



NOTICE OF MEETING

NOTICE is hereby given that an **Ordinary Meeting of Gwydir Shire Council** will be held in the Roxy Meeting Room, Bingara, on **Thursday 24 September 2020** (commencing at **9.00am**) to discuss the items listed in the Agenda.

Your attendance is respectfully requested.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Max Eastcott".

Max Eastcott
General Manager

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GWYDIR SHIRE COUNCIL

B U S I N E S S P A P E R

AGENDA

**ORDINARY MEETING September 24, 2020
9.00am**

OFFICIAL OPENING AND WELCOME – MAYOR

APOLOGIES

CONFIRMATION OF THE MINUTES

RECOMMENDATION:

THAT the Minutes of the Ordinary and Confidential Meeting held on Thursday, August 27, 2020 as circulated be taken as read and CONFIRMED.

PRESENTATION

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

MAYORAL MINUTE (If any)

DEFERRED ITEMS – Nil

OFFICERS' REPORTS (As listed)

COMMITTEE OF THE WHOLE – OPEN

Councillors' Reports

Item 1 Mayoral Election**FILE REFERENCE** 20/22246**DELIVERY PROGRAM****GOAL:** 5. Organisational Management**OUTCOME:** 5.1 CORPORATE MANAGEMENT**STRATEGY:** 5.1.3 Administrative functions - GM - internal**AUTHOR** General Manager**STAFF DISCLOSURE OF INTEREST** Nil**IN BRIEF/ SUMMARY RECOMMENDATION**

The *Local Government Act* and Regulations provide that Councillors elect a Mayor from among their number; unless there is a decision in force that the Mayor is elected by the electors. The relevant process is outlined in the attached documentation.

Section 230(1) of the *Local Government Act, 1993*, provides that the Mayor is elected for a two year term but due to the deferral of the general local government election the Mayoral term following this election is for one year.

TABLED ITEMS Nil**BACKGROUND**

Nominations may be received up until the election on the day of the Council's Meeting.

The Council has, in the past, not used 'open voting' nor has it used an 'ordinary ballot' when 3 or more candidates have nominated for the position. In the past, as the Returning Officer it has also been my practice to request a person from the gallery to act if any members of the public are in attendance.

RETURNING OFFICER RECOMMENDATION

(If an election is required) either:

(Only 2 candidates nominating)

THAT the election for the Mayor be held with an ordinary ballot.

OR

(3 or more candidates nominating)

THAT the election for the Mayor be held with a preferential ballot.

AND

FURTHER that the ballot paper are destroyed immediately following the declaration of the poll.

ATTACHMENTS

- AT-** Election process
- AT-** Nomination Form

Fact Sheet

ELECTION OF MAYOR AND DEPUTY MAYOR BY COUNCILLORS



Summary

Councillors must elect a mayor from among their number every two years unless they have a popularly elected mayor.

Councillors may also elect a deputy mayor. The deputy mayor may be elected for the mayoral term or a shorter term.

The election of the mayor and the deputy mayor must be conducted in accordance with clause 394 and Schedule 7 of the *Local Government (General) Regulation 2005* (the Regulation).

The purpose of this document is to assist councils to conduct mayoral and deputy mayoral elections in accordance with these requirements. It includes scripts for key activities to help returning officers exercise their functions. These scripts are provided in the text boxes inserted in the relevant parts of this document.

How can councils use this document?

Electing a mayor is an important activity. It is vital that the process is smooth, open and easy to follow and not rushed or confusing. Where necessary, it may be appropriate to stop and provide clarification for the benefit of councillors, staff or the gallery.

Returning officers can circulate this document prior to the meeting to help councillors understand the election process.

Election of a mayor after an ordinary election of councillors

An election for mayor must be held within three weeks of the declaration of the ordinary election at a meeting of the council.

The returning officer is to be the general manager or a person appointed by the general manager.

