MINUTES COMMUNITY SERVICES AND PLANNING COMMITTEE

GWYDIR SHIRE COUNCIL

THURSDAY 13 OCTOBER 2016

COMMENCING AT 9.36 AM

BINGARA OFFICE COUNCIL CHAMBERS

Present:

Councillors:	**Cr. John Coulton (Mayor), Cr. Catherine Egan (Deputy Mayor), Cr. Stuart Dick, Cr Marilyn Dixon, Cr. Jim Moore, Cr. Geoff Smith, Cr Tiffany Galvin and Cr Frances Young.**
Staff:	**Max Eastcott (General Manager), Leeah Daley (Deputy General Manager), Richard Jane (Director Technical Services), Ron Wood (Chief Financial Officer), Glen Pereira (Director Development and Environmental Services) and Andrew Cooper (Town Utilities and Plant Manager)**
Public:	**Nil**
Visitor:	**Mr John Alexander and Mr Brett Butcher (RMS)**

Chairman ……

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OFFICIAL OPENING AND WELCOME – MAYOR

The Mayor welcomed all present and especially Cr Galvin attending her first meeting following the recent election.

APOLOGIES Cr. David Coulton

THAT the apology of Cr. David Coulton is accepted.

(Moved Cr Dixon, seconded Cr Galvin)

CONFIRMATION OF THE MINUTES

THAT the Minutes of the previous Community Services and Planning Committee Meeting held on Thursday 14 July 2016 as circulated be taken as read and CONFIRMED.

(Moved Cr Egan, seconded Cr Smith)

PRESENTATION

Mr John Alexander and Mr Brett Butcher addressed the meeting and answered questions regarding the Council's continuing positive relationship with the Roads and Maritime Services Department.

CALL FOR THE DECLARATIONS OF INTERESTS AND CONFLICTS OF INTEREST

Nil although Cr Young noted that a recent approval noted in the business paper that has been granted (40/2016 10 Junction Street Bingara) relates to her property.

ADDITIONAL/LATE ITEMS

THAT the following items, namely:

1. **Gunyerwarildi Feedlot - Application to modify consent conditions**
2. **Monthly Technical Services Report - September 2016**
3. **Development and Environmental Services Activity Report (July, August and September)**

are accepted as late items onto this Agenda for discussion.

(Moved Cr Dixon, seconded Cr Smith)

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COMMITTEE OF THE WHOLE – CONFIDENTIAL ITEMS

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 the items listed on the agenda.

(Moved Cr Young, seconded Cr Moore)

ADOPTION OF THE RECOMMENDATIONS OF THE CONFIDENTIAL SESSION

COMMITTEE RESOLUTION:

THAT the recommendations of the Confidential Session, namely:

Crown Roads

THAT the Council maintains its current policy position regarding the maintenance of Crown Roads.

FURTHER that the staff reports relating to this matter be made available to the interested parties.

are adopted.

(Moved Cr Egan, seconded Cr Dick)

Chairman ……

Item 1 Code of Meeting Practice

FILE REFERENCE

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.5 Provide responsible internal governance - GM - internal

AUTHOR General Manager

DATE 5 October 2016

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends the exhibition of the *Draft Gwydir Shire Council Code of Meeting Practice 2016* seeking public comment.

TABLED ITEMS Nil

BACKGROUND

The outline of the Code of Meeting Practice is established in accordance with the requirements of the *Local Government Act* and associated regulations. The existing Code was adopted by Council in May 2010 following the appropriate public exhibition.

The existing Gwydir Shire Council Code of Meeting Practice 2010 requires amendment to accommodate the recently introduced requirement for 'new' Councillors to take either an Oath or Affirmation of office upon election.

Clause 38 currently states, inter alia:

> *When a newly elected Council has its first meeting following an election or at the first meeting attendance of a Councillor elected at a by-election, each Councillor has the voluntary option to state the following Declaration:*
>
> *I, (Councillor's name) having been elected as a Councillor of the Gwydir Shire Council do hereby declare that I will act honestly and exercise a reasonable degree of care and diligence in carrying out the duties of my office according to the relevant legislation.*

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This requires amendment to the following:

When a newly elected Council has its first meeting following an election or at the first meeting attendance of a Councillor elected at a by-election, each Councillor must choose from either of the following Declaration options:

Oath

I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of Gwydir and the Gwydir Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Affirmation

I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Gwydir and the Gwydir Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

One other suggested amendment is in the definitions relating to the change of title of Director-General, Division of Local Government, to the Chief Executive, Office of Local Government.

The attached draft Code of Meeting Practice 2016 highlights the changes in bolded red type.

CONCLUSION

Section 361 of the *Local Government Act, 1993* (LGA), requires that the draft Code must be placed on public exhibition seeking public comment.

The various policy documents mentioned in the attached draft will be handed out under a separate cover.

STATUTORY ENVIRONMENT

361 (LGA) Preparation, public notice and exhibition of draft code

(1) Before adopting a code of meeting practice, a council must prepare a draft code.

(2) The council must give public notice of the draft code after it is prepared.

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(3) The period of public exhibition must not be less than 28 days.

(4) The public notice must also specify a period of not less than 42 days after the date on which the draft code is placed on public exhibition during which submissions may be made to the council.

(5) The council must publicly exhibit the draft code in accordance with its notice.

OFFICER RECOMMENDATION

THAT the Council advertises the *Draft Gwydir Shire Council Code of Meeting Practice 2016* for a period of 28 days seeking public comment.

ATTACHMENTS

AT- Draft GSC Code of Meeting Practice 2016
AT- Procedure for addressing a Council Meeting

COMMITTEE RECOMMENDATION TO COUNCIL:

THAT the Council advertises the *Draft Gwydir Shire Council Code of Meeting Practice 2016* for a period of 28 days seeking public comment.

(Moved Cr Egan, seconded Cr Smith)

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1. This Code of Meeting Practice shall be known as

(Draft) Gwydir Shire Council Code of Meeting Practice 2016.

This Code has been prepared in conjunction with:

Division of Local Government, Department of Premier and Cabinet Practice Note No. 16 – August;

The Local Government Act, 1993; and

The Local Government Amendment (Planning and Reporting) Act, 2009.

However, nothing in this Code overrides or affects these Acts or any other law.

The Code of Meeting Practice should also be read in conjunction with the following Council Policies:

Confidentiality at Council Meetings
Council Business Papers
Code of Conduct and Procedures
Decision Making Guidelines
Presentation of Petitions
Common Seal
Gifts and Benefits

Commencement

2. This Code was adopted by Council, and commenced on <date>.

Definitions

3. In this Code:

The Act means

The Local Government Act, 1993;

Amendment means

An amendment is a change to the motion before the Council, and takes place while that motion is being debated. An amendment to a motion must be put forward in a motion itself;

Chairperson:

(a) in relation to a Meeting of a Council means the person presiding at the Meeting as provided by Section 369 of the Act; and

(b) in relation to a Meeting of a Committee of a Council means the person presiding at the Meeting as provided by Clause 34 of this Code;

Committee

A Committee appointed or elected by the Council in accordance with Clause 28 (1) or the Council when it has resolved itself into a Committee of the Whole;

Councillor

A Councillor of Gwydir Shire Council (Section 232 of the Act and Section 4 of the Local Government Amendment (Planning and Reporting) Act 2009 defines the role of a Councillor);

Director-General

The **Chief Executive** of the Office of Local Government;

Division

Is a means by which the support or objection to a motion is easily seen and is recorded;

Minister

Is the Minister for Local Government;

Motion

A motion is a proposal to be considered by Council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the Council;

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Quorum

Is the minimum number of Councillors necessary to conduct a meeting;

Record

A document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or Disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee of the Council and, in particular, includes the Minutes of Meetings of a Council or of a Committee of a Council;

Resolution

A resolution is a motion that has been passed by a majority of Councillors at the meeting. While in practice it means the 'Council decision'.

Tape Recorder is taken to include

A video camera and any electronic device capable of recording speech, whether a magnetic tape is used to record or not.

Year

The period beginning 1 July and ending the following 30 June.

Note: The Act and the Local Government Amendment (Planning and Reporting) Act, 2009 requires Councillors as a group to direct and control the Council's affairs; allocate Council resources; determine Council policies and objectives; and monitor the Council's performance.

The General Manager is responsible for the efficient and effective operation of Council's organisation and for acting on Council decisions. The General Manager, not Councillors, is responsible for the day-to-day management of the Council and for the employment of Council staff.

PART 1 – BEFORE THE MEETING

4. Ordinary Council meetings are to be held on the last Thursday of each month, or otherwise as resolved by Council from time to time. Council is to meet at least ten (10) times each year.

5. Council will meet each alternate month at the Bingara Council Chambers and the Warialda Council Chambers, or otherwise determined by the General Manager in consultation with the Mayor or resolved by Council from time to time.

6. Council Meetings will commence at the time set out in the relevant Business Paper. Ordinary Meetings normally commence at 10 am and Committee Meetings 9 30am but this may change at the discretion of the General Manager in consultation with the Mayor or Committee Chair.

7. Council will give public notice of the time and place of its ordinary and committee meetings by advertising in the local newspaper a week before except in exceptional circumstances. Council will give public notice of the time and place of an extraordinary meeting by advertising in the local newspaper where practical.

8. Copies of the current agenda and associated business papers will be available to the public to look at or take away, and are free of charge pursuant of Section 9 of the Act.

9. Section 12 of the Act and the provisions of the Privacy and Personal Information Protection Act, 1998 and Copyright Act, 1968 (Cth) gives a right of access to certain Council documents to any interested person.

PART 2 – CONFLICTS OF INTEREST

10. A Councillor or a member of a Council committee who has a pecuniary interest in any matter before the Council, and who is present at a meeting where the matter is being considered, must disclose and identify the nature of the interest to the meeting as soon as practical (s.451 of the Act).

11. A Councillor must not be present at or in the sight of the meeting of Council at any time during which a matter to which they have declared a pecuniary interest is being considered (s.451(2) of the Act). This has been interpreted as excluding Councillors in both their official capacity and as a member of the public.

12. A disclosure made at a meeting of a Council or Council Committee Meeting must be recorded in the minutes of that meeting (s.453 of the Act). However, proceedings will not be invalid just because a Councillor or committee member does not identify a pecuniary interest at the meeting in accordance with section 451 of the Act.

13. Annexed is a pecuniary and non-pecuniary disclosure form. This form is to be completed by a Councillor and handed to the General Manager prior to the

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commencement of the Council meeting. Non-Pecuniary disclosures are declared as either 'Significant' or 'Less than significant'.

PART 3— AT THE MEETING: GENERAL

14. The Council can debate a motion that has been properly submitted. Whether the motion is actually debated will depend on whether another Councillor moves and seconds the motion at the meeting. If the motion does not have support at the Council meeting, then it may lapse for failure to get a mover or seconder, or be defeated in a vote.

15. A Councillor cannot participate in a Meeting of a Council unless personally present at the Meeting.

16. If a Councillor is absent from three consecutive ordinary meetings of the Council without the leave of the Council having been granted then the Councillor automatically vacates office (section 234(1) (d) of the Act). Leave can only be granted by Council prior to the meeting or at the meeting concerned.

17. This does not apply if the Councillor has been suspended from office by the Local Government Pecuniary Interest and Disciplinary Tribunal under section 482 of the Act.

18. Leave of absence may be granted to Councillors at the discretion of the Council.

19. Leave of absence may be granted by the Council prior to the meeting, or at the meeting. An application for leave does not need to be made in person and the Council may grant the leave in the Councillor's absence (s.234 (2) of the Act).

20. An application for leave of absence, though not necessary, should be lodged with the General Manager and in writing stating the reasons for the leave, and identifying the appropriate meetings so that the Council may consider it.

21. When a Councillor does intend to attend a meeting from which he or she have been granted leave he or she may still attend and though not necessary, should be encouraged to give the General Manager at least two days notice of such intention to attend.

22. The tendering of an apology is an accepted convention by which those present at a meeting are notified that the person tendering the apology will not be attending the meeting.

23. The acceptance of an apology is a positive acknowledgement of the courtesy of the person who tendered it. It does not amount to a grant of a leave of absence.

24. There is no requirement that a Councillor remain at a Council meeting while business is being conducted. However, a Councillor must comply with the Council's Code of Conduct and it is expected that a Councillor would attend

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and remain at Council Meetings (unless prevented by illness or pressing circumstances) in order to responsibly perform the role of a Councillor (s.232 of the Act) and to assist the Council in complying with its charter (s.8 of the Act).

25. A Meeting of a Council must be adjourned if a quorum is not present: (a)

within half an hour after the time designated for the holding of the Meeting;

or

(b) at any time during the Meeting.

In either case, the Meeting must be adjourned to a time, date and place fixed:

(a) by the Chairperson; or

(b) in his or her absence—by the majority of the Councillors present; or

(c) failing that, by the General Manager.

26. The General Manager must record in the Council's Minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a Meeting of the Council, together with the names of the Councillors present.

Note: The case of Levenstrath Community Association Incorporated v Council of the Shire of Nymboida [1999] NSWSC 989, confirmed that a Councillor who is not capable of voting on the business before the Council (by reason of having disclosed a pecuniary interest in a matter) is regarded as being absent from a meeting for the purpose of determining whether or not a quorum is present. In other words the Councillor is regarded as holding office but not as being present at the meeting. If so many Councillors declare a pecuniary interest in a matter that the Council is unable to form a quorum to deal with the business before it, the Councillors concerned may apply to the Minister to allow them to participate in the discussion and vote on that matter (s.458 of the Act). This recognises that Council business must sometimes proceed even though the decision is being made by Councillors with pecuniary interests declared. The Minister does not grant such exemptions lightly.

27. Without a quorum the meeting is not a meeting of the Council. Resolutions cannot be made. Any action taken will have no legal validity but matters requiring urgent attention may be actioned under delegation if required.

28. An adjourned meeting is a continuation of the earlier part of the same meeting, not a new meeting

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PART 4— PROCEDURE FOR THE CONDUCT OF COUNCIL MEETINGS

Councillor to be elected to Preside at Certain Meetings

29. If no Chairperson is present at a Meeting of a Council at the time designated for the holding of the Meeting, the first business of the Meeting must be the election of a Chairperson to preside at the Meeting.

Note. Section 369 (2) of the Act provides for a Councillor to be elected to Chair a Meeting of a Council when the Mayor and Deputy Mayor are absent.

30. The election must be conducted:

    (a) by the General Manager or, in his or her absence, an employee of the Council designated by the General Manager to conduct the election; or

    (b) if neither of them is present at the Meeting or there is no General Manager or designated employee—by the person who called the Meeting or a person acting on his or her behalf.

31. If, at an election of a Chairperson, 2 or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.

32. For the purposes of Clause 31, the person conducting the election must:

    (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips; and

    (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

33. The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.

Chairperson to have Precedence

34. When the chairperson rises during a Meeting of a Council:

    (a) any Councillor then speaking or seeking to speak must, if standing, immediately resume his or her seat; and

    (b) every Councillor present must be silent to enable the Chairperson to be heard without interruption.

Chairperson's Duty with respect to Motions

35. It is the duty of the Chairperson at a Meeting of a Council to receive and put to the meeting any lawful motion that is brought before the Meeting.

36. The chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.

37. Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been rejected.

Order of Business

38. At a Meeting of the Council (other than an Extraordinary Meeting), the general order of business (except as provided by the Act) will be as follows:

OFFICIAL OPENING AND WELCOME – MAYOR OR CHAIR; DECLARATION OF

OFFICE;

When a newly elected Council has its first meeting following an election or at the first meeting attendance of a Councillor elected at a by-election, each Councillor must choose from either of the following Declaration options:

Oath

I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of Gwydir and the Gwydir Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Affirmation

I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Gwydir and the Gwydir Shire Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

APOLOGIES;

CONFIRMATION OF THE MINUTES;

PRESENTATIONS;

Prior to addressing the meeting any person who is seeking to address the Council on a matter being discussed at the meeting or likely to be discussed at a future meeting,

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other than an invited speaker, must have the permission of the Mayor or Committee Chair and will be required to complete the declaration required under Council's Procedure for Addressing Meetings Policy which includes signing the following statement:

"I (name) understand that the meeting I intend to address on (date) is a public meeting. I also understand that should I say or present any material that is inappropriate, I may be subject to legal action. I also acknowledge that I have been informed to obtain my own legal advice about the appropriateness of the material that I intend to present at the above mentioned meeting".

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

A Councillor is to declare any gifts received since the last Council Meeting in accordance with Council Policy – Gifts and Benefits - C.02.14.

MAYORAL MINUTE;

COUNCILLORS' REPORTS (VERBAL OR WRITTEN);

OFFICERS' REPORTS;

COMMITTEE OF THE WHOLE;
(IF REQUIRED EITHER IN CAMERA OR OPEN TO THE PUBLIC)

- **Councillors' Reports**

All Councillors' Reports, relating to meetings attended as a delegate, workshops or forums, on behalf of the Council, must be submitted in writing for inclusion in the issued Business Paper prior to the meeting with recommendations if appropriate.

The minutes of any meetings attended by a Councillor as the Council's delegate will be taken as the written report if included in the Business Paper.

- **Confidential Matters**

OFFICIAL CLOSURE – MAYOR OR CHAIR

The meeting is not closed until the Chair officially closes the meeting

39. The order of business fixed under Clause 38 may be altered if a motion to that effect is carried. Such a motion can be moved without notice.

40. Despite Clauses 87 to and including 93, only the mover of a motion referred to in Clause 39 may speak to the motion before it is put.

41. If the Council resolves to open its meeting with a prayer, the following prayer is used:

We thank Thee, Lord, for the honour of being called by our fellow citizens to this office of honour and trust. Give us grace diligently and honorably, free from private interest

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or prejudice, to discharge the duties entrusted to us, to the common good and as in Thy sight.

Through Jesus Christ our Lord. AMEN.

42. The General Manager can attend, but not vote at, Council meetings. The only exception to this is when the meeting is dealing with the General Manager's employment or standard of performance — then the Council may resolve to exclude the General Manager from the meeting (s.376 of the Act).

43. The chairperson decides who sits at the meeting table.

Business Papers for Council Meetings

44. The General Manager must ensure that the business paper for a Meeting of the Council states:

    (a) all matters to be dealt with arising out of the proceedings of former Meetings of the Council; and

    (b) if the Mayor is the Chairperson—any matter or topic that the Chairperson proposes, at the time when the business paper is prepared, to put to the Meeting; and

    (c) any business of which due notice has been given.

45. The General Manager must ensure that the business paper for a Meeting of the Council or a Committee of the Council is prepared as soon as practicable before the Meeting.

46. Council staff will, when preparing business papers which will be open to inspection by the public, follow the provisions of the Privacy and Personal Information Protection Act 1998 (PPIPA) and avoid including personal identifiers such as names and addresses unless such information is required by legislation.

47. Reports to Council may be prepared by a Council officer, however this Report must be received at least two (2) working days before the Business paper is to be finalised. The Report must also be approved by the General Manager before being included. Additional information can be provided to Councillors, however this information must be received at least two (2) working days before the Meeting and approved by the General Manager.

48. Reports to Council can include recommendations by the relevant Council officer. This officer must be available at the Council Meeting to present the report and be able to answer questions and enquiries of all Councillors before or at the said Council meeting. See also Clause 83.

49. Once the agenda for a meeting has been sent to Councillors an item of business on the agenda should not be removed from the agenda prior to the

meeting unless supported by a adequate and accepted explanation.

50. If it is proposed that an item of business which is on the agenda not be dealt with at the meeting Council should resolve to defer that business to another meeting or resolve not to consider the matter, as the case may be.

51. Section 664 (1) of the Act states that "a person must not disclose any information obtained in connection with the administration or execution of the Act unless that disclosure is made:

    (a) with the consent of the person from whom the information was obtained; or

    (b) in connection with the administration or execution of the Act; or

    (c) for the purposes of any legal proceedings arising out of the Act or of any report of any such proceedings; or

    (d) in accordance with a requirement imposed under the *Ombudsman* Act 1974 or the *Freedom of Information Act* 1989; or

    (e) with other lawful excuse."

Note: There is a maximum penalty of $5500 for breach of this provision.

52. If, in the opinion of the General Manager, business to be transacted at a Meeting of the Council or of a Committee of the Council is a kind of business referred to in Section 10(2) of the Act, the business may be included in a confidential business paper. All other business to be transacted at the Meeting must be included in an ordinary business paper.

53. If a confidential business paper is prepared for a kind of business referred to in Section 10(2) of the Act, the business must be referred to in the ordinary business paper prepared for the same Meeting.

54. Nothing in this Clause limits the powers of the chairperson under Clauses 64 to and including 67.

Giving Notice of Business

55. The Council must not transact business at a Meeting of the Council:

    (a) unless a Councillor has been given notice of the business in writing within four business days of the Ordinary Meeting as is fixed by resolution of the Council or, three days before a Committee Meeting in accordance with the Council's Code of Meeting Practice; and

    (b) unless notice of the business has been sent to the Councillors in accordance with Section 367 of the Act.

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56. Clause 55 does not apply to the consideration of business at a Meeting if the business:

    (a) is already before, or directly relates to a matter that is already before, the Council; or

    (b) is the election of a Chairperson to preside at the Meeting as provided by Clause 6 (1); or

    (c) is a matter or topic put to the Meeting by the Chairperson in accordance with Clauses 64 to and including 67; or

    (d) is a motion for the adoption of recommendations of a Committee of the Council.

57. Despite Clause 55, business may be transacted at a Meeting of a Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

    (a) a motion is passed to have the business transacted at the Meeting; and

    (b) either:

    - all the Councillors (disregarding any casual vacancies) are present at the meeting; or

    - the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

    Such a motion can be moved without notice.

58. Despite Clauses 87 to and including 93, only the mover of a motion referred to in Clause 57 can speak to the motion before it is put.

Extraordinary Meetings

59. An extraordinary Council meeting can be requested in writing by at least two Councillors. The Mayor can be one of the two Councillors.

60. The Mayor must call the meeting which is to be held as soon as practical but must be within fourteen (14) days after the request is made.

61. The General Manager must ensure that the business paper for an Extraordinary Meeting of a Council deals only with the matters stated in the notice of the Meeting.

62. Despite Clause 61, business may be transacted at an Extraordinary Meeting of a Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

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(a) a motion is passed to have the business transacted at the Meeting; and

(b) either:

- all the Councillors (disregarding any casual vacancies) are present at the Meeting; or
- the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Such a motion can be moved without notice but only after the business notified in the business paper for the Meeting has been disposed of.

63. Despite Clauses 87 to and including 93, only the mover of a motion referred to in Clause 62 can speak to the motion before it is put.

Official Mayoral Minutes

64. If the Mayor is the chairperson at a Meeting of a Council, the Chairperson is, by minute signed by the chairperson, entitled to put to the Meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

65. Such a minute, when put to the Meeting, takes precedence over all business on the Council's business paper for the Meeting. The Chairperson (but only if the Chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.

66. A recommendation made in a minute of the Chairperson (being the Mayor) or in a report made by a Council employee is, so far as adopted by the Council, a resolution of the Council.

67. When necessary, the Mayor may exercise the policy-making functions of the Council between meetings. However the Mayor is to report his or her actions to the next Council meeting.

Report of a Departmental Representative to be tabled at Council Meeting

68. When a report of a Departmental Representative has been presented to a Meeting of a Council in accordance with Section 433 of the Act, the Council must ensure that the report:

(a) is laid on the table at that Meeting; and

(b) is subsequently available for the information of Councillors and members of the public at all reasonable times.

Notice of Motion—Absence of Mover

69. In the absence of a Councillor who has placed a notice of motion on the business paper for a Meeting of a Council:

    (a) any other Councillor may move the motion at the Meeting; or

    (b) the Chairperson may defer the motion until the next Meeting of the Council at which the motion can be considered.

Motions to be Seconded

70. A motion or an amendment cannot be debated unless or until it has been seconded. This Clause is subject to Clauses 65 and 91.

How Subsequent Amendments may be Moved

71. If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

Motions of Dissent

72. A Councillor can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the Meeting until a decision is made on the motion of dissent.

73. If a motion of dissent is carried, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the business paper and proceed with it in due course.

74. Despite Clauses 87 to and including 93, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Rescission Motions

75. The Act allows an original motion to be negatived (that is, lost) twice before a three (3) month ban is placed on any Councillor putting forward another motion to the same effect. However, to even bring the motion forward the second time will require three (3) Councillors' signatures if less than three (3) months has passed since the first time the motion was defeated (s.372(4) of the Act).

76. A motion to 'rescind' or undo an earlier resolution can only be lost *once* before a three (3) month ban is placed on any Councillor 'bringing forward' another motion to the same effect (s.372(5) of the Act).

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'Brought forward' means moved at a Council or committee meeting. It is possible for notice of the motion to be given (but not for the motion to be moved) before the expiry of the three (3) month period referred to in section 372(5) of the Act.

77. A motion to rescind a resolution must be lodged with the General Manager before the resolution has been actioned and no later than 10 am on the next working day following the meeting that adopted the resolution that is the subject of the rescission motion.

78. Council can rescind part of a resolution.

79. A rescission motion that has been correctly submitted under section 372 of the Act may be debated by the Council, regardless of the current status of the signatories of the motion.

80. Whether the motion is actually debated will depend on whether other Councillors move and second the motion at the meeting (cl.245 and cl.246 of the Regulation). If the motion does not have support at the meeting, it may lapse for the want of a mover or seconder, or be defeated in a vote.

81. Under section 83 of the Environmental Planning and Assessment Act 1979 development consent has effect from the date endorsed on the written notification (subject to any appeal action). It would be possible for a Council to rescind a resolution giving consent if the applicant has not been formally advised of the consent.

Note: In Townsend v Evans Shire Council [2000] NSWLEC 163, it was held that there was no effective development consent until formal notice of a determination was issued to the applicant and that " … it is necessary that the communication of the consent have some formal character as being authenticated on behalf of the Council". Verbal advice from the Mayor at the Council meeting that the consent had been given was not notice to the applicants so as to "tie the Council's hands". In this case, the rescission motion had been lodged with the General Manager before the time required in the planning regulations for issuing a notice of determination. Once the applicant has been formally advised of Council's decision, there may be issues of compensation to the applicant if consent is later rescinded.

82. Section 82A(9) of the Environmental Planning and Assessment Act 1979 states that if the Council changes a determination, this will replace the earlier determination from the date of the review. A changed determination automatically replaces the earlier determination by virtue of section 82A(9) of that Act. Because of this, there is no need for a Council to also pass an alteration or rescission motion to change the earlier determination.

Questions may be put to Councillors and Council Employees

83. A Councillor:

(a) may, through the Chairperson, put a question to another Councillor; and

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(b) may, through the General Manager, put a question to a Council employee.

Note: However, a Council employee to whom a technical question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. See also Clause 48.

84. The Councillor must put every such question directly, succinctly and without argument.

85. The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under Clauses 83, 84.

86. The public cannot ask questions or address the Council at Council meetings without the express prior permission of the Chair. A guest may make a presentation to Council with the permission of the Mayor or General Manager provided due notice is given to Council. (See Clause 38)

Limitation as to Number of Speeches

87. A Councillor who, during a debate at a Meeting of a Council, moves an original motion has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.

88. A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

89. A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than 5 minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment and for longer than 5 minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

90. Despite Clauses 87 and 88, a Councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it; or

(b) if at least 2 Councillors have spoken in favour of the motion or amendment and at least 2 Councillors have spoken against it.

91. The Chairperson must immediately put to the vote, without debate, a motion moved under Clause 90. A seconder is not required for such a motion.

92. If a motion that the original motion or an amendment be now put is passed, the Chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has

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exercised his or her right of reply under Clause 87.

93. If a motion that the original motion or an amendment be now put is rejected, the Chairperson must allow the debate on the original motion or the amendment to be resumed.

Voting at Council Meetings

94. Each Councillor has one (1) vote. Voting at Council meetings is to be by 'open means', for example, by voices or show of hands. The only exception is voting on the position of Mayor or Deputy Mayor.

95. There are no 'proxy' votes at Council or committee meetings.

96. Each Councillor is entitled to one vote (s.370 of the Act). If the voting on a matter is equal, the chairperson has a second or 'casting' vote (s.370 of the Act). This is in addition to any vote the chairperson has as a Councillor.

97. With regard to committee meetings the chairperson does not automatically have a second or 'casting vote'. See also Clause 139.

98. A Councillor who is present at a Meeting of a Council but who fails to vote on a motion put to the Meeting is taken to have voted against the motion. This clause does not apply to a Councillor who does not vote because he or she has a pecuniary interest in the subject-matter of the motion.

99. If a Councillor who has voted against a motion put at a Council Meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's Minutes.

100. The decision of the Chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than 2 Councillors rise and demand a division.

101. When a division on a motion is demanded, the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the Council's Minutes.

102. Section 375A of the Local Government Act 1993 – Recording of voting on planning matters – requires the general manager to keep a register containing, for each planning decision made at a meeting of the Council or a Council Committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

Resolutions Passed at Closed Meetings to be made Public

103. If a Council passes a resolution during a Meeting, or a part of a Meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the Meeting or part of the Meeting has ended.

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PART 5— KEEPING ORDER AT MEETINGS

Questions of Order

104. The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.

105. A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.

106. The Chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.

107. The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Acts of Disorder

108. A Councillor commits an act of disorder if the Councillor, at a Meeting of Council:

(a) contravenes the Act or any regulation in force under the Act; or

(b) assaults or threatens to assault another Councillor or person present at the Meeting; or

(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or Committee, or addresses or attempts to address the Council or Committee on such a motion, amendment or matter; or

(d) insults or makes personal reflections on or imputes improper motives to any other Councillor; or

(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or Committee into contempt.

109. The Chairperson may require a Councillor:

(a) to apologise without reservation for an act of disorder referred to in Clause 107 (a) or (b); or

(b) to withdraw a motion or an amendment referred to in Clause 107 (c) and, where appropriate, to apologise without reservation; or

(c) to retract and apologise without reservation for an act of disorder

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referred to in Clause 107 (d) or (e).

110. A Councillor may, as provided by Section 10 (2)(a) or (b) of the Act, be expelled from a Meeting of a Council for having failed to comply with a requirement under Clause 108. The expulsion of a Councillor from the Meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

How Disorder at a Meeting may be Dealt With

111. If disorder occurs at a Meeting of a Council, the Chairperson may adjourn the Meeting for a period of not more than 15 minutes and leave the Chair. The Council, on reassembling, must, on a question put from the Chair, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of Members of the public as well as disorder arising from the conduct of Councillors.

112. A member of the public may, as provided by Section 10 (2)(a) or (b) of the Act be expelled from a Meeting of a Council for engaging in or having engaged in disorderly conduct at the Meeting.

Power to Remove Persons from Meeting after Expulsion

113. If a Councillor or a member of the public fails to leave the place where a Meeting of a Council is being held:

(a) immediately after the Council has passed a resolution expelling the Councillor or member from the Meeting; or

(b) where the Council has authorised the person presiding at the Meeting to exercise the power of expulsion, immediately after being directed by the person presiding to leave the Meeting, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member from that place and, if necessary, restrain the Councillor or member from re- entering that place.

Any member of the public who consumes an alcoholic beverage within the Council Chambers during a Council will be expelled and removed from the meeting.

114. Under section 440H of the Act, Council may request the Director General to suspend a Councillor from civic office. Suspension would only be considered where the Councillor's behaviour has been disruptive over a period of time (that is, more than one incident) and forms a pattern of misbehaviour serious enough to justify suspension or the Councillor has been involved in one incident of misbehaviour that is sufficiently serious as to justify the Councillor's suspension (s440I and Clauses 12.27-12.31 Model Code).

115. The Local Government Pecuniary Interest and Disciplinary Tribunal also has power to conduct disciplinary proceedings for Councillor misbehaviour in

accordance with chapter 14, parts 1 and 3.of the Act.

A Councillor can be suspended in certain circumstances

116. Chapter 14 of the Act provides for the suspension of a Councillor in any one of three circumstances:

Section 440K authorises the Director General to suspend a Councillor for up to 1 month for misbehaviour;

Section 482A authorises, by way of alternative to section 440K, the Local Government Pecuniary Interest and Disciplinary Tribunal to suspend a Councillor for up to 6 months for misbehaviour;

Section 482 authorises the Local Government Pecuniary Interest and Disciplinary Tribunal to suspend a Councillor for up to 6 months where it finds a complaint against that Councillor proved.

When a Councillor is suspended from office

117. While there is no definition of 'suspension' in the Act or the Interpretation Act 1987, the Macquarie Dictionary defines 'suspend' as "to debar, usually for a time, from the exercise of an office or function or the enjoyment of a privilege". 'Debar' is defined as "to bar out or exclude from a place or condition".

The suspension of a Councillor results in that person being excluded from civic office during the period of suspension. It also means being excluded from the rights and privileges of that office during the period of suspension. If the Councillor is also the Mayor, that person is excluded from exercising the function, rights and privileges of both 'Councillor' and 'Mayor' during the period of suspension.

