



10 May 2017

NOTICE OF ORDINARY MEETING

Notice is hereby given that the next Meeting of Council will be held in the Council Chambers on **Tuesday, 17 October 2017 at 4.00pm.**

Agenda

- (1) Submission of Questions for Next Meeting
- (2) National Anthem
- (3) Prayer
- (4) Acknowledgement of Traditional Owners:
"I would like to respectfully acknowledge the traditional owners of the land, past and present, on which this meeting is taking place"
- (5) Apologies
- (6) Declarations of Interest:

At this juncture, Councillors should indicate any items in which they have an interest and therefore will not be participating in discussion or voting.

- (7) Confirmation of Minutes:
 - Ordinary meeting held on 19 September 2017 (circulated previously)
- (8) Listing of matters to be considered in Closed Council

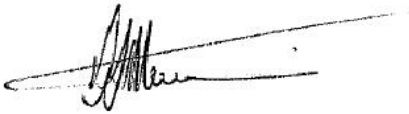
The following matters are listed to be considered in Closed Council in line with the confidentiality policy of Council and Clause 10A (2) of the Local Government Act, 1993, relating to:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
 - I. prejudice the commercial position of the person who supplied it, or
 - II. confer a commercial advantage on a competitor of the council, or
 - III. reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of the law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege information concerning the nature and location of a place or an item of Aboriginal significance on community land.

- Procedural Motion to close Council to Press and Public
- Reports from Servants to Closed Council Meeting
 - General Manager's Employment Contract (a)
 - Staff Annual Leave (a)
- Procedural Motion to re-open meeting to Press and Public

(9) Reports from Servants

(10) Correspondence

A handwritten signature in black ink, appearing to read 'David Neeves', with a long horizontal stroke extending to the right.

David Neeves
General Manager

Procedural Motion – to exclude Press and Public

“That by reason of the confidential nature of the matters to be considered in line with the confidentiality policy of Council and Clause 10(2) of the Local Government Act, 1993, relating to financial matters, staff matters, industrial matters, acceptance of tenders, personal affairs of private individuals, possible or pending litigation and such other matters considered appropriate – the Press and Public be excluded from the Meeting.

NDRRA UPDATE

SUMMARY

To provide an update on the progress of the Natural Disaster Restoration Works and consideration of funding implications.

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Contractors have completed packages 1 - 8 and 11 (690.2 km of 984.7km of the unsealed network - 71%). Packages 9 and 10 are incomplete with expected completion by 20 October 2017.

We have advertised and awarded works for packages 12-15; a further 280km. At this rate we are expecting all roads to be rehabilitated by **22 December 2017**.

With the final packages in and the prices known, the table below provides a summary of the costs and how I propose this be funded:

Expenditure		Income	
Road works and Project Mangement	\$ 5,003,191.88	NDRRA Approved Funding	\$ 3,984,921.83
		Shire Roads Reserves 16/17	\$ 612,477.00
		Flood Grant	\$ 500,000.00
Total Forecast Costs	\$ 5,003,191.88	Total Income	\$ 5,097,398.83

The options available were:

1. Reduce the scope of works for the next packages to remove or reduce the level of treatment to the roads for the in between NDRRA sections that we have applied the medium grade treat across the board to date; OR
2. Continue on the current practices, committing the unallocated Shire Roads 16/17 Reserve and Flood Grant to fund the remainder of the work.

Council staff will undertake package 12 as the 4th contractor has priced themselves out of consideration. Package 12 consists of the following roads:

Hodges, Codonia, Memsie, Nalders Access, Brookes, Comerfords, Hillside Hall and Gundea - a total of 57.58km

Package 13 will be undertaken by Semmlers and consists of the following roads:

Barrs, Rosehill Pibbon, Annville, Youngs Access, Gundy Creek, Beames and Jenkins - a total of 37.67km

Package 14 will be undertaken by David Baker Earthmoving and consists of the following Roads:

Denmire, Happy Valley, Fishers Access, Yarran Camp, Muirs, Grandchester, Appletree Flat, Ulungra Springs, Hannah's, Bona Vista and Gydenboyne - a total of 99.93km

Package 15 will be undertaken by Gilmour Transport and consists of the following Roads:

Dilly, Bidдон- Bearbong, Hosegoods, Biralbung, Flora Reserve, Anderson Access, Bidдон Forest, Nelsons, Roaches, Whites, Back Creek,, Gaffs, Mulligans, Gilmours Access - a total of 86.46km

In addition to this, the roads will be a good standard requiring significantly less maintenance work in the later parts of this financial year. Currently there is \$407,015.73 (26.3%) spent of the budgeted \$1,547,868 for unsealed roads. The 2nd and 3rd Quarters should realise savings to the 17/18 road maintenance budget for unsealed roads particularly as a result of the NDRRA program, capital works and re-sheeting programs. Naturally this will be weather dependent.

Therefore, the savings in the shire roads – unsealed budgets could be used for betterment works such culverts and floodway improvement works and should be a consideration of Council's future works programming.

<u>Principal Activity</u>	Asset Management & Service Delivery
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Council allocate the Shire Roads 16/17 (\$612,477) and Flood Repair Grant (\$500,000) reserves
<u>Delivery Program Actions</u>	6.2.1.2 Provide and maintain road access for all residents except during periods of extreme weather

RECOMMENDATION

That Council endorse the actions of General Manager and allocate the Shire Roads 16/17 and Flood Grant reserves to complete the NDRRA program.

David Neeves
General Manager

VOLUNTEER FUNCTION

SUMMARY

To consider funding for the combined Volunteers end-of-year (Christmas) function.

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As Councillors would be aware, in May we conducted a combined appreciation function during National Volunteer Week in appreciation of all our volunteers with who assist Council in the delivery of its services.

Following on the success of this function it is proposed to hold a combined holiday season (Christmas) luncheon on Tuesday, 5 December 2017 at the Gilgandra Services Club.

In February this year Council endorsed the concept and that such an event should be included in the Strategic Plan with an allocation of \$10,000 to be created in the current financial year and a continued allocation in future budgets.

Noting that in future years it is proposed we will hold only one function per year (which will be at Christmas rather than during National Volunteer Week) a further funding allocation is required for this year's Christmas function.

<u>Principal Activity</u>	Respected Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	An initial \$10,000 additional allocation from General Fund, together with minor contributions from the various departments
<u>Delivery Program Actions</u>	1.6.1.2 Develop and implement a volunteer assistance and recognition plan/program

RECOMMENDATION

1. That Council formally acknowledge all the valuable contribution made by volunteers who through the year help Council in the delivery of services to the community with a function to be held in December.
2. That a \$10,000 additional vote be allocated towards this function.

David Neeves
General Manager

ANNUAL FINANCIAL STATEMENTS – YEAR ENDING 30 JUNE 2017

SUMMARY

To advise completion of the audit of the annual financial statements for the year ended 30 June 2017 and, in accordance with the provisions of the Local Government Act (1993), obtain the necessary resolution to lodge the same with the Office of Local Government and place on public exhibition.

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Under the provisions of the Local Government Act (1993), annual financial statements are required to be completed within four months of the end of the year and lodged with the Office of Local Government.

