January by way of Out-of-Town Transport, local transport Meals on Wheels drivers and deliverers and volunteers for Group Social Support morning tea and lunch on Tuesdays.

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 was busy this month considering we did not return from the Christmas New Year break until 6 January with 116 trips for the month servicing 28 clients. There have been numerous bookings for the next couple of months and hope that this continues.

The Access Bus mad 2 trips to Inverell in January. Everyone was very happy for it to be running again after not running for nearly 6 weeks over the holiday season.

Volunteers carry out regular maintenance checks on the vehicles when they get a chance as well as routine cleaning after every trip.

Social Support

Group Social Support recommenced on 21 January 2025 much to the pleasure of the clients

There will various outings over the coming months with lots of planning involved.

Local transport has been very busy also after the return from the break.

Food Service

Meal on Wheels has decreased with only 4 clients receiving this service currently.

All meals are coordinated by the Bingara CHSP staff and the meals provided by the Bingara MPS

Day Centre	
Total Active Clients	9
Clients Receiving Service	15
Total Meals	15
Hours Clients Receive in Centre	75
Social Support	
Number of Clients	26
Individual Hours	141.5
Group Hours	75
Total Hours Received	216.5
Food Service – Meals on Wheels	
Clients	4
Meals	95
Transport	
Number of Clients	28
Number of Trips	116
Transport – Youth	
Number of Clients	0
Number of Trips	0
Access Bus to Inverell	
Number of Clients	12
Number of Trips	2
Volunteers	
Number of Volunteers – January	9
Monthly Volunteer Hours	421

SOCIAL SERVICES

Bingara Neighbourhood Centre

Funding body – NSW Department of Communities and Justice

The Bingara Neighborhood Centre remains committed to supporting the community through various programs and initiatives. We look forward to continuing our work in the coming months, fostering a stronger, more connected community.

Centrelink

A new customer phone was received and installed on December 19, 2024.

Additionally, a new Silver Service phone was installed with the new number 02 7928 9568. The digital screen was manually rebooted and is now working again.

Silver Service has continued to respond promptly. A complaint has been submitted to NAAPT due to inadequate service on the Jobseeker line, and it has been acknowledged. Changes to the login process on the Agent Portal are coming soon with staff gathering all necessary information to ensure everyone can log back in once the updates are implemented in the coming month and a smooth transition happens.

Youth Service

Funding body – NSW Department of Communities and Justice

Pool Hang

Unfortunately, our idea for the Pool Hang didn't receive the attention youth advisors hoped for. Staff are continuing to create and find new ways to engage young people involved in our community.

Tutoring Program

Willoughby withdrew funding for the tutoring program due to a low number of applications. Staff are evaluating the possibility of running the program without Willoughby's involvement and have contacted Rebecca Ju, who started the program in 2023. We are awaiting confirmation to proceed and continue providing young people with study opportunities.

Youth Week

Staff have received information about the Youth Week 2025 grant opening and are seeking ideas from young people in the Gwydir Shire to apply for the grant.

Youth Exchange

Contact has been made with Willoughby regarding the Willoughby & Gwydir Youth Exchange 2025. Dates have been announced for the Gwydir side, but we are still awaiting approval from Willoughby. Accommodation has been booked at The Living Classroom, and new itinerary ideas have been discussed.

Supported Playgroup Development Worker

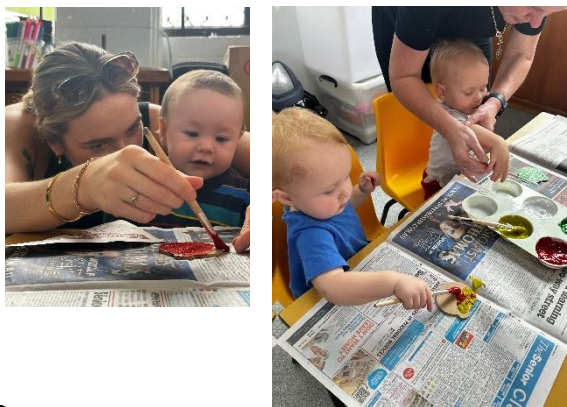
Funding body – NSW Department of Communities and Justice

Warialda Toy Library	December 2024	January 2025
Total daily attendance counts for children (calculating each child, each day over the month – total points of	85	88

Warialda Toy Library	December 2024	January 2025
contact)		
New full borrowing members	0	0
New and renew non borrowing members	0	0
New and renew casual borrowing members	0	0
Commemorative Birth Certificate applications received	0	0
Toys returned	8	3
Toys borrowed	5	3
Groups using the service (FDC Carer, Pharmacy)	1	1
Monday group activity 3 sessions	24	36
Tuesday group activity 3 sessions	30	16
Thursday group activity 4 sessions	13	24
Friday group activity 4 sessions	18	12

During December, the toy library program was based on celebrating Christmas. The families were read Christmas stories and participated in meaningful Christmas craft for the children to hang on their tree's.

Christmas links with The Early Years Learning Framework as celebrations help children have a strong sense of identity (1), connect with and contribute to their world (2), and develop dispositions for learning such as curiosity, creativity, enthusiasm and imagination (4.1)



The

Commemorative Birth Certificate Ceremony was also held on Monday 16 December 2024, with 4 families receiving their Gwydir Shire Birth Certificates. Unfortunately, 3 recipients were not available to receive theirs but were given them when they next attended the Toy Library. Thank you to Mayor Tiffany Galvin and Councillor Rachel Sherman for attending and presenting the families with their packs and chatting with them all.

During



January, children and families engaged in puzzles, painting, craft and free play. Due to the hot weather, session times were changed for January so that families could attend before it became too hot for them outside.

EYLF 4.1 - Children develop a growth mindset and learning dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity

Bingara Library

Funding Department



Toy

body- NSW of

Communities and Justice and NSW Department of Education - Early Childhood Education and Care Directorate

Bingara Toy Library	December 2024	January 2025
Total daily attendance count for children who utilised the service for the month	40	31
Full borrowing memberships New/Renew	0	0
Non borrowing memberships New/Renew	0	0
Casual borrowing memberships New/Renew	0	0

Bingara Toy Library	December 2024	January 2025
Commemorative Birth Certificates	0	2
Toys returned	5	1
Toys borrowed	2	0
Children and Groups using toys	2	0
Tuesday 1 play session	24	12
Wednesday 3 play sessions	49	38
Thursday 1 play session	3	0
KSK Program 4 sessions	0	0

The toy library celebrated a Gwydir Shire Council Birth Certificate Ceremony on Wednesday, 27 November 2024. Nine babies (from eight families) were welcomed into the shire by Mayor Galvin, who then presented them with their certificates and gift packs. A light morning tea was enjoyed after the presentation, supplied by the service. Individual and group photos were posted on the Bingara Toy Library Facebook page to showcase this special event.

The Kool Skool Kids Program concluded at the end of November with a week of party food, LEGO, slip 'n' slide activities, and gifts. Staff decided to end the program at that time, as December becomes too busy with school end-of-year events, leaving the children exhausted, not to mention the hot weather. The Kool Skool Kids Program will return on both Monday and Tuesday afternoons starting from 10 February 2025.

A Christmas Party for Playgroup was celebrated on Wednesday, 18 December 2024. Each family was asked to bring a small plate of food to share for the occasion. Lots of delicious festive snacks filled our table while the children enjoyed outdoor slip 'n' slide water play. Each child received a small gift, and each mum received a thank-you gift for their continued support.

January started with extended opening hours from 9 am until 1 pm, from 7 to 15 January 2025, for open play and leftover craft activities. This provided more opportunities for preschool and school-aged children to visit with their toddler siblings and for parents to catch up; families thoroughly enjoyed this extra time together. The children explored every area of the toy room, engaged in beautiful pretend play and even participated in some crafts.

From 21 to 24 January 2025, new flooring was installed in the main toy room by Inverell Carpet Court, consisting of carpet tiles and vinyl planks. Thank you to the

departments run by Colin Cuell and Suzy Webber for funding this project. This new flooring style will allow for more play and craft experiences indoors with surfaces that are easier to maintain. The service also received a thorough spring clean by both council cleaning staff and contracted carpet shampoo services during the closure period.

The building is now ready for the return of regular Playgroup sessions on the new opening days which are Monday, Tuesday and Wednesday, starting from Monday, 3 February 2025.



Bingara Preschool

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

Days	Month
Monday	23
Tuesday	25
Wednesday	24
Thursday	25

End of Year Celebration and Graduation: On Friday 6 December 2024, the Bingara Preschool held the annual Graduation and end of year celebration at the Roxy Theatre. The service was very thankful to the Gwydir Shire Council for donating this amazing building for the use of this event. The children were presented with their certificate and their special folder which is filled with their learning journey at Bingara Preschool during 2024. This is always a highlight for the children, their families and the Educators as each child is celebrated. The children performed four dances for their audience and then everyone was invited to dance along together to the 'Christmas Freeze Dance'. Each family brought in a healthy plate of food to share and there was also a surprise visitor to the event, Santa! It was a wonderful way to celebrate the end of a great year together.

National Quality Standard 6.2.2: Effective partnerships support children's access, inclusion and participation in the program.

**Gwydir
Best**



Shire

Christmas Door Competition: The Bingara Preschool had fun preparing their entry for the Gwydir Shire 'Best Christmas Door' competition. Although no prize was won, the team at Bingara Preschool enjoyed collating this display on the front door of the service.

NQS 6.2.3: The service builds relationships and engages with its community.

Digital Transition Statements: During the month of December, the team at Bingara Preschool worked collaboratively to complete Digital Transition Statements. A Digital Transition Statement was completed for each child that will attend formal schooling in 2025. The statement covers each area of the Early Years Learning Framework, the children's interests, strengths and any identified concerns. The statement also provides a space for the Educators to provide any extra information to the school in relation to the individual child.

'EYLF Principle': Equity, inclusion and high expectations.

Xplor Training: During 2024, the Bingara Preschool was successful in gaining a Technology Grant. The grant's purpose was to move from paper-based attendances to using an online platform. The service has used the funds to purchase the program Xplor and the team are currently undertaking training and are attending meetings with the Xplor facilitator. During the month of December 2024, the team at Bingara Preschool attended two Teams meetings with Xplor that has helped the Educators to set up and navigate the new program.

EYLF Principle: 'Critical reflection and ongoing professional learning'.

Bingara Central School Choir Visit: On Monday 16 December 2024, the Bingara Preschool had some very special visitors. The Bingara Central School Choir visited the children and Educators at Preschool and sang Christmas Carols. One child also read out a beautiful Christmas poem for everyone to enjoy.

EYLF 2.1: The children develop a sense of connectedness to groups and communities and an understanding of their reciprocal rights and responsibilities as active and informed citizens.

Educational Leader: study and work are Educational Leaders course, observations completed, and it was liked small spaces. An cubby house was part of the curriculum.



At Bingara Preschool integrated. As part of the Bachelor of Education of a focus child were identified that this child experience building a implemented outside as

The Early Years Principle of critical professional learning out opportunities to strengthen their professional knowledge. As part of this professional learning, the Educational Leader shares new information with the team of Educators at Bingara Preschool.

Leaning Framework reflection and ongoing where Educators seek

During Bingara was closed school



January Preschool due to holidays.

Tharawonga Mobile Resource Unit

Funding body – Australian Government Department of Education

Days and Venues	Month
Monday – Croppa Creek	13 (1 extra casual place)
Tuesday – North Star	14 (4 extra casual places)
Wednesday – Yallaroi	20 (0 extra casual places)
Thursday – Yetman	10 (4 extra casual places)
Friday – Warialda	15 (0 extra casual places)

End of year information – This year Tharawonga will be farewelling six children who will attend formal schooling in 2025. The service also completes formal school transition statements for each of the children attending school. These are forwarded to the children's new schools to provide an overview of each child before they start school.

Staffing – an educator with our service has resigned and will take up the Supported Playgroup Worker Role at Warialda Toy Library. Other staff are filling this gap until interviews can be held for more staff.

Significant celebrations and events – This month we celebrated the children's certificates of achievement and graduation presentations for those attending formal schooling at each of the venues we service. The end-of-year performances were celebrated at each individual venue, with the children participating in and performing for their families. The children shared a Christmas song by Amber Lawrence, "A Very Aussie Aussie Christmas," and a favorite, "Wash Your Face with Orange Juice." The children made their own unique Christmas gifts as end-of-year presents to share with their families.



Christmas stories focused on included "The Christmas Present Hunt," "The Bush Santa," "Yikes - Santa Claws," "A House for Christmas Mouse," "The Twelve Days of Aussie Christmas," and "Santa Visits Australia," which explore cultures, traditions, and heritages to broaden children's understanding of the world at Christmas time..



Croppa Creek

The Croppa Creek children, as a group, made their own sensory activity—Christmas slime with glitter—with an educator. Sequencing concepts were incorporated into physical gross motor activities by providing the children with low, medium, and high stepping stones to promote core strength, balance, and gross motor development. The children have been focusing on refining their fine motor skills through intentional

teaching opportunities such as hammer and nails, puzzles, and bead threading on pipe cleaners.

EYLF 1.2 Initiate negotiating and sharing behaviors

North Star

December saw an increase in enrolments from a family already enrolled in the service. The children participated in a group musical to promote engagement in group experiences and collaborative work.

EYLF 1.2 Increasingly cooperate and work collaboratively with others.

Yallaro

To finish the year, this venue operated at full capacity, reflecting the community's needs. A family already enrolled in the service visited with their second child and participated in an orientation session to commence next year. Using a science and experimentation opportunity, the children and an educator created their own snow sensory learning experience.

EYLF 4.2 Children explore their environment through asking questions, experimenting and investigating.

Yetman

A new family in the local area visited the service to participate in an orientation session. The children have been engaged in challenging physical activities through participation in obstacle courses to promote gross motor skills, coordination, bilateral brain activity, hand-eye coordination, and balance. The school organized a Christmas biscuit decorating experience with "The Gingerbread Lady." The Tharawonga children participated in this learning experience, continuing to build collaborative partnerships. The children have also engaged in construction activities, promoting problem-solving, collaboration, and turn-taking.

EYLF 3.2 The children develop movement patterns, mobility and gross motor skills to manage and explore the physical environment.

Warialda

A new family from the surrounding district visited the service to participate in an orientation session to commence in 2025.

The service program has focused on intentional teaching to promote group learning through interactive music and movement experiences that reflect the children's interests. Educators have been fostering individual development through participation in small group learning opportunities.

EYLF 1.1 Children establish and maintain respectful, trusting relationships with other children and educators.

The service was closed for January due to school holidays. Educators are excited to start back in February for another great year at all 5 of our venues.

Day Care 2025

Tharawonga has received final Service Approval to conduct day care services at both Bingara and Warialda Toy Libraries.

Mobile Venue 1: Bingara-LDC
24 FINCH ST,
BINGARA NSW 2404

Maximum number of children - This venue is approved to provide education and care to a maximum of 20 children.

Venue management plan - This venue has an approved venue management plan in place for the following provisions of the National Law Regulations:

- Regulation 109 – Toilet and hygiene facilities

Mobile Venue 7: Warialda-LDC
36 HOPE ST,
WARIALDA NSW 2402

Maximum number of children - This venue is approved to provide education and care to a maximum of 20 children

Venue management plan - This venue has an approved venue management plan in place for the following provisions of the National Law Regulations:

- Regulation 109 – Toilet and hygiene facilities

This service will run on a five-day fortnight turn around as follows:

Week One

	Monday	Tuesday	Wednesday	Thursday	Friday
	Warialda	Warialda	Warialda	Bingara	Bingara
Time	8.00am – 4.00pm	8.00am – 4.00pm	8.00am – 4.00pm	8.00am – 4.00pm	8.00am – 4.00pm
Bingara Playgroup	10.00am – 12.00pm	10.00am – 12.00pm	10.00am – 12.00pm		
Kool Skool Kids- Bingara	3.30 -4.30	3.30 -4.30			
Warialda Playgroup			10.00am – 12.00pm	10.00am – 12.00pm	10.00am – 12.00pm

Week Two

	Monday	Tuesday	Wednesday	Thursday	Friday
	Warialda	Warialda	Bingara	Bingara	Bingara
Time	8.00am – 4.00pm	8.00am – 4.00pm	8.00am – 4.00pm	8.00am – 4.00pm	8.00am – 4.00pm

Bingara Playgroup	10.00am – 12.00pm	10.00am – 12.00pm	10.00am – 12.00pm		
Kool Skool Kids- Bingara	3.30 -4.30	3.30 -4.30		3.30 -4.30	
Warialda Playgroup			10.00am – 12.00pm	10.00am – 12.00pm	10.00am – 12.00pm

Social Services Staff and Human Resources are in the process of recruitment and are hoping to have the service running by the end of February 2025. As we employ more staff these hours may be extended to support the community need in the future.

Social media and the communications team have been helpful in establishing communication between the service and the community with a huge show of interest as indicated by the statistics provided. On Tuesday 21 January 2025, the Council published a post announcing the Day Care service in Warialda and Bingara to the Gwydir Shire Council Facebook page. This post had 20,849 views which is the number of times that the content was displayed. The engagement score was 2,796 which is the number of reactions, comments, clicks or shares on a post. The post reached 7,235 people, which means the number of people that saw the post at least once.

Over 30 families have expressed their interest in care for their children and are very excited to support this service.