118. A suspended Councillor/Mayor has no greater access to Council documents, Council information or Council facilities than any other resident or ratepayer. The suspended Councillor/Mayor can attend Council meetings, but only as a member of the public. Therefore that person cannot take part in the election of the Mayor or Deputy Mayor, either as a candidate or as a Councillor, or vote on any matter before the Council.

PART 6 — COUNCIL COMMITTEES

Committee of the Whole

119. All the provisions of this Code relating to Meetings of a Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the Whole, except the provision limiting the number and duration of speeches.

120. The General Manager or, in the absence of the General Manager, an employee of the Council designated by the General Manager is responsible for reporting to the Council proceedings in Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the

Committee must be reported.

121. The Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's Minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

Council may Appoint Committees

122. As a body politic (s.220 of the Act), a Council can form committees and determine their functions, powers, membership and voting rights. Membership of a Council committee is not restricted to Councillors.

123. In regard to committees consisting entirely of Councillors, a Council can establish such a committee only by resolution (cl.260 (1) of the Regulation).

124. A Council committee could be advisory or it could have decision- making powers as delegated by the Council. A committee may exercise a Council function (s.355 (b)) of the Act) and a Council may delegate to the committee any of its functions other than those set out in section 377(1) of the Act.

125. The Council will set out the functions of each committee when the committee is established. The Council can change those functions from time to time (cl.261 of the Regulation).

126. A committee can exercise a Council's regulatory functions under Chapter 7 of the Act only if all of its members are either Councillors or Council employees (s.379 (1) of the Act).

127. Advisory committees have the power to make recommendations but not to make decisions.

128. Committees may be given power to spend Council monies on certain matters, if a resolution to that effect has been previously passed by the Council (s.377 and s.355 of the Act).

129. Upon formation Council will provide advisory committees with guidelines on how to conduct their meetings and related issues.

130. There is nothing in the Act or the Regulation to require a Councillor to be present at the Council meeting at which he or she is nominated or elected as a member, deputy chairperson or chairperson of a Council committee. Therefore a Councillor can be nominated or elected in his or her absence provided the absent Councillor has given the General Manager notice prior to the Meeting that he or she consents to being nominated for a committee before that Councillor is nominated at the meeting.

131. A Council may appoint or elect such Committees as it considers necessary including the nomination of the Chair for the Committee.

132. Such a Committee is to consist of such number of Councillors of the Council as

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the Council decides.

133. The quorum for a Meeting of such a Committee is to be

(a) such number of members as the Council decides; or

(b) if the Council has not decided a number—a majority of the members of the Committee.

Functions of Committees

134. Council specifies the functions of each of its Committees when the Committee is appointed or elected, and may from time to time amend those functions.

Notice of Committee Meetings to be Given

135. The General Manager of a Council must send to each Councillor, at least 3 days before each Meeting of the Committee, a notice specifying:

(a) the time and place at which and the date on which the Meeting is to be held; and

(b) the business proposed to be transacted at the Meeting.

136. However, notice of less than 3 days may be given of a Committee Meeting called in an emergency.

Non-members Entitled to Attend Committee Meetings

137. A Councillor who is not a member of a Committee of a Council is entitled to attend and speak at, but is not entitled to vote at, a Meeting of the Committee.

Procedure in Committees

138. Each Committee of a Council may regulate its own procedure.

139. Without limiting Clause 138, a Committee of a Council may decide upon formation of the Committee that, whenever the voting on a motion put to a Meeting of the Committee (including any advisory committee) is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote. If there has been no such decision the Chairperson will not have a casting vote.

Committees to keep Minutes

140. Each Committee of a Council must ensure that full and accurate Minutes of the proceedings of its Meetings are kept.

141. As soon as the Minutes of an earlier Meeting of a Committee of the Council

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have been confirmed at a later Meeting of the Committee, the person presiding at the later Meeting must sign the Minutes of the earlier Meeting.

Chairperson and Deputy Chairperson of Committees

142. The Chairperson of each Committee of the Council, must be:

(a) the Mayor; or

(b) if the Mayor does not wish to be the Chairperson of a Committee—a member of the Committee elected by the Council; or

(c) if the Council does not elect such a member—a member of the Committee elected by the Committee.

143. Council may elect a member of a Committee of the Council as Deputy Chairperson of the Committee. If Council does not elect a Deputy Chairperson of such a Committee, the Committee may elect a Deputy Chairperson.

144. If neither the Chairperson nor the Deputy Chairperson of a Committee of a Council is able or willing to preside at a Meeting of the Committee, the Committee must elect a member of the Committee to be acting Chairperson of the Committee.

145. The Chairperson is to preside at a Meeting of a Committee of a Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the Meeting, but if neither the Chairperson nor the Deputy Chairperson is able or willing to preside, the Acting Chairperson is to preside at the Meeting.

146. The Mayor is, by virtue of holding that office, a member of each Committee of the Council.

Absence from Committee Meetings

147. A member ceases to be a member of a Committee if the member (other than the Mayor):

(a) has been absent from 3 consecutive Meetings of the Committee without having given reasons acceptable to the Committee for the member's absences; or

(b) has been absent from at least half of the Meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

148. Clause 147 does not apply if all of the members of the Council are members of the Committee.

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Reports of Committees

149. If in a report of a Committee of the Council distinct recommendations are made, the decision of the Council may be made separately on each recommendation.

150. The recommendations of a Committee of the Council are, so far as adopted by the Council, resolutions of the Council.

151. If a Committee of a Council passes a resolution, or makes a recommendation, during a Meeting, or a part of a Meeting, that is closed to the public, the Chairperson must:

(a) make the resolution or recommendation public as soon as practicable after the Meeting or part of the Meeting has ended; and

(b) report the resolution or recommendation to the next Meeting of the Council.

152. Clause 260 of the Regulation permits committee members to be chosen only by the Council at a formal Council meeting. A permanent vacancy on a Council committee (caused by the resignation or death of a Councillor) can be filled by the Council electing or appointing a Councillor to fill the vacancy.

153. In the case of temporary absences an alternate Councillor may act in the office of a committee member absent through illness, etc. The alternate or acting member has the authority and role of the member and will be elected or appointed under clause 260 of the Regulation from among the Councillors. When acting as a committee member, an alternative member would form part of the committee's quorum.

Council can remove a Councillor from membership of a committee

154. Clause 260 of the Regulation authorises a Council to establish (by resolution) such committees as it considers necessary. A committee is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

155. Under its general powers as a body politic (s.220 of the Act), a Council may (by resolution) change the composition of its committees whenever it chooses. This can be done by removing a Councillor from a committee and appointing another Councillor as a member, or by changing the total number of Councillors on the committee. Changes in committee composition can come directly from the Council or be recommended by the committee to the Council.

Note: In Yates v District Council of Penola (1997) 68 SASR 64, the Court held that the power to remove a Councillor from a committee must be exercised lawfully, rationally and fairly. It can't be used for an external or ulterior purpose, for example, if motivated by punishment (even if this was not the sole or main reason for the action taken).

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Disorder in Committee Meetings

156. The provisions of the Act and of this Code relating to the maintenance of order in Council Meetings apply to Meetings of Committees of the Council in the same way as they apply to Meetings of the Council.

Certain Persons may be expelled from Council Committee Meetings

157. If a Meeting or part of a Meeting of a Committee of a Council is closed to the public in accordance with Section 10 (2) of the Act, any person who is not a Councillor or an authorised attendee may be expelled from the Meeting as provided by Section 10 (2) (a) or (b) of the Act.

158. If any such person, after being notified of a resolution or direction expelling him or her from the Meeting, fails to leave the place where the Meeting is being held, a police officer, or any person authorised for the purpose by the Council, Committee or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re- entering that place.

PART 7—MISCELLANEOUS

General Manager's role

The General Manager is delegated the power to appoint non-Councillor members to a Council committee formed under s.355 of the Act

159. Section 377 sets out the matters that a Council cannot delegate to the General Manager or another person or body. The Council delegates to the General Manager the power to appoint new members to a committee (that is already established and given delegated functions by the Council) if required to perform its appointed function.

Note: As a matter of good administrative practice, the Council requires the General Manager to report to the Council whenever he or she has made an appointment.

The General Manager's role on a Council committee

160. If the General Manager or any other staff member is a member of a Council committee, he or she will not have a special function just because of their position. Like all committee members, the General Manager must accept the majority decision of the committee. The Council may, however, grant certain responsibilities to the General Manager in relation to the committee.

Council decisions are not affected when Councillors change

161. A local Council is a body politic of the State with perpetual succession and the legal capacity and powers of an individual (s.220 of the Act). This means that the Council is legally separate from the Councillors on it, and that Council

decisions are not affected by changes in its Councillors.

Council decision making powers in a caretaking role before an ordinary election

162. The Act does not impose such limits.

Note: While the Act does not impose such limits, like Commonwealth and State Governments, Councils are expected to assume a "caretaker" role during election periods to ensure that major decisions are not made which limit the actions of an incoming Council. It should be the Council's practice, prior to ordinary elections, to adhere to the accepted practices expected under this caretaker convention.

Disclosure and Misuse of Information—Prescribed Circumstances

163. For the purposes of Section 664 (1B) (c) of the Act, any disclosure made with the intention of enabling the Minister or the Director-General to properly exercise the functions conferred or imposed on them by or under the Act is a prescribed circumstance.

Inspection of the Minutes of a Council or Committee

164. An inspection of the Minutes of a Council or Committee of a Council is to be carried out under the supervision of the General Manager or an employee of the Council designated by the General Manager to supervise inspections of those Minutes.

165. The General Manager must ensure that the Minutes of the Council and any Minutes of a Committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

Note. Section 12 of the Act confers a right to inspect the Minutes of a Council or Committee of a Council. See Clause 9 hereto.

Access to Records

166. The General Manager shall allow any Councillor to inspect any record of the Council that the Councillor requests to see.

167. If the General Manager refuses to allow a Councillor to inspect any such record, the Councillor may, at a Meeting of the Council, move for the production of the document. However, the Councillor must give notice of intention to move the motion.

168. If the Council passes a motion for the production of a Council record, the Council must ensure that the record

(a) is produced immediately and laid on the table for inspection by the Councillors; and

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(b) is made available for inspection by any Councillor on reasonable notice to the General Manager during the Council's Ordinary office hours on any day that is within 1 month after the passing of the motion.

Tape Recording of Meeting of Council or Committee Prohibited Without Permission

169. A person may use a tape recorder to record the proceedings of a Meeting of a Council or a Committee of a Council only with the prior approval of the Chair.

170. A person may, as provided by Section 10 (2) (a) or (b) of the Act, be expelled from a Meeting of a Council or a Committee of a Council for using or having used a tape recorder in contravention of this Clause.

171. If any such person, after being notified of a resolution or direction expelling him or her from the Meeting, fails to leave the place where the Meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.

Constitutional referendums

172. Certain matters require a constitutional referendum — they cannot be decided by a Council (s.16 of the Act). Section 17(1) of the Act provides that a decision made at a constitutional referendum binds the Council until it is changed by a later constitutional referendum. As the Council is bound by the decision, there is no requirement for a resolution to be carried to give effect to the decision. Council will acknowledge the decision in its minutes a resolution confirming or acknowledging the outcome of the referendum process.

DECLARATION OF INTEREST

Cr. ……

Item Number ……

Title Heading ……

Meeting Date ……

Type of Interest being declared (see over page for more information):

***Pecuniary Interest** □

***Significant Non-Pecuniary Interest** □

Less than Significant Non-Pecuniary Interest □

Reason and basis for the declaration (to be recorded in the Minutes of the meeting):

……..

……..

……..

……..

……..

……..

……. **……..**
Signature **Date**

*** Further action over and above this declaration is required as outlined in the Council's adopted Code of Conduct.**

What is a pecuniary interest?

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. (section 442)

What is a non-pecuniary conflict of interests?

Non-pecuniary interests are private or personal interests the council official has that do not amount to a pecuniary interest as defined in the Act. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

What is a significant non-pecuniary conflict of interests?

As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household

b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship

c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

What about less than significant non-pecuniary conflict of interests?

If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

Addressing a Council Meeting

Thank you for your request to address a council meeting.

Please find attached:

1. Procedure for Addressing Council Meetings
2. Blank Declaration Form *(please fill out)*
3. Addressing the Meeting form (*please fill out*)

Please complete the Addressing the Meeting form with the points you wish to make in your address and return it by fax (02) 6724 1771 or by email to mail@gwydir.nsw.gov.au or in person to either the Warialda or Bingara Council Offices, before midday on the day preceding the meeting that you are requesting to address.

Please bring the signed Declaration Form with you to the meeting and give it to the General Manager.

Thank you.

Procedure for Addressing Meetings

Anyone can request permission to address a meeting, providing that the number of speakers is limited to three in support of any proposal and three against. Any request must be approved by the Chair of the meeting that you want to address.

Any request about an issue or matter on the Agenda for the meeting can be lodged with the General Manager or Public Officer up until 12 noon on the day preceding the meeting.

Prior to the meeting the person who has requested permission to address the meeting will need to provide the Public Officer with a written statement of the points to be covered during the address in sufficient detail so as to inform the Councillors of the substance of the address and a written copy of any questions to be asked of the Council in order that responses to those questions can be provided in due course.

In addition, prior to addressing the meeting a person addressing Council or Committee will be informed that they do not enjoy any privilege and that permission to speak may be withdrawn should they make inappropriate comments.

It should be noted that speakers at meetings of the Council or Committee do not have absolute privilege (parliamentary privilege). A speaker who makes any potentially offensive or defamatory remarks about any other person may render themselves open to legal action.

Prior to addressing the meeting the person will be required to sign the following statement:

> **"I (name) understand that the meeting I intend to address on (date) is a public meeting. I also understand that should I say or present any material that is inappropriate, I may be subject to legal action. I also acknowledge that I have been informed to obtain my own legal advice about the appropriateness of the material that I intend to present at the above mentioned meeting".**

Should a person fail to sign the above statement then permission to address either the Council or Committee will not be granted.

Where permission is to be granted the Council or Committee, at the appropriate time, will suspend only so much of the Standing Orders to allow the address to occur.

The Chairperson will then call the person up to the speaking area.

The person addressing the meeting needs to clearly indicate:

- His or her name;
- The organisation or group they are representing (if applicable);
- Details of the issue to be addressed and the item number of the report in the Business Paper;
- Whether they are opposing or supporting the issue or matter (if applicable) and/or the action they would like the meeting to take;
- The interest of the speaker (e.g. affected person, neighbour, applicant, applicants spokesperson, interested citizen etc).

Each person then has five minutes to make his or her address. Those addressing the Council will be required to speak to the written statement they have submitted.

Permission to address Council is not to be taken as an opportunity to refute or otherwise the points made by previous speakers on the same issue.

The Council or Committee can extend this time if they consider if appropriate, however, everyone needs to work on the basis that the address will be for five minutes only.

Councillors may have questions about the address so people are asked to remain in the speaking area until the Chairperson has thanked them. When this occurs, they should then return to their seat.

Chairman …….

DECLARATION

Addressing Gwydir Shire Meetings

Note:
This declaration must be signed and witnessed and given to Council's General Manager (or his representative) prior to the meeting you wish to address

ATTENTION:

Mayor
General Manager

I.....understand that the meeting I

intend to address on.....20...

is a public meeting. I also understand that should I say or present any material

that is inappropriate, I may be subject to legal action. I also acknowledge that I

have been informed to obtain my own legal advice about the appropriateness of

the material that I intend to present at the above-mentioned meeting.

Dated ...../...../.....

Signed .....
Speaker's signature

Signed.....
Witness' signature

.....
Name of Witness

Addressing Gwydir Shire Meetings

You must provide the following details to address council:

Name: .....

Organisation or group Represented: .....

Your Address: .....

Contact Details: **Telephone** .....**Fax:** .....

Email .....

Title of the Item in the Business Paper: .....

Your interest in this matter .....

(eg. Affected person, neighbour, applicant, applicant's spokesperson, interested citizen)

If you will be asking any questions during your address, please provide below along with the main points you want to raise? (in order that responses to those questions can be provided)

.....

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Item 2 Carbon Farm Proposal

FILE REFERENCE

DELIVERY PROGRAM

GOAL: 3. An Environmentally Responsible Shire

OUTCOME: 3.1 OUR COMMUNITY UNDERSTANDA AND EMBRACES ENVIRONMENTAL CHANGE

STRATEGY: 3.2.1 Develop a clean energy future - ED - external

AUTHOR General Manager

DATE 6 October 2016

STAFF DISCLOSURE OF INTEREST

The General Manager has an interest through a relationship in Lot 144 DP 754810 adjacent to the site and declares this as a less than significant non-pecuniary interest.

IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends the endorsement of the attached Heads of Agreement document relating to the proposed Carbon Farm.

TABLED ITEMS Nil

BACKGROUND

The Council at its 28th July 2016 Meeting resolved:

> **THAT The Living Classroom Masterplan July 2016 as outlined on the attached plan is adopted (Ref:213/16)**
>
> **FURTHER that the area designated for the *Field of Learning* (which includes the carbon sequestration trial area) be offered for lease (5 years plus a 5 year renewal option) to a community based group independent of the Council but with significant local school involvement in the planning and development of the land (Ref:214/16).**

The above resolution was passed when considering the attached July report.

Following the meeting a community consortium has been established with the assistance of Starfish Initiatives as the auspicing body to move forward on the proposed Carbon Farm.

Chairman ……

The attached Heads of Agreement (HoA) will form the basis of the ongoing relationship between Gwydir Shire and the community consortium while also being the guiding document to the development of the appropriate leasing agreement.

The HoA is designed to clearly articulate the community based nature of the proposal separate from the Council. However, at the same time, the synergistic nature of the proposal is also recognised within the HoA.

For the overall Living Classroom proposal to advance in a complementary fashion there needs to be this level of synergy at a practical level.

OFFICER RECOMMENDATION

THAT the Council endorses the framework established under the draft Heads of Agreement attached.

ATTACHMENTS

AT- Draft Heads of Agreement
AT- July Report

COMMITTEE RECOMMENDATION TO COUNCIL:

THAT the Council endorses the framework established under the draft Heads of Agreement attached.

FURTHER that the rental be a peppercorn rent.

FURTHER that Cr Young be the Councillor liaison person with the community group.

(Moved Cr Egan, seconded Cr Dick)

Chairman ……

HEADS OF AGREEMENT FOR THE CARBON FARM AN INITIATIVE OF THE LIVING CLASSROOM

This Heads of Agreement (HoA) is entered this XXth day of October 2016 by and between:

1. Starfish Initiatives (Starfish), ACN 150 552 962. Starfish is a charity enterprise whose purpose is to support and enable the essential changes which are required to realise rural and regional sustainability. Starfish's registered office is "Tumblegum", 16 Adina Road, Invergowrie NSW 2350; and
2. Gwydir Shire Council (GSC), ABN 11 636 419 850. Gwydir Shire Council is a Local Government Authority has a population of around 5,000 and covers an area of 9,122km^2. The Gwydir Shire includes the two main townships Bingara and Warialda, as well as a number of smaller villages including Cobbadah, Coolatai, Croppa Creek, Gravesend, North Star, Upper Horton and Warialda Rail. Council's vision is to be a recognised leader in local government through continuous learning and sustainability. Gwydir Shire Council's registered office is 33 Maitland Street, Bingara NSW 2404.

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HEADS OF AGREEMENT FOR THE CARBON FARM AN INITIATIVE OF THE LIVING CLASSROOM

Purpose

The purpose of this HoA is to outline the guiding principles in respect of creating agreements between GSC and The Carbon Farm, under legal auspice of Starfish, to utilise an area of land under GSC's responsibility to create an extension to a regenerative farming initiative ("The Living Classroom") with a focus on soil carbon sequestration ~ known as "The Carbon Farm".

GSC is the responsible entity (describe in precise terms) for the area of public land (Describe DP & Lot reference), to the west and south of the township of Bingara, formerly described as "The Bingara Common".

The Masterplan aims to progress "The Living Classroom" (TLC) project and also covers the buildings and improvements on (Lot reference); the area of (26ha) of Permissive Occupancy, including the 2ha of freehold land (owned by GSC) on which the various teaching, accommodation and administration buildings are located.

The Bingara Common is subject to a Masterplan endorsed at a GSC Council Meeting on 14 July 2016 with the following resolutions:

> THAT The Living Classroom Masterplan July 2016 as outlined on the attached plan is adopted (Ref: 213/16)
>
> FURTHER, that the area designated for the Field of Learning (which includes the carbon sequestration trial area) be offered for lease (5 years plus a 5 year renewal option) to a community based group independent of the Council but with significant local school involvement in the planning and development of the land (Ref: 214/16).

While GSC wishes to retain control of The Living Classroom, as per the above resolutions it does not wish to control or manage The Carbon Farm. Rather, GSC prefers to lease the farm to Starfish to auspice the development of The Carbon Farm, in line with the broad goals of the Masterplan.

The Masterplan also covers the area of (110 ha) covered by (Lot/DP numbers), on which it is intended to create The Carbon Farm. An map of this area is included as an Appendix.

At the same time, The Carbon Farm is highly connected and inter-dependent with The Living Classroom. An additional Agreement, or Memorandum of Understanding, will be established to detail this inter-relationship and the basis for their collaboration towards the shared vision outlined below.

This HoA is intended to inform any and all formal legal agreements between Starfish and GSC for The Carbon Farm as described in this Agreement.

HEADS OF AGREEMENT FOR THE CARBON FARM
AN INITIATIVE OF THE LIVING CLASSROOM

The Living Classroom

The Living Classroom aims to inspire and enable the next generation of farmers, the adoption of regenerative farming practices and contribute to the regeneration of rural communities. Once completed it will be a visually beautiful, working regenerative farm, interpretation and function centre ~ all woven into the township of Bingara and surrounding natural environment.

The initiative combines four strategies of education, agri-tourism, regenerative farming and conferencing. These strategies align with community and region-wide priorities identified as most key to the further regeneration of Bingara and surrounding district. The fortunes of Bingara, as is the case for most farming-based communities, are intrinsically linked with both the strength and the characteristics of its farming sector and food system.

Further, by focussing on regenerative agriculture, The Living Classroom is addressing one of Australia's most pressing priorities, and most exciting opportunities ~ meeting the continuing rapid growth of global food demand in a manner which is profoundly more environmental benign and significantly more socially beneficial. In its simplest form, regenerative agriculture is the overall term given to farming methods which restore and do not deplete natural systems or ecology.

The Carbon Farm

HEADS OF AGREEMENT FOR THE CARBON FARM
AN INITIATIVE OF THE LIVING CLASSROOM

The Living Classroom is situated on a degraded former town common. In respect to the area designated for The Carbon Farm, while significant work has been completed in addressing the hydro-geology of the site and some revegetation, the area remains largely a blank canvas.

The regeneration of previously degraded land to demonstrate the efficacy of regenerative farming is a strategy that has been used by other similar enterprises in Australia and around the world.

Importantly, The Carbon Farm will be the only facility of its kind in the region, and possibly unique nationally. The focus of The Carbon Farm will be on demonstrating a wide range of methods of sequestering carbon in the soil and to measure, monitor and make available data to recorded changes over time.

Its uniqueness includes the application of a broad range of regenerative methods for the rejuvenation of a degraded site and creation of a working farm which will be accessible to practitioners and the public throughout the year. In contrast, the various existing demonstration farms and research centres highlight one or a few regenerative methods and are only opened to the public or other practitioners at select times each year. There is currently no one place where farmers, researchers or educationalists can view and understand the full array of methods of sequestering carbon in the soil.

The regeneration of the site, together with the creation of this working farm and model of regenerative agriculture, will provide the basis for an expanded program of applied courses. The actual research and planning of the farm will be linked with hands-on work to create the farm itself ~ forming the basis for a series of applied learning courses in primary industry and related subjects.

The Carbon Farm will provide interactive, real-world activities and learning experiences for farmers, students and other visitors alike.

HEADS OF AGREEMENT FOR THE CARBON FARM
AN INITIATIVE OF THE LIVING CLASSROOM

About Starfish

Starfish's purpose is creating and supporting the essential changes which are required to realise genuine rural and regional sustainability.

Starfish's name has been inspired by the lessons for genuine sustainability that are given by the sea creatures, since starfish are one of the few creatures on earth which are able to regenerate and replicate. Starfish are able to self-heal and regrow lost parts like a broken off limb. Amazingly, an entire new starfish can also grow from that lost limb. In this way starfish symbolise, and are a metaphor for, sustainability.

Starfish's reach and impact have grown rapidly since forming in 2008, with operations now in Australia, China, Ethiopia, Indonesia, Kenya, Peru, Vietnam with more than one hundred partner organisations, several dozen highly experienced professionals and hundreds of volunteers.

Starfish has led or supported more than 100 sustainability initiatives to date, many of which are international or national 'firsts', such as:

- Working on the world's first Centre for Reconciliation at Myall Creek, focused on healing the oldest human conflict of all ~ white on black discrimination and disadvantage
- Designing collaborative governance systems for sustainability as a whole (New England Sustainability Strategy), landscape conservation (Border Rivers-Gwydir Catchment Management Authority) and community energy (Coalition for Community Energy)
- Leading the Global Environment Facility funded Biochar for Sustainable Soils initiative, which is working with several hundred small-scale farmers in six less developed countries to determine the soil and food production benefits from scientifically engineered biochars
- Creating Zero Net Energy Town ~ a world-first open-source, Creative Commons model for rural towns and villages to create their 100% renewable energy transition plan

Starfish also researched and designed the business development plan for The Living Classroom.

HEADS OF AGREEMENT FOR THE CARBON FARM AN INITIATIVE OF THE LIVING CLASSROOM

Assurances

Both parties confirm that they are legally entitled to enter into the various arrangements as are required to affect this Heads of Agreement.

GSC further confirms that:

- The described land and site for The Carbon Farm is not subject to any external claims or conflicting interests; and,
- No further planning consent is required to the development of The Carbon Farm in respect of farm infrastructure, including fencing, watering systems, earthworks, yards, laneways and the like {Though it is recognised that any new building infrastructure would be subject to normal development approval regulations}.

Agreed Principles of Development

Both parties acknowledge that, while The Living Classroom and The Carbon Farm are to be managed by legally independent entities, their success and effectiveness is inter-related and interdependent in many respects.

Given this, both parties recognise that it is in the interests of all involved that The Living Classroom and The Carbon Farm be consistently managed collaboratively and in accordance with a set of aligned overall goals and management principles ~ as are reflected in the Business Plan (Reference – as updated from time to time – Attachment A) and more specifically defined in the).

Auspice & Start-up Incubator

Starfish will provide a start-up incubator and auspice service for The Carbon Farm, with fees being calculated as:

- The greater of $500/annum or 10% of income up to $150,000 income; and,
- 7.5% of income for income over $150,000; or,
- A specifically agreed fee-for-service arrangement, based on estimated and/or actual services and costs required.

Auspicing is one of Starfish's core services and aims to enable, support and spin-off self-sustaining sustainability initiatives (mimicking the starfish's natural ability to grow an entire new starfish from a lost limb and regrow its limb).

Given this arrangement, this Heads of Agreement and The Carbon Farm lease, will be entered into with GSC by Starfish on behalf of The Carbon Farm.

During the auspice period, Starfish holds ultimate legal and financial responsibility for The Carbon Farm. This responsibility cannot be delegated or reduced in any way.

Reflecting this, Starfish's auspice role will necessarily include the essential responsibilities and oversight that is required to ensure that Starfish's exposure to financial, legal, compliance, risk and other matters as agreed are addressed.

At the same time, Starfish will empower a Board to take on the primary responsibility for the leadership, governance, strategic decision-making, performance and implementation of the The Carbon Farm to the greatest extent as is possible, practical and mutually agreeable.

This balance reflects the fact that for the period while the initiative is carried out under Starfish's auspice, it is not possible for Starfish to devolve its responsibilities as the ultimate legal and financial authority to any other party.

This necessary involvement is consciously balanced with the need to empower The Carbon Farm to fulfil the primary responsibility for the leadership, governance and strategic decision-making, oversight and implementation of the enterprise ~ and in so doing, continually build its capacity for independence and self-sustainability.

It is acknowledged by all parties that this is a transition arrangement with a view to The Carbon Farm becoming an independent and self-sustaining enterprise in its own right.

Management of The Carbon Farm

As noted above, a Board will be formed to take on the primary responsibility for the leadership, governance, strategic decision-making, performance and implementation The Carbon Farm.

An Auspice Memorandum of Understanding will be negotiated between Starfish and The Carbon Farm Board.

Membership of the Board will comprise people selected for their collective ability to bring together the essential expertise, experience, networks and passion to successfully govern and strategically guide The Carbon Farm. This will also incorporate representation from GSC, TLC and The Carbon Farm.

It is noted that members of the Board may change from time-to-time as required.

The Board will be responsible for regular reporting to Starfish's Board, particularly in regard to contractual commitments and compliance requirements such as project performance, major deliverables, milestones, finances and review processes. Similarly, the Board is required to report to Starfish on any all matters relevant for the Auspice.

HEADS OF AGREEMENT FOR THE CARBON FARM AN INITIATIVE OF THE LIVING CLASSROOM

Partnerships

The Carbon Farm (and TLC) will seek and develop appropriate partnerships from time to time, and in respect to the carbon sequestration project has identified CarbonLink Pty Ltd, Resource Consulting Services and Nutri-Tech Solutions as initial partners.

It is also envisaged that as the farm project unfolds other levels of management will develop at a more operational level. This is likely to include the direct participation of co-operator farms.

Cooperator Farms can be defined as farms which enter into arrangements with The Carbon Farm to participate in research, with the intention of then extending that research to broad acre scale. It is envisaged that such farms will represent the broad range of farming interests, and that geography will not be a limitation.

Term of the Lease

As one of the principle purposes of The Carbon Farm is to become a demonstration site and education centre for soil carbon sequestration, it is critical that the tenure of the lease arrangement is matched to the permanency provisions which will be part of the protocol underlying soil carbon sequestration.

This required period of time is currently defined [add reference] as 25 years, though it is recognised that this protocol is likely to change from time to time.

It is therefore proposed that the lease be for 5 years, with a rolling series of 5 year options at the discretion of the lessee. These may be subject to overall performance criteria as set out in the .

It is agreed that the lease will be for a nominal rental, and this can be viewed from both an operational and financial point of view as an in-kind contribution to the project by GSC.

Agreements

(1) Purpose

It is acknowledged by both parties that the primary purpose of both The Living Classroom and The Carbon Farm is to underwrite the future of the Bingara community and Gwydir Shire across the full range of parameters, including inter alia ~ finance, population, employment, tourism, education, recognition, strong communities, health and wellbeing.

This shared purpose is critical in order to develop the level of cooperation and collaboration that is required to make the overall projects a success.

Both parties recognise that shared decision-making, communications and service provision agreements are likely to be required by and between each endeavour to ensure

a high level of complementarity and cohesion, particularly from the viewpoint and experience of third-parties, key stakeholders, funding bodies, visitors, co-operator farms and the wider community.

However, it is also recognised that there are broader goals of national and international significance that underwrite the projects, and will cement their ability to achieve the required partnerships, funding and general support.

(2) Funding

It is acknowledged that from many perspectives, including those of potential funders, the strength of The Living Classroom (and The Carbon Farm) lies in the totality of the project and the synergy between its various facets. This applies to its approach to education, tourism, research etc., and to the various facilities which may be required to optimise this synergy.

It is therefore highly likely that many funding and/or partnership opportunities will be best realised and developed by either GSC or Starfish (or any subsequent entity) applying as principal, but on behalf of the whole project and so in collaboration with the other party.

This funding will then need to be allocated to optimise the progress of the whole purpose.

Most funding applications will require the presentation of a united front and will therefore require co-contributions from both entities at the application and marketing stage. It is acknowledged that these co-contributions are most likely to be in-kind rather than cash in nature.

A clear understanding of the cash and in-kind contributions from both parties, and the allocation of any funds raised will be paramount to the success of the project.

(3) Income & cash flow

There will need to be realistic give and take in respect to earnings from the project. It is acknowledged that in some instances it will be the whole of the story which attracts visitors ~ be they for education, tourism or research purposes ~ whereas in other instances, visitation could be specific to either The Living Classroom (or its components) or The Carbon Farm.

It is important that each component operate as far as possible as a profit centre.

Both parties agree to negotiate the sharing of income in the best interests of the overall success of the projects as well as each of the component parts.

(4) Shared capital investment and expenses

Some shared capital investment and expenses are likely to be easier to classify than others ~ for example, boundary fencing, fencing to protect existing tree lines and walkways are to mutual benefit.

Additional buildings will require individual usage agreements. For example, the Interpretative Centre is likely to require The Carbon Farm as a significant part of its rationale.

Access to water and the cost of usage needs to be clearly articulated.