Section 413 (2) (c) of the Local Government Act (1993) provides as follows:

- 413.2 *A Council's financial reports must include:*
- (a)
 - (b)
 - (c) *a statement in the approved from by the Council as to its opinion on the general purpose financial report and any such special schedules".*

In regard to the requirements of the above Section 413 (2) (c), it is advised that Clause 22 of the Local Government (Financial Management) Regulation 1993 provides as follows:

- 22 (1) *The statement required by Section 413 (2) (c) of the Act must:*
- (a) *be made by resolution of the Council; and*
 - (b) *be signed by:*
 - *the Mayor; and*
 - *at least one other member of the Council; and*
 - *the responsible accounting officer; and*
 - *the General Manager (if not the responsible accounting officer).*
- (2) *The financial statement must indicate:*
- (a) *whether or not the Council's annual Financial Reports have been drawn up in accordance with:*
 - *the Act and the regulations; and*
 - *the Statements of Accounting Concepts; and*
 - *the Local Government Code of Accounting Practice and Financial Reporting; and*
 - *the Australian Accounting Standards; and*

- (b) *whether or not those reports present fairly the Council's financial position and operating result for the year; and*
 - (c) *whether or not those reports accord with the Council's accounting and other records; and*
 - (d) *whether or not the signatories know of anything that would make those reports false or misleading in any way, and include such information and explanations as will prevent those reports from being misleading because of any qualification that is included in the statement.*
- (3) *The Council must ensure that the Statement is attached to the relevant annual Financial Reports.*

The statement required by Section 413 (2) (c) is attached to the financial statements and it will be necessary for Council to resolve to make the statement and designate one other member of the Council to sign the statement.

The financial statements have been prepared using all due care and diligence in order to comply with the requirements of, in particular, AAS27 (Financial Reporting by Local Governments) and the Local Government Code of Accounting Practice and Financial Reporting issued by the Office of Local Government.

As Council is aware, the financial statements are prepared under the requirements of Section 413 of the Act and, as required by AAS27, the general purpose financial statements are prepared on a consolidated basis and includes all entities of the Council:

- General Fund
- Water Supply Fund
- Sewerage Services Fund
- Orana Lifestyle Directions Fund
- Carlginda Enterprises Fund
- Cooee Lodge Villa Units Fund
- Cooee Lodge Hostel Fund
- Jack Towney Hostel Fund

The financial statements consists of an Income Statement which provides information on expenses and revenues from ordinary operations and the operating result (before capital expenditure), Statement of Comprehensive Income which details increases and decreases to Councils financial position other than through operations, Statement of Financial Position which shows the assets and liabilities of the Council at the end of the year, Statement of Changes in Equity which shows the movement in equity for the year, Statement of Cash Flows which provides information on inflows and outflows of cash for the year, Notes to the Financial Statements which provide more detail on items appearing in the above Statements and Special Schedules which are required by the Code of Accounting Practice and provide further detail on cost of services and other statistical information.

The Notes to the Financial Statements are designed to provide users with additional information on items appearing on the face of the financial statements and are self explanatory. Special Schedules No. 1 and No. 2 provide details of expenses and revenues for functions and activities of the Council.

Section 418 of the Local Government Act (1993) provides for the following:

- (1) *As soon as practicable after a council receives a copy of the auditor's reports:*

 - (a) *it must fix a date for the meeting at which it proposes to present its audited financial reports, together with the auditor's reports, to the public, and*
 - (b) *it must give public notice of the date so fixed.*

- (2) *The date fixed for the meeting must be at least 7 days after the date on which the notice is given, but not more than 5 weeks after the auditor's reports are given to the council.*
- (3) *The public notice must include:*

 - (a) *a statement that the business of the meeting will include the presentation of the audited financial reports and the auditor's reports, and*
 - (b) *a summary, in the approved form, of the financial reports, and*
 - (c) *a statement to the effect that any person may, in accordance with section 420, make submissions (within the time provided by that section and specified in the statement) to the council with respect to the council's audited financial reports or with respect to the auditor's reports.*

- (4) *Copies of the council's audited financial reports, together with the auditor's reports, must be kept available at the office of the council for inspection by members of the public on and from the date on which public notice of the holding of the meeting is given and until the day after the meeting (or any postponement of the meeting).*

The Audit Office of NSW have been advised that the Council meeting to be held on 21 November 2017 is the preferred date to publically present the annual financial statements.

SUMMARY OF ACCOUNTS

Copies of the Income Statement, the Statement of Comprehensive Income, the Statement of Financial Position, the Statement of Changes in Equity, the Statement of Cash Flows, Note 13 – Statement of Performance Measures and Special Schedule 7 – Report on Infrastructure Assets as at 30 June 2017 are attached to this report.

<u>Principal Activity</u>	Strategic Leadership
<u>Policy Implications</u>	Nil

Budget Implications

Refer to 2016/17 final budget review and statement of account.

Delivery Plan Actions

4.2.2.1

Provide financial planning and reporting to ensure Council maintains accurate and timely financial records that facilitate sound decision making

RECOMMENDATION

1. That the financial Statements be approved by the Council for lodgement with the Office of Local Government.
2. That the Council make the statement as required by Section 413 (2) (c) of the Local Government Act (1993) in the form as attached to the Financial Statements.
3. That the Deputy Mayor be designated as the other member of the Council to make the statement.
4. That the Council fix the date for the meeting as being 21 November 2017 to present the audited financial statements, together with the auditor's reports, to the public, and give public notice of the date so fixed.

N J Alchin
Director Corporate Services

PROCUREMENT – REVIEW OF “PREFERRED SUPPLIER” STATUS

**REVIEW OF VEHICLES – CARS, UTILITIES AND LIGHT VEHICLE
REPLACEMENT POLICY**

SUMMARY

To review the “preferred vehicle supplier” status for Gilgandra Toyota and associated Council policy.

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In May 2015, Council considered a request from Gilgandra Toyota for preferred supplier status and resolved:

RESOLVED – 102/15	Cr Walker/Cr Johnson
That Council proceed with preferred supplier status for Gilgandra Toyota for a trial period to September 2017 on the basis of Local Government Contract.	

Council’s current policy in relation to purchasing vehicles such as utilities and passenger vehicles states:

Policy

- (a) That the sale of like vehicles be staggered to promote a better trade-in value.
- (b) That executive vehicles be replaced by vehicles of higher standard by negotiation between the General Manager and the relevant Director.
- (c) That executive vehicles be made available to the General Manager and Directors and be available for private use in accordance with Council’s policy.
- (d) That diesel utilities be traded at a minimum of 2 years or 80,000km (whichever occurs first) and the remainder of the light vehicles be traded at 2 years or 50,000km (whichever occurs first).
- (e) That quotations be called for all cars, utilities and light vehicles in line with Council’s Purchasing and Procurement policy and procedures.
- (f) That preferred supplier status be granted to Gilgandra Toyota for a trial period from 1 July 2015 to 30 September 2017 on the basis of Local Government Contract.
- (g) That the General Manager be delegated authority to purchase all cars, utilities and light vehicles in line with the approved plant replacement program.

- (h) That the decision on which item of plant to purchase take into consideration such relevant issues as requirements, price, vehicle options, engine capacity and fuel consumption.

The preferred supplier arrangement has worked effectively during the trial period and is considered to be a positive initiative by Council in support of a local business.

GM Comments: The policy should be amended to include:

“That the General Manager be delegated the authority to purchase vehicles from other providers on occasions where specific operational and/or safety requirements exist.”

This inclusion removes any doubt where variations to the policy are required. I would suggest the policy be reviewed in March 2019 in conjunction with Council’s annual policy review.

<u>Principal Activity</u>	Economic Development
<u>Policy Implications</u>	Amendment to policy “ <i>Vehicles – Cars, Utilities and Light Vehicle Replacement</i> ”
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	5.1.1.2 Continue to foster and promote the importance of the purchase of goods and services locally.

RECOMMENDATION

1. That Council confirm preferred supplier status for Gilgandra Toyota for a further 15 months through to the scheduled policy review in March 2019.
2. That section (f) of Council’s Vehicle Purchasing Policy be amended to reflect the new review date of March 2019.
3. That a new section be included in Council’s Vehicle Purchasing Policy to read:

“That the General Manager be delegated the authority to purchase vehicles from other providers on occasions where specific operational and/or safety requirements exist.”

N J Alchin
Director Corporate Services

PUBLIC LIBRARY INFRASTRUCTURE GRANT APPLICATION

SUMMARY

To seek Council's support for a Public Library Infrastructure Grant application.