As no mayor or deputy mayor will be present at the start of the meeting, the first business of the meeting should be the election of a chairperson to preside at the meeting. Alternatively, the returning officer may assume the chair for the purpose of conducting the election.

Mid-term election of a mayor

A mayor elected by councillors holds office for two years. A mid-term mayoral election must be held in the September two years after the ordinary election of councillors or the first election of a new council following its establishment.

Procedures

Prior to the meeting

Before the council meeting at which the election is to be conducted, the returning officer will give notice of the election to the councillors.

The notice is to set out how a person may be nominated as a candidate for election as chairperson.

As returning officer, I now invite nominations for the position of mayor/deputy mayor for [name of council] for a two year period.

In accordance with the Local Government (General) Regulation 2005, two or more councillors may nominate a councillor (one of whom may be the nominee) for the position of mayor/deputy mayor. Nominations must be in writing and the nominee must consent to their nomination in writing.

A councillor may be nominated without notice for election as mayor or deputy mayor. The nomination is to be made in writing by two or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The returning officer checks the nomination forms and writes the nominees' names on a candidates' sheet.

At the meeting

At the start of the first meeting after an ordinary election, in the absence of a chairperson, the returning officer assumes the chair and announces that the first item of business is to be the election of a mayor.

If a chairperson is present, they announce that the first item of business is the election of the mayor then vacates the chair for the returning officer who will then conduct the election.

The returning officer reads out the names of the nominees and seeks confirmation that the nominee has accepted the nomination.

If only one councillor has been nominated for the position of mayor/deputy mayor, the nominee is elected.

As there is only one nominee for the role of mayor/deputy mayor, I declare that [name of successful candidate] is elected as mayor/deputy mayor for the ensuing two years.

If more than one candidate has been nominated, the council must determine by resolution, the method of voting for the position of mayor/deputy mayor, by way of one of the following methods:

- Open voting – i.e. by show of hands
- Ordinary ballot – i.e. a secret ballot (place an "X" against the candidate of their choice)
- Preferential ballot – i.e. place 1, 2, 3 etc. against each candidate.

The returning officer must ask for a motion to be put to the meeting by one of the councillors on the preferred method of voting for the election of a chairperson. This must then be seconded and voted on by the councillors.

Note: In the event of a tie, if there is a chairperson, they may use their casting vote. If there is a tie and no chairperson, an election for the role of chairperson should be conducted. Then the election for mayor resumes.

Open voting (show of hands)

Open voting is the most transparent method of voting. It is also the least bureaucratic method and reflects normal council voting methods.

The returning officer will advise the meeting of the method of voting and explains the process.

It has been resolved that the method of voting for the position of mayor/deputy mayor will be by show of hands.

Each councillor is entitled to vote for only one candidate in each round of voting.

I will now write each candidate's name on a slip of paper and deposit it in a barrel. The first name out of the barrel will be written first on the tally sheet, with second name out being written second on the tally sheet, etc.

When all candidates' names have been written on the tally sheet, the returning officer announces the names of the candidates and, commencing with the first candidate, states the following:

Would those councillors voting for [name of candidate] please raise your hand.

The returning officer records the number of votes for each successive candidate on the tally sheet and announces the number of votes received for each candidate.

The minute taker records the vote of each councillor.

The returning officer should check with the minute taker that each councillor has voted. If a councillor has not voted it should be confirmed that they are abstaining (an informal vote).

Two candidates

If there are only two candidates for the position of mayor/deputy mayor and the voting is higher for one candidate than another (number of formal votes recorded on the tally sheet), the returning officer then announces the result.

[Name of candidate] has the higher number of formal votes and as a result I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

In the event of a **tied vote**, the returning officer will advise the meeting of the following process.

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the

names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Three or more candidates

If there are three or more candidates, the candidate with the lowest number of votes for the position of mayor/deputy mayor is excluded.

[Name of candidate], having the lowest number of votes, is excluded.

