



G W Y D I R
SHIRE COUNCIL

NOTICE OF MEETING

NOTICE is hereby given that an **Ordinary Meeting of Gwydir Shire Council** will be held in the Bingara Office Council Chambers, on **Thursday 20 December 2018** (commencing at **2.00pm**) to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,

Max Eastcott
General Manager

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GWYDIR SHIRE COUNCIL

BUSINESS PAPER

AGENDA

ORDINARY MEETING December 20, 2018 2.00pm

OFFICIAL OPENING AND WELCOME – MAYOR

APOLOGIES

CONFIRMATION OF THE MINUTES

RECOMMENDATION:

THAT the Minutes of the Confidential and Ordinary Meeting held on Thursday, November 29, 2018 as circulated be taken as read and CONFIRMED.

PRESENTATION

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

COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS

1. Debt Recovery Report - J Blanck

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

2. Confidential Organisation and Community Development Report for November 2018

It is recommended that the Council resolve into Committee of the Whole with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (a) of the Local Government Act, 1993, on the

grounds that the report contains personnel matters concerning particular individuals.

MAYORAL MINUTE (If any)

DEFERRED ITEMS – Nil

OFFICERS' REPORTS (As listed)

COMMITTEE OF THE WHOLE – OPEN

Councillors' Reports

Item 1 Councillor Activity Statement for November and December 2018**DELIVERY PROGRAM****GOAL: 4. Proactive Regional and Local Leadership****OUTCOME: 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY****STRATEGY: 4.1.2 Enable broad, rich and meaningful engagement to occur - GM - external**

The Councillors' activity schedule for November and December 2018 commitments are outlined below:

November & December 2018		
Councillor	Event	Date
Cr J Coulton (Mayor)	Waste to Energy Meeting – Parliament House Sydney	1 st Nov.
	Country Mayors Meeting - Sydney	2 nd Nov.
	Warialda Recreational Ground Meeting - Warialda	7 th Nov.
	Information Technology & Office Equipment and Building Assets Committee Meeting - Bingara	8 th Nov.
	BROC AGM and Ordinary Meeting - Tenterfield	9 th Nov.
	National Local Roads & Transport Congress – Alice Springs	18 th -24 th Nov.
	Monthly Mayoral Meeting	28 th Nov.
	Ordinary Council Meeting - Warialda	29 th Nov.
	Gwydir Social Club Xmas Party - Bingara	30 th Nov.
	Adam Harvey Drought Relief Concert - Warialda	1 st Dec.
	Roads & Transport Working Group Workshop with Gunnedah Shire Council	4 th Dec.
	Gwydir/ARTC Inland Rail works meeting – Warialda	5 th Dec.
	Bingara Xmas Carnival & Drought Relief Concert	6 th Dec.
	Gwydir Valley Priority Catchment Project (Water NSW) – Moree Plains Council	13 th Dec.
	Warialda Public School Presentation	14 th Dec.
	Warialda High School Presentations	18 th Dec.
	Ordinary Council Meeting – Bingara	20 th Dec.
Councillors & Executive Staff Xmas Party	20 th Dec.	
Cr Catherine Egan (Deputy Mayor)	20/20 meeting Bingara	8 th Nov.
	Photos / Adam Marshall Bingara Showground	9 th Nov.

	and Gym Bingara	
	Remembrance Day – Bingara	11 th Nov.
	Special Events Committee Meeting - Bingara	14 th Nov.
	Bingara Central School Primary & Secondary Presentation night	14 th Nov.
	Gwydir Health Alliance Meeting – Bingara	22 nd Nov.
	Independent Housing Meeting	22 nd Nov.
	Visions 20/20 Meeting - Bingara	27 th Nov.
	Gwydir Business Awards – The Roxy Bingara	22 nd Nov.
	Ordinary Council Meeting – Warialda	29 th Nov.
	Gwydir Social Club Xmas Party - Bingara	30 th Nov.
	Toy run to Barraba	1 st Dec.
	Bingara Xmas Carnival & Drought Relief Concert	6 th Dec.
	Bingara Toy Library – Birth Certificate presentations	11 th Dec.
	Gwydir Health Alliance Workshop - Bingara	13 th Dec.
	Ordinary Council Meeting – Bingara	20 th Dec.
	Councillors & Executive Staff Xmas Party	20 th Dec.
Cr David Coulton	Local Emergency Management Meeting - Warialda	6 th Nov.
	Warialda Recreational Ground Meeting - Warialda	7 th Nov.
	Photos / Adam Marshall Warialda Grant Recipients - Warialda	9 th Nov.
	Remembrance Day Ceremony - Warialda	11 th Nov.
	National Local Roads & Transport Congress – Alice Springs	18 th – 24 th Nov.
	Ordinary Council Meeting – Warialda	29 th Nov.
	Adam Harvey Drought Relief Concert - Warialda	1 st Dec.
	NWWOLG AGM & Ordinary Meeting	3 rd Dec.
	Gravesend Public School Presentation night	10 th Dec.
	Ordinary Council Meeting – Bingara	20 th Dec.
Councillors & Executive Staff Xmas Party	20 th Dec.	
Cr Stuart Dick	RFS support meeting Narrabri	6 th Nov.
	Gwydir Business Awards - Bingara	22 nd Nov.
	Ordinary Council Meeting - Warialda	29 th Nov.
	Adam Harvey Drought Relief Concert - Warialda	1 st Dec.
	Bingara Xmas Carnival and Drought Relief Concert	6 th Dec.
	St Josephs – Warialda School Presentation night	13 th Dec.
	Ordinary Council Meeting – Bingara	20 th Dec.

Cr M Dixon OAM	Information Technology & Office Equipment and Building Assets Committee Meeting – Bingara	8 th Nov.
	Showground User Group Meeting - Bingara	13 th Nov.
	Special Events Committee Meeting – Bingara	14 th Nov.
	Independent Housing Meeting - Bingara	22 nd Nov.
	Gwydir Business Awards – Bingara	22 nd Nov.
	Ordinary Council Meeting – Warialda	29 th Nov.
	Bingara Xmas Carnival and Drought Relief Concert	6 th Dec.
	Warialda Toy Library – Birth Certificate presentations	13 th Dec.
	Bingara Central School Infants Presentations	18 th Dec.
	Ordinary Council Meeting – Bingara	20 th Dec.
	Councillors & Executive Staff Xmas Party	20 th Dec.
	Warialda Rail Xmas Party	23 rd Dec.
Cr T Galvin	Information Technology & Office Equipment and Building Assets Committee Meeting - Bingara	8 th Nov.
	Remembrance Day – Bingara	11 th Nov
	Special Events Committee Meeting - Bingara	14 th Nov.
	Gwydir Business Awards – Bingara	22 nd Nov.
	Ordinary Council Meeting – Warialda	29 th Nov.
	Bingara Xmas Carnival and Drought Relief Concert	6 th Dec.
	Gwydir Health Alliance Workshop - Bingara	13 th Dec.
	Ordinary Council Meeting – Bingara	20 th Dec.
	Councillors & Executive Staff Xmas Party	20 th Dec.
Cr J Moore	Warialda Tourism Meeting - Warialda	1 st Nov.
	Warialda Recreational Ground Meeting - Warialda	7 th Nov.
	Information Technology & Office Equipment and Building Assets Committee Meeting – Bingara	8 th Nov.
	Adam Harvey Concert Meeting – Warialda VIC	13 th Nov.
	Gwydir Business Awards – Bingara	22 nd Nov.
	Stakeholder Meeting – Hospital Park Warialda	23 rd Nov.
	Ordinary Council Meeting – Warialda	29 th Nov.
	Adam Harvey Drought Relief Concert – Warialda	1 st Dec.
	Bingara Xmas Carnival & Drought Relief Concert	6 th Dec.
	North Star Public School Presentation Day	12 th Dec.
	Ordinary Council Meeting – Bingara	20 th Dec
	Councillors & Executive Staff Xmas Party	20 th Dec.
Cr G Smith	Warialda Recreational Ground Meeting –	7 th Nov.

	Warialda	
	Ordinary Council Meeting - Warialda	29 th Nov.
	Adam Harvey Drought Relief Concert – Warialda	1 st Dec.
	NWWOLG AGM and Ordinary Meeting	3 rd Dec.
	Croppa Creek School Presentation night	18 th Dec.
	Ordinary Council Meeting – Bingara	20 th Dec.
	Councillors & Executive Staff Xmas Party	20 th Dec.
Cr F Young	LEMC Meeting - Warialda	6 th Nov.
	Information Technology & Office Equipment and Building Assets Committee Meeting - Bingara	8 th Nov.
	Arts North West - Narrabri	11 th Nov.
	Ordinary Council Meeting - Warialda	29 th Nov.
	Bingara Xmas Carnival & Drought Relief Concert	6 th Dec.
	Gwydir Health Alliance Workshop - Bingara	13 th Dec.
	Ordinary Council Meeting - Bingara	20 th Dec.
	Councillors and Exec Staff Xmas Party	20 th Dec.

MAYORAL RECOMMENDATION

THAT the Councillor Activity Schedule for November and December 2018 be received

Item 2 Review of Council's Debt Recovery Policy - Version 3

FILE REFERENCE

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

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

AUTHOR Manager, Finance

DATE 16 November 2018

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This Policy has been updated to ensure the smooth process of Council's debt collection program for both property and non-property related debts, which ensures monies owed to Council are collected in a timely, efficient and fair manner at minimal expense to both Council and individual debtors.

This revised Policy includes a more efficient debt recovery process by streamlining outstanding notices to ratepayers. This will reduce confusion with outstanding amounts that currently occur with timing of postage.

OFFICER RECOMMENDATION

THAT the draft Debt Recovery Policy, Version 3 be adopted

ATTACHMENTS

AT- Draft Debt Recovery Policy Version 3



DEBT RECOVERY POLICY

DEPARTMENT	Finance
RESPONSIBLE MANAGER	Finance Manager
DATE ADOPTED	2018
HPCM REFERENCE	CM 18/21883
VERSION NO.	3.0 Adopted Council Resolution

REVISION RECORD

Date	Version	Description
Sept 2008	1	Original Policy following amalgamation of Council in 2004
July 2017	2	Review of Policy including update on external debt recovery
Nov 2018	3	Review of external Debt Recovery Overdue accounts limits and external legal recovery limits

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1. Objective

The objective of this Policy is to establish a debt collection program for both property and non-property related debts, which ensures monies owed to Gwydir Shire Council are collected in a timely, efficient and fair manner at minimal expense to both Council and individual debtors.

2. Policy

2.1 General

For debt recovery purposes, debts owed to Gwydir Shire Council are classified as:

- Rates and Annual Charges – as levied per the Rates and Charges notice
- Water Charges – as levied per Water Charges notices
- Other Property related debts – as levied per Sundry Debtor invoices
- Other debts – as levied per Sundry Debtor invoices

Definition of an overdue account:

- a) Rates accounts are deemed to be in arrears when one instalment is not paid by the due date as displayed on the rates notice
- b) Water accounts are deemed to be in arrears when the account payment date is not paid by the due date shown on the water notice
- c) Accounts receivable invoices are deemed to be in arrears when account is not paid within thirty days of the date of the invoice

2.2 Rates and Annual Charges

- Rates and Charges include all amounts charged by way of Rates Notice in accordance with Section 546 of the Local Government Act 1993.
- Rates Notices must be issued prior to 31 July each year in accordance with Section 546 of the Act.
- Instalment Notices must be issued one month prior to the instalment due dates (31 August, 30 November, 28 February and 31 May each year) in accordance with Section 562 of the Act.
- An Instalment Reminder Notice is sent for instalments two, three and four one month before each respective due date (unless rates/rates instalment have been paid in full)

2.3 Water User Charges

- A Water Notice account for water charges shall be issued to each consumer 4 times per year in June, September, December and March following the reading of water meters.

- The account shall provide all relevant details including previous reading, present reading, water consumption, consumption charge, total charge and due date.

2.4 Recovery of Overdue Accounts

Recovery relates to all outstanding debts owed to Gwydir Shire Council as listed in Section 2.1

- A Final Notice will be issued by Council to each debtor, with an outstanding balance (greater than \$200 for Rates and \$100 for Water) 21 days after the due date of the account, and who has not entered into a Payment Arrangement with Council (*Attachment 1*)
- The Final Notice will allow debtors 14 days (from the posting date of the notice) to pay or enter into a Payment Arrangement
- Where such arrears remain unpaid and no Payment Arrangement is agreed to within 14 days of the Final Notice, Council will commence debt recovery proceedings

2.5 Debt Recovery Proceedings

The recovery process will commence once the amount overdue on a property reaches:

- \$800 or 2 instalments behind for rates whichever comes first and/or
- \$500 for water with water restrictors to be placed on meters once arrears reach \$1000 if no arrangement has been put in place and/or
- \$500 for sundry debtor accounts

The amount overdue includes all statutory charges relating to a property being:

- Rates and Annual charges
- Water charges
- Interest charges (accrues on a daily basis in accordance with Section 566 of the Local Government Act, 1993 on rates and charges that remain unpaid after they become due and payable)

The process will commence with the issue of a Letter of Demand by council's Debt Recovery Agent. This will give 14 days to respond by either:

- Making payment of the overdue amount in full or
- Making an arrangement that is acceptable to Council.

Compliance with this demand will not incur any additional legal costs.

If no such response is made by the date provided, legal action will commence without further notice. All corresponding court and recovery agent fees (ex GST) will be payable by the debtor.

If the debtor still fails to make a payment or satisfactory arrangement, the most appropriate course of recovery action will be taken through the legal system to recover outstanding debts. These may include, but not be limited to:

- A garnishee of income
- Writ of execution on goods and chattels
- Examinations summons
- Service or a rent order where the property is tenanted
- Sale of land for unpaid rates in accordance with Section 713 of the Local Government Act 1993

The onus is on ratepayers to avoid any recovery action by making payments by due dates or contacting Council before due dates expire if an alternative payment arrangement is required. Council will not incur costs that cannot be recovered or threaten legal action that is not intended to be taken to pursue missed instalments.

Arrangements for payment may be accepted after legal action has commenced, subject to the continuation of legal action should the ratepayer not adhere to the approved arrangement.

2.6 Payment Arrangements

Arrangements may be entered into with all ratepayers in accordance with Section 564 of the Local Government Act, 1993.

Arrangements are to be negotiated with the aim of recovering all arrears and the current year's rates and charges within the current rating year, where possible. Where a ratepayer is able to demonstrate genuine financial hardship, Council may consider longer term Payment Arrangements.

An Agreement to Pay by Arrangement form must be completed by all debtors so that the arrangement is formalised. (Attachment 2) Arrangements can be set up by contacting Council's Debt Recovery Department. Payments can be made weekly, fortnightly or monthly.














Where the ratepayer fails to adhere to an agreement Council will advise in writing that the agreement has defaulted and recovery action will commence or be continued unless the outstanding balance is paid within 7 days from the date of the letter. If legal action has been suspended due to the ratepayer entering into a payment arrangement and the

agreement has not been met by the ratepayer, the legal action will be reactivated at the level when the suspension took place.

3. Conclusion

It is not the intention of Council to cause hardship to any ratepayer through implementation of this policy. At all times, consideration shall be given to clearing the debt by way of mutually agreed arrangements of payment with a view to clearing the debt prior to the end of the current financial year. This will minimise the possibility of compounding manageable repayment programs into long term debtor problem.

Attachment 1 – Final Notice

 <p>GWYDIR SHIRE COUNCIL</p>	<p>FINAL NOTICE</p> <p>ABN: 11 636 419 850</p>	<p>BINGARA OFFICE: 33 MAITLAND ST BINGARA (02) 67242000</p> <p>WARIALDA OFFICE: 54 HOPE ST WARIALDA (02) 67293000</p> <p>EMAIL: mail@gwydir.nsw.gov.au</p> <p>POSTAL ADDRESS: LOCKED BAG 5 BINGARA NSW 2404</p>								
<p>Name Address Address</p>	<p>Date: Assessment Number:</p>									
<p style="text-align: center;">OVERDUE AMOUNT:</p> <p style="text-align: center;">PROPERTY LOCATION:</p> <p style="text-align: center;">PAYABLE BY:</p> <p><i>If full payment or a suitable arrangement is not made by this date your account may be sent to Council's Collection Company for recovery. Please note that legal fees associated with debt recovery are due and payable by the ratepayer.</i></p>										
<p style="text-align: center;">Please note payments received after 22222 may not be reflected in this notice</p>										
<p style="text-align: center;">YOUR PAYMENT OPTIONS</p> <table border="1" style="width: 100%;"> <tr> <td data-bbox="352 1361 647 1469">  <p>Biller Code: 58396 Reference:</p> </td> <td data-bbox="647 1361 943 1469">  <p>CREDIT CARD PAYMENT BY PHONE Payment can be made by phoning the above offices</p> </td> <td data-bbox="943 1361 1238 1469">  <p>PERSONAL PAYMENTS Present notice to Council's office Monday to Friday between 9.00am & 4.00pm. Payment can be made by cash, cheque, credit & debit cards</p> </td> </tr> <tr> <td colspan="3" data-bbox="352 1469 1238 1525">  <p>PAYMENT THROUGH MAIL Make your cheque payable to Gwydir Shire Council. Send to Locked Bag 5 Bingara NSW 2404</p> </td> </tr> <tr> <td colspan="3" data-bbox="352 1525 1238 1639"> <p style="text-align: center;">APPLICATIONS FOR PAYMENT ARRANGEMENT</p> <p>Council appreciates the fact that circumstances can prevent some ratepayers from making payments by the due date and is prepared to enter into an agreement with ratepayers to make regular payments (other than instalment payments) to settle the arrears account. Please contact Council's Debt Recovery Department to agree upon a suitable payment arrangement.</p> </td> </tr> </table>		 <p>Biller Code: 58396 Reference:</p>	 <p>CREDIT CARD PAYMENT BY PHONE Payment can be made by phoning the above offices</p>	 <p>PERSONAL PAYMENTS Present notice to Council's office Monday to Friday between 9.00am & 4.00pm. Payment can be made by cash, cheque, credit & debit cards</p>	 <p>PAYMENT THROUGH MAIL Make your cheque payable to Gwydir Shire Council. Send to Locked Bag 5 Bingara NSW 2404</p>			<p style="text-align: center;">APPLICATIONS FOR PAYMENT ARRANGEMENT</p> <p>Council appreciates the fact that circumstances can prevent some ratepayers from making payments by the due date and is prepared to enter into an agreement with ratepayers to make regular payments (other than instalment payments) to settle the arrears account. Please contact Council's Debt Recovery Department to agree upon a suitable payment arrangement.</p>		
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<p style="text-align: center;">APPLICATIONS FOR PAYMENT ARRANGEMENT</p> <p>Council appreciates the fact that circumstances can prevent some ratepayers from making payments by the due date and is prepared to enter into an agreement with ratepayers to make regular payments (other than instalment payments) to settle the arrears account. Please contact Council's Debt Recovery Department to agree upon a suitable payment arrangement.</p>										

Attachment 2 – Arrangement Form

AGREEMENT TO PAY BY ARRANGEMENT

ACCOUNT DETAILS:

Assessment:	Rates / Water / Sundry Debtor / Other	
Owner Name/s:		
Postal Address:		
Property Address:		
Telephone (Home):		Mobile:

PAYMENT DETAILS

Arrears Amount:	Remaining Levy	
Payment Frequency:	Weekly / Fortnightly / Monthly / Other	
Payment Amount:		
Payment Method:	BPay / Credit Card / Cheque / Cash / Direct Deposit / Centrepay / Other	
First Payment Due:		

I, _____, acknowledge that I, as the debtor, have entered into a payment arrangement with Gwydir Shire Council.

I agree to pay the minimum \$_____ weekly / fortnightly / monthly / other instalments, commencing _____ until Council is advised of other.

I agree to notify Council should my financial circumstances or postal address change. I understand that default of the arrangement may result in legal action to recover the debt without further notice to me. I also fully understand that any rates and charges embodied in this agreement will be subject to interest charges raised under section 566 of the Local Government Act, 1993.

I understand that with each new financial year, the amount of rates levied for this assessment may vary, therefore will contact Council each twelve (12) months to review this payment arrangement.

Signature of Applicant	Date:
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Council Officer Approval:	Date:
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Comments:	
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**Item 3 BROC Annual General Meeting and Ordinary Meeting - 09
November 2018**

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

IN BRIEF / SUMMARY

This report is for notation of the minutes of the Border Regional Organisation of Council's (BROC) Annual General Meeting and ordinary meeting held at Tenterfield Shire Council on 09 November 2018.

Copies of the presentations made at the ordinary meeting can be provided upon request.

In line with Section 10.v of the BROC Constitution, Gwydir Shire Council resigned as executive after serving the maximum three (3) year term of office. Tenterfield Shire Council was elected the incoming executive.

OFFICER RECOMMENDATION

THAT the Minutes of the Annual General Meeting and Ordinary Meeting of Border Regional Organisation of Councils held on 09 November in Tenterfield be received

AT- Minutes BROC AGM - 9 November 2018

AT- Minutes Ordinary BROC Meeting - 9 November 2018

BROC

Border Regional Organisation of Councils



Minutes – Annual General Meeting 09 November 2018 – Tenterfield Shire Council

Venue:	Council Chambers, 247 Rouse St, Tenterfield	Date:	09 November 2018
Chair:	Cr John Coulton, Gwydir	Time:	11am NSW time 10am QLD time
Attendees:	Cr J Coulton, Robyn Phillips	Gwydir Shire Council	
	Cr Peter Petty, Cr Greg Sauer, Terry Dodds	Tenterfield Shire Council	
	Cr Richard Marsh, Matthew Magin	Balonne Shire Council	
	Cr S Ritchie, Angus Witherby	Moree Plains Shire Council	
	Cr Kate Dight, Michael Bryant	Inverell	
	Cr Joan White	Goondiwindi	
	Cr , Cr Ian Woodcock, Cr M Martinez, Mike Urquhart	Walgett	
	Cr Neil Mickeljohn	SDRC	
	Linda Keeshan (QDP&C), Andrew Fraser (WaterNSW)	Guest Speakers	
	Cr Jamie Chaffey and Cr John Campbell	Gunnedah Shire Council guests	
	Damon Meadows	QLD Dept LG	
File ref:	S1242		

1	Meeting Opened 11.02am	
1.1	Mayor Peter Petty (Tenterfield) welcomed delegates and visitors. Chairman Cr Coulton took the Chair.	
2	Apologies	
2.1	Cr Frances Young, Max Eastcott	Gwydir Shire Council
2.3	Lester Rodgers	Moree Plains Shire Council
2.4	Cr Brian Murray	Tenterfield
2.5	Moved Tenterfield that the Apologies be accepted, Seconded Inverell	
	Carried	

3	Minutes of 2017 AGM held 17 November Moree (attached) moved Walgett Seconded Tenterfield
3.1	Moved Walgett that the minutes be accepted, Seconded Tenterfield <p style="text-align: right;">Carried</p>
4	Chairperson's report – Cr John Coulton
4.1	Cr Coulton presented his Chairman's report (attached) Moved the report be accepted Gwydir Seconded Inverell <p style="text-align: right;">Carried</p>
5	Financial Report as at 30 September 2018 - tabled
5.1	Audited financial operating statement was presented showing a total equity of \$35,695.26 Moved the Financial report be accepted Tenterfield Seconded Balonne <p style="text-align: right;">Carried</p>
6	Items listed
6.1	In line with Section 10.v of the Border Regional Organisation of Councils' Constitution, Gwydir Council resigned after having served the maximum 3 year term of Office. Cr Coulton presented Robyn Phillips with a gift and thanked her for her work.
6.2	Outgoing Chairman Cr John Coulton acted as Returning Officer.
6.3	Nominations were called for the election of Chairperson Gwydir nominated Cr Peter Petty (Tenterfield) Seconded – Southern Downs Regional Council Cr Petty accepted the nomination. There were no further nominations. Cr Petty was duly elected.
6.4	Election of Deputy Chairperson Tenterfield nominated Cr K Dight (Inverell) Seconded – Goondiwindi Cr Dight accepted the nomination. There were no further nominations. Cr Dight was duly elected.
6.5	Election of Secretary/Treasurer – Tenterfield Tenterfield nominated Noelene Hyde and Sarah Jarrett to share the position. Seconded SDRC <p style="text-align: right;">Carried</p>
	Cr Petty now Chaired the meeting and thanked Gwydir for their efforts over the last three years.
6.6	Setting of annual membership fees (currently \$500 pa) Moved SDRC that the fees remain at \$500 per member council per year. Seconded Inverell <p style="text-align: right;">Carried</p>
6.7	Meeting for dates for 2019/2020 – the second Friday every 3 months: Inverell Shire Council 08 Feb 2019 Southern Downs Regional Council - 10 May 2019 Walgett Shire Council – 09 August 2019 Moree Shire Council – 08 November 2019 To be followed by: Balonne Shire Council - February 2020

	Gwydir Shire Council - May 2020 Goondiwindi Regional Council - August 2020 Tenterfield Shire Council - November 2020 Moved Gwydir that the above meeting dates and venues be accepted and that meeting times commence at 10am LOCAL TIME. Seconded Goondiwindi Carried
6.8	Exec council will arrange speakers for each meeting, with host council responsible for 1 presentation.
6.9	Moved Southern Downs Regional Council that the Signatories for all bank accounts be Cr Peter Petty, Terry Dodds and Noelene Hyde Seconded Inverell Minutes will need to be presented to Warwick Credit Union and NAB Carried
7	General Business
7.1	BROC Roads Group - deferred
8	Next AGM – 08 November 2019 in Moree
9	Meeting Closed – 11.25am

Action Item Log:			
Officer	Item	Listed	Outcome

2018 BROC ANNUAL REPORT. 9th November, 2018.

It is with pleasure that I present the annual report of the Border Rivers Organisation of Councils.