COMMUNICATIONS, MARKETING AND TOURISM, AND ROXY THEATRE COMPLEX

Communications

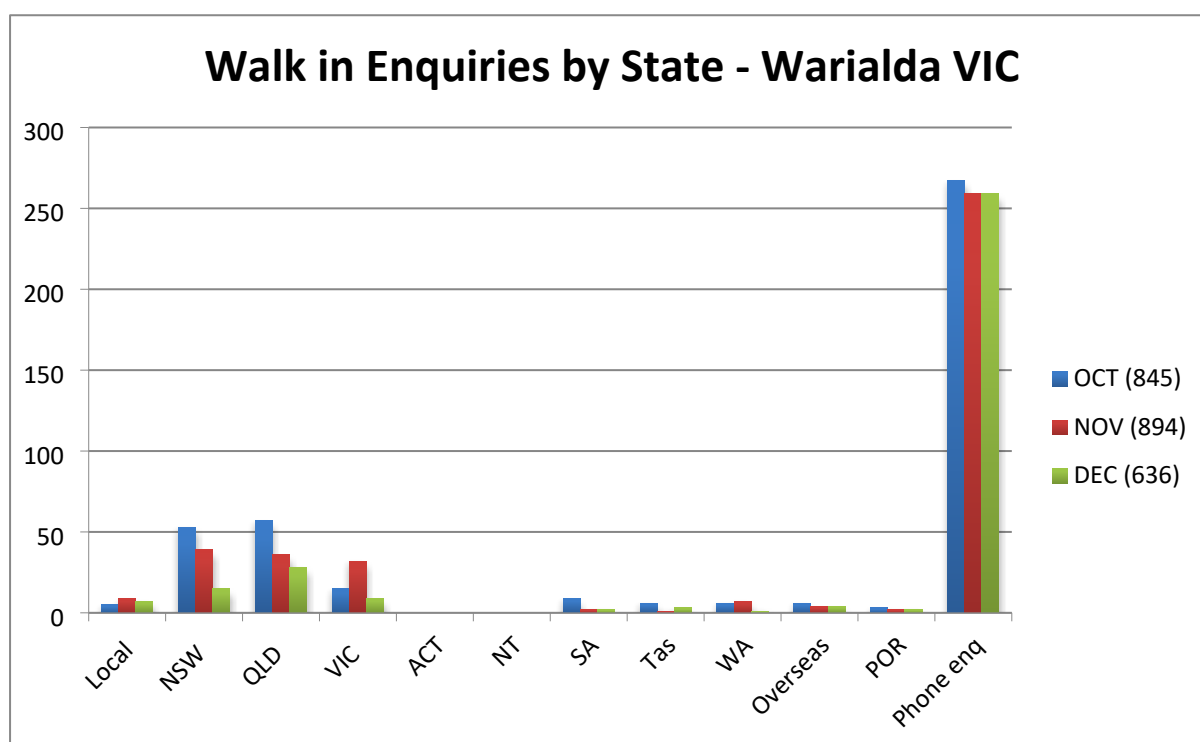
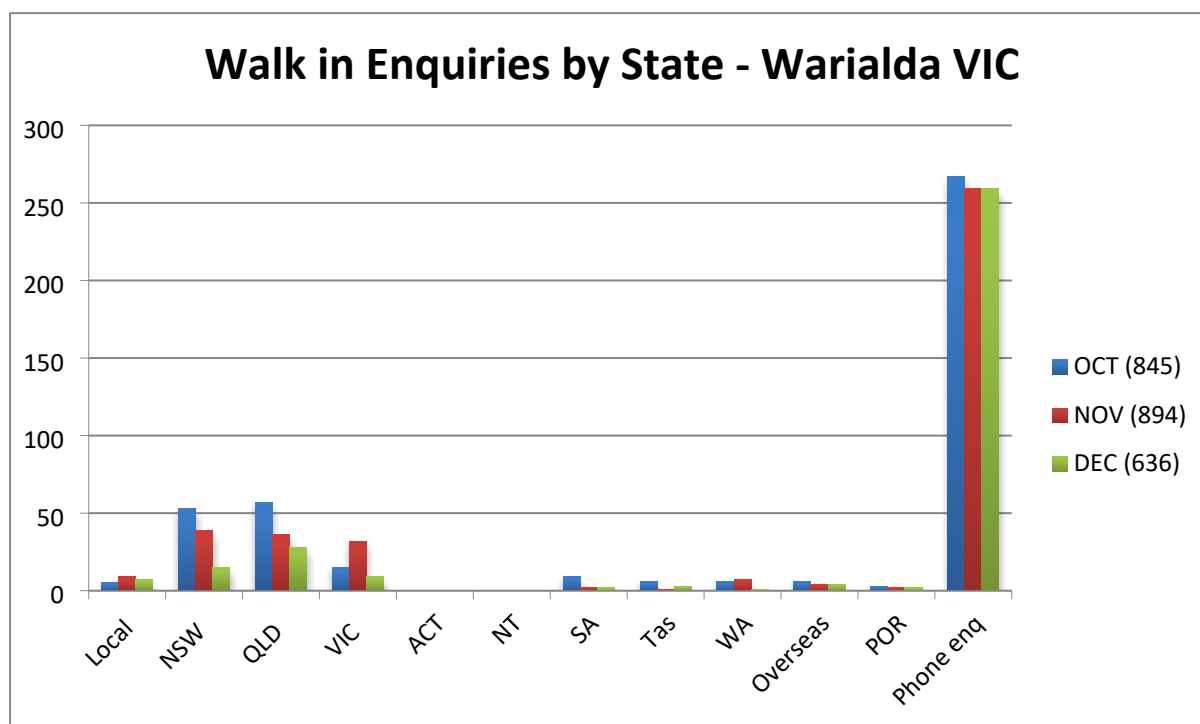
Tourism

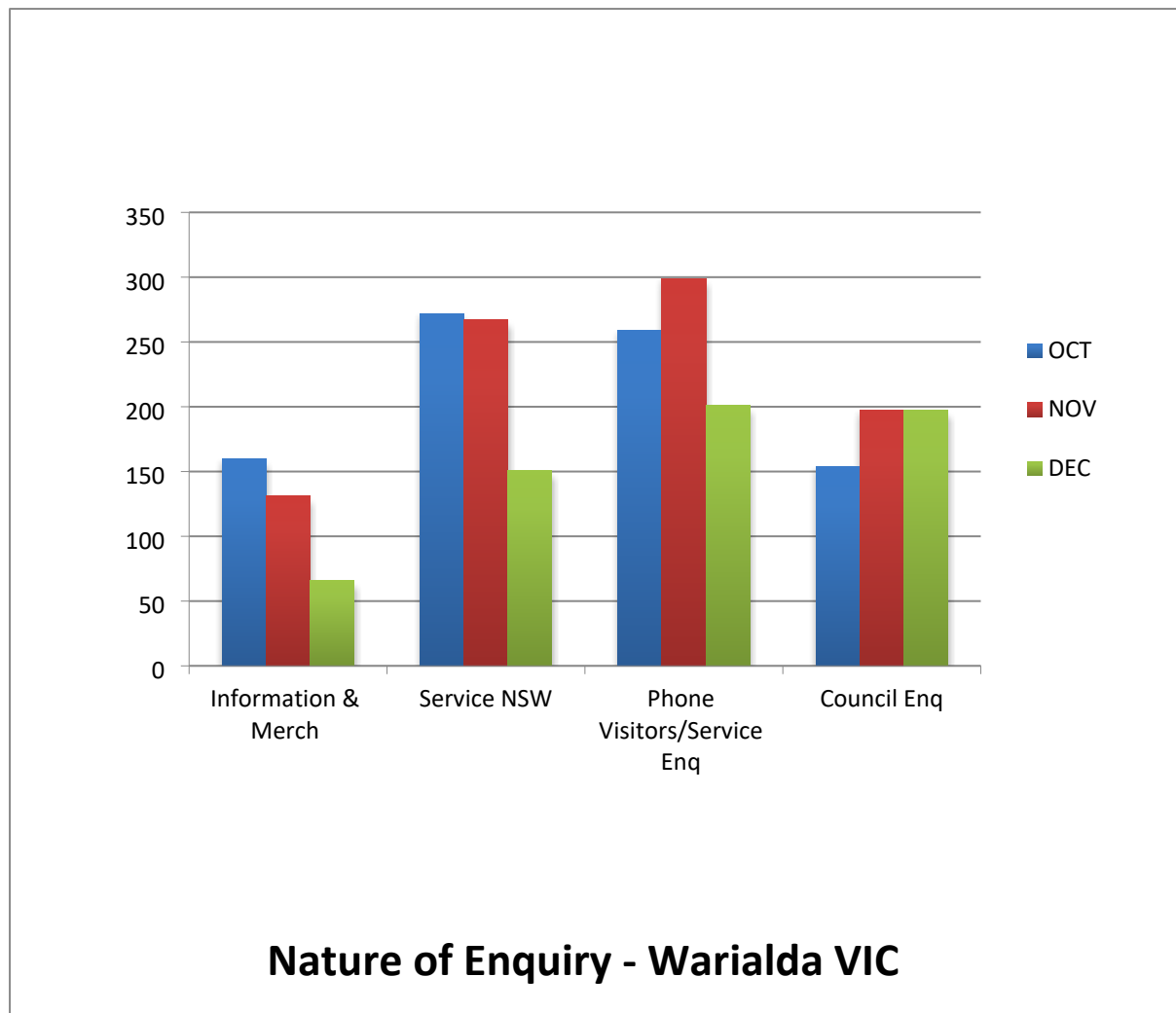
Warialda Visitor Information Centre

October 2024		November 2024		December 2024	
Opening Hours	132	Opening Hours	126	Opening Hours	116
Volunteering Hours	10	Volunteering Hours	9	Volunteering Hours	8

Income	October	November	December
Merchandise Sales	\$1098.56	\$900.40	\$952.32
Total Monthly Income	\$1098.56	\$900.40	\$952.32

Visitors at Warialda VIC	October	November	December
Visitors	160	131	66
Service NSW	272	267	218
Council	154	197	151
Phone Enquiries	259	299	201
Total	845	894	636



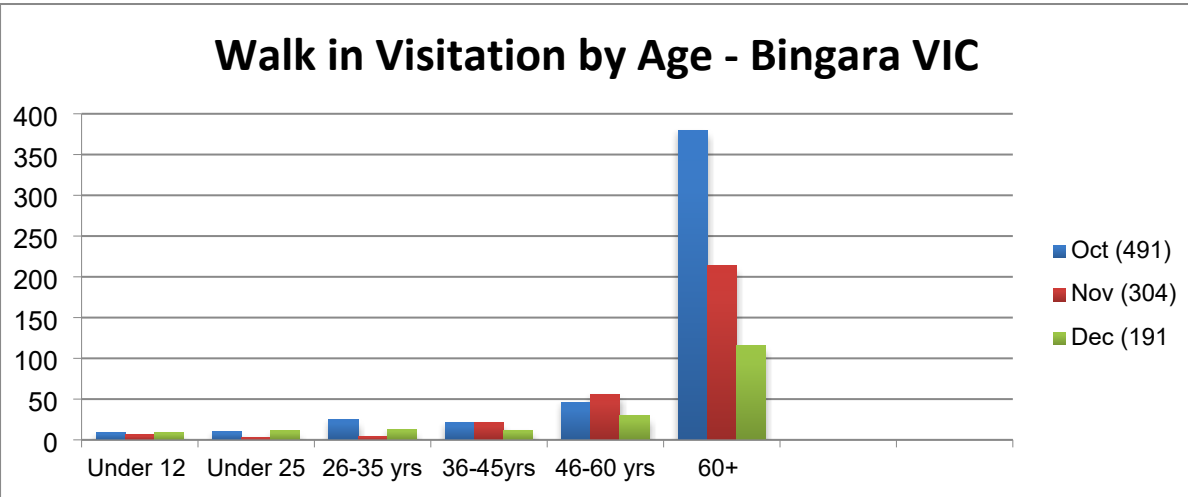
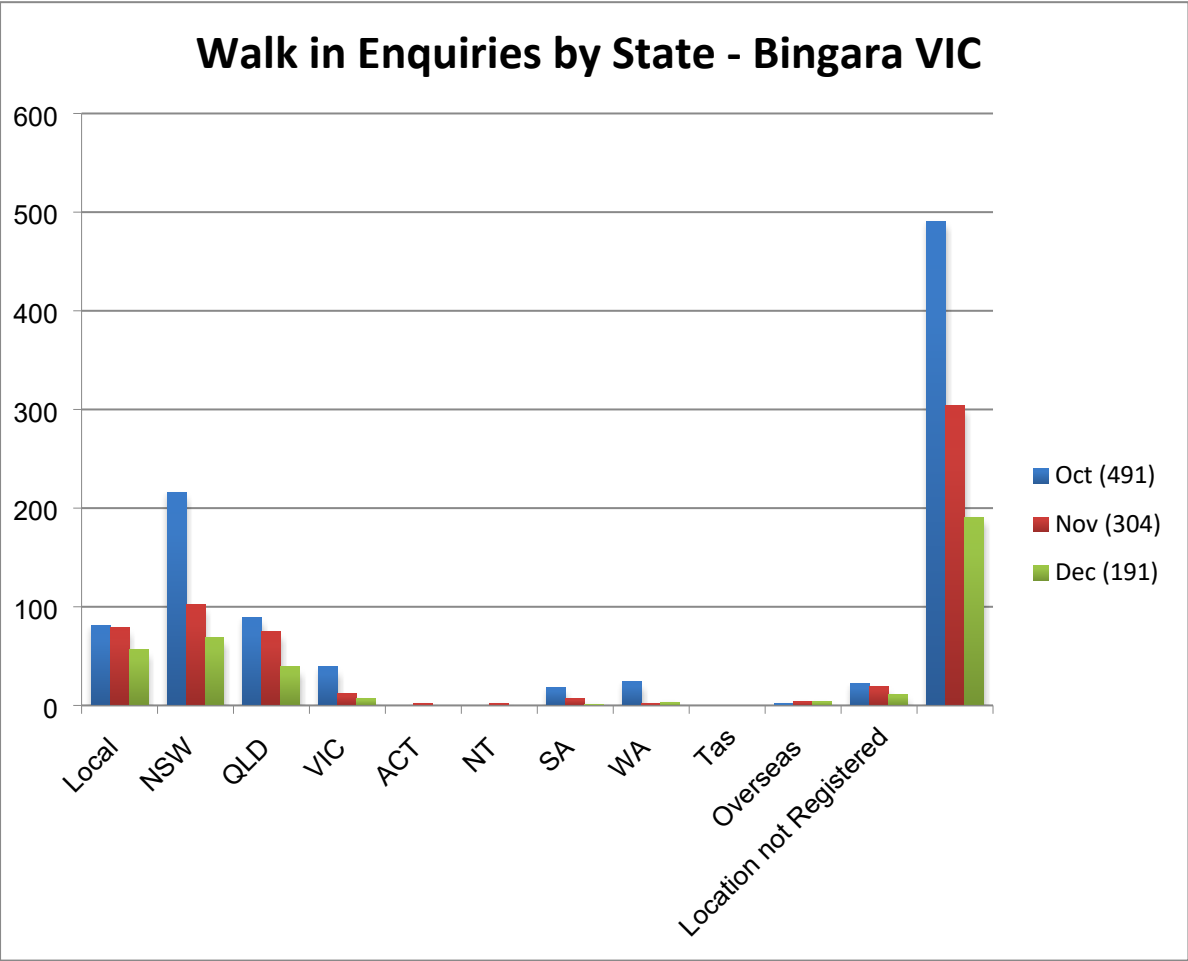


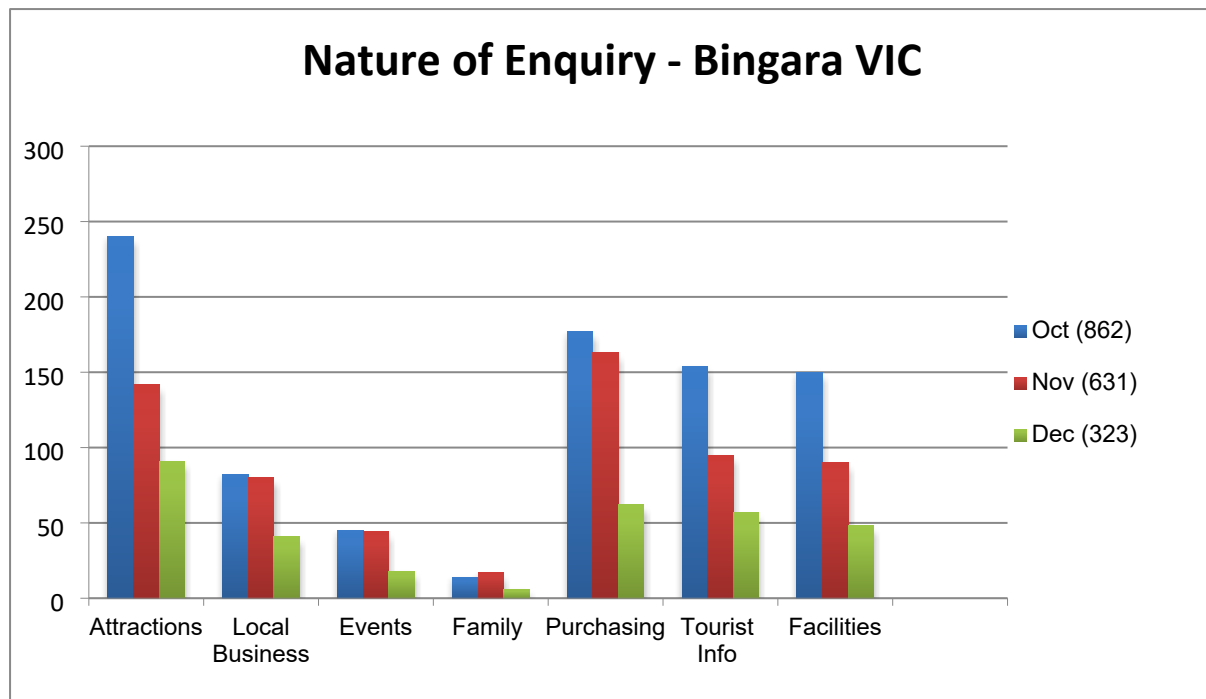
Bingara Visitor Information Centre

October 2025		November 2024		December 2024	
Opening Hours	166.75	Opening Hours	163.5	Opening Hours	107.5
Volunteering Hours	30.25	Volunteering Hours	33.5	Volunteering Hours	24

Income	October	November	December
Merchandise Sales	\$631.50	\$350.00	\$445.00
Total Merchandise Sales	\$631.50	\$350.00	\$445.00
VIC Commission received on Event bookings undertaken on behalf of Community Groups – Subtotal	\$0.00	\$0.00	\$0.00
Total Monthly Income Bingara VIC	\$631.50	\$350.00	\$445.00
Roxy Tour Income	\$330.00	\$90.00	\$70.00

Visitors at Bingara VIC	491	304	191
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**COMMENTS: - DECEMBER 2024****TOURISM**

Tourism Visitation number		191	Down on previous months – this was due to the warmer weather conditions and tourist winding down towards the festive season. Also, the Christmas closure.
Merchandise Sales income	\$	445.00	Down on previous months – the cost of living may be playing a part in the reduction of visitor spending and, due to the warmer weather conditions and tourist winding down towards the festive season.
Roxy Tour income	\$	70	This could be similar to the above conditions as well.

CAMPING DONATIONS

Camping Donations - collected by Council rangers and from individuals - Receipted by the VIC:-	\$	159	This could be similar to the above conditions as well warmer weather conditions and tourist winding down towards the festive season.
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COMMENTS or NOTES FOUND IN DONATION BOXES

Comments/notes from Visitors found in Camping Donation Boxes		NIL	
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THE LIVING CLASSROOM - ONLY

The Living Classroom Hire Invoice requests to Finance	\$	295	NSLA association (\$100.00), Arts North West (\$195.00)
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COMMUNITY GROUP EVENTS

Community Groups - ticketing/booking site setup and web design			NWTC - ticketing/booking site setup for Find Your Voice – Workshops, February 2025
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COMMUNITY GROUP MERCHANDISE

Community Groups - Merchandise sales:- Bingara Special events committee	\$	1,010	Over the Counter Sale \$10.00 plus Bingara Special Events Committee – Invoiced Imperial Hotel Stubby Holders (\$1,000.00)
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CUSTOMER SERVICE REQUESTS (CRMs)

CRMs carried forward from:

Department	Outstanding as at 25 Dec 2024	Completed since 25 Dec 2024	Outstanding as at 24 January 2025
Technical Services	26	14	12
Environment and Sustainability	15	2	13
Town Utilities	0	0	0
Urban Infrastructure	13	2	11
Building Services	7	2	5
Total Outstanding	61	20	41

CRM's – 25 December 2024 to 24 January 2025:

Department	Received 25 Dec to 24 Jan 2025	Completed 25 Dec to 24 Jan 2025	Outstanding as at 24 Jan 2025
Technical Services	21	7	14
Environment and Sustainability	45	19	26
Town Utilities	17	17	0
Urban Infrastructure	23	16	7
Building Services	7	1	6
Executive & Community Assets	2	0	2
Organisation and Community Services	0	0	0
Totals	115	60	55

CRMs received since 25 December 2024 and still outstanding as at 24 January 2025:

Department	Open
Technical Services	26
Environment and Sustainability	39
Town Utilities	0
Urban Infrastructure	18
Building Services	11
Executive and Community Assets	2
Organisation and Community Services	0
Total	96

CONSULTATION

Consultation has occurred within the Organisation and Community Development Directorate.