The voting continues as above until there are only two candidates remaining (see voting for **two candidates** above).

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

I declare that [name of candidate] is excluded.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Ordinary ballot – (secret ballot)

The returning officer advises the meeting of the method of voting and explains the process.

It has been resolved that the method for voting for the position of mayor/deputy mayor will be by ordinary ballot, in other words by placing an "X" against the candidate of the councillor's choice.

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

It will be necessary to have a number of blank papers as this process may require more than one round of voting.

The returning officer writes the names on one set of the ballot papers and initials the front of each ballot paper.

A staff member distributes the ballot papers and collects them into the ballot box when completed and gives it to the returning officer who counts the votes and records them on the tally sheet.

The returning officer announces the results.

[Name of candidate], having the lowest number of votes, is excluded.

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

I declare that [name of candidate] is excluded.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

The returning officer writes the names of the remaining candidates on a further set of the ballot papers and initials the front of each ballot paper.

The staff member distributes ballot papers listing the remaining candidates and collects them into the ballot box when completed and gives it to the returning officer who again counts the votes and records them on the tally sheet and announces the results.

The process continues until two candidates remain, where a final vote takes place.

[Name of candidate] has the higher number of votes and I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

In the event of a **tied vote** between the two remaining candidates, the returning officer makes the following statement and announces the process.

The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel.

Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Preferential ballot

The returning officer explains the process.

It has been resolved that the method for voting for the position of mayor/deputy mayor will be by preferential ballot, i.e. placing 1, 2 and so on against the candidate of the councillor's choice in order of preference for all candidates.

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each candidate's name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

The returning officer writes the names on the ballot papers and initials the front of each ballot paper. This method of voting requires only one set of ballot papers.

A staff member distributes the ballot papers and collects them when completed and gives them to the returning officer who counts the first preference votes and records them on the tally sheet.

If a candidate has an absolute majority of first preference votes (more than half), the returning officer declares the outcome.

[Name of candidate], having an absolute majority of first preference votes, is elected as mayor/deputy mayor for the ensuing two years.

If no candidate has the absolute majority of first preference votes, the returning officer excludes the candidate with the lowest number of first preference votes.

[Name of candidate], having the lowest number of first preference votes, is excluded.

The preferences from the excluded candidate are distributed. This process continues until one candidate has received an absolute majority of votes, at which time the returning officer announces the result.

[Name of candidate], having an absolute majority of votes, is elected as mayor/deputy mayor for the ensuing two years.

In the event of a **tied vote** where there are only two candidates remaining in the election, the returning officer explains the process.

The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel. The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

In the event that the **lowest number of votes are tied** and where there are three or more candidates remaining in the election, the returning officer advises the meeting of the process.

In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded and their preferences distributed.

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

I declare that [name of candidate] is excluded and any votes cast for them will be distributed by preference.

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

Schedule 7 - Election of Mayor by Councillors

Part 1 Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:
ballot has its normal meaning of secret ballot.
open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

6 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

7 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

10 Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. That candidate is elected.
- (4) In this clause, "**absolute majority**", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11 Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- a) to be declared to councillors at the council meeting at which the election is held by the returning officer, and
- b) to be delivered or sent to the Departmental Chief Executive and to the Chief Executive of Local Government New South Wales.

**GWYDIR SHIRE COUNCIL
NOMINATION FOR MAYOR**

We hereby nominate:

**Cr. _____ for
the position of Mayor**

Cr. _____

Cr. _____

I consent to the above nomination

Cr. _____

Item 2 Election of Deputy Mayor

FILE REFERENCE 20/22247

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

AUTHOR General Manager

IN BRIEF/ SUMMARY RECOMMENDATION

1. Section 231 of the *Local Government Act, 1993* provides that Council may elect a Deputy Mayor. If Council wishes to do so it should resolve accordingly
2. The same provisions apply for the election as for the Mayor except that the Term of Office may be determined by Council to be either the Mayoral Term or a shorter period. This has always been nominated as the Mayoral term of one year, which has now been increased to a two year term. It is recommended that the term of the Deputy Mayor remains as the same as the Mayoral term.