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The State Library has invited applications for the 2017/18 round of Public Library Infrastructure Grants. These grants are for projects of significance to improve public library infrastructure. This is the final year of these grants, which are for a maximum of \$200,000. Applications close on Friday, 10 November 2017.

It is proposed that the Library applies for a grant to improve space in the building.

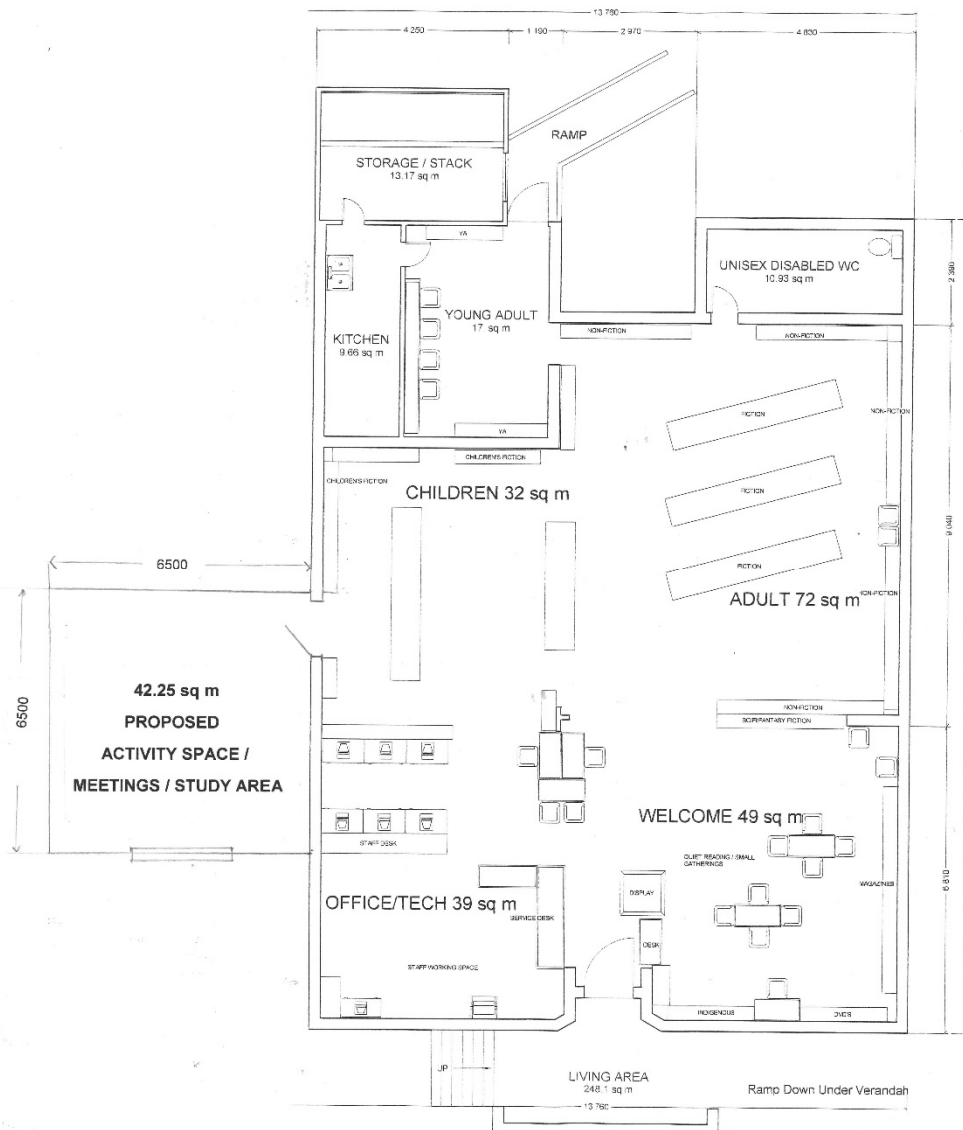
The State Library visited Gilgandra on 24 July for an Assessment and Compliance review, and noted in their report that "The most significant challenge facing the library is the lack of space for delivering programs, study areas and meeting space. Council has been successful in obtaining grants and refurbishing the existing space for library purposes, however the need to expand the library space should be considered urgently."

The State Library guidelines for library buildings state that the minimum building size for our population would be 290 m², while the recommended size for the number of services the library provides is 486 m². Our building measures 248 m² including the verandah and steps.

The respondents to annual customer surveys throughout the past 7 years have regularly identified the need for more space in the library. When programs such as Storytime, Lego Club, Code Club, Tech Savvy Seniors and workshops are held, the space is crowded with other patrons turning away from using the library due to this.

It is proposed that this grant application be for a single room extension, 6.5 x 6.5 metres i.e. 42.25 m². The cost of construction is estimated to be approximately \$170,000. As the library building was constructed in 1923 and has issues, an additional sum of approximately \$30,000 would be required to have a structural engineer inspect the existing building and design the structural aspects of the proposed extension to suit. This would include preparing a full set of working drawings for the extension. Thus the cost of the extension would be approximately \$200,000 - the maximum grant available.

The extension would be located on the eastern side of the building (nearest to Miller Street), with a doorway into the children's section of the library (see attached plan). The front of the extension would be set back approximately 4.4 metres from the front of the existing building, so would not encroach on the garden honouring Dr Giltrap.



The land is a Reserve, managed by Council. Permission would need to be sought from Crown Lands for the construction as part of the development application process, but this is not expected to present an obstacle.

Similarly, as part of the development application, a Statement of Heritage Impact must be submitted but as the Statement of Significance for the building relates primarily to its cultural and community ties rather than its architecture, we have been advised that this would mainly involve showing what consideration had been given to using similar materials and style of construction.

In order to apply for the grant, concept plans for the extension will be commissioned and paid for out of the Library's existing budget. The concept plans will also show a possible further extension (Stage 2) to provide extra storage space but the funding for this will not be sought in this grant application.

Past experience shows that these grant applications are more favourably viewed if the applicant Council is planning to make a substantial contribution. To this end, it is proposed that \$9,000 from the Library's existing 2017/18 budget be included in the budget for the grant project. This would be funded from Library Equipment Maintenance (170232) and is made up mainly of budget originally requested in February 2017 to purchase replacement computers and furniture. This amount is no longer required for this purpose due to the success (advised April 2017) of the 2016/17 Public Library Infrastructure grant application, which will now fund the purchase of the majority of these items

In the grant application we also propose showing the cost of Council fees for the development application (approx. \$3,100) as Council's contribution to the project. It is requested that these fees be waived by Council. This has been done in successful grant applications by other libraries.

<u>Principal Activity</u>	Sense of Place
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	\$9,000 from the existing Library budget and approximately \$3,100 in waived Council fees to support the project if the Public Library Infrastructure Grant application is successful.
<u>Delivery Program Actions</u>	1.3.8.1 Deliver a library service that provides relevant resources and programs

RECOMMENDATION

1. That Council support the Library's application for a 2017/18 Public Library Infrastructure Grant.
2. That, if the application is successful, Council support the provision of \$9,000 to the project (from within the existing 2017/18 Library budget) and waive development application fees associated with the project of approximately \$3,100.

M Wilson
Director Community Services

FLORA RESERVE

SUMMARY

To provide Council with an update on Flora Reserve.

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Council has been the Trustee of the Flora Reserve since 1963, however there are no Council records indicating the reasons for taking on this role. It is understood that the Gilgandra Native Flora and Fauna Society also developed during the 1960's and took on responsibility for the preservation, upkeep and improvement of the Flora Roadside Reserve during the 1960's.

In the past fifty (50) years the Gilgandra Native Flora and Fauna Society (more commonly referred to as the Flora Reserve Committee) has undertaken major improvement works within the roadside reserve as depicted below.