Both parties agree to negotiate the sharing of capital investment and expenses in the best interests of the overall success of the projects as well as each of the component parts.

(5) Marketing (including website)

It seems clear that marketing of the project is in most cases best done as a whole. This particularly applies to the website, which all parties agree need to be of an excellent quality, contemporary, up to date, interactive and sufficiently flexible to meet the expanding requirements of The Living Classroom and The Carbon Farm over time.

Responsibility for these areas (or parts thereof) needs to be clearly identified.

(6) Personnel

It is acknowledged by both parties that they need to engage personnel in their own right, with clear lines of responsibility. GSC employees working on The Carbon Farm will do so on a contract or cooperative basis. Similarly, The Carbon Farm's personnel working on TLC will do so on a contract or cooperative basis.

(7) Community Communications & Engagement

Both parties acknowledge the need for strong community support, and the need to develop an aligned and complementary strategy for community communications and engagement.

(8) Reporting

Reporting requirements need to be clearly defined and mutually workable, in the spirit of open cooperation of the shared purpose. It will particularly focus on any inter-dependent contractual commitments and compliance requirements such as project performance, major deliverables, milestones, finances and review processes.

Both parties agree to notify the other in regard to any all matters relevant for to this Heads of Agreement.

HEADS OF AGREEMENT FOR THE CARBON FARM
AN INITIATIVE OF THE LIVING CLASSROOM

Intellectual Property

Any and all data, information, reports, designs and so on generated by Starfish and Gwydir Shire Council for The Living Classroom are to be made widely available under Creative Commons Non-Commercial Share-Alike licence unless specific commercial-in-confidence conditions have been agreed in advance, such as may arise from the involvement and requirements of different commercial partners from time-to-time.

Conflicts and Disputes

Any dispute or difference arising from the performance or meaning of this Agreement may be submitted to Arbitration in accordance with and subject to the Institute of Arbitrators Australia Expedited Commercial Arbitration Rules or may be referred to schemes or processes administered by the Australian Commercial Disputes Centre or may be referred to any other alternative dispute resolution scheme of the appropriate industry association as may be agreed by both parties.

Signed this XXth day of October 2016.

Adam F Blakester	Max Eastcott
Executive Director | Starfish Initiatives	General Manager | Gwydir Shire Council
Tumblegum, 16 Adina Road	33 Maitland Street
INVERGOWRIE NSW 2350	BINGARA NSW 2404

HEADS OF AGREEMENT FOR THE CARBON FARM
AN INITIATIVE OF THE LIVING CLASSROOM

Appendix

Starfish Initiatives
PO Box 991 ARMIDALE NSW 2350 | ABN 26 150 552 962

REPORT INFORMATION

Meeting Type:	Ordinary Meeting
Meeting Date:	28 July 2016
Special Meeting:	No
Late Meeting:	No
Confidential Report:	No
Included:	Yes
Report Type:	General Business
Agenda Section:	Officers Reports
File Name:	CM28072016GB_8.DOCX
Directory:	G:\InfoCouncil\Documents\CM\Reports
Subject:	The Living Classroom Masterplan
File Number:	
Item Number:	GB1/16
Author:	Max Eastcott - General Manager
Keywords:	The Living Classroom Masterplan
Comments:	
Creation Date:	7/25/2016 2:27:00 PM
Revision Number:	2
Last Saved On:	7/25/2016 2:27:00 PM
Last Saved By:	Max Eastcott
Last Printed On:	
Number of Pages:	4
Number of Words:	1663
Number of Characters:	8908
Deferred/Referred:	0
Attachment Count:	3

Chairman ……

Item 1 The Living Classroom Masterplan

FILE REFERENCE

DELIVERY PROGRAM

GOAL: **2. Building the business base**

OUTCOME: **2.2 WE ARE SKILLED AND HAVE ACCESS TO EXCELLENT EDUCATIONAL OPPURTUNITIES**

STRATEGY: **2.2.2 Build our quality education and training oppurtunities through the GLR - OCD - external**

AUTHOR General Manager

DATE 7/21/2016

STAFF DISCLOSURE OF INTEREST Nil

The General Manager has an interest through a relationship in Lot 144 DP 754810 adjacent to the site and declares this as a less than significant non-pecuniary interest.

IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends the adoption of the masterplan as outlined on the attached plan.

It further recommends that the area designated for the *Field of Learning* (which includes the carbon sequestration trial area) be placed under a management committee.

TABLED ITEMS QUT Concept Outlines.

BACKGROUND

The Living Classroom is a strategic initiative to assist in differentiating Gwydir Shire within rural local government. To create a sense of energy and confidence in the future, this will assist the Council to encourage both tourists and future residents to see the Shire as a desirable destination.

It has grown out of the *Regeneration* document developed jointly by Bingara and District Vision 2020 and adopted by the Council.

The area has developed largely with government grants as available and has generally followed the original design outlined in the Bingara Strategic Plan, also adopted by the Council.

The Council, in cooperation with the Queensland University of Technology, has further developed specific themed components to enhance the original allocated areas for the overall development of the land surrounding the Primary Industries Classroom and accommodation area.

The themed areas from the first group of students are:

> **The Aussie Dam Makeover** - this design seeks to re-invent the dam by allowing a natural ecosystem to develop, which in turn will provide cleaner water, a variety of productive edibles and a beautiful

Chairman ……

environment. The Living Classroom dam system will serve as an example to makeover not only Australian dams, but also broaden thinking about the interaction of water, ecology and food.

Continuance Vine Garden - the Vine Garden will be a garden of abundance based on productive vines. The garden explores themes of continuity to engage with the idea of a regenerative community. Slow design will be implemented; the garden will be developed in stages, and based on local knowledge. Vines can generate many foods including jams, wine, vinegar, and fresh fruit. *Continuance* enables awareness that the vineyard element of The Living Classroom landscape is part of a greater ongoing context. From the physical layout of the site *Continuance* is demonstrated through the flowing patterns of vertical and horizontal geometry. The flowing vines of the vineyard allude to the continuance of time and landscape. The site itself aims to generate economic benefits and get the community thoroughly involved in the care of the site. The overarching idea is that if visitors fall in love with the site, then it might also encourage locals to. *Continuance* addresses an obligation to support local people's desire for the survival of the rural community of Bingara.

Field Of Learning - The Living Classroom comprises land that until recently was a grazing common. Over the years, the land was overgrazed and became untended and weed infested. The Living Classroom has now excluded grazing animals through various areas which are regenerating with native flora and fauna. One of the goals of The Living Classroom is to show how a system of grazing animals can be managed in a way that regenerates the native landscape into the long term. An area to the south of the site has been selected to trial an integrated whole-of-farm system. This area is intended to also develop the carbon sequestration demonstration area.

Kangaroo Classroom - camping facilities capitalise on the kangaroo population attracted to the favourable conditions created through the development of a silvopasture system comprising perennial pasture and agroforestry, offering a unique tourism experience.

7 Ways to Regeneration and Health, the Chinese Medicinal Garden - the design for Bingara's Chinese medicinal garden draws inspiration from both the rural environment and Traditional Chinese Medicine**.** Bingara has a long history of Chinese involvement in the town back to the pioneering days of the gold rush. The site has evidence of mining which may have involved the Chinese population. The medicinal garden therefore celebrates Bingara's Chinese heritage and creates a garden for regeneration based on Chinese traditional medicine.

Paradise Found (Kytherian Garden) - a garden which celebrates the Kytherian heritage of the town of Bingara. Kytherians immigrated to Australia in the interwar years and many relocated to country towns. These Greeks became famous for their milk bars and they brought with them the USA milk bar culture and food plus the mixed grill.

Greek food is now, of course, firmly embedded in Australian culture. With the renewed interest in healthy living, the Mediterranean diet has emerged as an exemplar for health and wellbeing. Regional towns such

as Bingara have the water, space and soils to produce great food. The Kytherian Garden hopes to exemplify all that is great about the Mediterranean diet in a way that captures the heritage of these pioneering Greek families.

Vagabond Chooks – 'Vagabond Chooks' is an innovative feature of the productive landscape emerging at The Living Classroom in Bingara. Keeping close to the permaculture principles of The Living Classroom, the Bingara Vagabond Chooks ties in with four (4) core ideas. The project is designed around low fertilisation of soil within The Living Classroom site, and the final product, 100% organic free range eggs. Having chook shelters that protect the animals at night is a key farm feature. Vagabond Chooks utilises existing materials that are available to use from around the Bingara area.

The Indigenous themed areas from the second group of students are outlined below. This group looked at the opportunity to expand the relationship of The Living Classroom with a broader focus on its place within other significant aspects of the Shire:

Mirrored Reflections Bike Trail - located in Bingara, the bike trail will tell an emotional story of not just the obvious truths of the past, but the ones that are sometimes forgotten as well. It will tell the tale of alternative truths about the Myall Creek Massacre, the surrounding landscape, and Australian society. From The Living Classroom to the Myall Creek Memorial, you will learn about the past of the Myall Creek area and the people who lived there. You will also discover a personal connection to the events that you never even knew existed. Designed for recreational users, the trail will follow the Delungra-Ashford road with a series of rest stops and interpretive experiences. A physical sign with an incorporated internet Quick Response Code (QR) code will mark both ends of the trail, where printed brochures will also be provided. Advertisement of the trail can also be done through associated websites.

Sky to Country a night trail - this project is twofold: the physical element and the mobile app. The physical element refers to the onsite pathways and destinations for learning and reflection. The mobile app refers to the Soundtrail app and 'The Living Classroom' website for portable learning and interpretation.

Nourish - Exploring Aboriginal Tucker and the Modern Diet - understanding the way Aboriginal people lived off the land has the potential to heighten the food experience, while also contributing to a wholesome, happy and healthy life. This is truly a reflection of how the future of food can be learnt from our very own ancestors.

Weaving Water Way Bingara and The Living Classroom - *Weaving Water Way* is an eco-corridor linking the Living Classroom in Bingara ,to the Gwydir River sourcing indigenous plants used by Aboriginal women for weaving and dyeing. These native plants also contribute significantly to healthy waterways and local ecology.

Weaving Water Way will provide Bingara with an ongoing resource for the tutoring and practice of weaving and dyeing, harnessing the knowledge of regional weavers and artists to teach within the framework of The Living Classroom.

Obviously these concepts are only that, but have been incorporated where possible into the planning for the overall development of the site. The implementation of these proposals in whatever final form they may take will be subject to an incremental improvement approach subject to adequate grant based funding becoming available.

The full students' work is available under separate cover for your information.

COMMENT

The proposed Field of Learning Management Committee is required in order to seek grant funding from the Foundation for Rural and Regional Renewal (FRRR), which requires this type of governance structure. The Field of Learning Management Committee is recommended to be structured in line with the attached outline.

The Committee would be a Committee constituted under Section 355 of the Local Government Act but will only be responsible for the management of the hatched area on the attached plan.

This Committee's responsibilities are confined to the *Field of Learning* area due to the other committed management arrangements that already exist across the site.

Apart from the FRRR funding possibility, the Council is also in the final stages of negotiating a very significant grant to further develop some of the themed areas. This grant is hopefully being sourced through the Office of Regional Development, NSW Department of Industry, and the adoption of a Masterplan will aid this process.

The entire Masterplan layout, with all the remaining area allocations, will be tabled at the Council Meeting.

CONCLUSION

The adoption of the recommendations does not commit the Council to any financial allocations outside the adopted budget. However, it does allow the progression of both grant funding opportunities.

OFFICER RECOMMENDATION

THAT The Living Classroom Masterplan July 2016 as outlined on the attached plan is adopted

FURTHER that the area designated for the *Field of Learning* (which includes the carbon sequestration trial area) be placed under a management committee formed in line with the attached Committee Structure.

ATTACHMENTS

AT- Proposed Committee Structure
AT- Field of Learning area
AT- Masterplan tabled at meeting

Chairman ……

FIELD of LEARNING MANAGEMENT COMMITTEE

Committee Membership and quorum

The membership of this Committee Is:

A Gwydir Shire Councillor Representative selected by the Council;

The General Manager;

Two Gwydir Shire staff;

Mr Glen Pereira; and;

Mr Rick Hutton

Three Community Representatives:

Mr Garry McDouall;

Ms. Judi Earle (Coolatai); and;

Ms. Brianna Middlemiss (Bingara);

Two Bingara Central School Representatives:

Mr Gary Hansen; and;

Mr Mark McGowan

The quorum is 4.

The non-Council members of this Committee are 'designated persons' under Section 441 of the Local Government Act.

Therefore each non-Council Committee member is required to complete an annual written return of interests and declare any pecuniary interest in any matter before the committee as required under the Local Government Act.

Committee Chairman and Deputy Chairman

The Chair, Deputy Chair and Secretary/Treasurer are determined by a vote at the Committee.

Whenever the voting on a motion put to this Committee is equal, the Chairperson is to have a casting vote as well as an original vote.

Committee Delegation

Pursuant to Section 377 and 379 of the Local Government Act, 1993, as amended, and subject to the limitations and stipulations which the said Sections 377 and 379 impose, the power to resolve upon any matter submitted for consideration concerning the future planning and management of the area designated as the Field of Learning and hatched on the attached plan.

Committee Function

The role of this Committee initially is the care, control, development and management of the defined area.

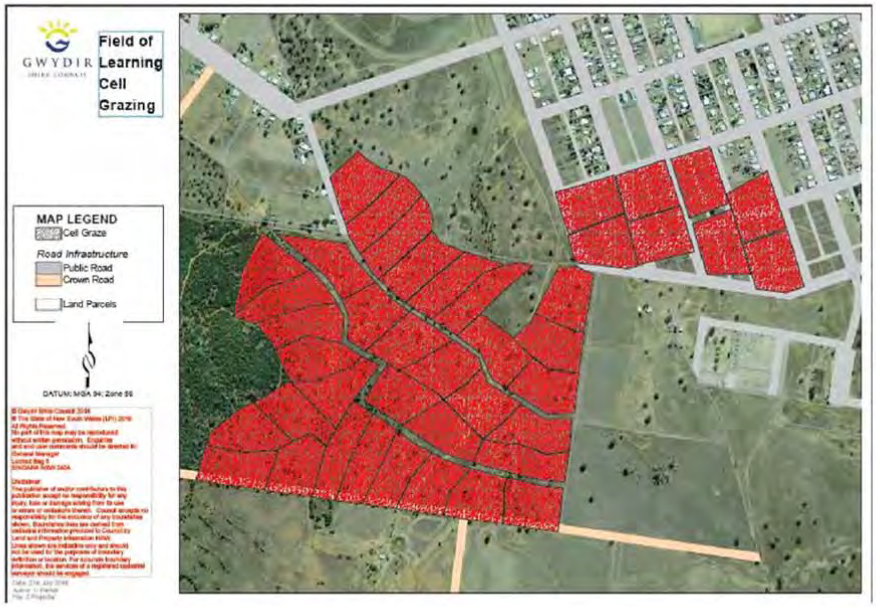
The Committee will achieve this through performing the following functions;

- Prepare and submit to the Council for approval a short, medium and long term management plan for the project.
- Submit to the Council for its approval the estimated budget and any proposed fees and charges for the next financial year.
- Submit an Annual Report for inclusion into the Council's Annual Report before the end of September each year for the preceding financial year outlining the performance of the Committee against the adopted management plan and budget.
- Table the minutes of each Committee Meeting at the next available Council Meeting

Chairman ……

Ordinary Meeting - 28 July 2016
The Living Classroom Masterplan.DOC

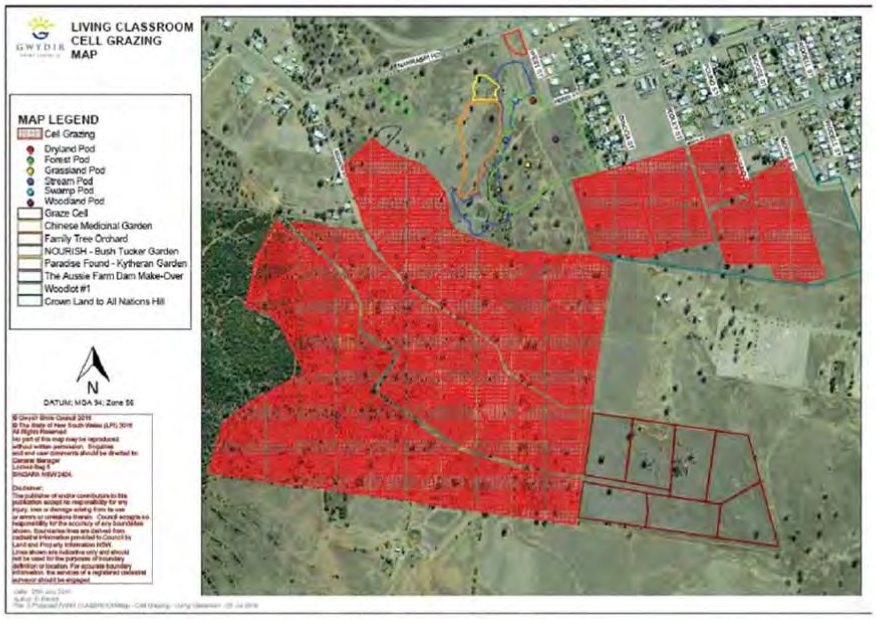
Attachment 2
Field of Learning area



Chairman ……

Ordinary Meeting - 28 July 2016
The Living Classroom Masterplan.DOC

Attachment 3
Masterplan tabled at meeting



Chairman ……

Item 3 Councillor Induction - Service Delivery

FILE REFERENCE

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

AUTHOR General Manager

DATE 5 October 2016

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends suspending Standing Orders to allow for discussion regarding the various services provided by the Council.

BACKGROUND

Attached to this report is a summary of the various Business Units operated by the Council across the five managed areas of the Council:

Responsibility	Officer	Attachment page references
Corporate Services	Ron Wood	2 to 4
Development and Environmental Services	Glen Pereira	5 to 16
Governance and Town Utilities	Max Eastcott and Andrew Cooper	17 to 22
Organisation and Community Development	Leeah Daley	23 to 39
Technical Services	Richard Jane	40 to 49

COMMENT

The presentations will be made in the order that the attached services are recorded. The reference to budgets in the attachments only relates to Capital Expenditure not operational.

OFFICER RECOMMENDATION

THAT the Committee suspends its Standing Orders to allow for discussion regarding the various services provided by the Council.

Chairman ……

ATTACHMENTS

AT- Business Unit Summaries

COMMITTEE RECOMMENDATION TO COUNCIL:

The meeting agreed to suspend its Standing Orders to allow for discussion regarding the various services provided by the Council.

Chairman ……

interplan

GWYDIR SHIRE COUNCIL

Gwydir Shire Council

Global Service Profile Report

Period: 16/17 - 18/19

Corporate Services – Ron Wood

Service Profile: Contra Accounts

Description:
Internal control accounts used in capitalisation processing

Outputs:
NA

Primary Outcome:
5.1 Corporate Management

Business Unit: Financial Operations

Service Profile: Deleted and obsolete accounts

Description:
Holding area for deleted and obsolete accounts for historical reference purposes, while freeing up org structure

Outputs:
NA

Primary Outcome:
5.1 Corporate Management

Business Unit: Financial Operations

Chairman ……

Service Profile: Employee Oncost

Description:
Holding area for Employee Leave Entitlements and other oncost related items. Oncost revenue offsets oncost applied to wages and covers items such as Workers Compensation premiums, Annual Leave, Long Service Leave, Sick Leave and other leave.

Outputs:
Management of leave entitlement liabilities.

Primary Outcome:
5.1 Corporate Management

Business Unit: Financial Operations

Service Profile: Financial Administration

Description:
Covers day to day financial operations such as Accounting, Accounts Payable, Accounts Receivable, Rates, Water Billing and Debt Recovery.

Outputs:
Statutory reporting, financial management support, payments and receipts of monies.

Primary Outcome:
5.1 Corporate Management

Business Unit: Financial Operations

Service Profile: General Revenues

Description:
Rates management & income. Financial Assistance Grants receipts.

Outputs:
"Bucket" where general revenues receipted.

Primary Outcome:
5.1 Corporate Management

Business Unit: Financial Operations

Chairman ……

Service Profile: Suspense accounts

Description:
These accounts should be zero at End Of Year.

Outputs:
Holding area for 'suspense' (short term) transactions that are cleared out in a timely manner.

Primary Outcome:
5.1 Corporate Management

Business Unit: Financial Operations

Service Profile: Information Services

Description:
Information Services deal with digital information systems & communication platforms, including all associated infrastructure.

The information services team is responsible for the overall management, provisioning and maintenance.

Outputs:

- Software support – Services appendix
- Software implementation
- Information Systems Contract Management
- Support Network related infrastructure
- Printing & Scanning
- Telephony – Fixed phones, phone systems, mobiles
- Records Management & Maintenance

Primary Outcome:
5.1 Corporate Management

Secondary Outcomes:
3.2 We Use & Manage Our Natural Resources Wisely
4.2 We Work Together To Achieve Our Goals

Business Unit: Information Services

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$79,000	$51,250	$52,480
Total:	**$79,000**	**$51,250**	**$52,480**

Chairman ……

Development and Environmental Services – Glen Pereira

Service Profile: Administration Buildings

Description:
Building Services provides planning and execution of preventative and planned maintenance services for Administration Buildings. Building Services also provides Capital renewals and improvements for these buildings. The building services team are responsible for ensuring that the building is safe and fit for purpose.

Outputs:

- Preventative maintenance
- Reactive building maintenance
- Pest control
- Essential fire services inspection & maintenance
- Mechanical services inspection
- Capital building renewal & upgrade projects
- Construction of new capital building assets
- Co ordination of Bi Lock key system
- Cleaning of Council buildings and facilities
- Building security monitoring and response

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Building Services

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$80,500	$55,050	$59,691
Total:	**$80,500**	**$55,050**	**$59,691**

Service Profile: Building Control

Description:
Building Services are responsible for the provision of services relating to building and development within Gwydir Shire Council and includes a number of service (non-regulatory) and regulatory functions. This service primarily provides services to our external customers; however it also supports other business units within our organisation.

Our service contributes towards the strategic plan by ensuring building and development within our LGA is carried out in a safe, environmentally and economically sustainable manner.

This service provides revenue for the organisation through the collection of fees and charges for the services provided.

Outputs:

- Critical stage mandatory building inspections
- Sanitary plumbing and drainage inspections
- Development assessments
- Swimming Pool inspections
- On-Site Sewage Management inspections
- Applications for approval to burn

Chairman ……

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Secondary Outcomes:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Building Services

Service Profile: Building Services Administration

Description:
Building Services provides administrative support and professional services relating to building maintenance and Capital building programs across all business units of Council.

This service primarily provides services to our internal customers; however it also supports functions external to our organisation.

Our service contributes towards the strategic plan by ensuring building and development within our LGA is carried out in a safe, environmentally and economically sustainable manner.

Outputs:

- Co-ordinate the activities of the building maintenance and construction program adopted by the Council.
- Provide timely advice to other areas of the Council's operations as requested and attend to external enquiries as required.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Building Services

Service Profile: Community Centres

Description:
Building Services provides planning and execution of preventative and planned maintenance services for Community Centre buildings.

Building Services also provides Capital renewals and improvements for these buildings.
The building services team are responsible for ensuring that the building is safe and fit for purpose.
Revenue is raised through fees and charges for users of their Community Centre buildings.

Outputs:

- Preventative maintenance
- Reactive building maintenance
- Pest control
- Essential fire services inspection & maintenance
- Mechanical services inspection
- Capital building renewal & upgrade projects
- Construction of new capital building assets
- Co ordination of Bi Lock key system
- Cleaning of Council buildings and facilities

Chairman ……

- Building security monitoring and response

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Secondary Outcomes:
1.1 We have healthy and inviting spaces and places

Business Unit: Building Services

Service Profile: Community Housing

Description:
Building Services provides planning and execution of preventative and planned maintenance services for Community Housing.

Building Services also provides Capital renewals and improvements for these buildings.

The building services team are responsible for ensuring that the building is safe and fit for purpose.

Revenue is raised through the collection of rental income from tenants of the Community Housing properties.

Outputs:

- Preventative maintenance
- Reactive building maintenance
- Pest control
- Essential fire services inspection & maintenance
- Mechanical services inspection
- Capital building renewal & upgrade projects
- Construction of new capital building assets
- Co ordination of Bi Lock key system
- Cleaning of Council buildings and facilities
- Building security monitoring and response

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Secondary Outcomes:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Building Services

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$73,000	$50,378	$70,521
Total:	**$73,000**	**$50,378**	**$70,521**

Service Profile: Council Housing

Gwydir Shire Council ***GLOBAL SERVICE PROFILE REPORT (16/17 - 18/19)***

Description:
Building Services provides planning and execution of preventative and planned maintenance services for Council Housing.

Building Services also provides Capital renewals and improvements for these buildings.

The building services team are responsible for ensuring that the building is safe and fit for purpose.

Revenue is raised through the collection of rental income from tenants of the Council Housing properties.

Outputs:

- Preventative maintenance
- Reactive building maintenance
- Pest control
- Essential fire services inspection & maintenance
- Mechanical services inspection
- Capital building renewal and upgrade projects
- Construction of new capital building assets
- Co ordination of Bi Lock key system
- Cleaning of Council buildings and facilities
- Building security monitoring and response

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Building Services

Budgets:

Budget Type	***16/17***	***17/18***	***18/19***
Capital	$61,500	$0	$0
Total:	**$61,500**	**$0**	**$0**

Service Profile: Museums

Description:
Building Services provides planning and execution of preventative and planned maintenance services for Museum Buildings.

Building Services also provides Capital renewals and improvements for these buildings.

The building services team are responsible for ensuring that the building is safe and fit for purpose.

Outputs:

- Preventative maintenance
- Reactive building maintenance
- Pest control
- Essential fire services inspection & maintenance
- Mechanical services inspection
- Capital building renewal & upgrade projects
- Construction of new capital building assets
- Co ordination of Bi Lock key system
- Cleaning of Council buildings and facilities
- Building security monitoring and response

Primary Outcome:

Gwydir Shire Council ***GLOBAL SERVICE PROFILE REPORT (16/17 - 18/19)***

2.1 Our Economy Is Growing And Supported

Secondary Outcomes:

1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Building Services

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$0	$10,298	$0
Total:	**$0**	**$10,298**	**$0**

Service Profile: Other Buildings

Description:
Building Services provides planning and execution of preventative and planned maintenance services for Other Buildings.

Building Services also provides Capital renewals and improvements for these buildings.

The building services team are responsible for ensuring that the building is safe and fit for purpose.

Outputs:

- Preventative maintenance
- Reactive building maintenance
- Pest control
- Essential fire services inspection & maintenance
- Mechanical services inspection
- Capital building renewal & upgrade projects
- Construction of new capital building assets
- Co ordination of Bi Lock key system
- Cleaning of Council buildings and facilities
- Building security monitoring and response

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Building Services

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$6,000	$36,489	$32,036
Total:	**$6,000**	**$36,489**	**$32,036**

Service Profile: Public Amenities

Description:
Building Services provides planning and execution of preventative and planned maintenance services for Public Amenities Buildings.

Building Services also provides Capital renewals and improvements for these buildings.

The building services team are responsible for ensuring that the building is safe and fit for purpose.

Outputs:

- Preventative maintenance
- Reactive building maintenance
- Pest control
- Essential fire services inspection & maintenance
- Mechanical services inspection
- Capital building renewal & upgrade projects
- Construction of new capital building assets
- Co ordination of Bi Lock key system
- Cleaning of Council buildings and facilities
- Building security monitoring and response

Primary Outcome:

2.1 Our Economy Is Growing And Supported

Business Unit: Building Services

Service Profile: Public Halls

Description:

Building Services provides planning and execution of preventative and planned maintenance services for Public Hall Buildings.

Building Services also provides Capital renewals and improvements for these buildings.

The building services team are responsible for ensuring that the building is safe and fit for purpose.

Outputs:

- Preventative maintenance
- Reactive building maintenance
- Pest control
- Essential fire services inspection & maintenance
- Mechanical services inspection
- Capital building renewal & upgrade projects
- Construction of new capital building assets
- Co ordination of Bi Lock key system
- Cleaning of Council buildings and facilities
- Building security monitoring and response

Primary Outcome:

2.1 Our Economy Is Growing And Supported

Business Unit: Building Services

Budgets:

Budget Type	***16/17***	***17/18***	***18/19***
Capital	$40,000	$5,162	$0
Total:	**$40,000**	**$5,162**	**$0**

Service Profile: Planning

Description:
Planning and Development is responsible for development activity within Gwydir Shire and includes development advice and approvals and regulatory functions.

This service customer base is generally external including builders and the general public.

This function contributes towards the Council strategic plan by ensuring development within the Shire is carried out in an environmental, economic and sustainable manner.

Outputs:

- Land Use Planning
- Development Assessment
- Development Control
- Subdivisions
- Strategic Planning
- Heritage

Primary Outcome:
3.1 Our Community Understands And Embraces Environmental Change

Business Unit: Development and Land Use Management

Service Profile: Property

Description:
Vacant land is made available from Council owned land, based on the current demand for land

Outputs:

- Land is made available for development as required

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Development and Land Use Management

Service Profile: Environmental Services

Description:
The management of the natural environment throughout the shire

Outputs:

- Actively maintain and enhance the Shire's Native Biodiversity
- Protect the Riparian Environment
- Work with other agencies to implement catchment management plans
- Integrated and Planning and biodiversity conservation
- Investigate complaints
- Regularly update the Council's state of the environment reporting

Chairman ……

Gwydir Shire Council ***GLOBAL SERVICE PROFILE REPORT (16/17 - 18/19)***

Primary Outcome:
3.1 Our Community Understands And Embraces Environmental Change

Business Unit: Environment

Budgets:

Budget Type	***16/17***	***17/18***	***18/19***
Capital	$50,000	$0	$0
Total:	**$50,000**	**$0**	**$0**

Service Profile: Noxious Weeds

Description:
The Management of noxious weeds and weed control throughout the shire

Outputs:

- Property Inspections Public
- Property Inspections private
- Noxious weed control
- Weed education
- Private works

Primary Outcome:
3.1 Our Community Understands And Embraces Environmental Change

Business Unit: Environment

Chairman ……

Service Profile: Cemeteries

Description:
Cemeteries provide a peaceful, quite and respectful place were the dearly departed are interned, were family and friends can remember and pay respect.

Outputs:

- Cemetery maintenance
- Internment
- Inurnment

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Business Unit: Parks and Urban Spaces

Service Profile: Sportsgrounds

Description:
Gwydir Shire Council provides sporting grounds for use by individuals, sporting clubs and schools.

Usage includes football, netball, cricket and athletics.

The facilities are built and maintained by the departments of Building Services, town utilities and Parks and Gardens.

Use of the the sporting grounds is managed by the Public Officer.

A Fees and Charges provision is established for implementation at the discretion of the General Manager.

Outputs:

- Building construction and maintenance.
- Provision of and servicing of Public facilities. Playing surface and drainage construction and maintenance. Construction and maintenance of security fencing and lighting.
- Landscape design, construction and maintenance.
- Purpose built sporting ground facilities that stimulate community use. Enable easy access to sporting grounds in order to promote a healthy lifestyle.
- Provide sports grounds facilities that reflect the interests of our residents.

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Business Unit: Parks and Urban Spaces

Chairman ……

Service Profile: Public Health Administration

Description:
To ensure compliance with public health requirements

Outputs:

- Regular food inspections
- NSW Health Drinking water scheduled water system sampling to ensure that appropriate quality standards are maintained
- Investigate complaints in a timely manner and take the appropriate action as required

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Public Health

Service Profile: Regulatory Services

Description:
To ensure compliance with legislative requirements

Outputs:

- Animal control
- Public order and safety
- Maintain an animal pound
- Impounding
- Investigate complaints in a timely manner and take the appropriate action as required

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Public Health

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$150,000	$0	$0
Total:	**$150,000**	**$0**	**$0**

Service Profile: Community Fitness

Description:
Community Fitness Centres provide services to all residents in the Gwydir Shire.

These include resistance training facilities, aerobic training facilities, squash facilities, boxing for fitness facilities and group exercise class facilities.

Outputs:

- Two modern 24/7 multipurpose fitness facilities to provide accessible and affordable opportunities for residents to improve their health status, participate in social exercise classes and generally improve their physical and mental 'Well Being'.
- New member inductions, equipment purchase and maintenance, customer advice service, facility upgrades and maintenance and membership data base

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Business Unit: Recreational Facilities

Service Profile: Medical Centres

Description:
The management of the lease for both the Warialda and Bingara Medical Centres that are leased to Remote and Rural Medical Services (RaRms) to ensure the continuity of first class medical service for the residents of Gwydir Shire Council.

The lease arrangement ensures that GSC will resume management responsibilities in the event that RaRms is no longer able to continue and or if GSC and RaRms collectively are unable appoint new management for both centres.

