



MINUTES ORDINARY MEETING

GWYDIR SHIRE COUNCIL

THURSDAY 25 MARCH 2021

COMMENCING AT 9:00 AM

ROXY MEETING ROOM BINGARA

Present:

Councillors: Cr. John Coulton (Mayor), Cr. Catherine Egan (Deputy Mayor), Cr. Geoff Smith, Cr. David Coulton, Cr Stuart Dick, and Cr Frances Young

Staff: Max Eastcott (General Manager), Leeah Daley (Deputy General Manager), Helen Thomas (Manager, Finance), Alex Eddy (Manager, Engineering Services), Ruby Mitchell (Information Services Records Officer), Saul Standerwick (Planning and Environment Manager) and Thais Simpson (Administration Assistant)

Public: Mr Rod King and Mrs Kim Miller

Visitor: Mr Chris Turner for presentation

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Chairman

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OFFICIAL OPENING AND WELCOME – MAYOR

APOLOGIES Crs Dixon OAM, Tiffany Galvin, Egan and Moore

**COUNCIL RESOLUTION:
MINUTE 39/21**

THAT the apologies of Crs Dixon OAM, Tiffany Galvin, Egan and Moore are accepted.

(Moved Cr Dick, seconded Cr Young)

CONFIRMATION OF THE MINUTES

**COUNCIL RESOLUTION:
MINUTE 40/21**

THAT the Minutes of the previous Council Meeting held on Thursday 25 February 2021 as circulated be taken as read and CONFIRMED.

(Moved Cr D Coulton, seconded Cr Smith)

PRESENTATION

Mr Chris Turner – see Item 4 Economic and Business Development Presentation.

CALL FOR THE DECLARATIONS OF INTERESTS AND CONFLICTS OF INTEREST - Cr Smith indicated a non-pecuniary interest in the late item concerning 123 High Street Warialda due to an interest in the real estate office dealing with the potential sale.

**ADDITIONAL/LATE ITEMS
COUNCIL RESOLUTION:
MINUTE 41/21**

THAT the following item, namely:

- 1. Email regarding 123 High Street Warialda (Confidential)**

is accepted as a late item onto this Agenda for discussion.

(Moved Cr Young, seconded Cr D Coulton)

COMMITTEE OF THE WHOLE – CONFIDENTIAL ITEMS
COUNCIL RESOLUTION:
MINUTE 42/21

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

(Moved Cr D Coulton, seconded Cr Dick)

ADOPTION OF THE RECOMMENDATIONS OF THE CONFIDENTIAL SESSION

COUNCIL RESOLUTION:
MINUTE 43/21

THAT the recommendations of the Confidential Session, namely:

Staff Matters (Ref: 44/21)

THAT the report be received.

Dog Breeding Facility Inspection (Ref: 45/21)

THAT the report of the inspection conducted on Tuesday 12 January 2021 be received and noted.

FURTHER that action be commenced to ensure compliance with the requirements of the existing approval.

FURTHER that the RSPCA be advised that the Council has grave concerns about the operation of this facility and requests that the Council be kept informed of all legal action initiated for this site by the RSPCA (Ref: 46/21).

Councillors Reports

THAT the reports regarding the following matters are noted:

**Engineering Updates - storm event and Warialda Heavy Vehicle By-pass (Ref: 47/21);
Location of Council's Ordinary Meetings (Ref: 48/21);
and;
Use of 47 Hope Street Warialda (Ref: 49/21)**

are adopted.

(Moved Cr D Coulton, seconded Cr Young)

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Item 1 Committee Recommendations to Council

FILE REFERENCE 21/5774

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is for the consideration of the recommendations from the Public Infrastructure and Community Services & Planning Committees.

TABLED ITEMS	Nil
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COMMITTEE RECOMMENDATIONS

Public Infrastructure Committee

Monthly Technical Services Report for February 2021

THAT the monthly Technical Services Report for February 2021 be received and noted.

Community Services & Planning Committee

Request from the Warialda Chamber of Commerce (Confidential)

THAT the Council not proceed with any further land purchases, not included in its adopted budget, at this time.

FURTHER that the Council will consider any application to use Council controlled land for regular or special event markets upon application.

Monthly Town Utilities Report for February 2021

THAT the Monthly Town Utilities Report for February 2021 report be received.

Change of Use of an Existing Building from a Dwelling to a Neighbourhood Shop/Café/Take Away Food and Drink Premises

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THAT this report be received, noted and that the proposal for the change of use of the existing building from a dwelling (Class 1a) to neighbourhood shop/café/take away food and drink premises (Class 6), including:

- internal and external building alterations (kitchen, shop floor area, storage area, staff water closet, closure of window, relocation of front door and windows and addition of a side door to access outdoor dining deck)
- the addition of a 31.82 square metre outdoor dining area/deck (enclosed with a balustrade and accessibility ramp with direct access from the footpath)
- the installation of a rear lane access to be provided by the Council, and
- the installation of an enclosed self-serve ice unit with continual and direct access from the footpath along Railway Parade located on the property known as Lot 94 DP 664155, 49 Railway Parade, Gravesend, be approved subject to the attached draft schedule of conditions.

FURTHER that the existing fence between 49 and 51 Railway Parade be replaced with a 2100mm high solid fence. This fence is to run from the front boundary line to a point level with the rear of the detached dwelling located at 51 Railway Parade, Gravesend (approximately 25 metres). Where the fence is located on a slope the fence must not be more than 2400mm above ground level (existing) at each step. The fence shall be completed prior to the operation of the business.

Councillors' Reports

THAT the following Councillors' reports are noted:

- Bingara Swimming Pool;
- Minister Pavey Visit;
- Graze of the Gwydir Event;
- Long Street and Gragin Road Intersection Maintenance; and;
- I B Bore Road.

ATTACHMENTS

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There are no attachments for this report.

**COMMITTEE RECOMMENDATIONS :
MINUTE 50/21**

Public Infrastructure Committee

Monthly Technical Services Report for February 2021 (Ref: 51/21)

THAT the monthly Technical Services Report for February 2021 be received and noted.

Community Services & Planning Committee (Ref: 52/21)

Request from the Warialda Chamber of Commerce (Confidential)

THAT the Council not proceed with any further land purchases, not included in its adopted budget, at this time.

FURTHER that the Council will consider any application to use Council controlled land for regular or special event markets upon application.

Monthly Town Utilities Report for February 2021 (Ref: 53/21)

THAT the Monthly Town Utilities Report for February 2021 report be received.

Change of Use of an Existing Building from a Dwelling to a Neighbourhood Shop/Café/Take Away Food and Drink Premises (Ref: 54/21)

THAT this report be received, noted and that the proposal for the change of use of the existing building from a dwelling (Class 1a) to neighbourhood shop/café/take away food and drink premises (Class 6), including:

- **internal and external building alterations (kitchen, shop floor area, storage area, staff water closet, closure of window, relocation of front door and windows and addition of a side door to access outdoor dining deck)**
- **the addition of a 31.82 square metre outdoor dining area/deck (enclosed with a balustrade and accessibility ramp with direct access from the footpath)**
- **the installation of a rear lane access to be provided by the Council, and**
- **the installation of an enclosed self-serve ice unit with continual and direct access from the footpath along Railway Parade located on the property known as Lot 94 DP 664155, 49 Railway Parade, Gravesend, be approved subject to the**

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attached draft schedule of conditions.