In addition to these two structures there are operational toilets that have been constructed and maintained voluntarily by members of the Committee during their term of responsibility. A large number of the native plants are all identified (common and botanical names) with waterproof signage. The presentation and facilities in this area of native habitat are to be commended.

However, due to dwindling numbers, Mr & Mrs Gaff have indicated their desire/intent of withdrawing their level of responsibility of maintenance, care and upkeep of the area.

From discussions with the members of the Committee it has been stressed that it must also be recognised that during the fifty years a number of the Gilgandra Service Clubs, a number of private firms as well a number of volunteer working of Council staff have assisted with the upkeep and improvements . Council has also contributed materials, normally second hand, to aid and assist in the upkeep of the infrastructure as well as the overall workings of the reserve.

With the last members of the committee deciding to cease their volunteer roles with the Flora Reserve Committee, it poses a problem for Council with the ongoing responsibility of maintenance, care and upkeep of the area. As Council is the Trustee, the responsibility of the reserve will rest with Council as the trustees.

It is acknowledged that there will be a budget burden on Council in maintaining the area to the similar standard that has been completed during the past fifty (50) odd years.

Council is required to give consideration to the standard of upkeep for this facility. Council may also wish to advertise for expressions of interest for anybody interested in maintaining the area as it currently stands and for future maintenance and upkeep.

Council does currently undertake care of a number of other roadside areas within the Shire being the public toilets and roadside area adjacent to the Oxley Highway 22km west of Gilgandra, the David Gillon Carpark/Rest Area located adjacent to the Castlereagh River and the Castlereagh Highway near Armatree, the rest area immediately adjacent to the Castlereagh Highway approximately 18km east of Gilgandra and the collection of waste from the Curban Hall when required.

It is however suggested that Council for the remaining portion of the 2017/18 budget year provide minimal maintenance to ensure the upkeep is kept to the same standard that has been undertaken by the Gilgandra Native Flora and Fauna Society members. The working be undertaken by Councils Parks and Gardens team who currently undertake the workings at the roadside Rest Areas and Curban Hall waste collection.

A future report will be completed to determine the cost of maintenance and maintaining the upkeep of the infrastructure that is currently in place.

<u>Principal Activity</u>	Strengthened Infrastructure
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	As at 30 September (25% for the year), the open spaces budgets were as follows: •Sporting Grounds: \$154,500 budget with \$35,595.03 spent (23.04%) •Parks & Gardens: \$212,180 budget with \$48,103.00 spent (22.67%)
<u>Delivery Program Actions</u>	Not currently listed in Council's Delivery Program

RECOMMENDATION

1. That Council accept the additional responsibility for the upkeep of Flora Reserve in the interim.
2. That Council formally acknowledge the efforts and commitment of Mr and Mrs Gaff as well other committee members.
3. That a report be presented to Council identifying future service level requirements and the budgetary implications.

Rolly Lawford
Director Infrastructure

2017/18 REGIONAL ROAD REPAIR GRANT APPLICATION

SUMMARY

To advise of the unsuccessful result for the 2017/18 Regional Roads REPAIR Program submission.

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As part of Council's Regional Road program of works submissions are made annually for the allocation of rehabilitation works within the 62km length of Regional Roads within the Shire under the terms and conditions of the "REPAIR" Program.

The State's Roads & Maritime Services (RMS) allocation of works under the terms and conditions of the "REPAIR" Program are primarily based on point scoring basis taking into account many elements of each project as well as the *Cost Benefit Analysis* result, which must be greater than one. If successful, each Council is limited to a maximum RMS contribution of \$400,000.

Council's 2017/18 submission was inclusive of the following two projects:

1. Council Priority 1 – Rehabilitation of Segment 02 on Tooraweenah Road (Regional Road 205) north of the Newell Highway intersection. It is considered worthy of note that this is also part of the approved Tourist Drives within the Gilgandra Shire and part of the Warrumbungle Mountain.



2. Council Priority 2 – Widening of both sides of the very narrow culvert (Culvert No.08) within Segment 04 of Regional Road No.572 – Eumungerie to Narromine Road



It is considered that both sites warrant upgrade.

The RMS recently notified Council that its application for both sites were not successful.

Applications for grant funding will continue to be made to eliminate all areas bearing safety concerns within Council's Regional Road network.

<u>Principal Activity</u>	Asset Management & Service Delivery
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	6.2.1.07 Maintain and improve the regional road network within the Shire in association with Roads and Maritime Services

RECOMMENDATION

That the report be noted.

Rolly Lawford
Director Infrastructure

2017/18 ROADS TO RECOVERY PROGRAM

SUMMARY

To give further consideration to the *2017/18 Roads to Recovery (R2R)* program of works.

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In considering the Roads to Recovery program at August meeting, Council resolved:

RESOLVED – 223/17	Cr Peart/Cr Walker
1. That the 2017/18 Roads to Recovery Program for bitumen seals and gravel resheets, be adopted with the exception of Youlbung Road.	
2. That Councillors be included in an inspection of Youlbung Road.	
3. That a detailed condition report on Youlbung Road, including traffic counts and asset ratings, be presented to Council's September meeting for further consideration.	

In response to Part 2 of the above resolution the inspection was not arranged as the Natural Disaster Restoration and Recovery Arrangements Program (NDRRA) of workings had recently attended to the subject section of Youlbung Road and as there had been no recent rainfalls there was no visible scarring of the road to justify the stabilised treatment of Segment 04.

If and when substantial rainfall is received and the sandy section of Youlbung Road is again scoured then an on-site meeting will be arranged.

In response to Part 3 of the above resolution, a detailed report has not yet been compiled as road counts are yet to be completed and, as stated above, there are no visible scars on the road. A detailed report will be issued to a future meeting.

The stabilised treatment of segment 04 of Youlbung Road at an estimated gross cost of \$66,000 as recommended in the previous report has been withdrawn from the 2017/18 Roads to Recovery Program draft.

I believe that the monies available as a consequence of the withdrawal of the Youlbung Road project could be utilised to widen/replace four narrow unsafe culverts within Segment 269.20 of the Tooraweenah Road. The desire to attend to the state of these four culverts has been recognised for a considerable term (years).

If this recommendation is accepted then it alters the 2017/18 Roads to Recovery Program which would now be allocated as follows:

Table 1

Item No.	Ledger Numbers	Task	Monetary Allocation
1.	190512	Bitumen Resealing Costs	\$668,864
2.	190511	Gravel Resheeting Costs	\$487,354
3.	190513	Specific Works Costs	\$64,331
4.	190520	Internal Management Fee	\$31,671
GSC's Total Estimated 2017/18 Roads to Recovery Allocation is:			\$1,252,220
Commonwealth Government's Total 2017/18 Roads to Recovery Allocation is:			\$1,232,474
Deficit / Surplus			-\$19,746

The -\$19,746 over allocation equates to an over allocation of 1.60%. This minor amount will be accommodated for easily within the savings of the actual works.

Another minor change to the list of works presented and approved at the August meeting is the segment of East Coonamble Road listed in the gravel section (Table 5) as Segment 30 instead of 28. There are no cost differences.