POLICY IMPLICATIONS

Policy implications are those relating to the 2024/2025 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 2024/2025 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 2024/2025 Operational Plan.

OFFICER RECOMMENDATION

THAT the report be received.

ATTACHMENTS

1. Monthly Action Progress Report January 2025 (1) [8.3.1 - 27 pages]



Monthly Action Progress Report January 2025






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.


1.1.2: Encourage and enable healthy lifestyle choices

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.1.2	Support Gwydir Shire's health initiatives	Community Assets Manager	In Progress	50%		
1.1.2.1	Oversee the operation of Council's Aquatic Centres	Community Assets Manager	In Progress	50%	The transition to working with a new lessee has been the catalyst for many changes at both swimming complexes in services. The community lost the opportunity to enjoy early morning swim sessions, and the lessees opted not to host any extended opening hours. To overcome this issue going forward Council is investigating the option to have a fob entry system installed at each pool to be operational for the 25/26 season.	
1.1.2.2	Annual swimming pool inspection program	Building Services Manager	Not Started	0%		







In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible 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 Team Leader	In Progress	41%		
1.1.2.4	Implement a strong Wellness and Enablement plan within the Gwydir Shire Council through the CHSP program	Manager of Aged Care	Deferred	75%		
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	GLR & Communications Team Leader	In Progress	65%	The mural has been installed. The garden beds were removed, and this area sealed. The all-access hoist has been ordered. The new clubhouse has been finished.	







1.1.3: Provide the right places, spaces, and activities

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.1	Big River Dreaming - Finalise the construction of the Wellness and Interpretive Centre	General Manager	In Progress	50%		




In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible 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	In Progress	35%		
1.1.3.3	Annual Tree Planting Program	Leading Hand Maintenance	In Progress	50%		
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	In Progress	30%		
1.1.3.7	Enhance the overall Resident experience at Naroo Frail Aged Hostel by embedding an active Leisure and Lifestyle program with residents focusing on wellness	Manager of Aged Care	In Progress	80%	Survey planned for February 2025 for feedback and improvement	
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Services Director	In Progress	90%		
1.1.3.9	Landscaping Improvements - Warialda Street Tree Upgrade - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	35%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Integrated Planning Reporting & Governance Officer	In Progress	45%		
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	In Progress	45%		
1.1.3.13	Provide high levels of hygiene to councils' community assets and facilities	Community Assets Manager	In Progress	50%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda footpath upgrades	Engineering Assets Coordinator	Completed	100%		
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	85%		
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 Director	Completed	0%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.20	Implement Council's library programs and initiatives	Community Assets Manager	In Progress	50%		
1.1.3.22	Warialda GYM (Squash Courts) - Re-roofing of lower roof	Building Services Manager	Not Started	0%		
1.1.3.23	Bingara Arts Centre (Toy Library) - Painting & R&M	Building Services Manager	In Progress	5%		


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 Position	Status	Progress	Comments	Traffic Lights
1.2.1.1	Meet Council's property management obligations	GLR & Communications Team Leader	In Progress	30%	All properties are occupied.	


1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.2.1	Comply with and report on Council's Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	25%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.2.2	Implement Child Safe Standards as per legislative requirements	Integrated Planning Reporting & Governance Officer	In Progress	95%		

1.2.3: Celebrate our creativity and cultural expression

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.3.1	Roll out the planned schedule of events reviewing the concept, target audience and success of each event	Media and Communications Officer	In Progress	50%	Community Christmas Carnivals were held. Australia Day celebrations here also held. These events are made possible through Council and community collaboration.	

In  Progress  Complete  Deferred  Not Updated  Not Started






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 Position	Status	Progress	Comments	Traffic Lights
2.1.1.2	Annual water meter replacement program	Town Utilities and Plant Manager	In Progress	50%	Twenty faulty Meters replaced after the December reading	
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	In Progress	75%		
2.1.1.6	2024/2025 Building Services Repairs and Maintenance Program	Building Maintenance Supervisor	Not Updated	0%		
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%		
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%		





In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	60%		
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	50%	A unit at Whitfield Place was vacated of the reporting period and a new tenant is now in occupation, even though the caravan park is leased, permanent residents still request meetings with Council staff from time to time to assist with issue	
2.1.1.16	Annual Renewals Program - Sewer mains relining/replacement	Town Utilities and Plant Manager	In Progress	5%		
2.1.1.16	Bingara Court House - Re-Roofing	Building Services Manager	Deferred	0%		
2.1.1.16	Plunkett Street Aged Units - Refurbishment	Building Services Manager	Deferred	0%		
2.1.1.16	Warialda Memorial Hall - Investigation, underpinning & repairs	Building Services Manager	Deferred	10%		
2.1.1.16	Warialda Office - Kitchen & Courtyard Refurbishment	Building Services Manager	In Progress	10%		
2.1.1.17	Annual Heavy Plant Replacement Program	Town Utilities and Plant Manager	In Progress	40%		
2.1.1.18	Annual Light Plant Replacement Program	Town Utilities and Plant Manager	In Progress	45%	CHSP vehicle due mid-January and Mayors vehicle due Mid February	




In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Leading Hand Maintenance	In Progress	10%		
2.1.1.25	Resheeting and bitumen sealing of entire length of Wearnes Road, Bundarra	Engineering Services Director	In Progress	80%		
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 Director	Completed	100%		
2.1.1.34	Develop 10-year stormwater plan	Road Maintenance Council Contracts Project Manager	In Progress	90%		
2.1.1.36	Deliver RMCC annual works program	Road Maintenance Council Contracts Project Manager	In Progress	5%		
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	95%		
2.1.1.39	Bingara Administration Centre - Furniture & Furnishings (including blinds)	Building Services Manager	Not Started	0%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.40	Croppa Creek Road Upgrade Super Patch of entire length of road with 50mm nominal corrector and new bitumen seal	Engineering Services Director	In Progress	0%		
2.1.1.41	Regional Emergency Road Repair Fund Assorted maintenance and capital renewal activities across the shire	Engineering Services Director	In Progress	50%		
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 Director	In Progress	75%		
2.1.1.43	Sealed Rural Roads Capital Works Program Heavy patching and bitumen resealing of sealed roads at various locations across the LGA	Engineering Services Director	Deferred	0%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.44	Road Infrastructure Disaster Recovery - Events AGRN960, 987, 1034 Heavy patching, pothole repairs, gravel resheeting and drainage structure replacements across the LGA	Engineering Assets Coordinator	In Progress	30%		
2.1.1.45	Resheeting of gravel roads at various location across the LGA Unsealed Roads Capital Works Program	Engineering Services Director	In Progress	10%		
2.1.1.46	Heavy patching and bitumen resealing of streets in Warialda and Bingara Urban Roads Rehabilitation - local Roads and Community Infrastructure Phase 4 Part B	Engineering Assets Coordinator	In Progress	10%		



2.1.2: Support the growth of our business community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.2.1	Develop links and implement programs to improve the local economy	Community Assets Manager	In Progress	45%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.2.3	Finalise the strategy for small scale industrial land development.	General Manager	In Progress	70%		

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


Action Code	Action Name	Responsible 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	In Progress	15%		
2.1.3.2	Assist in the creation of an environment in which a sustainable level of population and economic growth can occur to benefit local business and tourism	Integrated Planning Reporting & Governance Officer	In Progress	35%		

In  Progress  Complete  Deferred  Not Updated  Not Started


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.

2.2.1: Increase the range of opportunities to work locally

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.1.1	Continue to be proactive in attracting skilled staff, especially Registered Nurses into the Aged Care sector and work towards 24-hour Registered Nurses on site at Naroo Frail Aged Hostel	Integrated Planning Reporting & Governance Officer	In Progress	90%		

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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.2.1	Implement and manage the Gwydir Learning Region program	Community Assets Manager	In Progress	50%		

In  Progress  Complete  Deferred  Not Updated  Not Started




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 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	In Progress	50%		
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	95%		
3.1.1.3	Conduct/Monitor/Review Gwydir Shire Housing Study	Planning Officer	Not Updated	0%		

3.1.2: Respond to our changing environment

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Annual Telemetry & Technology upgrades	Town Utilities and Plant Manager	In Progress	10%	Reservoir level sensors purchased for Gravesend and Warialda airstrip tanks	

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.2.2	Implement Gwydir and Inverell Shire's Regional Drought Resilience Plan	Planning & Environment Team Leader	Deferred	0%		

3.1.3: Value, protect and enhance our natural environment

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	North West Weed Action Program -Gwydir Shire	Planning & Environment Team Leader	In Progress	80%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	25%		
3.2.2.1	Annual Water Main Replacement Program	Town Utilities and Plant Manager	Not Started	0%		

3.2: We use & manage our natural resources wisely



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

3.2.1: Develop a clean energy future


Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.1.1	Audit Streetlighting coverage across the local networks throughout the Shire	Planning & Environment Team Leader	In Progress	10%		

In Progress Complete Deferred Not Updated Not Started

3.2.2: Use our water wisely

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	In Progress	90%	All pneumatic air valves replaced in December	
3.2.2.4	Gravesend Water Treatment Plant - Stage 2 - Department of Primary Industries and Environment (DPIE)	Town Utilities and Plant Manager	In Progress	20%		

3.2.3: Reduce, reuse, and recover waste

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.3.1	Implement Gwydir Shire Council's Waste Management Strategy	Planning & Environment Team Leader	In Progress	25%		

3.2.4: Identify and make best use of our resource land

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
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In  Progress  Complete  Deferred  Not Updated  Not Started


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 Position	Status	Progress	Comments	Progress Key
4.1.1.1	Provide effective communication initiatives to service the community	Media and Communications Officer	In Progress	40%	Council was able to effectively communicate with the Warialda community regarding town water supply during the months of December and January.	



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

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.1	Consistently engage with communities, moving from transactional to transformational relationships	Integrated Planning Reporting & Governance Officer	In Progress	65%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.2	Conduct a review of the effectiveness of communication channels use throughout Gwydir Shire to the wider community. And identify improvements on how Gwydir Shire communicate events and happenings within the community	Media and Communications Officer	In Progress	35%	A Strategy has been drafted; staff are reviewing it. The Strategy will be provided to Council for comment at its March Committee meeting.	

4.1.3: Build on our sense of community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	In Progress	40%		
4.1.3.3	Value and embrace the knowledge and experience of our families as they grow through our services	Social Services Manager	In Progress	50%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children, and their families	Social Services Manager	In Progress	45%		


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 Position	Status	Progress	Comments	Progress Key
4.2.1.1	Review and manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	In Progress	35%		

4.2.2: Work in partnership to plan for the future

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.1	Acquire, disseminate, and apply new knowledge to grow evidence informed practice	Social Services Manager	In Progress	40%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
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	In Progress	40%		
4.2.2.3	Implement emerging technologies and best practice processes to improve efficiency	Social Services Manager	In Progress	50%		

In  Progress  Complete  Deferred  Not Updated  Not Started

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 Position	Status	Progress	Comments	Traffic Lights
5.1.1.1	Complete all legislative reporting requirements for Community Home Support Program (CHSP)	Manager of Aged Care	Completed	100%		✓
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Manager of Aged Care	Completed	100%		✓
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Manager of Aged Care	In Progress	80%	Quality Indicator report submitted	●
5.1.1.4	Complete the works for the Aged Care Approvals Round grant monies as per the grant agreement	Manager of Aged Care	In Progress	65%	Works continue to progress. Christmas New year has delayed some works awaiting Fire and Air condition companies to attend site	●



In ● Progress ✓ Complete ● Deferred ● Not Updated ● Not Started

Action Code	Action Name	Responsible 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%		
5.1.1.15	Review and maintain existing corporate accounting practices within the organisation to ensure regulatory compliance and promote responsible financial management.	Chief Financial Officer	In Progress	50%		



5.1.2: Information management systems

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Administer and support Council corporate applications, networks, and systems.	Business Improvement & IT Manager	In Progress	45%		



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.4	Manage Council's GIS systems and data in accordance with legislative requirement, with a focus to improve the delivery and use of information	Business Improvement & IT Manager	In Progress	45%		
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Business Improvement & IT Manager	In Progress	50%		




5.1.3: Administrative and support functions

Action Code	Action Name	Responsible 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 Manager	In Progress	45%		
5.1.3.2	Develop, monitor, and maintain Council's Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	40%		






In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.4	Undertake Service Reviews as outlined in the Delivery Program for the financial year.	Business Improvement & IT Manager	In Progress	40%		
5.1.3.5	Review mandatory training requirements to maintain operational effectiveness and compliance.	Org Services Admin & Training Coordinator	Not Started	0%		

5.1.4: Workforce planning


Action Code	Action Name	Responsible 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	In Progress	50%		
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Integrated Planning Reporting & Governance Officer	In Progress	65%		
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Human Resource Officer	In Progress	20%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Manager of Aged Care	In Progress	80%	Educational opportunities continue to be provided by platform Altura and Face to Face by Clinical Educator.	
5.1.4.5	Undertake Workforce Planning to ensure that there is an appropriately skilled workforce to meet future challenges and opportunities.	Human Resource Officer	In Progress	65%		
5.1.4.6	Build on key internal relations with staff wellbeing and engagement	Integrated Planning Reporting & Governance Officer	Deferred	10%		
5.1.4.7	Registered Nurse 24/7 to meet Royal Commission into Aged Care recommendations	Manager of Aged Care	In Progress	75%	Recruitment continues. Audited by Department in January awaiting report, but verbal feedback was very positive in the safe care given to residents and processes in place when no RN on site	
5.1.5.9	Conduct Council Salary System Review	Human Resource Officer	In Progress	25%		

In  Progress  Complete  Deferred  Not Updated  Not Started

5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.5.1	Embed Workplace Health & Safety into business-as-usual practice throughout the organisation.	Business Improvement & IT Manager	In Progress	45%		
5.1.5.6	Embed the recommendations from the Royal Commission into Aged Care in both CHSP and Narro Frail Aged Care Hostel	Manager of Aged Care	Deferred	72%		
5.1.5.10	Develop relationships with key stakeholders to ensure council has access to relevant and effective training opportunities.	Org Services Admin & Training Coordinator	Not Started	0%		
5.1.5.11	Integrate and ensure Council's operations and practices align with the risk management framework.	Business Improvement & IT Manager	In Progress	40%		

In  Progress  Complete  Deferred  Not Updated  Not Started

8.4 Technical Services Report

File Reference:	NA
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Delivery Program

Goal: 5. Organisational management

Outcome: 2.1 Our economy is growing and supported

Strategy: 2.1.1 Plan for and develop the right assets and infrastructure

Author: Alexander Eddy, Director of Engineering Services

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS Nil

BACKGROUND

The Monthly Technical Services report has been identified by Council as the process of reporting the activities carried out monthly by the Technical Services Department.

COMMENT

Warialda CBD Park

Works has been ongoing at the Warialda CBD Park with the backfill of the site to natural level now complete. Fencing on the boundaries of two of the four neighboring properties is complete.

Negotiations are still ongoing with Telstra, The Department of Communities and Justice for the acquisition of land for the footpath to join the CBD park with Stephen Steet.

The watering system is underway with the connection to the town water supply completed.

Landscape architect drawings are expected to be sent to Council in early February.

Discussions with the neighbors about fencing on the eastern side of the park are complete and in agreement, with final quote due and construction to commence in mid-February.

County Boundary Road Upgrade

The County Boundary Road sealing project is jointly funded by the Federal Government's Roads of Strategic Importance (ROSI) Program (\$9.75 million) with Council contributing an additional \$2.44 million.

Stage 3 of the construction works were completed November 2024. Construction of the remaining Stage 4 subgrade is now complete. The construction crew will be

reassigned to another project in February and March and are expected to recommence in late March. There is now 9 km of the 12.3 km long project completed with the project scheduled to be completed by September 2025.

Croppa Creek Road Rehabilitation

This project is jointly funded by the State Governments Restart NSW Fund (\$7.057 million) with Council contributing \$200,000 and DRFA flood damage funding of \$500,000. The Restart NSW Fund was established in 2011 to enable the funding and delivery of high priority infrastructure projects that improve economic growth and productivity.

Work has been completed on the 5 new causeways on Croppa Creek Rd by Finn Valley Civil Pty Ltd from Heatherbrae NSW.

The immediate approaches to the causeways has been constructed with road construction crews to establish to site in March 2025.

Bingara Administration Building Site Earthworks

Filling the site in preparation for the start of the construction of the building was completed in December 2024 and required the import and compaction of approx 4000 tonnes of granite fill.

Maintenance

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

Seal maintenance is ongoing on all State, Regional and Local Roads as potholes continue to develop.

All parks and gardens continue to be maintained. Mowing, weed control, irrigation, hedging, and trimming are routinely undertaken as well as daily cleaning of the public toilets. Staff continue to maintain our sporting fields and facilities for use of various sporting groups and schools the best they can considering the water restrictions implemented from early January. Management Plans are currently being developed for Gwydir Oval, Warialda Recreation Ground and Nicholson Oval with completion and implementation by March 2025.

Effects of water restrictions in Warialda

Due to recent water restrictions, Council staff are currently hand watering plants in the public gardens around Warialda. A program has been implemented to try and keep the turf alive at the Recreation Ground, Captain Cook Park and All Abilities Park only. These areas of turf are currently being watered by automatic sprinklers at night for 1.5 hours per week based on there being only 100 KL per day production available to be used by Parks and Gardens from the two remaining bores.

All other public parks such as Nicholson Oval and Reedy Creek Park are not being watered as there simply isn't enough water available over and above what the town currently consumes.

A maintenance management system for urban maintenance was implemented in mid January for Parks and Gardens similar to that already being used for Council's road networks. This will allow for better documentation of works identification and completion and allow easier monitoring and reporting of work carried out.

Maintenance Grading and Resheeting

During December and January maintenance grading or resheeting was carried out on the following roads

- Baroma Road
- Warragundi Road
- Kirkton Road
- Wearnes Road
- Cracknells Road
- Glenelg Road
- Ravenscraig Road
- Caroda Road
- Ginerai Road
- Mt Rodd Road
- Eulourie Road
- Melrose Estate Road
- Langley Road
- Killarney Road
- Elcombe Road
- Oakey Creek Road
- Gournama Road
- Cooyong Road
- Forest Creek Road
- River Road
- Scotts Road

Slashing

During December and January slashing was carried out on the following roads

- Cobbadah Road
- Allan Cunningham Road
- Killarney Gap Road
- Gulf Creek Road
- Mosquito Creek Road
- Ginerai Road
- Gwydir Highway
- Gravesend Road
- Delungra Road
- Whitlow Road
- Warialda Road
- Burundah Road
- Bruxner Way
- Northstar Road

Asset Protection Zone Maintenance

Regular slashing work is being undertaken APZs in Bingara, Coolatai and Warialda with another round programmed for February 2025.