Four meetings were held throughout the year and many subjects were discussed. A summary of the speakers and topics follows.

Moree 17th Nov. All members councils present. Speakers included.

Tim Hansen from the Heavy Vehicle Regulator.

Adam Marshall. Funding opportunities.

ARTC. Overview.

Duncan Taylor. Country Universities.

Balonne. 9th February. One apology.

Phillip Glyde. MDBA.

Emma Bradbury. Murray Darling Association.

Sarah Hales. Wellcamp Airport.

The BROC Transport plan was initiated.

Sue Price. RDANI

Website to commence.

Gwydir. 4th May.

James McTavish. Macropod harvesting, cross border emergency management.

Derek Baker. Cost benefit ratio research.

Adam Marshall. Integration of Tourism across the border.

Gwydir presented the Circular Economy Initiative.

Goondiwindi. 10th August.

Lawrence Springborg. Cross Border anomalies

Julia Telford. Murray Darling Regional Economic Diversification Project.

Damon Meadows. Senior regional advisor Local Government and Regional Services. Queensland.

Mr Meadows raised the issue of cross border funding for Qld from the Federal Government. NSW has secured \$20M.

The RDANI has been represented at all meeting by Russell Stewart. Thank you Russell for being such a loyal supporter.

Thank you to Max Eastcott as Treasurer. We have maintained a healthy bank balance and we should protect this into the future.

Attendance at meeting has been outstanding with 50% of the meeting having 100% attendance while the other two meetings had one apology.

This has to be a good indicator of the health of the organisation.

Our secretary Mrs Robyn Phillips has been responsible for the line up of speakers and occasionally she has contacted me in panic mode concerned that the program will be full and what should we do? Not a bad problem.

Thanks Robyn and congratulations on an exceptional job.

As I have completed the maximum term in the chair this will be my final report.

I thank you for your support over the past 3 years and in particular your attendance and contribution at meetings. We have had another good year.

The friendships we have made are ones that will last.

I wish my successor all the best and trust that you receive similar support.

John Coulton.

Chair



Border Regional Organisation of Councils	
Operating Statement for the period 01 October 2017 to 30 September 2018	
	\$
INCOME	
Membership fees	\$4,000.00
Interest	\$684.98
Other income	\$0.00
Total Income	\$4,684.98
EXPENDITURE	
Flights, accommodation and hire car for guest speaker (MDA)	\$780.15
Flowers for Alice Colbran	\$100.00
Accommodation and meal for guest speaker (UNE)	\$201.00
Website development, registration, domain and hosting costs	\$582.34
Bank fees	\$6.50
Total Expenditure	\$1,663.49
SURPLUS	\$3,021.49
Balance Sheet for the period 01/10/17 to 30/09/18	
	\$
CURRENT ASSETS	
Choice account 400379187-S6 Warwick Cr Union	\$0.18
NAB Transaction Account	\$15,109.04
NON CURRENT ASSETS	
Fixed TD 100005924-l2 Warwick Cr Union (due 22 Jan 19)	\$20,586.04
Total Assets	\$35,695.26
TOTAL EQUITY	\$35,695.26



TO WHOM IT MAY CONCERN

01 November 2018

I confirm that I have perused the accounts of the Border Regional Organisation of Councils and the books appear to be in order.


.....

Helen Thomas,
Manager, Finance
Gwydir Shire Council



1300 72 44 :
 www.wcu.com.au

Gwydir Shire Council

018 09750120001801
 Border Regional Organisation Of Councils
 Locked Bag 5
 BINGARA NSW 2404

STATEMENT SUMMARY	
Credit Union BSB No	817-001
Customer No	393573
Statement	1 of 1
Statement Ends	30-SEP-2018
Shares	1

WIN A 32GB iPad Just follow these 3 easy steps:

1. Register for internet banking
2. Download the **WCU Connect App**
3. Use the app anytime between 1st October - 31st December*

Conditions of entry apply. For a full list of terms and conditions visit www.wcu.com.au or enquire at one of our Branches. Warwick Credit Union Ltd ABN 95 087 651 116. AFSL and Australian Credit Licence 240059

If an issue with our products or services has not been resolved to your satisfaction, you may lodge a complaint:

with the Financial Ombudsman Service Australia **if lodged before 1 November 2018:**

Online: www.fos.org.au
 Email: info@fos.org.au
 Phone: 1800 367 287 (free call)
 Mail: Financial Ombudsman Service Australia, GPO Box 3, Melbourne VIC 3001

with the Australian Financial Complaints Authority **if lodged on or after 1 November 2018:**

Online: www.afca.org.au
 Email: info@afca.org.au
 Phone: 1800 931 678 (free call)
 Mail: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

Time limits may apply to complain to FOS or AFCA and so you should act promptly or otherwise consult the FOS and AFCA websites to find out if or when the time limit relevant to your circumstances expires.

Posting Date	Transaction Details	Debit	Credit	Balance
400379187 - S6 - Border Regional Organisation Of Councils - CHOICE ACCOUNT				
	Opening Balance			0.18
	Closing Balance			0.18
100005924 - I2 - Border Regional Organisation Of Councils - FIXED TERM DEPOSITS				
	Opening Balance			20,586.04
31.8.18	DEP #6332 20586.04 Due 22JAN19 2.45% B/Fwd			
	Transaction Totals	0.00	0.00	
	Closing Balance			20,586.04
INTEREST EARNED YEAR TO DATE \$331.21				

Gwydir Shire Council
 Trim Ref: 18/19284

If you have a loan with us it is a condition of your loan that you maintain insurance on the mortgaged property at all times for at least the full replacement value of the property. Please confirm with your insurer that your policy adequately protects your property. Please provide a copy of your current insurance policy for the credit Union's records.

Electronic access to accounts is protected by personal access codes, any liability for such losses resulting from unauthorised transactions will be determined under the ePayments Code.

Stubs of cheques will not be available until cleared. Please check all entries and notify Warwick Credit Union immediately of any errors.



**NAB Business
 Cheque Account**

For further information call 13 22 65 for Personal
 Accounts or 13 10 12 for Business Accounts.

RECEIVED
 17 OCT 2018

Gwydir Shire Council

018/002469

THE SECRETARY
 BORDER REGIONAL ORGANISATION OF COUNCILS
 LOCKED BAG 5
 BINGARA NSW 2404

Account Balance Summary

Opening balance	\$15,108.71	Cr
Total credits	\$0.33	
Total debits	\$0.00	
Closing balance	\$15,109.04	Cr

Statement starts 12 September 2018
 Statement ends 11 October 2018

Gwydir Shire Council
 Trim Ref: 18 / 19796

Outlet Details

Goondiwindi
 104 Marshall St, Goondiwindi Qld 4390

Lending Investment & Insurance Enquiries

Banker Luke Bell
 Telephone number (02) 6750 6020

Account Details

BORDER REGIONAL ORGANISATION OF COUNCILS
 BSB number 084-675
 Account number 69-022-2187

Transaction Details

Date	Particulars	Debits	Credits	Balance
12 Sep 2018	Brought forward			15,108.71 Cr
28 Sep 2018	Interest.....		0.33	15,109.04 Cr

Summary of Government Charges

	From 1 July to date	Last year to 30 June
Government		
Withholding tax	\$0.00	\$0.00
Bank Account Debit (BAD) tax	\$0.00	\$0.00

Bank Accounts Debits (BAD) Tax or State Debits Duty has been abolished for all states & territories effective 1/7/2005. Any amount shown on this statement applies to debits processed on or before 30/06/2005.

For further information on any applicable rebates, fees or government charges, please refer to the NAB's "A Guide to Fees & Charges" booklet. Please retain this statement for taxation purposes

Explanatory Notes

Please check all entries and report any apparent error or possible unauthorised transaction immediately.

We may subsequently adjust debits and credits, which may result in a change to your account balance to accurately reflect the obligations between us.

For information on resolving problems or disputes, contact us on 1800 152 015, or ask at any NAB branch.

BROC

Border Regional Organisation of Councils



MINUTES

09 November 2018 – Tenterfield Shire Council

Venue:	Council Chambers, 247 Rouse St, Tenterfield	Date:	09 November 2018
Chair:	Cr John Coulton, Gwydir	Time:	11am NSW time 10am QLD time
Attendees:	Cr J Coulton, Robyn Phillips	Gwydir Shire Council	
	Cr Peter Petty, Cr Greg Sauer, Terry Dodds	Tenterfield Shire Council	
	Cr Richard Marsh, Matthew Magin	Balonne Shire Council	
	Cr S Ritchie, Angus Witherby	Moree Plains Shire Council	
	Cr Kate Dight, Michael Bryant	Inverell	
	Cr Joan White	Goondiwindi	
	Cr , Cr Ian Woodcock, Cr M Martinez, Mike Urquhart	Walgett	
	Cr Neil Mickeljohn	SDRC	
	Russell Stewart, Nathan Axellson, Bronwyn Pearson	RDANI	
	Linda Keeshan (QDP&C), Andrew Fraser (WaterNSW)	Guest Speakers	
	Cr Jamie Chaffey and Cr John Campbell	Gunnedah Shire Council guests	
	Damon Meadows	QLD Dept LG	
File ref:	S1242		

1	Meeting Opened at 11.25am	
2	Apologies	
	Cr Frances Young, Max Eastcott	Gwydir Shire Council
	Trudi Bartlett	RDA, Darling Downs and Southwest
	Lester Rodgers	Moree Plains Shire Council
	Cr Brian Murray	Tenterfield
	Moved that Apologies be accepted Tenterfield, Seconded Inverell Carried	
3	Minutes of Meeting 10 August (Goondiwindi)	

3.1	Matters arising from the Minutes																
3.1.1	Review of BROC Transport Plan – in General Business																
3.1.2	Further research on rural roads - \$10,000 invested on term deposit with NAB, will mature on 27 December 2018.																
	Moved that the minutes be accepted Gwydir, Seconded Goondiwindi <div style="text-align: right;">Carried</div>																
4	Correspondence																
4.1	Inwards: <ul style="list-style-type: none"> • Bank statements Warwick Credit Union and National Australia Bank • Scott Smith, SE Qld Mayors – can address May 2019 meeting 																
4.2	Outwards: <ul style="list-style-type: none"> • Invitation to Minister Niall Blair, Minister for Primary Industries, Regional Water and Trade to address the November BROC meeting • Invitation to Andrew Fraser, WaterNSW to address BROC meeting • Request for Cross Border representation from Queensland • Invitation to Scott Smith – SE Qld Mayors – to address the August BROC meeting • Invitation to Shane Hatton, Rural and Remote Medical Services to address meeting • Request to NAB to transfer \$10,000 to term deposit 																
4.3	Moved that correspondence be accepted Walgett, Seconded Inverell <div style="text-align: right;">Carried</div>																
5	Financial Report as at 30 September 2018																
5.1	<p>Transactions since presented to last meeting:</p> <p>Warwick Credit Union – Fixed Term Deposit matures 22 Jan 2019</p> <table border="1" style="width: 100%;"> <tr> <td>Balance as at 31 July 2018</td> <td style="text-align: right;">\$20,586.04</td> </tr> <tr> <td>Closing balance as at 30 September 2018</td> <td style="text-align: right;">\$20,586.04</td> </tr> </table> <p>WCU Account 400379187 – S6</p> <table border="1" style="width: 100%;"> <tr> <td>Opening balance 31 July 2018</td> <td style="text-align: right;">0.18</td> </tr> <tr> <td>Closing balance as at 30 September 2018</td> <td style="text-align: right;">0.18</td> </tr> </table> <p><u>National Australia Bank</u></p> <table border="1" style="width: 100%;"> <tr> <td>Opening balance as at 12 July 2018</td> <td style="text-align: right;">\$8,108.71</td> </tr> <tr> <td>Transfer from Warwick Credit Union</td> <td style="text-align: right;">7,000.00</td> </tr> <tr> <td>Balance as at 31 July 2018</td> <td style="text-align: right;">15,108.71</td> </tr> <tr> <td>Balance as at 30 September 2018</td> <td style="text-align: right;">\$15,108.71</td> </tr> </table>	Balance as at 31 July 2018	\$20,586.04	Closing balance as at 30 September 2018	\$20,586.04	Opening balance 31 July 2018	0.18	Closing balance as at 30 September 2018	0.18	Opening balance as at 12 July 2018	\$8,108.71	Transfer from Warwick Credit Union	7,000.00	Balance as at 31 July 2018	15,108.71	Balance as at 30 September 2018	\$15,108.71
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Balance as at 31 July 2018	15,108.71																
Balance as at 30 September 2018	\$15,108.71																
5.2	<p>Matters arising from Financial Report</p> <p>NAB has certified that the investment of \$10,000 was effected from 27 September, for 3 months to mature 27 December 2018:</p> <p>Account Number: TBC</p>																

	Amount: \$10,000 Term: 3 months Lodgement Date: 27/09/2018 Maturity Date: 27/12/2018 Interest Rate pa: 2.50% Gross Interest at maturity: \$62.33`
	Moved that the financial report is accepted Gwydir, Seconded Inverell <p style="text-align: right;">Carried</p>
6	Guest Speakers
6.1	Linda Keeshan (Q Dept Premier and Cabinet) – spoke of cross border collaboration Emphasised BROC members to contact either Linda or James McTavish with any areas of concern and they will ensure representation with the relevant service delivery. They are aware of existing health and education issues – both James McTavish and Linda will take the TAFE issue back to relevant state departments and will advise of outcomes QLD Dept Premier and Cabinet currently reviewing priorities. <i>2018-19 Work List distributed with these minutes.</i>
6.2	RDANI Russell Stewart and Bronwyn Pearson – spoke of federal funding available from October 2018 to June 2020. RDANI will work with local stakeholders in developing projects for regional employment trials. Bronwyn is the local employment facilitator for RDANI and will contact and meet with councils – Factsheet attached.
6.3	Andrew Fraser – WaterNSW Andrew gave a background on WaterNSW Currently Levels of Service are a priority and a 20 year infrastructure options study for rural valleys (NSW) has been developed following consultation during 2016/17 with customers/users. WaterNSW 20yr infrastructure paper provides long term water supply options but is not a capital works plan – it identifies potential options which may progress for consideration. https://www.waternsw.com.au/projects/infrastructure-studies/20-year-infrastructure-options-study Andrew mentioned the Gwydir Valley Priority Catchment Project – a meeting was held in October with a stakeholders reference group including MPSC – further meetings to occur – Cr Coulton requested Gwydir be invited to attend any future meetings. Briefly spoke of the problem of cold water pollution in Gwydir (Copeton) – cold water curtain won't work in all dams due to design of outlets – WaterNSW still testing – some systems difficult for operators (e.g. Chaffey and Pindari). Copeton, Keepit, Wyangala and Blowering dams on radar for cold water pollution. Water quality (e.g. blue green algae) takes priority over cold water pollution. Comments Tenterfield noted that it has been stated no dams have been approved due to environmental objections – how can we get new dams approved?

	<p>Andrew replied – Minister for Regional Water will consider other options such as raising dam levels, buying offsets</p> <p>Mole river – results of a WaterNSW study have been referred to Commonwealth – involves liaison with QLD and stakeholder groups</p> <p>Inverell questioned ‘is option to expand Pindari and Glenlyon likely to occur’ – Andrew responded – hampered by budget – completely funded by WaterNSW – need to take proposals to Treasury</p> <p>Goondiwindi – how does WaterNSW involve the community?</p> <p>Andrew responded that WaterNSW liaises with Customer Advisory Groups (CAGs) in each rural valley – meetings are coordinated by Jonathon Dixon (WaterNSW) Ph 02 9865 2566 – 0437 190 494.</p> <p>It is expected that customer engagement regarding the LOS process (Options Study) will be completed by mid 2019.</p>
6.4	<p>Terry Dodds (Tenterfield) – Waste to Energy proposal</p> <p>Tenterfield council in conjunction with New England JO has undertaken significant research into Waste to Energy and provided a comprehensive presentation to NSW Country Mayors.</p> <p>Terry gave an abridged presentation to the BROC meeting. A copy of Tenterfield Council’s Feasibility Study Outline is attached.</p> <p>NSW Country Mayors Assn will send letter to all Regional and Rural councils seeking their financial support.</p> <p><i>For further information contact Terry Dodds at Tenterfield Council.</i></p>
7	Items listed
7.1	Cross Border issues – TAFE, access, qualifications – refer 6.1
7.2	<p>BROC Transport Plan</p> <p>Angus Witherby (MPSC) spoke about the CSIRO TraNSIT model</p> <p>With a lot of the data already available, CSIRO has developed a national model</p> <p>MPSC has commissioned CSIRO to model specific scenarios within their shire, utilising some work already undertaken for the inland rail study.</p> <p>There is an opportunity to build on this base for the review of the BROC transport study.</p> <p>The Moree project looked at updating local information to provide a more accurate model and this would assist any model use by BROC.</p> <p>The key to these models is to ensure that data entered is accurate.</p> <p>Once refined for an area, the TraNSIT model has a predictive ability (e.g. traffic and transport predictions) which allows for different scenarios to be modelled. The information from the CSIRO model underpins a cost benefit analysis of these scenarios (nominated by councils or by BROC overall).</p> <p>The TraNSIT model has a rigorous transport system simulation which gives local and regional perspectives, including the ability to provide a regional view of multiple councils for BROC, including regional infrastructure – e.g. Bruxner Way present in four member BROC councils</p> <p>Regional links with neighbouring councils can also be explored.</p>

	<p>For CSIRO to run a baseline model for BROC, testing 8 - 10 different transport scenarios – e.g. Bruxner Way – the cost would be \$73,400</p> <p>Additional scenarios can be added later by individual councils if they wish at a modest cost.</p> <p>Tenterfield noted these studies will benefit the Bruxner Way Joint Committee</p> <p>Moved: Gwydir that BROC begins application to Qld and NSW State governments for financial assistance towards transport plan</p> <p>Seconded: Inverell Carried</p> <p>A copy of the TraNSIT model as presented is available on Borderroc website under Minutes and Presentations - http://borderroc.com/</p>
7.3	Bruxner Way Joint Committee - will meet following this meeting Committee will send correspondence
8	Next Meeting – 08 February, 2019 in Inverell (followed by SDRC in May, Walgett in August, Moree in November 2019)
9	Meeting Closed –

Action Item Log:			
Officer	Item	Listed	Outcome
RJ & AW	Report – Review of BROC Transport Plan to be submitted to May 2018 meeting	09/02/18	Refer 7.2 on 9/11/18
Exec	Commission further research on rural roads	04/05/18	On hold
Exec	4.3.1 – Invest \$10,000 for 3 months Term Deposit	10/08/18	Completed
Exec	6.1 – Letter in support of creating a Cross Border Commissioner role in QLD government	10/08/18	Completed
Exec	8.1 – Include item on AGM Agenda - BROC Roads Group	10/08/18	Completed
Exec	8.3 – Include 20yr water infrastructure study on Agenda for AGM	10/08/18	Completed
Exec	8.3 – Invite Minister for regional Water Niall Blair MP (or delegate) to give presentation at AGM	10/08/18	Completed
Exec	7.2 – Commence application for finance for BROC transport plan	09/11/18	

Item 4 Review of Council's Credit Card Policy - Version 2

FILE REFERENCE

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

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

AUTHOR Manager, Finance

DATE 22 November 2018

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This review of Council's Credit Card Policy was undertaken to provide accountable and effective financial management when Corporate Credit Cards are utilised by authorised staff of Gwydir Shire Council.

OFFICER RECOMMENDATION

THAT Council's draft Credit Card Policy, Version 2 be adopted

ATTACHMENTS

AT- Draft Corporate Credit Card Policy Version 2



CORPORATE PURCHASE CARD POLICY

DEPARTMENT	Finance
RESPONSIBLE MANAGER	Finance Manager
DATE ADOPTED	2018
HPCM REFERENCE	18/21882
VERSION NO	2.0 Adopted Resolution

REVISION RECORD

Date	Version	Description
Sept 2008	1	Original Policy following amalgamation of Council in 2004
Nov 2018	2	Complete Review of Policy – including update on use of Credit (Purchase) Cards and Flexipurchase

[Type here]

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OBJECTIVE

The objective of this policy is to provide accountable and effective financial management. Gwydir Shire Council embraces the values of respect, integrity, courage and honesty. To adhere to these values and to ensure that Council fulfills this objective, these procedures have been prepared.

- To provide a secure, flexible and well documented method of purchasing that has the potential for efficiency and economy;
- To improve Council's on time payment record and to improve cash management;
- To simplify the procurement of goods and reduce the administrative and financial cost of payment processing;
- To establish and maintain accountability and transparency at all times in respect of the purchasing and payment cycle;
- To minimise the risk of fraud and corruption, and
- To provide certainty to staff.

PURPOSE

The purpose of having a credit card program is to simplify work processes from the initial raising of a purchase order to the payment of a supplier.

The credit card is aimed at reducing the administrative burden associated primarily with purchases under \$200 which place a significant workload on Council's administration and finance officers. Council believes that the benefit associated with this improvement of payment efficiency will outweigh the risks associated with the implementation of the system.

It is intended that the use of the credit cards will improve Council's payment terms and in doing so improve Council's reputation as an organisation that pays on time.

DEFINITIONS

Cardholder

Refers to the employee authorised to use a card and is the particular employee to whom the card has been issued.

Credit Card

A credit card with strict spending controls and limits used in the organisation to reduce the need for inefficient raising of orders and the payment of minor invoices.

Monthly Statement

A statement issued monthly from Council's purchase card institution detailing the monthly transactions for each individual purchase card.

Corporate Credit Card Policy

POLICY STATEMENT

1 Credit Card Policy

1.1 Introduction

The purpose of having a credit card program is to simplify work processes from the initial raising of a purchase order to the payment of a supplier.

The credit card is aimed at reducing the administrative burden associated primarily with purchases under \$200 which place a significant workload on Council's administration and finance officers. Council believes that the benefit associated with this improvement of payment efficiency will outweigh the risks associated with the implementation of the system.

It is intended that the use of the credit cards will improve Council's payment terms and in doing so improve Council's reputation as an organisation that pays on time.

1.2 Authorised Expenditure

Credit cards must be used solely for Council's business purposes. They may not be used in conjunction with any loyalty program from which the cardholder may derive personal benefit.

The credit card must not be used for any private expenditure or cash withdrawals. If private expenditure is incurred accidentally this must be reported to Council's Finance Manager and Council must be reimbursed within 14 days.

1.3 Determining who should have a Credit Card

It is the responsibility of an employee's Manager and/or Director to determine whether an employee should have access to a credit card; when making this decision the following matters should be considered:

- The employee's current delegated authority;
- The employee's position within the organisation;
- The regularity of purchases made under \$200 for which a purchase card could improve payment efficiency;
- Whether any other payment method would be more suited to the particular employee's responsibilities;
- Whether any other person in close proximity to the employee already has a purchase card; and
- Any other matter which could be construed as relevant.

1.4 Participating Suppliers

The credit card may be used for any supplier that accepts the particular card facility.

The use of credit cards should be aimed primarily at items that are needed urgently and cannot be obtained through Stores. No item that can be obtained through Stores should be purchased using a credit card where practically possible.

It is preferable that credit cards are not used where Council already has a particular payment system or agreement in place with a supplier – e.g. trade discount on account.

1.5 Credit Card Limits

The limit for Managers and approved staff is \$2,000. Directors and Senior Management's purchase card limit will vary depending upon the cardholder's responsibilities and position description at the time of application. *(An Application for a Corporate Credit Card is attached to this Policy).*

An application for an increase in the monthly purchase card limit should be made in writing to the Finance Manager by the relevant employee's Manager (or Director). The Finance Manager will then make the necessary arrangements with Council's banking institution.

1.6 Delegation

A cardholder must not delegate the use of their card to other Council staff or to any other person.

1.7 Disputed Transactions

Any disputed transaction such as double billing or incorrect pricing must be referred to the supplier in the first instance by the card holder.

Any instances of suspected purchase card fraud must be reported to the Finance Manager, to the cardholder's manager and relevant Director.

The bank must also be notified of the fraud using the appropriate channels.

1.8 Credit Card Security

It is the responsibility of the credit card holder to ensure that they maintain appropriate physical security of their card.

If your card has been lost or stolen, you may be liable to the Council for any loss incurred by the reason of:

- Using the card for personal or unauthorised expenditure;
- Having unreasonably delayed notifying the bank that your card had been lost or stolen; and

- Using or allowing the card to be used for fraudulent purposes.

1.9 Misuse of Credit Cards

The use of a purchase card is a privilege and is intended to reduce the amount of work involved in purchasing goods by Council staff.

Any reported or identified misuse is to be investigated by Council's Assistant Finance Manager in consultation with the employee's Manager and/or Director. Forms of misuse include:

- Purchasing goods or services for reasons other than official Council business;
- Using the card to purchase goods and services that could be achieved through stores;
- Any form of fraud or illegal activity; and
- Failure to adhere to the roles and responsibilities set out in these procedures.

The consequence of misuse of the purchase card will depend on the severity of the particular incident.

This may include:

- Cancellation of the credit card;
- Reduction in card limit; or
- Counselling and/or Disciplinary action.