From the details above the overall 2017/18 Roads to Recovery Program will be as follows:

Table 2 – Sealed Road Works

Road/Seg	Road Name	Task	Est. Cost
353.10	Collie Road	Bitumen Reseal	\$70,179
212.18	National Park Road	Bitumen Reseal	\$70,179
480.12	Yarrandale Road	Bitumen Reseal	\$70,179
315.08	Armatree Road	Bitumen Reseal	\$70,179
315.10	Armatree Road	Bitumen Reseal	\$9,825
230.10	Bearbong Road	Bitumen Reseal	\$70,179
332.02	Leeches Creek Road	Bitumen Reseal	\$70,179
342.02	Milpulling Road	Bitumen Reseal	\$70,179
364.00	Mialla Road	Bitumen Reseal	\$49,125

Road/Seg	Road Name	Task	Est. Cost
617.00	Farrar Street	Bitumen Reseal	\$36,786
633.00	Pearl Street	Bitumen Reseal	\$23,861
644.00	Waugan Street	Bitumen Reseal	\$10,644
646.00	Wrigley Street	Bitumen Reseal	\$38,598
650.00	Howard Place	Bitumen Reseal	\$8,772
Total Estimated Cost – Sealed Road Works			\$668,864

Table 3 – Unsealed Road Works

Road/Seg	Road Name	Task	Estimated Cost	Actuals/ (Savings)
321.10	Collie Bourbah Road	Stabilise with 1% Lime	\$54,584	
321.12	Collie Bourbah Road	Stabilise with 1% Lime	\$54,584	
212.28	National Park Road	Stabilise with 1% Lime	\$37,429	
212.30*	National Park Road	Gravel Resheet	\$62,381	\$39,441 (\$16,559)
201.28*	East Coonamble Road	Gravel Resheet	\$48,000	\$39,079 (\$8,921)
366.02	Bellhaven Road	Gravel Resheet	\$40,938	
206.04	Curban Biddon Road	Gravel Resheet	\$40,938	
251.20	Gundea Road	Gravel Resheet	\$46,786	
251.22	Gundea Road	Gravel Resheet	\$9,357	
362.06	Hilliers Road	Gravel Resheet	\$46,786	
402.06*	Bedford Park Road	Gravel Resheet	\$46,786	\$36,893 (\$11,107)
Total Estimated Cost – Unsealed Road Works			\$487,354	

* Denotes completed works

GM Comments: A concerted effort is being made to maximise the benefits of the NDRRA Program in reducing the costs to the 17/18 gravel re-sheeting program. The aim is to have the savings offset the additional costs incurred to rehabilitate Naden Drive which has been damaged by works at Sewer Pump Station no 8 (Warren Rd). We are aiming for a 25% savings on the gravel re-sheeting program for the 17/18 program across the board.

Table 4 – Specific Road Works

Road/Seg	Road Name	Task	Estimated Cost
269.20	Tooraweenah Road	Widen/replace four narrow unsafe culverts	\$64,331
Total Estimated Cost – Specific Road Works			\$64,331

Table 5 – Internal Management Fee

Road/Seg	Road Name	Task	Estimated Cost
All	Not Applicable	Internal Management Fee	\$31,671
Total Estimated Cost – Specific Road Works			\$31,671

Principal Activity Asset Management & Service Delivery

Policy Implications Nil

Budget Implications Nil

Delivery Program Actions **6.2.1.06**
Undertake annual Roads to Recovery program

RECOMMENDATION

1. That the stabilisation of Segment 04 of Youlbung Road not be completed under 2017/18 Roads to Recovery Program, instead the four culverts within Segment 20 of the Tooraweenah Road be widened/replaced at a cost of \$66,000.
2. That Council note segment 28 of East Coonamble Road was completed instead of segment 30 as previously outlined within the 2017/18 Roads to Recovery Program.

Rolly Lawford
Director Infrastructure

FEDERATION STREET REHABILITATION – STAGE 1

SUMMARY

To provide an update on progress of the Federation Street/Road rehabilitation project.

.....

The Federation Street rehabilitation project is comprised of Federation Road (RLR301) and Federation Street (ULR618). The works will be undertaken in the area on Federation Street from the Castlereagh Highway to Bob and Shirley Foran's.

The total cost to date of this project is \$172,855. The tasks involved in this project and the progress of each task is outlined below:

- a. **Property Costs**
This mainly involves the ingress /egress to each parcel and the imposition will be present for the full duration of the project. There are no proposed property acquisition proposals. The cost incurred to date for this component is \$5,192.
- b. **Survey & Design**
Except for "set out" purposes all survey and design requirements have been completed. The cost incurred to date for this component is \$112,540.
- c. **Geotechnical Investigation**
The geotechnical and pavement needs investigations have been completed. There will be ongoing discussions re the pavement needs, variations, compaction tests and compliances. This is considered to be a very important component as a "new" gravel source (a local quarry) may be utilised. The cost incurred to date for this component is included as part of the above (b) cost element.
- d. **Project Management**
The project is to be managed internally. Mr Steve Ball will be managing this project. There has been no expenditure to date.
- e. **General Provision for Traffic.**
This is an ongoing component of the project primarily being monitored and maintained by the teams' working onsite and the Roadside Maintenance Team. There has been no expenditure to date.
- f. **Erosion & Sediment Control**
This too is an ongoing component of the project primarily being monitored and maintained by the teams' working onsite and the Roadside Maintenance Team. There has been no expenditure to date.

g. Drainage

There is an extensive amount of drainage provisions to be undertaken as part of this project.

Generally speaking the overall length of roadway is very flat and poorly drained. The drainage component involves the establishment of a considerable number of culverts passing under Federation Street and accessing properties and side streets/roads. It is proposed that some “sub-soil” drainage works will also be undertaken. A very large percentage of the drainage infrastructure materials (pipes & headwalls) have been delivered to site.

It is proposed that the drainage works have commenced. The works are being completed by a contractor.

The overall drainage works comprise:

- One major 4 Cell pipe Culvert passing under Federation Street
- One length of subsoil drainage line passing under Federation Street
- Two minor single cell culverts servicing Walker Street South and Walker Street North
- Seventeen small diameter access culverts, and
- One small box culvert to be removed.

The cost incurred to date for the drainage component is \$50,962.

h. Electrical Works – Relocation of Power and Stay Poles

It is necessary to relocate/remove/replace power poles and stays on the eastern side of Federation Street across the road from the Aero Park stormwater retention pond. The arrangement of these works is in progress. The registered cost to date is \$3,500.

i. Earthworks – Sub Grade and Shaping

This works in conjunction with the geotechnical investigative works have been planned. They are scheduled for commencement mid-January, 2018. There has been no expenditure to date.

j. Pavement Works – Sub-base Layer

This works in conjunction with the geotechnical investigative works have been planned. They are scheduled for commencement mid-January, 2018. There has been no expenditure to date.

k. Pavement Works – Base Layer

This works in conjunction with the geotechnical investigative works have been planned. They are scheduled for commencement mid-January, 2018. There has been no expenditure to date.

- l. Wearing Surface
Nil works to date.
- m. Roadside Furnishings
Nil works to date
- n. Contingency – Telecommunications, Water, Sewer etc.
Minimal telecommunication works (investigative location works) have been completed to date. The cost incurred to date for this component is \$663.

The majority of the roadworks is scheduled to commence as early as possible in January 2018, however this is going to be totally dependent on the availability of imported gravel resources.

I understand that all landowners adjacent to Federation Street Upgrade project are content with the updates and workings of the project.

GM Comments: Council should note the reduction in the scope of the work where the previous plans were to cease the works at the Bencubbin Street intersection.

<u>Principal Activity</u>	Asset Management & Service Delivery
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	6.2.1.04: Maintain and construct streets and roads in accordance with Council's adopted road classifications

RECOMMENDATION

That the report be noted.

Rolly Lawford
Director Infrastructure

ERNIE KNIGHT OVAL - BORE

SUMMARY

To advise that the water bore, being the primary water supply source for the Ernie Knight Oval, is at risk of major failure.

.....

Ernie Knight Oval is one of the two primary recreational arenas used in Gilgandra. It accommodates both winter and summer sports. The oval and surrounds are subject to extensive irrigation practises. The turf wicket also requires extensive watering during the summer months.

A camera inspection of the bore carried out in the last week because of operational concerns with the watering system has revealed that the bore casing has a number of deteriorated sections within the 25-30m bore depth. The casing has failed and the sand is infiltrating the casing. The pump can still function with the inclusion of additional screens but it is questionable for how long. It is therefore defined as being inoperable or is in Asset Condition 5 and the bore is in need of replacement.