A nomination form is enclosed with this Agenda. Nominations may be received up until the election on the day of the Council's Meeting.

RETURNING OFFICER RECOMMENDATION

THAT the Council elects a Deputy Mayor for the 2020/2021 Mayoral term.

(If an election is required) either:

(Only 2 candidates nominating)

FURTHER that the election for the Deputy Mayor be held with an ordinary ballot.

OR

(3 or more candidates nominating)

FURTHER that the election for the Deputy Mayor be held with a preferential ballot.

AND

FURTHER that the ballot papers are destroyed immediately following the declaration of the poll.

ATTACHMENTS

AT- Nomination Form

**GWYDIR SHIRE COUNCIL
NOMINATION FOR DEPUTY MAYOR**

We hereby nominate:

**Cr. _____ for
the position of Deputy Mayor**

Cr. _____

Cr. _____

I consent to the above nomination

Cr. _____

Item 3 Councillor's Activity Report for August**FILE REFERENCE** 20/22241**DELIVERY PROGRAM****GOAL:** 4. Proactive Regional and Local Leadership**OUTCOME:** 4.1 WE ARE AN ENGAGED & CONNECTED COMMUNITY**STRATEGY:** 4.1.2 Enable broad, rich and meaningful engagement to occur - GM - external**AUTHOR** General Manager

The Councillors' activity schedule for August 2020 is outlined below

August, 2020		
Councillor	Event	Date
Cr J Coulton (Mayor)	Namoi Unlimited Meeting /Board Discussion via Zoom	11 th Aug.
	BROC Meeting via Zoom	14 th Aug.
	QLD- NSW Border Closure update – Teams Meeting – Caroline MacSmith	17 th Aug.
	Namoi Economic Supply Chain – via Zoom	17 th Aug.
	Warialda Fire Break Committee Meeting – Warialda Training Room	19 th Aug.
	QLD -NSW Closure update – Teams Meeting – Caroline MacSmith	20 th Aug.
	QLD – NSW Border Closure update – Teams Meeting – Caroline MacSmith	25 th Aug.
	Commercial Hotel Inspection - Warialda	26 th Aug.
	QLD – NSW Border Closure update – Teams Meeting – Caroline MacSmith	27 th Aug.
	Ordinary Council Meeting – The Roxy Conference Room	27 th Aug.
	Gwydir Oval Amenities Inspection - Bingara	27 th Aug.
	Commercial Hotel Inspection - Warialda	27 th Aug.
	Namoi Unlimited – Board Meeting and farewell lunch for Cr Hope	31 st Aug.
Cr Catherine Egan (Deputy Mayor)	Bingara Toy Library – Commemorative Birth Certificates	5 th Aug.
	Special events Meeting – Bingara Council Chambers	5 th Aug.
	Bingara Toy Library – Commemorative Birth Certificates	6 th Aug.