Roads Maintenance Council Contract – Works Orders issued by TfNSW

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

Heavy patching works on MR63 Fossickers Way have been underway throughout December and January, with all patches now completed and works starting on HW12 Gwydir. With only two setups required, works are now scheduled for completion by the end of February. The bitumen resurfacing Program has now been scheduled for completion in February, due to further delays with TfNSW returning Work Orders to start works and availability of operators to cut the grass off the edge of bitumen throughout segments to be resealed. Wendouree drainage works are now all but completed with the final pour of the wingwalls taking place in January. Backfilling of the culvert extensions with stabilised sand will now take place over the coming weeks, prior to the completion of pavement widening and overlay. The pavement crew have now started establishing to site with an aim to have all pavement works completed by mid-late March.

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



Preparation of box culvert wingwalls and steel at the Wendouree Rehab site.

Water and Sewer

Water and Sewerage operators carry out routine operational tasks such as water testing, grounds maintenance at the water treatment plants, reservoirs, both sewerage treatment plants, sewer pump stations, Warialda truck wash and truck wash ponds.

Reactive maintenance includes service line repairs, water main breaks and sewer blockages. All tasks are recorded and entered into a central database. The database is used to identify common failures areas for planning of repairs. The database is used for asset condition rating and is used to correlate annual performance reports for State Government.

The annual EPA reports and returns were submitted for both Warialda and Bingara Sewerage treatment works prior to 31st December 2024.

December 2024 Water and Sewer Works Summary

Classification	Bingar a	Gravesen d	Horton	Wariald a	Total
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Mains Replacements	1				1
Service Line Repairs	6	2		9	17
Sewer Block	2			6	8
New Sewer Connection	2				2
New Water Connection				1	1
Main Break	1				1
Equipment Repairs	1			3	4
Customer Request Response				1	1
Other Work	13			5	18
Total	26	2		25	53

Other work was undertaken at Warialda depot, truckwash and ponds, CWA Park Bingara, Whitfeld Place, The Living Classroom and Bingara showground, hatchery, boat ramp, reservoir, lookout, dump points and water and sewerage treatment plants and the cemeteries in Bingara and Warialda.

A “Cunninghams Crossing” sign was erected on the northern side of the Gwydir River in Bingara indicating where explorer Allan Cunningham’s party crossed the river in 1827.

A new bench seat was installed in the CWA Park in Bingara during December.



Cunningham's Crossing



New bench in CWA Park, Bingara

Warialda Truck Wash

The truck wash facility was used by 112 trucks during December with an average wash down time of 74 minutes and total water used was 844kL. The estimated income for the reporting period of December is \$10,926.57 less monitoring fees and expenses.

Grants Projects

Name	Funding Program	Status	Funding Acquittal
Long Run Skate Park	NSW Open Spaces	Complete	Complete
Batterham Lookout	Local Roads and Community Infrastructure Phase 1	In Progress	Final Claim to be submitted
Upper Horton Amenities Building	Local Roads and Community Infrastructure Phase 3	Complete	Final Claim to be submitted
Bingara Showground Camp draft arena Upgrade	Stronger Country Communities Rd 5	Complete	Final Claim to be submitted
CWA Park Playground Upgrade	Stronger Country Communities Rd 5	Complete	To be submitted

Bingara Showground

Historically there have been issues with traffic across the racetrack at the Bingara Showground. While this would not necessarily be an issue, the area under

discussion is in the lead up to the home straight and Racing NSW is concerned about the impact on the condition of the racetrack on race day.

While a sign requesting no vehicular traffic does not seem to be working, it was felt necessary to erect a post preventing vehicular access and allowing only pedestrian or horse traffic.

There are other options for vehicles to cross the track in less paramount areas.



Access to Bingara Racetrack

Plant

Purchases: Two new utilities were purchased for Warialda fleet and a new trailer for waste depots to carry bins Bingara and Warialda.

A replacement Kubota mower was purchased for use in Bingara – P2144.

There was nil disposal of plant during December.

Workshops and Depots

Workshop Services and Jobs	Oct	Nov	Dec
Total number of services in Workshops	27	17	13
Total number of repairs in Workshops	149	159	78

There were many repairs and maintenance works carried out on plant air conditioning units during December.

Major repairs and maintenance undertaken in the workshops during December included:

P1475 – roller – repairs to exhaust, air conditioner

P2018 – grader – fit new shims to cross shift ram and adjust turning circle

P1662 – water cart – clean evaporator, new steering stop bolts, fabricate new pump frame

P1944 – utility – fit new fuel filter housing

P1690 – grader – replace king pin bushes on both sides

P1474 – roller – 2 rams resealed, 1 steer, one cabin lift

P1081 – tractor – install new header tank, repairs to fan covers

P1788 – grader – fit new gps unit to grader

P2035 – utility – install new fuel pump to fuel pod

P1713 – jet master – fit new track rod bushes



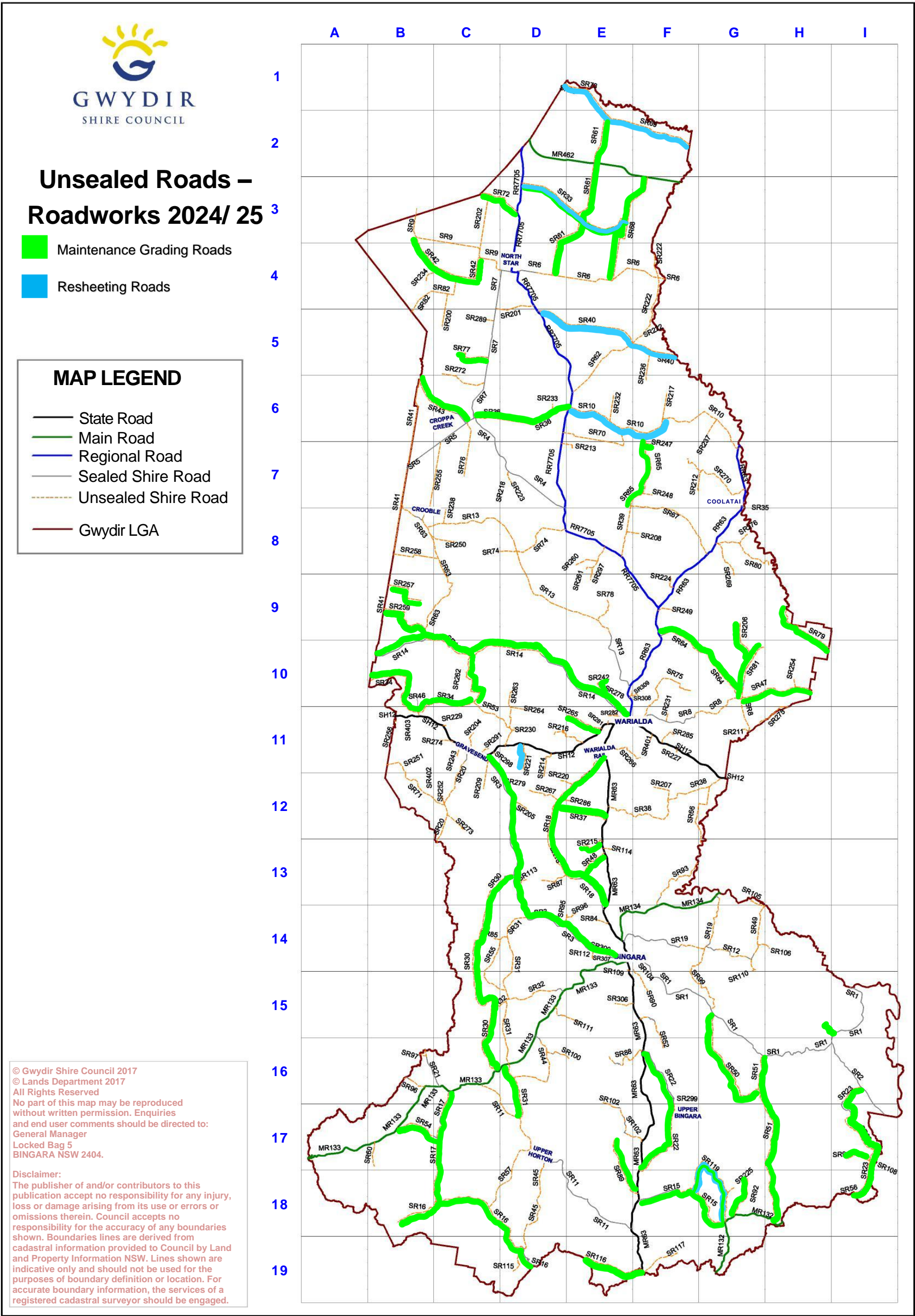
P2133 – Installation of fuel pod

OFFICER RECOMMENDATION

THAT the Technical Services Report be received.

ATTACHMENTS

1. Map - Unsealed Roads Roadworks 2024-25 - December 2024 and January 2025 (002) [8.4.1 - 2 pages]



Road No	Road Name	GRID	Road No	Road Name	GRID	Road No	Road Name	GRID
MR063	ALLAN CUNNINGHAM RD	F11	SR068	GOAT RD	F3	SR225	GIRRAWHEEN RD	H18
MR063	COBBADAH RD	F19	SR069	TUCKA TUCKA RD	E1	SR227	THE GLEN RD	G11
MR132	MACINTYRE & GULF CREEK RD	G19	SR070	ASHTON RD	F6	SR229	HALLS RD	C11
MR133	KILLARNEY GAP RD	A17	SR071	MT JERRYBANG RD	C12	SR230	GLEN WOOD RD	D11
MR134	DELUNGRA RD	G13	SR072	SCOTTS RD	D3	SR231	TOLGA RD	G11
MR462	BRUXNER WAY	G3	SR072	HOHNS RD	D3	SR232	THE RANCH RD	F6
RR063	WARIALDA RD	F10	SR073	KEETAH RD	E1	SR233	RYLANDS RD	E6
RR7705	NORTH STAR RD	F9	SR074	KURRAJONG HILLS RD	D8	SR234	BONANZA RD	C4
SH012	GWYDIR HWY	C11	SR075	FAIRFORD RD	G10	SR236	HIGH HAVEN RD	F5
SR001	COPETON DAM RD	I15	SR076	BRISTOL LANE	D7	SR237	KILLARA RD	G6
SR002	BINGARA RD	I16	SR077	BOONERY PARK RD	D5	SR238	TALULA RD	C8
SR003	ELCOMBE RD	D11	SR078	DEWRANG RD	F9	SR242	MELROSE ESTATE RD	F10
SR004	BAROMA DOWNS RD	E7	SR079	GIRRAWEE RD	I9	SR243	BELLS CREEK RD	C11
SR005	CROPPA MOREE RD	C7	SR080	OTTLEY RD	H8	SR245	WHITFELD RD	E12
20SR006	GETTA GETTA RD	F4	SR081	LANGLEY RD	H10	SR247	FAIRVIEW RD	F6
SR007	CROPPA CREEK RD	D6	SR082	KIREWA RD	C4	SR248	LACHALLAN RD	F7
SR008	GRAGIN RD	F11	SR084	BINGARA AIRSTRIP RD	F14	SR249	MYALL PARK RD	G9
SR009	I B BORE RD	D4	SR085	BUTLERS RD	D14	SR250	DERNA RD	C8
SR010	YALLAROI RD	E6	SR087	HORSESHOE RD	E13	SR251	BRAEMAR RD	C11
SR011	HORTON RD	F18	SR088	KYWARRA RD	F16	SR252	BROOKLYN RD	C12
SR012	UPPER WHITLOW RD	H14	SR089	GLENARTHUR RD	F17	SR254	WAVERLY DOWNS RD	H10
SR013	OREGON RD	F10	SR090	BORAH RD	F15	SR255	CROOBLE RD	C7
SR014	MOSQUITO CREEK RD	E10	SR091	CRACKNELLS RD	I17	SR256	LOCKHARTS RD	B11
SR015	GULF CREEK RD	F18	SR092	KILLARNEY RD	H18	SR257	KIRKTON RD	C9
SR016	TREVALLYN RD	D19	SR093	SHEEP STATION CREEK RD	G13	SR258	ALMA LANE	C8
SR017	BACK CREEK RD	C16	SR095	BANGHEET RD	E14	SR259	HYBLA LANE	C9
SR018	GINEROI RD	E14	SR096	DUFTYS RD	E14	SR260	BUNDAWARRA RD	F8
SR019	WHITLOW RD	F14	SR097	SADOWA RD	C16	SR261	STRATHALLAN RD	E8
SR020	GRAVESEND RD	D11	SR098	TERREGEE RD	C16	SR262	NUNGA RD	D10
SR021	TERRY HIE HIE RD	C16	SR099	RIVERVIEW RD	G15	SR263	FLOODS TANK RD	D11
SR022	UPPER BINGARA RD	F16	SR100	KELLYS ACCESS RD	E16	SR264	CARLINGTON RD	D10
SR023	WEARNES RD	I16	SR102	NOUMEA RD	F16	SR265	INNESVALE RD	E11
SR030	CARODA RD	D13	SR104	APEX LOOKOUT RD	F14	SR266	KELLYS GULLY RD	F11
SR031	EULOURIE RD	D16	SR105	FAIRWEATHER RD	H13	SR267	CUMBLE RD	E12
SR032	PALLAL RD	E15	SR106	FLEMINGS RD	H14	SR269	KEMPS RD	G8
SR033	FOREST CREEK RD	E3	SR107	INGLEDALE RD	J17	SR270	ROCKY SPRINGS RD	G7
SR034	RIVER RD	B10	SR108	ROSS RD	J17	SR271	PLEVNA RD	D6
SR035	WALLANGRA RD	H7	SR109	SALEYARDS RD	F14	SR272	TUMBA RD	C6
SR036	BAROMA RD	E6	SR110	WYANBAH RD	H14	SR273	WILSONS RD	C12
SR037	Oakey Creek Rd	E12	SR111	KIORA RD	E15	SR274	AVON DOWNS RD	C11
SR038	ADAMS SCRUB RD	G12	SR112	KINGS RD	E14	SR275	GRAGIN BOUNDARY RD	H10
SR039	ALLANDALE RD	F8	SR113	ROYAL OAK RD	D13	SR276	TWIN CREEK RD	H8
SR040	BLUE NOBBY RD	E5	SR114	LEWIS RD	F13	SR278	MICHAELS LANE	F10
SR041	COUNTY BOUNDARY RD	B9	SR115	RIVERSTONE RD	D19	SR279	PEACH TREE RD	D12
SR042	MUNGLE RD	C4	SR116	THE FOREST RD	F19	SR281	RACECOURSE RD	F11
SR043	BUCKIE RD	C6	SR117	BUNDALEER RD	G19	SR282	RUBBISH DEPOT RD	F11
SR044	BOUNDARY CREEK RD	E16	SR119	WOODBURN EMELLO RD	G18	SR283	AIRSTRIP RD	F11
SR045	BEREEN RD	E18	SR200	BIRRAHLEE RD	C4	SR285	CRANKY ROCK RD	G11
SR046	YAGOBE CROSSING RD	C11	SR201	MINILYA RD	D4	SR286	SONOMA RD	E12
SR047	GLENESK RD	H10	SR202	MISTAKE RD	D3	SR287	FRAZER RD	F11
SR048	MT RODD RD	E13	SR204	DUNROBYN RD	D11	SR289	BUSHES ACCESS RD	D5
SR049	MICHELLS LANE	H14	SR205	SINGAPORE RD	D12	SR291	PUMP STATION RD	D11
SR050	THORNLEIGH RD	H16	SR206	WARRAGUNDI RD	H9	SR292	WILGA RD	G8
SR051	TOWARRA RD	H16	SR207	YAMMACOONA ESTATE RD	G12	SR297	YARRAN RD	E8
SR052	BORA LINK RD	F15	SR208	UNIVERSITY RD	F8	SR298	WINDELLA RD	D11
SR053	EDEN FOREST RD	D11	SR209	CAMPBELL LANE	D11	SR299	UPPER BINGARA SIDE RD	G16
SR054	PINECLIFF RD	C17	SR211	FISH PONDS RD	H11	SR300	WADES ACCESS RD	F14
SR055	MOREENA MAIL RD	D14	SR212	CLIFTON HILL RD	G7	SR402	BYRON DOWNS RD	C12
SR056	GLENELG RD	I18	SR213	GLENCOE RD	E7	SR403	MAHONGA RD	C11
SR057	CURRANGANGI RD	D18	SR214	HADLEIGH SIDING RD	E11	SR404	VICARS LANE	E10
SR058	CEMETERY RD	F14	SR215	NOOROO RD	E13	SR480	OLD BARRABA RD	F15
SR060	POUND CREEK RD	B17	SR216	TOOLIMBAH RD	E11	<div> <div>Date: 24 May 2017</div> <div>Author: D Perrett</div> <div>File: Z:\PROJECTS\ENGINEERING\ROADMAP\A3 20140604.pdf</div> </div>		
SR061	PEATES RD	E4	SR217	STRATHISLA LANE	G6			
SR062	HIBERNIA RD	E6	SR218	BARDIN RD	D7			
SR063	GIL GIL CREEK RD	C9	SR220	MT VIEW RD	E12			
SR064	GOURNAMA RD	F9	SR221	BUNDILLA RD	D11			
SR065	MUNSIES RD	F7	SR222	MYALL DOWNS RD	F4			
SR066	RESERVE CREEK RD	G12	SR223	DUNOLLIE RD	D7			
SR067	AGINCOURT RD	G8	SR224	INVERNESS RD	G9			

8.5 Draft Subdivision Guidelines

File Reference:	NA
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Delivery Program

Goal:	2. Building the business base
Outcome:	2.1 Our economy is growing and supported
Strategy:	2.1.3 Promote our community as the place to visit, live, work and invest
Author:	General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the adoption of the Gwydir Shire's Subdivision Guidelines.

TABLED ITEMS Nil

OFFICER RECOMMENDATION

THAT the attached draft Subdivision Guidelines be adopted.

ATTACHMENTS

1. Subdivision Guidelines [8.5.1 - 12 pages]



I

Gwydir Shire Council Subdivision Guidelines

Department:	Planning and Environment Services
Responsible Manager:	Planning and Environment Team Leader
Date Adopted:	17 March 2004
File Ref:	
Version No:	1.2
Next Review:	June 2027
Pages:	

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Objective

To establish the Council's policy regarding permissible Subdivision.

Policy

Part 1 - Subdivisional Requirements for Village Zones

1. General

- 1.1. This code is made to help applicants plan subdivisions. It contains the required minimum standards.
- 1.2. It is in the interest of the developers/applicants to consult with Council prior to making a formal subdivision application.

2. Submission of Applications

- 2.1. Council is prepared to consider proposed subdivision during a pre-lodgement meeting.
- 2.2. All subdivision proposals, other than exempt subdivisions, are required to undergo a two-step application process:

Step 1 - Development Application

The required fees will need to be paid in full upon lodgement.

Step 2 - Subdivision Certificate

Once Development approval has been obtained the proponent will be required to lodge a Subdivision Application.