Gwydir is a remote and rural community.

The establishment of the business lease with RaRms has relieved GSC of considerable financial responsibility.

Outputs:

- Operation of two Medical Centres under a lease.
- Budget control, establishment of rental agreements, scheduling ongoing repairs and maintenance
- Residents attending the Warialda and Bingara Medical Centres are eligible for bulk billing.

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Business Unit: Recreational Facilities

Chairman ……

Service Profile: Pools

Description:
Community Swimming Centres (Bingara and Warialda) to provide services to all residents in the Gwydir Shire Council.

The facilities are directly administered by pool managers who receive a lease payment in addition to income from gate takings and kiosk sales

Both pools are aged and require ongoing repairs and maintenance, however they are currently attractive, safe and well managed facilities.

The operation of the pools is delivered under contract.

Outputs:

- Council is responsible for budget control, scheduling maintenance, chemical purchases and lease agreements.
- Provision of two pools encourages all residents to practise healthy life styles.
- The pools assist in presenting our community as an inviting and vibrant place to live.
- Recreational swimming, learn to swim programmes, water safety programmes, swimming club coaching, water aerobics and swimming carnival competition

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Business Unit: Recreational Facilities

Service Profile: Waste Management

Description:
Deals with the management of all solid waste streams, compostables and recyclables generated within the shire.

This service is primarily provided under contract.

Outputs:

- Waste collection domestic
- Waste collection commercial
- Waste disposal facilities
- Recycling programs

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Business Unit: Waste Management

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$50,000	$0	$0
Total:	**$50,000**	**$0**	**$0**

Governance and Town Utilities – Max Eastcott

Service Profile: Elected Members

Description:
To provide support services to the elected Councillors.

Outputs:

- Production of business papers for meetings and resultant actions required in a timely manner
- Co ordination of attendance to relevant conferences, seminars and training as required.
- Provide expert advice to Councillors as requested.

Primary Outcome:
5.1 Corporate Management

Business Unit: Governance

Service Profile: Executive Services

Description:
To conduct the executive function of Council's operations in an effective and competent manner.

Outputs:

- Provide leadership to the organisation at the staffing level.
- To mentor and coach the senior management team.
- Delivery of the Council's donations program annually

Primary Outcome:
5.1 Corporate Management

Business Unit: Governance

Service Profile: Libraries

Description:
This service team develops library branches as lively hubs of activity that not only foster lifelong learning, literacy and intellectual recreation, but also serve as gathering places in our increasingly diverse communities.

The aim is to deliver programs across the community to enable access to as broad a cross section of the community as possible.

The library services are delivered both within the branches themselves, located in Bingara and Warialda, and also throughout the shire by visitation to remote communities and via digital platforms.

The branches offer modern technology hubs which are free to use by Community members and visitors.

The library collection is brokered through the Northern Regional Library which allows a much larger collection and support network and access to resources far beyond what could be delivered if managed in house by Council alone.

Chairman ……

Outputs:

- Access to Library resources and technology
- Access to Free Internet (including Wi-Fi)
- Children's Programs including literacy and learning, disability support groups, homework assistance, craft, holiday programs, on line parent assist programs
- Broadband for Seniors and Technology for Seniors
- Special event delivery such as book week, summer reading club, book club, local government week.
- Library Collection Development
- Supported collection access through regional and state collections agreements.
- User group formation and programming
- Tailored research assistance with specialty groups such as family history, HSC studies or tertiary study
- Professional program delivery aimed all all identified stakeholder and users groups throughout the shire.

Primary Outcome:

1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:

4.1 We Are An Engaged & Connected Community

Business Unit: JRO Procurement & Library

Service Profile: Purchasing Procurement and Contracts

Description:

Establish best practice framework and systems which deliver the best possible result for Council's purchasing from a quadruple bottom line perspective.

Develop a procurement model, associated policy and procedures, and prioritise projects relating to purchasing and contract procurement.

Facilitate training, implementation of strategic procurement planning plan and endeavour to create better supplier engagement.

The service also aims to ensure compliance and good probity practices, regional collaboration and participation in strategic procurement initiatives. Gwydir Shire is the 'sponsor Council' for the Namoi Joint Organisation Procurement initiative.

Outputs:

- Implementation of policies and procedures
- Business Unit annual planning
- Business Unit Reporting
- Specification Development
- Tender and quotation documentation development
- Using standard documents
- Tender evaluation (supported by project teams)
- Contract management and administration
- Using standard processes
- Day to day liaisons with supplier representatives
- Internal Training and compliance delivery

Primary Outcome:

5.1 Corporate Management

Chairman ……

Secondary Outcomes:

2.1 Our Economy Is Growing And Supported

3.2 We Use & Manage Our Natural Resources Wisely

Business Unit: JRO Procurement & Library

Service Profile: Stores

Description:
The Stores' function delivers a managed supply service to allow internal operations to function efficiently and economically. Essential items are procured, stored and issued so they are available on demand and suitable for purpose when required. The store also provides an essential control of stock on hand to decrease risks associated with loss of stock due to theft, becoming out date, inappropriately handled, poor probity or ad hoc buying. Costing, quotations and sourcing of specialised goods are also included in the role of the Stores office.

Fleet consumables and liaising with workshop, team leaders and project management allow for a smooth delivery of a wide range of services across the organisation.

The store manages and maintains Council's electronic fleet fuelling management system.

Stock control including stock takes and sample testing are also regularly undertaken.

The licence to hold and manage dangerous goods is the responsibility of the storeman.

Outputs:

- Costing, quotations and market testing
- Procurement, supply management, delivery, goods receivable, order processing and approval of payment for over 500 regulated store items plus on demand items.
- Management of certified dangerous goods
- Management of the computerised fuelling system
- Supplier and sales engagement
- Stock Control and annual reporting and processing of stocktake
- Store Warehouse management
- Issuing and returning of stock items
- Delivery and issuing of Staff Personal Protection Equipment (PPE)
- Project costing and quotations and the associated ordering and delivery to site arrangements
- Specialty stock items associated with Workshop and project needs
- Delivery and freight management

Primary Outcome:

5.1 Corporate Management

Secondary Outcomes:

3.2 We Use & Manage Our Natural Resources Wisely

2.1 Our Economy Is Growing And Supported

Business Unit: JRO Procurement & Library

Service Profile: Sewerage Services

Description:
Provide sewerage system to the towns of Warialda and Bingara, including house services, transportation mains,

access points, pump stations, sewerage treatment and disposal of waste to meet standards and comply with the Council's Environmental licence. Investigate expansion of the service to unsewered areas.

Outputs:

- Waste disposed of in a reliable and environmentally friendly manner, recycling effluent wherever possible

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Business Unit: Sewerage Services

Budgets:

Budget Type	***16/17***	***17/18***	***18/19***
Capital	$84,069	$0	$5,248
Total:	**$84,069**	**$0**	**$5,248**

Service Profile: Depot Operations

Description:
Provides a base location for operational activities in Warialda, Bingara and North Star.

Depots provide staff amenities, a location to store equipment(fleet + tools) and materials as well as a facility to carry out mechanical repairs.

Outputs:

- Base location, safe storage of plant and equipment

Primary Outcome:
5.1 Corporate Management

Business Unit: Town Utilities and Plant

Service Profile: Plant Operations

Description:
Ownership of all fleet, plant and equipment.

Provide right type of plant in line with the needs of the customer in terms of reliability and safety considerations to ensure plant is available for use.

Plan and budget for plant.

Outputs:

- Safe and reliable plant, fit for purpose plant

Primary Outcome:
5.1 Corporate Management

Business Unit: Town Utilities and Plant

Gwydir Shire Council *GLOBAL SERVICE PROFILE REPORT (16/17 - 18/19)*

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$1,668,000	$2,279,600	$1,317,248
Total:	**$1,668,000**	**$2,279,600**	**$1,317,248**

Service Profile: Showground Facilities

Description:
The Council is the Trustee for crown land reserve Bingara Showground. The Council is responsible for the administration of the showground, consultation with user groups, maintenance of building and infrastructure

Outputs:

- Administration of the community facility.

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Town Utilities and Plant

Service Profile: Workshop

Description:
Provide quick response to plant or fleet breakdowns.

Maintain and service the fleet so it is available for use when required to ensure operational activities are not held up.

Fabrication and welding repairs.

Undertake preventative maintenance plan scheduled and unscheduled servicing and respond to ad hoc customer service requests.

Outputs:

- Reliable plant serviced and maintained

Primary Outcome:
5.1 Corporate Management

Business Unit: Town Utilities and Plant

Service Profile: Water Supply Services

Description:
Delivers and maintains a safe and effective water supply to the towns of Bingara, Warialda, Gravesend and North Star.

Chairman ……

Gwydir Shire Council ***GLOBAL SERVICE PROFILE REPORT (16/17 - 18/19)***

Ensuring the quality of water complies with Australian Drinking Water Guidelines (ADWG)

Outputs:

- Water Quality, pressure, reliability

Primary Outcome:

3.2 We Use & Manage Our Natural Resources Wisely

Business Unit: Water Supply Services

Budgets:

Budget Type	***16/17***	***17/18***	***18/19***
Capital	$107,000	$72,115	$74,404
Total:	**$107,000**	**$72,115**	**$74,404**

Chairman ……

Organisation and Community Development – Leeah Daley

Service Profile: Commonwealth Home Support Program

Description:
The Commonwealth Home Support Program will help frail, older people (65 years and over, or 50 years and over for Aboriginal and Torres Strait Islander people) who are living in the community, to maximise their independence, through the provision of timely, quality entry level support services , which takes into account each person's individual goals, preferences and choices.

The CHSP is funded by the Australian Government, Department of Health and is auspiced by Gwydir Shire Council.

The service has 3 outlets located in Bingara, Warialda and Delungra.

Additionally, Bingara Community Transport receives funding through Transport for NSW, which allows a comprehensive and essential Community Transport program including 2 buses, a van and passenger vehicles.

Outputs:

- Meals on Wheels
- Transport vehicles
- Client transfers for medical and social needs
- Activities delivered within the day centres
- Social support program assisting with activities and gatherings to include clients into the services delivered within our facilities as well as community events and programs
- Assessment of clients' needs and connection to services available through CHSP programs
- Assessment of clients' needs and referral to other services or professionals for treatment or assistance elsewhere
- Provision of brokered services for other entities such as Veterans Affairs
- Co ordination of volunteer support program, which provides social stimulation for its volunteers as well as a much need support service to clients.

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Secondary Outcomes:
4.1 We Are An Engaged & Connected Community
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Aged and Disability Services

Chairman ……

Service Profile: Naroo

Description:
Residential Age Care provide frail older people, people with dementia and people with a disability, with a home and appropriate ongoing care as required.

Outputs:

- Maintain 100% Occupancy
- Maintain safe staff levels to provide quality care to residents
- Work within "The Age Care Quality Standards" achieving all 44 Standards, Providing a homelike environment for all residents
- The Council is currently in negotiations to purchase the Crown Land adjoining Naroo for further development of Self-contained units. The purchase price is yet to be determined.

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:
4.1 We Are An Engaged & Connected Community

Business Unit: Aged and Disability Services

Service Profile: Caravan Parks

Description:
Council manages 3 Caravan Parks Located in Warialda, Bingara and North Star.

All parks are in ideal positions and are situated on Crown Land dedicated to the Public Recreation. The parks both offer short term stay for caravans, motor homes or camping.

Both powered & unpowered options are available at Bingara and Warialda.

All parks have amenities blocks.

The Bingara Park has a number of Long Term Residential Tenants.

This services is required to adhere to Crowns Lands Management Act, Residential Parks Management Regulations 2006, Residential Tenancy Act, Residential Parks Act 1998

Outputs:

- Powered Sites
- Un powered sites
- Amenities and BBQ facilities
- On Site Cabins
- Permanent Residential Tenancies
- Camping Sites
- Maintained Grounds and Gardens

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Secondary Outcomes:

4.1 We Are An Engaged & Connected Community

1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Compliance & Urban Spaces

Service Profile: Cranky Rock Recreational Reserve

Description:

Located 8km from east of Warialda off the Gwydir Highway is the Cranky Rock Recreational Reserve.

This reserve features a jumble of giant boulders heaped in the most fantastic positions by a past volcanic upheaval.

The park features excellent picnic facilities, a suspension bridge, birdlife and wildlife sanctuary and a viewing platform.

Free barbecues, camping area, power available, kiosk and bush shower facility.

Currently the facility is managed under an arrangement whereby the lessee retains takings from user charges in return for the maintenance and management of the facility (after a rental contribution).

This destination is a valuable local historical, environmental and social asset. The access road has recently been sealed which should greatly improve visitor numbers.

Outputs:

- Camping sites
- Powered and unpowered caravan sites
- Amenities and BBQ facilities
- Kiosk
- Walking trails and park tourist facilities
- Children's Play Area
- Key aboriginal cultural site of significance
- Flora and fauna sanctuary important bird watching area and an abundance of animal and plant specimens unique to this area only

Primary Outcome:

2.1 Our Economy Is Growing And Supported

Secondary Outcomes:

3.2 We Use & Manage Our Natural Resources Wisely

1.1 We have healthy and inviting spaces and places

Business Unit: Compliance & Urban Spaces

Service Profile: Insurance

Description:
The purpose of this function is to ensure that insurance cover is sufficient for the needs of the organisation and that all claims are handled efficiently.

Claims are reviewed in consultation with the Insurance Company to determine validity and checking for any potential fraudulent activity.

Outputs:

- Claims Management
- Systems Management
- Insurance Portfolio Management
- Records Management & Maintenance

Primary Outcome:
5.1 Corporate Management

Secondary Outcomes:
4.2 We Work Together To Achieve Our Goals
3.2 We Use & Manage Our Natural Resources Wisely

Business Unit: Compliance & Urban Spaces

Service Profile: Parks and Gardens

Description:
Parks and Gardens is responsible for the planning development and maintenance of the Shires urban spaces. The team aims to be environmentally responsible in its goal to provide safe and user friendly urban spaces for the residents and visitors to Gwydir Shire.

Outputs:

- For all Gwydir Shire Residential areas, landscape design, construction and maintenance.
- Town weed control and mowing of street scapes. Presentation of the physical community which enhances the natural beauty, is safe to use and reflective of a changing environment.

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Business Unit: Compliance & Urban Spaces

Service Profile: Quarry Operations

Description:
The Quarry Operations business unit provides an internal service for the strategic development of gravel pits in Gwydir Shire.

The day-to-day operations of the active quarries are handled within the Technical Services area.

This business unit also represents a possible significant profit centre into the future.

Outputs:

- Preparation of Review of Environmental Factors (REF) for development of new and exiting gravel pits, monitoring of the use of existing gravel pits to the Department of Mines legislation and codes of practice, restoration of exhausted gravel pits.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Compliance & Urban Spaces

Service Profile: Risk Administration

Description:
The Risk Management function involves effectively managing business systems and processes to achieve an appropriate balance between realising opportunities for gain while minimising adverse impacts. It includes the development of an appropriate framework and culture, and application of a logical and a systematic method to identify and manage risks.

Communication of the risk management systems, tolerance, and outcomes is required to achieve common goals across the organisation is essential for sustainable risk management.

The over-riding objective of the risk management function is to ensure that risk is built into everyday tasks and duties.

Outputs:

- Introduction and maintenance of Risk Register
- Risk Management Plan
- Risk Register updates
- Risk analysis
- Risk responses
- Monitor and control of risks
- Records Management & Maintenance

Primary Outcome:
5.1 Corporate Management

Secondary Outcomes:
4.2 We Work Together To Achieve Our Goals
3.2 We Use & Manage Our Natural Resources Wisely

Business Unit: Compliance & Urban Spaces

Service Profile: Town Streets Improvement

Description:
The Council conducted a process of public consultation to develop improvement plans for both Warialda and Bingara.

This business plan has the responsibility for implementing the adopted plans over a period of time as budget funds become available.

Outputs:

- The improvement of the urban streetscape in both Warialda and Bingara in accordance with the adopted plans.

Primary Outcome:
1.1 We have healthy and inviting spaces and places

Business Unit: Compliance & Urban Spaces

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$45,000	$46,292	$47,659
Total:	**$45,000**	**$46,292**	**$47,659**

Service Profile: Gwydir Learning Region

Description:
The Gwydir Learning Region is the policy response from the Council to address the relatively low household income within the Shire by actively encouraging its residents to participate in skill acquisition through relevant training leading to employable outcomes.

The Council is now an accredited Registered Training Organisation and is developing a range of competencies to place onto its scope of available course. The current budget is conservative in nature and has not included any income from these endeavours, which will commence during 2016/17.

Outputs:

- The matching of employment gaps with access to appropriate training opportunities locally provided.
- The provision of an employable skill outcome for students who attend university to assist in defraying the costs of their further education.
- The provision of the three trade training centres and associated programs.
- The provision of bunk house accommodation adjacent to the Primary Industries Trade Training Centre
- Support for the Men's Sheds located in Bingara and Warialda
- Provision of heavy vehicle and learner driver training

Primary Outcome:
2.2 We Are Skilled And Have Access To Excellent Educational Opportunities

Business Unit: Gwydir Learning Region

Service Profile: Business and Economic Development

Description:
To encourage and grow business and investment opportunities throughout the Shire by providing resources, incentive programs, networks and information exchanges for new and existing businesses.

Plan for future trends and changing needs of the local economies by establishing and implementing strategic plans for business.

Outputs:

- Marketing Strategic Plan
- Economic Development Strategic Plan
- Business Information packages available in mixed mediums including website and as printed material
- Development of Shire investment Prospectus to attract potential businesses and industry to the Shire
- Provision of Incentive and economic assistance tools and resources to assist and build business

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Secondary Outcomes:
4.1 We Are An Engaged & Connected Community
4.2 We Work Together To Achieve Our Goals
2.2 We Are Skilled And Have Access To Excellent Educational Opportunities

Business Unit: Marketing & Promotion

Service Profile: Events Co-ordination

Description:
The Events program consists of a number of community and professional events across the Shire.

These include different types of events such as festivals, Community or cultural celebrations, openings, catered corporate events, weddings and other personal celebrations, as well as Project and Building openings.

The team also assists dozens of other Community events (not run by Council) supporting these groups with publicity, marketing, graphic art, ticketing, logistics advice, traffic plans, risks, insurances, event management planning, printing, linking with electronic and digital media forms and other on call support.

Community events assist to build community spirit and pride.

Outputs:

- Event Management Programming and Co ordination including admin support, ticketing, insurance and Stakeholder engagement
- Risk and safety compliance for events including Road closures, risk assessments, Development Applications and checking for insurance coverage and compliance.
- Several Major community festivals and events plus multiple small events and programs
- Community liaison and funding of festival assistance
- Internal event management
- Sponsorship and partnership events and projects with non council entities
- Events marketing and promotions including digital and media assistance with community groups
- Supply or procurement of event add-ons Stall holders' product, entertainment, production equipment and contractors etc

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:

Chairman ……

Gwydir Shire Council ***GLOBAL SERVICE PROFILE REPORT (16/17 - 18/19)***

4.1 We Are An Engaged & Connected Community

2.1 Our Economy Is Growing And Supported

Business Unit: Marketing & Promotion

Service Profile: External Contracted Services

Description:
Council offers a range of commercial agency services which are delivered under a managed contract arrangement.

These are generally other government contracts which would not otherwise be available within the local communities unless provided by Council.

The provision of these essential services is important to retain other business in the local communities. If these core social and government services were sought outside the Shire there would be a significant associated leakage of local business and spending in neighbouring towns and communities.

Currently services delivered under this service include Services NSW centres which delivery a range of services such as the RMS (Incudes Births, deaths and marriages, boat licencing for 5 days per week across the at both Bingara (2 days) and Warialda (5 days)).

Council is also the agent for the delivery Centrelink services from the Bingara Courthouse building which is available 5 days per week.

There are also small contracts to delivery material on behalf of the Australian Taxation Office and Broadband for Seniors.

Outputs:

- Services NSW Agencies located in Bingara and Warialda 5 days per week.
- An extensive range of services are available providing all RMS registration and licencing functions, Births, Deaths and Marriage, Boat licencing, seniors cards and much more.
- Centrelink services (Bingara) 5 days per week 2 hours daily
- Australian Taxation Office (ATO) Information Kiosk and information service
- Broadband for Seniors Kiosk Includes Computer hardware and access to training.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Secondary Outcomes:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Marketing & Promotion

Service Profile: Roxy

Description:
The Roxy functions as both a multipurpose cinema and regional centre for the performing arts, with The North West Theatre Company using the performance space as its home.

The beautifully restored Art Deco Building is renowned world wide and is one of the region's major tourist

destinations.

The complex also hosts Bingara Visitors Information centre, the equally well restored Roxy Café, conferencing rooms, Hospitality Trade Training Centre and the award winning Greek Cafe Museum.

The service delivery from this centre is vast and of a very high standard catering to the many cultural, community and social needs as well as being a drawcard for the whole district and beyond attracting thousands of visitors annually.

Outputs:

- Stage, cinema and entertainment production delivered all year round
- Event hire centre catering to functions, corporate events, weddings, conferences and exhibitions
- Café facilities delivering a retro feel from a period restored function 1930/40's café.
- Hospitality Trade Training Centre capable of delivering training programs up to certificate three level, and catering to a range of functions and events throughout the complex
- First Class conferencing and exhibition facilities suitable to a variety of size and range of hirers.
- An accredited Visitors Information Centre
- A functioning award winning Greek Café Museum which celebrates and captures the history and culture of the Greek Café phenomenon that occurred in Australia between the two World Wars
- Operating Candy Bar facility
- World Class Performance space including dressing rooms, acoustics, lighting and staging.

Primary Outcome:

1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:

1.1 We have healthy and inviting spaces and places

4.1 We Are An Engaged & Connected Community

Business Unit: Marketing & Promotion

Service Profile: Tourism

Description:
The Tourism team delivers a vast variety of services to the local and visitor economies.

There are certified visitor information centres located at both Bingara and Warialda. Local and visitor contacts are very well utilized providing information on regular events, tourist attractions, providing local and regional assistance with directions or activities, booking and providing information for events or activities throughout the shire, marketing and showcasing local products.

The centres also act as agents for travel services such as Country Link rail ticketing and the Northwest theatre company. The review, production and marketing of local and regional tourist brochures, websites and event programming is very much the role of the tourism team. The service also is responsible to the strategic marketing and tourism plans which essentially provide the framework and vision which the tourism industry and associated local and visitor economies revolve around.

Outputs:

- Two functioning accredited Visitor Information Centres
- A leased café which attracts many visitors to Warialda
- Provision and production of information in a number of mediums such as brochures, digital web based information, downloadable phone apps and posters, flyers
- Development of specialist tours and resources for groups such as bird watchers, fossickers, bike riders, • adventure tours
- Engagement with local hospitality providers to assist in accommodation and leisure activities and food outlets

Chairman ……

- Provision of contract services and other third party services such as train bookings, ticketing for shows and Events
- Media releases and regular events launches and promotions
- Assistance with local and regional events planning, co ordination and supplier engagement
- Management of all merchandise sold at tourist centres
- Delivery of tours of Roxy facility
- Participation in regional and state tourist industry bodies on collaborated projects or joint initiatives and funded programs
- Engagement with local community groups and individuals for delivery or marketing of products that have significance.

Primary Outcome:

2.1 Our Economy Is Growing And Supported

Secondary Outcomes:

1.2 Our Community Is An Inviting And Vibrant Place To Live

4.2 We Work Together To Achieve Our Goals

Business Unit: Marketing & Promotion

Service Profile: Human Resources

Description:

The Human Resource function is focused on providing effective policies, procedures and employee and management support in the organisation.

The main objective of this function is to ensure that the mission, vision and corporate goals are achieved through the provision of competent, experienced and motivated staff.

Outputs:

- Development of a Workforce Plan aligned to organisation goals
- Timely and effective recruitment and selection
- Training and development plans for staff
- Development of performance and recognition initiatives
- Succession and career planning
- Records Management & Maintenance

Primary Outcome:

5.1 Corporate Management

Secondary Outcomes:

4.2 We Work Together To Achieve Our Goals

3.2 We Use & Manage Our Natural Resources Wisely

2.2 We Are Skilled And Have Access To Excellent Educational Opportunities

Business Unit: Organisation Development Administration

Service Profile: Organisational Development Administration

Description:
This function is responsible for developing the organisation by changing people and the organisation for positive growth. It involves deliberately planned, organisation wide efforts to increase organisation effectiveness and/or efficiency to enable the council to achieve its corporate goals.

In addition to the organisation and community development functions, this section is responsible for certain governance functions including those of Public Officer.

Overall this function is responsible for the co ordination of Human Resources, Insurance, Training, Workers Compensation, Risk Administration, Aged Care, Business and Economic Development, Caravan Parks, Contracted Services, Cranky Rock Reserve, Events, Libraries, Purchasing and Procurement, Tourism, Stores, Procurement, Roxy Theatre, Libraries, Commonwealth Home Support Program (HACC), Families NSW, Neighbourhood Centre, Social Services Administration, Pre Schools, Toy Libraries, Vacation Care, Youth Services, GLR Registered Training Organisation and the Gwydir Learning Region.

Outputs:

- Monthly governance reporting
- Change management
- Training and development including leadership and career development
- Development of performance and recognition initiatives
- Succession planning
- Organisational flexibility due to effective policy implementation
- Records Maintenance

Primary Outcome:
5.1 Corporate Management

Secondary Outcomes:
4.2 We Work Together To Achieve Our Goals

Business Unit: Organisation Development Administration

Service Profile: Training

Description:
Training and development is a powerful strategic function.

Working with other managers as business partners, training and development contributes in a major way to organisation, team and individual effectiveness.

The main objective of training and development is to align training plans and staff skills and competence with organisational direction and identified goals.

It is also focused on identifying and addressing skill and training deficiencies.

Outputs:

- Provision of appropriately skilled workforce
- Provision of cost effective, value adding training
- The preparation and planning of internal training opportunities
- Monitoring and review of training programs to ensure effectiveness
- Effective succession planning through education initiatives

Chairman ……

- Records Management & Maintenance

Primary Outcome:

2.2 We Are Skilled And Have Access To Excellent Educational Opportunities

Secondary Outcomes:

5.1 Corporate Management

4.2 We Work Together To Achieve Our Goals

Business Unit: Organisation Development Administration

Service Profile: Workers Compensation

Description:

Management of Council's Workers Compensation Program as required by the NSW Workers Compensation Scheme and associated legislation ensuring that the council staff and volunteers are provided with benefits and financial support if they are injured at work.

Outputs:

- Cost effective and efficient claims an injury management
- Compliance with WHS and Workers Compensation legislation
- Responsive and effective injury management
- Prompt return to work
- Monitoring and reporting on performance
- Records Management & Maintenance

Primary Outcome:

5.1 Corporate Management

Business Unit: Organisation Development Administration

Service Profile: Families NSW

Description:

Families NSW provides funding for supported playgroup experiences in Bingara, Warialda and Gravesend.

This is the starting point for children and families to be introduced to our other services.

Playgroups are run through our Toy Libraries which are the envy of many other Shires in our Region. We offer parent education and play experiences for families and provide a safe and protected environment for our children to grow and learn. We have addressed issues of social and geographic isolation through this service and use it to introduce our families to the next level of educational experiences for their children.

Outputs:

- Deliver Playgroup
- Coordinate Warialda Toy Library
- Toys and educational equipment hire
- Educational programs for parents and carers
- Celebration of special events, i.e.: families week, grandparents day, book week.
- Support and develop playgroups in Warialda, Bingara and Gravesend
- Ensure the smooth operation of the toy library.
- That all equipment is clean and complete at time of hire.

- That information is up to date and relevant to families.
- Provide families with a space to meet and celebrate in a safe and secure environment
- Compliance with funding agreement.

Primary Outcome:

1.1 We have healthy and inviting spaces and places

Secondary Outcomes:

4.1 We Are An Engaged & Connected Community

1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Social Services

Service Profile: Neighbourhood Centre

Description:

The Neighbourhood Centre provides the Broadband for seniors' Kiosk, advocacy and referral services, access to visiting services, selected programs and community meeting space, photocopying, printing, and fax services, welfare and counselling.

Outputs:

- Advocacy for clients
- Clients are supported to achieve their full potential.
- Referral Service
- Clients are referred to appropriate services to meet their needs
- Welfare distribution
- Clients are assessed and assisted as required
- Internet access
- Clients are given access to internet and computer equipment to meet their needs
- photocopying ,printing faxing services
- Clients are offered fee for service access to printing and photocopying
- Community education
- Courses are run on an as needs basis to meet community requirements.
- Generic Counselling
- Clients receive access to free counselling services and for more specific issues are referred to specialist services after intake and assessment is complete.

Primary Outcome:

1.1 We have healthy and inviting spaces and places

Secondary Outcomes:

1.2 Our Community Is An Inviting And Vibrant Place To Live

4.1 We Are An Engaged & Connected Community

Business Unit: Social Services

Service Profile: Other Social Services

Description:
Other Social Services provides for the Willoughby Student Exchange.

Outputs:

- Organising exchange program
- Supervising students
- Travel and accommodation for staff
- Travel and accommodation for students

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:
4.2 We Work Together To Achieve Our Goals

Business Unit: Social Services

Service Profile: Pre-school

Description:
Delivers preschool education for 3-6 year olds in Bingara and surrounds.

Outputs:

- empowers children to think, explore, question, wonder and learn how to learn;
- supports children's intellectual and language development and communication skills;
- offers children consistent, experienced, qualified educators to support their learning and development;
- improves children's ability to think, problem solve and reason as they enter school, enabling them to learn more in the early grades;
- develops social and emotional maturity and the ability to relate well to peers and adults, solve conflicts, play co-operatively and be assertive;
- provides a solid platform for life-long learning and education;

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:
1.1 We have healthy and inviting spaces and places

Business Unit: Social Services

Service Profile: Social Services Administration

Description:
Social Services Admin Provides management and admin support services to Bingara Preschool, Bingara Neighbourhood Centre, Bingara Toy Library, Supported Playgroup Development Worker, Tharawonga Mobile Resource Unit, Youth Services and Vacation Care services.

Outputs:

- Budgeting
- To provide financial planning and budget compliance for associated services
- Purchasing
- To ensure that all required purchases are within budget constraints and to provide administrative support in relation to purchase orders and associated paperwork
- Funding Compliance
- To monitor and adjust service specifications in accordance with funding agreements and to ensure compliance.
- Grant seeking
- To seek additional grant funding for services to enhance service delivery.
- Reporting
- To report back to council and funding bodies on the service levels and compliance of all associated services.

Primary Outcome:
5.1 Corporate Management

Secondary Outcomes:
4.2 We Work Together To Achieve Our Goals
1.2 Our Community Is An Inviting And Vibrant Place To Live
1.1 We have healthy and inviting spaces and places

Business Unit: Social Services

Service Profile: Tharawonga

Description:
Tharawonga Mobile Resource Unit delivers preschool education for 3-6 year olds in Tulloona, Yetman, North Star, Yallaroi and Crooble and delivers Playgroup for families and children from 0-2 years.

Outputs:

- empowers children to think, explore, question, wonder and learn how to learn;
- supports children's intellectual and language development and communication skills;
- offers children consistent, experienced, qualified educators to support their learning and development;
- improves children's ability to think, problem solve and reason as they enter school, enabling them to learn more in the early grades;
- develops social and emotional maturity and the ability to relate well to peers and adults, solve conflicts, play co-operatively and be assertive;
- provides a solid platform for life-long learning and education;

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:
1.1 We have healthy and inviting spaces and places

Business Unit: Social Services

Service Profile: Toy Library

Description:
Bingara Toy Library provides a safe, secure environment with the opportunity to learn and be informed from guest speakers. It is also a great place to network with other families to get ideas on how to manage being a parent and an opportunity to make new friends. The Toy Library works with the other services in our community to provide a comprehensive package of events and play sessions for families.

Outputs:

- Toys and educational equipment hire
- That all equipment is clean and complete at time of hire.
- Educational programs for parents and carers
- That information is up to date and relevant to families.
- Celebration of special events, ie: families week, grandparents day, book week.
- Provide families with a space to meet and celebrate in a safe and secure environment
- Data Collection Compliance with funding agreement.

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:
4.1 We Are An Engaged & Connected Community

Business Unit: Social Services

Service Profile: Vacation Care

Description:
Vacation Care provides activities appropriate for 5-12 year olds over a period of four weeks each year during the holiday period from 9am to 3pm in Bingara and Warialda.

Outputs:

- Care for Children aged 5-12 during holiday periods
- Provide activities appropriate for 5-12 year olds
- Supervise Children
- Compliance with hygiene standards

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:
4.1 We Are An Engaged & Connected Community

Business Unit: Social Services

Gwydir Shire Council *GLOBAL SERVICE PROFILE REPORT (16/17 - 18/19)*

Service Profile: Youth Services

Description:
The Youth Service is an advocacy and referral service.