The Gilgandra town water supply is available as a supplementary irrigation system but the town supply adds extensive cost to the upkeep of the playing area. With the warmer months quickly closing in and thus the need to implement extensive irrigation practises for the sake of the turf wicket and playing area, a workable solution must be found as soon as possible.

Investigations will be made very promptly and a further report will be prepared and submitted to Council as soon as possible. It is envisaged that a replacement bore and fittings will cost in the vicinity of \$100,000.

<u>Principal Activity</u>	Asset Management & Service Delivery
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Anticipated to be in the vicinity \$100,000.
<u>Delivery Program Actions</u>	6.3.1.1 Develop and Implement an open space and recreation plan

RECOMMENDATION

That a further report be submitted to the November Council meeting outlining upgrade options and detailed costings.

Rolly Lawford
Director Infrastructure

GILGANDRA WATER & SEWER SYSTEM - UPGRADE OPPORTUNITY

SUMMARY

To advise of the New South Wales (NSW) State Government's offer to aid the upgrade/replacement of deteriorating major infrastructure items in Council's water and sewer systems.

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On 16 August 2017, the NSW State Government announced that the ***Safe and Secure Water Program*** was open for business.

In making the announcement the Deputy State Premier, Mr John Barilaro said that the program will ensure that high quality water services will be delivered throughout regional NSW.

The program is designed to offer co-funding for water supplies and wastewater infrastructure that will have environmental benefit and lift the health and living standards for those living in regional NSW.

The public announcement included that the State Government was making available for regional areas of NSW \$1 billion for the upgrade of the Water & Waste Water elements in each Council area, however \$500M of this has been committed to the Broken Hill Pipeline. The announcement also included that the program was a ten (10) year overall program and that each program would be developed on three (3) phases.

The three phases are:

1. Scoping Study Phase – Expression Of Interest (EOI)
2. Business Case Phase – Business Case
3. Construction Phase – Final Design, Tender and Construction if approved.

Details of the Program made available under the announced program itemised that funding of one stage does not necessary qualify the project for funding of a subsequent stage or phase.

The details of the funding program also conclude that the (restart) funding for the planning and construction phases will be calculated on an annual revenue of each component – Council.

Gilgandra's annual Sewer and Water fund combined annual revenue is below \$5 million, therefore it may be eligible for a 75% State Government contribution for any and all upgrade elements.

Expression of Interest documents have been prepared and prepared for submission to the Safe & Secure Water Program website for consideration.

Council's DRAFT proposal includes:

Water Phase	Sewer Phase
<ul style="list-style-type: none"> Scoping Study EOI to the sum of money yet to be determined 	<ul style="list-style-type: none"> Scoping Study EOI to the sum of \$10,000
<ul style="list-style-type: none"> Business Case phase preparation of the business case \$ Yet to be determined 	<ul style="list-style-type: none"> Business Case phase preparation of the business case \$200,000
<ul style="list-style-type: none"> Construction phase which includes planning approvals, survey, detail design, documentation and tendering \$ Yet to be determined 	<ul style="list-style-type: none"> Construction phase which includes planning approvals, survey, detail design, documentation and tendering \$500,000
<p>Construction of items to be considered are yet to be finalised but, will include:</p> <ul style="list-style-type: none"> Replace/Upgrade Water Treatment Plant Establishment of the West Gilgandra Water Reservoir perhaps at a level that aid the overall town supply pressure, Telemetry System Upgrade 	<ul style="list-style-type: none"> Construction of a Wet Weather Detention Pond, clay lined wet weather detention pond to store bypass during wet periods of flow \$673,000
	<ul style="list-style-type: none"> Upgrade Sewer Pump Station No.1 to handle wet weather flows \$525,000
	<ul style="list-style-type: none"> Upgrade Sewer Pump Station No.2 to handle wet weather flows \$248,000
	<ul style="list-style-type: none"> Renew Rising Mains replacement under capacity and reaching end of life especially between No.2 and No.1 \$500,000
	<ul style="list-style-type: none"> Replacement of the Sewerage Treatment Plant - New plant including treatment ponds for irrigation quality, aeration pond and maturation pond and decommissioning of existing trickling system \$2,768,220
	<ul style="list-style-type: none"> A contingency factor of \$1,082,844

Water Phase	Sewer Phase
The total estimated cost is yet to be determined. Restart contribution 75% Council contribution 25%	The total estimated cost is \$6.5 million Restart contribution 75% = \$4.875 million Council contribution 25% = \$1.625 million
<ul style="list-style-type: none"> Hunter H²O has been engaged to do an audit of the Telemetry System and negotiations are underway with them to undertake an audit of the Water Treatment Plant. The 2017/18 Water Fund Budget does NOT include any monies for Water Upgrade Investigative works. An amendment will be requested in line with the first quarterly review. 	<ul style="list-style-type: none"> The 2017 Sewer Fund Budget does include an item within the Capital workings of \$50,000 for sewer upgrade investigative works. All preliminary works relevant to this program and a submission will be costed against this item. If successful Council will have to give consideration to funding its 25% component

<u>Principal Activity</u>	Asset Management & Service Delivery
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil at this stage
<u>Delivery Program Actions</u>	6.1.2.03 - Provide an effective sewer connection to all land parcels in the Gilgandra village area 6.1.2.04 - Provide a potable town water supply to Gilgandra that meets Australian Drinking Water standards

RECOMMENDATION

That the report be noted.

Rolly Lawford
Director Infrastructure

MINUTES – COMMITTEE MEETINGS FOR NOTATION

SUMMARY

To present the following minutes of Committee meetings for notation.

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<u>Consultative Committee</u> (Extraordinary)	14 & 28 September 2017
<u>Interagency</u>	28 September 2017
<u>Local Licensees</u>	19 September 2017

<u>Principal Activity</u>	Strategic Leadership/
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	4.1.2.1 Conduct the business of Council in an open and transparent manner
	4.1.2.3 Develop, implement and continually monitor a good governance plan

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 17 OCTOBER 2017

CONSULTATIVE COMMITTEE

Extraordinary Meeting 14 September 2017

PRESENT

Mr D Neeves, General Manager
Mr G McAnally-Elwin, Indoor Staff Representative (Chairman)
Mr M McLaughlin, Union Representative
Mr D Walton, Outdoor Staff Representative
Ms K Fisher, Outdoor Staff Representative
Mr N Alchin, Management Representative
Mr M Wilson, Management Representative
Mr R Lawford, Director Works & Technical Services
Mr C Marchant, USU Outdoor Staff Representative
Mr B Irvin, Management Representative (standing in for L Mathieson)
Mrs M Welsh, HR Manager
Mrs J Eason, HR Officer
Mrs A Wieland, USU Carlinda Staff Representative

IN ATTENDANCE

Ms J Campbell, Administration Assistant
Mr J McKinnon, USU Representative

Proceedings of the meeting commenced at 10.15am

APOLOGIES

Mr L Mathieson, Management Representative

COMMITTEE'S RECOMMENDATION – 12/17	M McLaughlin/K Fisher
That the apology submitted be accepted.	

ABSENT

Nil

DECLARATIONS OF INTEREST

Nil

HR MANAGER'S REPORT

ORGANISATION REVIEW CONSULTATION OUTCOMES

SUMMARY

To present the outcomes of the consultation period to the Committee.

Proceedings in Brief

Mr Neeves spoke to his report on the outcomes that had been reviewed and offered to hold another extraordinary meeting if necessary.

COMMITTEE'S RECOMMENDATION – 13/17	R Lawford/N Alchin.
That the Organisation Review, as presented be accepted.	

NEW POSITIONS – POSITION DESCRIPTIONS

SUMMARY

To present the position descriptions for the new positions created as part of the new organisation structure.