	Vision 20/20 Meeting - Bingara	6 th Aug.
	Ordinary Council Meeting – The Roxy Conference Room	27 th Aug.
	Gwydir Oval Amenities Inspection - Bingara	27 th Aug.
	Commercial Hotel Inspection - Warialda	27 th Aug.
Cr David Coulton	Gwydir LEMC Meeting – via Teams	17 th Aug.
	Warialda Fire Break Meeting – Warialda Training Room	19 th Aug.
	Ordinary Council Meeting – The Roxy Conference Room	27 th Aug.
	Gwydir Oval Amenities Inspection – Bingara	27 th Aug.
	Commercial Hotel Inspection - Warialda	27 th Aug.
Cr Stuart Dick	Tingha RFS Meeting	2 nd Aug.
	Gwydir LEMC Meeting – via Teams	17 th Aug.
	Warialda Fire Break Committee Meeting – Warialda Training Room	19 th Aug.
	Warialda Historical Society AGM	20 th Aug.
	Ordinary Council Meeting – The Roxy Conference Room	27 th Aug.
	Gwydir Oval Amenities Inspection – Bingara	27 th Aug.
	Commercial Hotel Inspection – Warialda	27 th Aug.
Cr Dixon OAM	Special events Meeting – Bingara Council Chambers	5 th Aug.
	Ordinary Council Meeting – The Roxy Conference Room	27 th Aug.
	Gwydir Oval Amenities Inspection	27 th Aug.
	Commercial Hotel Inspection - Warialda	27 th Aug.
Cr T Galvin	Special Events Meeting – Bingara Council Chambers	5 th Aug.
	Ordinary Council Meeting – The Roxy Conference Room	27 th Aug.
	Gwydir Oval Amenities Inspection - Bingara	27 th Aug.
	Commercial Hotel Inspection - Warialda	27 th Aug.
Cr J Moore	Warialda Fire Break Committee Meeting – Warialda Training Room	19 th Aug.
	Warialda Historical Society AGM	20 th Aug.
	Ordinary Council Meeting – The Roxy Conference Room	27 th Aug.
	Gwydir Oval Amenities Inspection -Bingara	27 th Aug
	Commercial Hotel Inspection - Warialda	27 th Aug..
Cr G Smith	Warialda Fire Break Committee Meeting –	19 th Aug.

	Warialda Training Room	
	Ordinary Council Meeting – The Roxy Conference Room	27 th Aug.
	Gwydir Oval Amenities Inspection - Bingara	27 th Aug.
	Commercial Hotel Inspection - Warialda	27 th Aug.
Cr F Young	CCC Steering Committee Meeting – Bingara Landcare Office	4 th Aug.
	BROC Meeting via Zoom	14 th Aug.
	Gwydir LEMC Meeting via Teams	17 th Aug.
	Ordinary Council Meeting – The Roxy Conference Room	27 th Aug.
	Gwydir Oval Amenities Inspection - Bingara	27 th Aug.
	Commercial Hotel Inspection - Warialda	27 th Aug.

OFFICER RECOMMENDATION

THAT the report be received

ATTACHMENTS

There are no attachments for this report.

Item 4 Monthly Investment and Rates Collection Report for August 2020

FILE REFERENCE 20/22244

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

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

AUTHOR Manager, Finance

STAFF DISCLOSURE OF INTEREST Nil

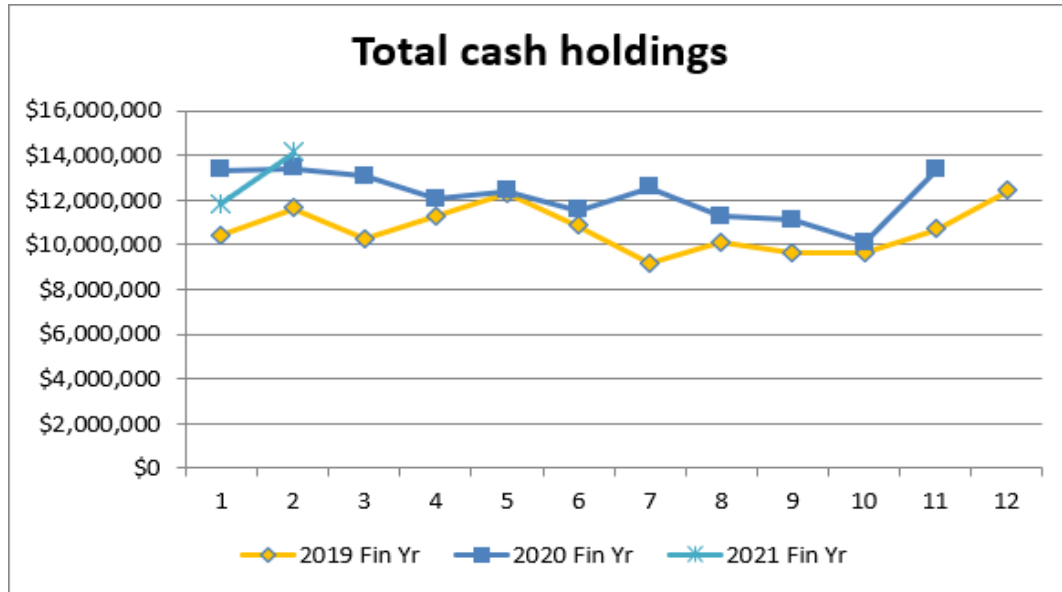
At each monthly Ordinary Meeting, the Council is presented with the schedule relating to Investments, as at the end of the previous month.