This service allows clients to access many forms of counselling including health and wellbeing, careers, mental health and relationships.

The Gwydir youth service also offers personal and practical assistance and skills development in areas such as communication, information technology and goal setting. As part of the Australian Drug Foundation CDAT project we also deliver Drug and Alcohol education and information for young people and families.

The service also provides a Youth Week program for the Shire and runs a Youth Space from Bingara. There are several special events through the year and the service also runs classes in resume and business letter writing.

Young people at risk are invited to attend Youth in Search camps on a regular basis and an annual student exchange with Willoughby Council is also held to give our young people the opportunity to see what life is like in the city and to host students from Willoughby to give them a country experience.

We strive to provide a balanced and exciting service for the young people of our Shire.

Outputs:

- Young People participate in the Gwydir/Willoughby Youth exchange Program
- Young people elect to attend Youth in search camps for children and young people at risk of harm. They are supervised by a staff member for the camp and provided with follow up support and counselling.
- Young people are referred to the service and are provided with generic counselling or referral onto specialist services.
- Transport is provided if needed.
- Young people participate in Youth week events
- Each year funding is provided by the State Government to run various youth week events and young people from across the shire are invited to participate.
- Young people attend the Youth Space
- Young people are provided with a location to meet and interact in a supervised and safe environment. They participate in homework help, games and various other programs.

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Secondary Outcomes:
4.1 We Are An Engaged & Connected Community

Business Unit: Social Services

Chairman ……

Technical Services – Richard Jane

Service Profile: Asset Management Administration

Description:
Asset management is responsible for recording and reporting the condition and value of Council's assets, including all infrastructure assets such as roads, sewer and water. This is done primarily through ongoing maintenance, management and development of Council's Asset Inventory and Capital Value Register.

Outputs:

- Facilitation of asset management plan creation in conjunction with relevant departmental managers
- Development of asset management strategies balancing renewal and maintenance requirements with budget availability
- Depreciation forecasts and asset renewal planning for inclusion in Council's 10 year Long Term Financial Plan
- Completion of asset related segments of Council's annual financial statements
- Revaluation of individual asset classes on 5 year rolling cycle
- Maintenance of Council's Asset Register
- Maintenance of Council's Capital Value Register

Supporting information/Initiatives/Achievements

- The completion of the detailed Asset Management Plans and accurate depreciation has allowed the better allocation of resources, particularly on shire road renewals, with possible savings of around $300,000 per year.
- The reclassification of Shire roads to *Arterial, Collector, Local and Minor* categories is projected to produce savings of $150,000 each year.
- The revaluation of road and road related assets for the 2015/2016 financial year resulted in a reduction of almost $4million from Council's annual depreciation expense. This reduction was a result of the development and implementation of deterioration profiles that accurately depict how the condition of road assets change over time, along the utilisation of new construction unit rates based on improved methodologies used in the field. This had significant positive implications on Council's long term sustainability and ability to meet Fit For The Future benchmarks

Primary Outcome:

2.1 Our Economy Is Growing And Supported

Business Unit: Asset Management

Service Profile: Geographic Information Services (GIS)

Description:
Geographic Information Systems (GIS) is responsible for the management of Council's spatial data and mapping requirements. Databases managed include addressing, cadastral information, property ownership, property valuation Council assets (roads, water, sewer, buildings etc) and high resolution aerial imagery.

Outputs:

- Map creation for internal use
- Property mapping for external customers
- Integration of data provided by Land and Property Information NSW (LPI) with Council data
- Maintenance and allocation of rural addresses
- Maintenance of Names and Address Register

Supporting information/Initiatives/Achievements

- Implementation of the *Rural Addressing* system
- Integration of Asset Inventory with GIS databases by mapping infrastructure assets
- GIS system in conjunction with a new property register holds approximately 10,000 parcels of land

Primary Outcome:
5.1 Corporate Management

Business Unit: Asset Management

Service Profile: Local Emergency Management Committee (LEMC)

Description:
The Local Emergency Management Committee (LEMC) provides Shire Wide coordination of emergency services combat agencies and support agencies.

Outputs:

- Quarterly meetings to discuss and coordinate emergency services, preparation and maintenance of the Gwydir Shire Emergency Management Plan (EMPlan)
- Provision of facilities for Emergency Coordination with the Emergency Operations Centre (EOC), administrative support to the Rural Fire Services (RFS)
- Building provision and maintenance to State Emergency Service (SES) and RFS.
- Preparedness, response and recovery to emergencies.

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Emergency Services

Service Profile: Other EMS

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Emergency Services

Service Profile: Rural Fire Service

Description:
The Rural Fire Service business unit provides some administrative assistance through processing of accounts and fleet maintenance.

Outputs:

- Processing accounts for purchases related to RFS operations, maintenance of Brigade vehicles, maintenance of headquarters and other RFS assets.
- The timely maintenance of RFS vehicles and buildings
- The provision of administrative support through the processing of accounts and grant acquittals.

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Emergency Services

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$240,000	$0	$0
Total:	**$240,000**	**$0**	**$0**

Service Profile: State Emergency Services

Description:
The State Emergency Service is run independently of Gwydir Shire Council, but Council does provide assistance with maintenance of existing buildings and other logistical support.

Outputs:

- Assistance to the SES through maintenance of existing SES buildings, and assistance with construction of new buildings.

Primary Outcome:
1.2 Our Community Is An Inviting And Vibrant Place To Live

Business Unit: Emergency Services

Service Profile: Aerodrome

Description:
The Aerodrome business unit provides maintenance and upkeep of the Warialda Aerodrome and the Bingara Aerodrome.

Outputs:

- Surface maintenance of the runways
- Maintenance of the grounds and fencing.
- Safe and operational facilities at both Warialda and Bingara Aerodromes.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Other Operations

Service Profile: Car Parks

Description:
The Car Parks business unit provides car parking in the urban areas of Gwydir Shire.

Outputs:

- Provision of adequate and appropriately placed off street car parking
- Maintenance of car parks and associated linemarking.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Other Operations

Service Profile: Other engineering services

Description:
The 'Other Operations' business unit provides an internal service in the administration and maintenance of sundry Council facilities such as Weight of Loads, Telecommunications and the Warialda Driver Reviver building.

Outputs:

- Maintenance of Warialda Driver Reviver building
- Mt Toolimbah Telecommunications Tower
- Bingara Saleyards
- Bingara Hatchery
- Australian Rural Roads Group
- Town Common adjistment
- Mt Bora Telecommunications Tower
- North West Weight of Loads
- Life Education Van expenses.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Other Operations

Service Profile: Private Works

Description:
This initiative allows the Council to work with community members to carry out improvements to their road when more regular maintenance would not be possible under the Council's road hierarchy.

The Council matches the in-kind input made by property owners.

Outputs:

- More regular maintenance work on low category roads

Primary Outcome:
4.2 We Work Together To Achieve Our Goals

Business Unit: Other Operations

Service Profile: Bridges on Regional Roads

Description:
The 'Bridges on Regional Roads' business unit provides bridge management and maintenance to all bridges on Regional Roads in Gwydir Shire.

Outputs:

- Maintenance and repairs to bridges and associated components on Regional Roads.
- To provide structurally adequate and safe traversing of waterways on Regional Roads in Gwydir Shire.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Service Profile: Bus Shelters and Services

Description:
The Bus Shelters business unit provides construction and maintenance to bus shelter structures in Regional, Urban and rural roads within Gwydir Shire.

Outputs:

- Construction of new bus shelters and maintenance of existing bus shelters to provide shelter for the general public and school children waiting for buses.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Chairman ……

Service Profile: Footpaths

Description:
The Footpaths business unit provides construction and maintenance services for footpaths in urban areas of Gwydir Shire.

Outputs:

- The construction of new footpaths and the maintenance of existing footpaths to meet Council's footpath construction program and minimise the risk of trip hazards.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Service Profile: Kerb and Gutter

Description:
The Kerb and Gutter business unit provides construction of new Kerb and Gutter and maintenance of existing Kerb and Gutter.

Outputs:

- Provision of construction of new kerb and gutter and maintenance of existing kerb and gutter for the purposes of on street drainage and direction of rainwater to the underground stormwater system in urban areas of Gwydir Shire.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Service Profile: Local Road Bridges

Description:
The 'Local Roads Bridges' business unit provides bridge management and maintenance to all bridges on Shire Roads in Gwydir Shire.

Outputs:

- Maintenance and repairs to bridges and associated components on Shire Roads.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$0	$0	$238,406
Total:	**$0**	**$0**	**$238,406**

Gwydir Shire Council *GLOBAL SERVICE PROFILE REPORT (16/17 - 18/19)*

Service Profile: Sealed Local Roads

Description:
The 'Sealed Shire Roads' business unit provides construction and maintenance of Shire Roads in Gwydir Shire.

Outputs:

Tasks associated with the 'Sealed Shire Roads' business unit include: Asset Inspection, Traffic Facilities, Pothole Repair, Edge Patching and Surface Correction, Shoulder Grading, Roadside Slashing, Litter Removal, Graffiti and Postal Removal, Clearing and Repairing Drainage Structures, Table Drain Maintenance, Signs Replacement and Maintenance, Guidepost Replacement and Maintenance, Heavy Patching and Control of Trees and Bushes.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$2,405,357	$1,263,811	$1,082,981
Total:	**$2,405,357**	**$1,263,811**	**$1,082,981**

Service Profile: Sealed Regional Roads

Description:
The 'Sealed Regional Roads' business unit provides construction and maintenance of Regional Roads in Gwydir Shire.

Outputs:

Tasks associated with the 'Sealed Regional Roads' business unit include: Asset Inspection, Traffic Facilities, Pothole Repair, Edge Patching and Surface Correction, Shoulder Grading, Roadside Slashing, Litter Removal, Graffiti and Postal Removal, Clearing and Repairing Drainage Structures, Table Drain Maintenance, Signs Replacement and Maintenance, Guidepost Replacement and Maintenance, Heavy Patching and Control of Trees and Bushes.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$1,385,823	$1,397,801	$1,409,677
Total:	**$1,385,823**	**$1,397,801**	**$1,409,677**

Chairman ……

Service Profile: State Roads (RMS Contract Works)

Description:
The 'State Roads' Business unit is a commercial arm of the Technical Services Department which provides services to Road and Maritime Services (RMS) for the construction and maintenance of HW12 Gwydir Highway and MR63 Fossickers Way.

Outputs:

- Provision of road construction and maintenance services to RMS under the Road Maintenance Council Contract (RMCC).

Primary Outcome:
4.2 We Work Together To Achieve Our Goals

Business Unit: Roads

Service Profile: Stormwater Drainage

Description:
The Stormwater business unit provides construction of new Stormwater infrastructure and maintenance of existing Stormwater infrastructure.

Outputs:

- Construction of new Stormwater and maintenance of existing Stormwater for the purposes of on street drainage and direction of rainwater to the underground stormwater system in urban areas of Gwydir Shire.
- Stormwater tasks include: Construction and Maintenance of Underground Stormwater piping, Construction and maintenance of Pipe Culverts, Construction and Maintenance of Gross Pollutant Traps, Gully and Grate Debris removal, Weed Control around stormwater infrastructure.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$45,617	$46,837	$48,083
Total:	**$45,617**	**$46,837**	**$48,083**

Service Profile: Street Lighting

Description:
The Street lighting business unit provides construction and maintenance services for Street lighting in urban areas of Gwydir Shire.

Gwydir Shire recently participated in a program to replace the existing street lights with more energy efficient and cheaper to run light globes.

Outputs:

- The construction of new Street lighting and the maintenance of existing Street lighting to meet Council's street lighting program.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Service Profile: Unsealed Local Roads

Description:
The 'Unsealed Shire Roads' business unit provides construction and maintenance of Unsealed Shire Roads in Gwydir Shire.

Outputs:

- Tasks associated with the 'Unsealed Shire Roads' business unit include: Asset Inspection, Traffic Facilities, Maintenance Grading, Clearing and Repairing Drainage Structures, Table Drain Maintenance, Signs Replacement and Maintenance, Guidepost Replacement and Maintenance, Guardrail Repairs, Roadside Furniture and Control of Trees and Bushes.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$2,023,057	$1,176,475	$1,203,982
Total:	**$2,023,057**	**$1,176,475**	**$1,203,982**

Service Profile: Urban Regional Roads

Description:
The 'Urban Regional Roads' business unit provides construction and maintenance of Regional Roads in Gwydir Shire.

Outputs:

- Tasks associated with the 'Urban Regional Roads' business unit include: Asset Inspection, Traffic Facilities, Pothole Repair, Edge Patching and Surface Correction, Roadside Mowing, Litter Removal, Graffiti and Postal Removal, clearing and Repairing Drainage Structures, Table Drain Maintenance, Signs Replacement and Maintenance, Guidepost Replacement and Maintenance and Heavy Patching.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Service Profile: Urban Roads

Description:
The 'Urban Roads' business unit provides construction and maintenance of Urban Roads in Gwydir Shire.

Outputs:

- Tasks associated with the 'Urban Roads' business unit include: Asset Inspection, Traffic Facilities, Pothole Repair, Edge Patching and Surface Correction, Litter Removal, Graffiti and Postal Removal, Drainage Structures, Table Drain Maintenance, Signs Replacement and Maintenance, Guidepost Replacement and Maintenance, Heavy patching and Provision of Traffic Facilities.

Primary Outcome:
2.1 Our Economy Is Growing And Supported

Business Unit: Roads

Budgets:

Budget Type	*16/17*	*17/18*	*18/19*
Capital	$255,000	$261,387	$267,678
Total:	**$255,000**	**$261,387**	**$267,678**

Service Profile: Technical Services Administration

Description:
The 'Technical Services Administration' business unit provides administrative and operational support to the numerous functions of the Technical Services Department.

Outputs:

- Tasks associated with the ' Technical Services Administration' business unit include: Customer Request management, Financial Administration of the business unit functions, Design Services for Roads, Stormwater, K&G etc., Project Management of Construction and Maintenance projects, Contract Management of External Contractors, Administration of Emergency Services functions, Soil Testing for Road Construction, Survey for Design and Works as Executed, Administration of Asset Management Services, Administration of Sundry Services such as Weight of Loads and Telecommunications Towers, Professional Engineering Advice and Gwydir Shire Projects, Administration of RMCC Contract with RMS

Primary Outcome:
5.1 Corporate Management

Business Unit: Technical Services Administration

Item 4 Gunyerwarildi Feedlot - Application to modify consent conditions

FILE REFERENCE

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

AUTHOR General Manager

DATE 11 October 2016

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report is for information only. A full report for the consideration of Council will be put to the November Committee Meeting.

TABLED ITEMS Nil

BACKGROUND

Any applicant who has an issue with a determined Development Application may apply under Section 96 of the *Environmental Planning and Assessment Act 1979* for a modification of the consent.

The applicant for the recent consent regarding the Gunyerwarildi Feedlot has submitted an application for two variations:

> That the consent be issued in the name of Ceres Agriculture Pty. Ltd. Rather than the consultant, SMK Consultants; and;
>
> The removal of Condition Part E, Post Occupation (3) referring to a requirement for no paddock feeders within 1 kilometre of adjoining dwellings.

COMMENT

The application will be assessed and reported upon to the November Committee Meeting.

OFFICER RECOMMENDATION

THAT the modification application received in regarding the Gunyerwarildi Feedlot is noted.

ATTACHMENTS

AT- SMK Modification Application Supporting Letter

COMMITTEE RECOMMENDATION TO COUNCIL:

THAT the modification application received in regarding the Gunyerwarildi Feedlot is noted.

(Moved Cr Moore, seconded Cr Egan)

Chairman ……

SMK
CONSULTANTS
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10th October 2016

Gwydir Shire Council
Locked Bag 5
Bingara, NSW 2404

Attention: Glen Pereira

Dear Glen,

Re: Development Application 12-2016 – Gunyerwarildi Feedlot Extension

On behalf of Ceres Agriculture Pty Ltd, we wish to lodge a Section 96 application to modify the consent for DA12-2016.

Condition Part E – Post Construction Condition 3 of the approval is of concern to Ceres Agricultural Company (Ceres). This condition imposes a restriction on normal agricultural operations on the farm. The second matter that needs to be altered relates to *Details of the Applicant*.

The following presents a submission to accompany the application.

Consent Condition
Part E – Post Construction
Condition 3 – Paddock Feeders and Cattle Buffer
"That no paddock feeder and associated cattle shall be located within 1 km of any neighbouring dwelling".

The Proponent considers that this condition will result in restrictive landuse options on their existing grazing enterprise which was not the subject of the development application relating to the expansion of the existing feedlot capacity. On this basis, the condition is considered unrelated to the feedlot operation and will make some of the land around the boundary of Gunyerwarildi aggregation, worthless as it cannot be used for production other than crops.

The land subjected to this condition is Zoned as RU1 Primary Production. The Primary Production zoning has been established for the purpose of agricultural operations. The grazing of cattle on this land is considered a core activity underpinning this landuse in the Gwydir Shire. The attached appendix 1 presents a review of the Gwydir Local Environmental Plan (LEP) in relation to permissible uses of RU1 land. The intent of the LEP is to encourage agricultural production on RU1 land. This includes grazing of cattle without buffer zones to neighbouring properties.

The Proponent does recognise the concern that has been raised during the development application process for the feedlot operation and realises that Council has an opportunity to impose conditions on landuse associated with the property operation in response to concerns of local residents. In this case, the operation subjected to the condition, consists of the grazing of cattle on natural grassland in conjunction with a grain ration consumed from a self-feeder. The issue raised relates to flies associated with these cattle in the open paddock. Flies are an issue to the cattle and many other normal farming

operations, in addition to the intensive development of a feedlot. The flies are considered a normal component of farm operations and therefore management of the fly population forms part of the farming operations.

On this basis, the Proponent requests that this restrictive condition is replaced with a requirement for appropriate management procedures. Similar procedures have been incorporated within the development documentation for the Feedlot, including submissions lodged and approved by NSW EPA. The management procedures are to be included in the Gunyerwarildi Feedlot Operational Environmental Management Plan (OEMP) and the Gunyerwarildi Quality Assurance document (QA). The requirement for management plans is outlined in Consent Condition Part A – Planning: Condition 20 A1.1 dot point 4. The EPA and subsequently Council, have stated that the proposed operation of the approved facility requires an ongoing:

"*environmental management plan (EMP) and an annual environmental management report (AEMR) to be prepared and implemented by the proponent.*"

On this basis, this documentation is essential for the proponent to meet ongoing approval conditions for both Council and NSW EPA. The implementation of these plans and procedures is therefore an integral part of the approval of which Council and NSW EPA have the right to monitor and prosecute if the process is not implemented.

The development application has incorporated all cultivation paddocks on Gunyerwarildi as part of the approved development on the basis that composted manure will be recycled on these fields. The Council approval therefore extends to the whole of Gunyerwarildi farmed area in addition to the feedlot operation. The manure is not to be spread on grassland areas and therefore the feedlotting operation does not encumber grazing paddocks.

Management of vermin around the feedlot site including fly populations is incorporated in the current documentation required by Council as part of the construction and occupation of the extended Feedlot operation. This documentation incorporates general management procedures for fly monitoring and control activities. The procedures are aimed at cattle and staff welfare.

Attachment 1 presents an excerpt from the current QA/EMP management process. This is already in place for monitoring and management of flies within the feedlot. The success of this program is visually observable when inspecting the feedlot site, in the form of a lack of flies. It should be noted that there has not been any complaints received at the Feedlot to date.

The following section present a proposal to upgrade these procedures to fulfil the intent of Condition 3 relating to cattle grazing along the boundary of the property.

Farm Management and Alternative to Condition 3
During the course of community consultation and review of submissions resulting from the public advertising of DA12-2016 for the feedlot extension, the issue of flies generated by the feedlot was identified. The Proponent provided responses to pest management in the environmental impact statement.

The specific section stated:

"***Insects and Cattle Health***
On occasions, the conditions at the Feedlot would generate ideal conditions for various insects, especially flies. The prevalence of flies is an issue that can be managed through the use of baits and fly traps. The insect population will also be managed through appropriate manure pad management in the pens. The maintenance and repair of pen floors to avoid development of wet areas or bog areas is particularly addressed within the general pen maintenance activities.

The generation of flies around the cattle is also identified as a health issue for the cattle. The management of flies therefore is of concern to cattle managers who closely monitor the fly population.

It is noted that the flies that are attracted to the Feedlot have a relatively short flight distance and therefore travel from the Feedlot to neighbouring areas is considered as a minor issue. The Feedlot is almost surrounded by open cultivation country which does not encourage fly travel. The monitoring program can therefore concentrate on populations at the Feedlot site."

Flies are monitored within the feedlot and appropriate quick actions such as fly bait programs are undertaken. Slower actions such as instigating additional pen cleaning form part of the process for fly management, but the breeding event may be completed by the time all pens are cleaned.

The issue of flies affecting cattle in open grazing paddocks has also been recognised as a potential issue of concern to cattle health and production. This matter was briefly discussed with neighbouring residents during the community consultation phase, prior to lodgement of the development application. The issue of potential fly populations extending across property boundaries was highlighted during community discussions. The issue is not unusual in grazing operations as flies can be an issue on a seasonal basis. The issue is also prevalent in grain production operations given the right fly breeding conditions.

The Proponents intends to extend current Management Procedures adopted at the feedlot, to include a management procedure to monitor and control fly populations on grazing land in order to replace Approval Condition 3. The following Procedure could be included within the QA/OEMP documentation to provide management with a standard work method statement and procedural tool for management of fly populations associated with open grazing cattle.

Table 1: Procedural Operation for Management of Flies to be incorporated in the OEMP/QA documentation for Gunyerwarildi

Component	Procedural Process
Fly and Pest Operational Policy Objective	To minimise fly populations associated with cattle grazing in open paddocks.
Performance Criteria	Fly populations are managed to an extent where they are not considered a nuisance or cause of a complaint.
Responsibility	Farm Manager
Implementation Strategy	• Implement a process of reporting on fly populations • Provide appropriate fly species recognition information (House fly, bush fly, stable fly, blow fly) by utilising an appropriate identification chart as presented in attachment 3. • Monitor weather conditions and fly populations to enable appropriate and timely actions to occur to reduce the incidents of unmanaged fly outbreaks.
Corrective Action	• Pour-ons: Use a pour-on insect control chemical on the cattle. • Dust bags/cattle rubs: The advantage of a dust bag or rub is that, if placed at a site where all cattle must use it. Cattle rubs can provide very economical control of flies. Proper placement and keeping it charged with insecticide are the keys.

Component	Procedural Process
	• Sprays: Timely spraying of cattle throughout the year can be effective in reducing the fly population • Sprays directly onto fly breeding areas: Potential use of Pyrethroid and other sprays as biodegradable insecticide for fly management can provide an effective and quick knock down process for management of fly populations. Refer attachment 4 for basic range of chemical options. • Ensure appropriate chemical rotations are used to avoid resistance in the fly population. • Implementation of an integrated pest management strategy including options of biological controls available for flies (parasitic wasps, insect fungi, predatory mites, dung beetles) - Refer to documents such as Qld Department of Employment, Economic Development and Innovations, "*Integrated pest management for nuisance flies in cattle feedlots*", 2011 for guidance.
Monitoring	Following each rainfall or high humidity event: • Inspect the area where cattle concentrate within grazing areas to monitor fly populations • Monitoring of fly and larval populations to provide pre-emptive options for fly population outbreaks using options such as "sticky sheets", traps (Alsynite traps), fly count observations, cattle behaviour observations (number of tail swishes, ear flicks, head tosses, leg stomps observed over a short set period) • Record a description of the fly population level
Complaints	In the event of actions taken as a result of a complaint, report actions and effects to complainant and advise of ongoing management actions.
Reporting	Where an action has been taken, report the effect of the action and whether such action needs further repeats or an alternative strategy is required.

The above procedure would be adopted within the QA and OEMP process for overall cattle management on Gunyerwarildi. This process would then be subject to review by NSW EPA, Council as well as the National Feedlot Accreditation Scheme (NFAS). NSW EPA have the legal option of instigating a Pollution Reduction Program through the Environment Protection Licence that they issue to the feedlot operator. Council would have the opportunity to issue a Direction to improve under statutory authority if required.

The existing feedlot is accredited under this scheme and therefore any modifications to the operation would need additional auditing to update the accreditation. The process also attracts regular audits and reporting to enable the feedlot operator to sell cattle produced on the property as grain fed cattle. The NFAS process is not necessarily directly related to the grazing of cattle on pastures, however the process of auditing would provide a third party check on the property's documentation and completion of stated management objectives. NFAS has the potential to suspend the accreditation if the feedlot was not considered to be operating at a suitable standard by following stated procedures. This would potentially impose a significant financial burden on the operator when their accreditation to sell cattle as grain fed is suspended.

The process of QA and OEMP documentation is widely adopted for many industries. It has established a basis for agreed management of facilities or in this case, a whole farm operation centred on cattle production in a feedlot as well as on native pastures. The process of these documents enables an agreed process of management, including monitoring and actions to ensure the operation is undertaken within agreed levels of activities, emissions and thresholds of responsibility. This enables some flexibility in improving operations where possible. In many cases, the adoption of this process has resulted in a reduction in the need to establish restriction operating conditions on the development at an early stage when a lack of data or fact is available to provide guarantees that management can achieve appropriate responsibilities.

The approvals related to the feedlot, incorporate a requirement for a formal complaint receival and complaint management process. This formal complaint process has been in place since the original approval for the development of a 5,000 head cattle feedlot. A standard complaint recording sheet is presented as attachment 2. The process is activated if neighbouring resident/s report their concerns with the operations on Gunyerwarildi. The concerns can be raised with any staff at the feedlot site and this triggers a mechanism which must be dealt with by Management. The management of a complaint must be documented. This includes full documentation of the complaint and the manner in which this complaint was dealt with. The complaint and outcome of such is then included in the AEMR process which is assessed by EPA on an annual basis. Any ongoing or poorly managed issue can be dealt with by NSW EPA at any time, including through additional Licence reviews or imposition of forced management changes and reporting.

The Proponent entrusts that Council is able to review this submission relating to Condition 3 and hopefully remove this condition in replace of the adoption of appropriate and well documented management procedures, adopted as part of the development consent process and ongoing Licensed activities on the property.

Details of Applicant
The application was lodged by SMK Consultants on behalf of Ceres Agricultural Company Pty Ltd. Mistakenly, the development application form listed SMK Consultants as the applicant. This was a procedural error and therefore we request that Council transfer the consent to the real applicant, being:

Ceres Agricultural Company Pty Ltd
"Gunyerwarildi Station"
1450 North Star Road,
Warialda, NSW 2404

If required, the relevant ACN and ABN numbers for this company are:

- **Australian Company Number:** 155816416
- **Australian Business Number:** 40155816416

Yours faithfully,

Peter Taylor

Peter Taylor BSc MEIANZ CIAg
SMK Consultants

Attachment 1: Current Quality Assurance document for Fly and Vermin Management

CERES AGRICULTURAL COMPANY – GUNYERWARILDI STATION

3.9 - Fly and Vermin Management

PURPOSE: This procedure outlines the measures taken to control fly and vermin populations on Gunyerwarildi Station.

SCOPE: WHEN/WHERE This procedure applies to daily operational activities performed to prevent increases in fly and vermin populations and in the event of increased fly and vermin populations on Gunyerwarildi Station.

RESPONSIBLE: All Managers/All Staff

ACTIONS:

	Ref.
Fly Population Management	
1. Gunyerwarildi Station aims to control fly populations through the implementation of:-	All points 1-3
i. Regular pen cleaning and removal of manure from fencelines	
ii. Avoiding feed spillages	
iii. Removal of spoilt feed from feed bunks daily and self-feeders weekly	
iv. Maintaining hygiene in feed milling and feed preparation areas	
v. Correctly composting dead stock	
2. Any complaints from local community and/or authorities are recorded and investigated.	4
Vermin Management	
1. Gunyerwarildi Station is committed to maintaining feedlot areas and feed milling areas in a clean and tidy manner. This will assist in the minimisation of rat and mice population increases.	
2. Where and when required, chemical treatment will be implemented by authorised persons, ensuring commodities and/or stock feeds are not contaminated.	
3. Details of any chemical treatments applied will be recorded including date, chemical name, batch number, application rate, plan of bait stations and signature of persons applying treatments.	5
4. Any complaints from local community and/or authorities are recorded and investigated.	4

REFERENCES:
1. NFAS Standards of Accreditation
2. Development Plan and EIS for Gunyerwarildi Station
3. National Beef Cattle Feedlot Environmental Code of Practice
4. Complaints Register
5. Chemical Treatment Records

DEFINITIONS: Nil

19/01/2015 Version 1 Page 1 of 1 Authorised by: General Manager North

SMK Consultants Page 6 of 10

Attachment 2: Standard Complaints Form

Complaint Form – Ceres Agriculture, "Gunyerwarildi"		
Date:	Time:	Name of person receiving the complaint:
Name of Complainant: Address of Complainant: Contact Details of Complainant:		
Complaint detail:		
Date and Time of Incident:		
Weather and wind direction at time of incident:		
Possible cause of pollution/Pollution source/complaint source:		
Action to resolve complaint		
Complaint acknowledged: Date: ..... Time:		
Complainant Advised of any action: Date: ..... Time:		
Person the complaint was referred to:		

SMK Consultants Page 7 of 10

Attachment 3: Fly Identification chart

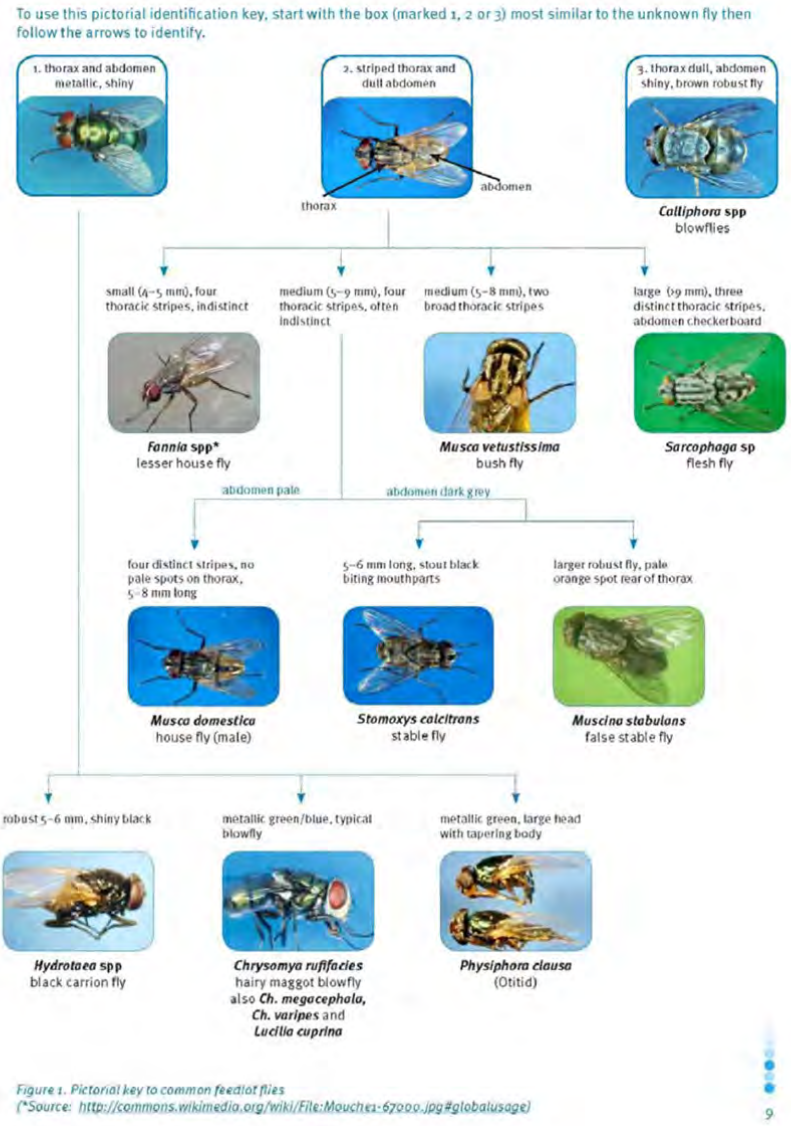

Figure 1. Pictorial key to common feedlot flies
*(*Source: http://commons.wikimedia.org/wiki/File:Mouches1-67000.jpg#globalusage)*

Source: Qld Department of Employment, Economic Development and Innovations, "*Integrated pest management for nuisance flies in cattle feedlots*", 2011.