The required fees will need to be paid in full upon lodgement.

- 2.3. All applications must be submitted to Council through the NSW Planning Portal at www.planningportal.nsw.gov.au and be accompanied by the required supporting documentation.
 - 2.4. Applications cannot be accepted outside of the NSW Planning Portal.
 - 2.5. For any subdivision which involves the opening of a new road, whether the road be necessary for the immediate subdivision proposed or for a future subdivision of the area, it shall be necessary for the subdivider to submit, through the NSW Planning Portal, for approval a preliminary plan/s showing the proposed subdivision of the whole of the area. This plan shall have on it contours in order that Council's engineering staff may determine that the proposed roads are placed in their most suitable location.
- Scale 1 - 500.

3. Subdivision Fee

3.1. Application Fee

Fees will be in accordance with the fees and charges set annually by the Council.

- 3.2. An application fee is applicable to one application only and is not transferable to another applicant or refundable in the case of a refusal of the application by Council.

4. Interim Development Order and Planning Matters

- 4.1.** Prospective developers are advised in their own interest to determine details of the zoning and explanation of Council's development requirements for land in which they are interested before submitting applications.
- 4.2.** When approval is granted to subdivide, the approval is subject to the minimum lot size and restriction of land use in accordance with the provisions of the zoning of that land under the Gwydir Local Environmental Plan 2013.
- 4.3.** Subdivision applications which are in contravention of the Gwydir Local Environmental Plan 2013, the Environmental Planning & Assessment Act, or any other relevant planning instrument and/or legislation will be refused.
- 4.4.** Developers will also be required to conform to the requirements of the
- 4.5.** Department of Planning, Housing and Infrastructure requirements and any planning schemes (draft or adopted) for the area as applicable. If a subdivision is proposed in an area mapped as Bushfire Prone Land under Council's current Bushfire Prone Land Map, the proposed subdivision shall be integrated development under section 4.46 of the Environmental Planning & Assessment Act. This requires the referral of the proposed subdivision to NSW Rural Fire Service for their General Terms of Approval. Additional supporting documentation in the form of a Bushfire Assessment Report and will be required to provide a Bushfire Attach Level (BAL) for each proposed allotment.
- 4.6.** A proposed subdivision can become integrated development under section 4.46 of the Environmental Planning & Assessment Act, and under various other circumstances, including, but not limited to; creating a new road over a waterway, or allotments for residential use within a 40 metre buffer area of a waterway, where aboriginal heritage item, objects or sites are identified or discovered. For the full scope please refer to section 4.46 of the Environmental Planning & Assessment Act.

5. Allotment Dimensions

- 5.1.** The provision of this clause shall apply to RU5 Village zoned land only. Application for the approval of the subdivision of RU1 Primary Production is dealt with in Part 2 of this code. Application for the approval of the subdivision of R5 Large Lot Residential and E4 General Industrial land will be considered in accordance with the requirements of the Gwydir Local Environmental Plan 2013 and the circumstances of each particular case.
- 5.2.** Where possible the allotments are to be of regular shape size and have a depth to width ratio acceptable to Council.
- 5.3.** Council sees residential subdivision applications falling into two general categories.
 - a) Those subdivisions which create only two allotments from an original single larger allotment; and
 - b) Multiple lot subdivisions with or without the creation of road frontages.
- 5.4.** Size of Allotments
 - i. Square or Rectangular Shaped

The absolute minimum area of any allotment with access to a reticulated sewerage system is to be 550 square metres and having a minimum road frontage of 20 metres. The minimum area of any allotment without access to reticulated sewer will be 1000 square metres and have frontages as specified above. This is to allow adequate area for the effective disposal of sewage through an Onsite sewerage Management System.

ii. Fan Shaped

Lots should have the applicable minimum areas as specified above for seweraged or unsewered areas and have a minimum width of 20 metres at its widest, no less than a width of 7 metres at the building line.

iii. Battle-Axe Shaped

These lots will be considered on a case by case basis depending on the location and how the lot would impact on the privacy and amenity of the surrounding allotments.

iv. Splays

Corner allotments are to have corners splayed at a minimum of 3.5 metres each way.

5.5. Council may also approve battle-axe shaped allotments that meet the minimum lot size, excluding the area of the battle axe driveway corridor. The access corridor which shall have a width of not less than 5 metres and a length of not more than 50 metres. The subdivider shall construct the access strip with a sealed pavement 3 metres wide and 100mm thick and incorporate any drainage structures as deemed necessary by Council Engineers/Technical service department.

This is the least preferred allotment shape and is only to be used when there is no other possible option.

If Battle-Axe Shaped allotments are necessary, then the following is required.

- a) Must have a minimum road frontage of 5 metres to allow for a single driveway and to provide for services.
- b) The throat or handle of the Battle-axe is not to be longer than 50 metres.
- c) The minimum width of each allotment is to be 20 metres.
- d) The minimum size of each allotment is to be 550sqm in areas where connection to reticulated sewer is available and can be achieved.
- e) The minimum size of each allotment is to be 1,000sqm in areas where reticulated sewer is unavailable. This is to allow adequate area for the effective disposal of sewage through an onsite sewerage system.

6. Roads

6.1. a) The standard width for new roads shall be in accordance with the requirements of the Council at the time of application.

b) New roads may not be opened to any Classified Regional Road or State Road without the consent of Transport for New South Wales.

6.2. The standard width for public roads shall be in accordance with Ausroads guidelines in consultation with Council's Director of Engineering Services

6.3. Where permitted by Council unsealed gravelled pavements shall be constructed to a width of 10 metres in the case of new roads 20 metres wide or more.

6.4. Graveling

Gravel types shall be approved in advance by Council's director of Engineering Services.

The rate of gravel for widths of roads shall be supplied upon application.

Samples of gravel shall be submitted with a certificate of analysis from an approved laboratory to the Council's Engineering staff for prior approval. The actual thickness of gravel required will be calculated from the test analysis.

The gravel surface will be graded and compacted to give dense and true cross section. The acceptability of the compaction achieved will be assessed from field density tests conducted by an approved laboratory on the completed gravel courses.

7. Construction of Roads

- 7.1. The whole of the road construction shall be carried out to the satisfaction of the Director of Engineering Services and delivered with written consent from Council under provisions of Section 138 of the Roads Act NSW 1993.

- 7.2. Kerb and Gutter - The subdivider shall provide in situ integral concrete kerb and gutter, vehicular crossings and dish crossings in all urban subdivisions where new streets are created.

Where lots of a new subdivision front an existing constructed road the Council may direct the subdivider to construct kerb and gutter adjacent to these lots.

- 7.3. Stormwater Drainage - is to be provided in accordance with "*Local Government Regulation Division 3 sub Division 2*" or the most recent standards concerning stormwater drainage.

Drainage requirements in all cases shall be that the land is to be completely drained that no surface water from the road is to enter the land except by piped easement and that where drainage from the road enters private land, arrangements for its disposal through such land shall be made by the subdivider to the satisfaction both of the Council and the landowner affected.

Drainage easements are to be created over all drainage lines or natural watercourses through private property. Minimum width of such easements is to be 3-5 metres.

8. Water Supply and Sewerage

- 8.1. Where the area is served by a public water supply, the subdivider is required that all allotments shall be provided with an adequate reticulated water supply for both domestic and firefighting requirements.
- 8.2. Sewerage - Where the area is served by a reticulated sewerage system the subdivider is required that all allotments shall be provided with an adequate connection to that sewerage reticulation system so that the allotments can be seweraged to enable connection of dwelling to mains.
- 8.3. Septic Systems with adequate disposal areas/Onsite Sewerage Management Systems may be acceptable to blocks if such allotments have an adequate area and are beyond the area that the existing system can be extended to or are unsuitable for connection to the existing reticulation sewerage system
- 8.4. The costs of providing water and sewerage to each new allotment is the responsibility of the proponent/developer/property owner/applicant (whichever the case may be). Council may give consent to this work being carried out by the subdivider, subject to the work being carried out by a properly qualified and competent person, being designed in accordance with Council's current specifications and completed to Council's satisfaction.

9. Tree Planting

- 9.1.** The Council shall take into consideration the necessity for the planting of trees with tree guards in the road.

In all subdivisions involving the opening of a new road the subdivider will be required to carry out the planting of suitable trees of a type required by Council.

10. Recreation Space

- 10.1.** Council as a general policy requires that every subdivision must include a provision for public reserve either by way of dedication of land by deed to Council or by means of a cash contribution in lieu thereof. Council however will consider each application in-respect of locality, type and size of development and the particular need for public reserve in each instance.

11. Electricity

- 11.1.** In subdivisions involving the opening of new roads, the subdivider is required to arrange with Essential Energy the provision of electrical cabling, in accordance with that authority's current specification.

12. Undertaking of Subdivision Development Works

12.1.

- i) Undertake the execution of any subdivision development; or
- ii) Make arrangements for Council to undertake the work; or
- iii) Give to Council acceptable security for the applicants to execute the work within a fixed period of time.

- 12.2.** As the development works associated with subdivisions become the responsibility of Council all such works must be constructed in accordance with plans and specifications conforming with Council's Engineering Standards and approved by the Council.

- 12.3.** Where the execution of development works by a developer or his contractor is authorised by Council, such authorisation unless otherwise stated in the letter of approval, shall be limited to a period generally not exceeding twelve months from the date of authorisation.

Unless authorised development work has reached a state of practical completion within a period of 12 months, the Council may arrange for the finalisation of any outstanding work at the subdivider's cost.

13. Execution of Works

All works shall comply with Council's current engineering codes. In the event of ambiguity or dispute the Council's staff's decision will prevail.

Approval of plans and specifications does not remove from the subdivider the responsibility for any damage or additional work found necessary, due to construction in accordance with the approved plans and specifications.

Council will normally be prepared to execute development works required in subdivisions on behalf of a developer, subject to the requirements of its own works program and at subdivider's cost.

Council will permit subdivisional development works to be executed by private organisations under the conditions detailed in this subclause.

All necessary designs and specifications shall be prepared for the development by a practising chartered Civil Engineer and approved by the Council before any work is commenced.

The developer shall employ a practising Chartered Civil Engineer not being the developer's employee or partner, to maintain continuous supervision of all works on behalf of Council. The developer shall supply Council with a copy of the memorandum of agreement between him and the chosen supervising Engineer covering the particular development as evidence of his satisfying the supervision requirements of this subclause.

The supervising Engineer shall furnish the Council with a weekly report on the progress and current state of all works under his supervision relating to the project, plus any other reports as elsewhere mentioned. The supervising Engineer shall give notification of and receive written approval from the Council for each stage of construction before the next stage may proceed.

The stages are:

- a) Completion of formation, excavation of formwork;
- b) Placing kerbing and guttering, concrete or pipeline (but not backfilling and pipeline)
- c) Completion of base course gravelling
- d) Completion of final pavement gravelling
- e) Completion of pavement sealing
- f) Completion of final trimming and/or cleaning up.

Stage (a) includes the provision of field density test certificates from a laboratory approved by the Council.

Stage (b) includes the provision of dockets from concrete suppliers indicating the strength of the concrete supplied and may include the provision of test certificates for the compressive strength of concrete used. Test reports for pipelines and sumps or manholes are included in this stage.

Stages (c) and (d) include the provision of field density test certificates from a laboratory approved by Council.

Stage (d) includes the provision of bitumen suppliers' certificates detailing the quality and quantity of bitumen applied.

The supervising Engineer shall furnish the Council with duly certified "*Work as Executed*" copies of the plans and specifications on completion of the work. The Council will acknowledge in writing the receipt of the signed "*Work as Executed*" drawings and specifications and the date of such acknowledgement shall be the date of completion of the works.

A maintenance period of three (3) months shall apply to all works and for this reason the developer's guarantee of 10% of the full deposit amount whichever applies, shall be retained as security for this period.

14. Subdivision Certificate & Release of Subdivision

Upon the submission of a Subdivision Certificate Application through the NSW Planning Portal and the payment of the requisite fees to Council, the subdivision shall be assessed to consider and determine whether all the conditions of the development consent have been complied with and/or that the subdivider/developer has provided proof of the making of arrangements to the satisfaction of Council in order to fulfill the condition/s in their entirety.

No Subdivision plans can be approved, signed and released until Council is satisfied of the fulfillment of all the conditions of development approval.

Where the conditions of approval include the execution of works, arrangements are as follows:

14.1. Where Council is requested to execute the work involved, the estimate for which exceeds \$1,000, the subdivider will be required to:

- i) Lodge with Council an amount equal to the estimated cost of these works; OR
- ii) Lodge with Council's Bank guarantee equal to the amount of the estimated cost of the works; OR
- iii) Lodge with Council an agreement to meet the costs involved on Council's standard form and lodge a guarantee for Council's approval for an amount equal to the estimated cost.

Where the Council is requested to execute works estimated to cost less than \$1,000, the subdivider shall:

- i) Lodge an agreement to meet the actual costs on completion.

Where the subdivider elects to employ a private contractor for the execution of the development works, he shall submit a copy of the memorandum of agreement between himself and the supervising Engineer for approval, and:

- ii) Lodge a bank guarantee with Council for the full estimated cost. The guarantee to be released (only on the Engineer certifying that the conditions of the subdivision code have been satisfactorily fulfilled) at the expiration of the maintenance period;

OR

- iii) Lodge the full estimated cost of the works in cash with Council. The amount to be progressively released on the receipt of the supervising Engineer's reports, provided that releases will only be 90% of the value of completed works, until the expiration of the maintenance period when the final 10%, less that expended on maintenance, will be released.

15. Variance

15.1. Where a proposed development does not comply with any one or more of the provisions of this policy, but Council considers that;

- a) Such a proposed departure would be minimal and would achieve the aims of the policy as well as or better than its conformity;
- b) Compliance with the policy would result in unnecessary hardship or restriction on the use or enjoyment of the site;

- c) It is still possible that approval can still be obtained, however the proponent is required to put forward a valid written reasons for the departure.

15.2. If the circumstances of 15.01 are met, Council may then permit a development which does not strictly comply with the other particular provisions of this Code.

Part 2 Subdivisional Requirements for Primary Production Zones

1. Scope

This Code relates to suitable RU1 Primary Production within Gwydir Shire Council.

Variations to the development standards set in by the Gwydir Local Environmental Plan 2013 may be considered subject to the requirements of section 4.6 - Exceptions to development standards, of the Gwydir Local Environmental Plan, 2013

2. Suitability

In considering an application to subdivide rural land, Council will take into consideration the suitability of the land for the proposed purpose described in the Development Application.

3. Allotment Size and Shape

- i. Allotments shall be of the sizes as indicated on the Minimum Lot Size Map for the land use zone which forms part of the Gwydir Local Environmental Plan 2013. The minimum lot size for land located within the RU1 Primary Production zone is 200 hectares.

Attention is drawn to the frontages set down for allotments with frontages to main or arterial roads being between 200-400 metres depending on circumstances.

- ii. A satisfactory ratio of depth to frontage for regular shaped allotments is a maximum of five to one (5:1).
- iii. Ratios outside this limit may be permitted in exceptional circumstances.
- iv. Battle Axe Blocks involving limited frontage are discouraged and will only be permitted in exceptional circumstances.
- v. Allotments involving consolidation of areas across Crown or Public Roads are discouraged and will only be permitted in exceptional circumstances.
- vi. Fan-shaped Allotments or reduced frontage allotments will only be permitted on non-through roads. Such allotments shall front onto cul-de-sacs designed and constructed to the satisfaction of Council.

4. Frontage to Public Road and Legal Access

All allotments must have frontage to a dedicated Public Road, the standard of roadworks shall be generally in compliance with the standards listed herewith:

- a) M. R. Form No. 892 - *"Data for Design of Two Lane Rural Roads"* with information width 8.0 metres and pavement width 5.6 metres.
- b) Drainage Standards - as per *"Australian Rainfall and Runoff"*
- c) Pavement Thickness and Type - as determined.

- d) Grades - desirable maximum grades to be 15%. All road pavements, in excess of 12% to be bitumen sealed.

These standards may be varied by the Council having regard for the anticipated traffic usage applicable to the particular development.

Frontage to and legal access by Crown Road or dedicated *"Right-of - carriageway"* in lieu of Dedicated Public Road frontage and access is actively discouraged.

Any variation to this requirement would be by special Council resolution and would apply only in exceptional circumstances.

- e) Access to Allotments - All allotments should be provided with adequate physical as well as legal access. This may include where necessary, culverts, access pipes across table drains and sealed approaches to property boundaries as required

- f) Fencing Requirements - Where subdivision is proposed with frontages to existing or proposed public roads and where Council is of the opinion that problems may arise in respect to stock wandering onto such roads; it may so impose a condition on a development application that adequate stock-proof fencing be provided along sections of the Crown or Public Road frontage.

The standards of fencing required are to be determined by the Council having regard for the particular circumstances.

Council discourages the construction of Public Gates and Motor-by-passes.

Section 4A – Integrated Development

4A.01 If a subdivision is proposed in an area mapped as Bushfire Prone Land under Council's current Bushfire Prone Land Map, the proposed subdivision shall be integrated development under section 4.46 of the Environmental Planning & Assessment Act. This requires the referral of the proposed subdivision to NSW Rural Fire Service for their General Terms of Approval. Additional supporting documentation in the form of a Bushfire Assessment Report and will be required to provide a Bushfire Attach Level (BAL) for each proposed allotment.

4A.02 A proposed subdivision can become integrated development under section 4.46 of the Environmental Planning & Assessment Act, and under various other circumstances, including, but not limited to; creating a new road over a waterway, or allotments for residential use within a 40 meter buffer area of a waterway, where aboriginal heritage item, objects or sites are identified or discovered. For the full scope please refer to section 4.46 of the Environmental Planning & Assessment Act.

5. Section 7.11 Contributions

In instances where a dedicated public road exists but where existing road conditions are considered inadequate to deal with the increased traffic, the subdivider or developer will be responsible for necessary upgrading works to the public road. Standard of upgrading work will be as determined by the Shire Engineer, having regard for the existing and anticipated traffic usage applicable to the particular development.

Council may, in addition to the above, require a contribution in cash for additional services and amenities or a dedication of land, or both. Such contributions shall not exceed 2% of the considered value of the improved development at the date of the release of the Linen Plan of Subdivision.

6. Road Graveling

Roads which are created by a subdivision and which will be classified under Council's Classification system as 'E' will not be required to have a gravel surface provided as a condition of subdivisional approval (These roads are roads which can be regarded as minor access roads whose main function is to provide access to only one or two abutting properties by way of a non-through road).

Related Documents

Environmental Planning & Assessment Act

Roads Act NSW 1993

Revision Record

Date	Version	Revision Details	Officer
2004	1.1	Document Created	ES Manager
June 2024	1.2	Document reviewed	Saul Standerwick

8.6 Draft Use of Recycled Materials Policy

File Reference: NA

Delivery Program

Goal: 3. An environmentally responsible shire

Outcome: 3.2 We use and manage our natural resources wisely

Strategy: 3.2.3 Reduce, reuse and recover waste

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the adoption of the Draft Use of Recycled Materials Policy.