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 31 August 2020.

Direct Investments								
Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value	
NAB	2020.16	NAB	AA	TD	27/10/2020	0.75%	\$1,000,000.00	
NAB	2020.17	NAB	AA	TD	27/10/2020	0.75%	\$1,000,000.00	
NAB	2020.18	NAB	AA	TD	27/10/2020	0.75%	\$1,000,000.00	
Grand Total							\$3,000,000.00	
Managed Funds								
Fund	Investment Horizon	Type	3 Mth Avg Yield		Current Value			
Regional Australia Bank	At Call	Cash	See report		\$401,989.76			
Tcorp Cash Fund	At Call	Cash	See report		\$3,541,889.43			
Tcorp Medium Term Fund	At Call	Cash	See report		\$1,061,942.93			
Grand Total							\$5,005,822.12	
Total Investments								
Direct Investments							\$3,000,000.00	
Managed Funds							\$5,005,822.12	
Grand Total							\$8,005,822.12	

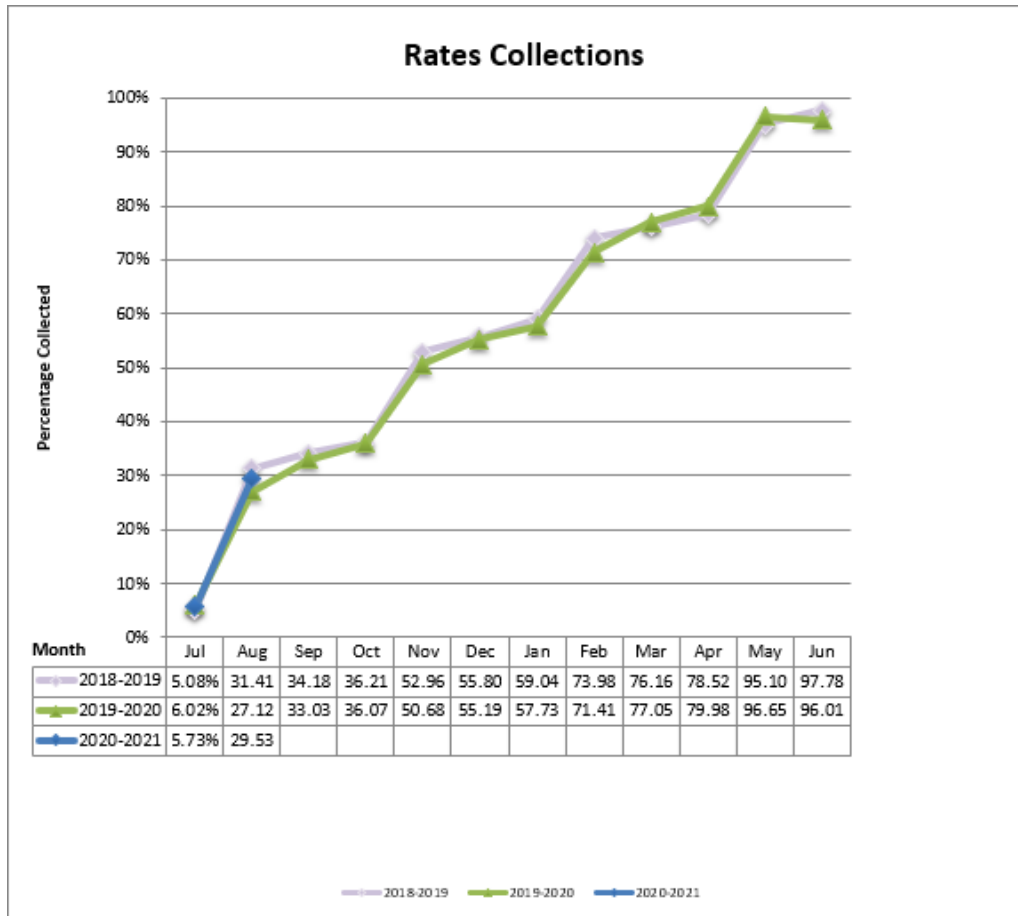
Cash and Investments	
Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$8,005,822.12
Grand Total Investments	\$11,005,822.12
Total Cash and Investments	
Investments	\$11,005,822.12
Cash at bank	\$ 3,097,452.40
Grand Total Cash and Investments	\$14,103,274.52
General Fund Cash	
Total cash and investments	\$14,103,274.52
LESS:	
Water fund*	-\$986,596.38
Sewer fund*	-\$3,269,555.88
Waste fund*	-\$3,509,198.48
Other restrictions:	
Employee leave entitlements*	-\$900,000.00
Carry over works in progress*	-\$850,000.00
Asset replacement*	-\$1,200,000.00
Bonds and deposits	-\$1,696,126.10
Unexpended grants*	-\$871,000.00
Developer contributions	-\$291,000.00
*These figures may change with end of year processing	
Discretionary General Fund Cash	\$529,797.68