1.10 Card Expiry Dates

Cancellation of a credit card may be necessary where:

- Cardholder changes job function within Council;
- Cardholder terminates employment with Council;
- The card is no longer required;
- Cardholder consistently fails to cost credit card transactions correctly (including loss of associated purchase invoices);
- The cardholder has not adhered to set procedures (e.g. the \$200 transaction limit); or
- There has been misuse of the card.

In any of the above cases the card must be returned immediately before either the last day of employment (in the case of the employee having ceased employment) or immediately after the last day of use. The cardholder must also ensure that the statement is reconciled fully.

In the case of cessation of employment; the employee must provide all invoices and receipts to their immediate supervisor and their supervisor must reconcile the statement at the end of the month. It is the responsibility of the Finance Manager to ensure that the credit card is cancelled with the banking institution and the card is properly disposed of.

2 Credit Card Use

2.1 Tax Invoice Requirements

In order for Council to claim the Goods and Services Tax (GST) a valid tax invoice must be obtained.

It is the responsibility of the cardholder to ensure that an appropriate invoice is retained for every purchase on the credit card.

If a valid tax invoice is not obtained, Council cannot claim any GST credit. In these cases the GST will need to be on-charged to the particular project. Statutory Declarations may be used if the original tax invoice is unavailable, but, are limited to 12 per financial year.

For a document to be treated as a tax invoice, it must include the following information:

- Sufficient information to be able to identify the supplier (Name, Address etc.);
- The Supplier's Australian Business Number (ABN);
- What is being purchased or "supplied" including the price and quantity;
- The extent to which a supply is taxable – (the amount of GST paid on the supply);
- The date of issue; and
- It should state that the document is a Tax Invoice.

Invoices that do not meet the requirements of the Australian Tax Office (above) must be returned to the supplier for rectification. A copy should also be retained for Council's records indicating the return date and address. A copy should also be provided to Accounts Payable for the monthly reconciliation.

The cardholder must cost each of their purchase card transactions on Council's statement which will be provided to them by the Debtors Officer as soon as practicable ensuring correct cost codes are entered in the correct Flexipurchase format.

2.2 Flexipurchase Requirements

Once a transaction appears on Flexipurchase each card holder has ten days to complete the transaction.

Sufficient documentation must be supplied via Flexipurchase for each purchase.

Documentation must include the following:

- Invoice/Stat Dec;
- Cost Code in the correct format;
- What was purchased;
- Where it was purchased from, and
- The amount of the purchase.

2.3 Internet Purchases

Due to the risk of fraud associated with online credit card purchasing, purchases may be made on reputable internet sites only.

Prior to the online purchase of goods the cardholder should determine whether the site is reputable by review of the following:

- Whether the company is well known (not the brand purchased);
- Where the business is located (is it located in Australia, does it have a physical address etc.);
- The appearance of the website;
- Whether the purchase is made through a secure connection - a closed padlock should appear on your status bar (bottom right of your screen) when you place an order;
- No personal shopping accounts e.g. PayPal, are to be linked to a corporate credit card. Purchases must be made using the credit card facility not PayPal.
- If you are unsure of the site you should contact the organisation directly. If you do not find contact information you should not use the site.

2.4 When to use a Credit Card

It is intended that credit cards will reduce the need for the raising of orders for items, which by their nature are more efficiently ordered and paid for at the time of procurement (i.e. low cost, low risk items, items requiring payment at the time of booking, the use of one time suppliers).

In particular, the credit cards are to be used for one off transactions with suppliers that are not currently established in the creditors systems. It is suggested that credit cards should be used for training expenses or staff travelling expenses (for example the visiting of authorized shows or trade fairs etc.). Where cash advances were traditionally issued.

The current purchase card limit (per transaction) is \$200.00. Ensure that purchases over \$200 are completed via purchase order where possible.

The cardholder should maintain a record of their current expenditure to ensure that they do not exceed the monthly limit for their purchase card.

2.5 When not to use a Credit Card

A credit card must not be used for:

- Any personal or private expenditure;
- Unless under the purchase card limit and is not a regular transaction;
- A credit card should not be used for items that can readily be obtained through stores;
- A credit card should not be used as a substitute for proper planning;
- A credit card should not be used where Council has an existing contract for the supply of goods/services established under the procurement process. This includes organisations under local government procurement contracts or independently tendered/contracted by Council.

2.6 Splitting of Purchases

Cardholders must not split purchases for goods for the purpose of acquiring goods and services above the transaction limit – or to nullify the effect of the procurement process.

2.7 Return of Goods

The cardholder must not ask for, nor accept, cash refunds for the return of goods where purchases were made with a credit card.

All returns must be credited back to the particular credit card and any relevant documents must be retained for the end of month reconciliation of the credit card.

2.8 General Ledger Committal

It should be noted that credit card transactions do not create a committal in the Authority Live System until reconciled at the end of the subsequent month.

Staff should review their committals with this in mind.

IMPLEMENTATION

It will be the responsibility of the Finance Manager and the applicable Manager to induct staff into these procedures. All staff that are issued a credit card must read and sign these procedures and return it to the Finance Manager for filing. This must be done prior to the issue of a credit card.

NON-COMPLIANCE WITH THIS POLICY

Non-compliance with the Credit Card Policy may result in disciplinary action and/or dismissal.

POLICY REVIEW

Council shall review this policy as the need arises. Council reserves the right to vary or revoke this policy at its discretion.

LEGISLATIVE REFERENCES

- *Local Government Act 1993*

APPLICATION FOR A CORPORATE CREDIT CARD

Applicant Statement for the issue of a Corporate Credit Card

I hereby apply for a corporate credit card for the use upon Council's authorised expenses. I also acknowledge I have read and shall abide by the stated conditions of the policy for the issue and control of corporate credit cards, as stated in this policy and the associated purchase card policy.

.....

Applicant – Signature

.....

Applicant – Name

.....

Date

Authorisation for the issue of a Corporate Purchase Card

I hereby authorise the person described above to be issued with a corporate credit card with a credit limit of

\$.....

.....
General Manager – Signature

.....
General Manager – Name

.....
Finance Manager – Signature

.....
Finance Manager – Name

.....
Date

.....
Date

Corporate Credit Card Policy

Item 5 Executive report - November 2018**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** 3 December 2018**STAFF DISCLOSURE OF INTEREST** Nil**IN BRIEF/ SUMMARY RECOMMENDATION**

The monthly Executive report details the activities carried out by the Department during the month of November 2018.

BACKGROUND

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

COMMENT**Development and Planning**

The following Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications have been approved for the month of November 2018:

No.	Property Description	Development/ Work	\$	D/A	S96	CDC
173/2006 (formerly 87/05/06)	Lot 2 DP 715651 MJ & F Williams "Silverleaf" 584 Oregon Road Warialda	Modification to include a second bus to be housed on property as part of School Bus Operation	-	-	✓	-
6/2012	Lot 1 & 2 DP 1186649 AA & KY Hall & Brakvald P/L "Bonwick" 12560 Gwydir Highway Warialda	Modification of subdivision – being a minor boundary adjustment – Lot 1 reduced from 52.38Ha to 49.98Ha and Lot 2 increased from 294.0Ha to 296.4Ha	-	-	✓	-
36/2018	Lot 20 DP 1120081 DP & SL Crump 31 Park Lane Bingara	New Pre-manufactured Dwelling	\$421,837	✓	-	-
38/2018	Lot 14 DP 1202798 LR Turvey & CL Turner Burundah Drive Warialda	New Single Storey Dwelling	\$300,000	✓	-	-

The following Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications remain outstanding for the month of November 2018:

No	Property Description and Description of Work	Reason	D/A	S96	CDC
706/2009 (formerly 36/09/10)	AB & P Rampling 39 Bombelli Street Bingara - Modification of location and size of garage	Being Assessed	-	✓	-
5/2018	AT Pearlman 1135 Croppa Creek Road North Star - Modification to correct spelling mistake in Schedule of Conditions for a 500,000 tonne/year Hard Rock Quarry	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979 and Assessed	-	✓	-
21/2018	TW Powell 4 Rosehill Drive Bingara - Modification of dwelling site	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979 and Assessed	-	✓	-
35/2015	Copeton Dam State Park 3533 Copeton Dam Road Copeton - Continued use of existing caravan & camping facilities	Development being assessed as an existing use	✓	-	-
49/2016	Ceres Ag 'Gunyaerwarildi' 1470 North Star Road Warialda - Continued occupation/use of rural worker accommodation being the installation of a number of premanufactured cabins	Approved in principal awaiting compliance certification or engineering certification for the cabins	✓	-	-
2/2018	G & L Hosegood 'Barrak' 163 Upper Whitlow Road Whitlow - 20,000m ³ quarry for Council use	Awaiting Environmental Impact Statement as the quarry is considered designated development	✓	-	-
4/2018	Yolarno Pty Ltd (Bindaree Beef) 'Myola' 651 Croppa Creek Road North Star - Increase in capacity of Myola Cattle Feedlot from 20,000 to 35,000 Head	EPA Requested amended and detailed Noise Assessment	✓	-	-
13/2018	Gwydir Shire Council Gwydir Highway Warialda - Warialda Truck Wash	Request for additional information/detail in Statement of Environmental Effects and a response to public submission	✓	-	-
30/2018	M A Spencer 'Log Cabin' 2213 Gulf Creek Road Gulf Creek - 15,000m ³ quarry for Council use	Request for additional information regarding compliance with Biodiversity Conservation Act 2017 for the removal of vegetation	✓	-	-
35/2018	B Hutchins 63 Bingara Street Warialda - Mixed residential and commercial development including the opening of 'Gully Pub' with a small bar licence and retail antiques business	Request for additional information regarding whether the existing building meets or can meet current fire safety requirements under the National Construction Code for mixed commercial and residential use	✓	-	-
37/2018	Gwydir Shire Council 120 Mosquito Creek Road Warialda - Warialda cemetery amenities	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979	✓	-	-
39/2019	R Day & C Krug 18 View Street Warialda Rail - Removal of existing swimming pool, install slightly larger swimming pool in same position and minor alterations to pool fencing	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979	✓	-	-

40/2018	D & S Crump 31 Park Lane Bingara - Detached 3 bay garage	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979	✓	-	-
41/2018	Gwydir Shire Council 240 Airstrip Road Warialda - Warialda airstrip amenities	Awaiting Crown Lands Approval	✓	-	-
42/2018	Warialda Showground Land Manager 34 Holden Street Warialda - Additions and alterations to Showground kitchen building	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979	✓	-	-
43/2018	TW Powell 4 Rosehill Drive Bingara - Garage	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979	✓	-	-
44/2018	KW & KL Johnson 83 Finch Street Bingara - Dwelling additions and alterations plus a detached building consisting of a granny flat, garage and carport	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979	✓	-	-
45/2018	BK & JM Roberts 9 Salter Street Bingara - 3 Bay detached garage	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979	✓	-	-
46/2018	G Kelly Acacia Crescent Warialda - New Single Storey Dwelling	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979	✓	-	-
47/2018	PJ & JB Hancock 105 High Street Warialda - Dwelling Additions and Alterations	On Exhibition and being notified to neighbours for 14 days as required by Schedule 1 of Environmental Planning and Assessment Act 1979	✓	-	-

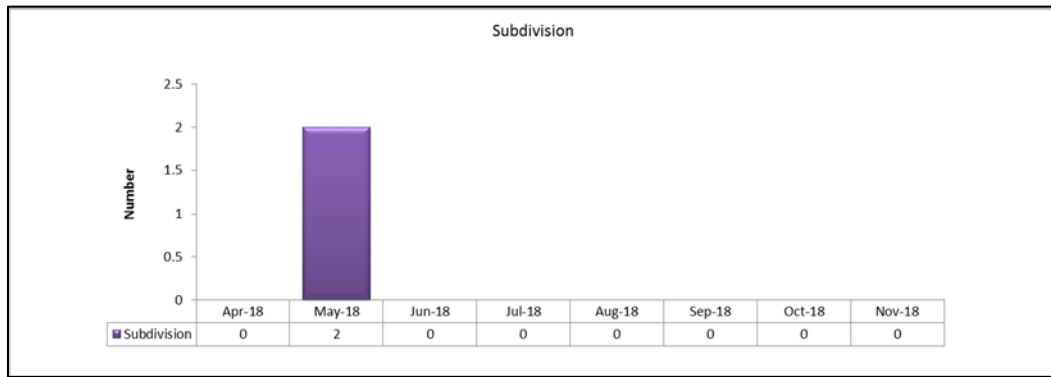
There were no Development (D/A)/Complying Development (CDC) or Development Modification (s96) applications approved and not previously reported to Council for the month of November 2018.

There were no Development (D/A)/Complying Development (CDC) and Development Modification (s96) applications were refused(R)/ withdrawn (W)/ Cancelled (C) for the month of November 2018.

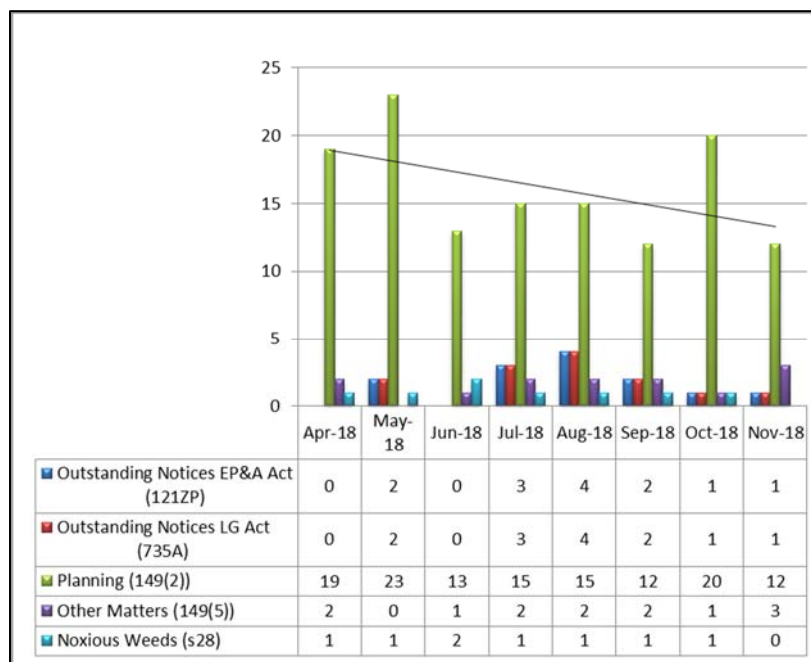
There were no Complying Development (CDC) application/s approved by Private Certifiers and lodged with Council for the month of November 2018.

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 the Gwydir Local Environmental Plan 2013 for the month of November 2018.

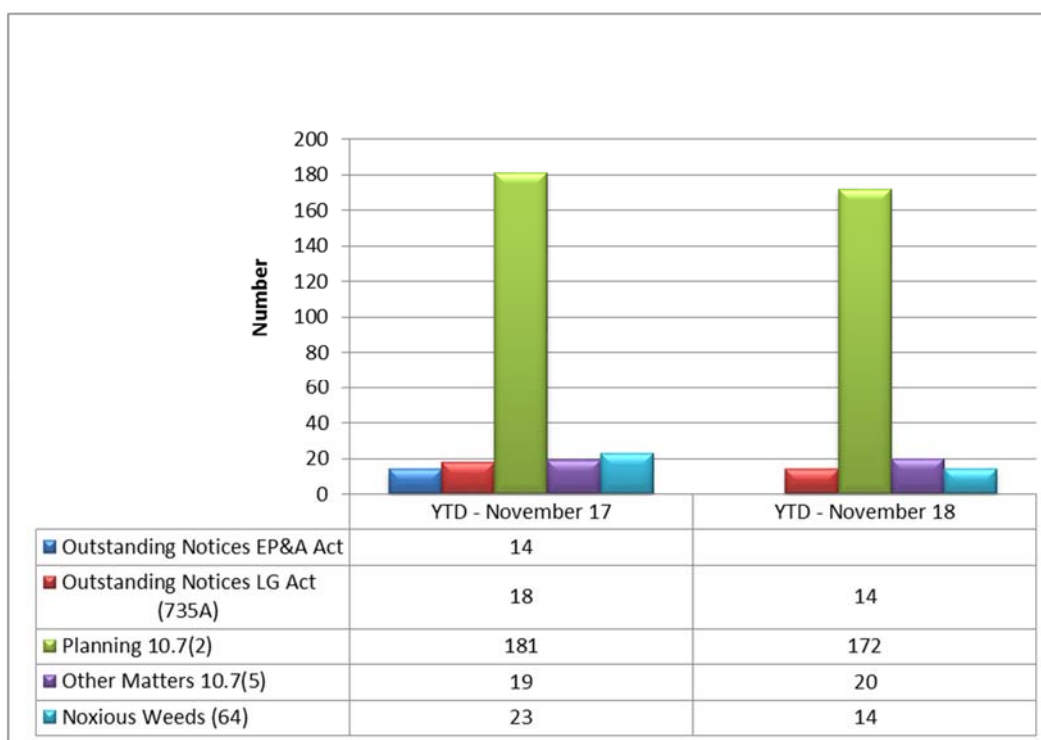
The following graph shows Subdivision Certificates issued for November compared to the previous seven (7) months:



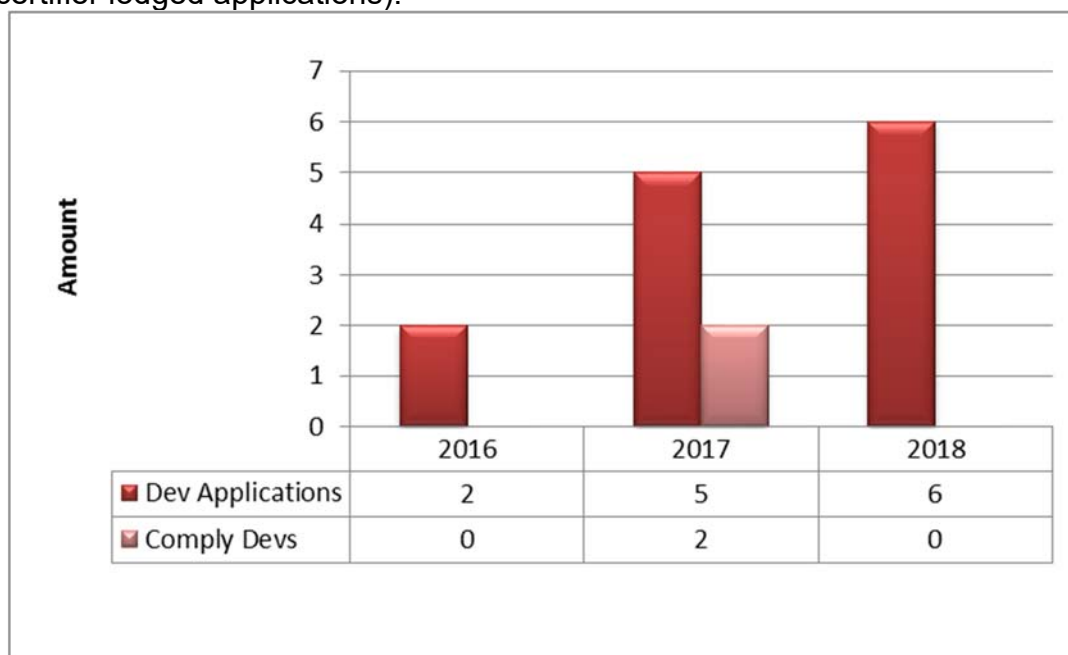
The following graph shows Conveyancing Certificates issued for November compared to the previous seven (7) months:



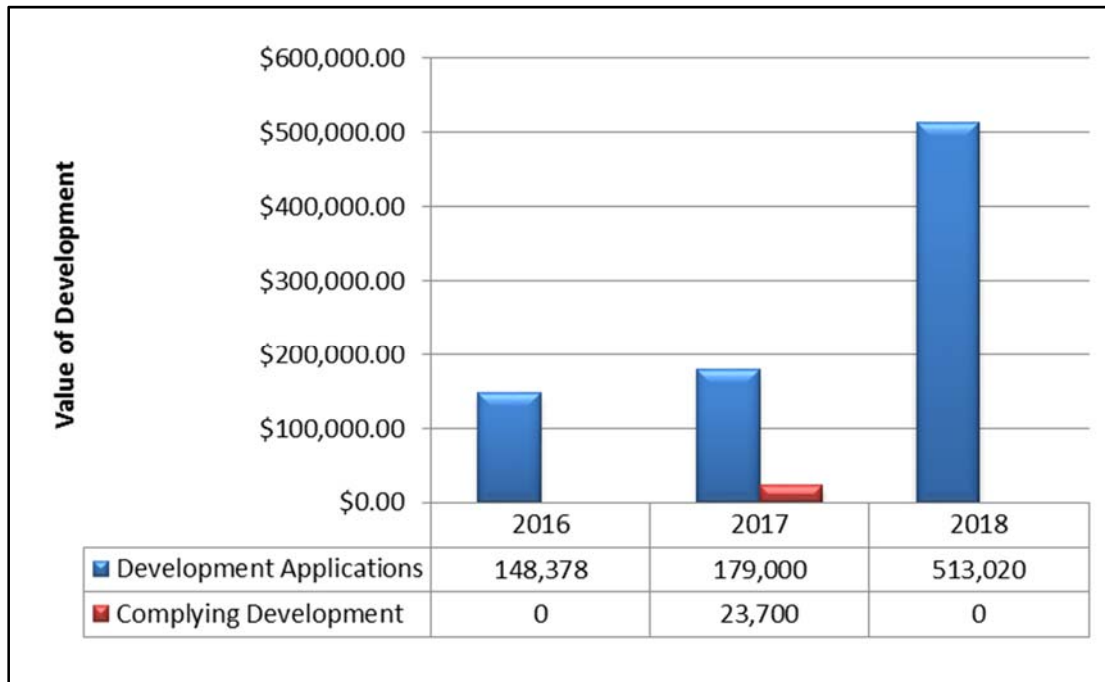
The following graph shows the number of Conveyancing Certificates issued up to and including the month of November 2018 compared with the same period in 2017:



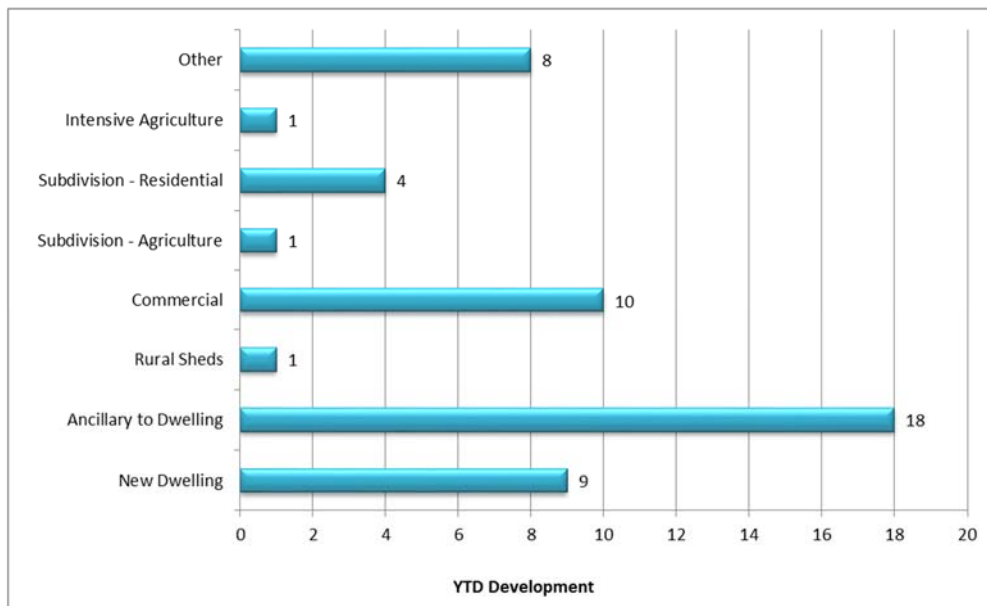
The table below shows a comparison between total applications lodged for the month of November 2018 compared to the last two years (excluding private certifier lodged applications):