Proceedings in Brief

Project Manager

It was noted that the number of subordinates has changed to nil. After lengthy discussion it was noted that staff will follow the chain of command when working on projects.

Project Co-ordinator

An apparent discrepancy in PD was queried (Certificate 3 in Civil Construction in Essential Criteria but in Qualifications and experience it requires Level 4 or diploma) however Mr Neeves explained the wording of the Qualifications and Experience was an either/or scenario and is correct.

Graduate Engineer or Engineering Technical Officer

Following a query on which position is preferred, it was noted that Council would choose the most suitable applicant. It was also noted that an applicant with higher qualifications and less experience would be considered for the Graduate Engineer position and someone with lower qualifications and more experience would also be considered for the Engineering Technical Officer position.

Trainee Water and Sewer Operator

It was stated that this is a genuine traineeship. Mr McKinnon informed the Committee that Dubbo Regional Council had made water and sewer into two sections and were currently advertising 11 job placements.

Mr Lawford put forward that the grading be looked at as it will be hard to attract applicants. Mr Alchin advised that it was a position for a high school graduate to learn a trade. Mr Walton said that the entry level T5 was too low as they can earn more money packing shelves in a supermarket. It was determined that this will be revisited if there are a lack of applicants.

Water and Sewer Co-ordinator

Trade qualifications in plumbing and/or plumbing licence in Step 1 to be deleted. Essential Criteria states MR Drivers' Licence and Entry states: *Possession of a current Class C Drivers' Licence*. This will be changed to MR Drivers' Licence.

Community Engagement Officer

The acronym ATDW was clarified as Australian Tourism Data Warehouse

Apprentice Parks & Gardens Groundsman/Gardener

Mr Marchant commented that if the apprentice followed the steps it would be three years before they could advance in their grade and suggested that other qualifications be brought forward before their certificate requirement.

Mr Neeves took this on notice and will bring up for further discussion. Mr McKinnon advised that it should be pushed back to Step 3 from Step 1.

Apprentice Plant Operator

This position has been set aside – needs clarification regarding Certificate 3.

COMMITTEE'S RECOMMENDATION – 14/17	M McLaughlin/K Fisher
1. That the changes as mentioned be implemented.	
2. That clarification on the issues mentioned be reported to the next meeting.	

REVISED POSITIONS – POSITION DESCRIPTIONS AND GRADING

SUMMARY

To present the revised position descriptions for the positions reviewed as part of the new organisation structure.

Proceedings in Brief

Administration Assistant

It was noted the grade has been changed from a 7 to a Grade 9.

Procurement Officer

Entry Level: Possession of a Forklift licence be included at this Step and moved from Step 1.

Economic Development Manager

Grade has changed from an 18 to 17.

Essential: delete *Minimum 12 months work related experience*.

Asset Inspector

It was noted there were only minor amendments to this position.

Workshop Co-ordinator

Direct subordinates to be changed to 3, number of indirect subordinates to 0.

COMMITTEE'S RECOMMENDATION – 15/17	M Welsh/A Wieland
That the revised position descriptions and grades, as presented and amended, be noted.	

EXTRAORDINARY MEETING

It was noted that another extraordinary meeting would be held on Thursday, 28 September 2017 at 10.00am.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 11.15AM.

G McAnally-Elwin
Chairman

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 17 OCTOBER 2017

CONSULTATIVE COMMITTEE

Extraordinary Meeting 28 September 2017

PRESENT

Mr D Neeves, General Manager
Mr G McAnally-Elwin, Indoor Staff Representative (Chairman)
Mr M Wilson, Management Representative
Mr N Alchin, Management Representative
Mrs A Wieland, USU Carlinda Staff Representative
Mrs M Welsh, HR Manager
Mr C Marchant, USU Outdoor Staff Representative
Ms K Fisher, Outdoor Staff Representative

IN ATTENDANCE

Ms J Campbell, Administration Assistant
Mrs J Eason, HR Assistant

Proceedings of the meeting commenced at 10.05am

APOLOGIES

Mr D Walton, Outdoor Staff Representative
Mr R Lawford, Director Works & Technical Services
Mr B Irvin, Management Representative

COMMITTEE'S RECOMMENDATION – 16/17	M McLaughlin/C Marchant
That the apologies submitted be accepted.	

ABSENT

Nil

DECLARATIONS OF INTEREST

BUSINESS ARISING

Nil

APPRENTICESHIP POSITIONS - GRADING

SUMMARY

To provide feedback from the Union on the grading of the Apprenticeship positions under the new organisational structure.

Parks and Gardens and Plant Operator Apprenticeships

Mr Marchant wanted to know how the T gradings were implemented. It was explained that the T gradings go from 1 to 10 and the starting salary is dependant on age and qualifications. Progression through T gradings is incremental, subject to successful completion of training modules.

Mr Marchant advised the Committee that his present Parks and Garden staff cannot drive the truck as they needed a LR licence. By employing an apprentice this means no licence for some time. This was noted and Mr Neeves said staff needed to commit to upskill to get a licence sooner.

LATE MATTER

WATER AND SEWER TRAINEE OPERATOR

Mr Neeves advised that the grade will be varied to be consistent with apprenticeship gradings.

COMMITTEE'S RECOMMENDATION – 17/17	D Neeves/N Alchin
That the Water and Sewer Trainee grading be varied to include T2.	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.24AM

G McAnally-Elwin
Chairman

INTERAGENCY

28 September 2017

PRESENT

Barnardos – Gina Johnson - Chair
Department of Prime Minister & Cabinet – Michelle Payne
Gilgandra Housing & Homelessness Support – Helen Naef
Gilgandra Shire Library – Liz McCutcheon
Gilgandra Youth Services – Susan Brisbane, Kiaya Leonard
Joblink Plus – Tracey Stevenson
St Vincent de Paul – Neil Rabbett
TAFE – Gail Simpson

IN ATTENDANCE

Matthew Wilson (Director Community Development & Services)
Julie Prout (Executive Assistant)

Proceedings of the meeting commenced at 12.05pm

APOLOGIES

Gilgandra Preschool – Kristy Hyndes
Gilgandra Community Care – Jill Blackman
Gilgandra Shire Council – Cr Doug Batten
Gilgandra Shire Council Orana Living – Janelle Lummis
NSW Police – Ken Brisbane
Gilgandra Public School – Tricia Howard
Family & Community Services - Bernadette Tipping
Centacare - Kodi Brady

COMMITTEE'S RECOMMENDATION 9/17	S Brisbane/T Stevenson
That the apologies be accepted.	

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 10/17	K Leonard/T Stevenson
That the proceedings of the previous Interagency meeting held on 27 July 2017 be confirmed.	

BUSINESS ARISING

TAFE

Gail Simpson advised the Cert III ATSI (Primary Health Care Course) had commenced on 5 September 2017 with 20 attendees and 6 explained absences.

SERVICE STATISTICS FORM

A brief discussion took place on the Service Statistics form and the following agencies provided information:

Joblink Plus (Employment Service) – period January-September 2017

- 95 individuals supported in Gilgandra and 71 in Gulargambone

Homelessness & Housing Support – period 1 January-31 August 2017

- 179 individuals supported; 633 episodes

Youth & Family Support (Transport, financial, life skills, health, legal, employment and training, education, housing) – period 1 January-31 August 2017

- 3,680 visits; estimated 102 clients

Centacare – Dotpoint Family Mentoring

- 9 full families supported in Gilgandra with goal of 12 families
- Currently working with families in Coonabarabran, Baradine, Gilgandra and Dunedoo

St Vincent de Paul – period 1 July–28 September 2017

- 111 clients (14 new)
- 10 EAPA (electricity) vouchers, average \$285
- 127 food vouchers, average \$47
- 1 health support, \$42.15
- 3 clothing support, average \$30
- 1 “other” type of support, \$70
- Interview duration 25 hours; average 11 minutes

SERVICE UPDATES

Pool Changes

Susan Brisbane advised of the changes to management of the pool entry with Orana Living managing this process. Season tickets to be purchased from Service NSW.