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 year's collections are up to 31 August 2020.



OFFICER RECOMMENDATION

THAT the monthly Investment and Rates Collection report for August be received

ATTACHMENTS

There are no attachments for this report.

Item 5 Committee Memberships

FILE REFERENCE 20/22388

DELIVERY PROGRAM

GOAL: 5. Organisational Management

OUTCOME: 5.1 CORPORATE MANAGEMENT

STRATEGY: 5.1.3 Administrative functions - GM - internal

AUTHOR General Manager

STAFF DISCLOSURE OF INTEREST Nil

IN BRIEF/ SUMMARY RECOMMENDATION

This report recommends extending the current memberships for an additional 12 months.

TABLED ITEMS Nil

BACKGROUND

Attached is the current list of Council's Committees and appointed delegates.

Councillors are requested to review the list and provide the staff with any alterations or modifications required. Some of the memberships (e.g. Naomi and New England JOs) are related to the persons who hold either the Mayor or Deputy Mayor positions.

Some of these committees only meet as required.

OFFICER RECOMMENDATION

THAT the current memberships be confirmed for an additional 12 months.

ATTACHMENTS

AT- Current Memberships

Committee Memberships Adopted	Cr Smith	Cr Moore	Cr Egan	Cr Young	Cr Dick	Cr Dixon	Cr D Coulton	Cr J Coulton	Cr Galvin
Organisational Strategy and Policy	1	1	1	1	1	1	1	1	1
Community Services and Planning	1	1	1	1	1	1	1	1	1
Public Infrastructure	1	1	1	1	1	1	1	1	1
Heavy Plant	1	1			1		1	1	
Central Northern Regional Library Committee			1						1 (Alt)
Local RTA Traffic Committee	1 (Alt)				1		1	1	
Warialda and District Chamber		1						1	
Bingara and District Vision 20/20			1						
Bush Fire Liaison (Service Level Agreement) Committee	1	1			1		1		
Local Emergency Management Committee				1	1		1 Chair		
Border Regional Organisation of Councils				1 (Alt)				1	
Arts North West				1					
Namoi JOC			1 (Alt)					1	
New England JO			1 (Alt)					1	
Northwest Regional Community Care Project Advisory Committee			1						1 (Alt)
Bingara District Historical Society						1			
Warialda Historical Society		1			1				
CHSP and Disability Services Advisory Committee			1						1
Gwydir Learning Region Committee			1	1			1	1	1
Bingara Showground Advisory Committee			1 Chair			1			
Disabled Access Committee				1		1			1
Naroo Hostel Advisory Committee	1 (Alt)							1	
Northern Slopes Landcare Association		1 (Alt)		1					
Bingara Special Events Committee			1			1			1
Internal Audit Committee			1 (Alt)					1	
Transport, Water and Sewerage Assets	1			1	1		1	1	
Information Technology & Office Equipment and Buildings Assets		1	1			1		1	1
The Living Classroom Committee	1			1					1
Bingara Men's Shed						1			
Whole of Community Integrated Service Delivery Northern Group of Councils (NENW)				1					1 (Alt)
Murray Darling Association Inc.				1			1 (Alt)		
Warialda Cultural Community Centre Craft Shop (Carinda House)					1				