FURTHER that the existing fence between 49 and 51 Railway Parade be replaced with a 2100mm high solid fence. This fence is to run from the front boundary line to a point level with the rear of the detached dwelling located at 51 Railway Parade, Gravesend (approximately 25 metres). Where the fence is located on a slope the fence must not be more than 2400mm above ground level (existing) at each step. The fence shall be completed prior to the operation of the business.

Councillors' Reports (Ref: 55/21)

THAT the following Councillors' reports are noted:

- **Bingara Swimming Pool (Ref: 56/21);**
- **Minister Pavey Visit (Ref: 57/21);**
- **Graze of the Gwydir Event (Ref: 58/21);**
- **Long Street and Gragin Road Intersection Maintenance (Ref: 59/21); and;**
- **I B Bore Road (Ref: 60/21).**

(Moved Cr D Coulton, seconded Cr Dick)

Item 2 Possible change to the Code of Meeting Practice

FILE REFERENCE 21/5828

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY

STRATEGY: 4.1.1 Encourage an informed community - GM - external

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends that the Council indicate its support for the proposed changes to the Office of Local Government.

TABLED ITEMS Nil

BACKGROUND

The current arrangement, due to COVID 19 protocols, allowing Councillors to participate in Council Meetings remotely using audio visual links will expire from 25th March 2021.

The OLG has received requests from some Council's for the ability to access remotely to remain an option.

The attached OLG Circular and Consultation Paper outline the response from the OLG to these requests.

The OLG has requested a response to the following three issues:

- *Do you support the proposed changes to the Model Meeting Code to allow councillors to attend meetings remotely by audio-visual link?*
- *Do you have any concerns about the proposed changes? What are your concerns?*
- *Do you have any suggestions for how the proposed new provisions could be improved?*

The Council's submission is required before Monday 3rd May 2021.

Of course any individual Councillor may also make a submission if they so wish.

COMMENT

The OLG Circular states that the proposed changes will not be mandatory and each council can choose whether to include them in their adopted codes of

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meeting practice. On this basis there does not appear to be any valid reason to withhold this Council's support for the initiative being put forward.

CONCLUSION

The Council's response to the following three statements are bolded following the each individual matter:

- *Do you support the proposed changes to the Model Meeting Code to allow councillors to attend meetings remotely by audio-visual link?*

Gwydir Shire Council supports the proposed changes as outlined in the Consultation Paper.

- *Do you have any concerns about the proposed changes? What are your concerns?*

Gwydir Shire Council does not have any concerns with the changes as outlined.

- *Do you have any suggestions for how the proposed new provisions could be improved?*

Gwydir Shire Council does not have any improvement suggestion.

OFFICER RECOMMENDATION

THAT the report be received and that the Council's submission to the Consultation Paper be as outlined in the report.

ATTACHMENTS

AT- OLG Circular

AT- Consultation Paper

COUNCIL RESOLUTION: MINUTE 61/21

THAT the report be received and that the Council's submission to the Consultation Paper be as outlined in the report.

(Moved Cr Young, seconded Cr Smith)



Office of
Local Government

Circular to Councils

Circular Details	21-01 / 9 March 2021 / A754070
Previous Circular	20-37 <i>Status of special COVID-19 measures</i>
Who should read this	Councillors / General Managers / All council staff
Contact	Council Governance / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement / Response to OLG

Transitioning back to in-person council and committee meetings and consultation on proposed changes allowing remote attendance at meetings

What's new or changing

- The "prescribed period" for the purposes of section 747A of the *Local Government Act 1993* (the Act) during which the requirement for councillors and members of the public to attend meetings is satisfied if the meeting is held in whole or in part remotely using audio visual links, expires on **25 March 2021**.
- The Government recognises that most councils have successfully implemented remote attendance by councillors at meetings by audio-visual link during the COVID-19 pandemic and that some councils have called for the option of remote attendance to be made available to them on an ongoing basis to encourage greater diversity of representation.
- The Office of Local Government (OLG) has issued a consultation paper, *Remote Attendance by Councillors at Council Meetings*, to seek the views of councils and others on proposed amendments to the *Model Code of Meeting Practice for Local Councils in NSW* (Model Meeting Code) to allow councils to permit **individual** councillors to attend meetings remotely by audio-visual link in certain circumstances. The proposed new provisions will not be mandatory, and councils will be able to choose whether to include them in their adopted codes of meeting practice.
- The consultation paper is available on OLG's website at www.olg.nsw.gov.au. Submissions are due by COB **3 May 2021**.
- While OLG is consulting on the proposed amendments to the Model Meeting Code, amendments will be made to the *Local Government (General) Regulation 2005* (the Regulation) to allow councils to permit individual (but not all) councillors to attend meetings by audio-visual link. The amendments will be temporary and will expire on **31 December 2021**. Further guidance will be provided on the interim arrangements when the Regulation amendment is made.

What this will mean for your council

- The Regulation will be amended while OLG consults on the proposed amendments to the Model Meeting Code to allow councils to give approval for individual (but not all) councillors to attend meetings remotely. The amendments will be temporary and will expire on **31 December 2021**. The Regulation amendments will not allow whole councils to meet remotely by audio-visual link.
- Under the Regulation amendments, the decision to permit councillors to attend and participate in meetings remotely by audio-visual link will be one that is at

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Strengthening local government

each council's discretion. Councils should only give approval for councillors to attend meetings by audio-visual link in exceptional circumstances, for example, because the councillor is prevented from attending the meeting due to illness, disability, carer responsibilities, a natural disaster or because the councillor is away from the local area on council related business.

- From **26 March 2021**, councils will once again be required under section 10 of the Act to permit members of the public to attend meetings in person, subject to the requirements of any Public Health Order in force at the time and social distancing requirements. Councils can limit the number of members of the public attending meetings to comply with the Public Health Order and to ensure appropriate social distancing.
- As of **12 February 2021**, the number of persons permitted to attend council and committee meetings in addition to councillors and staff under the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2021* (the Public Health Order) has been increased. Up to 25 persons may attend meetings. Councils can permit more than 25 persons to attend meetings provided the size of the meeting venue is sufficient to ensure there is at least 2 square metres of space for each person at the meeting venue. Councillors and council staff are not to be counted when calculating the space available for each person at the meeting venue and the number of persons who are attending a meeting.
- The number of persons permitted to attend meeting venues under the Public Health Order is the **maximum permissible**. Councils should continue to ensure appropriate social distancing is practiced at meetings and should undertake their own risk assessment of meeting venues and apply whatever COVID mitigation strategies may be necessary to ensure appropriate social distancing is practiced at meetings.
- Where councils are required to limit the number of members of the public attending meetings, they should consider livestreaming their meetings to ensure excluded members of the public can view them in real time.