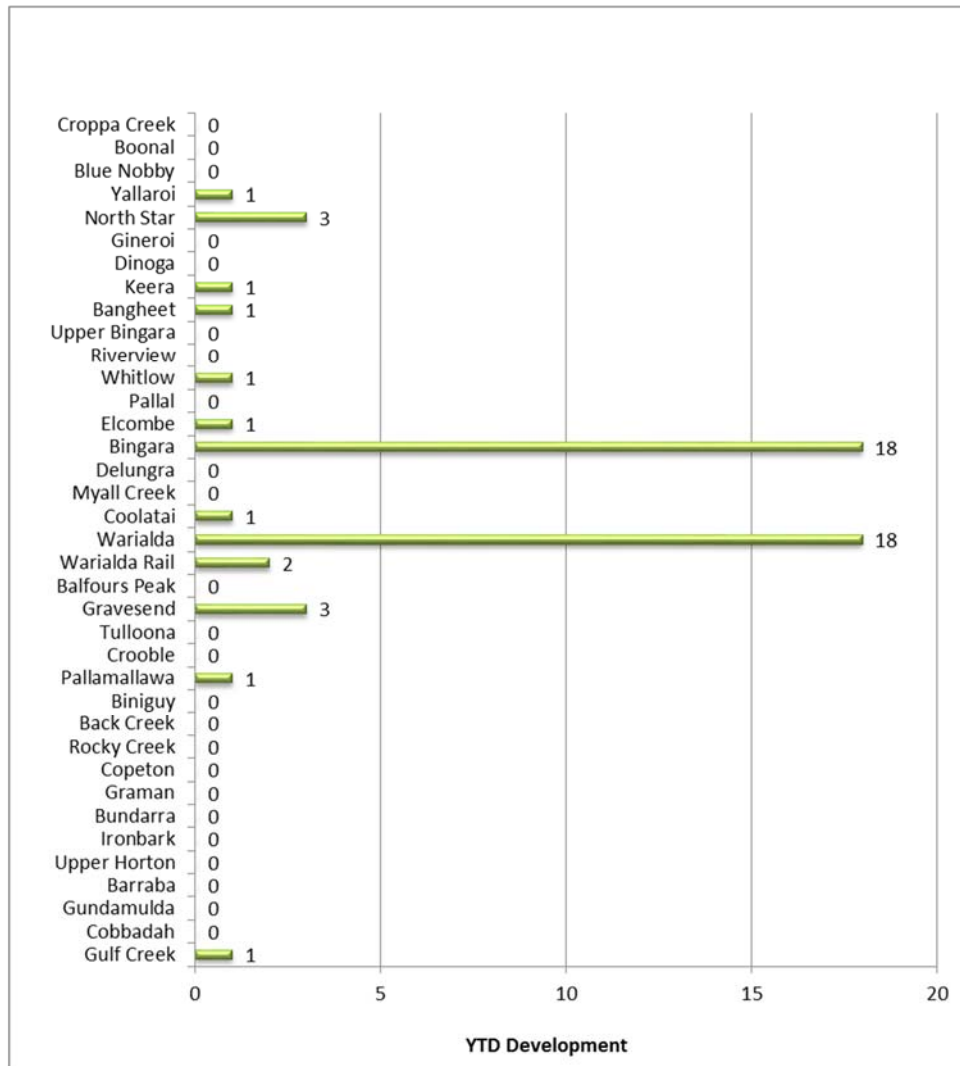
The table below shows a comparison between total applications lodged for the month of November 2018 compared to the last two years (excluding private certifier lodged applications):



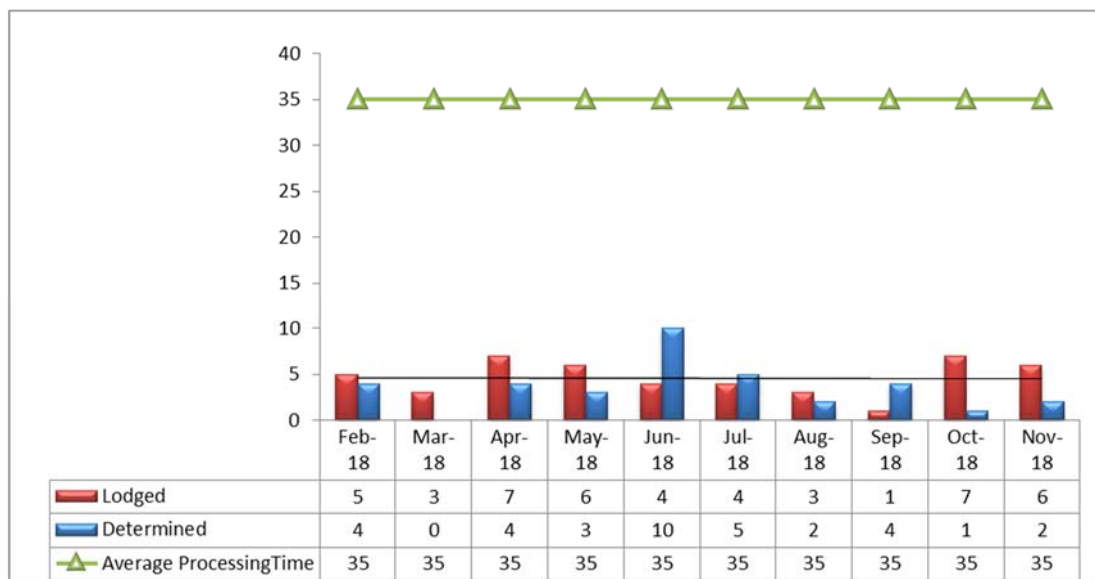
Development Applications received for the year by type - November 2018:



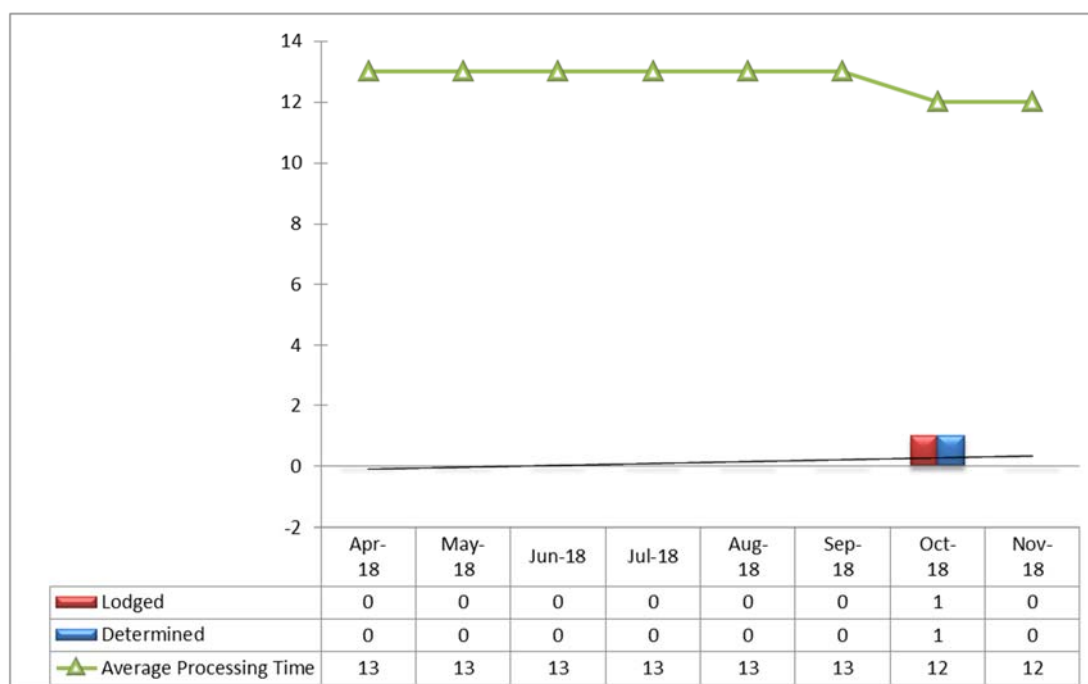
Development Applications Received for the year by locality - November 2018 (includes private certifier lodged applications):



Development Applications – nine (9) months:



Complying Development Applications – nine (9) months (excludes private certifier lodged and approved applications):



Gwydir Learning Region

Automotive Trade Training Centre, Warialda – October and November

Four private clients completed their Final Competency Assessments during October - two Heavy Rigid and two Medium Rigid truck licenses were issued.

Seven Final Competency Assessments were conducted during November – three Medium Rigid, three Heavy Rigid and one Heavy Combination truck licenses were issued.

Steps have been taken to include Multi –Combination Licensing into the GLR RTO scope to enable “B” Double and Road Train training and assessment.

Learner car

Training with Best Employment started again in October in Inverell and will continue for six weeks. Another group will then start in Bingara. Best Employment is still working on numbers and time periods. Twenty five learner driver lessons were booked during October.

Ten learner driver lessons were booked in November.

TAFE - Automotive Vocational Preparation Certificate II

Automotive classes continue to be well attended at the GLR Automotive Trade Training Centre. There is now only one class continuing during the final school term. Year 12 students have completed their studies and no longer attend.

Night Welding Classes

There have been a number of new enquiries made for welding classes. Preparation will soon be made and advertisements sent out for the 2019 classes.

Special Purpose Driving Course

During October a request was made by council staff to develop a special purpose short driving course. The course covered topics relating to safe driving on country roads, particular traits of high centre of gravity vehicles and an overview/ induction specific to modern Toyota Landcruiser Troop Carrier vehicles. This course has been delivered to staff at North Star and may be conducted again for another group.

Portable Appliance Testing (PAT)

The testing and recording of portable appliances at Warialda offices has been implemented by staff. A register of electrical assets is also being compiled for all departments and will be sent to the appropriate managers when complete. These facilities have never previously been tested.

Usage of The Living Classroom during October and November

Noosa Parks Extended Outings Group – 20 attending.

Department of Education – Vision Group – for school based practitioners of sight, hearing and physically impaired students from across the NE/NW held their regional meeting at TLC – 6 attending.

Regenerative Soils Workshop was held at The Living Classroom in October with the facilitator using the Classroom for presentation and conducted 40 soil pit tests onsite.



Regenerative Soils Workshop at The Living Classroom

The artists forming part of “An Artist, A Farmer and a Scientist walk into a bar ...” project returned to TLC for a week of artists-in- residency during October. A social gathering was held at TLC to renew the partnership and showcase the events of the past six months – 24 people in attendance.



Artist Alex Wisser digging his artistic hole at TLC

and current progress

Catholic Schools Dioceses Focus Group meeting at TLC. – 18 attended.

Cavendish Road High School from Brisbane had two class groups of Year 11 students stay at TLC overnight before returning to Brisbane via Myall Creek Massacre Memorial. The students were provided with a tour and presentation of TLC by Rick Hutton and enjoyed a campfire during their stay.



Cavendish Road High School Year 11 students at TLC

Yetman Public School had a one day visit to TLC during November. After a tour of the sited they harvested some fruit and vegetables and planted some seedlings.



The vegetable gardens at TLC

Council staff have been invited to visit TLC and take home some of the copious supplies of fresh vegetables currently growing in the raised-mandala vegie gardens.



The planting of 900 koala food trees at TLC has been completed.

Many of the mature olive trees that were transplanted to TLC are flowering for the first time since being relocated. A potential of 10-15 tonnes of Kalamata olives is envisaged once they are fully established.



The Olive Grove part of the Mediterranean Garden at TLC

Northern Slopes Landcare Association conducted a half day calicivirus workshop at TLC – 20 in attendance.

A group associated with Bingara Community College had a site inspection of TLC for a potential Foundation studies and 'Paddock to Plate' course in 2019.

Narrabri Landcare conducted a one day workshop at TLC during November – 20 attending.

Manager TLC met with staff from Bingara Central School to discuss potential programs at TLC and other Trade Training Centres in 2019.

The GSC Social Club held their Christmas Party at TLC – 40 attending.

Work for Dole (WfD)

WfD crew currently use TLC four days each week. Two registered under BEST Employment funded Supervisor. November activities included preparing new solar light towers, tree planting, fencing, composting, building garden beds, and plant propagation.

The WfD crew is trialling some options for bird and insect netting on the fruit trees.

The crew will be able to undertake activities across the shire so long as suitable transport can be arranged.

CARAVAN PARKS

The information provided in this report is for the period 1 July 2018 to 30 November 2018.

Bingara Riverside Caravan Park

From 1 July 2018 to 30 November 2018 the Bingara Caravan Park recorded a net operating profit of **\$23,333**. These figures include all oncosts to date.

Warialda Caravan Park

From 1 July 2018 to 30 November 2018 the Warialda Caravan Park recorded a net operating loss of \$623. These figures include oncosts to date.

Please note that these figures include the amount recorded in the Warialda Visitor Information Centre monthly report.

Operating income and expenditure for the two caravan parks is shown in Attachment 1.

Development Application

There has been a modification lodged after the preparation of this business paper for DA 5/2018 (approved 20 September 2018 being a 500,000 tonne per year hard rock quarry) to utilise roads outside of "Tikitere" 1135 Croppa Creek Road, North Star for the haulage of extracted materials.

As there is some urgency attached to this application the Council are advised that it may be determined under delegation prior to the next scheduled meeting of Council in February 2019.

OFFICER RECOMMENDATION

THAT the monthly Executive report for November 2018 be received.

FURTHER that it is noted that the modification relating to DA 5/2018 approved 20 September 2018, being a 500,000 tonne per year hard rock quarry, to utilise roads outside of "Tikitere" 1135 Croppa Creek Road, North Star for the haulage of extracted materials, may be determined under delegated authority if the assessment is finalised prior to the next scheduled meeting of Council.

ATTACHMENTS

AT- Caravan Parks - November

	A	C	D	E	F	G	H
	Bingara Caravan Park - Operating Income and Expenses	July	August	Sept	Oct	Nov	Total
1	Income						
2	Camping Fees Collected : On Site Cabins Income						
3	Camping Fees Collected : Site Hire Income	\$-12,639	-\$11,655	-\$7,647	-\$8,538	-\$6,945	
4	Camping Fees Collected : Washing Machine Income	-\$6,765	-\$7,045	-\$8,727	-\$10,268	-\$5,840	
5	Camping Fees Collected : Washing Machine Income	-\$477	-\$520	-\$377	-\$363	-\$36	
6	Lease/Rent Fees Received : Long Term Rental (5.5%) Income	-\$6,767	-\$5,958	-\$5,611	-\$5,361	-\$7,492	
7	Reimbursements Other : Long Term Electricity Reimbursement Inc	-\$628	-\$490	-\$364	-\$410	-\$416	
8	Other Sundry Income : Other Revenues Income	\$0	\$0	-\$513	-\$465	\$0	
9	Total Income	-\$27,276	-\$25,668	-\$23,240	-\$25,405	-\$20,730	-\$122,319
10	Expenses						
11	Salaries & Wages : Cleaning	\$8,886	\$9,712	\$7,501	\$6,839	\$14,164	
12	Salaries & Wages : Grounds Maintenance	\$1,371	\$1,511	\$404	\$2,246	\$2,126	
13	Salaries & Wages : Repairs & Maintenance (R&M)	\$47	\$0	\$0	\$0	\$0	
14	Overtime : Repairs & Maintenance (R&M)	\$0	\$0	\$0	\$107	\$0	
15	Overtime : Cleaning	\$0	\$0	\$0	\$0	\$17	
16	Overtime:Grounds Maintenance	\$0	\$0	\$107	\$0	\$0	
17	Casual Wages : Cleaning	\$0	\$0	\$0	\$290	\$758	
18	Casual Wages : Repairs & Maintenance (R&M)	\$0	\$0	\$0	\$0	\$0	
19	Contractors : Repairs & Maintenance (R&M)	\$0	\$0	\$0	\$0	\$1,902	
20	Contractors : Cleaning	\$597	\$0	\$640	\$342	\$0	
21	Stationery & Office Consumables : Administration	\$0	\$0	\$0	\$22	\$36	
22	Food & Catering Costs : Administration	\$0	\$0	\$241	\$0	\$145	
23	Food & Catering Costs : Consumables	\$0	\$0	\$0	\$0	\$0	
24	Contractors : Contractors	\$0	\$0	\$0	\$0	\$0	
25	Contractors : Pest Control - External	\$0	\$0	\$518	\$0	\$0	
26	Materials Purchased : Cleaning	\$0	\$0	\$884	\$721	\$54	
27	Materials Purchased : Other Works	\$15	\$0	\$103	\$0	\$0	
28	Materials Purchased : Repairs & Maintenance (R&M)	\$0	\$0	\$866	\$259	\$0	
29	Materials Purchased : Grounds Maintenance	\$0	\$0	\$0	\$3	\$93	
30	Electricity : Electricity	\$0	\$7,613	\$2,568	\$0	\$6,532	
31	Gas Charges : Gas	\$0	\$0	\$0	\$0	\$0	
32	Plant Hire - Internal Usage : Cleaning	\$728	\$402	\$201	\$201	\$1,130	

	A	C	D	E	F	G	H
33	Plant Hire - Internal Usage : Grounds Maintenance	\$452	\$192	\$310	\$1,241	\$665	
34	Plant Hire - Internal Usage : Repairs & Maintenance (R&M)	\$0	\$0	\$0	\$0	\$0	
35	Internal Rates : Gwydir Rates	\$0	\$7,669	\$0	\$0	\$0	
36	Internal Water Charges : Gwydir Water	\$2,779	\$0	\$0	\$1,245	\$0	
37	Consultants Other : Administration	\$0	\$0	\$0	\$0	\$0	
38	Fire System Control Service : Essential Fire Services & Testing & Mai	\$0	\$0	\$0	\$0	\$0	
39	Other Employee Costs : Administration	\$0	\$0	\$0	\$0	\$0	
40	Contractors : Administration	\$0	\$0	\$0	\$0	\$0	
41	Interest Payment Bank Loans	\$0	\$0	\$0	\$0	\$0	
42	Consultants Other : Administration	\$0	\$0	\$0	\$0	\$0	
43	Other Sundry Expenses - Administration	\$0	\$0	\$60	\$319	\$0	
44	Other external services: repairs and maintenance	\$0	\$0	\$0	\$0	\$0	
45	Shire wide	\$90	\$90	\$90	\$90	\$90	
46	Internal Recharge : Administration	\$0	\$0	\$702	\$0	\$0	
47	Total Expenses	\$14,965	\$27,189	\$15,195	\$13,925	\$27,712	\$98,986
48	TOTAL	-\$12,311	\$1,521	-\$8,045	-\$11,480	\$6,982	-\$23,333

	A	B	C	D	E	F	G
	Warialda Caravan Park - Operating Income and Expenses	July	August	September	October	November	Total
1	Income						
2	Camping Fees Collected : On Site Cabins Income	-\$7,371	-\$8,790	-\$6,129	-\$4,245	-\$12,732	
3	Camping Fees Collected : Site Hire Income	-\$3,477	-\$4,143	-\$4,422	-\$4,128	-\$2,048	
4	Sales - Other General : Site Hire Income	\$0	\$0	\$0	\$0	\$0	
5	Sales - Other General : Site Hire Income	-\$595	-\$273	-\$429	-\$325	\$0	
6	Sales - Other General : Washing Machine Income	-\$11,443	-\$13,206	-\$10,980	-\$8,698	-\$14,780	-\$59,107
7	Total Income						
8	Expenses						
9	Salaries & Wages : Cleaning	\$1,814	\$2,135	\$1,946	\$1,670	\$2,714	
10	Salaries & Wages : Repairs & Maintenance (R&M)	\$220	\$89	\$67	\$0	\$0	
11	Cleaning	\$0	\$0	\$0	\$0	\$0	
12	Overtime : Cleaning	\$957	\$644	\$812	\$1,063	\$1,295	
13	Contractors Cleaning (W17)	\$0	\$0	\$704	\$22	\$462	
14	Contractors : Cleaning (W16)	\$-00	\$0	\$2,339	\$0	\$1,207	
15	Inventory Issued From Store : Cleaning	\$-00	\$0	\$0	\$0	\$0	
16	Electricity	\$3,865	0	\$0	\$3,632	\$0	
17	Gas Charges : Gas	\$0	\$0	\$0	\$0	\$0	
18	Plant Hire - Internal Usage : Cleaning	\$0	\$0	\$0	\$0	\$0	
19	Internal Rates : Gwydir Rates	\$0	\$3,329	\$0	\$0	\$0	
20	Salaries & Wages : Cleaning	\$2,101	\$2,602	\$2,241	\$2,234	\$4,316	
21	Salaries & Wages : Grounds Maintenance	\$-00	\$35	\$290	\$0	\$195	
22	Contractors : Cleaning	\$-00	\$0	\$0	\$944	\$0	
23	Contractors : Pest Control - External	\$0	\$0	\$0	\$0	\$0	
24	Contractors : Repairs & Maintenance (R&M)	\$0	\$0	\$0	\$478	\$1,686	
25	Contractors : Administration	\$-00	\$0	\$0	\$0	\$0	
26	Consultants Other : Administration	\$0	\$0	\$0	\$0	\$0	
27	Materials Purchased : Cleaning	\$177	\$85	\$75	\$104	\$67	
28	Materials Purchased : Repairs & Maintenance (R&M)	\$142	-\$72	\$372	\$107	\$63	
29	Materials Purchased : Asset Purchase - Expensed	\$0	\$0	\$0	\$0	\$0	
30	Inventory Issued From Store : Cleaning	\$46	\$49	\$35	\$37	\$45	
31	Other Sundry Expenses : Administration	\$0	\$0	\$84	\$5,378	\$564	
32	Food & Catering Costs : Consumables	\$-00	\$0	\$0	\$0	\$30	

	A	B	C	D	E	F	G
34	Plant Hire - Internal Usage : Cleaning	\$129	\$0	\$144	\$77	\$411	
35	Internal Water Charges : Gwydir Water	\$1,898	\$0	\$0	\$879	\$0	
36	Plant Hire - Internal Usage : Grounds Maintenance	\$-00	\$21	\$91	\$0	\$43	
37	Plant Hire - Internal Usage : Repairs & Maintenance (R&M)	\$43	\$29	\$22	\$0	\$0	
38	Fire System Control Service : Essential Fire Services & Testing & Maint	\$0	\$0	\$0	\$0	\$0	
39	Plant Hire - Internal Usage : Cleaning	\$-00	\$0	\$0	\$0	\$0	
40	Shire wide	\$90	\$90	\$90	\$89	\$88	
41	Total Expenses	\$11,482	\$9,036	\$9,312	\$16,714	\$13,186	\$59,730
42		\$39	-\$4,170	-\$1,668	\$8,016	-\$1,594	\$623

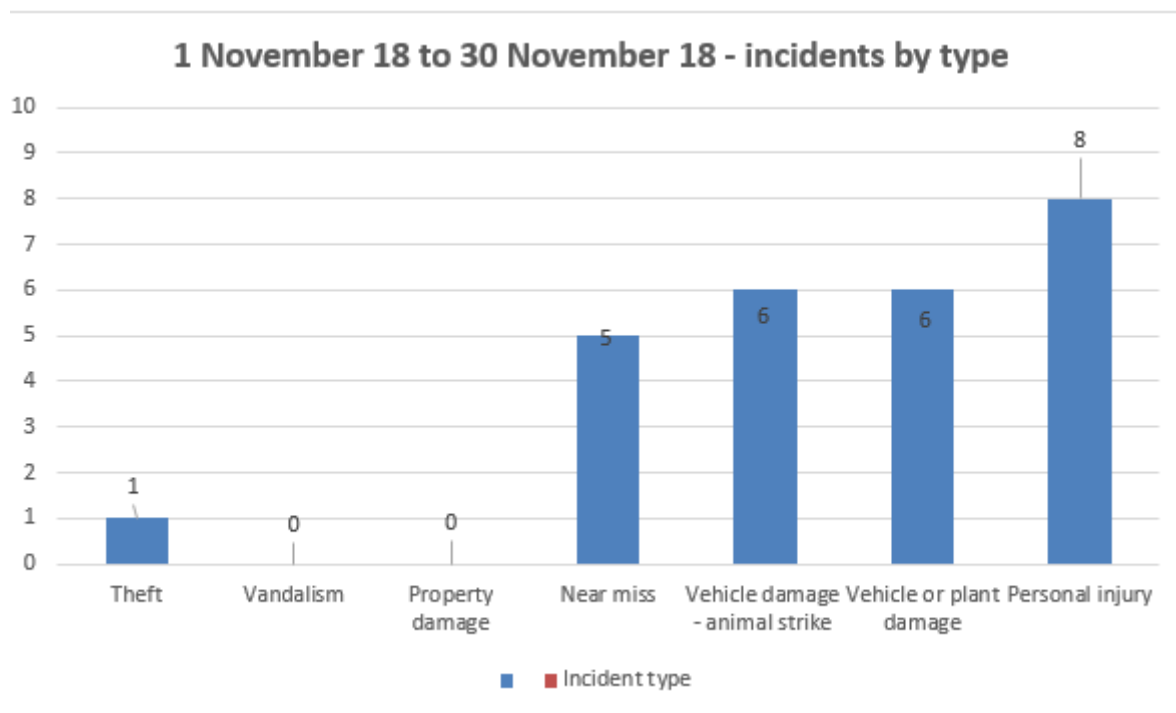
**Item 6 Monthly Organisation and Community Development
Report for November 2018**
FILE REFERENCE**DELIVERY PROGRAM****GOAL:** 5. Organisational Management**OUTCOME:** 5.1 CORPORATE MANAGEMENT**STRATEGY:** 5.1.3 Administrative functions - GM - internal**AUTHOR** Organisation Development Director**DATE** 4 December 2018**STAFF DISCLOSURE OF INTEREST** Nil**COMMENT****INCIDENT REPORTING**

Incidents and near misses reported in in November 2018

There were four incidents reported in November: one near miss, one Council vehicle minor damage incident, one private vehicle major damage incident (trainee's car was written off in an accident while travelling home from work related training in Albury) and one contractor minor truck damage incident.

The number of incidents meeting reporting requirements is summarised below.

Key Performance Indicator	Total	Total met KPI	% met KPI	Target
Incidents and near misses reported within 48 hours	4	3	75%	100%
Incidents or near miss investigation completed within 7 days	4	3	75%	100%



The Roxy Complex

ROXY THEATRE

Theatre

10 November – Movie Fundraiser – 90 people

14 November – Bingara Central School Presentation – 200 people

17 November – Bingara Library Party – 40 people

22 November – Gwydir Community Education and Business Awards – 150 people

25 November – NWTC Film Club – 30 people

Conference Room

7 November – Anglicare – 35 people

30 November – Family and Community Services Meeting – 15 people

Gwydir Community Education and Business Awards

The 2018 Gwydir Business awards were hosted by Gwydir Shire Council and Bingara Vision 2020 and took place at the Roxy Theatre on Thursday 22 November.