Circular Economy Committee	1	1	1					1	
Gwydir Community Health Alliance			1 Chair	1					1
Northern Planning Panel			1					1	

**Item 6 Recommendations from Standing Committee Meetings 10
 September 2020****FILE REFERENCE 20/22243****DELIVERY PROGRAM****GOAL: 5. Organisational Management****OUTCOME: 5.1 CORPORATE MANAGEMENT****STRATEGY: 5.1.3 Administrative functions - GM - internal****AUTHOR General Manager****STAFF DISCLOSURE OF INTEREST Nil****IN BRIEF / SUMMARY RECOMMENDATION**

This report recommends the adoption of the recommendations from the Public Infrastructure and Community Services and Planning Committee Meetings held on 10 September 2020.

COMMITTEE RECOMMENDATIONS

THAT the recommendation from the Public Infrastructure Committee meeting held 10 September is adopted:

Monthly Technical Services Report for August 2020

THAT the monthly Technical Services Report for August be received

THAT the recommendations from the Community Services and Planning Committee meeting held 10 September 2020 are adopted:

Monthly Organisation and Community Development Report for August 2020

THAT the monthly Organisation and Community Development Report for August be received

FURTHER that Inverell Shire Council be requested to contribute towards the cost of providing the following services to the residents of Inverell Shire:

Tharawonga Early Child Service to Yetman

The Commonwealth Home Support Program to Delungra

Monthly Executive Report for August 2020

THAT the monthly Executive Report for August be received

Annual Picnic Day

THAT the report be received

Council and Committee Meetings Cycle

THAT the report be received

FURTHER that the recommended meeting dates for the remainder of 2020 are accepted

THAT the following Councillor reports be noted:

- | | | |
|-----------------------|----------|--|
| Cr M Dixon OAM | - | Footpath improvement in Bingara |
| Cr J Moore | - | Pavers near Royal Hotel, Warialda
Koorilgur Walk, Warialda
Thank you to Finance Manager
Thank you to staff for removing tree
below skate park, Warialda
Update on the business survey |
| Cr T Galvin | - | Number of visitors to Bingara
Barking dogs
Possible grant funding for wellness
classes
Signage for dog owners
Roxy Café matter |
| Cr F Young | - | Footpath between Junction and
Keera Streets, Bingara
U3A
Conference and AGM of MDA |
| Cr D Coulton | - | Properties requiring cleanup notice |
| Cr J Coulton | - | Warialda Fire Break
47 Hope Street, Warialda |

THAT the recommendations from the Closed Community Services and Planning Committee are adopted:

Monthly Confidential Organisation and Community Development Report for August 2020

THAT the monthly Confidential Organisation and Community Development Report for August be received.

THAT the following Councillor report be noted:

Cr F Young – proposed art gallery Bingara matter

ATTACHMENTS

There are no attachments for this report.