TABLED ITEMS Nil

OFFICER RECOMMENDATION

THAT the Draft Use of Recycled Materials Policy be adopted.

ATTACHMENTS

1. Use of recycled Materials Policy [**8.6.1** - 2 pages]



Gwydir Shire Council Use of Recycled Materials Policy

Department: Environmental Services

Responsible Manager: Planning & Environmental Team Leader

Date Adopted:

File Ref: 12/7854

Version No: 2.0

Next Review: July 2027

Pages: 2

1. Overview

To encourage the sustainable use of resources.

To support sustainable long-term markets for recyclable materials collected from kerbside and collection facilities.

2. Policy

Gwydir Shire Council's Community Strategic Plan Goal 3; An Environmentally Responsible Shire, Outcome 3.2 – We use and manage our natural resources wisely.

Gwydir Shire supports this outcome by:

- Appointing the Council's Procurement Officer as the leader of the Council's 'Buy Recycled' Team.
- Developing and implementing 'Buy recycled' or 'Recycled Content' purchasing practice.
- Maintaining a tracking system that records the use of recycled materials and reports annually.
- The Council's environmental officer promotes a 'Buy recycled' or 'Recycled Content' program locally within the business community.
- The Council's environmental officer's participation in education programs, expos, seminars and forums that will educate Council's staff and the wider community about the use and application of recycled content products.
- The Council's procurement officer's participation in education programs, expos, seminars and forums that will educate Council's staff about the use and application of recycled content products.

3. Revision Record

Date	Version	Revision Details	Officer
Sep 2004	1.0	Document creation	Kirsty Smith
Jul 2024	2.0	Document modified	Saul Standerwick

8.7 Draft Wheelie Bin Contamination Policy

File Reference: NA

Delivery Program

Goal: 3. An environmentally responsible shire

Outcome: 3.1 Our community understands and embraces environmental change

Strategy: 3.1.3 Value, protect and enhance our natural environment

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the adoption of the Draft Wheelie Bin Contamination Policy.

TABLED ITEMS Nil

OFFICER RECOMMENDATION

THAT the Draft Wheelie Bin Contamination Policy be adopted.

ATTACHMENTS

1. Wheelie Bin Contamination Policy [8.7.1 - 8 pages]



Gwydir Shire Council Wheelie Bin Contamination Policy

Department: Planning and Environment Services

Responsible Manager: Planning and Environment Team Leader

Date Adopted:

File Ref: 18/16818

Version No: 1.2

Next Review: Jul 2027

Pages: 8

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1. Overview

1.1 Objective

This policy has been developed to set a standard for intervention with premises that are not putting the correct materials in their food organic and garden waste (FOGO), and co-mingled recycling bins in order to ensure the quality of collected materials in Gwydir Shire is within the acceptable contamination standards as specified within the contract with current service provider.

The following procedures relating to Repeat Offenders are required, in order to reduce contamination in the co-mingled recyclables and food and organic waste streams so as to maximise the effectiveness of recycling operations.

1.2 Purpose

This Wheelie Bin Contamination Policy sets out the policy and related procedures for the General Waste (red bin), co-mingled recycling (yellow bin) and FOGO (green bin) in order to achieve waste minimisation targets and compliance with its contractual obligations.

Bin contamination includes the presentation of unacceptable materials as outlined in the Waste and Recycling Service guide.

This policy will assist in the provision of an environmentally, financially sustainable and efficient waste and recycling collection and disposal service for the community and assist with the minimisation of waste to landfill by moving towards Council's goal of Zero Waste to Landfill.

1.3 Scope

This Policy applies to all bin contamination related to Gwydir Shire's Waste services.

1.4 Definitions

Term	Definition
Contamination	Refers to the presence of unwanted material in a mobile bin (MB). This can include paints and chemicals in the general waste MB and inappropriate materials including incorrectly placed recyclables in the MBs.
Driver Discretion	The Contractor's truck drivers are expected to use their discretion to gauge contamination as the video camera provides limited visibility.
Food Organic and Garden Organic Waste (FOGO)	Refers to the collection of food waste such as kitchen scraps and lawn clippings, small branches and garden debris in green-lidded organics mobile bin.
General Waste	Refers to any matter that is no longer wanted or needed and cannot be recycled.
Mobile Bins (MB)	Refers to receptacles with wheels that are used for the temporary storage of waste between collection times.
Recycling	Refers to the processing of used materials into new products to prevent waste of potentially useful materials. This can include glass, plastics, paper and liquid paperboard.

2. Policy

Items which are accepted in the co-mingled recycling bin and food organic and garden organic waste bin are outlined in the waste management service guide provided to householders. Bin lids are also stamped with acceptable material listed.

For the purposes of this policy a minimum contamination level in any one bin is required before reporting the contamination as an 'offence'.

2.1 Contamination

Contamination types are specified below:

Co-Mingled (Yellow Lid) Recycling:

- Plastic bags
- General waste
- Nappies
- Any large or unacceptable item such as polystyrene packaging, car batteries, plastic washing basket
- Sharps, including needles
- Foam
- Oils, chemicals, batteries, or other hazardous material
- Broken glass and ceramics
- Clothing
- Rags
- Second-hand items
- Electrical goods
- Paint or chemical containers

Food and Organic Waste (FOGO) (Green Lid):

- Any general waste or co-mingled recycling
- Any large garden waste materials such as stumps or large logs over 1 meter in length or 10cm in diameter
- Any oil, chemicals or other hazardous material Sharps, including needles
- Broken glass
- Timber or building materials
- Plastic wraps and foils
- Nappies
- Any sharps, including needles
- Any large or unacceptable item such as potting mix bags, watering cans, plant pots, garden hoses
- Ceramics

2.2 Bin Inspections

Random bin inspections conducted by Council and/or Contract staff will occur to complement the collection Contractor's Contamination Management Strategy by checking bins for contamination.

Tags to reward good recycling and organics behaviour can be used by Council and/or Contract staff as well as contamination tags for contaminated bins.

These random inspections may be guided by reports of previous contamination caused by the customer.

Bins that are found to have contamination during a random bin inspection will be tagged for the customer's information and an educational letter sent to the customer by Council and/ or Contract staff informing them of the correct materials to go into the bin.

Bins that are found to contain contamination during a random bin inspection will be reported in the same manner of contamination found during collection and will be recorded as a warning occurrence.

Note: Refer to current contract Contamination Management Strategy

2.3 Contamination – Visible at the Kerbside

Prior to emptying, if a bin is found to contain contamination, the Contractor's driver will assess the severity of the contamination and collect the mobile bin only where they deem appropriate. Immediate feedback will be provided via a contamination notification sticker in fluorescent colours applied to the bin. An assessment will be made as to whether contamination has been (for example) apparently added to the top of the bin after placement at the kerb, or whether it appears to pervade the bin.

Instances where the contamination is gross contamination, the driver will not collect the mobile recyclable / organic bin.

The Contractor will provide the resident with immediate feedback on the non-collection event via a contamination notification sticker in fluorescent colours applied to the bin. The sticker will direct the resident to contact the customer service centre (hotline) once the issue has been rectified for the bin to be collected.

In addition, the resident will receive a letter of notification of the contamination incident from the Contractor reinforcing the correct items for recyclable / organics collections.

A warning occurrence will be recorded.

2.4 Contamination – Visible via Camera in Hopper

All the Contractor's collection vehicles are fitted with colour cameras in the collection hopper, linked to in-cabin monitors that allow drivers to observe the contents of the bin as it is emptied and identify the specific contamination. Where mobile bins are contaminated and the contamination is not visible at kerbside, contamination will be reviewed using the camera system as the bin is emptied, allowing the driver to conduct a more comprehensive visual audit of the bin contents. An assessment will be made as to whether contamination has been (for example) apparently added to the top of the bin after placement at the kerb, or whether it appears to pervade the bin.

When contamination has been detected in a bin, the drivers will record the details of the contaminant/s and premise address on a daily record sheet and apply a contamination notification sticker to the mobile recyclable / organics bin.

On behalf of Council, the Collection Contractor will produce and disseminate contamination letters to reported addresses on the contractor's letterhead including Council logo, advising contamination was found during collection of the mobile bin and outline the acceptable materials for future use of the bin.

Occurrence will be recorded as an official warning.

2.5 Multiple Occurrences

2.5.1 Second Occurrence

Should a contamination incident occur of the same bin service, for the second time at a premise within three (3) months of initial occurrence, the Contractor's driver will record the address on the daily record sheet and apply a non-collection notification sticker, if appropriate, or a contamination notification sticker to the mobile recyclable / organics bin.

On behalf of Council, the Contractor will then send the resident a contamination letter on the contractor's letterhead including Council logo outlining the contamination incident, previous contamination history recorded at the property and the dates the previous incidents occurred.

2.5.2 Third Occurrence

Should a contamination incident occur for the third time, of the same bin service at a premise within three (3) months of second occurrence, the Contractor's driver will record the address on the daily record sheet and apply a non-collection notification sticker, if appropriate, or a contamination notification sticker to the mobile recyclable / organics bin.

On behalf of Council, the Contractor will then send the resident a contamination letter on the contractor's letterhead including Council logo outlining the contamination incident, previous contamination history recorded at the property and the dates the previous incidents occurred as well as advice of service withdrawal/cessation should one more contamination occurrence occur. If the property owner has a different address, a copy of the letter will be sent to the Property Owner also.

A visit to the property will be made by a Council Regulatory Enforcement Officer and/or Contract staff representative before the next collection week. Only after failure to secure compliance from the customer would the service be altered.

All efforts will be made to educate and assist residents in the correct use of their bin and to develop strategies with them to manage contamination including contamination by others.

2.5.3 Fourth Occurrence

Should a contamination incident occur for a fourth time, of the same bin service, at a premise within four (4) weeks of third occurrence, the Contractor's driver will record the address on the daily record sheet and apply a non-collection notification sticker, to the mobile recyclable / organics bin.

The Contractor will contact Council's Contract Manager regarding ongoing contamination at the property, providing detailed history of contamination occurrences and provide advice of the removal of the mobile recyclable / organics bin or geofencing.

Arrangements will be made that the bin is emptied with the Contractor's general waste collection truck and removed by a Council Regulatory Enforcement Officer from the property directly following the collection.

On behalf of Council, the Contractor will send the resident a letter approved by Council featuring Council's logo advising of the service withdrawal/cessation for the duration of three (3) months, contamination history recorded at the property and the dates the previous incidents occurred.

If the property owner is at a different address, a copy of the letter will be sent to the Property Owner also. Council will provide the Owner and postal details to the contractor.

Council will be provided with all details regarding contamination history at a property to ensure necessary members of staff are aware of the history before the cessation of service.

2.6 Reinstatement of Bins

Ratepayers are expected to continue to pay for the full waste collection/service charge regardless of whether they are receiving the recycling and organic waste service as their general waste bin will still be serviced.

After the duration of three (3) months, bin/s can be reinstated on application and approval from Gwydir Shire Council. In order for the bin to be reinstated the resident must sign a pledge agreeing not to contaminate their bin.

If a request is not received for the bin/s to be reinstated, the Contractor will be instructed by Council to inspect property to confirm if a stolen bin is onsite, if there is the Contractor will remove the bin.

In the instances of a tenanted (rental) property where bins have been removed or geofenced and there is a tenant change, bin/s can be reinstated on application if evidence of tenant change is provided.

Additional monitoring and bin inspections will be undertaken of bins reinstated.

2.7 Further Occurrence – Recurrence

If the bin(s) needs to be removed or geofenced a second time the offending property will not be allowed another replacement co-mingled recycling or organic bin (whichever is applicable) unless there is a change of tenant or property owner.

A Council Regulatory Officer will undertake a personal visit to the contaminating resident's premises to discuss the continuous contaminating offences and may issue a Prevention Notice / Infringement Notice depending upon the circumstances.

2.8 Additional Bins

If a property has 2 or more contamination offences in the previous six (6) months they will not be eligible to request any additional co-mingled recycling or organic bin services.

2.9 Non-Collection of Bins – Excess Weight

Bins that weigh in excess of 80 kilograms will not be collected and will be identified by either the collection contractor or any Council Officer empowered for that purpose.

A bin will not be collected until such time as the item/s causing the excess weight has been removed from that bin.

Immediate feedback on the non-collection event will be advised via a notification sticker in fluorescent colours applied to the bin. The sticker will direct the resident to contact the customer service centre (hotline) once the issue has been rectified for the bin to be collected.

3. Delegation

The General Manager is authorised, pursuant to Section 377 of the *Local Government Act 1993*, to allow a matter that does not conform with a policy to proceed if the General Manager is of the opinion that the variation from the Policy is of a minor nature, this includes dispute procedure (section 4).

A spreadsheet will track any GMs decisions under this delegation. These will be relayed to the contractor's administration officer.

4. Dispute Procedure

In the event of a dispute over any aspect of this policy, immediate action will be taken by the Manager of the Council's Department responsible for administering the policy through effective and constructive consultation between the parties concerned. If a resolution cannot be reached, the General Manager will have the final say on the matter.

5. Related Documents

Local Government Act 1993

NSW Government's Better Practice Guide for Waste Management in Multi-Unit Dwellings

NSW Government's Preferred Resource Recovery Practices by Local Councils Guide

Regional Waste Services Contract

6. Revision Record

Date	Version	Revision Details	Officer
Sept 2018	1.0	Document creation	Saul Standerwick
Sept 2018	1.1	Document modified	Carmen Southwell
July 2024	1.2	Document reviewed	Saul Standerwick

8.8 Draft Asset Management Policy

File Reference: NA

Delivery Program

Goal: 2. Building the business base

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: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the adoption of the draft Asset Management Policy.

TABLED ITEMS Nil

OFFICER RECOMMENDATION

THAT the Draft Asset Management Policy be adopted.

ATTACHMENTS

1. Asset Management Policy [8.8.1 - 6 pages]



Gwydir Shire Council Asset Management Policy

Department: Engineering Services

Responsible Manager: Engineering Services Director

Date Adopted: Under GM Delegation – June 2024

File Ref: 14/3885

Version No: 2.0

Next Review: June 2027

Pages: 6

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1. Overview

1.1 Objective

To ensure adequate provision is made for the long-term replacement of Council's major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council's assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in the overall management of Council assets by creating and sustaining asset management awareness throughout the organisation. This can be achieved by provision of training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

1.2 Purpose

To set guidelines for implementing consistent asset management processes throughout Gwydir Shire Council.

1.3 Scope

This Policy applies to all Council activities. This policy applies to all physical assets owned or controlled by Council which are critical to Council's service delivery, and assets incorporated in the Community Strategic Plan, and Delivery Program.

2. Policy

2.1 Background

Council is committed to implementing a systematic asset management methodology to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

Council owns and uses approximately \$565M of non-current assets to support its core business of delivery of service to the community.

Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist Council in achieving its Strategic Long-Term Plan and Long-Term Financial objectives.

A strategic approach to asset management will ensure that Council delivers the highest appropriate level of service through its assets. This will provide positive impact on:

- Members of the public and staff;
- Council's financial position;
- The ability of Council to deliver the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

2.2 Principles

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best practice throughout all Departments of Council.
- All relevant legislative requirements together with political, social and economic environments are to be considered in asset management.
- Asset management principles will be integrated within existing planning and operational processes.
- Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.
- Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long-term financial plans will form the basis of annual budget estimates, with the service and risk consequences of variations in defined asset renewals and budget resources recorded in budget documentation.
- Service levels defined in adopted asset management plans will form the basis of annual budget estimates, with the service and risk consequences of variations in defined service levels and budget resources recorded in budget documentation.
- Asset renewal plans will be prioritised and implemented progressively based upon agreed service levels and the effectiveness of the current assets to provide that level of service.

- Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Future service levels will be determined in consultation with the community.
- Applicable training in asset and financial management will be provided for Councillors and relevant staff.
- Council will adopt a whole-of-organisation approach to asset management, where all departments collaborate to ensure the optimal management of assets.
- Council is committed to a culture of continuous improvement in asset management. This includes regularly reviewing and enhancing asset management practices to adapt to changing circumstances, industry advancements, and community needs.
- Risk management practices will be actively applied for identifying, assessing, and mitigating risks associated with our assets to ensure the safety of the community and the integrity of our services.
- Council will actively seek opportunities to leverage innovative technologies and data-driven insights to enhance the efficiency and sustainability of our assets.

3. Responsibility

Councillors are responsible for adopting the policy, allocation of resources and providing high level oversight of the delivery of the organisation's Asset Management Strategy and Plan. Councillors are also responsible for maintaining accountability mechanisms to ensure that organisational resources are appropriately utilised to address the organisations' strategic plans and priorities.

The General Manager has overall responsibility for developing an Asset Management Strategy, Plans and Procedures and reporting on the status and effectiveness of asset management within Council.

4. Related Documents

Asset Management Strategy and associated Asset Management Plans

Australian Infrastructure Financial Management Guidelines

Civil Liabilities Act 2002

International Infrastructure Management Manual

Local Government Act 1993

Local Government Amendment (Planning and Reporting) Act 2009

Local Government (General) Regulation 2021 (the Regulation)

5. Revision Record

Date	Version	Revision details	Officer
Jun 2014	1.1	Initial Document	Robyn Phillips
Jun 2024	1.2	Revised document	Penny Goodwin

8.9 Draft Keeping of Animals Policy - additional information

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: 1.1.2 Encourage and enable healthy lifestyle choices

Author: Saul Standerwick, Planning and Environment

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the adoption of the Draft Keeping of Animals Policy.

TABLED ITEMS Nil

BACKGROUND

This draft policy was considered by Council at its December 2024 Meeting. Following discussion it was resolved:

THAT the Keeping of Animals Policy is deferred for consideration at the February 2025 Council Meeting for a more definitive explanation of what the term 'is not considered appropriate' means.

COMMENT

The term 'is not considered appropriate' is a less severe term than a prohibition on the keeping of the following animals on properties under 2000m² (just under half an acre):

- **Alpacas/Llamas**
- **Cattle**
- **Goats**
- **Horses**
- **Roosters**
- **Sheep**

The reason is because the size of the land parcel makes it difficult if not impossible to fully comply with the requirements of Clause 2.1 of the draft policy, which states:

Animals must be kept in a manner that is:

- a. clean and healthy for people and the animal
- b. prevented from escaping
- c. free from promoting harbourage of vermin, including flies and/or insects
- d. free of offensive odours, noise and/or dust
- e. free of wastes, including body wastes having the potential to produce pollution impacts

- f. free of any other impacts upon neighbouring residents, including safety risks.

The term 'is not considered appropriate' is used rather than 'prohibited' due to the possibility that a keeper of these animals may be able to satisfy the Council that the animal can be kept within the property and not cause any concerns to the adjoining properties.

The Council may, if it wished, to simply prohibit these animals on any residential parcel of less than 2000m².

OFFICER RECOMMENDATION

THAT the draft Keeping of Animals Policy be adopted.

ATTACHMENTS

- 1. Draft Keeping of Animals Initial Report [8.9.1 - 12 pages]

6.9 Draft Keeping of animals policy

File Reference: NA

Delivery Program

Goal: 1. A healthy and cohesive community

Outcome: 1.1 We have healthy and inviting spaces and places

Strategy: 1.1.2 Encourage and enable healthy lifestyle choices

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the adoption of the Keeping of animals Policy.