This year again saw an overwhelming number of nominations for the awards with just over 150 nominations received over the five categories, with 67 different businesses or employees being nominated.

Nominations were received from a range of sectors including hospitality and services to aged care and retail.

A highlight of this year's awards was guest speaker Edwina Sharrock. Edwina is a registered midwife and mum of two from Tamworth who is building an empire helping women give birth. In August, Edwina appeared on the highly

successful TV show *Shark Tank* where she successfully attracted a \$200,000 investment from Boost Juice founder Janine Allis for a 10% stake in her business.

Driven by the closure of 41% of Australian maternity units in the past 15 years - primarily in rural, regional and remote Australia - Sharrock wanted to give more women access to the best information possible.

In response, Edwina created Birth Beat, an online platform that combines convenience with the latest in childbirth education. Within six months Edwina had been selected by HCF Catalyst, a 12 week intensive Slingshot accelerator program, at the end of which HCF invested.

The winners of the Business Awards were:

Junior Employee – Noah Bilsborough (Alan Bilsborough Mechanics Bingara)

Senior Employee – Kath Williams (Australian Unity)

Small Business – Ray White Rural

Large Business – Bizclean, Warialda

Successful Start-up – The Bingara Laundromat

An award for outstanding contribution in Business went to Keith Moore. This award was accepted to a standing ovation.

TOURISM

Warialda Visitor Information Centre

Sept 2018	Oct 2018	Nov 2018
Opening hrs = 142.5	Opening hrs = 157.5	Opening hrs = 165
Volunteer hrs = 52	Volunteer hrs = 20.5	Volunteer hrs = 14.5

Bingara Visitor Information Centre

Sept 2018	Oct 2018	Nov 2018
Opening hrs = 154	Opening hrs = 175	Opening hrs = 168.5
Volunteer hrs = 24	Volunteer hrs = 32	Volunteer hrs = 32

Income – Warialda VIC	\$ Sep	\$ Oct	\$ Nov
Caravan Park	1,302.00	600.00	1,197.00
Plants of Gwydir Shire/Cunningham's Track	35.00	20.00	0.00
Centre hire	72.00	22.00	20.00
Merchandise sales	3,455.00	2,118.00	1,692.05
Goods on consignment sales	335.00	42.00	20.00
2018 Gwydir Business Awards	0.00	120.00	360.00
2019 Honey Festival	0.00	0.00	300.00
Subtotal	\$5,199.00	\$2,922.00	\$3,589.05
Less Caravan Park Money Banked	1,302.00	600.00	1,197.00

Less 2018 Gwydir Business Awards Banked	0.00	120.00	360.00
Total Monthly Income	\$3,897.00	\$2,202.00	\$1,732.05
Income – Bingara VIC	\$ Sep	\$ Oct	\$ Nov
Products on consignment	25.00	48.00	3.00
Merchandise	1,052.50	990.00	851.95
Subtotal	\$1,077.50	\$1,038.00	\$854.95
Less payments to consignees	17.50	28.05	2.10
Total Merchandise sales/income	\$1,060.00	\$1,010.45	\$852.85
Commission received on event bookings	\$0	\$0	\$0
Roxy Tour income	\$575.00	\$675.00	\$220.00
Total Monthly Income Bingara VIC	\$1,635.00	\$1,685.45	\$1,072.85

Cranky Rock Sites	Sep	Oct	Nov
Powered sites	127	158	39
Unpowered sites	111	54	29
Total	238	212	68

Visitors at Warialda VIC	Sep	Oct	Nov
Visitors	630	579	365
RMS clients	232	311	260
Cafe	368	301	282
Total Warialda VIC	1,230	1,191	907

Visitors at Bingara VIC	Sep	Oct	Nov
	698	900	482

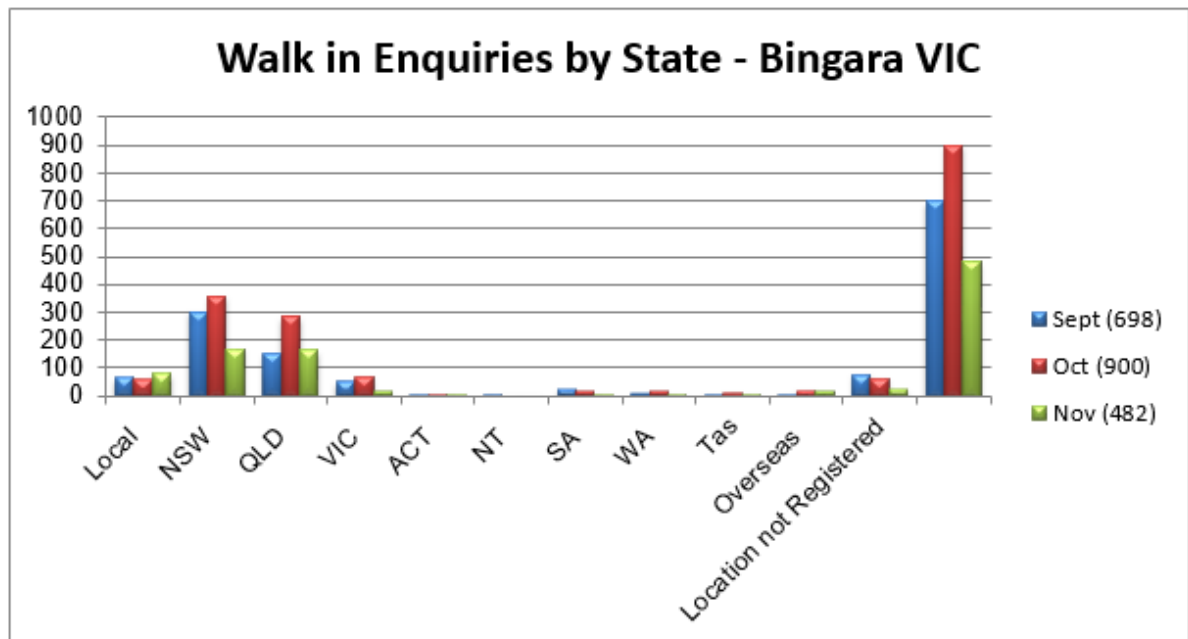
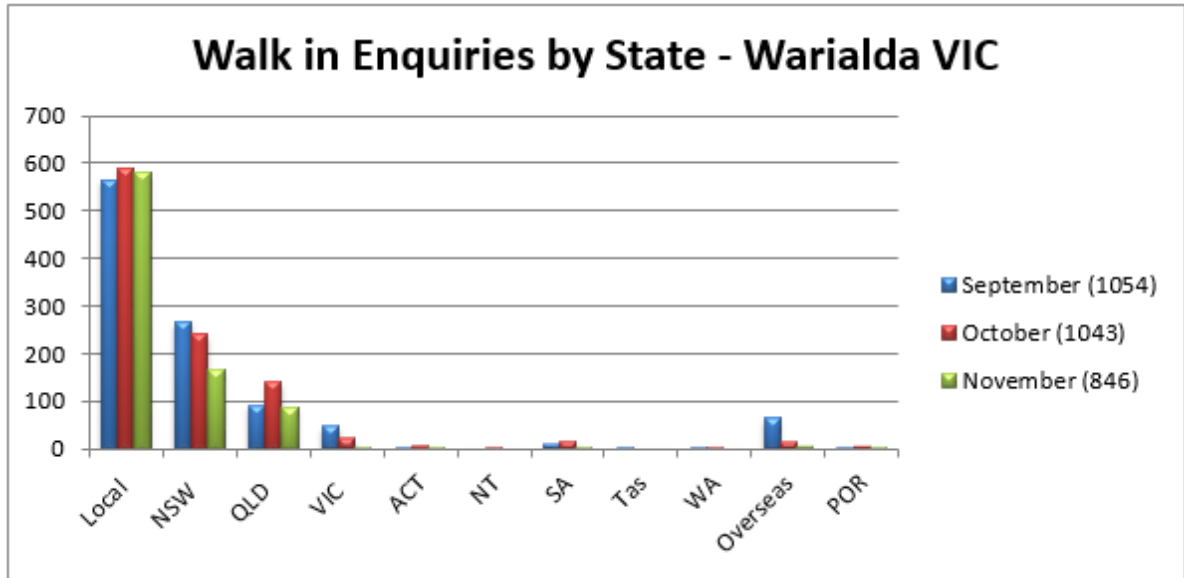
Drop in visitor numbers could be attributed to warmer weather and the lead up to Christmas.

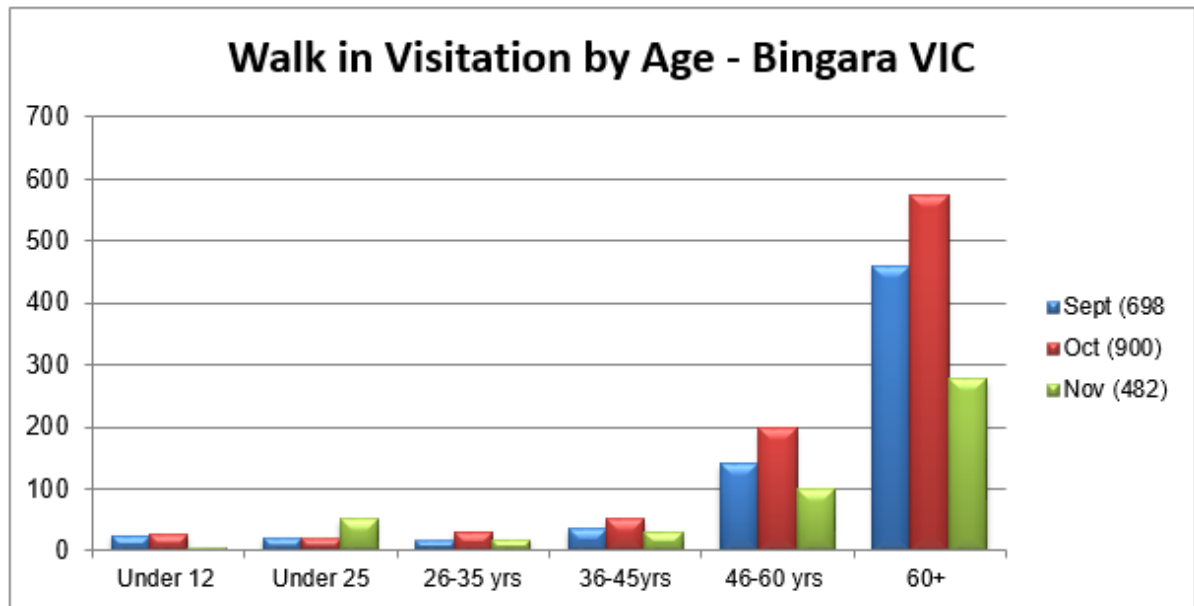
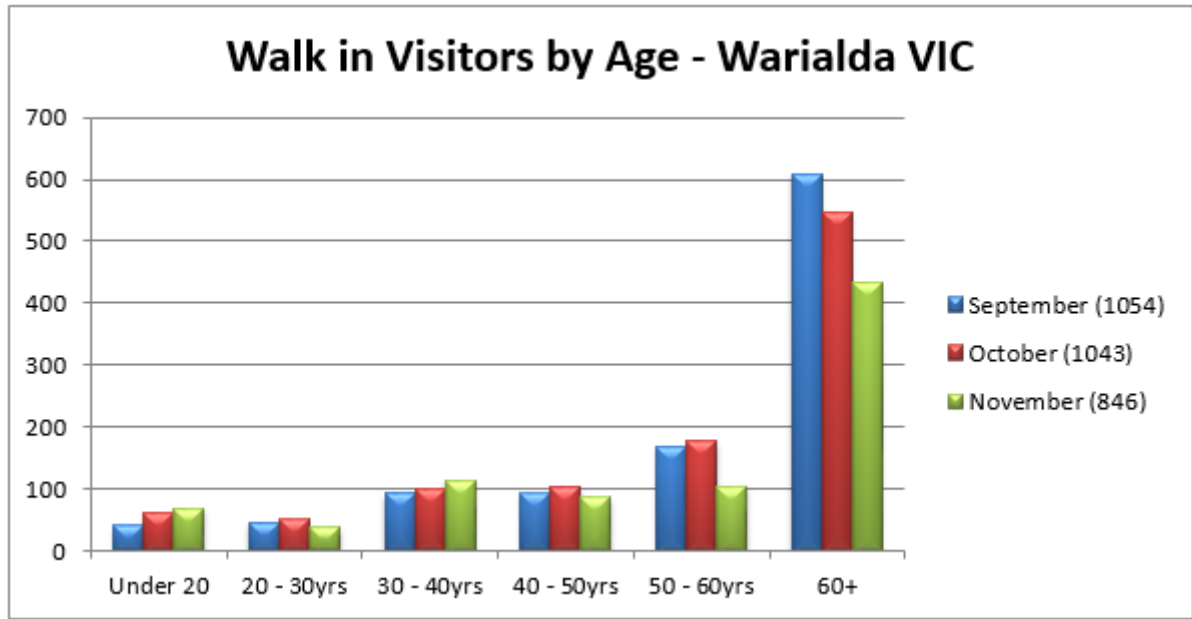
Warialda Facebook Statistics	Sep	Oct	Nov
New Likes	3	18	38
Overall Reach	4,991	11,044	28,989
Post Reactions/Comments/Shares	183	458	1,070
Post Clicks	503	1,502	5,729

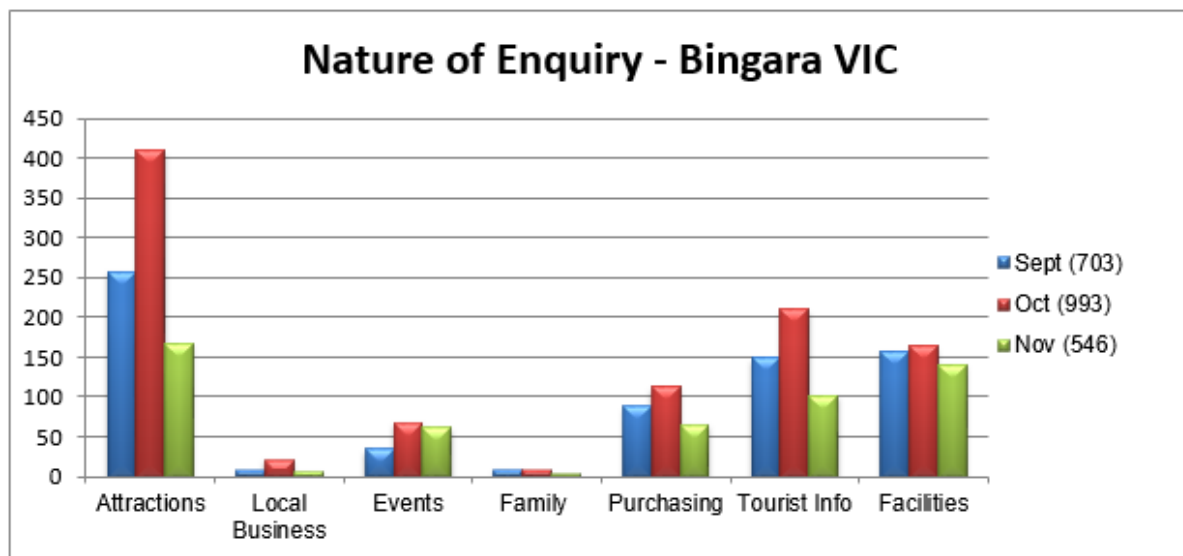
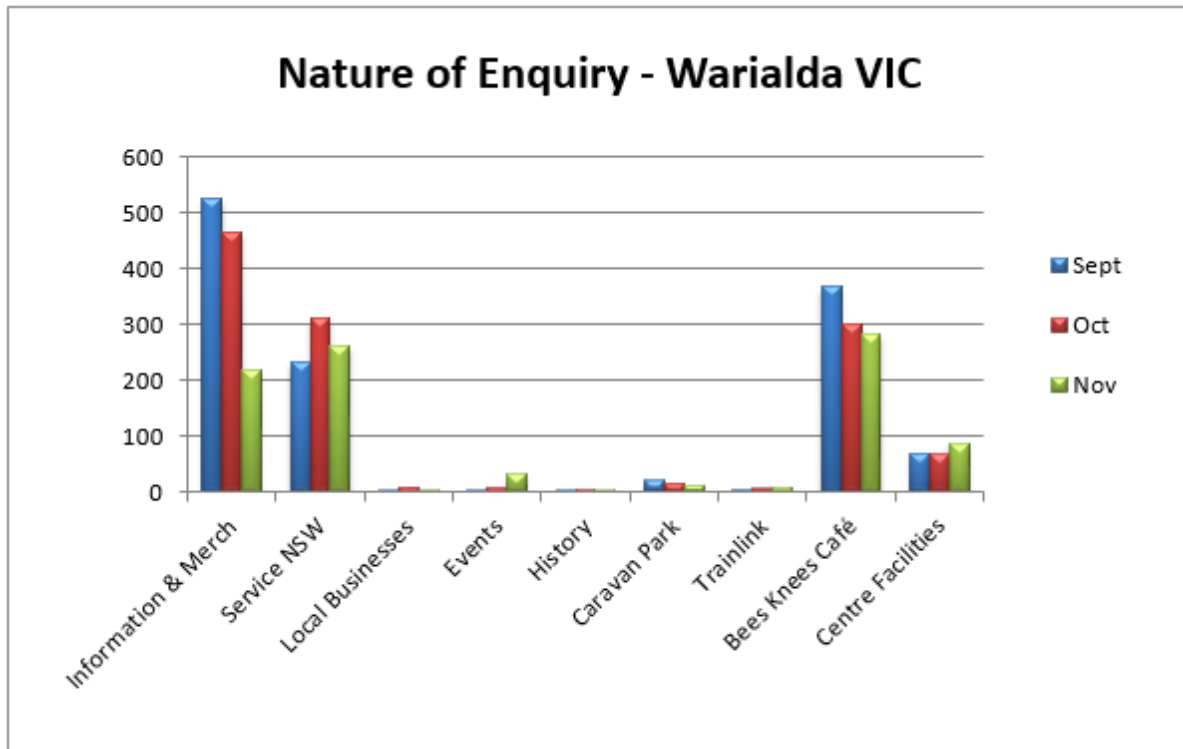
Bingara Facebook Statistics	Sep	Oct	Nov
New Likes	37	60	53
Overall Reach	18,499	14,254	19,667
Post Reactions/Comments/Shares	1,249	189	877
Post Clicks	1,707	2,167	2,003

Gwydir Facebook Statistics	Sep	Oct	Nov
New Likes	16	17	15

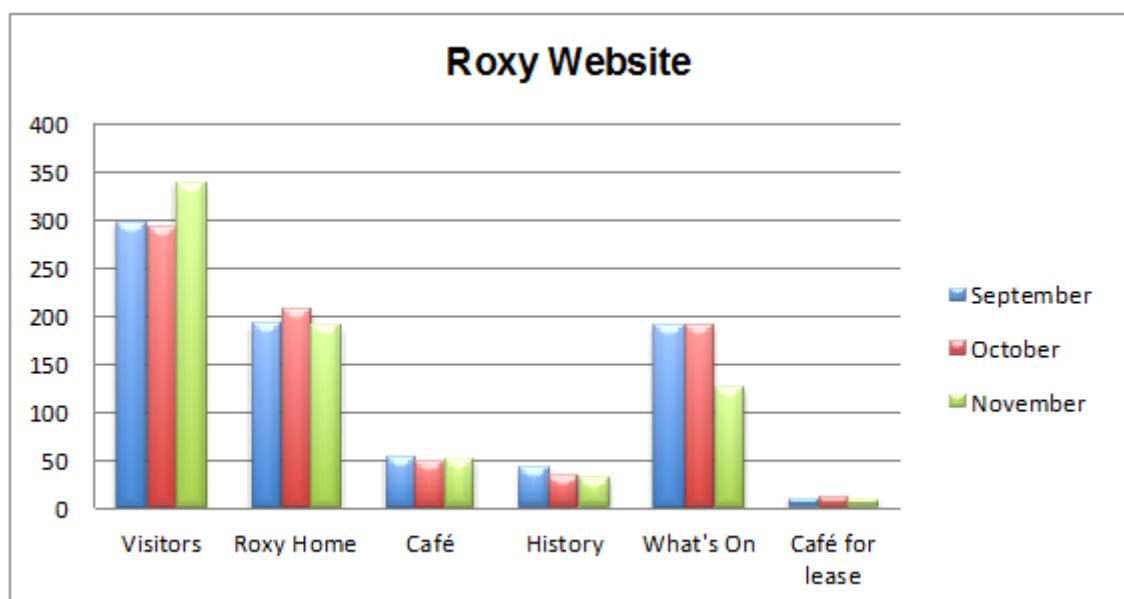
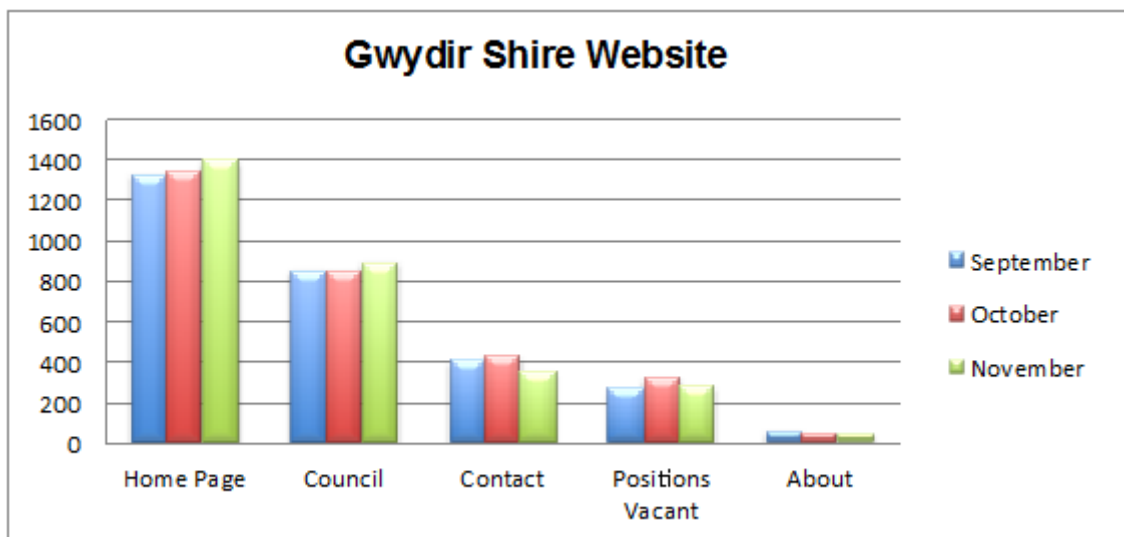
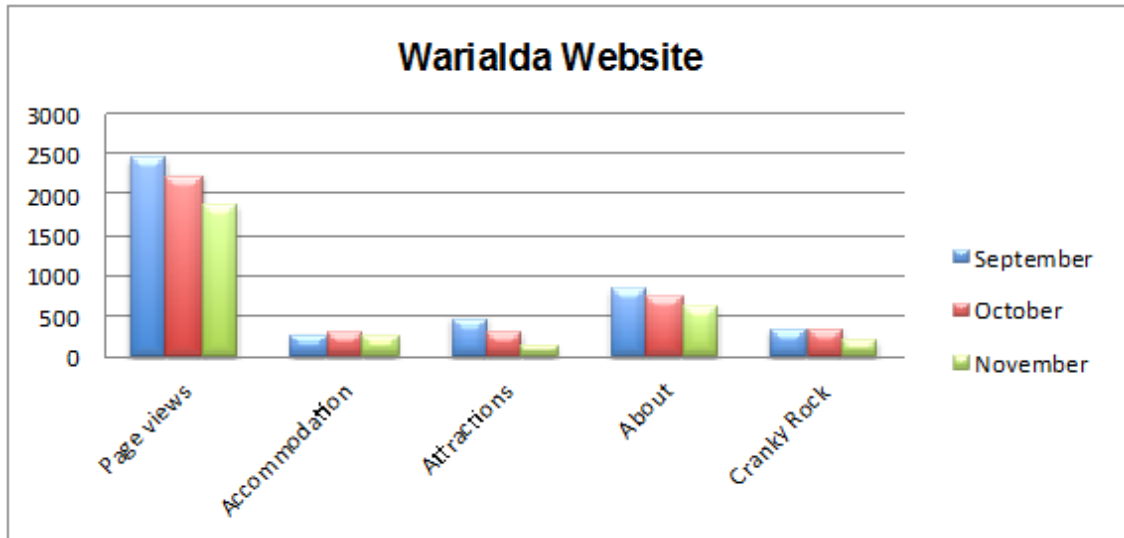
Overall Reach	21,957	12,067	19,248
Post Reactions/Comments/Shares	375	184	365
Post Clicks	3,078	1,814	2,390