Key points

- OLG is seeking the views of councils and others on the proposed amendments to the Model Meeting Code.
- If adopted by councils, under the proposed new provisions, councils will be able to give approval for individual councillors to attend a meeting remotely by audio-visual link where the councillor is prevented from attending the meeting because of ill health, disability, carer responsibilities, natural disaster or, on a limited number of occasions in each year, because they are absent from the local area due to a prior work commitment.
- The proposed new provisions will not be mandatory, and councils can choose whether to include them in their adopted codes of meeting practice.
- Submissions may be made to olg@olg.nsw.gov.au, labelled 'Remote attendance at council and committee meetings' and marked to the attention of OLG's Council Governance Team.
- Submissions should be made before COB 3 May 2021.

Where to go for further information

- More information on the current Public Health Order is available [here](#).
- The *Remote Attendance by Councillors at Council Meetings* consultation paper is available on OLG's website at www.olg.nsw.gov.au.

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- Further guidance will be provided on the interim Regulations allowing councillors to attend meetings remotely once they are made.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

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Chairman

Remote Attendance by Councillors at Council Meetings

Consultation Paper

March
2021



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Overview

Temporary amendments were made to the *Local Government Act 1993* (the Act) in March 2020 in response to the COVID-19 pandemic allowing councillors to participate in meetings remotely by audio-visual link. The amendments allowing remote attendance are time limited and will automatically expire on 25 March 2021.

Most councils have successfully implemented remote attendance by councillors at meetings by audio-visual link during the pandemic. Some councils have called for the option of remote attendance to be made available to them on an ongoing basis to encourage greater diversity of representation.

The Government agrees that allowing remote attendance by councillors at meetings may serve to remove some of the impediments that currently prevent underrepresented groups from serving on their local councils.

The Government is therefore proposing to amend the *Model Code of Meeting Practice for Local Councils in NSW* (Model Meeting Code) to include non-mandatory provisions that allow councils to permit councillors to attend council and committee meetings remotely by audio-visual link in certain circumstances.

While councils will be required to resume meeting in person from 26 March 2021, as an interim measure, the *Local Government (General) Regulation 2005* will be amended to allow councils to permit individual (but not all) councillors to attend meetings remotely until 31 December 2021 pending the changes to the Model Meeting Code.

While the Government strongly supports the objective of encouraging greater diversity of representation on councils, this should be counterbalanced by the need to ensure communities are effectively represented by

their elected councillors. The Government believes that to be effective local elected representatives, councillors need to live or work in the area and should exercise their duties diligently. Councillors should not, for example, be permitted to move interstate or overseas and attend every third meeting remotely to collect their fees. Councillors should also not be permitted to attend meetings while at work where their attention may be focussed on matters other than council business.

To ensure this does not occur, the grounds on which councillors will be permitted to attend meetings by audio-visual link will be limited. Under the proposed new provisions, councils will only be able to give approval for individual councillors to attend a meeting remotely by audio-visual link where the councillor is prevented from attending the meeting because of ill health, disability, carer responsibilities, natural disaster or, on a limited number of occasions in each year, because they are absent from the local area due to a prior work commitment.

The Government recognises that remote attendance by councillors at meetings by audio-visual link may not be supported by all councils or may pose insurmountable logistical and technological challenges for some councils. For this reason, the proposed new provisions will not be mandatory, and councils can choose whether to include them in their adopted codes of meeting practice.

What is being proposed?

■ **The proposed amendments will allow councillors to attend meetings by audio-visual link with the approval of the council in certain circumstances.**

"Audio-visual" link will be defined as "a facility that enables audio and visual communication between persons at different places".

Under the proposed amendments, a councillor will be permitted to attend a meeting of the council or a committee of the council by audio-visual link with the prior approval of the council or the committee, or approval granted by the council or committee at the meeting concerned, where they are prevented from attending the meeting in person because of ill health, disability, carer responsibilities or natural disaster.

A councillor will also be permitted to attend a meeting of the council or a committee of the council by audio-visual link with the prior approval of the council or committee, or approval granted by the council or committee at the meeting concerned, where they are prevented from attending the meeting because they are absent from the local area due to a prior work commitment. However, a councillor will not be permitted to attend an ordinary or extraordinary meeting of the council or a meeting of a committee of the council by audio-visual link on these grounds on any more than three occasions in each year (inclusive of all ordinary, extraordinary and committee meetings attended by the councillor by these means).

Where a councillor is proposing to seek the council's or a committee's approval to attend a meeting by audio-visual link at the meeting concerned, they must first give the general manager at least 5 working days' notice that they will be seeking the council's or committee's approval, to allow sufficient time for the necessary arrangements to be made for them to attend the meeting remotely, should the council or committee give its approval.

Where attending a meeting by audio-visual link, councillors will be required to do so from a location within NSW or within 100km of the NSW border.

■ **As with decisions to grant a leave of absence under the existing provisions of the Model Meeting Code, the decision to permit a councillor to attend a meeting by audio-visual link is one that will be at the council's or committee's discretion.**

The council or committee will be required to act reasonably when considering whether to grant a councillor's request to attend a meeting by audio-visual link.

However, the council or committee will be permitted to refuse a councillor's request to attend a meeting by audio-visual link, where the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or comply with the council's code of meeting practice on one or more previous occasions when they have attended a meeting by audio-visual link.

➤ **When attending meetings by audio-visual link, meeting rules and standards will apply to councillors in the same way they would if the councillor was attending the meeting in person.**

The council's adopted code of meeting practice will apply to a councillor attending a meeting of the council or a committee of the council by audio-visual link in the same way it would if they attended the meeting in person.

Councillors will be required to give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link.

Councillors will also be required to be appropriately dressed when attending meetings by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Where a councillor has attended a meeting by audio-visual link, the minutes of the meeting must record the fact that the councillor attended the meeting by audio-visual link.

➤ **Councillors attending meetings by audio-visual link will be required to disclose and appropriately manage conflicts of interest.**

Councillors attending a meeting by audio-visual link will be required to declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct.

Where the councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the

councillor's audio-visual link to the meeting must be terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

➤ **Councillors attending meetings by audio-visual link will be required to protect the confidentiality of information considered while the meeting is closed to members of the public.**

Councillors attending a meeting by audio-visual link will be required to ensure that no other person is within sight or hearing of the meeting at any time that the meeting has been closed to the public under section 10A of the Act.

➤ **The proposed amendments will contain provisions that allow the chair to enforce compliance with meeting rules by councillors attending meetings by audio-visual link.**

Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson will be permitted to mute the councillor's audio link to the meeting for the purposes of enforcing compliance with the council's code of meeting practice.

If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson will be permitted to terminate the councillor's audio-visual link to the meeting.

Have your say

We now want to hear from you.



Key questions to consider

- Do you support the proposed changes to the Model Meeting Code to allow councillors to attend meetings remotely by audio-visual link?
- Do you have any concerns about the proposed changes? What are your concerns?
- Do you have any suggestions for how the proposed new provisions could be improved?

Submissions may be made in writing by **COB 3 May 2021** to the following addresses.

Further information

For more information, please contact Office of Local Government's Council Governance Team on **(02) 4428 4100** or via email at olg@olg.nsw.gov.au.

POST:

Locked Bag 3015
NOWRA NSW 2541



EMAIL:

olg@olg.nsw.gov.au

Submissions should be labelled 'Remote attendance at council and committee meetings' and marked to the attention of Office of Local Government's Council Governance Team.