TABLED ITEMS Nil

BACKGROUND

The draft policy is attached for consideration.

OFFICER RECOMMENDATION

THAT the Keeping of Animals Policy is adopted.

ATTACHMENTS

1. Draft Keeping of Animals Policy [6.9.1 - 11 pages]



Gwydir Shire Council

Keeping of Animals Policy

Department: Planning and Environment Services

Responsible Manager: Planning and Environment Team Leader

Date Adopted:

File Ref: 12/8014

Version No: 1.2

Next Review: Jul 2027

Pages: 11



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1. Overview

1.1 Objective

This policy objective is to establish the Council's position in relation to acceptable Keeping of Animals.

1.2 Purpose

This Policy aims to provide minimum standards for the keeping of animals to:

- a) reduce adverse impacts on adjoining properties
- b) protect and promote the welfare of animals
- c) protect the welfare and habitat of wildlife
- d) minimise the disturbance of or damage to protected vegetation.

1.3 Scope

The Keeping of Animals Policy (the policy) applies to any animal(s) kept on residential land within the Gwydir Shire Council local government area.

Animal includes a mammal, bird, reptile, amphibian or fish but does not include a human being (as defined by the *Prevention of Cruelty to Animals Act*).

The Policy applies to land zoned RU5 Village under the Gwydir Local Environment Plan (LEP)

The Policy may also be used where animals(s) are kept in non-residential areas where the keeping of animal(s) is causing or has the potential to cause impacts on adjoining lands.

The Policy applies to keeping of animals for hobby or companion purposes. Keeping of animals for commercial breeding or racing purposes is beyond the scope of the Policy and may require development consent.

1.4 Background

Council may exercise controls over the keeping of animals under the following NSW legislation:

- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- Protection of the Environment Operations Act 1997
- Public Spaces (Unattended Property) Act 2021
- Companion Animals Act 1998
- Gwydir Local Environmental Plan 2013

2. Policy

2.1 General

The "Advisory Table" provides a guide to appropriate numbers for keeping of animals that Council may consider when required to address any impact created by the keeping of any animal species.

Animals must be kept in a manner that is:

- a) clean and healthy for people and the animal
- b) prevented from escaping
- c) free from promoting harbourage of vermin, including flies and/or insects
- d) free of offensive odours, noise and/or dust
- e) free of wastes, including body wastes having the potential to produce pollution impacts
- f) free of any other impacts upon neighbouring residents, including safety risks.

While Council provides this information as a guideline, the NSW *Government's State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* outlines required setbacks for the structures required for keeping of animals in NSW. Structures which do not comply with the SEPP will require development consent.

2.2 Table of Requirements

The following table provides a guideline for the keeping of animals in residential land and may be used in conjunction in maintaining a health and safe environment for the keeping of animals.

The maximum number of animals are a guide. Enforcement action may be taken where less than the number are kept and unhealthy, unsafe or any other adverse impacts are being produced. Animal includes any non-human being or living creature.

The keeping multiple species of animals will potentially impact the maximum number of each species kept. This will be determined on a case by case basis taking into account the factors listed in this policy under Section 2.3.

2.2.1. Site Distances¹

The distances indicated in the second column of the table are to be measured in metres from the animal yard or enclosure to the nearest dwelling, public hall, school or premises used for the manufacture, preparation, sale or storage of food. **In the event that a dwelling, or development, is subsequently legally erected within the prescribed distance, the animal is to be located to restore the required distance.**

The distances specified (except in the case of pigs) may be varied at a meeting of the Council and notified in writing to the occupier of premises in a particular case.

¹ Also refer to *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*

Species	Maximum Number	Minimum Distance (from certain buildings)	Requirements
Any other species not listed			<p>Contact with Council is recommended before introduction to residential areas.</p> <p>The keeping of the animals must not cause any of the impacts listed in Section 2.3.</p>
Alpacas/Llamas (hembra, cria)	1 per 500m ²	9 metres	<p>The keeping of alpacas/llamas in residential properties of less than 2,000m² is not considered appropriate.</p> <p>A greater separation distance may be required by Council in particular cases.</p> <p>Fencing must be strong and durable to prevent escape.</p>
Bees	2 Hives	<p>9 Metres</p> <p>Hives should not be located within 100m of schools, childcare centres, hospitals or other public facilities.</p>	<p>Must be kept according to Department of Primary Industries requirements.</p> <p>The NSW Department of Primary Industries is the regulatory authority under the NSW Biosecurity Act. For further information on the keeping of bees and / or to report nuisance bees refer to the www.dpi.nsw.gov.au. Competition by feral honeybee, <i>Apis mellifera</i> is listed as a key threatening process under Schedule 3 of the Threatened Species Conservation Act.</p>
Cats	4 Over the age of 6 months	Appropriate distance to avoid nuisance to adjoining premises	<p>Cats should be kept in numbers and breeds appropriate to the size of the property and should be kept indoors at night.</p> <p>Cats should wear collars with a tag displaying their name and owners address and/or phone number with a bell attached.</p> <p>The Companion Animals Act, 1998 requires that cats must be registered and microchipped from 12 weeks of age and must wear a collar with a name tag displaying the cats name and the address and/or phone number of the owner.</p> <p>Where complaints are received, the criteria in Appendix 2 will be used.</p> <p>Pet Foods should not be left outside. They can be a source of nourishment for foxes and other animals.</p> <p>Pests including fleas, ticks, flies, lice, and wild rodents must be controlled.</p> <p>Note: Under the Companion Animals Act, Council does not have any regulatory powers to restrict roaming cats, unless incontrovertible evidence is available that shows the cat is causing a nuisance to neighbours.</p>

Species	Maximum Number	Minimum Distance (from certain buildings)	Requirements
Cattle (cow, ox, heifer, steer, calf, bullock, and/or buffalo)	1 per 2000m ²	9 metres	<p>The keeping of cattle in residential properties of less than 2,000m² is not considered appropriate.</p> <p>A greater separation distance may be required by Council in particular cases.</p> <p>Fencing must be strong and durable to prevent escape. Stables and sheds must be hard paved and graded to drain.</p> <p>With regard to cattle, manure shall be raked up daily and placed in suitable, fly proof containers, or other suitable means, approved by Council until removed from the site. All manure containers shall be cleaned and disinfected at least once every seven (7) days.</p>
Cockatoos	2	Appropriate distance to avoid nuisance to adjoining premises	Cockatoos are generally not appropriate as domestic pets as they often present a significant noise nuisance.
Dogs	4 Over the age of 6 months	Appropriate distance to avoid nuisance to adjoining premises	<p>Dogs should be kept in numbers and breeds appropriate to the size of the property.</p> <p>Dog owners are responsible for ensuring that yards are kept in a healthy condition and faeces is suitably disposed of when exercising dogs in public areas.</p> <p>Pet Foods should not be left outside. They can be a source of nourishment for foxes and other animals.</p> <p>Pests including fleas, ticks, flies, lice, and wild rodents must be controlled.</p> <p>Owners should remain aware of any noise nuisance created by barking dogs as they are subject to noise and nuisance.</p>
Ferrets	4	3 metres	The keeping of ferrets is not recommended; however, where proper care (including appropriate secure cages) is available, the keeping of ferrets may be undertaken provided no nuisance is created. Cages should be adequate to prevent escape.
Geese, Turkeys & Ducks	2	9 metres	Poultry, domestic and guinea fowl requirements apply

Species	Maximum Number	Minimum Distance (from certain buildings)	Requirements
Goats (doe, wether and kid)	1 per 500m ²	9 metres	The keeping of goats in residential properties of less than 2,000m ² is not considered appropriate. A greater separation distance may be required by Council in particular cases.
Greyhounds	4	Appropriate distance to avoid nuisance to adjoining premises	Greyhounds must be registered under the Greyhound Racing Act 2017. Dog owners are responsible for ensuring that yards are kept in a healthy condition and faeces is suitably disposed of when exercising dogs in public areas. Greyhounds must satisfy the muzzling requirements of the requirements of the Companion Animals Regulation 2018 Owners should remain aware of any noise nuisance created by barking dogs as they are subject to noise and nuisance dog restrictions under Protection of the Environment Operations Act, 1997 & The Companion Animals Act, 1998
Horses (mare, gelding, colt, filly, foal, hinny, mule, donkey and/or ass)	1 per 2000m ²	9 metres	The keeping of horses in residential properties of less than 2,000m ² is not considered appropriate. A greater separation distance may be required by Council in particular cases. Fencing must be strong and durable to prevent escape. Stables and sheds must be hard paved and graded to drain. With regard to horses, manure shall be raked up daily and placed in suitable, fly proof containers, or other suitable means, approved by Council until removed from the site. All manure containers shall be cleaned and disinfected at least once every seven (7) days.
Pet rats, mice & guinea pigs	4 of each variety	3 metres	Rats and mice are to be kept indoors only in appropriate cages which are to be kept odour free. Care should be taken to prevent excessive breeding and must not be released into the environment.
Pigs	Nil	N/A	Pigs are Prohibited in residential zones. For zones where pigs are permitted other restrictions may apply, please contact Council for more information.
Poultry, other than fowls, including peafowl and other pheasants	10	9 metres	Poultry, domestic and guinea fowl requirements apply

Species	Maximum Number	Minimum Distance (from certain buildings)	Requirements
Poultry, domestic and guinea fowl	10	4.5 metres Council can however require the keeping of domestic poultry or fowl have a greater distance in some cases.	<p>Keeping of poultry must not create a nuisance or be dangerous or injurious to health. Poultry yards must at all times be kept clean and free from offensive odours. Council may, insist on the keeping of domestic poultry or guinea fowl at a greater distance than 4.5 metres in particular cases.</p> <p>Roosters are not permitted in residential areas</p> <p>Poultry yards must be enclosed to prevent escape of poultry.</p> <p>Yards must be kept clean and free from odours and vermin.</p> <p>The base of poultry enclosures must be paved with concrete or mineral asphalt unless situated on clean sand.</p> <p>Relevant clubs or associations may be contacted for advice to assist Council in resolving disputes.</p>
Pigeons	60 pairs – Registered racing pigeon owners 10 pairs – Non registered owners	9 metres	<p>Cages and aviaries must be of appropriate size and regularly cleaned.</p> <p>The State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 – outlines design particulars for the construction of aviaries that do not require Development Consent of the Council.</p> <p>All birds should be kept in accordance with the NSW Animal Welfare Code of Practice Number 4 – Keeping and Trading of Birds Registered bird breeders may keep more breeding/show birds but are subject to the requirements of the Protection of the Environment Operations Act.</p> <p>A National Parks and Wildlife permit is required to keep more than 19 protected birds, or if you wish to sell a protected bird.</p> <p>Noisy birds should be restricted in number and are subject to the requirements of the Protection of the Environment Operations Act.</p>
Rabbits	4	3 metres	<p>Must be domestic breed and kept in cage. Must not be released into environment.</p> <p>Live virus vaccines, eg fibroma (myxomatosis) vaccine, are prohibited without approval under clause 17A of the Biosecurity Regulation.</p>
Roosters	Prohibited in residential areas and village zones.	N/A	The keeping of roosters is not considered appropriate in residential areas due to noise.

Species	Maximum Number	Minimum Distance (from certain buildings)	Requirements
Reptiles	As appropriate in the circumstances with appropriate licences.	Appropriate distance to avoid nuisance to adjoining premises	National Parks and Wildlife Act, 1974 requires a Reptile Keeper's Licence to be held for anyone who keeps captive-bred reptiles. It is against the law to take reptiles from the wild. Advice on the keeping of reptiles should be sought from the National Parks and Wildlife Service in all cases. All species must be adequately housed to prevent escape. The keeping of snakes may cause concern to neighbours.
Sheep (ewe, wether, hogget & lamb)	1 per 500m ²	9 metres	The keeping of sheep in residential properties of less than 2,000m ² is not considered appropriate. A greater separation distance may be required by Council in particular cases.

2.2.2. Keeping of Animals – Table of Animals NOT Permitted

The following table provides a guideline for the keeping of animals in residential land and may be used in conjunction in maintaining a health and safe environment for the keeping of animals.

Species/Animal	Reason
Billy Goats	Aggression
Bulls	Aggression
Pigs	Local Government Prohibition
Rams	Aggression
Roosters	Noise
Jack	Aggression
Stallions	Aggression
Machos	Aggression

2.3. Compliance, monitoring and review

Council may take compliance or enforcement action to address any impact produced by the keeping of any animal(s), regardless of the number being kept or the distance from a dwelling.

An impact may include:

- a) noise
- b) odour
- c) effluent discharge
- d) drainage
- e) dust
- f) insect or pest generation and/or nuisance
- g) attract and/or harbour vermin
- h) roaming
- i) potential health risk
- j) potential safety risk
- k) visual impact

Where Council decides to take action to address any impact, such action will be undertaken in accordance with the Council's policies and procedures.

This policy will be reviewed at least once every term of Council.

Staff must maintain all records relevant to administering this policy in Council's recordkeeping system.

3. Related Documents

- *Prevention of Cruelty to Animals Act 1979*
- *Local Government Act 1993*
- *Environmental Planning and Assessment Act 1979*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *Protection of the Environment Operations Act 1997*
- *Public Spaces (Unattended Property) Act 2021*
- *Companion Animals Regulation 2018*
- *Gwydir Local Environmental Plan 2013*
- *Biosecurity Act 2015 (NSW)*
- *Greyhound Racing Act 2017*
- *Councils Code of Conduct*

4. Revision Record

Date	Version	Revision Details	Officer
Sept 2008	1.0	Document creation	ES Manager
July 2012	1.1	Document modified	Kirsty Smith
June 2024	1.2	Document reviewed	Saul Standerwick

8.10 New Bingara Administration Building

File Reference: NA

Delivery Program

Goal: 2. Building the business base

Outcome: 2.1 Our economy is growing and supported

Strategy: 1.1.3 Provide the right places, spaces and activities

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report is to confirm the membership of the New Administration Building Working Group.

TABLED ITEMS Nil

BACKGROUND

The previous Council had a working group to finalise the building design under the Chairmanship of the former Deputy Mayor, Catherine Egan. Catherine worked tirelessly to ensure that the building was replaced within Bingara following the demolition of the old building once the extent of the mould infestation became apparent. I suggest that Mrs Catherine Egan be appointed onto the working party as a community representative.

The estimated building construction cost is \$6,037,630.06.

The Working Group consisted of the former Bingara based Councillors and the relevant staff along with the building's design team from StruXi, a firm based in Toowoomba.

The Capital Expenditure Review documentation that the Council had to submit to the Office of Local Government regarding the project included a commitment to form an oversight working party to monitor the development during the construction stage.

The on-site representative of the appointed builder, Shay Brennan Constructions, will also be on the working party, which should meet at least monthly or more often as required. The Council's Project Manager, Mr Colin Cuell, will organise the meeting schedule together with the agenda for each meeting.

If the same general membership is continued as in the past with the addition of the community representative the group will consist of the following personnel:

Councillors	Mayor Galvin
	Cr Bishton
	Cr Crispin
	Cr Crump

	Cr Dixon OAM
Community	Mrs Catherine Egan
Staff	Mrs Leeah Daley Mrs Helen Thomas Mr Colin Cuell (Project Manager) An IT Representative as required
Design Team	StruXi Representative
Builder	Shay Brennan Constructions Representative

Of course, the regular meetings will be open to all Councillors who may wish to attend.

The quorum for each meeting will be at least 4 Working Group Members in attendance with at least two Councillors and the staff Project Manager.

The Bingara Administration Building Working Group will have the ability to make relatively minor decisions concerning the building's construction to not hold up the building's progress and may authorise the progressive milestone payments in accordance with the building contract following a recommendation from the staff and StruXi representative.

Any disputes, which cannot be resolved within the Working Group, will be referred to the General Manager or next Council Meeting depending on the substantive nature of the dispute.

OFFICER RECOMMENDATION

THAT the formation of the Bingara Administration Building Working Group, as outlined within this report, is adopted.

FURTHER that the Bingara Administration Building Working Group is authorised to make any relatively minor decisions regarding the building process and to approve the builder's payment claims on the advice of the Council's staff and the StruXi Representative.

ATTACHMENTS

Nil

8.11 Council's Investment Report December 2024 January 2025

File Reference:	NA
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Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.5 Provision of responsible internal governance

Author: Helen Thomas CFO

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

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

TABLED ITEMS Nil**BACKGROUND**

In accordance with Clause 19(3) of the Local Government (Financial Management) Regulation 1993, the following information provides details of Council's funds invested as at 31st December 2024 and 31st January 2025.

31st December 2024

Cash and Investments	
Total Investments	
Managed Funds	\$3,478,329.00
Grand Total Investments	\$3,478,329.00
Total Cash and Investments	
Investments	\$3,478,329.00
Cash at bank	\$29,098,283.84
Grand Total Cash and Investments	\$32,576,612.84
General Fund Cash	
Total cash and investments	\$32,576,612.84
LESS:	
Water fund*	-\$1,359,475.00
Sewer fund*	-\$1,388,881.00
Waste fund*	-\$4,698,289.00
Other restrictions:	
Employee leave entitlements*	-\$1,000,000.00
Bonds and deposits	-\$1,565,280.00
Unexpended grants*	-\$7,156,733.00
Developer contributions	-\$582,155.00
Asset Replacement Program	-\$625,267.00
Internal Restrictions*	-\$6,110,438.00
Admin Building Funding	-\$5,000,000.00
Discretionary General Fund Cash	\$3,090,094.84

31st January 2025**Cash and Investments****Total Investments**

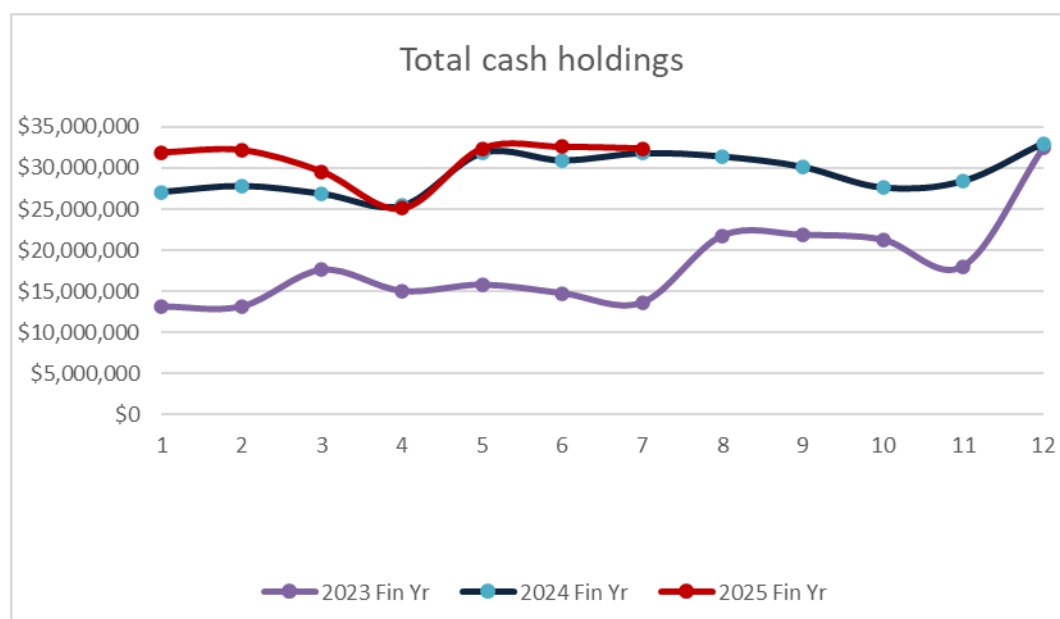
Managed Funds	\$3,489,970.00
Grand Total Investments	\$3,489,970.00

Total Cash and Investments

Investments	\$3,489,970.00
Cash at bank	\$28,885,386.50
Grand Total Cash and Investments	\$32,375,356.50

General Fund Cash

Total cash and investments	\$32,375,356.50
LESS:	
Water fund*	-\$1,314,558.00
Sewer fund*	-\$1,323,176.00
Waste fund*	-\$4,611,158.00
Other restrictions:	
Employee leave entitlements*	-\$1,000,000.00
Bonds and deposits	-\$1,565,280.00
Unexpended grants*	-\$7,240,774.00
Developer contributions	-\$582,155.00
Asset Replacement Program	-\$625,267.00
Internal Restrictions*	-\$5,784,611.00
Admin Building Funding	-\$5,000,000.00
Discretionary General Fund Cash	\$3,328,377.50



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

RATES COLLECTIONS

The graph below represents a comparative of the percentage collections for the current year against the two previous rating years. The current years collections are up to 31st January 2025.