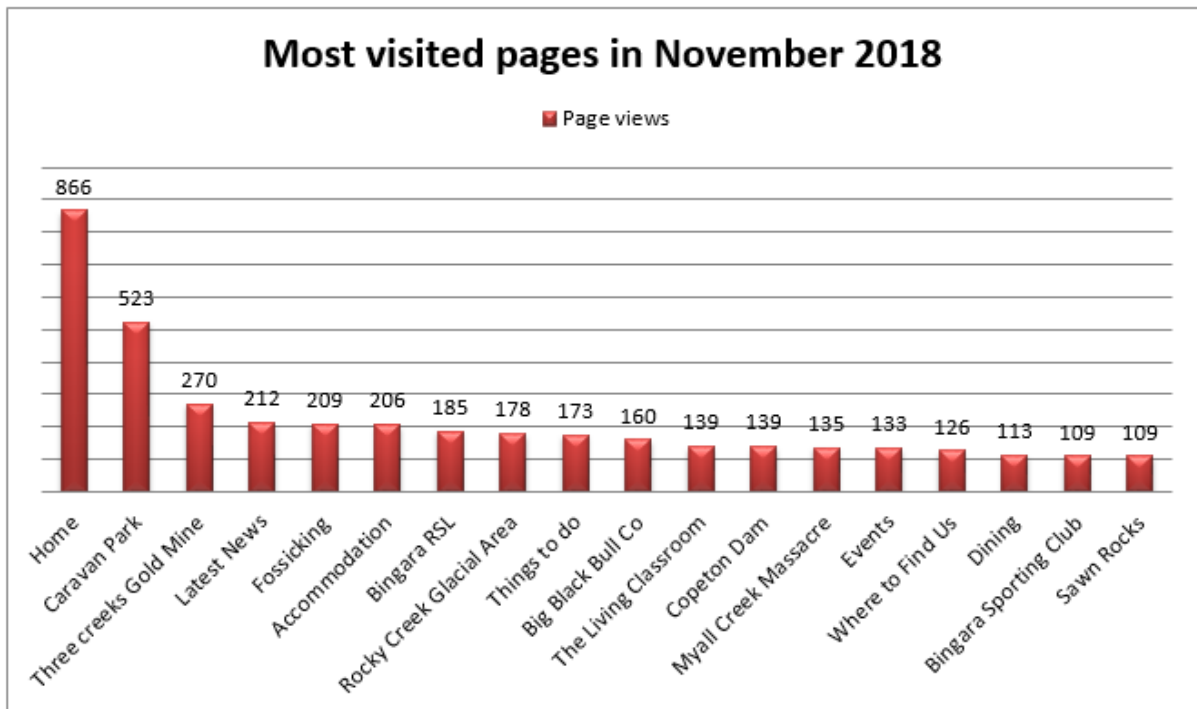
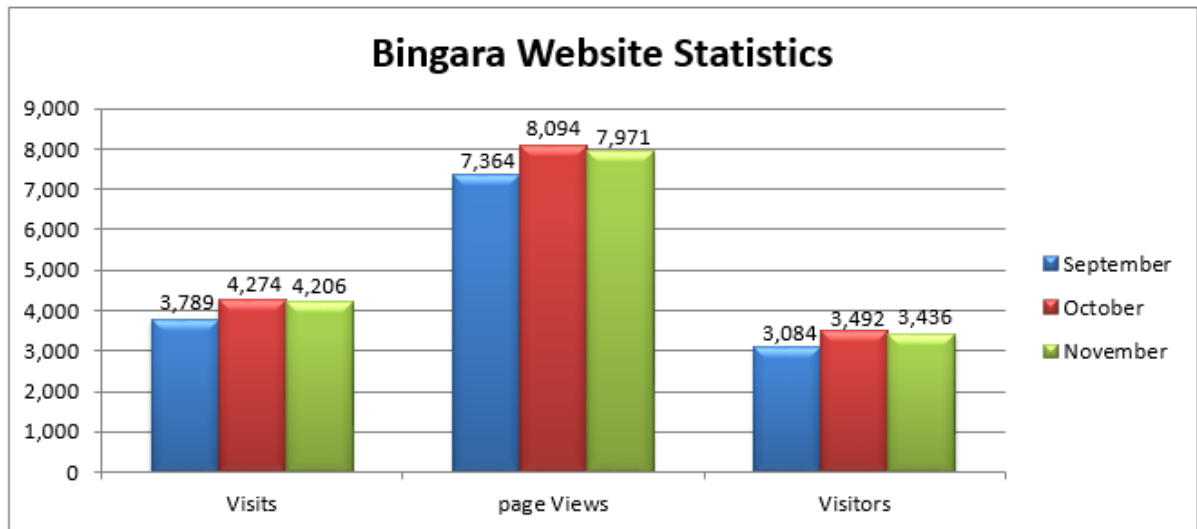






WEBSITES





Commonwealth Home Support Program Report for November 2018

November 2018	BINGARA	DELUNGRA	WARIALDA
DAY CENTRE			
Total active clients	100	20	117
Clients receiving service	51	13	50
Total Meals	37	52	195
Hours Clients Receive in Centre	373	178	578
SOCIAL SUPPORT			
No of Clients	47	13	38
Individual Hrs	39	4	8
Group Hrs	18	178	556
Total Hours Received	373	182	578
FOOD SERVICE (Meals on Wheels)			
Clients	4	0	4
Meals	98	0	51
TRANSPORT			
Number of Clients	21	4	17
Number of Trips	122	17	74
TRANSPORT - YOUTH			
Number of Clients	0	0	0
Number of Trips	0	0	0
ACCESS BUS - INVERELL			
Number of Clients	8	1	5
Number of Trips (per month)	16	3	15
VOLUNTEERS			
No. of Volunteers	7	3	44
Hours	373	52	628
ACCOMMODATION UNITS FOR AGED			
Occupancy	6/6	0	13/13

Bingara CHSP

November was another very busy month for Bingara CHSP particularly with transport and still getting used to the CTABS programme.

Staff and volunteers provided 30 out of town trips and over 45 local transport pick-ups. Some of the out of town trips required staff volunteering their time, due to not having volunteers available at the time. One volunteer driver has been unavailable due to personal reasons and another has just taken on another volunteering role so Bingara CHSP will be looking to recruit more volunteer drivers in the New Year.

Meals on Wheels volunteer numbers have been down during November due to illness. There are currently only 4 meals on wheels clients in Bingara.

The usual Tuesday morning tea was held in November and enjoyed by those attending. There was also a very successful Melbourne Cup morning tea and lunch.

Due to the number of clients, there is insufficient room to hold a function at the centre, so the planned Christmas function on 20 December will be held at The Living Classroom. A turkey has been donated for the Christmas lunch. Thank you to Council for waiving the fees at The Living Classroom.

The fortnightly access bus to Inverell has been required more over the past few months and was filled to capacity on the last trip. The final trip for the year will be Friday 7 December 2018.

CHSP will be closed until 2 January, 2019.

Local transport for Bingara CHSP will resume on Monday 7 January 2019; Out of Town transport will resume on 14 January and the first Access Bus for 2019 will run fortnightly from 11 January.

Warialda and Delungra CHSP

Monday's day centre client numbers has increased from 20 to 24 clients.

November was another busy month for Warialda CHSP with transport - three trips to Inverell with community shopping bus.

Warialda CHSP celebrated Melbourne Cup with a buffet lunch and sweeps, with clients dressing up for the event.

There will be an increase in meal prices at Warialda Day centre for Monday morning tea, bingo and lunch and for Delungra on Wednesdays from \$15.00 to \$20.00 in 2019. This was discussed at the Advisory Committee Meeting in November.

Warialda's Reedy Creek Café donated a decorated Christmas cake to be raffled. A thank you letter was sent.

December will be a busy month for Warialda and Delungra CHSP with Delungra Christmas function to be held on 12 December, Friday card group on 14 December 2018 and Warialda Day Centre also on 14 December 2018.

The last community access bus trip to Inverell will be on 13 December 2018.

Local transport for Warialda CHSP will resume on Monday 7 January 2019; Out of Town transport will resume on 21 January and the first Access Bus to Inverell will run fortnightly from 24 January.

SOCIAL SERVICES**Bingara Neighbourhood Centre***Funding body – Family and Community Services*

Bingara Neighbourhood Centre has seen 52 clients throughout the month of November. The main focus for the centre has been assisting with food hampers and electricity accounts.

During November, Be Connected had four returning clients for lessons. Skills such as taking photos and videos on iPads, learning to use new phones and understanding Telstra home internet bundles continue to be discussed. Also buying online and using email services with passwords and security settings featured heavily.

Month	Number of participants
September	10
October	8
November	4

Youth Service*Funding body – Family and Community Services*

On Thursday 25 October Bingara hosted a community connect day at the Bingara Central School. Services from around the region attended with information for families on the services that they offer in our community. A BBQ lunch was provided for families and students at Bingara Central School. Services included Link2home, Family Referral Service, Pathfinders Inverell, Moree Women's Outreach, Byamee and EACH. These are all services that offer support to children and young people at risk of homelessness.

The Youth Service has been assisting students with transition to the new school year which commenced on the 19 of November, helping them to finish off units to complete subjects.

The Service has also been assisting young people with applications for Centrelink, setting up MyGov accounts and working on some skills for out of school life and working closely with EACH assisting young people facing homelessness and completing applications for assistance.

Bingara Toy Library*Funding body – Early Childhood Education and Care Directorate
NSW Department of Education and Communities*

Particulars	September	October	November
Toy Library Members- children utilising the service	19 children 96 KSK program	43 children 66 KSK program	45 children 100 KSK program
Toy Library Members - Parents/Adults Attending	6 Adults	33 Adults	39 Adults

Total memberships at Bingara Toy Library	16 borrowers 19 non borrow 1 birth	15 borrowers 20 non borrow 1 birth	15 borrowers 19 non borrow 2 birth
Toys returned	5	10	17
Toys borrowed	4	17	13
Children/ Group using toys (members)	4	10	10
Craft/songs/stories/Free play	12 children 9 adults	18 children 13 adults	18 children 15 adults



Bingara Toy Library

Melbourne Cup High Tea

A fun morning was had by all who attended the Melbourne Cup event at the Bingara Toy Library. Food was shared and families had the opportunity to dress up and enjoy each other's company with two families winning a lucky door prize. Most families with small children cannot get to other organised luncheons for the race that stops the nation so this was a good opportunity for them.

Bubz Biz

The Town Librarian gave a presentation on "What is on the library website". Families were informed about what is available to them as a Public Library member and reminded that this is a free service. Information about joining the library online or in person was given so that everyone was aware of how to become a member. The new plans for the Civic Centre space and how it will work in the future were discussed and families were invited to visit the Civic Centre to look at the plans and see the products going into the new facility.

Hunter New England Health, Child and Family Health Nurse attended the service to immunise, weigh and measure babies.

Mother's Group

The Women's Health and Incontinence Nurse from Hunter New England Health gave a presentation on pelvic floor care for women, handed out booklets and information on pelvic care and answered many questions.

Playgroup Crazy Sock dress up day

Families visited the residents of Touriandi Lodge who joined in on the stories, singing and action songs providing a fun morning for all involved. The residents especially enjoyed the time spent with the children while morning tea was held in the gardens.

Supported Playgroup Development Worker

Funding body – Family and Community Services

Warialda Toy Library	November
Total daily attendance count for children, (no. of children having utilised the service calculating each day over the month)	258
Full borrowing members (new)	0
Non borrowing members (new and/or renew)	1
Casual borrowing members (new or renew)	0
Commemorative Birth Certificate applications received	4
Toys returned	19
Toys borrowed	13
Groups using the service (FDC carers, Church and Pharmacy)	4
Monday group activity morning	66
Tuesday group activity morning	61
Thursday group activity morning sessions	65
Friday group activity morning	66

Significant events for the month of November included:

- 21 children visited the service on Tuesday 6 November participating in a picnic morning tea and outdoor water play.
- Literacy and cooking were the focus on Thursday 8 November with 12 children attending.
- On Friday 9 November a visit from the Child and Family Health Nurse provided an opportunity for families to update all blue book and immunisation check. 17 children joined this session.
- The importance of sensory play experiences for young children was emphasised on 15 November. Families were provided with supporting literature and children were provided with an opportunity to engage in sensory play while attending the service on this day. 15 children attended this session.

- On Tuesday 20 November children explored curiosity through experimentation. 17 children participated in various science based experiences on this day.
- Children visiting the service on Thursday 22 November walked through to the town library building to listen to a story time provided by the town library staff.

Playgroup Location	November
Warialda – Monday morning	66
Gravesend – Wednesday morning	21
Bingara – Thursday morning	26
Total	113

November playgroup sessions focused upon transition activities. Children were exposed to activities that readily encouraged their emergent development, calling upon both cognition and social abilities for successful execution of experiences. Families of children commencing, or considering the commencement of school for their child in 2019, were provided with resources to help with the transition to school for their child. Discussions evaluating how best to settle an anxious child, separation, general school readiness, lunch boxes and the common questions relating to what is expected in kindergarten were all explored.



Warialda Playgroup

Bingara Playgroup spent one session in November visiting Touriandi Lodge. Children walked around engaging with the residents before having morning tea and listening to stories and nursery rhymes.

Splash and Play

Splash and Play commenced on 5 November. It is held in Bingara each Monday and Warialda each Wednesday (weather permitting) until the end of

the school term. These sessions run for approximately 1 hour and cover a range of important skills and activities for the families to engage in with their child, not only during the session but also whenever they are swimming. The activities are adapted to suit each child in the session and aim to cover the early stages of swimming lessons which include: water safety and familiarisation, buoyancy and floatation, body position and rotation and underwater skills. The sessions are informative for the families and fun for the children.

Number of children/ families	Bingara 3 Sessions	Warialda 2 Sessions
16 families	8 families	7 families
17 children	9 children	8 children
6 girls	3 girls	3 girls
11 boys	6 boys	5 boys
25pts of contact	15pts of contact	10pts of contact



Splash and Play (Bingara)

Bingara Preschool

*Funding body - Early Childhood Education and Care Directorate
NSW Department of Education and Communities*

Days	August
Tuesday	24
Wednesday	27
Thursday	20
Friday	20

November was an exciting and busy month at the Bingara Preschool. Students created artworks based on flowers for the annual Anglican Spring Flower Show, which were displayed and awarded prizes. The children enjoy art and craft of all sorts and the Centre is currently decorated with beautiful expressions of creativity based on Christmas.

The Department of Education visited Bingara Preschool for Assessment and Rating during November. This was a good exercise to ensure the preschool is functioning well and safely and to consider the process of reflection and improvement. A report will be available in early January.

The five year old children completed the transition program run by Bingara Central School and are now all set for "big school". They had a full day of Kindergarten on Friday 30 November and are excited for their new adventures.

On Thursday 29 November the Preschool partnered with local Family Day Care groups and enjoyed a cultural visit from 'Josh' of Inverell District Family Services (IDFS). The children enjoyed being painted with Tingha ochre, listening to the digeridoo and learning why the kookaburra laughs. Josh has been asked to return soon to encourage this beautiful cultural experience for the children.

Tharawonga Mobile Resource Unit

Funding body – Department of Education | Department of Employment Australian Government

The Tharawonga Director and educators have been creating individual transition assessments for each child who will be attending kindergarten in 2019. The current NSW Transition statement format is a collaborative document that requires input from parents and the child as well as teachers.

Educators have been preparing for Christmas and Graduation parties. Each child will receive a book at graduation to encourage a lifelong love of reading. Craft items have been prepared by the children as gifts for their parents.

Day	Venue	Attendance
Monday	Yetman	9
Tuesday	North Star	13
Wednesday	Yallaroi	14
Thursday	Tulloona	8
Thursday	Gravesend	18
Friday	Crooble	4

Crooble

Very low attendance numbers have been recorded at Crooble since losing one of the regular families with two children. This is being proactively addressed by the director who is encouraging children from North Star and

other local areas to attend Crooble as a second day of care each week in 2019. There are no children transitioning to school at Crooble this year

Gravesend

There are 25 children enrolled at Gravesend. Six children are transitioning into school in 2019. A new family with two sets of twins has recently enrolled into care.

North Star

Six children will transition from North Star into school in 2019. These children have continued to attend transition classes with the school principal. The principal has asked for some samples of each child's work as well as the teacher prepared transition statements. As the older children leave Tharawonga it will make way for some younger children who have been wanting to attend but have been limited by availability. Numbers will still be healthy in North Star in 2019.

Tulloona

Tulloona has two children transitioning to school in 2019.

Yallaroi

Yallaroi is full to capacity each week with North Star families in attendance now, boosting numbers.

Yetman

Yetman venue has two children attending transition at Yetman School.

CONCLUSION

The activities carried out by the Organisation and Community Development Department are in line with the 2018/2019 Operational Plan and otherwise as directed.

CONSULTATION

Consultation has occurred within the Organisation and Community Development Directorate.

POLICY IMPLICATIONS

Policy implications are those relating to the 2018/2019 Operational Plan and the Policies of Gwydir Shire Council.

FINANCIAL, ECONOMIC and RESOURCE IMPLICATIONS (including Asset Management)

The activities carried out by the Organisation and Community Development Department are in line with the 2018/2019 Operational Plan.

SUSTAINABILITY IMPLICATIONS (Social and Environment)

The activities undertaken by the Organisation and Community Development Department regarding social and environmental factors are targeted in line with the 2018/2019 Operational Plan.

OFFICER RECOMMENDATION

THAT the monthly Organisation and Community Development Report for November 2018 be received

ATTACHMENTS

There are no attachments for this report.

Item 7 Monthly Technical Services Report for November 2018**FILE REFERENCE****DELIVERY PROGRAM****GOAL:** 5. Organisational Management**OUTCOME:** 5.1 CORPORATE MANAGEMENT**STRATEGY:** 2.1.1 Plan for and develop the right assets and infrastructure - TS -external**AUTHOR** Technical Services Director**DATE** 5 December 2018**STAFF DISCLOSURE OF INTEREST** Nil**IN BRIEF/ SUMMARY RECOMMENDATION****TABLED ITEMS** Nil**BACKGROUND**

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

COMMENT**1. TECHNICAL SERVICES AND ADMINISTRATION**

Technical Services infrastructure, planning, design and surveys were carried out in-house. The Technical Services staff continue to provide customer service to the Gwydir Shire residents.

2. ENGINEERING SERVICES**2.1 Construction/ Rehabilitation – Regional and Local Roads**

Sub base material for the truck wash facility and the HPV alignment between Gwydir Highway and Reedy Creek has been completed. Two further pavement courses are required on the HPV alignment and one more over the truck wash facility. Council's new RM300 pulvimixer has been working effectively and providing sound productivity gains during this pavement stabilisation.

RMS has granted Council permission to commence earthworks for the Gwydir Highway/HPV Route intersection. Clearing was undertaken during November with basic earthworks and subgrade stabilisation to commence late December. Finalisation of the Works Authorisation Deed (WAD), which will allow Council to commence all aspects of the intersection construction, is still pending, however this is expected to occur prior the finalisation of subgrade stabilisation.

Stormwater works on the truck wash facility are approaching completion with pipe and filter media laid for the facility's bio retention basin. Laying of sewer, stormwater and water infrastructure will continue through December alongside roadworks.

Waeger Constructions has finished the 48m span bridge over Reedy Creek. Construction staff are presently excavating unsuitable material for the approaches, after which the approaches will be constructed, allowing the bridge to be used by construction equipment



2.2 Works – Local, Regional and State Roads

Gravel Resheeting

SR38 Adams Scrub Road, SR68 Goat Road, SR69 Tucka Tucka Road.

Maintenance Grading

SR13 Oregon Road, SR258 Alma Lane, SR226 Wydidya Road, SR68 Goat Road, SR72 Scotts Road, SR42 Mungle Road, SR6 Getta Getta, SR62 Hibernia Lane, SR33 Forrest Creek Road, SR62 Hibernia Road, SR41 County Boundary, SR255 Crooble Road, SR202 Mistake Road, SR61 Peates Road, SR69 Tucka Tucka Road, SR9 IB Bore Road.

Bitumen Patching

RR63 Yetman Road, HW102 Gwydir Highway, MR63 Fossickers Way, MR63 Allan Cunningham Way and Local and Regional Roads.

Vegetation Control

MR133 Killarney Gap Road – slashing

HW12 Gwydir Highway, RR7705 North Star Road, RR63 Yetman, SR4 Baroma Downs Road, SR13 Oregon Road, SR64 Gournama Road,

MR63 Cobbadah Road, HW12 Gwydir Highway- weed spraying

RR7705 – weed spraying

RR63 – weed spraying

Mowing of North Star and Croppa Creek township.

Miscellaneous Work

Culvert extension on HW12 Gwydir Highway.

Kerb and Gutter – Riddell Street, Bingara

Footpath replacement for private works for Downer Group

Installation of play equipment at Captain Cook Park, Warialda

Driveway repairs

Installation of the garbage bins at the Captain Cook Park, Warialda

Landfill Maintenance (pushing up and grounds maintenance)

Warialda Rail, Gravesend, Bingara.

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 Maritime Services.

This year's reseal program is currently underway, contracted to Fulton Hogan as a full service contract. These works will include five segments throughout

HW12 Gwydir Highway and two segments throughout MR63 Fossickers Way. These reseals are programmed to be completed before the Christmas break.

A Work Order has been issued for the survey and design of Segment 5340 on MR63 Fossickers Way. This segment is programmed to be rehabilitated next financial year, with the survey and design required for completion this financial year. A Work Order has also been issued for the construction of pedestrian access ramps onto the northern side of Campbell Bridge in Bingara and both sides of the Copeton Dam Road intersection. The northern access ramp is programmed to be completed before Christmas, with the remaining works programmed for early New Year. A proposal for crack sealing works throughout MR63 Fossickers Way and HW12 Gwydir Highway is currently in progress.

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

HW12 Gwydir Highway – Warialda HPV Route Intersection Works Authorisation Deed (WAD)

The WAD for the Warialda HPV Route is still in progress with a third design review currently being addressed by Technical Services staff. Works have started on the box culvert extension, with an external contractor undertaking the concrete and steel works. The base slab and culvert walls have now been poured, with the wingwalls currently under construction. These works are programmed to be completed before the Christmas break. Permission from the RMS has now been granted for construction crews to undertake earthworks where required, alongside the existing roadway, to prepare a foundation for the select fill, sub-base and base layers for the widening of the proposed alignment. Clearing of the intersection footprint has now been completed. Once the WAD has been finalised, all remaining intersection works can commence.



2.4 Rural Roads 2018-2019 Capital Works Program

Attached

2.5 Other Services

2.5.1 Street services continue 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 continue to be maintained.

3. DESIGN AND ASSET SERVICES

Survey, design and soil testing is continuing for the 2018-2019 works programs. Progress is as follows:

Hospital Park - Warialda

Following community consultation, continued design is being completed on the hospital park project.

North Star Road – REPAIR Program

Design has been completed, with plan sets being updated on section 280 and segment 300 ready for construction to commence.

Elcombe Road Causeways

Design is being completed for causeways that require extensions along Elcombe Road.

Adams Scrub Road

Survey and design has been completed at 4km to 4.5km along Adams Scrub Road. This project will be to realign and improve the drainage of this section.

Warialda HPV Route

The survey team continues with the set out of the truck wash area. This will be an intricate earthworks project and will require set out files for all the different components.

4. TOWN SERVICES

Water

All four water supplies are operated and maintained. During November 14 service line repairs and four (4) water main break were attended. Staff worked on Coolatai Amenities building and Warialda Memorial Hall. Water main was replaced on Gragin Road underneath the bypass. Water was extended at saleyards road in Bingara. Telemetry upgrade was undertaken on the Redbank bore at Gravesend. The bore is now Gravesend water supply's main source of water as the bores on "Langi" cannot sustain any flow rate higher than 2.5L/sec. The bore is automatically controlled from the reservoir level and will start and stop as levels vary using a microwave radio

link between bore and reservoir. Telemetry maintenance was also undertaken on the other water and sewerage sites, batteries replaced and communications checked during November. Several chlorine dosing pumps were replaced at Warialda and Bingara chlorine disinfection unit was upgraded.



Bingara chlorine gas disinfection

Sewer

The two (2) sewer treatment systems are being operated and maintained. Seven (7) sewer blocks were attended during November 2018. Sewer main in Hope Street, Warialda was repaired after several major blockages. Moree Plains Shire Council were engaged to view the sewer with their camera and found a brick to be causing the problem.



House brick found in sewer main

Parks

Parks, gardens, sportfields and playgrounds were maintained during November. Spraying was undertaken in various locations for clover. Installation of new playground equipment commenced at Captain Cook Park in Warialda. Warialda Rotary assisted by assembling some of the equipment. Council's building services installed the equipment. Softfall containment timber and soft fall mulch will be installed to complete the park.



Captain Cook Park, Warialda

Plant

During October four items of plant were delivered: road reclaimer, Caterpillar 12m grader, mini excavator and track loader.



Delivery of Caterpillar road reclaimer



Bingara water staff taking delivery of track loader and mini excavator

Workshop

Plant and equipment continues to be serviced and maintained. The following major jobs were undertaken during October - November 2018.

- P1065 loader – air/con repairs
- P1665 street sweeper – replace brooms
- P1467 excavator – fit new injectors
- P1789 backhoe – transmission solenoids
- P1693 roller replace cabin mounts
- P1466 grader – replace turbo and adjust valves
- P1684 compactor – starter motor
- P1689 water truck – tank replacement
- P1428 truck – radiator repairs
- P1713 jet patcher – conveyor belt repairs
- P1686 water truck - radiator repairs
- P1707 ute - cylinder head repairs
- P1655 ute - transmission repairs

Some of council's trucks and buses are being prepared for RMS inspection. Preliminary work has commenced and registration inspections are being organised for vehicles with common expiry date of 2 February 2019.

5. DEVELOPMENT AND BUILDING SERVICES**DEVELOPMENT**

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

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

The following Construction Certificate (C/C), Building Certificate (B/C) and S68 applications have been approved for the month.