Attachment 4: Options for chemical control of fly populations

Table 1. List of active constituents and chemical groups that can be used for nuisance fly control in feedlots

Group#	Chemical group	Active constituents	Fly control	Use
1A	Carbamates	Bendiocarb	Adults/larvae	Residual surface/Bait
		Methomyl + Z-9-tricosene	Adult flies	Bait
1B	Organophosphates	Diazinon	Adults/larvae	Residual surface
		Dichlorvos	Adult flies	Residual surface
		Fenthion	Adult flies	Residual surface
		Maldison	Adult flies	Residual surface
		Pirimiphos-methyl	Adult flies	Residual surface
		Trichlorfon	Adults/larvae	Residual surface
3A	Pyrethroids/pyrethrins	beta-Cyfluthrin	Adult flies	Residual surface
		Cyfluthrin	Adult flies	Residual surface
		Cypermethrin	Adult flies	Residual surface
		Permethrin 25:75	Adult flies	Residual surface
		Pyrethrins + piperonyl butoxide	Adult flies	Knock down
4A	Neonicotinoids	Imidacloprid + Z-9-tricosene	Adult flies	Residual surface/Bait
		Thiamethoxam + Z-9-tricosene	Adult flies	Residual surface/Bait
5	Spinosyns	Spinosad	Adult flies	Residual surface
		Spinosad + Z-9-tricosene	Adult flies	Bait
17	Cyromazine	Cyromazine	Larvae	Manure treatment
22A	Indoxacarb	Indoxacarb	Adult flies	Residual surface

 # Mode of action classification for insecticides Version 7.1 2011 (www.irac-online.org/teams/mode-of-action); list compiled November 2011

Source: Qld Department of Employment, Economic Development and Innovations, "*Integrated pest management for nuisance flies in cattle feedlots*", 2011.

Appendix 1 – Gwydir Local Environmental Plan Definitions

Definition of a Feedlot and Landuse Provisions under the Gwydir LEP
The inclusion of a condition that impacts on general grazing on Gunyerwarildi requires some clarification in relation to whether the activity of grazing cattle on natural or improved pasture and providing some additional feed to improve weight gains ("Feed assist" system) is considered as feedlotting.

The Gwydir Local Environmental Plan 2013 (LEP) defines Feedlotting as Intensive Livestock Agriculture. The LEP definition of Intensive Livestock agriculture is:

> "*Means the keeping or breeding, for commercial purposes, of cattle, poultry, pigs, goats, horses or other livestock that are fed wholly or substantially on externally-sourced feed, and includes any of the following:*
>
> *a) Dairies (restricted)*
> *b) Feedlots*
> *c) Piggeries*
> *d) Poultry farms*
>
> *But does not include extensive agriculture, aquaculture, or the operation of facilities for drought or similar emergency relief."*

In relation to the interpretation of a "Feedlot Activity", the NSW Authorities and Guidelines refer to the National Guidelines for a definition of a Feedlot, mainly:

"*A beef feedlot is a confined yard area with watering and feeding facilities where cattle are completely hand or mechanically fed for the purpose of production.*

This definition does not include the feeding or penning of cattle in this way for weaning, dipping or similar husbandry purposes or for drought or other emergency feeding, or at a slaughtering place or in recognised saleyards."

The use of self-feeders to improve production of cattle that are located in open grazing paddocks appears to be outside of the definition of a "Feedlot". If this changes at some stage, matters associated the operation of a feedlot will be extended to the paddock grazing situation. However, at present the grazing of cattle and feeding of cattle in an open paddock is therefore consistent with the term "extensive agriculture" under the Gwydir Local Environmental Plan 2013 and is permissible without consent on land Zoned for Primary Production.

On this basis, local planning provisions allow the assisted feeding of cattle in an open grazing situation with a requirement to obtain development consent.

Item 5 Monthly Technical Services Report - September 2016

FILE REFERENCE

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

AUTHOR Technical Services Director

DATE 11 October 2016

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

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.

TABLED ITEMS Nil

COMMENT

1. TECHNICAL SERVICES AND ADMINISTRATION

Technical Services infrastructure, planning, design and surveys were carried out in-house. The Technical Services staff continued to provide customer service to the Gwydir Shire residents.

1.1 North West Weight of Loads Committee

Minutes are attached from the 4 July 216 meeting held in Narrabri.

1.2 Emergency Services

Local Emergency Services Meeting (LEMC)

The next LEMC meeting is scheduled for the 8th November 2016 at the Warialda EOC.

NSW RFS - Service Level Agreement

The next Service Level Agreement meeting is scheduled for the 18th October 2016.

2. ENGINEERING SERVICES

2.1 Construction/ Rehabilitation – Regional and Local Roads

Gravel Resheet Programs for this month are SR81 Langley Road, SR6 Getta Getta Road.

Gravel resheeting completed on Langley Road

Southern Crews continue with the road works on Elcombe Road. All earthworks have almost been completed for the next section of Elcombe Road with pavement construction programmed to start in upcoming weeks once the work site is dry enough to begin works. Pipeline removal and replacements has commenced for the next section of Elcombe Road before the pavement construction begins.

Northern crews continue with the North Star Road Rehabilitation Project. Pavement shape correction and shoulder widening has been underway.

North Star Road Repair Program

Chairman ……

2.2 Maintenance Works – Local, Regional and State Roads Maintenance Grading

SR13 Oregon Road, SR78 Dewrang Road, SR6 Getta Getta Road, SR47 Glenesk Road, SR8 Gragin Road, SR81 Langley Road, SR14 Mosquito Creek Road, SR9 IB Road, SR30 Caroda Road, SR17 Back Creek Road, SR16 Trevallyn Road.

Bitumen Patching

HW12 Gwydir Hwy, RR7705 North Star Road, RR63 Warialda Road, MR462 Bruxner Way, SR4 Baroma Downs Road, SR13 Oregon Road, SR14 Mosquito Creek Road, SR8 Gragin Road, SR7 Croppa Creek Road, SR5 Croppa Moree Road, MR63 Allan Cunningham Road.

Pipe/Headwall Repairs

SR6 Getta Getta Road, SR41 County Boundary Road, SR224 Inverness Road.

Drainage pipe extensions on SR3 Elcombe Road.

Vegetation Control

HW12 Gwydir Highway, RR63 Warialda Road, SR5 Croppa Moree Road, SR13 Oregon Road, SR8 Gragin Road, SR7 Croppa Creek Road, SR14 Mosquito Creek Road, SR9 IB Road, SR6 Getta Getta Road

Miscellaneous Work

Spraying Mt Toolimbah Tower Compound for weeds

Slashing

HW12 Gwydir Highway, SR7 Croppa Creek Road, RR7705 North Star Road, RR63 Warialda Road, SR4 Baroma Downs Road, SR9 IB Road, SR6 Getta Getta Road, MR462 Bruxner Way, MR63 Cobbadah Road, SR11 Horton Road, Upper Horton Village

Private Works for Councillors and Staff

Nil Report

Self Help Program

Nil Report

2.3 Roads Maintenance Council Contract – Works Orders issued by RMS

All Work Orders issued by RMS are quality assurance schedule of rates projects carried out by Council staff under the Roads Maintenance Council Contract with Roads and Maritimes Services.

Chairman ……

Northern crews have been working on the installation of Narrow Bridge Signs over the narrow bridges located on HW12 Gwydir Highway. These works also included a speed zone reduction to 80km/h over the Gravesend Bridge due to the safety concern for sight distance. A box culvert is also programmed for future works in Segment 5100, when weather is suitable.

Southern crews have recently completed the installation of the Heavy Vehicle Signs over Campbell Bridge in Bingara. A combined crew has been formed now to continue with Heavy Patching works on MR63 Allan Cunningham Road, which will continue onto HW12 Gwydir Highway once completed.

Bitumen Seals are currently being designed by an external contractor for several reseals on our State Roads. Segments that contain substantial amounts of Heavy Patching are still awaiting designs and will all be completed once Heavy Patching has finished. Segments that were re-constructed last financial year include Segments 5095 and 5100 on HW12 Gwydir Highway, and Segments 5260, 6105 and 6110 on MR63 Allan Cunningham Road. These re-constructed Segments will be final sealed at the same time as the reseals.

2.4 Rural Roads 2015-2016 Capital Works Program
Program attached

2.5 Other Services

2.5.1 Street services continued to be maintained for vehicular, pedestrian and public conveniences.

2.5.2 Storm water drainage facilities continue to be maintained.

2.5.3 Aerodromes at Warialda and Bingara continue to be maintained and inspections are done monthly.

2.5.4 Existing quarry sources are continually being utilised and future sources are being investigated as time permits with other competing projects.

2.5.5 The radio and television towers continued to be maintained.

Chairman ……

Toolimbah Tower - Warialda

3. DESIGN AND ASSET SERVICES

Survey, design and soil testing is continuing for the 2016-2017 works programs. Progress is as follows:

Future Project Identification
Design staff have commenced analysing data from Council's asset inventory and traffic count data to shortlist rehabilitation works for inclusion in future years works programs

Warialda High Productivity Vehicle Bypass - Truck Wash Proposal
Detailed design on the Truck Wash for the Warialda High Productivity Vehicle Bypass is being undertaken to apply for funding.

Mosquito Creek – Stage Four
There is continued design of the Mosquito Creek and Gil Gil Creek Roads intersection as different options are being investigated.

Five Ways Intersection
The Five Ways Intersection consists of Croppa Moree Road, County Boundary Road and Strangford Road. The design team are working on making this intersection safer for the public by looking at traffic flows and design options.

GIS activities this month include:

- Incorporation of asset data with GIS data
- Continued maintenance of Rural Addressing and mapping databases
- Continued assistance with internal and external enquiries

Chairman ……

- Name and Address Register maintenance.
- National Heavy Vehicle Register – Reviewing application for HML trucks.
- Assisting and the new Moree Plains Shire Council GIS Trainee

CONCLUSION
The activities carried out by the Technical Services Department are in line with the 2016/2017 Management Plan and otherwise as directed.

CONSULTATION
Consultation is carried out within the Technical Services Department during the monthly Technical Services team meetings and other relevant persons.

POLICY IMPLICATIONS Policy implications are those relating to the 2016/2017 Management Plan and the Technical Services Policies of Gwydir Shire Council.

FINANCIAL IMPLICATIONS The activities carried out by the Technical Services Department are in line with the 2016/2017 Management Plan.

OFFICER RECOMMENDATION

THAT the Monthly Technical Services Report - September 2016 be received

ATTACHMENTS

AT- North west Weight of Loads Minutes
AT- 2016 Capital Works Program

COMMITTEE RECOMMENDATION TO COUNCIL:

THAT the Monthly Technical Services Report - September 2016 be received.

(Moved Cr Egan, seconded Cr Dixon)

Chairman ……

MINUTES OF THE NORTH WEST WEIGHT OF LOADS COMMITTEE QUARTERLY MEETING HELD IN THE NARRABRI SHIRE COUNCIL CHAMBERS, 46-48 MAITLAND STREET, NARRABRI ON MONDAY, 4 JULY 2016 COMMENCING AT 2:00PM

PRESENT: Cr Brendan Munn (Moree Plains Shire Council), Cr Denis Todd (Warrumbungle Shire Council), Mrs Kylie Kerr (Moree Plains Shire Council), Ms Georgia Cruickshank (Moree Plains Shire Council), Mr Ian Dinham (Moree Plains Shire Council), Mr Stewart McLeod (Western Plains Regional Council), Cr Angela Doering (arrived 2:10 pm - Gwydir Shire Council), Mr Wayne Kerr (Gunnedah Shire Council), Mr Michael Pepper (Roads & Maritime Services), Mr Kevin Tighe (Warrumbungle Shire Council), Mr Geoff Girard (Weight of Loads Inspector), Mr David Carter (Weight of Loads Inspector), Mr Alan Lawrance (Narrabri Shire Council), Mr Steve Clayton (Western Plains Regional Council), Cr Robyn Faber (Narrabri Shire Council), Mrs Rosalie Peacey (Moree Plains Shire Council – Minute Taker)

APOLOGIES: Mr Anthony Williams (Narrabri Shire Council), Mrs Rebecca Reardon (NSW Farmers), Mr Alex Eddy (Gwydir Shire Council), Mr Keith Appleby (Glen Innes Severn Shire Council), Mr Walter Davey (Roads & Maritime Services), Mr Justin Pay (Inverell Shire Council), Cr Steve Smith (Gunnedah Shire Council), Cr James von Drehnen (Moree Plains Shire Council), Mr Stewart Todd (Narrabri Shire Council), Mr Robert Szrot (Narrabri Shire Council), Mr Anthony Smith (Narrabri Shire Council)

RESOLVED: *( )*

That the apologies from Mr Anthony Williams (Narrabri Shire Council), Mrs Rebecca Reardon (NSW Farmers), Mr Alex Eddy (Gwydir Shire Council), Mr Keith Appleby (Glen Innes Severn Shire Council), Mr Walter Davey (Roads & Maritime Services), Mr Justin Pay (Inverell Shire Council), Cr Steve Smith (Gunnedah Shire Council), Cr James von Drehnen (Moree Plains Shire Council), Mr Stewart Todd (Narrabri Shire Council), Mr Robert Szrot (Narrabri Shire Council), Mr Anthony Smith (Narrabri Shire Council) be accepted.

CONFIRMATION OF MINUTES OF QUARTERLY MEETING HELD MONDAY, 7 MARCH 2016, IN THE GWYDIR SHIRE COUNCIL CHAMBERS, 33 MAITLAND STREET, BINGARA

RESOLVED: *(McLeod/Todd)*

That the minutes of the quarterly meeting held on Monday, 7 March 2016, in the Gwydir Shire Council Chambers, 33 Maitland Street, Narrabri be accepted as a true record of proceedings.

MATTERS ARISING FROM MINUTES OF QUARTERLY MEETING HELD MONDAY, 7 MARCH 2016.

Mrs Kerr advised that Moree Plains Shire Council have met with Narrabri Shire Council on the matter of remaining with the North West Weight of Loads.

Mr Lawrence thanked Moree Plains Shire Council and advised that Narrabri Shire Council will be in a good position to remain with the North West Weight of Loads.

Mr Dinham thanked Narrabri Shire for their ongoing support and look forward to the continued support.

Mr McLeod advised that Dubbo City Council had merged with Wellington Shire Council on 12 May 2016 and their new name is Western Plains Regional Council. The local government area has now more than doubled in size and has opened up the policing area. Mr McLeod also advised that with this merge there was a possibility for the North West Weight of Load Committee policing in the neighbouring local government areas.

Cr Faber suggested that the committee discuss the possibility of policing in the neighbouring local government areas so that they are prepared if this happens.

General discussion had on this matter.

Cr Munn – asked for progress on the Weight of Loads inspectors vests. Ms Cruickshank advised that this matter was underway and she was obtaining quotes to proceed.

REPORT 1: INSPECTORS VERBAL REPORT

Mr David Carter gave a verbal report.

- Change in weather pattern a good thing which could lead into a good harvest
- Inspectors are finding now that with repeat offenders they are trying to do the right thing and are changing habits.
- There have been various types of fines given recently being substantial and severe and a large fine with recent matter to court.

Cr Faber asked how we were going with court matters now that we have a new Magistrate.

Mr Dinham advised that council have had meetings with the Magistrate and Solicitor and now have a new system in place for when matters are going to court. This new system is going will and obtaining good results. Last matter to court received the maximum fine.

RESOLVED: ***(Todd/Faber)***

Chairman ……

That the Inspectors verbal report be received for information.

REPORT 2: FINANCIAL REPORT

Discussions had on the number of fines generated quarterly. Committee suggested that we add a graph with this information to our financial reports.

Discussion had on payment of fines. Committee was advised that fine payments come in slow and that some fines are on a payment plan and they pay as little as $10.00 a month to pay off their fines. Committee advised that this arrangement is with State Debt Recovery Office and not North West Weight of Loads Committee.

Cr Doering asked if we could contact State Debt Recovery Office to see if there was a payment formula for paying off the debt.

Discussions had on this matter and committee asked if we could contact State Debt Recovery Office and investigate this further.

RESOLUTION: ***To research State Debt Recovery Office payment plan of fines and have outcome at next meeting 5 September 2016.***

RESOLVED: ***(McLeod/Faber)***

That the third quarter financial report for 2015-2016 be received for information.

REPORT 3: STATISTICAL REPORT

RESOLVED: ***(McLeod/Faber)***

That the third quarter 2015 - 2016 statistical report be received for information.

REPORT 4: WOL BEING A MANDATED FUNCTION OF JOINT ORGANISATIONS

Mrs Kerr advised that at a previous meeting that a recommendation was made to discuss with participating Councils the possibility of the North West Weight of Loads Committee being a mandated function of Joint Organisations.

Discussions had on this matter and all Councils advised the following:

- Cr Doering advised that Gwydir Shire Council were of consensus to maintain status quo.
- Cr Faber advised Narrabri Shire Council if implemented by the government could be a good thing and be used as a mechanism for more funding.

- Mr McLeod Western Plains Regional Council - please refer to email attachment.
- Mr Kerr Gunnedah Shire Council – Please refer to Gunnedah Shire Council letter attached.
- Cr Munn Moree Plains Shire Council - Please refer to resolution from Moree Plains Shire Council Ordinary Meeting 23 June 2016 attached.
- Mr Tighe Warrumbungle Shire Council advised that report not to council yet.
- Inverell Shire Council (no representation at meeting) – Please refer to Inverell Shire Council letter attached.

After committee discussions, the following resolution made:

RESOLVED: ***(Faber/Doering)***

1. **The function and administration of the Weight of Loads remain as per the current arrangements.**
2. **After the governance framework for Joint Organisations are determined by the State Government, then a re-examination of the 'best fit', for the Weight of Loads function be undertaken.**

REPORT 5: LEVEL OF SERVICE 2016/2017 FINANCIAL YEAR

Mrs Kerr advised that this is in draft and that there are amendments that are needed to be made now with Western Plains Regional Council and Narrabri Shire Council contributions and if any Council has any changes or ideas please advise and they can be made as we go along.

Cr Faber asked is there provisions in place for adjustments with the Level of Service.

Mrs Kerr advised yes there is and we can add and adjust as necessary as the Level of Service is a living document.

Mr Lawrance asked if there was a clause provision in the Memorandum of Agreement for the Level of Service with time spent in a council area.

Discussions had on the current Memorandum of Agreement and clarification needed on weight of loads time spent in Council area. Committee agreed to add an extra clause (insert before current clause 3) being the following recommendation:

RESOLVED: ***(Doering/Faber)***

Time spent in a Council area shall be by agreement with the North West Weight of Loads Committee and the Council concerned in accordance with the Level of Service stated and agreed annually.

Memorandum of Agreement to be amended and sent to all Councils for signature and placement of common seal.

RESOLVED: ***(Doering/Faber)***

That the level of service report be received.

GENERAL BUSINESS

Mrs Kerr asked committee that part of the constitution the North West Weight of Loads Committee are to have representations from other organisations and do the committee still require this to happen or would the committee like to see other representation from other organisations.

Discussions were had by committee and advised that yes, North West Weight of Loads do require representation from these organisations and to keep sending correspondence advising meeting dates and attendance.

Mr Tighe Warrumbungle Shire Council advised that they had concerns with B Doubles with safe weighing locations.

Inspectors advised that you could take a truck 30 kms from original site to safe area to pull over and weigh and that all trucks are weighed under safe conditions.

Mr Tighe asked if we could add truck configuration graph to our statistics with the number of stops and truck types.

Committee advised that we are able to supply this information as we have this already on the information that we supply to the Roads and Maritime Services.

Mr Clayton Western Plains Regional Council asked if committee could see the Roads and Maritime Services statistic information.

Ms Cruickshank advised that we could supply this information at our Annual General Meeting with confidential information removed.

NEXT MEETING

The next meeting is scheduled to be held on Monday, 5 September 2016 hosted by Moree Shire Council.

Light lunch commencing at 1:30pm with meeting commencing at 2:00 pm.

There being no further business the meeting closed at **3:47** p.m.

Chairman ……

ACTION LIST PERTINENT TO NWWOL GROUP OPERATIONS				
REF	DATE	RESPONSIBLE OFFICER	ACTION	STATUS
	01/12/14	Georgia Cruickshank	That Inspectors call in to do inspections of gravel trucks /contractors to make sure they are conformant once a year for all participating Weight of Loads Councils.	Ongoing – talk to individual Councils to arrange.
	06/07/15	Kylie Kerr and Georgia Cruickshank	To investigate with Roads and Maritime Services and National Heavy Vehicle Regulator the possibility for a more comprehensive inspection process including Agricultural, over size over mass permits and load restraints on our council and state roads.	19/02/2016 ON HOLD
Report 5 oversize / overmass	07/09/15	Inspectors	That the North West Weight of Loads Committee approve commencing enforcement on oversize and overmass vehicles within all participating Shires on State and Federal roads.	26/11/2015 On hold due to MPSC permits system discussions. 07/03/2016 Matter with Scales
Report 4 – Overloading of Contractors Vehicles	07/03/2016	Kylie Kerr / Georgia Cruickshank	That the WOL team make up an education package for all to use.	
General	07/03/2016	Georgia Cruickshank	WOL Inspectors uniform logos MPSC to NWWOLG	Quotes obtained
General	04/07/2016	Georgia Cruickshank/Rosalie Peacey	To contact State Debt Recovery Office re payment plan of fines	
General	04/07/2016	Georgia Cruickshank	Statistical information to be added: number of stops and truck types & RMS Stats	

INVERELL SHIRE COUNCIL

www.inverell.nsw.gov.au

Our Reference: S26.11.1

1 July 2016

Georgia Cruickshank
North West Weight of Loads Committee
PO Box 420
MOREE NSW 2400

georgia.cruickshank@mpsc.nsw.gov.au

Dear Georgia,

ADMINISTRATION OF WEIGHT LOADS GROUPS

I refer to your letter dated 24 May 2016 regarding the subject matter.

Council considered a report which was tabled at it's Ordinary meeting held 22 June 2016. The following was resolved by Council:

That:

i) the function and administration of the Weight of Loads remain as per the current arrangements; and

ii) after the governance framework for Joint Organisations are determined by the State Government, then a reexamination of the "best fit" for the Weight of Loads function be undertaken.

Should you require any further information please do not hesitate to contact Council Civil and Environmental Services Division on 02 67288200.

Yours faithfully,

Justin Pay
Manager Civil Engineering

Administration Centre, 144 Otho Street (PO Box 138), Inverell NSW 2360
Ph: 02 6728 8288 Fax: 02 6728 8277 DX 8159
council@inverell.nsw.gov.au

Shire of
Gunnedah
Land of Opportunity

The Chairman
North West Weight of Loads Committee
PO Box 420
MOREE NSW 2400

28 June 2016

Dear Rosalie

Mandated Function of Joint Organisations

Please be advised that Council at its ordinary meeting dated 15 June 2016 resolved to "agree that Weight of Loads could be a Joint Organisation function" but not necessarily a mandated function as it was probably likely to fit the voluntary functions of JO's as determined by the State Government.

Yours faithfully

Wayne Kerr
DIRECTOR INFRASTRUCTURE SERVICES

Contact: 02 6740 2100
Reference: 975377
Wk:hj

0 JUL 2016

Minutes North West Weight of Loads Committee Meeting 8
Council Chambers, Narrabri Shire Council, Monday, 4 July 2016

Appendix

REPORT TITLE:	5. WEIGHT OF LOADS AS A MANDATED FUNCTION OF JOINT ORGANISATIONS
REPORT FROM:	DIRECTOR OF ENGINEERING SERVICES
FILE NUMBER:	FILE 13/53

SUMMARY:

The following recommendation was resolved at the North West Weight of Loads Committee (NWWOL Committee) Meeting held on the 7 December 2015 at Moree Plains Shire Council:

1. *All Weight of Loads committee Council representatives go back to their Council to discuss and advise the desirability of the WOL being a mandated function of Joint Organisations, by 7 March 2016 meeting.*

This discussion was delayed from March to July to allow all Councils an opportunity to consider this recommendation.

RECOMMENDATION:

That Council discuss and advise the desirability of the Weight of Loads being a mandated function of the Joint Organisations.

16/06/34 RESOLVED (GALL/VON DREHNEN):

That Council support the current administrative and operational structure of the Weight of Loads operations.

Dear all
Although very much "last minute" I am pleased to advise that the new merged Council (Western Plains Regional) formed from the combination of Dubbo City Council and Wellington Shire Council has agreed that "Weight of Loads should be a mandated function of Joint organisations".
I have included below an email I sent to the WPRC Administrator, Mr Michael Kneipp, last Tuesday. It summarises the arguments for such a policy position and seeks his imprimatur to the position proposed for adoption by NWWOLG.
I have today received confirmation from the Administrator that he supports the proposed position on behalf of the WPRC.
Western Plains Regional Council therefore supports the mandatory weight of loads group membership policy position.

Regards.

Stewart M.
From: Stewart McLeod
Sent: Tuesday, 28 June 2016 10:12 PM
To: Michael Kneipp <Administrator@dubbo.nsw.gov.au>
Cc: Mark Riley <Mark.Riley@dubbo.nsw.gov.au>; Steve Clayton <Stephen.Clayton@dubbo.nsw.gov.au>
Subject: MANDATORY WEIGHT OF LOADS GROUP MEMBERSHIP FOR JOINT ORGANISATION MEMBER COUNCILS

Michael
You will recall that on our tour of Council facilities two weeks ago on the 14th June you and I briefly discussed Weight of Loads Groups and a proposal that had been put to Council suggesting membership of such Groups should be made a mandatory pre-condition of membership of Joint Organisations when they are created sometime in the next year or two.
I would now like to flesh out some of the points I made earlier, and seek your concurrence in principle to me supporting such a policy on behalf of Council when I next attend the Weight of Loads Group of which Western Plains Regional Council (WPRC) is a member.
WPRC is a member of the Northwest Weight of Loads Group (WOLG) operating out of Moree Plains Shire Council. The NWWOLG covers a vast swag of northwest NSW (almost 10% of the State's total area). Starting with Dubbo, Wellington, Stuart Town and Kerrs Creek in the south, the NWWOLG goes north through Coonabarabran, Baradine, and Wee Waa, to the Queensland border at Mungundi; then across past Bogabilla to Bonshaw just short of Tenterfield; down to Glen Innes and back through Inverell, Lake Keepit, Gunnedah, Breeza, and then west again through Tambar Springs to Coonabarabran. The attached map shows the Group's boundaries.
WOLG's have existed in NSW for the last 50 years. Their purpose is to police the Regulations that control heavy vehicle weight limits on public roads, and whether Road Trains and B Doubles are operating only on gazetted approved routes. They are alliances of Councils that pool resources to employ WOL Inspectors equipped with the necessary vehicles, scales and authorisations to stop trucks and weigh them or otherwise check compliance with Regulation.
From 1995 to 2013 Dubbo City Council was a member of a WOLG based in the CENTROC area, but including some Orana Councils. However when that group dissolved Dubbo Council applied for, and was granted entry to, the NWWOLG, of which it is now an active member.
At least 90% of all road damage and day to day deterioration is caused by heavy vehicles. Road pavements are designed for many thousands of axle passes by heavy vehicles with the intention of having roads last 40 to 80 years before requiring reconstruction. Each pass of a heavy axle load does a tiny amount of irreversible damage to a gravel road pavement, which is imperceptible on each individual occasion, but eventually, after the requisite 500,000 or 1,000,000 axles have done their damage, finally causes the road to lose its strength and ability to resist more heavy loads.
The problem caused by OVERLOADED trucks, however, is that the damage done to road pavements increases in the ratio of the fourth power of the overload ie if a truck has axle loads that are 2x the legal limit, the damage done is 16x more than a single legal axle would do. In the worst case, a severely overloaded truck can cause an immediate pavement failure that needs repair or reconstruction, but even at best the long term life of the road is reduced, and instead of lasting 40 to 80 years it may only last 25 to 50 years. Even a 20% axle overload causes DOUBLE the damage that a legal axle does, and without effective

policing of Local Roads one could just about guarantee that 20% overloads would be considered "normal" by the transport industry and their customers.

It is human nature that car drivers are less likely to speed if they know the Highway Patrol is active in the State. In a similar vein, truckies are equally as unlikely to overload if they know WOL Inspectors are active in a particular LGA, but unfortunately the converse is also true. My experience back in 1995 was that 20% to 30% overloading of trucks was common. In the early days of the CENTROC WOLG many operators were breached (fined) for overloads of this magnitude, but over time, as word spread that they could "get caught" by WOLG Inspectors, compliance markedly improved.

Taken over entire road networks the cost of chronic truck overloading is to reduce the life of pavements across the whole network. The cost of this is MILLIONS of extra dollars annually in depreciation expense and the real need to reconstruct the network EARLIER THAN NECESSARY as individual roads reach the end of their lives. Individual truck operators and individual customers may benefit from increased transport productivity, but the road owners (Councils and their ratepayers) are left with a liability running into many millions of dollars if they are to maintain the levels of service expected of them.

Membership fees of WOL groups are generally in the vicinity of $20,000 to $80,000 per annum depending on the size (in population) of the Council and the level of enforcement chosen. Compared to the value of roads in individual Council areas (typically $500 to $1,000 million) such fees are considered highly cost-effective insurance (0.004 to 0.008% of the total value being protected) against unnecessary shortening of pavement lives and premature failures across the road network.

The NWWOLG has resolved, therefore, to ask all eight existing member Councils whether they would support "Weight of Loads being a mandated function of Joint Organisations". This would reduce the costs for ALL WOLG member Councils through economies of scale, AND reduce the cost of unnecessary road damage and premature failure of pavements across the whole State as opposed to just those areas covered by existing WOL Groups.

If every LGA had WOL Inspectors operating, the savings across NSW would run into tens of millions of dollars annually without any one particular Council being considered the "bad guy" for choosing to take on a "policing" role. If this was mandated by State Government it would be a case of "one in, all in" where there would be political protection against one particular Council or even particular Councillors within Councils being co-erced by their local transport operators into abrogating such a responsibility.

The General Manager and I support such a policy position, and my intention here is to confirm with yourself that if I convey such advice to the next meeting of the NWWOLG Management Committee Meeting on 4 July I can do so knowing it to be a "Council" position.

RECOMMENDATION

That Western Plains Regional Council support in principle the policy position proposed by the Northwest Weight of Loads Group that Weight of Loads should be a mandated function of Joint Organisations.