Council Seal

During the month the Common Seal of Council was affixed to a Deed to action the following condition from DA 8/2022:

Kerb and gutter, including all associated driveway laybacks, stormwater drainage and earthworks, are to be constructed across the frontage of lots 1-7 in accordance with Council specifications. The design is to be provided to and approved by the Council's Director of Engineering Services prior to the issue of a Subdivision Construction Certificate. All costs of the installation of the kerb and gutter and any associated works are the entirely responsibility of the owner/developer. The Deed was sealed prior to the issue of a Subdivision Certificate.

OFFICER RECOMMENDATION

THAT the Council's Investment Report for December 2024 and January 2025 is adopted.

FURTHER that the Council's Seal be affixed to the documentation relating to DA 8/2022 is noted.

ATTACHMENTS

Nil

8.12 Quarterly Financial Report (Budget Review)

File Reference:	NA
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Delivery Program

Goal: 5. Organisational management

Outcome: 5.1 Corporate management

Strategy: 5.1.1 Financial Management and accountability systems

Author: Helen Thomas CFO

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

This report recommends that the December Quarter Budget Review Statement be noted and that the December Quarter budget adjustments be approved.

TABLED ITEMS Nil**BACKGROUND**

This report is required under the Local Government Act and associated Regulations.

COMMENT

The commentary in this report is directed at overall results. The impact on individual business units and by implication the associated service levels has not been assessed - this is the responsibility of individual directors and managers.

This quarter shows adjustments against several resource groups within Council. There have been adjustments within income that relate to expected increases in user fees, interest and investment income and recycling income. Adjustments within expenditure are to improve accuracy of the works programs and the works that will be completed by the end of the financial year.

The adjustments being included have a positive impact on Council's bottom line and do not affect Council's financial position.

STATUTORY ENVIRONMENT

Local Government Act 1993 and associated regulations. A quarterly budget review is due within 2 months of the end of each quarter under the requirements of Clause 203 of the Local Government (General)

Regulation 2005:

203 Budget review statements and revision of estimates

1. Not later than 2 months after the end of each quarter, the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the management plan that the council has adopted for the relevant year, a revised estimate of the income and expenditure for that year.
2. A budget review statement must include or be accompanied by:
 1. a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and
 2. if that position is unsatisfactory, recommendations for remedial action.
3. A budget review statement must also include any information required by the Code to be included in such a statement.

OFFICER RECOMMENDATION

THAT the December Quarter Budget Review Statement be noted.

FURTHER that the December Quarter budget adjustments be approved.

ATTACHMENTS

1. Dec 23024 QBRS [8.12.1 - 9 pages]

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

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Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

31 December 2024

It is my opinion that the Quarterly Budget Review Statement for Gwydir Shire Council for the quarter ended 30/09/23 indicates that Council's projected financial position at 30/6/24 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:

Thomas

date:

5/2/2025

Helen Thomas
Responsible Accounting Officer

Gwydir Shire Council

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2024

Income & Expenses - Council Consolidated

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

	Original Budget 2023/24	Approved Changes			Carry Forwards	Other than by QBRs	Revised Budget 2023/24			Notes Dec Qtr	Projected Year End Result	Actual YTD figures
		QBRs	Sep QBRs	Dec QBRs								
Income												
Rates and Annual Charges	(12,542,870)		(27,400)				(12,570,270)		-79214		(12,649,484)	(12,707,636)
User Charges and Fees	(3,228,700)		(172,519)				(3,401,219)		-147729		(3,548,948)	(2,113,670)
Interest and Investment Revenues	(520,559)		(305,081)				(825,640)		-15787		(841,427)	(631,068)
Other Revenues	(5,619,232)		8,587				(5,610,645)		-245675		(5,856,320)	(879,004)
Grants & Contributions - Operating	(14,154,700)		(700,057)				(14,854,757)		592124		(14,262,633)	(6,276,095)
Grants & Contributions - Capital	(22,761,257)		(3,420,040)				(26,181,297)		4339172		(21,842,125)	(7,399,109)
Net gain from disposal of assets	(700,000)		-				(700,000)				(700,000)	-
Transfer from Reserves	(750,000)		(1,293,678)				(2,043,678)				(2,043,678)	-
Total Income from Continuing Operations	(60,277,318)	-	(5,910,188)	-	-	-	(66,187,506)	4,442,891			(61,744,615)	(30,006,582)
Expenses												
Employee Costs	17,126,252		1,150,678				18,276,930		-9767		18,267,163	8,363,599
Borrowing Costs	612,477		-				612,477				612,477	297,242
Materials & Contracts	42,889,473		4,345,985				47,235,458		-4491696		42,743,762	28,063,716
Depreciation	10,373,591		-				10,373,591		5348		10,378,939	5,189,470
Legal Costs	10,000		-				10,000				10,000	
Consultants	281,500		130,113				411,613				411,613	223,761
Other Expenses	3,665,453		(12,770)				3,652,683		-13564		3,639,119	2,291,689
Net Loss from disposal of assets	-						-				-	209,024
Total Expenses from Continuing Operations	74,968,746	-	5,614,006	-	-	-	80,572,752	(4,509,679)			76,063,073	44,638,501
Net Operating Result from Continuing Operator	14,681,428	-	(296,182)	-	-	-	14,385,246	(66,788)			14,318,458	14,631,919
Discontinued Operations - Surplus/(Deficit)							-				-	
Net Operating Result from All Operations	14,681,428	-	(296,182)	-	-	-	14,385,246	(66,788)			14,318,458	14,631,919
Net Operating Result before Capital Items	37,442,685	-	3,123,858	-	-	-	40,566,543	(4,405,960)			36,160,583	22,031,028

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
Rates and Annual Charges	Adjustment in line with expected EOY results
User Fees	Increases expected in camping fees, cemetery, rental and hall hire departments.
Interest and Investment	Change in banking structure to increase interest income
Other revenues	Steel recycling adjustment
Operating Grants	Road maintenance funding adjustment in line with works program
Capital Grants	Gravesend water capital works will not occur this financial year Adjustments to Road capital works program
Materials and Contracts	Decrease in line with grant funding reductions for works program
Other Expenses	Reduction in miscellaneous costs across business units

Gwydir Shire Council

Capital Budget Review Statement

Budget review for the quarter ended 31 September 2024

Capital Budget - Council Consolidated

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

	Original Budget 2023/24	Approved Changes				Revised Budget 2023/24	Variations for this Sep Qtr	Notes	Projected Year End Result
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs				
Capital Expenditure									
New Assets									
- Plant & Equipment	1,500,000					1,500,000			1,500,000
- Land & Buildings	5,600,000					5,600,000			5,600,000
- Other		-				-			-
Renewal Assets (Replacement)									
- Plant & Equipment	-			902,689		902,689			902,689
- Land & Buildings	-			982,719		982,719			982,719
- Roads, Bridges, Footpaths	16,852,362			1,444,707		18,297,069	-1548681		16,748,388
Materials	-					-			-
Loan Repayments (Principal)	-					-			-
Waste	-			-		-			-
Water supply	3,040,000			-		3,040,000	-3040000		-
Sewerage services	140,000			-		140,000			-
Total Capital Expenditure	27,132,362	-	-	3,330,115	-	30,462,477	(4,588,681)		25,873,796
Capital Funding									
Rates & Other United Funding	600,000			69,799		669,799			669,799
Capital Grants & Contributions	17,852,362			3,260,316		21,112,678	-1548681		19,563,997
Reserves:	-					-			-
- External Restrictions/Reserves	-					-			-
- Internal Restrictions/Reserves	5,000,000			-		5,000,000			5,000,000
New Loans				-		-			-
Receipts from Sale of Assets									
- Plant & Equipment	500,000			-		500,000			500,000
Waste	-					-			-
Water supply	3,040,000			-		3,040,000	-3040000		-
Sewerage services	140,000			-		140,000			-
Total Capital Funding	27,132,362	-	-	3,330,115	-	30,462,477	(4,588,681)		25,873,796
Net Capital Funding - Surplus/(Deficit)	-	-	-	-	-	-	-		-

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
	Changes to this quarter include the reduction of the Gravesend Water project that will not occur this financial year. Also adjustments to the capital funding aligned with the capital works road program for the remaining financial year.

Gwydir Shire Council

Cash & Investments Budget Review Statement

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Budget review for the quarter ended 30 September 2023

Cash & Investments - Council Consolidated

(\$000's)	Original Budget 2023/24	Approved Changes				Revised Budget 2023/24	Variations for this Sep Qtr	Notes Projected Year End Result	Actual YTD figures
		Carry Forwards	Other than by QBRs	Sep QBRs	Dec QBRs				
Externally Restricted ⁽¹⁾									
Aged Care Bonds	515,000					515,000		515,000	1,410,000
Developer Contributions	856,000					856,000		856,000	582,155
Water	1,300,000					1,300,000		1,300,000	1,359,475
Sewer	1,500,000					1,500,000		1,500,000	1,388,881
Domestic Waste Management	4,400,000					4,400,000		4,400,000	4,698,289
Contracted Liabilities	15,000,000					15,000,000		15,000,000	7,156,733
Total Externally Restricted	23,571,000	-	-	-	-	23,571,000	-	23,571,000	16,595,533
(1) Funds that must be spent for a specific purpose									
Internally Restricted ⁽²⁾									
Employee Leave Entitlement	900,000					900,000		900,000	1,000,000
Trust Accounts	70,000					70,000		70,000	156,238
Total Internally Restricted	970,000	-	-	-	-	970,000	-	970,000	1,156,238
(2) Funds that Council has earmarked for a specific purpose									
Unrestricted (ie. available after the above Restricti	4,459,000	-	-	-	-	4,459,000	-	4,459,000	14,824,842
Total Cash & Investments	29,000,000	-	-	-	-	29,000,000	-	29,000,000	32,576,613

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24

Gwydir Shire Council

Contracts Budget Review Statement

Budget review for the quarter ended 31 December 2024

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value to date	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Roger Moore Pty Ltd	GWY_2024_T01 Supply and Delivery of Bulk Fuels (Warialda, North Star)	\$700,000 Annually	1-Oct-24	5 Years + 1 Year	Y	
Northwest Petroleum Pty Ltd	GWY_2024_T01 Supply and Delivery of Bulk Fuels (Bingara)	\$500,000 Annually	1-Oct-24	5 Years + 1 Year	Y	
Red Energy	LGP006 Electricity supply to Large Sites and Street Lighting	TBA	1-Jan-25	7 Years	Y	
				40 weeks from		
Shay Brennan Constructive Struxi	231967 Construction of Bingara Administration Centre	6,037,630	7-Aug-24	date of possession	Y	
AGL	LGP Contract Small Sites Electricity	\$350k - \$450k	1-Jan-23	24 Months	Y	
JR Richards	Waste collection and processing	\$350k - \$450k P/A	1-Oct-23	120 Months	Y	

Gwydir Shire Council

Quarterly Budget Review Statement
for the period 01/10/24 to 31/12/24**Consultancy & Legal Expenses Budget Review Statement**

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	223,761	y
Legal Fees	-	y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Comments

Expenditure included in the above YTD figure includes: Project Management and Governance consultants.

8.13 National General Assembly Motion

File Reference: NA

Delivery Program

Goal: 4. Proactive regional and local leadership

Outcome: 4.2 We work together to achieve our goals

Strategy: 4.2.1 Build strong relationships and shared responsibilities

Author: General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/SUMMARY RECOMMENDATION

This report recommends the submission of a motion to the ALGA National General Assembly in Canberra regarding the inadequate mobile and internet being experienced by rural and remote communities.

TABLED ITEMS Nil

BACKGROUND

There are increasing examples of the basic coverage required being off-line, which causes severe disruption the commercial communities within rural and remote communities.

An urgent evaluation of the current telecom arrangements should be undertaken to ensure that the overall system remains fit for purpose now and into the future.

COMMENT

The following motion will be submitted to the Assembly's organising group for consideration:

THAT the National General Assembly urgently request the Federal Government to undertake a comprehensive review of the adequacy of the existing service charter obligations for the universal delivery of acceptable mobile and internet services to rural and remote communities.

OFFICER RECOMMENDATION

THAT the outlined motion be submitted to the ALGA National General Assembly for consideration.

ATTACHMENTS

Nil

8.14 Harrisia Cactus**File Reference:** NA**Delivery Program****Goal:** 3. An environmentally responsible shire**Outcome:** 3.2 We use and manage our natural resources wisely**Strategy:** 3.1.3 Value, protect and enhance our natural environment**Author:** General Manager**STAFF DISCLOSURE OF INTEREST Nil****IN BRIEF/SUMMARY RECOMMENDATION**

The staff has been requested to table the attached correspondence regarding Harrisia Cactus.

TABLED ITEMS Nil**BACKGROUND**

This letter was unexpected as the Northern Slopes Landcare Association has been aware of the Harrisia Cactus infestation site on Mosquito Creek Road since 2015 when the Council advised it of the infestation, so it is not a new incursion.

COMMENT

The general status for the region is Containment, see attached Weed Management Plan 2023-2027) but the Shire is in the core infestation area.

The Shire is an active member of the Northwest Harrisia Cactus taskforce and work with the Harrisia Cactus project Officer, the writer of the attached correspondence.

The Shire divides the available resources amongst the competing interests of the weeds affecting the Shire. The correspondent is solely focused on the one weed.

Everything North of the Gwydir Highway is designated as the Harrisia Cactus core infestation area.

Within the core infestation zone: Land managers should mitigate spread of the plant from their land. A person should not buy, sell, move, carry or release the plant into the environment. Land managers should reduce the impact of the plant on assets of high economic, environmental and/or social value.

Harrisia Cactus is being handled in line with the attached adopted Weed Management Plan 2023-2027.

OFFICER RECOMMENDATION**THAT the information is noted.**

ATTACHMENTS

1. North West Regional Strategic Weed Management Plan 2023-2027 [8.14.1 - 1 page]
2. Landcare Correspondence [8.14.2 - 1 page]

Regional priority weed category – CONTAINMENT:

These weeds are widely distributed in the region. While broad scale elimination is not practicable, minimisation of the biosecurity risk posed by these weeds is reasonably practicable.

Harrisia cactus - Harrisia martini and H. tortuosa

Land area where requirements apply	Outcomes to demonstrate compliance with general biosecurity duty	Strategic response in the North West region
<p>An exclusion zone is established for all lands in the region, except the core infestation area comprising the:</p> <ul style="list-style-type: none"> Gwydir Shire Council and Moree Plains Shire Council 	<p>Whole of region:</p> <ul style="list-style-type: none"> Land managers should mitigate the risk of the plant being introduced to their land <p>Within exclusion zone:</p> <ul style="list-style-type: none"> Land managers should eradicate the plant from the land and keep the land free of the plant A person should not deal with the plant, where dealings include but are not limited to buying, selling, growing, moving, carrying or releasing the plant Notify local control authority if found. <p>Within core infestation:</p> <ul style="list-style-type: none"> A person should not buy, sell, move, carry or release the plant into the environment Land managers should reduce the impact of the plant on assets of high economic, environmental and/or social value. <p>The following legislative requirement also applies: Mandatory Measure (Division 8, Clause 33 Biosecurity Regulation 2017) A person must not import into the State or sell.</p>	<p>Within exclusion zone:</p> <ul style="list-style-type: none"> Establish agreed quarantine and/or hygiene protocols Surveillance and mapping to locate all infested properties and maintain currency of exclusion zone and objectives Monitor change in current distribution to ensure containment of spread High level analysis of pathways to identify potential introduction areas and preventative options. <p>Within core infestation:</p> <ul style="list-style-type: none"> Identification of key sites/assets in the geographic area Identification of regional containment zones where required Develop region-wide coordinated campaigns for collaborative management Species should be managed in accordance with published weed management plans issued by local control authorities.

Northern Slopes Landcare Association
65 Maitland Street, Bingara. 2404

RECEIVED
11 FEB 2025

Gwydir Shire Council



11th February 2025

To Gwydir Shire Councillors,

I am writing to you with concerns about *Harrisia Cactus* within the Gwydir Shire and the risks associated with this invasive weed. I also feel the need to bring your attention to the recently found *Harrisia Cactus* incursion on Mosquito Creek Rd.

This incursion is a major concern as it is the most easterly known incursion of this invasive weed within NSW. It is approximately only 10km away from the LLS containment line, the Gwydir Highway.

The incursion is within the Gwydir LGA, although close to the Moree Shire border. Plants have been identified along the road corridors, TSR and private properties. Gwydir biosecurity officers have sprayed the plants on part of the road corridor and LLS TSR is planning a large, contracted spraying programme. I feel that it would be beneficial if our local councillors were made aware of the threats that this cactus causes to not only our local landholders but also to the wider community.

This cactus has the potential to become worse than the Prickly Pear, with landholders in other *Harrisia* affected areas being forced to either sell their land or make the hard and costly decision to change from grazing to cropping enterprises. As seen before with the Prickly Pear outbreak this has a flow on effect not only with the local economy, but also with social morale and possibly putting an added strain to our already strained medical professionals.

I would like to request that perhaps you could include a visit to the *Harrisia* incursion on Mosquito Creek Rd in your planned district bus trip. I could meet you there and give a quick 10-minute talk and show your team the extent and risks of this incursion.

Looking forward to hearing from you,

A handwritten signature in black ink, appearing to read "D. Bancroft".

Debi Bancroft
Northern Slopes Landcare Association
Harrisia Cactus Project Officer

cacti@nsula.net.au

0438 353 519

9 COUNCILLORS' REPORTS

10 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

Confidential Organisation and Community Services

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

6-8 Saleyards Road, Bingara Lots 336,337 and 338 DP 822887

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

Personnel Matter

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

11 CLOSURE