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Item 3 Councillors' February Activity Report

FILE REFERENCE 21/5830

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY

STRATEGY: 4.1.1 Encourage an informed community - GM - external

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is for reception.

TABLED ITEMS Nil

February 2021		
Councillor	Event	Date
Cr J Coulton (Mayor)	CMCA Bingara Rally Information public Session – The Roxy Theatre, Bingara	10 th Feb.
	Budget workshop – The Roxy Conference Room	11 th Feb.
	Warialda Fire Resilience Meeting – Warialda Council Chambers	17 th Feb.
	NEJO Board Meeting - Tenterfield	22 nd Feb.
	Ordinary Council Meeting – The Roxy Conference room	25 th Feb.
	Announcement of Round 2 funding completion Bingara Historical Society – Adam Marshall MP	25 th Feb.
Cr Catherine Egan (Deputy Mayor)	Pool Precinct	2 nd Feb.
	Myall Creek Memorial Opening	6 th Feb.
	CMCA Bingara Rally Information Session – The Roxy	8 th Feb.
	CMCA Bingara Rally Information public session -The Roxy Theatre, Bingara	10 th Feb.
	Budget Workshop -The Roxy Conference Room	11 th Feb.
	Future of Roxy Café meeting – Bingara Reception Meeting Room	24 th Feb.

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Chairman

	Ordinary Council Meeting – The Roxy Conference Room	25 th Feb.
Cr David Coulton	Budget workshop -The Roxy Conference Room	11 th Feb.
	Showground Trust Meeting – Warialda Golf and Bowling Club	15 th Feb.
	Ordinary Council Meeting – The Roxy Conference Room	25 th Feb.
Cr Stuart Dick	RFS Training	2 nd Feb.
	Gwydir Local emergency Management Meeting – The Roxy Conference Room	4 th Feb.
	Budget workshop -The Roxy Conference Room	11 th Feb.
	Carinda House AGM	18 th Feb.
	Warialda Historical Society Meeting	18 th Feb.
	Future of Roxy Café meeting – Bingara Reception Meeting Room	24 th Feb.
	Ordinary Council Meeting -The Roxy Conference Room	25 th Feb.
Cr Dixon OAM	CMCA Bingara Rally Information Session -The Roxy Conference Room	8 th Feb.
	CMCA Bingara Rally Information Public session -The Roxy Theatre	10 th Feb.
	Budget Workshop – The Roxy Conference Room	11 th Feb.
	Future of Roxy Café meeting – Bingara Reception Meeting Room	24 th Feb.
	Ordinary Council Meeting – The Roxy Conference Room	25 th Feb.
Cr T Galvin	CMCA Bingara Rally Information session -The Roxy Conference Room	8 th Feb.
	CMCA Bingara Rally Information public session -The Roxy Theatre	10 th Feb.
	Budget Workshop -The Roxy Conference Room	11 th Feb.
Cr J Moore	Budget Workshop – The Roxy Conference Room	11 th Feb.
	Warialda Historical Society Meeting	18 th Feb.
	Ordinary Council Meeting – The Roxy Conference Room	25 th Feb.
Cr G Smith	Ordinary Council Meeting – The Roxy Conference Room	25 th Feb.
Cr F Young	Gwydir Local Emergency Management Meeting – The Roxy Conference Room	4 th Feb.

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

Chairman

	CMCA Bingara Rally Information session – The Roxy Conference Room	8 th Feb.
	NSLA Board Meeting via zoom	9 th Feb.
	CMCA Bingara Rally Information Public session -The Roxy Theatre	10 th Feb.
	Budget Workshop – The Roxy Conference Room	11 th Feb.
	BROC Meeting – Inverell Council Chambers Region 11 Ordinary Meeting	12 th Feb.
	Future of Roxy Café meeting – The Bingara Reception Meeting Room	24 th Feb.
	Ordinary Council Meeting – The Roxy Conference Room	25 th Feb.

OFFICER RECOMMENDATION

THAT the February Councillors' Activity report be received

ATTACHMENTS

There are no attachments for this report.

**COUNCIL RESOLUTION:
MINUTE 62/21**

THAT the February Councillors' Activity report be received.

(Moved Cr D Coulton, seconded Cr Dick)

Item 4 Economic and Business Development Presentation

FILE REFERENCE 21/6015

DELIVERY PROGRAM

GOAL: 2. Building the business base

OUTCOME: 2.1 OUR ECONOMY IS GROWING AND SUPPORTED

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

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is to advise the Council of the current activity in the marketing and economic development area of the Council's operations.

TABLED ITEMS	Nil
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Mr Chris Turner, Council's Manager of Economic and Business Development, will be making a presentation addressing the attached information.

OFFICER RECOMMENDATION

THAT the report be received

ATTACHMENTS

AT- Results of the Gwydir Businesses Survey

AT- Gwydir's Marketing Campaign

**COUNCIL RESOLUTION:
MINUTE 63/21**

THAT the report be received.

(Moved Cr Young, seconded Cr Smith)

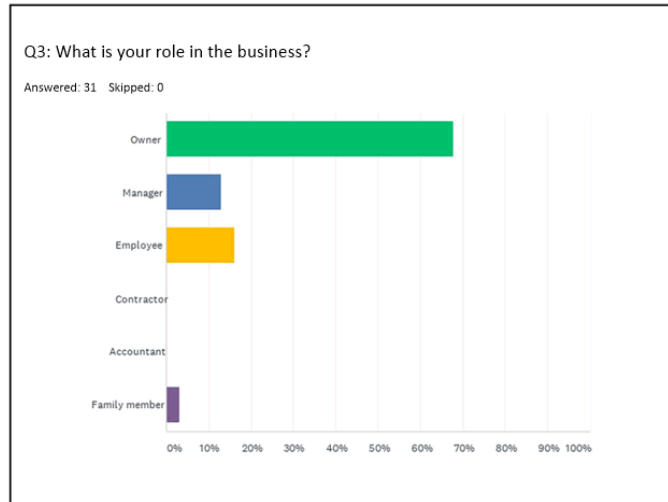
18/03/2021



Purpose

- Purpose of the Survey was to look at the following:
 - The nature of the COVID-19 impact and any continued impact from the drought
 - Canvass the views of the business community
 - Seek statistical information of the economic base
 - Create a high level perspective for revising the Economic Development Strategy

18/03/2021

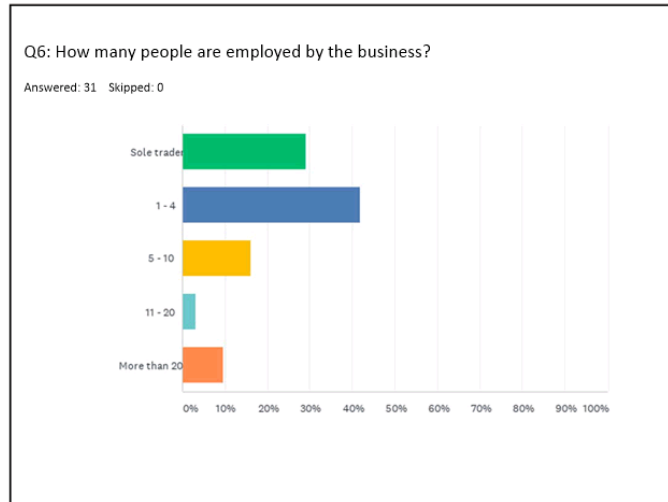


Q4: What industry does the business operate in?