Stewart McLeod
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Western Plains Regional Council
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WESTERN PLAINS REGIONAL COUNCIL
Incorporating the former Dubbo City & Wellington councils

http://westernplains.nsw.gov.au

Chairman ……

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Gwydir Shire Council Rural Roads 2016-2017 Capital Works Program

Normal R2R Reference Rate $1,071,990

Income :		
	FAGS	$1,789,591
	Internal	$1,339,988
	R2R	$2,047,717
	Total	**$ 5,177,296**

		Target &age YTD Exp	31%
Administration	$ 189,960		
ads Maintenance Budget	$ 1,524,259	$ 365,318	24%
ds Capital Works Budget	$ 3,653,037	$ 695,956	19%
	$ 5,177,296	$ 1,061,274	20%

Work Order	Job Description		SR	Road Name	Road Class	Length (km)		Pit	Ave Haul	Quantity	BUDGET	YTD EXPENDITURE	
4972	R2R	Resheeting	USRR	Oakey Creek Road	Local	5	Local - SR037 - Oakey Creek Road - 4.0 -	Butlers	5	5.00	$64,200	$0	Not Started
4986	R2R	Resheeting	USRR	Towarra Road	Local	5	Local - SR051 - Towarra Road - 13.1 - 14	Roadside	5	5.00	$57,400	$0	Not Started
5299	R2R	Resheeting	USRR	Adams Scrub Rd	Collector	6.720	Collector - SR038 - Adams Scrub Rd -	??	0	3700	$120,960	$0	Not Started
5414	R2R	Resheeting	USRR	Boundary Crk Rd	Local	4.700	Local - SR044 - Boundary Crk Rd - 1.0 -	Koolbi	5	2350	$84,800	$2,036	Preliminary Works Only
5301	R2R	Resheeting	USRR	Old Bora Rd	Arterial	4.250	Arterial - SR090 - Old Bora Rd - 1.95 - 2	Town Pit	5	1920	$76,500	$0	Not Started
5302	R2R	Resheeting	USRR	Kelly's Access Rd	Minor	1.900	Minor - SR100 - Kelly's Access Rd - 0-1	Koolbi	10	1000	$34,200	$0	Not Started
5303	R2R	Resheeting	USRR	Duffys Rd	Minor	1.500	Minor - SR096 - Duffys Rd - 0.1.5 From	Dingwall	5	600	$27,000	$17,436	80% Complete
5304	R2R	Resheeting	USRR	Butlers Rd	Minor	1.000	Minor - SR085 - Butlers Rd - 0-1.0 Fror	Dingwall	15	500	$18,000	$0	Not Started
5305	R2R	Resheeting	USRR	Sonoma Rd	Minor	1.500	Minor - SR288 - Sonoma Rd - 700-2.2	Coulton's??	5	800	$27,000	$62	Preliminary Works Only
5306	R2R	Resheeting	USRR	Oregon Road	Collector	10.600	Collector - SR013 - Oregon Road - 24 f	Talula	9	7500	$215,000	$0	Not Started
5307	R2R	Resheeting	USRR	Gil Gil Creek Road	Collector	2.600	Collector - SR063 - Gil Gil Road - 10kr	Talula	10	2000	$57,200	$571	Preliminary Works Only
5309	R2R	Resheeting	USRR	Baroma Road	Arterial	1.300	Arterial - SR036 - Baroma Road - 13.8	Talula	30	1000	$31,183	$31,183	Complete
5310	R2R	Resheeting	USRR	County Boundary Road	Arterial	8.200	Arterial - SR041 - County Boundary Ro	Talula	25	6000	$153,578	$153,728	80% Complete
5312	R2R	Resheeting	USRR	Langley Road	Local	4.000	Local - SR081 - Langley Road - 0kms t	Ben Eden	15	3000	$52,799	$62,078	Complete
5313	R2R	Resheeting	USRR	Getta Getta Road	Arterial	3.000	Arterial - SR006 - Getta Getta Road - (	Getta Getta	10	3000	$72,000	$10,013	20% Complete
5314	R2R	Resheeting	USRR	Yallaroi Road	Collector	7.100	Collector - SR010 - Yallaroi Road - 15.	Strahpview	14	6000	$167,097	$0	Not Started
4981	R2R	Rehab Program	SRR	Elcombe Road	Arterial	3.5	Arterial - SR003 - Elcombe Road - 27.68kn to 31.18km	fom SH12 - USRR 2016/2017 G			$394,500	$325,612	80% Complete
5317	R2R	Rehab Program	SRR	Elcombe Road	Arterial	3.5	Arterial - SR003 - Elcombe Road - 27.68kn to 31.18km	fom SH12 - USRR 2016/2017 G			$394,500	$0	Not Started
										$0	$2,047,717	$602,718	

									Width	Area (m2)	Estimate ($)		
5316	Internal	Rehab Program	SRR	Baroma Downs Road	Arterial	2.5	Arterial - SR004 - Baroma Downs Road -	Yarraldool			$120,977	$8,823	Preliminary Works Only
5308	Internal	Resheeting	USRR	Buckie Road	Arterial	1.500	Arterial - SR043 - Buckie Road - 8.5 kn	Talula	34	1500	$46,001	$46,001	Complete
5311	Internal	Resheeting	USRR	Talula Road	Minor	4.000	Minor - SR238 - Talula Road - Gravel F	Talula	4	1500	$88,000	$7,600	Preliminary Works Only
5318	Internal	Rural Resealing	SRR	Upper Bingara Road	Local	3.964	Local - SR022 - Upper Bingara Road-0.925km to 1.215km & 5.030k		30883		$134,341	$0	Not Started
5319	Internal	Rural Resealing	SRR	Kywerra Road	Local	0.930	Local - SR088 - Kywerra Road-5.790km to 6.720km from MR63 (Sc		4920		$27,802	$0	Not Started
5320	Internal	Rural Resealing	SRR	Mount Kedd Road	Local	0.490	Local - SR048 - Mount Kedd Road-1.680km to 2.170km from MR6		1960		$14,526	$0	Not Started
5321	Internal	Rural Resealing	SRR	Horton Road	Arterial	6.026	Arterial - SR011 - Horton Road-7.038km to 13.064km from MR63 (		48208		$209,705	$0	Not Started
5324	Internal	Rural Resealing	SRR	Gravesend Road	Collector	2.000	Collector - SR020 - Gravesend Road-0.0km to 2.0km from		8.0	16000	$69,600	$0	Not Started
5326	Internal	Rural Resealing	SRR	Gounama Road	Local	0.850	Local - SR064 - Gounama Road-0.0km to 0.85km from RR6		6.0	5100	$22,185	$0	Not Started
5327	Internal	Rural Resealing	SRR	Baroma Downs Road	Arterial	2.000	Arterial - SR004 - Baroma Downs Road-18.6km to 20.6km		8.0	16000	$69,600	$0	Not Started
											$547,759	$62,424	
5328	Internal	Urban Resealing	Urban	Pound Street, Bingara	Urban	0.220	Urban - Pound Street, Bingara - Heber Street to Martyn Street - Ul		8080		$12,320	$0	Not Started
5329	Internal	Urban Resealing	Urban	Faithful Street, Bingara	Urban	0.235	Urban - Faithful Street, Bingara - Bowen Street to Herbert Street -		940		$53,601	$0	Not Started
5332	Internal	Urban Resealing	Urban	Belford Street, Croppa Creek	Urban	0.450	Urban - Belford Street, Croppa Creek - 0.0km to 0.46km fr		5.0	2250	$9,900	$0	Not Started
5333	Internal	Urban Resealing	Urban	& Bowling Club Road, Croppa (	Urban	0.230	Urban - Golf & Bowling Club Road, Croppa Creek - 0.0km t		5.0	1150	$4,600	$0	Not Started
5334	Internal	Urban Resealing	Urban	Cleveland Street, North Star	Urban	0.140	Urban - Cleveland Street, North Star - 0.0km to .14km fror		5.5	770	$3,080	$0	Not Started
5335	Internal	Urban Resealing	Urban	David Street, North Star	Urban	0.510	Urban - David Street, North Star - 0.0km to 0.51km from R		10.0	5100	$20,400	$0	Not Started
5336	Internal	Urban Resealing	Urban	Dunrobyn Road, Gravesend	Urban	0.160	Urban - Dunrobyn Road, Gravesend - 0.0k to 0.16km from		7.0	1120	$4,480	$0	Not Started
5337	Internal	Urban Resealing	Urban	Gwydir Street, Gravesend	Urban	0.240	Urban - Gwydir Street, Gravesend - 0.0km to 0.24km from		6.0	1440	$5,760	$0	Not Started
5338	Internal	Urban Resealing	Urban	Onus Street, Gravesend	Urban	0.410	Urban - Onus Street, Gravesend - 0.105km to 0.41km from		6.0	2460	$9,840	$0	Not Started
5339	Internal	Urban Resealing	Urban	Warialda Street, Gravesend	Urban	0.430	Urban - Warialda Street, Gravesend - 0.0km to 0.53km fro		4.0	1720	$6,880	$0	Not Started
5340	Internal	Urban Resealing	Urban	Yagoble Street, Gravesend	Urban	0.750	Urban - Yagoble Street, Gravesend - 0.0km to 0.75km fron		6.0	4500	$18,000	$0	Not Started
5341	Internal	Urban Resealing	Urban	Queen Street, Warialda	Urban	1.112	Urban - Queen Street, Warialda - 0.0km to 1.112km from		9.5	10564	$42,256	$0	Not Started
5342	Internal	Urban Resealing	Urban	Stewart Avenue, Warialda	Urban	0.223	Urban - Stewart Avenue, Warialda - 0.0km to 0.223km fro		7.0	1561	$6,244	$0	Not Started
5343	Internal	Urban Resealing	Urban	Riddell Street, Warialda	Urban	0.463	Urban - Riddell Street, Warialda - 0.0km to 0.463km from		5.0	2315	$9,260	$0	Not Started
5344	Internal	Urban Resealing	Urban	Christie Street, Warialda	Urban	0.223	Urban - Christie Street, Warialda - 0.0km to 0.223km from		4.0	892	$3,568	$0	Not Started
5345	Internal	Urban Resealing	Urban	Cross Street, Warialda	Urban	0.256	Urban - Cross Street, Warialda - 0.0km to 0.256km from Q		9.0	2304	$9,216	$0	Not Started
5346	Internal	Urban Resealing	Urban	High Street, Warialda	Urban	0.188	Urban - High Street, Warialda - 0.0km to 0.188km from M,		7.0	1316	$5,264	$0	Not Started
5347	Internal	Urban Resealing	Urban	Holden Street, Warialda	Urban	0.198	Urban - Holden Street, Warialda - 0.0km to 0.198km from		7.0	1386	$5,544	$0	Not Started
5348	Internal	Urban Resealing	Urban	Hope Street, Warialda	Urban	0.320	Urban - Hope Street, Warialda - 0.128km to 0.448km from		5.5	1760	$68,640	$13,481	20% Complete
5350	Internal	Urban Resealing	Urban	Market Street, Warialda	Urban	0.206	Urban - Market Street, Warialda - 0.0km to 0.206km from		9.5	1957	$7,828	$0	Not Started
5350	Internal	Urban Resealing	Urban	Market Street, Warialda	Urban	0.203	Urban - Market Street, Warialda - 0.206km to 0.409km fro		7.0	1421	$5,684	$0	Not Started
5351	Internal	Urban Resealing	Urban	Nicholson Street, Warialda	Urban	0.170	Urban - Nicholson Street, Warialda - 0.0km to 0.17km fror		6.0	1020	$4,080	$0	Not Started
5436	Internal	ban Reconstructi	Urban	White Street, Bingara	Urban	0.230	Urban - White Street, Bingara - 0.0km to 0.230km west of		7.0	1610	$56,350	$0	Not Started
5354	Internal	Urban Resealing	Urban	aneway Resealing - Bingar	Urban						$27,384	$0	Not Started
4976				00004976 - R2R - CLOSED . .		SR014 - Mosquito Creek Road - S						$240	Complete

Chairman ……

5413				00005413 - Local - SR031 - Eulourie Road - from MR133 south 1				$950	Complete
5501				00005501 - SR014 - Mosquito Creek Road - Segment 220				$1,025	Complete
5497				00005497 - County Boundary 5-ways Capital Works - S94 Contri			$3,304	$972	Complete
							$399,279	**$16,670**	
5011	Internal	Rehab Program	**USRR**	**Warialda High Productivity Vehicle Route**			$300,000	$14,144	Preliminary Works Only
			USRR	**Self Help Program**			$100,000		Not Started
							$1,350,342	**$30,814**	
						Shire Roads Capital Workd Grand Total	**$3,653,037**	**$695,956**	
						Target	**$3,653,037**		
							$0		

State and Regional Roads 2016-2017 Capital Works Program

TBA	RMS Works	Heavy Patching	**State**	State Roads Heavy Patching	State		180000		Not Started
5254	Regional	Reconstruction	**Regional**	REPAIR - North Star Road	Regional	2.34	$963,000	$282,556	40% Complete
5437	Regional	Regional Resealin	**Regional**	Delungra Rd - MR134	Regional	1.367	$36,020		Not Started
5438	Regional	Regional Resealin	**Regional**	Cunningham Street - MR133	Regional	1.099	$230,615		Not Started
5439	Regional	Regional Resealin	**Regional**	North Star Rd - RR7705	Regional	1.284	$213,199		Not Started
							$1,442,834		

Item 6 Development and Environmental Services Activity Report (July, August and September)

FILE REFERENCE

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

AUTHOR Director Development and Environmental Services

DATE 11 October 2016

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

A report by the Director, Development and Environmental Services on the activities of the Department including Development Applications, Construction and Complying Development Certificates issued by Council for the months of July, August and September 2016.

TABLED ITEMS Nil

COMMENT

1. DEVELOPMENT

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

- Subdivision
- Dwelling entitlements
- 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
- Planning certificates

Chairman ……

The following Development (D/A)/Complying Development (CDC) and Construction Certificate (C/C) applications have been approved for the months.

No.	Property Description	Development/ Work	$	D/A	C/C	CDC
12/2016	Various Lots 1450 North Star Road Warialda	Expansion of Existing Feedlot from 5,000 to 20,000	$11,000,000	✓	-	-
19/2016	Lot 3 DP 264346 314 Yammacoona Estate Road Delungra	Shed with Mezzanine	$30,000	✓	✓	-
28/2016	Lot 66 DP 751084 1450 North Star Road Warialda	Hay Shed	$48,000	✓	✓	-
30/2016	Various Lots Agincourt Road Coolatai	Boundary Adjustment	$1,000	✓	-	-
32/2016	Lot 35 DP 17921 4 David Street North Star	Dwelling Additions and Alterations	$157,000	✓	✓	-
34/2016	Various Lots Various Addresses Upper Horton	Upper Horton Motorcycle Trail Ride Event	-	✓	-	-
35/2016	Lot 2 DP 1089827 4 Lanagans Lane Bingara	Dwelling with attached Garage, Carport and Granny Flat	$80,000	✓	✓	-
36/2016	Lot 10 DP 1064274 34 Keera Street Bingara	Shipping Container	$4,500	✓	✓	-
37/2016	Lot 10 DP 1069060 10 Park Lane Bingara	Covered Verandah	$21,000	✓	✓	-
39/2016	Lot C DP 162002 6 Junction Street Bingara	Conversion of a Dwelling into two short term accommodation units including additions and alterations	$40,000	✓	✓	-
4/2016	Lot 1 DP 865881 4 Narrabri Road Bingara	Garage	$15,000	-	-	✓

The following Development (D/A)/Complying Development (CDC) and Construction Certificate (C/C) applications remain outstanding for the months.

D/A, C/C and CDC	Property Description and Description of Work	Reason	D/A	C/C	CDC
35/2015	3533 Copeton Dam Road Copeton - Extension of existing Caravan & Camping Facilities	Request Addition Information from Applicant	✓	-	-
02/2016	970 Mt Jerrybang Road Biniguy - Rural Works Dwelling	Request Additional Information	-	✓	-
26/2016	21-23 Maitland Street Bingara - Continued Use of ATM	Current	✓	-	-
38/2016	258 & 424 Gulf Creek Road Cobbadah - Major Boundary Adjustment	Current	✓	-	-
40/2016	10 Junction Street Bingara - Detached Granny Flat	Current	✓	✓	-
41/2016	8 Copeton Dam Road Bingara - Carport	Requested Additional Information	✓	✓	-
42/2016	3 Mornington Street Warialda Rail - Shed	Current	✓	✓	-
43/2016	478 Old Bora Road Bingara - Shed	Current	✓	✓	-

Chairman ……

There were no Development (D/A)/Complying Development (CDC) or Construction Certificate (C/C) applications approved, but not previously reported to Council for the months.

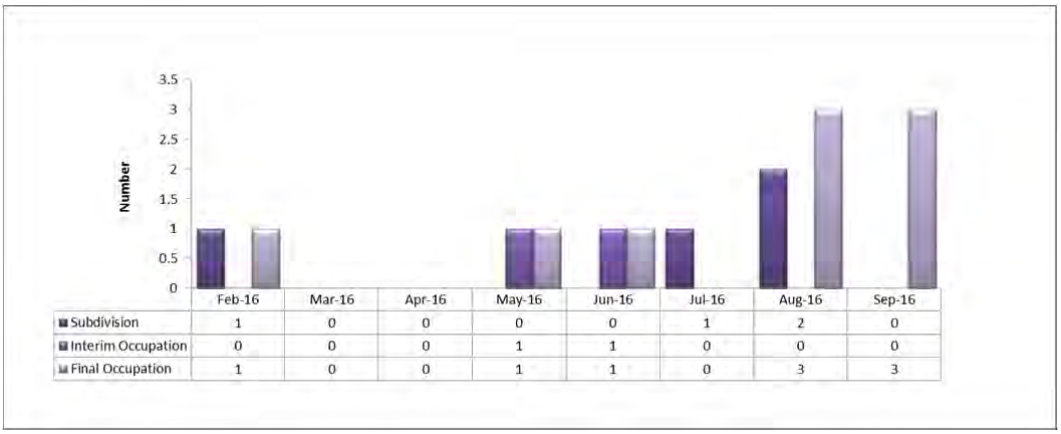
There were no Development (D/A)/Complying Development (CDC) and Construction Certificate (C/C) applications refused(R)/ withdrawn (W) in the months.

The following Complying Development (CDC) and/or Construction Certificate (C/C) applications approved by a Private Certifier was lodged with Council in the months.

No.	Property Description	Development/ Work	$	D/A	C/C	CDC
9/2016	Lot 1 DP 751090 956 County Boundary Road Pallamallawa	Swimming Pool & Tennis Court	$990,000	-	✓	-

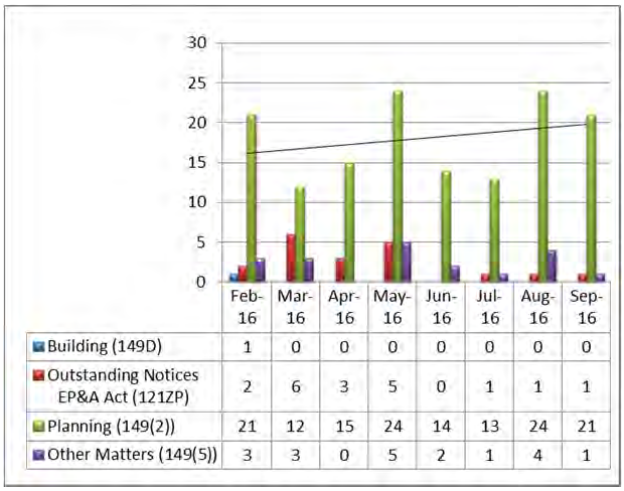
There were no Development (D/A) and Complying Development (CDC) applications determined where there has been a variation in standards under SEPP 1 or clause 4.6 of Gwydir Local Environmental Plan 2013 for the months.

The following graph shows Development Certificates issued for July, August and September compared to the previous five (5) months.



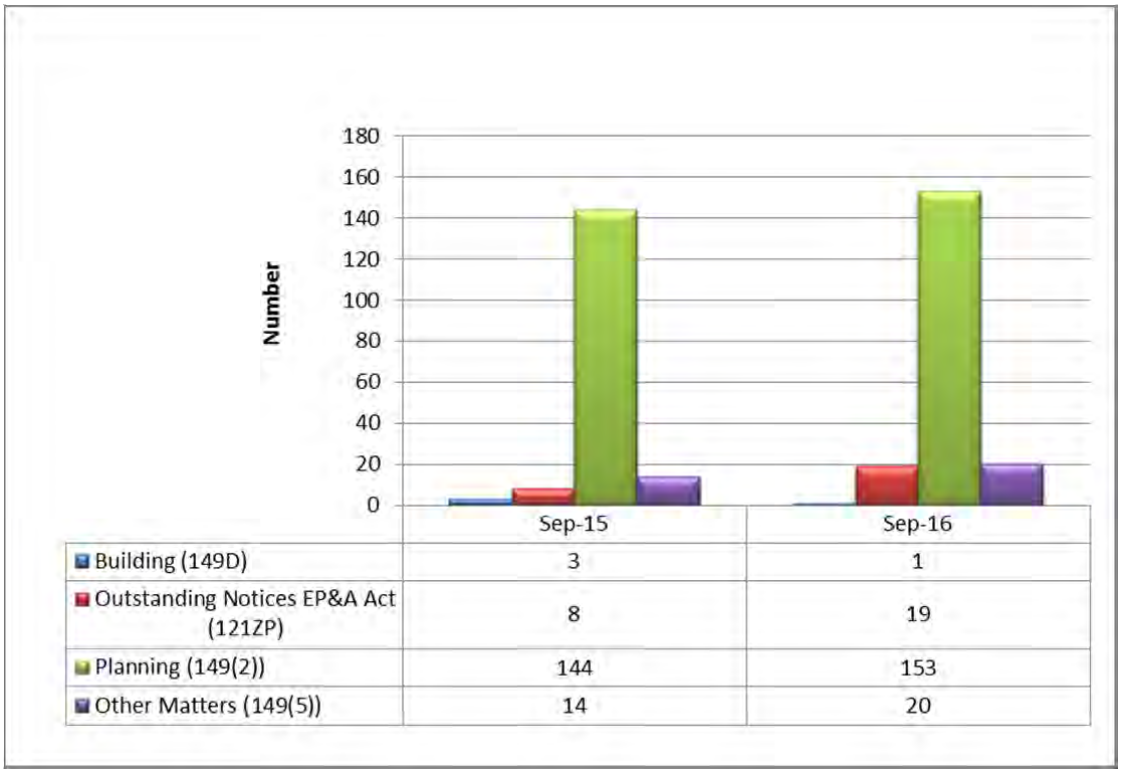
The following graph shows Conveyancing Certificates issued for July, August and September compared to the previous five (5) months.

Chairman ……



	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Building (149D)	1	0	0	0	0	0	0	0
Outstanding Notices EP&A Act (121ZP)	2	6	3	5	0	1	1	1
Planning (149(2))	21	12	15	24	14	13	24	21
Other Matters (149(5))	3	3	0	5	2	1	4	1

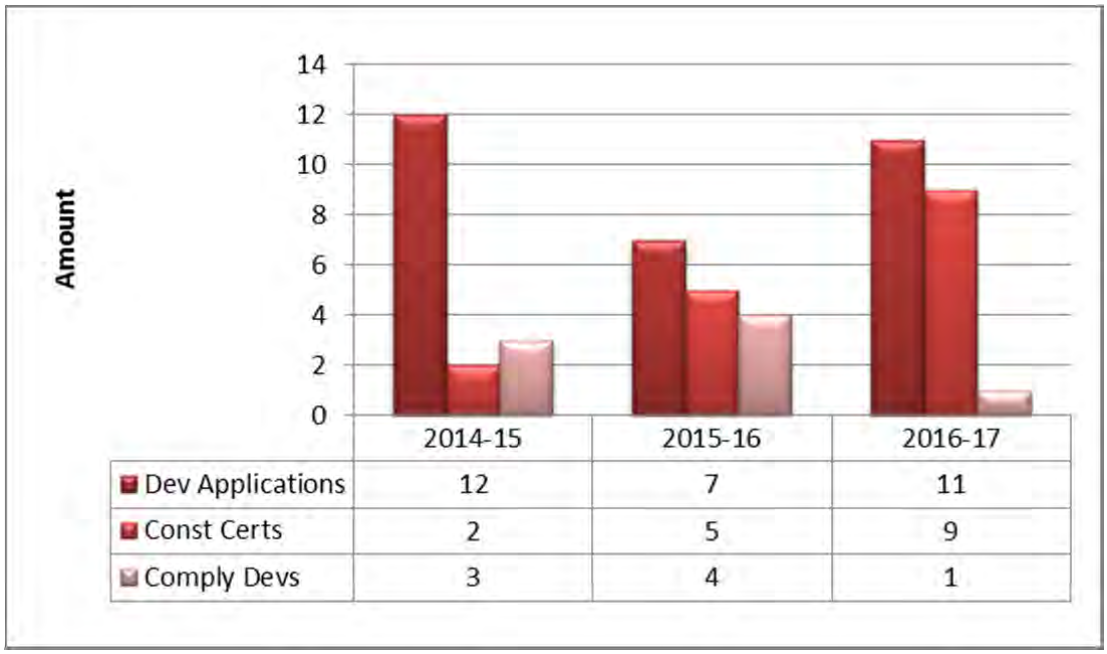
The following graph shows the number of Conveyancing Certificates issued up to the month of September 2016 compared with the same period in 2015.



	Sep-15	Sep-16
Building (149D)	3	1
Outstanding Notices EP&A Act (121ZP)	8	19
Planning (149(2))	144	153
Other Matters (149(5))	14	20

The table below shows a comparison between applications lodged for the combined months of July, August and September compared to the last two years (excluding private certifier lodged applications).

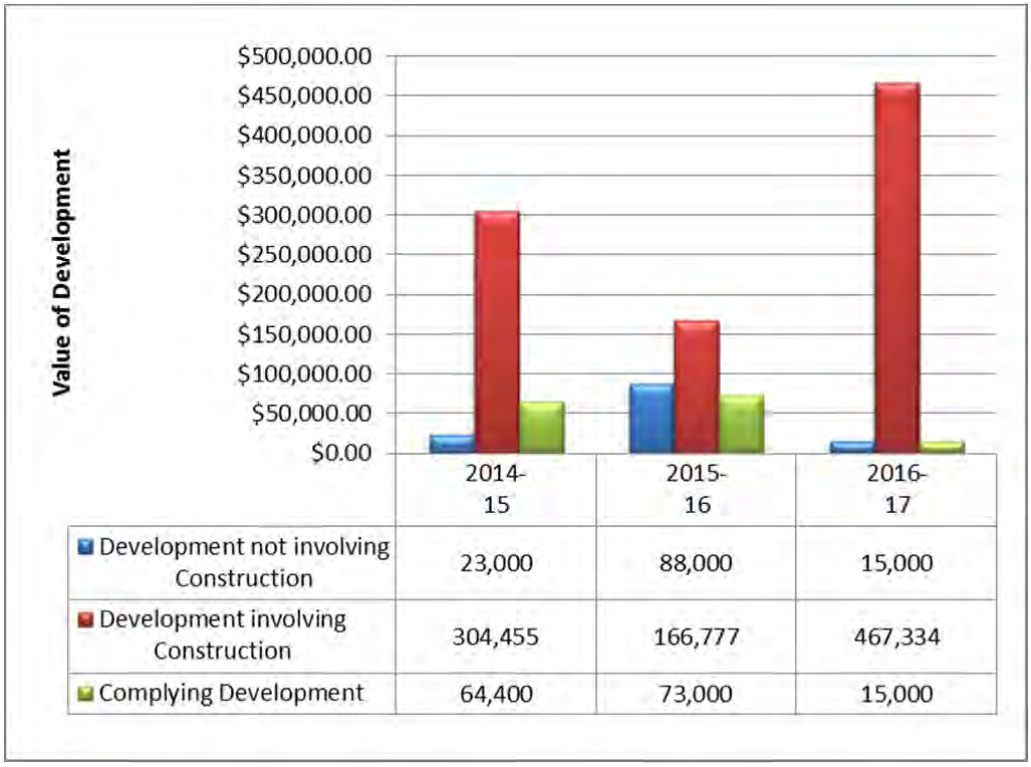
Chairman ……



	2014-15	2015-16	2016-17
Dev Applications	12	7	11
Const Certs	2	5	9
Comply Devs	3	4	1

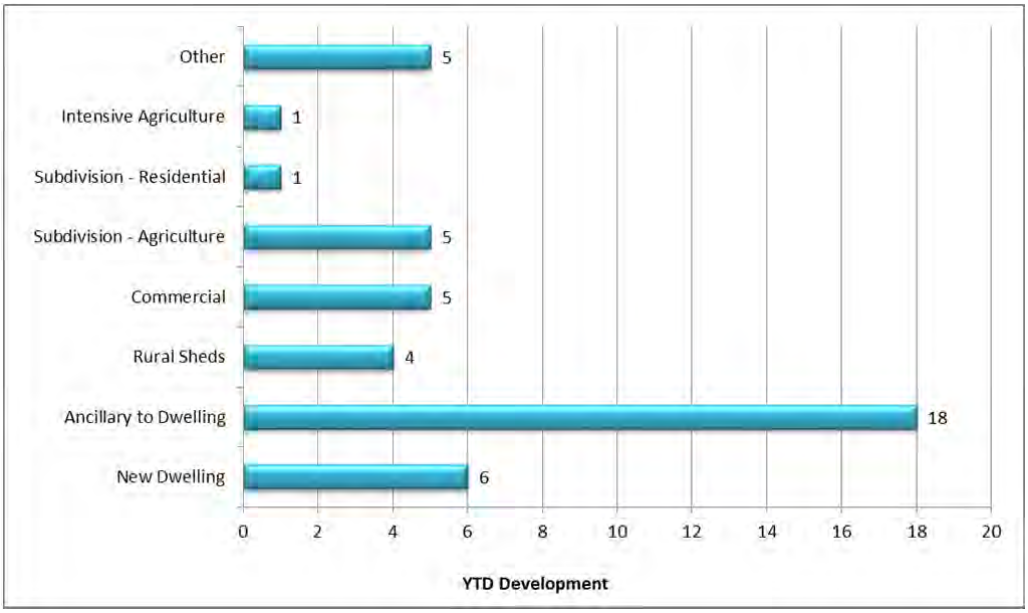
Chairman ……

The table below shows a comparison between the values of applications lodged for the combined months of July, August and September compared to the last two years (excluding private certifier lodged applications).



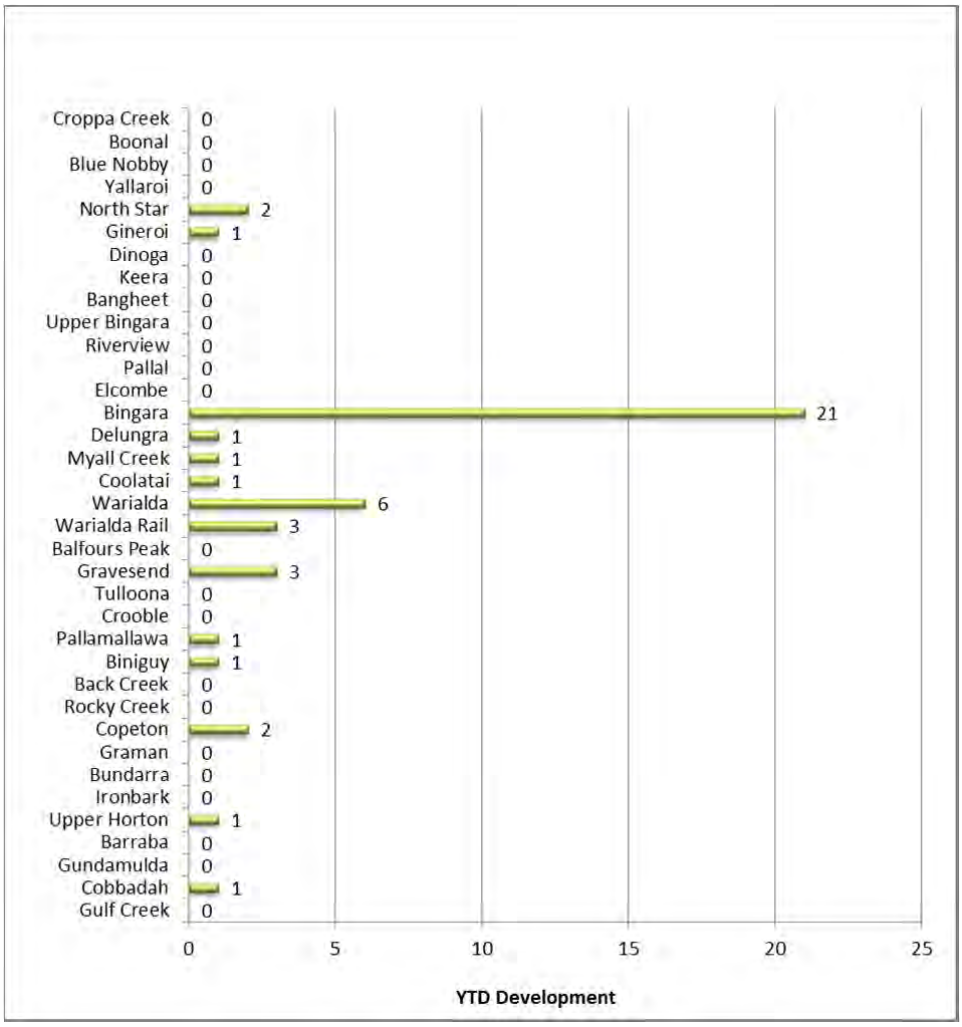
	2014-15	2015-16	2016-17
Development not involving Construction	23,000	88,000	15,000
Development involving Construction	304,455	166,777	467,334
Complying Development	64,400	73,000	15,000

Development Applications received by Type (includes private certifier lodged applications)



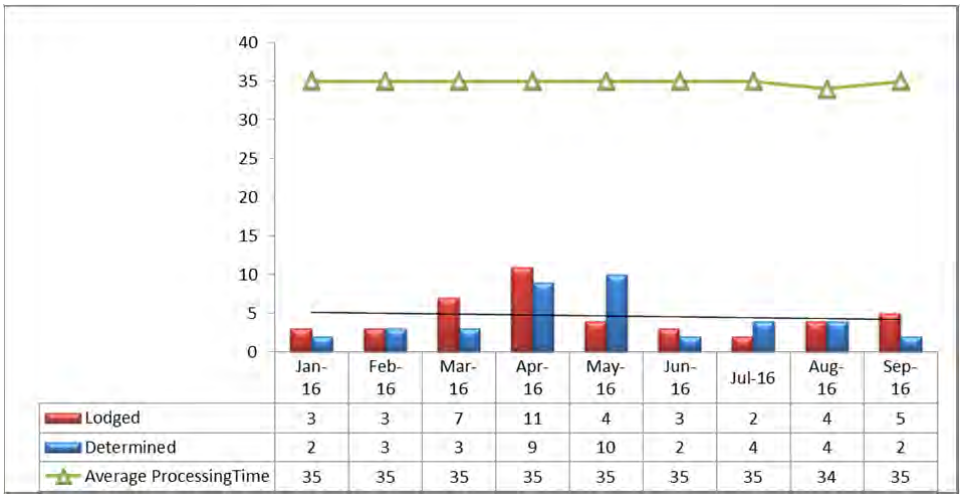
Chairman ……

Development Applications Received by locality (includes private certifier lodged applications)