No.	Property Description	Development/ Work	\$	C/C	B/C	S68
21/2018	4 Rosehill Drive Bingara	Single Story Dwelling with 2 bedrooms, 1 bathroom.	130,000	✓		
33/2018	28A Cunningham Street Bingara	Place a shipping container onsite and construct an awning on the western side and place a detached water closet onsite.	4,300	✓		
19/2018	28A Cunningham Street Bingara	Onsite water supply, storm water and plumbing for detached water closet.				✓
23/2018	6 Saleyards Road Bingara	Carry out water supply, storm water and sewerage work.				✓
24/2018	16 Warialda Road Coolatai	Replace existing OSSM system with new.				✓
25/2018	31 Park Lane Bingara	Install new OSSM system, connect to water, carry out storm water drainage and install pre-fab dwelling.				✓
9/2018	50 Queen Street Warialda	Building Information Certificate Inspection.			✓	

The following Construction Certificate (C/C) applications were approved by a Private Certifier and lodged with Council during the month.

No.	Property Description	Development/ Work	\$	C/C
Nil				

ILLEGAL ACTIVITY

ACTIVITY	No	ACTION TAKEN					
		Inspected	Notice Sent	Application/ Certificate Lodged	Penalty Notice	Legal Action	Refer to Council
	0						

NO. OF COMPLAINTS/INSPECTIONS

Type	No.	Yr. to Date	Actioned	Pending
Building	15	295	258	37

BUILDING MAINTENANCE

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

Projects Worked on during November 2018

- Warialda Preschool – completed the erection of the storage shed
- Bingara Showgrounds – construction of new stables and repairs to existing stables
- Captain Cook Park, Warialda – installation of new playground equipment.

6. ENVIRONMENTAL SERVICES

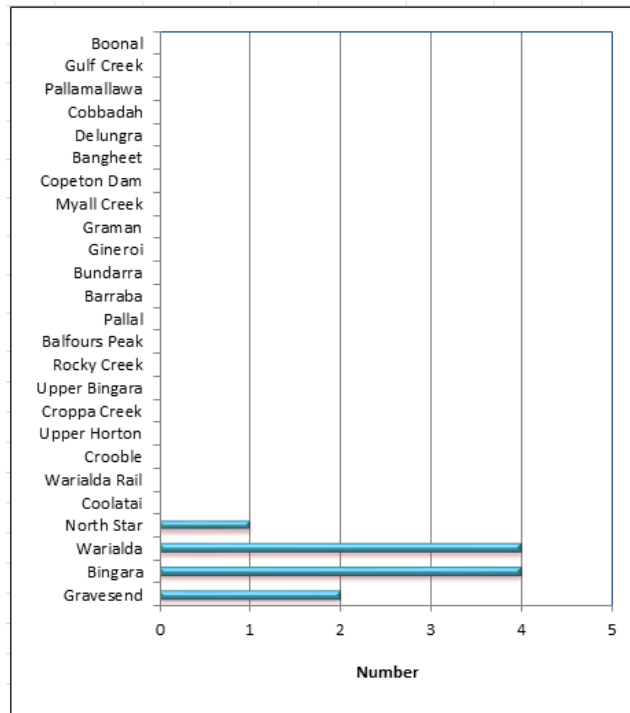
The Department continues to receive enquiries and provide advice on a range of health matters including

- Overgrown properties
- Food premises design and fit-out
- Food handling practices
- Mobile food vendors
- Licensing
- Water carting
- Pet ownership
- Air and water pollution
- Noise pollution
- Littering
- Legislation

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.

Health Related Inspections for November 2018



Cemeteries

Both Warialda and Bingara Cemeteries continue to be maintained.

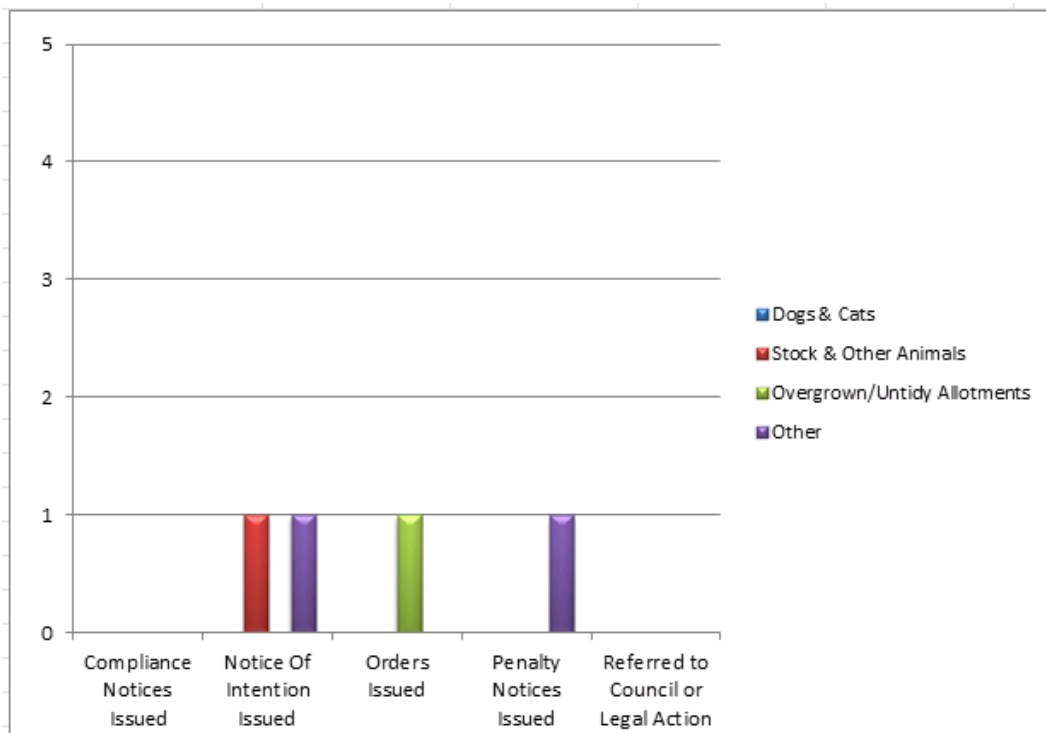
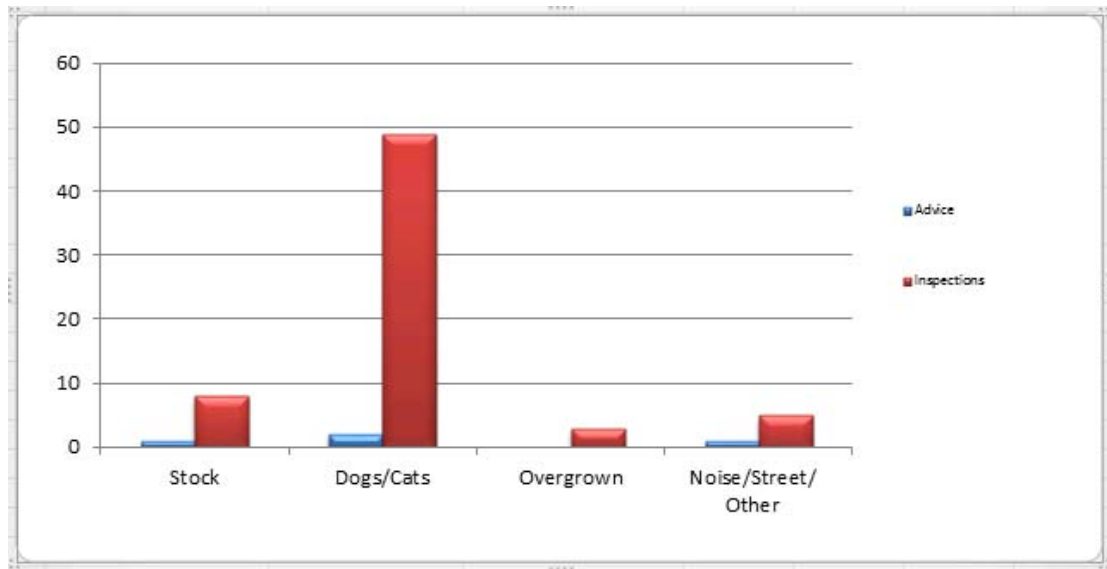
Food Premise Inspections/Re-inspections

All Food Premises have undergone their annual inspection. There were no inspections or re-inspections carried out in November 2018.

Compliance and Regulatory Control

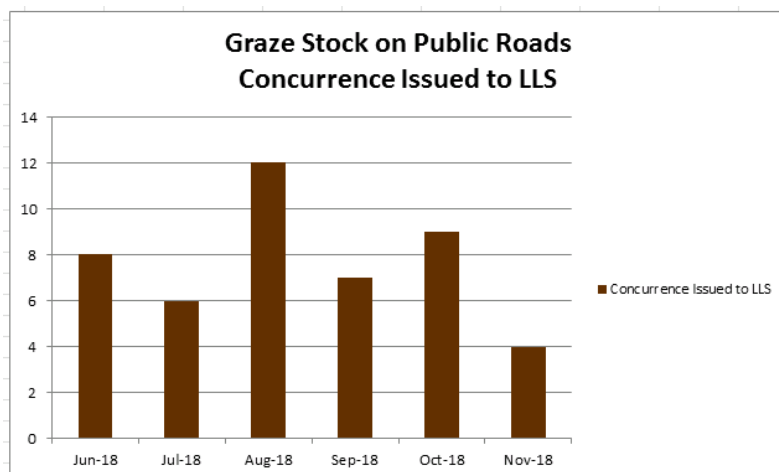
Council received complaints regarding roaming stock and dogs, noise, the keeping of animals and other concerns during the month of November 2018. These are investigated and actioned as necessary and are detailed in the following table.

Regulatory Activity November 2018



GRAZING PERMITS

Recent rains have offered some relief and although there has been a slight decrease in requests for Roadside Grazing Permits the demand is still there and as the roadsides regenerate, stock owners will take advantage of the opportunity to graze the roadsides. As the Consent Authority for road reserves, Council has issued concurrence to the North West Local Land Services. The following graph shows the applications received for November 2018 compared to the previous 5 months:



WASTE SERVICES

Scheduled kerbside collection of waste, recycling and green waste was carried out throughout the Shire. There were no incidents or complaints for this period.

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.

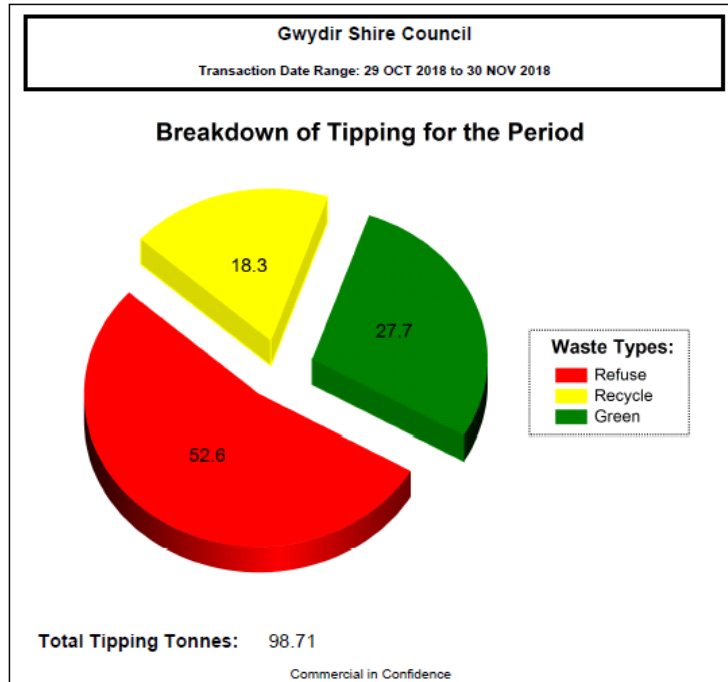
Council is continuing to supply mulch from chipped green waste to residents.

Steel continues to be stockpiled for collection at the Bingara and Warialda Waste Recovery Centre.

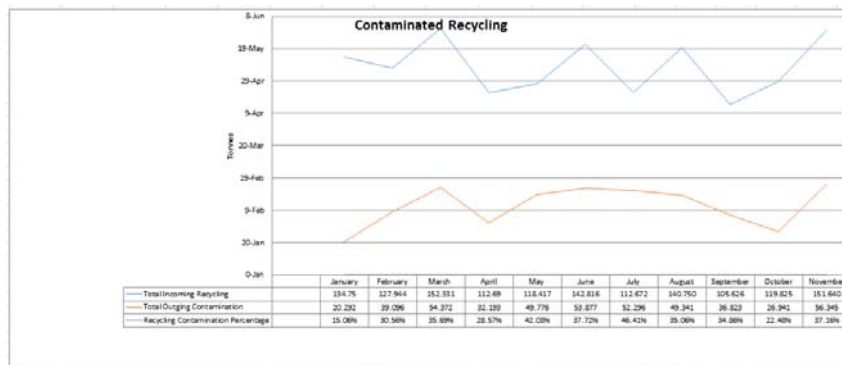
CONTAINER DEPOSIT SCHEME

The Container Deposit Scheme is now up and running at the Warialda Landfill and is proving to be very popular. Customers are able to leave their containers for counting and then collect their voucher, for redemption at the Warialda Council Office. Feedback so far has been positive. There have now been over **166,000** eligible cans and bottles returned to date, this is over **33,000** containers in the last month. This has a positive impact on the volume of garbage deposited at the landfills and the demand for recycling services within the shire.

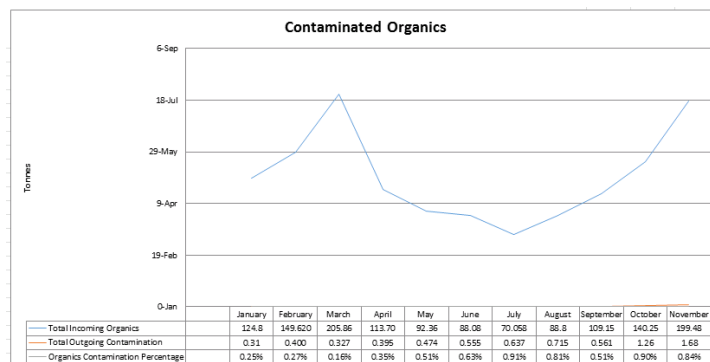
Breakdown of Waste Collection for November 2018



Recycling Contamination November 2018

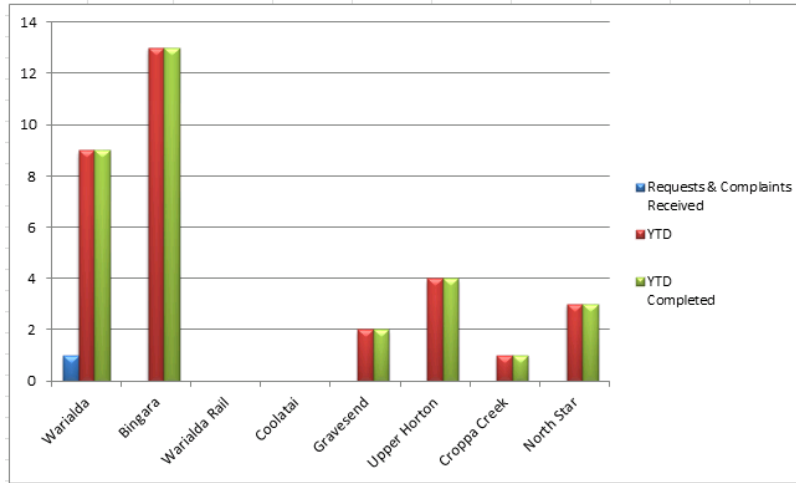


Organics Contamination November 2018



Waste Service Requests and Complaints November 2018

The following graph shows requests and complaints received during the month of November 2018. These requests are primarily regarding the replacement of broken bins, but can also include enquiries and complaints regarding waste service provision.



NOXIOUS WEEDS CONTROL

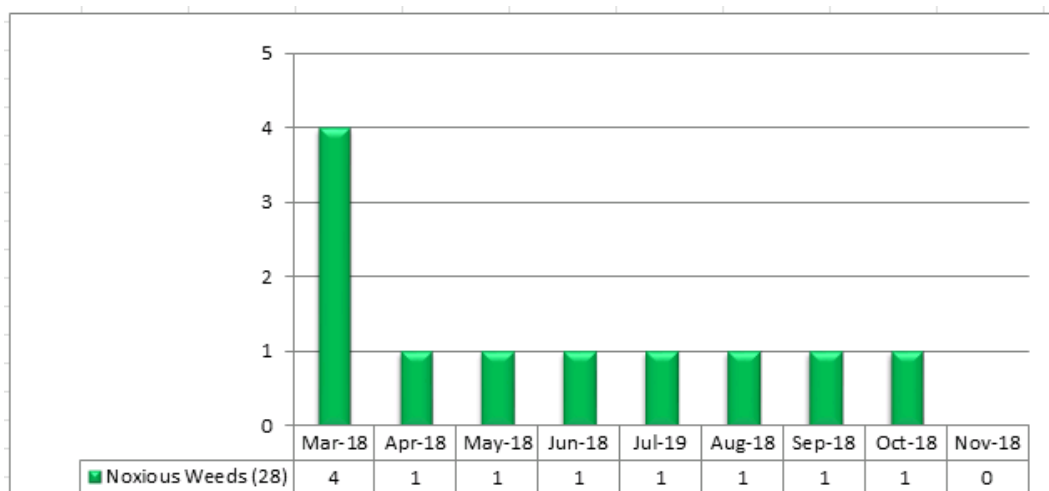
Property Inspection Program

Staff continue to assist farmers and the community with:

- Funding advice
- Noxious weeds advice
- Property inspections
- Spraying of noxious weeds
- Property inspections in Section C are currently being undertaken

Section 28 Noxious Weeds Certificates

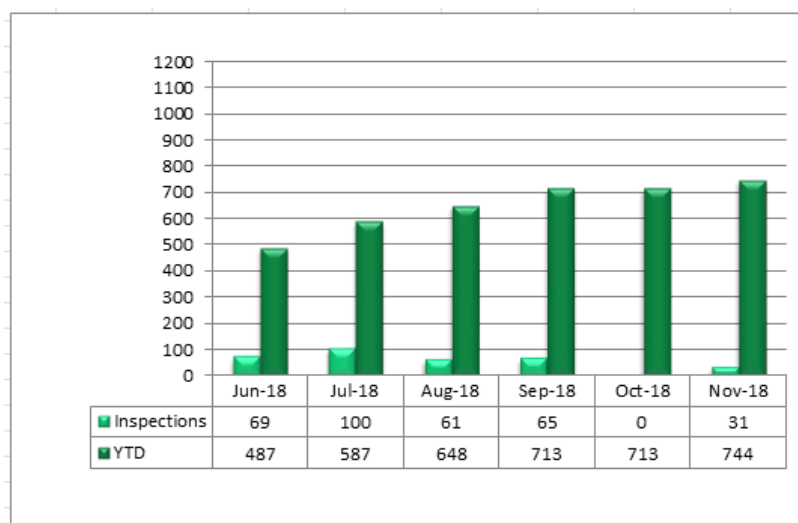
There were no noxious weeds certificates issued during November 2018, the graph below compares the previous eight (8) months.



Weeds Inspections

With the drought conditions not even the weeds have been thriving, but the recent rains will bring change and the weeds are starting to appear throughout the shire.

The following graph shows the noxious weeds inspections carried out in November 2018 compared to the previous five (5) months.



Noxious Weeds Inspections for the month of November 2018

<i>Areas Inspected</i>	<i>No.</i>	<i>Ha</i>	<i>Rd km</i>	<i>Weeds Present</i>
Private Property High Risk areas	1	611		Tiger Pear, African Boxthorn
Private Property High Risk Re-inspection	1	3614		None found
Roadside Inspections High Risk	7	526	263	Blackberry, Sweet Briar, St Johns Wort, Green Cestrum, African Boxthorn
Waterways High Risk	21	18792		Tiger Pear, Blackberry, Tree Pear, Sweet Briar, Patersons Curse, Green Cestrum, African Boxthorn, Rope Pear, Sagittaria, Mother of Millions
Roadside Inspections	1	14	7	Sweet Briar

Noxious weeds control works for November 2018

Road/Property	Locality	Weed Code	Area Ha	Road km	High Risk Road	Council Road	Other
MR 134 Delungra Rd	Myall Creek	SB	40.5	20.25	1		
RR7705 North Star Rd	North Star	AB	164.5	82.25	1		
Bingara River Common	Bingara	GC-MM	40				1
Halls Creek Riparian Area	Bingara	MM	40				1
MR63 Cobbadah Rd	Bingara	SJ-SB	128	64	1		
Betts Quarry	Bingara	MM-GC	20				1
Sunnyside	Bingara	MM	10				1
MR132 McIntyre Rd	Barraba	SB	36.96	18.48	1		
SR4 Baroma Downs Rd	North Star	HC	41.12	20.56	1		
SR36 Baroma Rd	North Star	HC	30.3	15.15	1		
MR133 Killarney Gap Rd	Bingara	SJ	133	66.5	1		

Bingara Show Ground	Bingara	General Weeds	40				1
MR462 Bruxner Way	North Star	HC	49.76	24.88	1		

WEED OF THE MONTH

Information obtained from NSW Department of Primary Industries – NSW Weedwise

<https://weeds.dpi.nsw.gov.au/Weeds/Details/93>

Mother-of-Millions - *Bryophyllum* species



Mother-of-millions flower head (Photo: Josh Biddle)

- This plant is not to be sold in all or parts of NSW

Profile - How does this weed affect you?

As the name suggests, mother of millions reproduces rapidly, producing hundreds of tiny plantlets which quickly form new colonies. It is adapted to dry conditions and can survive long periods of drought. This increases the plant's potential to persist and spread. Mother of millions is toxic when ingested by livestock; it is also poisonous to humans and household pets.

Mother of millions, hybrid mother of millions and resurrection plant are all poisonous when ingested. The toxic effects of these plants are due mainly to bufadienolides which cause heart failure. The toxins are present in all parts of the plant however, flowers are five times more poisonous than the leaves and stems.

Mother of millions and hybrid mother of millions are the most toxic however, livestock access should be restricted to all three.

Ingestion of the toxins can be cumulative and livestock eating small amounts, several times within a few days may suffer poisoning. Eating about 5 kg of mother of millions would kill an adult cow. Where the plants are thick, this amount would grow in a square metre.

Poisoning generally occurs when the plants are flowering – between May and October. Livestock are at a greater risk of poisoning if they have been moved to a new paddock, there is a feed shortage or during droving because they are more likely to eat the plant.

If livestock have eaten a large amount of plant, they may die suddenly of heart failure.

If they have eaten smaller amounts over several days, they may develop diarrhoea (sometimes bloody), drool saliva, dribble urine and then die of heart failure. Some affected livestock will recover slowly if small amounts of plant material have been eaten and their hearts are not badly damaged.

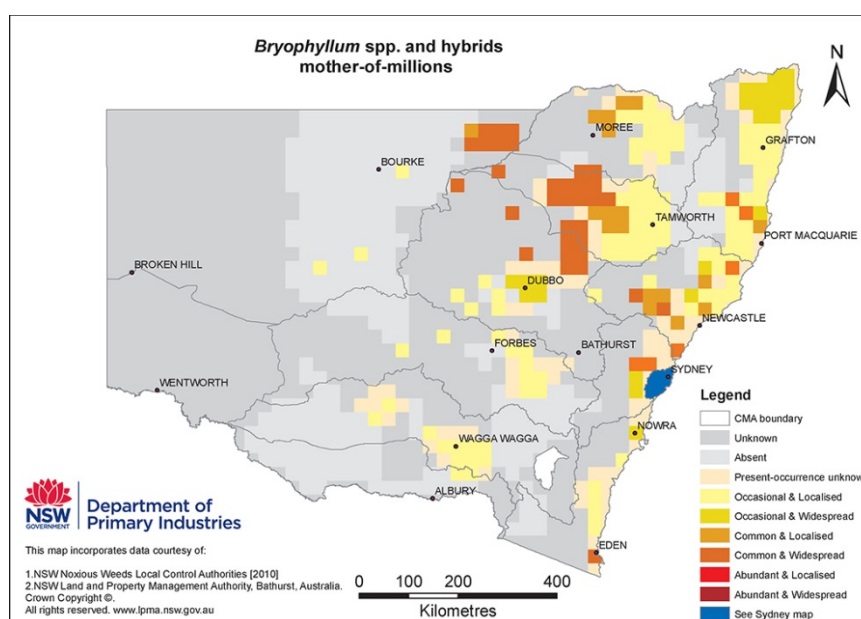
Poisoned stock must be treated within 24 hours of consuming the plant. After this period heart function is severely disturbed and stock may be too badly affected to survive. If you suspect livestock could have mother of millions poisoning, consult a vet immediately.

Mother of millions is also toxic to humans and household pets with dogs being particularly susceptible. It is unlikely that humans or pets would eat enough plant material to become poisoned. However, because mother of millions can be found in many gardens, the likelihood of human or pet poisoning is increased.

Where is it found?

Mother of millions is a native of Africa and Madagascar and was introduced to Australia as a garden plant. It is a serious weed on the coast and the northwest slopes and plains of NSW.

Distribution map



How does it spread?

The common name 'mother of millions' is based on the plant's ability to reproduce vegetatively in large numbers. Each plant produces small plantlets along the edges of its leaves which detach and form new plants. This makes mother of millions hard to eradicate and follow up controls are necessary. Mother of millions also produces numerous seeds which can survive in the soil for a number of years before germinating.