Answered: 30 Skipped: 1

ANSWER CHOICES	PERCENTAGE	RESPONSES
Agriculture, Forestry and Fishing	13.33%	4
Mining	0.00%	0
Manufacturing	0.00%	0
Electricity, Gas, Water and Waste Services	0.00%	0
Construction	0.00%	0
Wholesale Trade	0.00%	0
Retail Trade	26.67%	8
Accommodation and Food Services	10.00%	3
Transport, Postal and Warehousing	0.00%	0
Information, Media and Telecommunications	6.67%	2
Financial and Insurance Services	0.00%	0
Rental, Hiring and Real Estate Services	0.00%	0
Professional, Scientific and Technical Services	6.67%	2
Administrative and Support Services	0.00%	0
Public Administration and Safety	0.00%	0
Education and Training	10.00%	3
Health Care and Social Assistance	3.33%	1
Arts and Recreation Services	3.33%	1
Other Services	20.00%	6
TOTAL		30

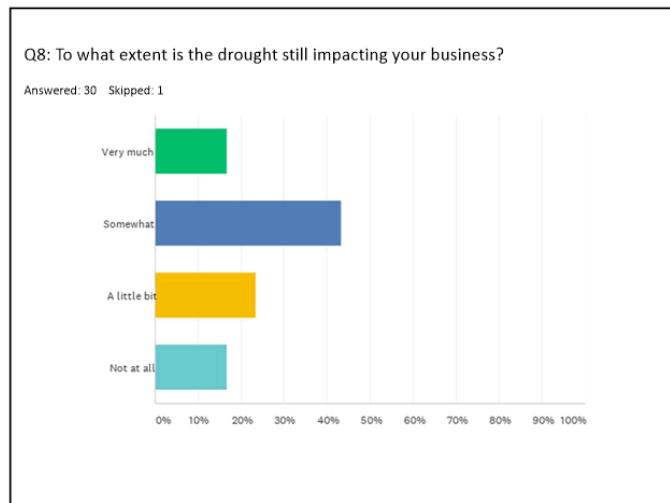
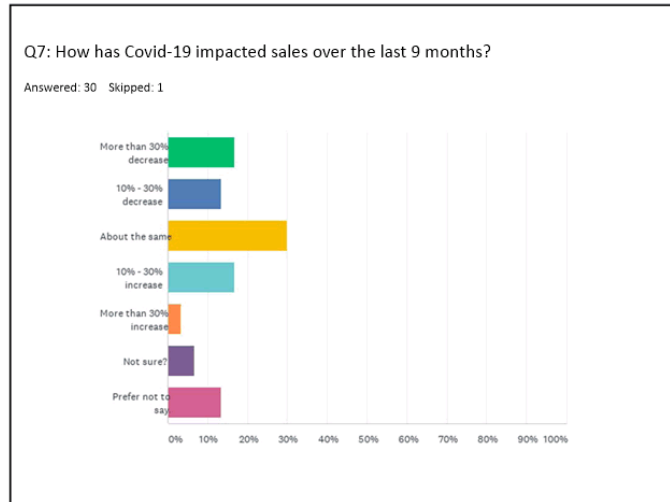
18/03/2021



Feedback from interviews on **COVID...**

- "Covid has had a positive impact. Supermarket and butchers, hairdressers etc. are doing better"
- "Very varied. Incredibly discriminatory in its affect. Some doing quite well and some doing poorly...."
- "From a retail perspective, it has boosted sales... the financial gain has been positive."
- "We've been okay. The vibe is okay now compared to what it was."
- "Not as many ppl moving about."
- "It slowed everything down, that's for sure."

18/03/2021



18/03/2021



Feedback from interviews on **tourism...**

- "Exposure... the hidden treasures that ppl don't know. E.g. Salt Cave, Roxy Theatre, Cranky Rock. Come to Warialda to find out. We are not pushing the message out."
- "Cranky Rock. Nature walks. We do have a lot they can look at. Definitely."
- "We are getting more travellers... stop people driving straight through town. E.g. an information centre. People have started travelling the back roads which is good."
- "See mountain bike trail. Direct marketing to younger people. Dungog have done great things on mountain biking. More targeted marketing on mountain biking and horses. We've got some good stuff with the river and canoeing. Marketing and getting ppl behind it."

18/03/2021

Q10: What could be done to increase tourism and the visitor economy?

Answered: 30 Skipped: 2

ANSWER CHOICES	RESPONSES	
Highlight the natural attractions e.g. Cranky Rock, nature trails, river etc.	60%	18
Development of new visitor experiences (e.g. mountain biking)	57%	17
A social media campaign showcasing the 'hidden gems' (e.g. Instagram and facebook)	53%	16
Better signage south of Tamworth attracting people to the West	50%	15
Creation of new major events and festivals as a draw card	47%	14
Encouraging people to stop and check out the town (e.g. brochures & Visitor Information Centre)	47%	14
Offering more things for young families to do (e.g. activities for kids)	43%	13
Support local creative industries (e.g. arts, live music etc.)	37%	11
Investment in accommodation options	33%	10
Intentionally targeting domestic travellers during Covid-19 (e.g. visit the bush campaign)	33%	10
Extended business trading hours on weekends	20%	6
Total Respondents: 30		

Feedback from interviews on the **business environment**...

- "Make it attractive. More advertising."
- "Beautification. Warialda streets look really dull compared to Bingara."
- "Want to see a fairly 'shnick' business locate here. We want a mountain bike mecca to go up to the lookout... One of our blue sky ideas... how would you make it work? Johnny Wade up the river was doing very well with his horses. Southern Cross Uni doing some of their courses here with the living classroom."
- "Empty shops filled. Welcome packs. Being proactive. Getting involved with the community."

18/03/2021

Feedback from interviews on **business environment**...

- "There is a lack of trades. There are trades here but you've got to work with what you've got... We can look after ppl that visit the joint but (we need) housing and trades for longer term."
- "A lot of ppl are scared to go into business... (due to the) negativity and backlash. It doesn't take much to shut down someone's ideas. There needs to be support encouragement for people to help get them started."
- "We are a small community. We only have so much money. There is a natural limit."

Q11: What can be done to improve Gwydir Shire area for business?

Answered: 31 Skipped: 1

ANSWER CHOICES	RESPONSES	
Promote the existing small businesses in the area	61%	19
Encourage more young people to start their own small business	52%	16
Promote the affordability of housing in the area	48%	15
Attract people who have begun working from home during Covid-19	45%	14
Improve the level of networking between business owners	42%	13
Provide more child care facilities and services	42%	13
Provision of industrial land that is ready for a business to move in	42%	13
Beautify the streets and placemaking	39%	12
Encourage people passing through to check it out	39%	12
Investment in infrastructure linked to business needs	35%	11
Communicate this is a great place for someone to 'have a go' (e.g. lots of opportunities)	32%	10
Encourage universities to bring courses to town	32%	10
Increasing provision of smaller block residential development	23%	7
Total Respondents: 31		

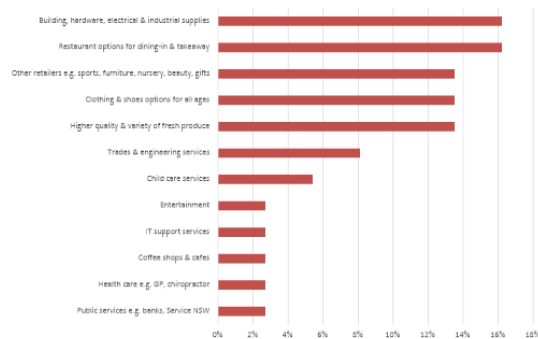
18/03/2021

Feedback from interviews on **business attraction**...