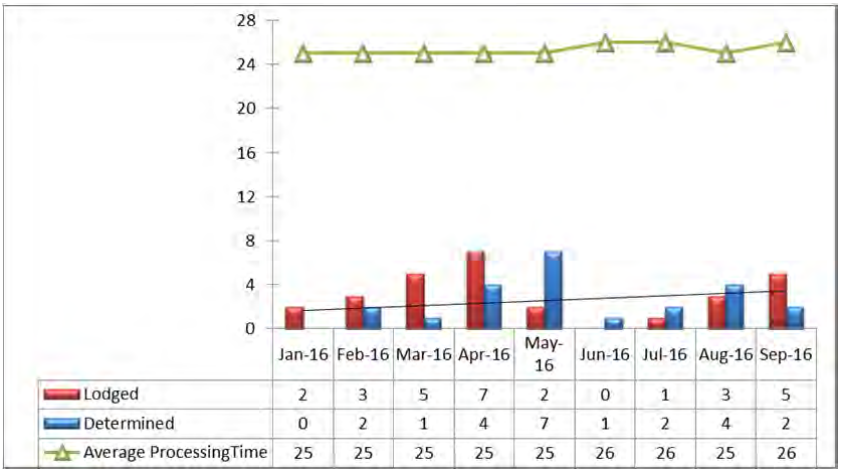
Development Applications – nine (9) months

Chairman ……



	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Lodged	3	3	7	11	4	3	2	4	5
Determined	2	3	3	9	10	2	4	4	2
Average ProcessingTime	35	35	35	35	35	35	35	34	35

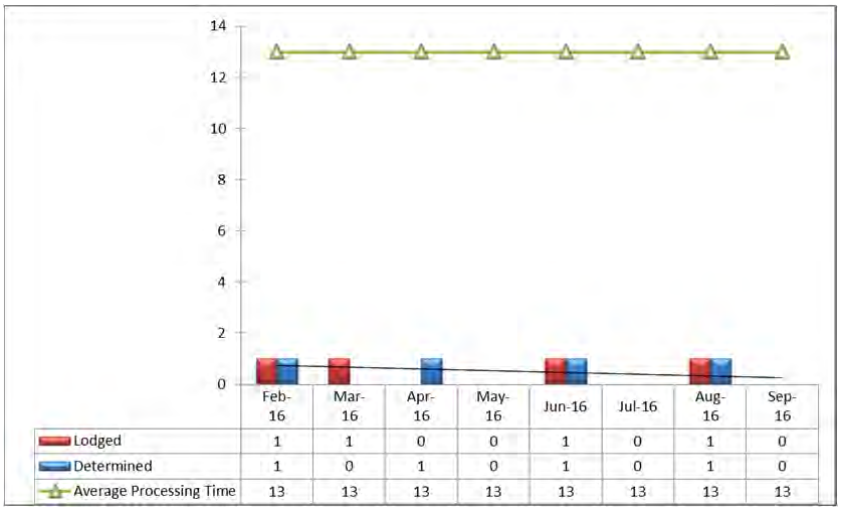
Construction Certificates – eight (8) months (excludes private certifier lodged and approved applications)



	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Lodged	2	3	5	7	2	0	1	3	5
Determined	0	2	1	4	7	1	2	4	2
Average ProcessingTime	25	25	25	25	25	26	26	25	26

Complying Development Applications – eight (8) months (excludes private certifier lodged and approved applications)

Chairman ……



	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Lodged	1	1	0	0	1	0	1	0
Determined	1	0	1	0	1	0	1	0
Average Processing Time	13	13	13	13	13	13	13	13

1.1 CRM – Planning and Development

Older	Current	Actioned	Unactioned
-	2	-	2

2. ILLEGAL ACTIVITY

ACTIVITY	No	ACTION TAKEN					
		Inspected	Notice Sent	Application/ Certificate Lodged	Penalty Notice	Legal Action	Refer to Council
Development	1						
Building/Plumbing/ Drainage	1						
Health/Animals	1	1					
Environment	2	2	2				

2.1 CRM - Illegal Activity

Older	Current	Actioned	Unactioned
1	5	1	4

3. HEALTH

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

- Design and installation of on-site sewerage management systems
- Overgrown properties

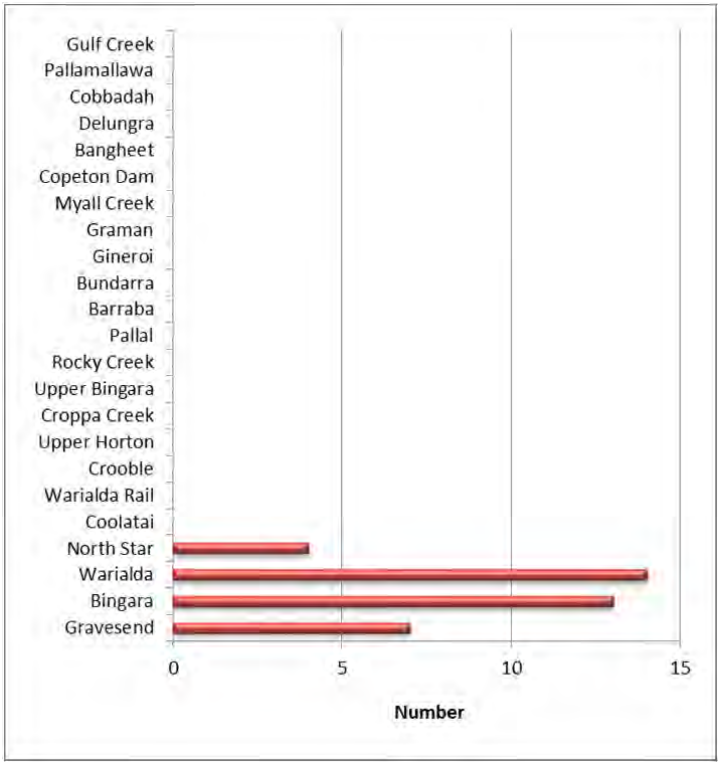
Chairman ……

- Food premises design and fit-out
- Food handling practices
- Mobile food vendors
- Licensing
- Water carting
- Plumbing and drainage - design and installation

3.1 Water Surveillance

The Department continues to carry out routine weekly microbiological sampling of the water supply in the towns of Warialda and Bingara, fortnightly sampling of Gravesend and monthly sampling at North Star.

3.2 Health Related Inspections



3.3 Swimming Pool Inspections

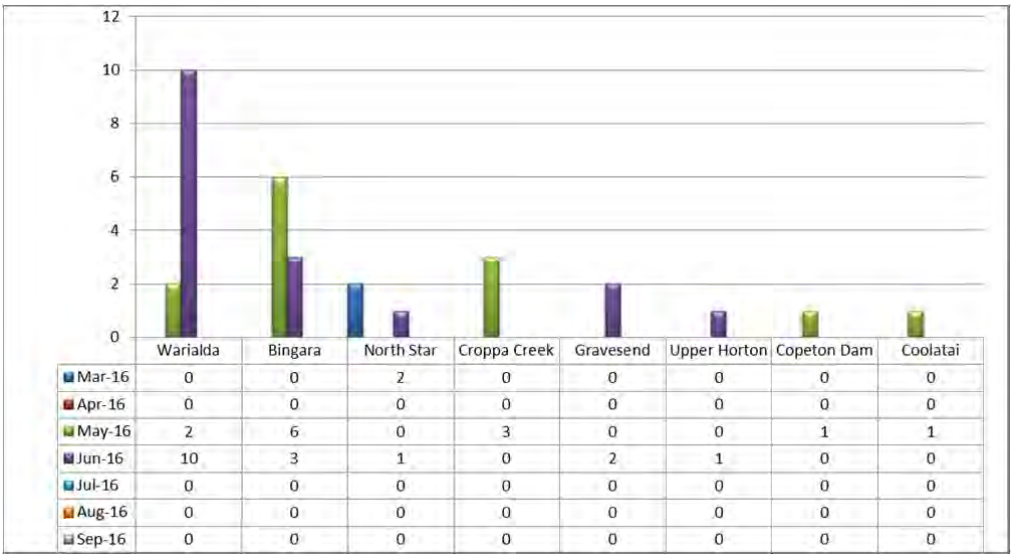
The Department continues to carry out swimming pool compliance inspections.

3.4 Cemeteries

Both Warialda and Bingara Cemeteries continued to be maintained.

3.5 Food Premise Inspections/Re-inspections

Chairman ……



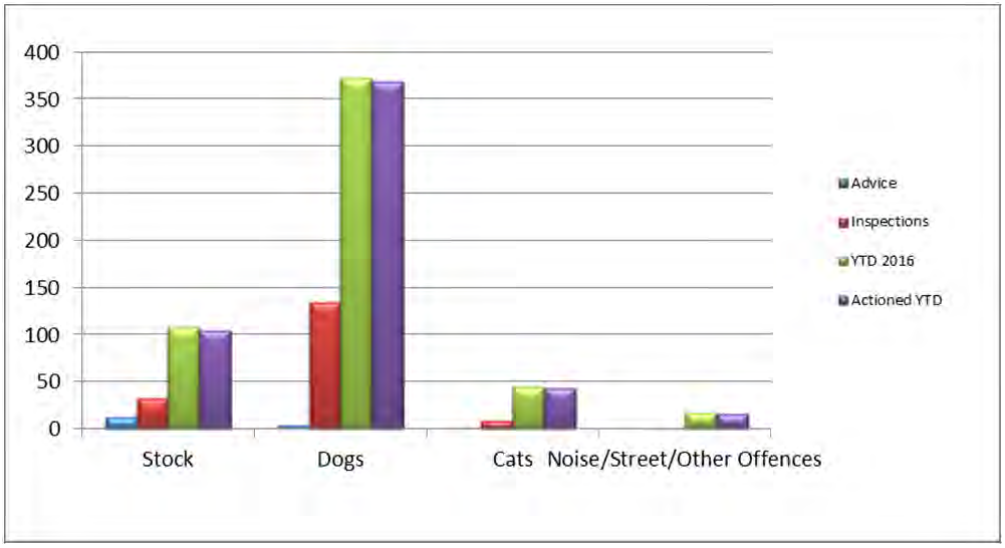
	Warialda	Bingara	North Star	Croppa Creek	Gravesend	Upper Horton	Copeton Dam	Coolatai
Mar-16	0	0	2	0	0	0	0	0
Apr-16	0	0	0	0	0	0	0	0
May-16	2	6	0	3	0	0	1	1
Jun-16	10	3	1	0	2	1	0	0
Jul-16	0	0	0	0	0	0	0	0
Aug-16	0	0	0	0	0	0	0	0
Sep-16	0	0	0	0	0	0	0	0

3.6 CRM – Health Other

Older	Current	Actioned	Unactioned
1	6	3	4

3.7 Compliance and Regulatory Control

Council received complaints regarding roaming stock and dogs, noise, the keeping of animals and other complaints during the month. These are investigated and actioned as necessary and are detailed in the following table including year to date and actioned totals:



Council has four (4) cat and two (2) dog cage traps available for use by residents who are experiencing problems with stray feral and companion animals. Traps are normally kept by residents for a period of 4 - 7 days at a time.

Chairman ……

During this period four cat cages have been utilised by residents in Warialda and Gravesend.

3.7.1 Dog Trap

Dog Trap fabricated in Council Workshop

3.7.2 CRM - Animals

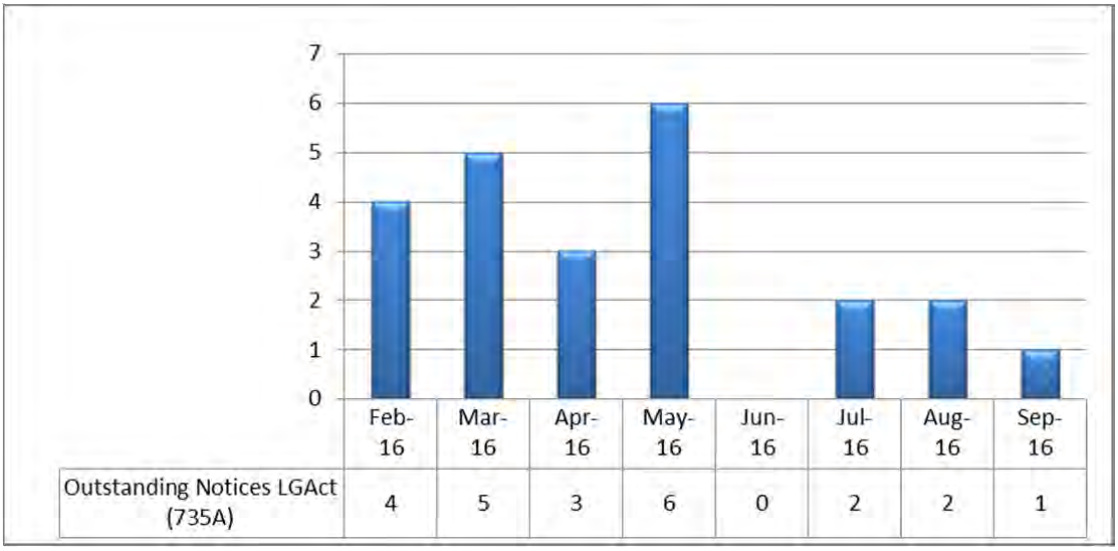
Older	Current	Actioned	Un-actioned
5	**24**	**22**	**7**

4. ENVIRONMENTAL

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

- Air and water pollution
- Noise pollution
- Littering
- Legislation

The following table shows the number of certificates issued in July, August and September 2016 compared to the preceding five (5) months



	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
Outstanding Notices LGAct (735A)	4	5	3	6	0	2	2	1

4.1 CRM – Environment

There were no CRM for Environment outstanding or current which required action during July, August or September.

4.2 Waste Services

4.2.1 Waste Collection

Warialda

Scheduled kerbside collection service was carried out during the month. There were no incidents or complaints for this period.

Bingara

Scheduled kerbside collection service was carried out during the month. There were no incidents or complaints for this period.

Gravesend

Scheduled kerbside collection service was carried out during the month. There were no incidents or complaints for this period.

North Star

Scheduled kerbside collection service was carried out during the month. There were no incidents or complaints for this period.

Warialda Rail

Scheduled kerbside collection service was carried out during the month. There were no incidents or complaints for this period.

Croppa Creek

Scheduled kerbside collection service was carried out during the month. There were no incidents or complaints for this period.

RMS Rest Area Bins

Scheduled collections were carried out during the month. There were no issues reported.

4.2.2 Recycling

Scheduled kerbside collection service was carried out during the month. There were no incidents/complaints for this period.

Council continues to make available compost bins, aerators and worm farms for purchase by members of the community.

4.2.3 All Waste Recovery Centres and Landfills Maintenance

All Waste Recovery Centres in the Shire continue to be supervised/monitored and maintained. Staff continues to make changes to the site layout and signage to improve onsite operation and access for residents unloading waste and recyclable materials.

4.2.4 Green Waste

Scheduled kerbside collection service was carried out during the month. There were no incidents/complaints for this period.

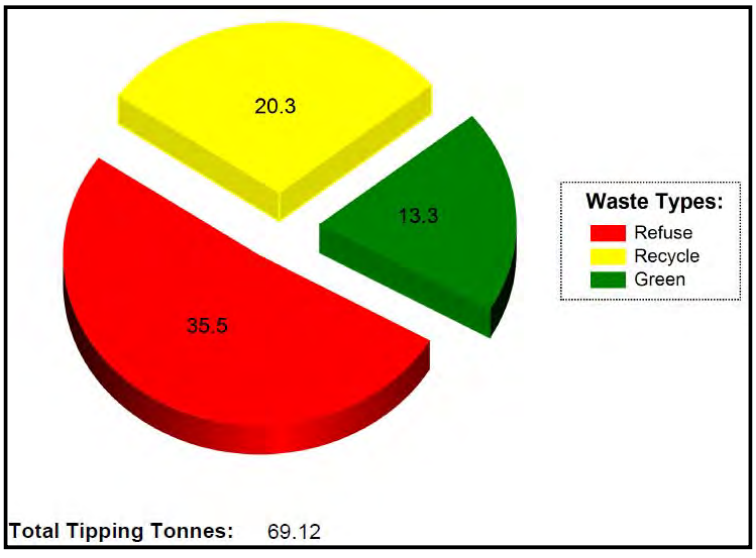
There was no in house chipping for the month.

Council is continuing to supply mulch from chipped green waste to residents.

4.2.5 Recycled Steel

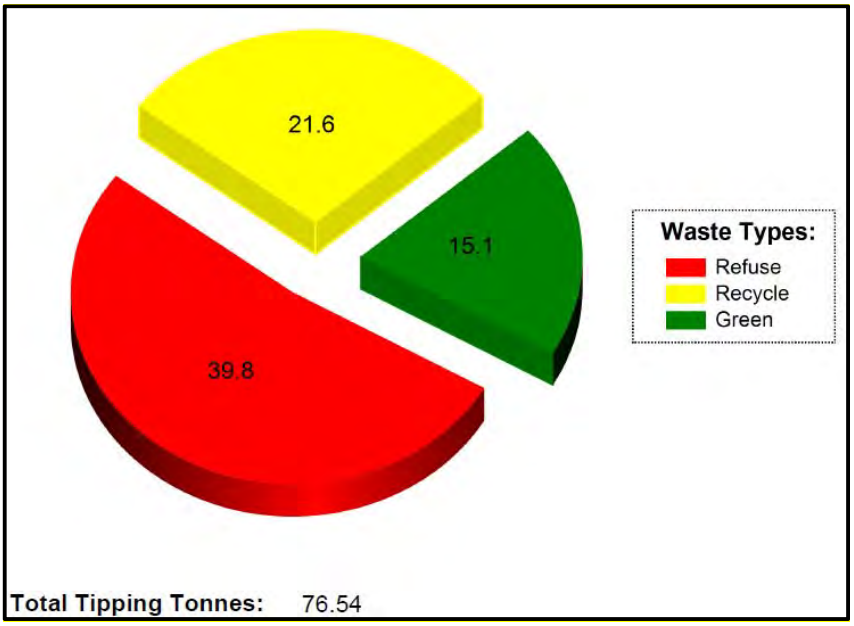
Steel continues to be stockpiled for collection at the Bingara and Warialda Waste Recovery Centre.

4.3 Waste Contract Tipping for July



Chairman ……

4.4 Waste Contract Tipping for August



4.5 CRM – Waste

Older	Current	Actioned	Unactioned
-	6	5	1

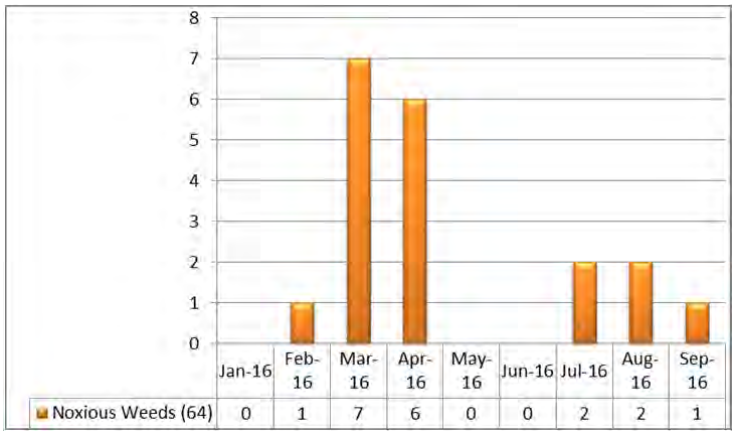
5. NOXIOUS WEEDS CONTROL

Property Inspection Program

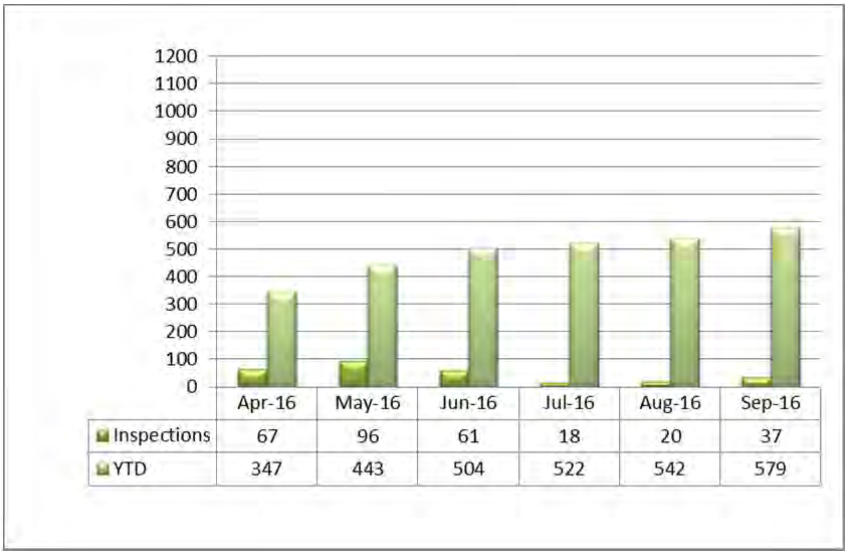
Staff continues to assist farmers and the community with:

- Funding advice
- Noxious weeds advice
- Property inspections
- Spraying of noxious weeds

The following noxious weeds certificates have been issued for July, August and September 2016 compared to the previous five (5) months.



The following graph shows the noxious weeds inspections carried out in July, August and September 2016 compared to the previous three (3) months.



5.1 Noxious weeds control works for July, August and September

Road/Property	Locality	Weed Code	Area Ha	*Road km*	High Risk Rd	Council Rd
River Road	Gravesend	African Boxthorn	45.56	22.78		1
Delungra Road	Bingara	Paterson's Curse	40.5	20.25	1	
Killarney Gap Road	Bingara	Paterson's Curse	13.0	6.5		1
Horton Road	Bingara	Paterson's Curse	71.78	35.89		1
Elcombe Road	Gravesend	Paterson's Curse	99.84	49.92		1
Campbells Lane	Gravesend	Paterson's Curse	8.7	4.35		1
Fairford Road	Warialda	African Boxthorn	3.76	1.88		1
Mosquito Creek Road	Warialda	African Boxthorn	87.98	43.99		1
Bingara River Common (West)	Bingara	Paterson's Curse	10.0	5.0		1
Bingara River Common (West)	Bingara	Paterson's Curse	10.0	5.0		1
Bingara River Common (West)	Bingara	Paterson's Curse	10.0	5.0		1
Mosquito Creek Road	Warialda	African Boxthorn	87.98	43.99		1

Chairman ……

Upper Horton Village Area	Upper Horton	Paterson's Curse	10.0	5.0	1	
Upper Horton Sports Ground	Upper Horton	Paterson's Curse	10.0	5.0	1	
Goat Road	North Star	Mother of Millions	35.12	17.56		1
Killarney Gap Road	Narrabri	Paterson's Curse	133	66.5		1
Pinecliff Road	Narrabri	Paterson's Curse	14.0	7		1
Cobbadah Road	Bingara	Tree Pear	99.12	49.56		1
Cobbadah Road	Bingara	Feral Trees	99.12	49.56		1
Cobbadah Road	Bingara	Feral Trees	99.12	49.56		1
Baroma Road	Warialda	Harrisia Cactus	30.30	15.15		1
Cobbadah Road	Bingara	African Boxthorn	99.12	49.56		1
Blue Nobby Road	North Star	Mother of Millions	45.86	22.93		1
Gineroi Road	Warialda Rail	African Boxthorn	63.58	31.79		1
Water & Sewerage Compound	Bingara	General	10.0	5.0	1	
Fossickers Way Ground	Bingara	General	10.0	5.0		1
Bingara River Common (West)	Bingara	Tiger Pear	10.0	5.0		1
Gineroi Road	Warialda Rail	African Boxthorn	63.58	31.79		1
Oakey Creek Road	Warialda Rail	African Boxthorn	17.26	8.63		1
New Mt Rodd Road	Warialda Rail	African Boxthorn	11.16	5.58		1
Delungra Road	Warialda Rail	African Boxthorn	40.50	20.25		1
River Road	Gravesend	African Boxthorn	45.56	22.78		1
Delungra Road	Bingara	Paterson's Curse	40.5	20.25	1	

5.2 Noxious weeds - properties inspected during July, August and September

Areas Inspected	***No.***	***Ha***	***Rd km***	***Weeds Present***
Private Property High Risk areas	11	691	-	African Boxthorn, Galvanised Burr, Green Cestrum, Mimosa Bush, Mother of Millions, Paterson's Curse, St John's Wort, Silverleaf Nightshade, Tree Pear and Tiger Pear
Private Property High Risk Reinspection	8	11681	-	African Boxthorn, Bathurst Burr, Harrisia Cactus, Noogoora Burr, Sweet Briar, St John's Wort and Tree Pear
Roadside Inspections High Risk	8	376	188	African Boxthorn, Cats Claw Creeper, Mimosa Bush, Paterson's Curse, Sweet Briar, Tree Pear and Tiger Pear
Waterways High Risk	-	-	-	-
Private Property	14	800	-	African Boxthorn, Mother of Millions, Rope Pear, Sweet Briar and Tiger Pear
Private Property Reinspections	-	-	-	-
Private Property Waterways	6	178	-	African Boxthorn, Galvanised Burr, Green Cestrum, Mimosa Bush, St John's Wort and Silverleaf Nightshade
Roadside Inspections	10	1059	823	African Boxthorn, Harrisia Cactus, Mimosa Bush, Paterson's Curse and Tree Pear
Other Council Lands	9	131	-	Green Cestrum, Mimosa Bush, Paterson's Curse and Tree Pear
Nurseries	-	-	-	-
Rural Outlets	-	-	-	-
ARTC	-	-	-	-
Other Weekend Markets	-	-	-	-
Dept of Lands	-	-	-	-
National Parks/ Nature Reserves	-	-	-	-
NWLLS Reserves	3	30	-	African Boxthorn, Feral Trees, Green Cestrum, Harrisia, Mother of Millions and Tree Pear
Gravel Quarries	6	3760	-	African Boxthorn, Mimosa Bush, Paterson's Curse and Tree Pear

Chairman ……

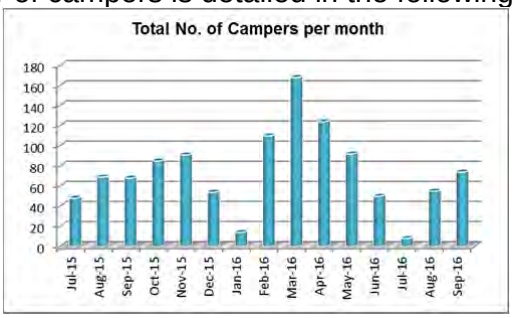
Machinery Dealers	-	-	-	-
Grain Handling Sites	-	-	-	-
Recreational Areas	-	-	-	-
Saleyards	-	-	-	-
Machinery wash down bays	-	-	-	-
Truck Stops	-	-	-	-
Other	-	-	-	-

5.3 CRM – Weeds

Older	Current	Actioned	Unactioned
-	1	1	-

6. RIVERSIDE CAMPING

Council's Compliance Officer carries out weekly checks along the river to ensure that camping is being conducted in a safe and hygienic manner. The number of campers is detailed in the following graph.



7. 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. The current and proposed works for this financial year are detailed in the Gantt charts to be tabled at the meeting.

7.1 Projects Worked on in July, August and September 2016

Staff worked on the following projects during June:

- Aged Units Plunkett Street Warialda – Painting and bathroom renovations
- Toy Library 36 Hope Street Warialda – Construct outdoor area
- Naroo Hostel – Repairs and maintenance
- Roxy Cafe – Roof repairs
- RFS Bingara – Storage flooring
- Yallaroi Hall – Install new guttering
- Coolatai Public Hall – Painting
- 84 Finch Street Bingara – Repairs and maintenance/Stormwater works

Chairman ……

- Crooble Hall – Repairs and maintenance
- North Star hall – Repair water leak in roof
- Warialda Visitors Information Centre - Repairs and maintenance
- Bingara Waste Recovery Centre – Fencing
- Warialda Indoor Sports Stadium – Repair water leak
- Apex Park – Repair Shade Shelter
- Captain Cook Park – Retile BBQ area
- Gwydir Oval – Stormwater, amenities, painting grandstand, repairs and maintenance
- Bingara Council Office – Painting
- Warialda Pool – Install mini orb
- Warialda Masonic Lodge – Install guttering and flashing
- Public Amenities Hope Street Warialda – Painting
- 113 Long Street Warialda - Painting
- Bingara Swimming Pool – Tiling
- Senior Citizens Centre – Install kitchen
- Warialda Council Office – Male amenities renovation
- Stonefield Rural Fire Shed Warialda Rail – Erect kit shed

7.4 CRM – Building

Older	Current	Actioned	Unactioned
14	**42**	**39**	**17**

7.5 Community Buildings

See Gantt charts tabled at the meeting.

8. PARKS AND URBAN SPACES

8.1 Parks and Playgrounds

The parks and playgrounds continue to be maintained and inspections carried out to ensuring that the equipment and soft fall areas are maintained to current standards. The gazebo has been erected in Loins Park including the relocation of the display board and seat.

8.2 Gardens

Council's gardens continue to be maintained.

Chairman ……

8.3 Sports Grounds

Council's sports grounds continue to be maintained.

8.4 Town Streets

Council's town streets continue to be maintained.

8.5 Public Place Bins

Council's public place bins continue to be emptied as needed and maintenance carried out as required.

8.6 CRM – Parks and Gardens

Older	Current	Actioned	Unactioned
3	30	25	8

9. RECREATION AND MEDICAL

9.1 Fitness Centres

The Bingara and Warialda fitness centres continue to well utilised by community members.

9.2 Swimming Centres

The Warialda and Bingara Swimming Pool are being prepared for the summer season.

CONSULTATION

Internal	Departmental Staff Management Team and Other Departments as needed
External	General Public Trades Persons and Contractors Representatives from Government Departments

STATUTORY ENVIRONMENT

Specific Legislation	• Local Government Act,1993 • Environmental Planning and Assessment Act 1979 • Food Act 2003 • Companion Animals Act 1999 • Commons Management Act 1989 • Noxious Weeds Act 1993 • Swimming Pools Act 1992 • Public Health Act 1991 • Recreation Vehicles Act 1993 • Roads Act 1993 • Impounding Act 1993

Chairman ……

	• Land Environment Court Act 1999 • Contaminated Land Management Act 1997 • Waste Avoidance and Resource Recovery Act 2001 • Protection of the Environment Operations Act 1997 • Rural Fires Act 1997 Specific detail is provided in the body of the report.
Related Legislation	• Regulations associated with the above legislation • Crown Lands Act 1989 • Divided Fences Act 1991 Specific detail is provided in the body of the report.

POLICY IMPLICATIONS

Current Policies	These matters have no specific policy implications for Council. Operations are in accordance with Council's adopted Management Plan and current Council Policies.
Proposed Policies	No proposed policy implications for Council.

FINANCIAL IMPLICATIONS

Economic factors	
Is the proposal incorporated in the budget?	These activities and matters are included in Council's adopted Budget
Are there human resources implications?	Carried out as normal duties
Cost	Operations are currently in accordance with Council's adopted Budget and Management Plan
What are the longer term impacts on Council asset management strategies?	Council must maintain its assets. Works will be incorporated into asset management strategies which are being developed
Life cycle costs	There will only be ongoing maintenance costs for Council
Cost Recovery	Some proposals such Caravan Parks as will provide revenue raising opportunities or return on investment for Council
Shire Assets	The replacement of or maintenance on Council owned service and facilities will protect and enhance the value of the Council assets
Key business sectors	
Infrastructure	No impact on Council's sewer, water, telecommunications and transport infrastructure.

STRATEGIC IMPLICATIONS

Relationship to Management Plan	These matters have no specific strategic implications for Council.

Chairman ……

OFFICER RECOMMENDATION

THAT the Report by the Development and Environment Director on the activities of the Department including Development Applications, Construction and Complying Development Certificates issued by Council for the months of July, August and September 2016 be noted.

ATTACHMENTS

There are no attachments for this report.

COMMITTEE RECOMMENDATION TO COUNCIL:

THAT the Report by the Development and Environment Director on the activities of the Department including Development Applications, Construction and Complying Development Certificates issued by Council for the months of July, August and September 2016 be noted.

(Moved Cr Dixon, seconded Cr Young)

Chairman ……

Cr John Coulton

Pop-Up Shop Warialda

The Mayor advised the meeting that a community group in Warialda intended to have a display, similar to the recent community consultation display in Bingara, at Arthur Hall's shop located in Stephen Street Warialda. The shop will be open from 3rd November to 5th November as well as from 10th November to 12th November.

The members of the community group are Ken Brooks, Robbie Burge, David Conway, Ann Jones, Phillip and Yvonne Ledingham, Jim Moore and Ann Willis.

The meeting was also advised that the Council will be paying the rental cost of $200 for the period of the pop-up shop.

Cr John Coulton

Meeting with a representative of Cordina Chickens

The Mayor requested an update of the recent meeting with Cordina Chickens and was advised that a report will be submitted to the Circular Economy Committee.

Meeting closed 3.15 pm

Chairman ……