What does it look like?

Mother of millions belongs to the genus *Bryophyllum*. Mother of millions is a succulent perennial plant growing 30 cm to 1 m in height. The stems are pinkish-brown or greyish in colour. The leaves are pencil-shaped, pale green to pale brown in colour with dark green patches and a shallow groove on the upper surface. There are up to seven projections at the tip of each leaf which when broken off can develop into new plants. The flowers are orange-red in colour and occur in a cluster at the top of a single stem. Flowering can occur from May to October.

Look-a-like species

In NSW, there are also two less common *Bryophyllum* species. These are hybrid mother of millions (*Bryophyllum daigremontianum* x *Bryophyllum delagoense*) and resurrection plant (*Bryophyllum pinnatum*). These plants also produce small plantlets along the edges of their leaves, are adapted to dry conditions and are poisonous. Hybrid mother of millions can be

distinguished from mother of millions by the shape of its leaves. Resurrection plant is also a *Bryophyllum* species, growing sometimes up to 2 m. It can also be distinguished from mother of millions by its leaves and flowers.

Table 1: Summary of livestock toxicity symptoms

	Mother of millions <i>B. delagoense</i>	Hybrid Mother of millions <i>B. daigremontianum x B. delagoense</i>	Resurrection plant <i>B. pinnatum</i>
Height (cm)	30-100	30-100	60-200
Leaves	Pencil-shaped, pale green to pale brown with dark green patches, shallow groove on the upper surface.	Boat-shaped, thick stalks, with notches along the edges of the leaves.	Dull blue-green and up to five oval leaflets per leaf with wavy edges.
Flowers	Orange-red in colour, occur in a cluster at the top of a single stem. Flowering occurs from May to October.	Orange-red in colour, occur in a cluster at the top of a single stem. Flowering occurs from May to October.	Reddish colour often tinged with pink, occur in loose clusters on stalks growing along the upper portion of the stem. Flowering occurs from June to August.

What type of environment does it grow in?

Mother of millions is commonly found growing on gravel and sandy soils. It is a weed of bushland and disturbed sites such as roadsides, along fence lines, around rubbish tips and abandoned rural dwellings. It also occurs frequently along creeks and rivers where it is spread by floodwaters.

References

Naughton M and Bourke C (2005). *Mother of millions Primefact 45*. NSW DPI, Orange.

The authors would like to acknowledge the comments made by Steve Ottaway and Carol Rose regarding the technical content of this publication.

Control

Preventing the spread of mother of millions is the best control measure. Learn to identify mother of millions and regularly check for it in winter when the plants are in flower and are easier to see. If found remove immediately using a combination of control methods including hand removal, fire, herbicide application and rehabilitation. Regularly check creek lines after floods for new infestations.

Hand removal

For small infestations, mother of millions can be removed by pulling up individual plants by hand. Once the plants have been removed they should be burnt; stored in black plastic bags until completely decayed or buried. All of these procedures will prevent regrowth from leaf fragments. Care needs to be taken when using this method of control as plantlets may detach from the leaves during removal and establish as new plants. Some regrowth will therefore occur and follow-up treatment will be required.

Fire

Permits may be required to light fires – check with your local NSW Rural Fire Service for permit details. For large infestations, fire is the most economical control option available and

will kill the plants and much of the seed stored in the soil. Using fire first will reduce the cost of any spray applications. When using fire, fence off infested areas to limit stock access and build up a fuel load. Control burn the area using a hot fire. In following years any regrowth should be spot sprayed. Some groups have reported a 30% reduction in mother of millions each year by using control burning with follow-up spot spraying.

Rehabilitation

Once removal of the infestation is complete the infested area should be revegetated with more desirable plants to provide competition to future mother of millions seedlings and plantlets.

This can be achieved by soil preparation, replanting, fertilising, controlling pests and grazing appropriately.

Some herbicides have a residual effect and this should be checked before attempting to revegetate.

Biological control

Four insects have been imported into Australia for testing as biological control agents for mother of millions. Testing of the first and most promising insect, *Osphilia tenuipes*, a stem-boring weevil, has been completed. However, this agent appears to also attack closely related exotic ornamental plants. Therefore, approval for the field release of this agent has been delayed until issues surrounding the potential impact of this insect on the non-target ornamental plants have been addressed.

A South African citrus thrip (*Scirtothrips aurantii*) has occurred in Queensland from unknown sources and gives significant control.

Herbicide application

Thorough spraying of mother of millions with herbicides is effective if sufficient wetting agent (non ionic surfactant) is used to penetrate the waxy outer covering of the plants – especially that of the plantlets. Mother of millions may be controlled with herbicides at any time of the year if the plants are not stressed, but infestations are easiest to see in winter when the plants are in flower. Spraying during flowering also prevents new seeds from developing. Late autumn or early spring may be a better option if the plants are lush and growing well, because they are more likely to readily absorb the chemical. In areas that regularly flood, avoid spraying when flooding is likely.

After spraying, plants may be more palatable to livestock so exclude them from the treated infestation by resting the paddock or erecting temporary fencing. Exclusion of livestock should continue until the plants are dead. It should be noted that dead plants are still toxic and still present a poisoning risk to livestock if eaten.

A number of herbicides are available for treating mother of millions. Spraying with herbicides may not be 100% successful therefore, the site should be monitored for regrowth and an appropriate follow up treatment carried out.

Herbicide options

WARNING - ALWAYS READ THE LABEL

Users of agricultural or veterinary chemical products must always read the label and any permit, before using the product, and strictly comply with the directions on the label and the conditions of any permit. Users are not absolved from compliance with the directions on the label or the conditions of the permit by reason of any statement made or not made in this information. To view permits or product labels go to the Australian Pesticides and Veterinary Medicines Authority website www.apvma.gov.au

See Using herbicides (<http://www.dpi.nsw.gov.au/biosecurity/weeds/weed-control>) for more information.

PERMIT 14877 Expires 30/06/2019

Glyphosate 360 g/L with Metsulfuron-methyl 600 g/kg (Various products)

Rate: 10 g metsulfuron-methyl plus 200 mL glyphosate in 100 L of water

Comments: Apply just prior to flowering, add a surfactant.

Withholding period: Nil.
Herbicide group: M, Inhibitors of EPSP synthase
Resistance risk: Moderate

2,4-D 300 g/L (Affray 300®)

Rate: 70 mL in 10 L of water
Comments: Thorough even coverage of leaves
Withholding period: 7 days.
Herbicide group: I, Disruptors of plant cell growth (synthetic auxins)
Resistance risk: Moderate

2,4-D amine 625 g/L (Amicide® 625)

Rate: 400 mL per 100 L of water
Comments: Thorough, even coverage of leaves and plantlets is necessary. Add a wetting agent.
Withholding period: 7 days.
Herbicide group: I, Disruptors of plant cell growth (synthetic auxins)
Resistance risk: Moderate

Fluroxypyr 200 g/L (Starane™)

Rate: 600 mL per 100 L of water
Comments: Actively growing seedlings and young plants before flowering.
Withholding period: 7 days.
Herbicide group: I, Disruptors of plant cell growth (synthetic auxins)
Resistance risk: Moderate

Fluroxypyr 333 g/L (Starane™ Advanced)

Rate: 360 mL in 100 L of water
Comments: Apply to actively growing seedlings and young plants before flowering
Withholding period: 7 days.
Herbicide group: I, Disruptors of plant cell growth (synthetic auxins)
Resistance risk: Moderate

Picloram 100 g/L + Triclopyr 300 g/L + Aminopyralid 8 g/L (Grazon Extra®)

Rate: 500 mL in 100 L of water
Comments: Apply at flowering, add a surfactant.
Withholding period: Where product is used to control woody weeds in pastures there is a restriction of 12 weeks for use of treated pastures for making hay and silage; using hay or other plant material for compost, mulch or mushroom substrate; or using animal waste from animals grazing on treated pastures for compost, mulching, or spreading on pasture/crops.
Herbicide group: I, Disruptors of plant cell growth (synthetic auxins)
Resistance risk: Moderate

Triclopyr 300 g/L + Picloram 100 g/L (Grazon® DS)

Rate: 500 mL per 100 L of water
Comments: Apply at flowering, add a surfactant.
Withholding period: Nil.
Herbicide group: I, Disruptors of plant cell growth (synthetic auxins)
Resistance risk: Moderate

Biosecurity duty

The content provided here is for information purposes only and is taken from the *Biosecurity Act 2015* and its subordinate legislation, and the Regional Strategic Weed Management Plans (published by each Local Land Services region in NSW). It describes the state and regional priorities for weeds in New South Wales, Australia.

Area	Duty
All of NSW	General Biosecurity Duty <i>All plants are regulated with a general biosecurity duty to prevent, eliminate or minimise any biosecurity risk they may pose. Any person who deals with any plant, who knows (or ought to know) of any biosecurity risk, has a duty to ensure the risk is prevented, eliminated or minimised, so far as is reasonably practicable.</i>
Central Tablelands	Regional Recommended Measure <i>Land managers should mitigate the risk of new weeds being introduced to their land. Land managers should mitigate spread from their land. The plant should</i>

Area	Duty
Central West	<p><i>not be bought, sold, grown, carried or released into the environment.</i></p> <p>Protect conservation areas, natural environments and grazing land that is free of mother-of-millions</p> <p>Regional Recommended Measure <i>Land managers should mitigate the risk of new weeds being introduced to their land. Land managers should mitigate spread from their land. The plant should not be bought, sold, grown, carried or released into the environment.</i></p>
Hunter	<p>Regional Recommended Measure Land managers should mitigate the risk of new weeds being introduced to their land. Land managers should mitigate spread from their land. The plant should not be bought, sold, grown, carried or released into the environment. Land managers reduce impacts from the plant on priority assets.</p>
North West	<p>Regional Recommended Measure <i>Land managers should mitigate the risk of new weeds being introduced to their land. Land managers should mitigate spread from their land. The plant should not be bought, sold, grown, carried or released into the environment.</i></p> <p>This Regional Recommended Measure applies to <i>Bryophyllum delagoense</i></p>
Riverina	<p>Regional Recommended Measure <i>Land managers should mitigate the risk of new weeds being introduced to their land. The plant should be eradicated from the land and the land kept free of the plant. The plant should not be bought, sold, grown, carried or released into the environment. Notify local control authority if found.</i></p>
<p>Western Exclusion zone: whole region except core infestation area of maintained gardens</p>	<p>Regional Recommended Measure <i>Whole region: Plant should not be bought, sold, grown, carried or released into the environment (except in maintained gardens). Exclusion Zone: The plant should be eradicated from the land and the land kept free of the plant. Land managers should mitigate the risk of the plant being introduced to their land. Core infestation: Land managers should mitigate spread from their land.</i></p> <p>This Regional Recommended Measure also applies to <i>Bryophyllum</i> hybrids</p>



Bryophyllum delagoense flowers. (Photo: John Hosking.)



Close up of Bryophyllum delagoense leaflets. (Photo: John Hosking.)



Hybrid mother of millions, *Bryophyllum x houghtonii*,



Bryophyllum delagoense infestation. (Photo: John Hosking.)

RECOMMENDATION

That the Report by the Technical Services Department on the activities of the Department including Notices of Intent, Orders and Penalty Notices issued by Council for the month of October 2018 be noted.

CONCLUSION

The activities carried out by the Technical Services Department are in line with the 2018/2019 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.

OFFICER RECOMMENDATION

THAT the monthly Technical Services report for November 2018 be received

ATTACHMENTS

AT- 2018/19 Capital Works Program

2018-19 Shire Roads Capital Works Program 26th Nov 2018

Income :	FAGS	\$1,873,857	see TRIM folder S255
	Internal	\$1,339,988	
	R2R	\$1,016,644	
	S94	\$252,048	
	Total	\$ 4,482,537	
	HVSPP	\$2,597,924	
	FCR	\$2,323,768	
	FCTW	\$355,182	
	Total	\$ 5,276,874	

Target %age 44.2%

Normal R2R Reference Rate
 \$1,071,990

	Budget	YTD Expenditure
Administration	144859	\$ 64,072
Shire Roads Maintenance Budget	1627232	\$ 546,793 33.6%
Shire Roads Capital Works Budget	7987320	\$ 3,251,970 40.7%
	9759411	\$ 3,862,835 39.6%

Work Order	Job Description	SR	Road Name	Road Class	Length (km)	BUDGET	YTD EXPENDITURE	PROGRESS STATUS	
5732	R2R Resheeting	USRR	Adams Scrub Road	Collector	6.8	\$136,588	8778	Preliminary Works	
6093	R2R Resheeting	USRR	Caroda Road	Collector	6.0	\$120,000	386	Preliminary Works	
6094	R2R Resheeting	USRR	Pallal Road	Local	5.2	\$89,929	89929	Complete	
6095	R2R Resheeting	USRR	Horton Road	Arterial	4.2	\$84,000	9224	Preliminary Works	
6096	R2R Resheeting	USRR	Woodburn Emello Road	Local	6.7	\$103,855	103855	Complete	
5741	R2R Resheeting	USRR	Gil Gil Creek Road	Collector	2.2	\$51,683	0	Not Started	
6097	R2R Resheeting	USRR	Tucka Tucka Road	Collector	8.0	\$159,833	159833	Complete	
6098	R2R Resheeting	USRR	Goat Road	Local	7.5	\$143,295	143295	Complete	
6099	R2R Resheeting	USRR	Baroma Road	Arterial	3.5	\$83,943		Not Started	
6100	R2R Resheeting	USRR	Crooble Road	Local	2.0	\$43,518		Not Started	
						\$0	45.3km	\$1,016,644	\$515,299
						Estimate (\$)			
6101	Internal Resheeting	USRR	Towarra Road	Local	6.7	\$101,572	101572	Complete	
6102	Internal Resheeting	USRR	Reserve Creek Road	Local	5.0	\$90,000	458	Preliminary Works	
6103	Internal Resheeting	USRR	Thornleigh Road	Local	5.0	\$77,138	77138	Complete	
6104	Internal Resheeting	USRR	Wearnes Road	Local	3.5	\$62,640	528	Preliminary Works	
6105	Internal Resheeting	USRR	Nooroo Road	Minor	2.4	\$43,200		Not Started	
6106	Internal Resheeting	USRR	Lewis Road	Minor	1.0	\$18,000		Not Started	
6107	Internal Resheeting	USRR	Gragin Road	Collector	4.0	\$72,000		Not Started	
6108	Internal Resheeting	USRR	Oregon Road	Collector	5.0	\$124,872		Not Started	
6109	Internal Resheeting	USRR	Yallaroi Road	Collector	3.8	\$98,800		Not Started	
6110	Internal Resheeting	USRR	Peates Road	Minor	7.6	\$58,343	58343	Complete	
6111	Internal Resheeting	USRR	Gournama Road	Local	3.7	\$89,653		Not Started	
5299	Internal Resheeting	USRR	Adams Scrub Road	Collector	0.0	\$74	74	Complete	
6152	Internal Resheeting	USRR	Upper Bingara Road	Local	0.3	\$7,595	7595	Complete	
5353	Internal Rehabilitation	SRR	Elcombe Road	Arterial	2.0	\$1,715	1715	Complete	
						24.1km	\$843,887	\$245,708	
						BUDGET		YTD EXPENDITURE	
5011	Internal Rehab Program	SRR	Warialda High Productivity Vehicle Route				198082		
5914	Internal Rehab Program	SRR	Warialda High Productivity Vehicle Route			\$5,271,692	2276470		
5860	Internal Rehab Program	SRR	Truck Wash			\$855,097	14696		
						\$6,126,789	\$2,489,248		

**Item 8 Monthly Finance, Investment and Rates Collection Report -
November 2018**

FILE REFERENCE**DELIVERY PROGRAM**

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

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

AUTHOR Manager, Finance

DATE 5 December 2018

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

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

BACKGROUND

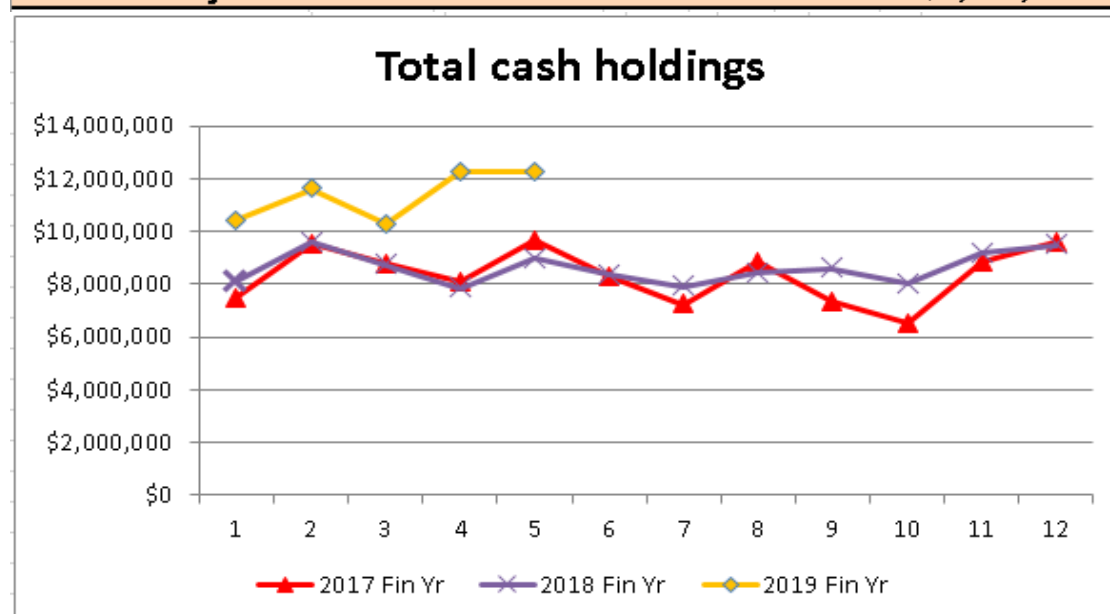
In accordance with Clause 19(3) of the Local Government (Financial Management) Regulation 1993, the following information provides details of Council's funds invested as at 30th November 2018.

Direct Investments							
Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2018.11	NAB	AA	TD	4-02-19	2.65%	\$1,000,000.00
NAB	2018.12	NAB	AA	TD	4-02-19	2.65%	\$1,000,000.00
NAB	2018.13	NAB	AA	TD	13-02-19	2.65%	\$1,000,000.00
Grand Total							\$3,000,000.00

Managed Funds							
Fund	Investment	Horizon	Type	3 Mth Avg Yield	Current Value		
Regional Australia Bank		At Call	Cash	2.56%	\$260,797.62		
Tcorp Cash Fund		At Call	Cash	3.32%	\$5,925,225.43		
Tcorp Medium Term Fund		At Call	Cash	3.36%	\$1,705,180.52		
Grand Total					\$7,891,203.57		

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$7,891,203.57
Grand Total	\$10,891,203.57

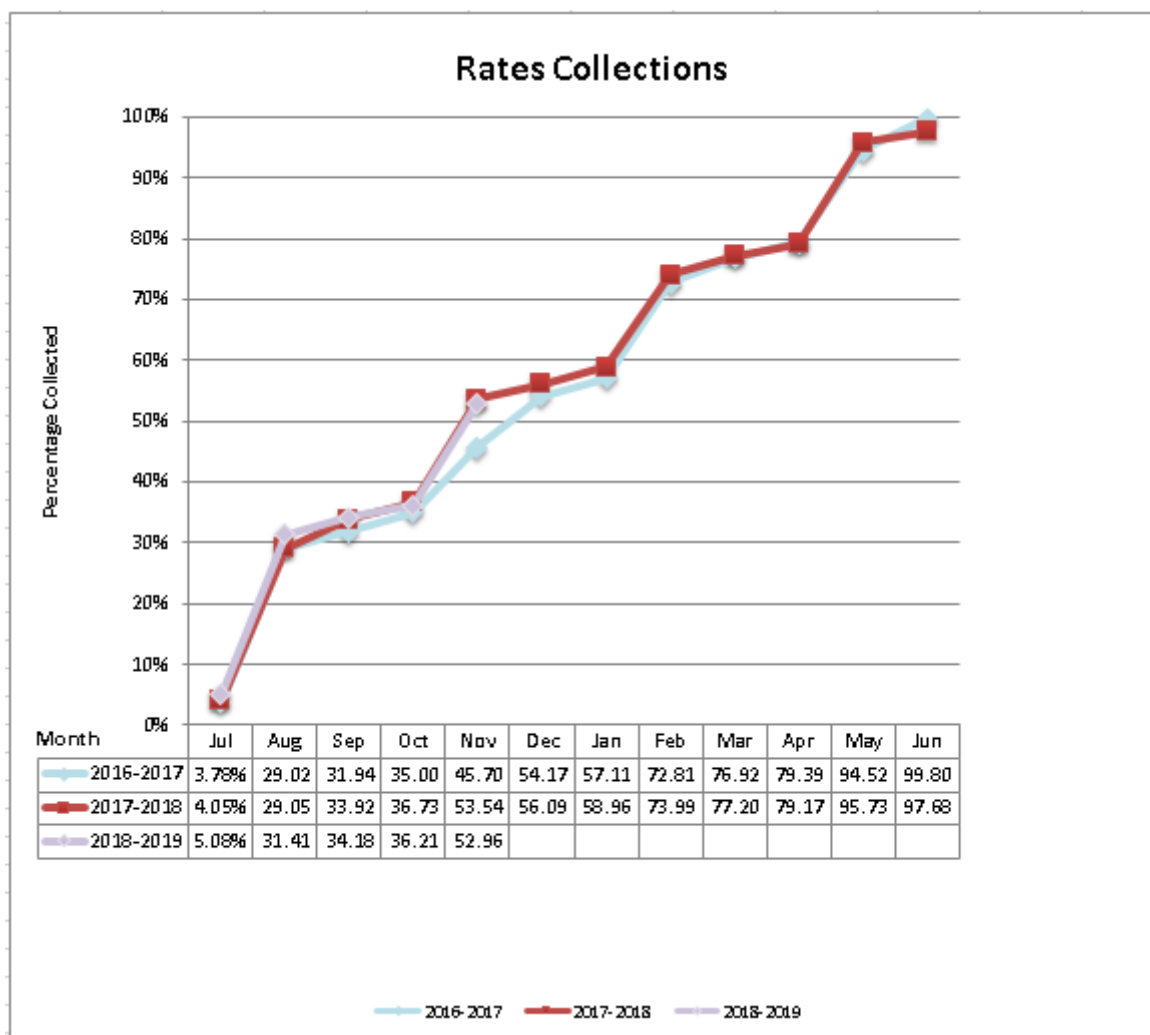
Cash and Investments	
Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$7,891,203.57
Grand Total Investments	\$10,891,203.57
Total Cash and Investments	
Investments	\$10,891,203.57
Cash at bank	\$ 1,379,402.66
Grand Total Cash and Investments	\$12,270,606.23
General Fund Cash	
Total cash and investments	\$12,270,606.23
LESS:	
Water fund*	-\$671,898.80
Sewer fund*	-\$3,417,215.28
Waste fund*	-\$2,920,219.93
Other restrictions:	
Employee leave entitlements*	-\$849,000.00
Carry over works in progress*	\$0.00
Asset replacement*	-\$322,910.00
Bonds and deposits	-\$2,192,049.56
Unexpended grants*	-\$466,000.00
Developer contributions	-\$256,000.00
*These figures may change with end of year processing	
Discretionary General Fund Cash	\$1,175,312.66



I, Helen Thomas, Finance Manager and Responsible Accounting Officer for Gwydir Shire Council, certify that the Council’s investments have been made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005 and Council’s Investment Policy (F.01.03), as amended.

RATES COLLECTIONS

The graph below represents a comparative of the percentage collections for the current year against the two previous rating years. The current years collections are up to 30th November 2018.



COUNCIL SEAL

Council’s seal was used on the North West Weight of Loads’ schedule of authorised inspectors during November.

TCorp Flash Report Performance Summary – November 2018



Performance Summary

November 2018

TCorpIM Core Funds

Returns	1 Month %			FYTD %			1 Year %			3 Year (% p.a.)			5 Year (% p.a.)			7 Year (% p.a.)		
	Net	BM	ER	Net	BM	ER	Net	BM	ER	Net	BM	ER	Net	BM	ER	Net	BM	ER
Cash	0.15	0.15	0.00	0.94	0.84	0.10	2.04	1.91	0.13	2.28	1.93	0.35	2.44	2.17	0.27	2.85	2.55	0.30
Short Term Income Fund*	0.12	0.15	-0.03	0.99	0.84	0.15	2.18	1.91	0.27	2.45	1.93	0.52	2.60	2.17	0.43	3.08	2.55	0.53
MTGF**	-0.37	-0.28	-0.09	-0.33	-0.09	-0.24	1.40	1.69	-0.29	3.94	4.19	-0.25	4.64	4.84	-0.20	6.12	6.07	0.05
LTGF***	-1.04	-0.88	-0.16	-1.99	-1.56	-0.43	1.34	1.56	-0.22	6.22	6.70	-0.48	7.13	7.55	-0.42	9.97	10.03	-0.06

*Prior to 15 October 2018, the Fund name was the TCorpIM Strategic Cash Fund. **Medium Term Growth Fund ***Long Term Growth Fund

Net = Net Return; BM = Benchmark Return; ER = Excess Return

OFFICER RECOMMENDATION

THAT the monthly Investment and Rates Collection report for November 2018 be received

ATTACHMENTS

There are no attachments for this report.