- "Building supplies (and trades) for the towns, nothing in town e.g. trades"
- "Food. We need more food outlets. Locals looking for something more."
- "Food type businesses in Warialda (one café and bakery). With travellers coming through there isn't much."

Q12: What products or services do you want locally but cannot find suppliers for?

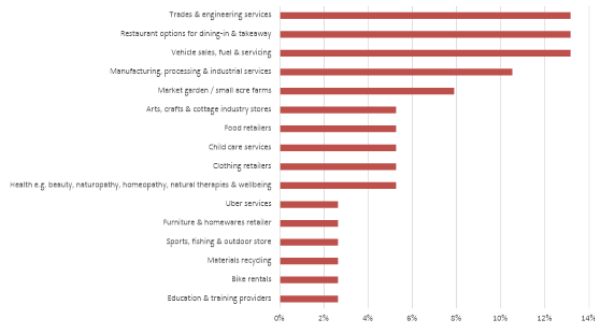
Answered: 27 Skipped: 5



18/03/2021

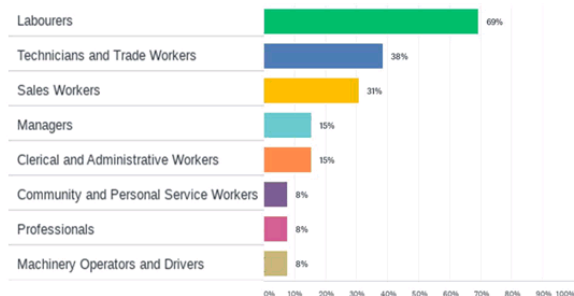
Q13: What sort of businesses should we be targeting to establish in Gwydir Shire?

Answered: 27 Skipped: 5



Q14: What staffing positions do you find difficult to fill locally?

Answered: 13 Skipped: 19



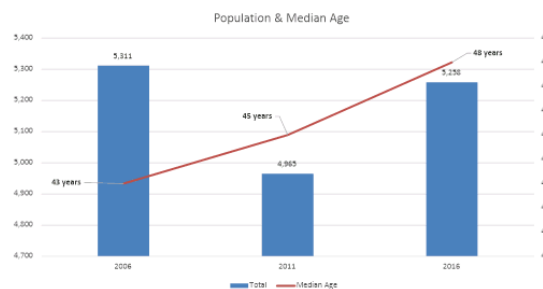
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Q15: What are the biggest barriers to further business growth?

Answered: 24 Skipped: 8

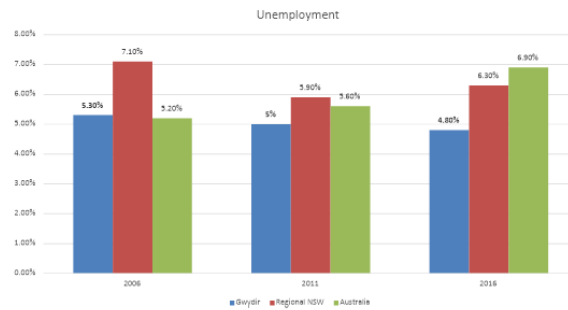
ANSWER CHOICES	RESPONSES	
Attracting people to the area	42%	10
Telecommunications network	33%	8
Finding suitable local staff	29%	7
Availability of housing	29%	7
Insufficient child care services	29%	7
Cost and provision of utilities (i.e. water, energy, gas, internet)	25%	6
Council development application processes and cost	25%	6
Local training and education opportunities	25%	6
Availability of suitable industrial land	21%	5
Access to markets / customer base	21%	5
Access to suitable premises (e.g. retail)	13%	3
Proximity to larger centres	13%	3
Total Respondents: 24		

Part 3: Population

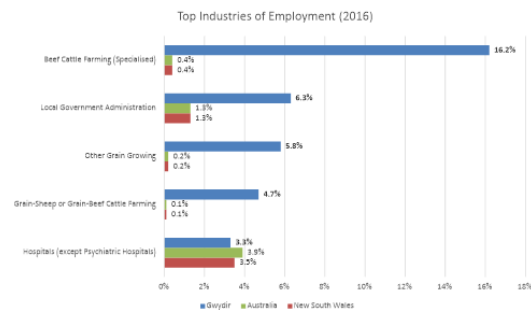


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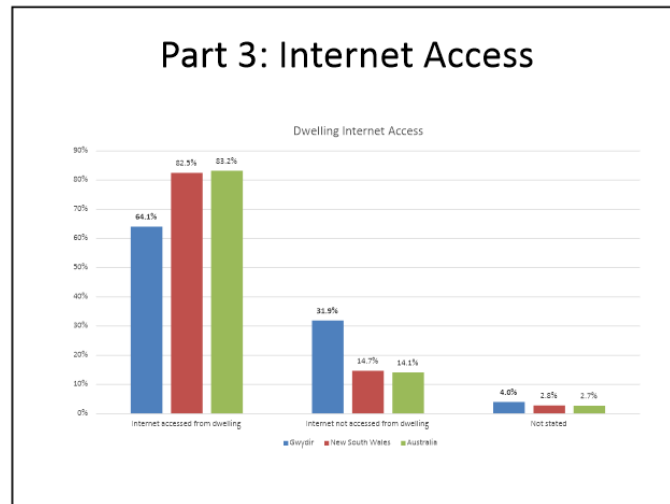
Part 3: Unemployment



Part 3: Jobs Industries



18/03/2021



- ### Economic Development Strategy
- Priorities, Strategies & Actions:
1. Be a pro-active and supportive Council
 2. Build strong partnerships and strategic alliances
 3. Establish effective networks and communication channels
 4. Enhance Lifestyle and Liveability
 5. Ensure that there is suitable residential, industrial and commercial land and premises available to facilitate growth
 6. Ensure that the infrastructure and utilities needed to support economic development are in place
 7. Build a strong and skilled local workforce
 8. Build a strong, positive profile for Gwydir Shire
 9. Encourage the development of business skills and expertise
 10. Encourage and facilitate growth
 11. Build the profile of local businesses
 12. Strengthen and grow key industry sectors
 13. Target new residents
 14. Target and pursue new businesses, investment and economic activities
- Cost-effectively promote the tourism and lifestyle benefit offerings of Gwydir – this can double as attracting business and residents/workers.

18/03/2021

Further Food for Thought from Feedback from interviews...

- "Gwydir needs to be a 'çan-do' council – Gwydir needs to think outside the box."
- "As a local businessperson, I see a lot of opportunities. ... there are opportunities for ppl that want to come here and 'have a go'... It will take some lateral thinking but there are opportunities."

Summary

1. Respondents: Good representative sample.
2. COVID: Has been highly discriminatory, if it did hit a business it tended to hit hard but mostly on the whole COVID hasn't been a huge or ongoing negative impact. People are optimistic about the future.
3. Most people believe the drought is still bighting to some degree, and with our high degree of dependence on agriculture this is something to keep in mind.
4. Tourism: Pursue cost-effective ways of promoting existing sites. E.g. Social Media Advertising, Trial Adventure Sport Events and Create New Visitor Experiences.
5. Business environment: Promote and support existing businesses. Provide programs to encourage people to purse a business idea e.g. Small Business 101 programs and mentoring. Encourage people to 'have a go'. E.g. Market the regions business opportunities in other regions via social media.
6. Prepare a concise ED action plan.

18/03/2021

CAMPAIGN OVERVIEW

Objective
Grow the population and industry in the region.

Strategy
Find and nurture "Tree Changers" with a view of having them choosing the Gwydir region as their new home base while travelling the country as well as finding residents from other regions looking for new opportunities.

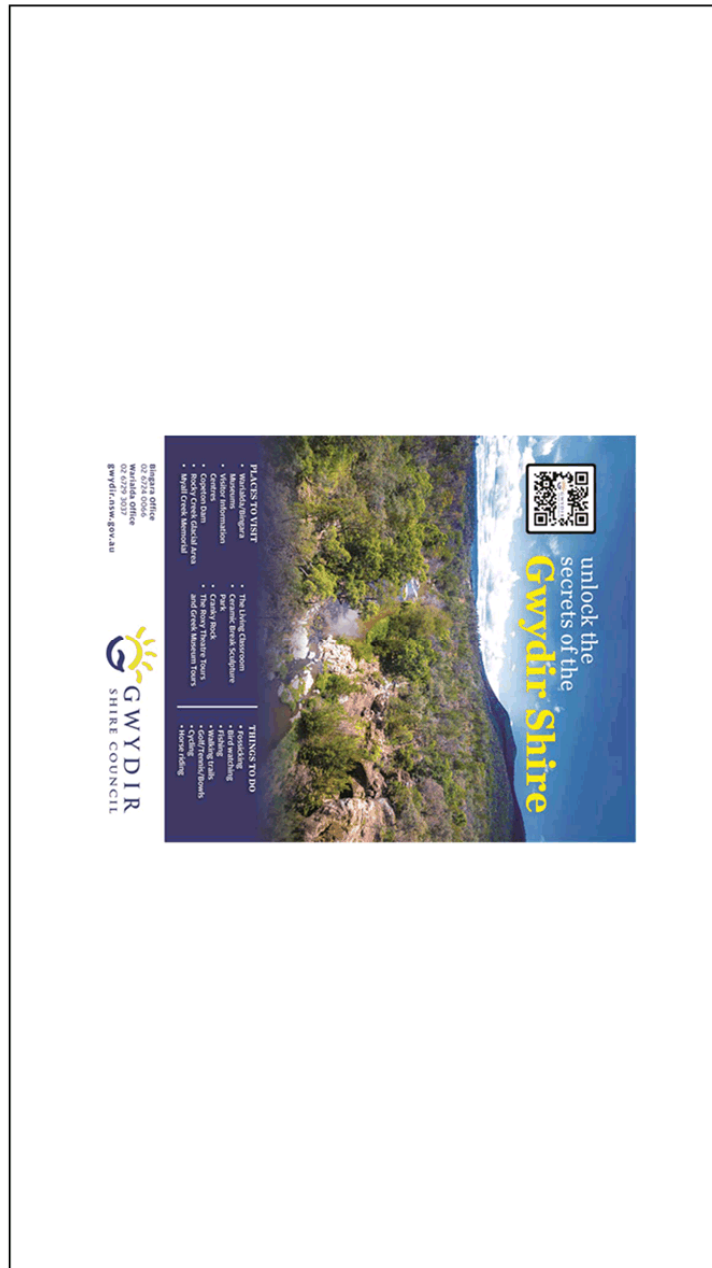
Highlight events already happening in the region with a 6-month campaign involving content, print advertisement, digital advertising and marketing automation.

Step 1 - Create content calendar 12 months and 6 months print ads
Step 2 - Feed paid traffic into content pieces for six Months
Step 3 - Collect email from visitors for six Months
Step 4 - Remarket to visitors who consumed the content for six months
Step 5 - Email drip-feed campaign to email subscribers with a sequence of 6 unique emails (Six Months Package)



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Chairman



18/03/2021

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Chairman

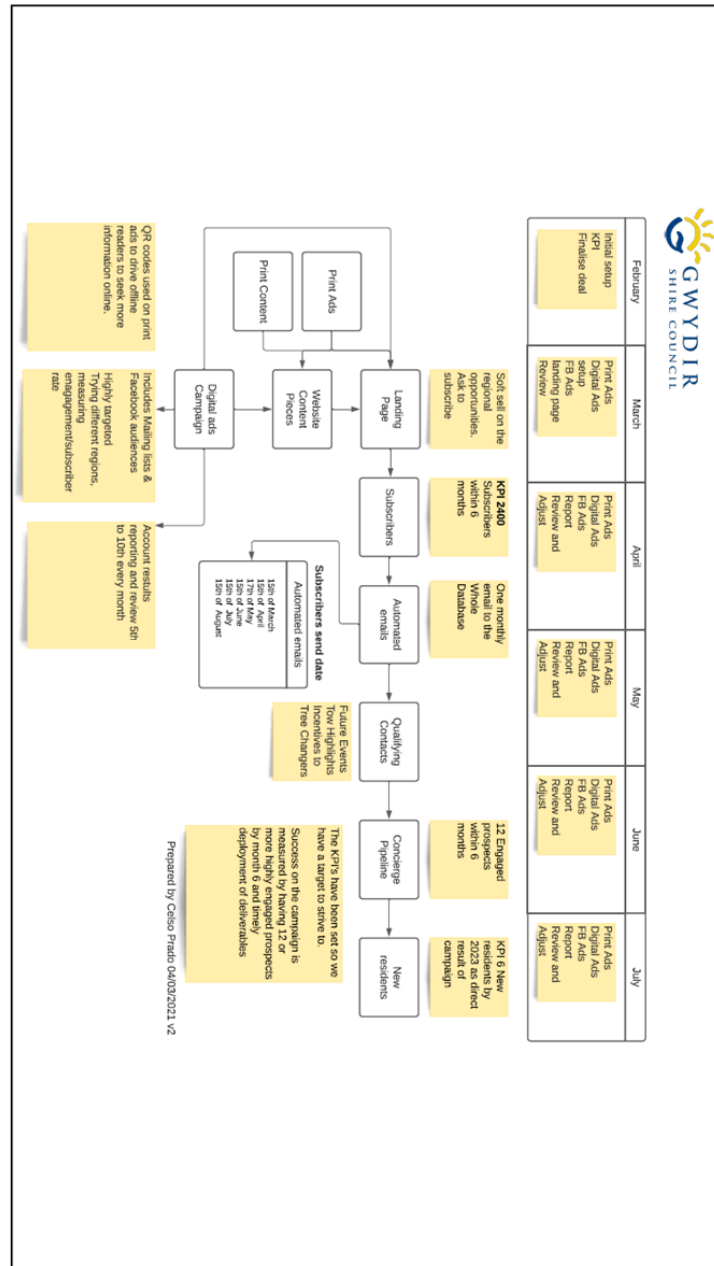
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<https://dealertradervs.com.au/gwydir/>

18/03/2021

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18/03/2021

Item 5 Induction of the Youth Council

FILE REFERENCE 21/6016

DELIVERY PROGRAM

GOAL: 4. Proactive Regional and Local Leadership

OUTCOME: 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY

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

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is to note the induction of the following students into the Gwydir Shire Youth Council:

Ben Perry;
Rachel Coulton;
Alex Smith;
Jackie Woodward;
Abbie Kent;
Lucy Doney-Tonks;
Marshall Bond;
Emily-Kate Rattray; and;
Andrew Bancroft.

TABLED ITEMS Nil

BACKGROUND

The Induction Ceremony will be held at the morning tea break at 10.30 am.

OFFICER RECOMMENDATION

THAT the report and the Youth Council Inductees be received

ATTACHMENTS

There are no attachments for this report.

WITHDRAWN

Item 6 February Monthly Investment and Rates Collection Report

FILE REFERENCE 21/6018

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.1 Financial management and accountability systems - CFO - internal

AUTHOR Manager, Finance

STAFF DISCLOSURE OF INTEREST: Nil

DATE: 17 March 2021

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 28 February 2021.

Direct Investments							
Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2021.10	NAB	AA	TD	26/04/2021	0.33%	\$1,000,000.00
NAB	2021.2	NAB	AA	TD	26/04/2021	0.33%	\$1,000,000.00
NAB	2021.3	NAB	AA	TD	26/04/2021	0.33%	\$1,000,000.00
Grand Total							\$3,000,000.00

Managed Funds					
Fund	Investment Horizon	Type	3 Mth Avg Yield	Current Value	
Regional Australia Bank	At Call	Cash	See report	\$406,238.11	
Tcorp Cash Fund	At Call	Cash	See report	\$9,097,759.00	
Tcorp Medium Term Fund	At Call	Cash	See report	\$1,397,737.00	
Grand Total				\$10,901,734.11	

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$10,901,734.11
Grand Total	\$13,901,734.11

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Chairman

Cash and Investments

Total Investments

Direct Investments	\$3,000,000.00
Managed Funds	\$10,901,734.11
Grand Total Investments	\$13,901,734.11

Total Cash and Investments

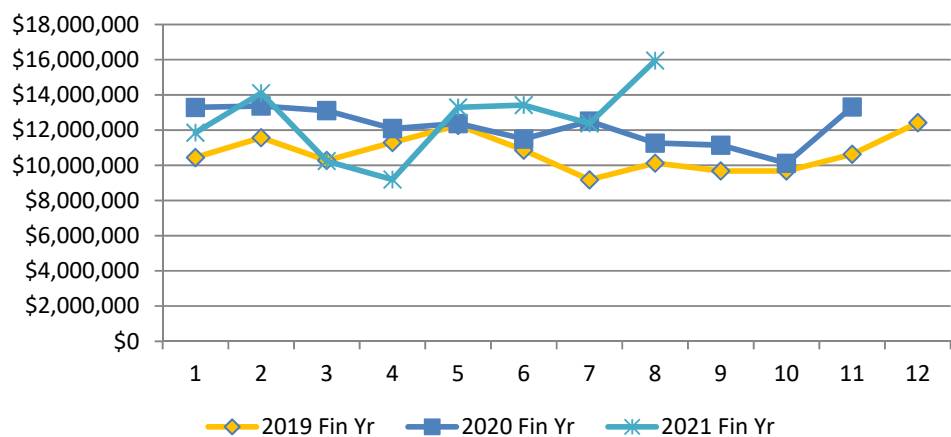
Investments	\$13,901,734.11
Cash at bank	\$ 2,047,005.75
Grand Total Cash and Investments	\$15,948,739.86

General Fund Cash

Total cash and investments	\$15,948,739.86
LESS:	
Water fund*	-\$918,544.47
Sewer fund*	-\$2,870,173.30
Waste fund*	-\$3,540,220.86
Other restrictions:	
Employee leave entitlements*	-\$900,000.00
Carry over works in progress*	-\$250,000.00
Asset replacement*	-\$900,000.00
Bonds and deposits	-\$1,297,900.26
Unexpended grants*	-\$500,000.00
Developer contributions	-\$291,000.00
Contracted Liabilities	-\$3,700,000.00
Discretionary General Fund Cash	\$780,900.97

*These figures may change with end of year processing

Total cash holdings



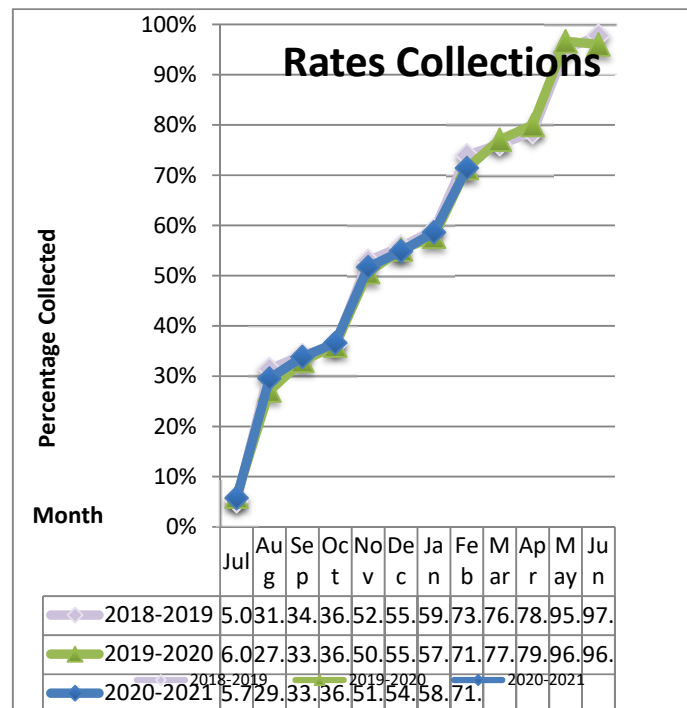
This is page number 47 of the minutes of the Ordinary Meeting held on Thursday 25 March 2021

Chairman

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 28 February 2021.



OFFICER RECOMMENDATION

THAT the report be received

ATTACHMENTS

There are no attachments for this report.

COUNCIL RESOLUTION: MINUTE 64/21

THAT the report be received.

(Moved Cr Young, seconded Cr D Coulton)

Cr Frances Young

Bingara Gallery (Ref: 65/21)

Cr Young gave the meeting an update on the fitting out of the Bingara Gallery, which is aiming for a 24th April 2021 opening.

Cr Stuart Dick

Flood Assistance (Ref: 66/21)

Cr Dick advised the meeting that he was involved with the RFS and SES in some emergency actions during the recent flooding event and he thanked the Council's staff for their assistance.

Cr John Coulton

Honey Festival (Ref: 67/21)

The Mayor advised the meeting that the Honey Festival at Warialda scheduled for this Saturday has been postponed due to the recent heavy rain making the location unsuitable.

Meeting closed 11.45 am