Joblink Plus

- Fire & Rescue NSW looking for additional staff
 - Driver training to be organised later this year/early next year
 - Currently 161 on case load
-

Library

Lego competition and Lego Club activities during school holidays

St Vincent de Paul

- Electricity accounts are an issue for clients with steep increases in charges
- 427 clients (14 new ones in last 2 months)
- Budget course through TAFE open to other services
- Discussion on how to help clients be aware of issues that increase electricity and how to actively make savings

Dept Prime Minister & Cabinet

Michelle Payne circulated information on NDIS

TAFE

- Interest from Aboriginal Men's group regarding White Card. Looking to run a course if able to get 10 applicants.
- Dubbo Opportunity Hub – 2 students from Gilgandra High attended Bathurst races and will follow up with attendance at the Hardy 1000.
- ACCOR Hotels Indigenous employment program - one student attended one day workshop
- Concreting course ongoing through Council

Homelessness & Housing Support

Helen Naef advised the services has been extremely busy and that she is experiencing difficulty with accessing domestic violence assistance with the service appearing to be very disjointed.

Youth Club

Kiaya Leonard reported on NAIDOC activities (service day format) on Monday 4 September – approx. 200 participants, good assistance from other agencies.

Also that:

- A local indigenous directory has been developed – (copy to be provided)
 - Holiday program underway
 - Girls group at GHS finished up for the year (life skills, etc)
-

MEETING OF: GILGANDRA SHIRE COUNCIL
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Barnardos

- 3 current programs – 2 being intense case management, 1 intake – support and referral (numbers variable)
- Regular playgroups occurring

Tooraweenah CWA Women's Health Day

Bev Pike has contacted Council advising that the Tooraweenah CWA is keen to promote women's health with a special education day in March 2018. Bev is looking for assistance with funding.

Loss and Grief Get Together

Helen Naef promoted the Loss and Grief Get Together to be held on 16 October at the Youth Club.

NEXT MEETING

Thursday, 30 November 2017 – 12 noon

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12.45PM.

G Johnson
Chair

LOCAL LICENSEES

19 September 2017

PRESENT

A Walker (Chairman) – Armatree Hotel
A Jenkin – Mountain View Hotel
N Harland – IGA
C Organ – IGA
L Zell – Tattersall’s Hotel
J Jones – Gilgandra Services Club
J Bleechmore – RSO
K Boggs – Road User Safety Officer RMS
B Luff – Royal Hotel
N MacMinn – Gilgandra Sporties Club
M Wilson – Gilgandra Shire Council

IN ATTENDANCE

J Campbell – Administration Assistant

Proceedings of the meeting commenced at 9.10am.

APOLOGIES

Sgt G King – Gilgandra Police
Cr D Batten - Gilgandra Shire Council
S Border – Gilgandra Jockey Club
D Sippel – Royal Hotel

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

MOTION	J Jones/B Luff
That the minutes of the meeting held on 27 June 2017 be confirmed. Carried.	

BUSINESS ARISING

Mr Walker welcomed Mrs Boggs and she addressed the meeting saying that she is running the Plan B Promotion and that there will be new artwork and will continue to supply the swags as a prizes.

GENERAL BUSINESS

Proceedings in Brief

It was noted that the next meeting will be brought forward to November to finalise the Plan B Promotion and hand out swags and advertising media.

Plan B

Mr Walker noted that the swags were popular and that the Liquor Accord donate a prize to the overall winner.

All present were keen to have the Plan B promotion run again with the draw of the swags being flexible taking place either Christmas Eve or New Years Eve.

Mrs Boggs quoted some statistics relating to crashes with 55 killed in the western region which is about 56% of the state (eg covering from Mount Victoria to the South Australia border and including south Cowra to the Queensland border).

The crashes were due to: Speed related 42%, Fatigue 31%, Alcohol 21% - which RMS are trying to reduce.

Responsible Service of Alcohol

Mr Jones mentioned the Club's donation of \$3,000 - \$2,000 Clubs Grant Funding. Mr Walker had contacted TAFE for costing and for 30 people the cost would be \$6,000. This would include the ticket for Compliance.

It was noted that the certificate for RSA be acquired and compliance would be the responsibility of the person/s if they wanted to work in the industry after leaving school. TAFE would not do one without the other.

It was further investigated that a course was available with a part subsidy from the Government. Minimum fee \$100 per person.

Mr Walker also noted that the Gilgandra Lions Club will need to renew the RSAs. Mr Walker suggested that the committee help fund the Lions Club @ \$35 per person for recertification/renew their certificates.

MOTION	J Jones/B Luff
That the Accord commit to \$600 donation to the Gilgandra Lions Club to renew their certification. Carried.	

Mr Wilson will arrange for them to be informed by correspondence.

That the Accord advertise an Expression of Interest to 18-19 year old students in Council's block advertisement, on Council's Facebook page and in the Gilgandra High School Newsletter.

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 17 OCTOBER 2017

Alcohol Free Zone Signs in IGA Carpark

It was noted that these signs were up for renewal.

NEXT MEETING

The next meeting will be held on 21 November 2017 at 9.00am.

Proceedings in Brief

Mrs Boggs asked for a list of participants in the Plan B Promotion and was informed that it would be: Royal Hotel, Sporties Club, Collie Hotel, Armatree Hotel, Tattersall's Hotel, Gilgandra Services Club, IGA, Railway Hotel, Mountain View Hotel and the Gilgandra Jockey Club.

It was also noted that a police presence was a must at these meetings and that Steve Duffy is the Regional Licensing Officer.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.55AM.

A Walker
Chairman

RECOMMENDATION

That the above listed Committee minutes be noted.

David Neeves
General Manager

REPORTS FOR INFORMATION AND NOTATION

SUMMARY

To present reports for information and notation.

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- Statement of Bank Balances (Local Government (Financial Management) Regulation No. 93) and Investment Balances
- Matters Outstanding from Previous Council Meetings
- Development Applications

Any questions which Councillors may have in relation to these reports and/or issues to be raised, should be brought forward at this time.

STATEMENT OF BANK BALANCES AND INVESTMENT BALANCES

SUMMARY

To present the following information relative to the above report headings:

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1. Statement of Bank Balances (Local Government Financial Management Regulation No. 19) - Month of September 2017.
2. Certificate of Bank Reconciliation – Month of September 2017.
3. Details of investments as at September 2017 (Local Government Financial Management Regulation No. 19).

CASH BOOK BALANCE AS AT	31-Aug-17	\$3,533,770.42
Plus: Receipts		\$2,091,062.60
Less: Payments		\$3,893,623.57
CASH BOOK BALANCE AS AT	30-Sep-17	<u>\$1,731,209.45</u>

STATEMENT BALANCE AS AT	31-Aug-17	\$3,485,264.23
Plus: Receipts		\$2,095,904.87
Less: Payments		\$3,838,780.58
STATEMENT BALANCE AS AT	30-Sep-17	<u>\$1,742,388.52</u>

Plus: Unpresented Receipts		\$3,115.96
Less: Unpresented Payments		\$14,295.03
RECONCILED BALANCE AS AT	30-Sep-17	<u>\$1,731,209.45</u>

Cashbook balance as at 30 September 2017:	\$1,731,209.45
Investments held as at 30 September 2017:	\$20,016,415.80
Total Cash & Investments Held as at 30 September 2017:	<u>\$21,747,625.25</u>

The bank balances in each of the funds as at 30 September 2017 are:

General Fund	\$8,456,257.87
Water Fund	\$2,376,929.24
Sewer Fund	\$1,043,028.48
Orana Lifestyle Directions	\$1,843,588.08
Carlinda Enterprises	\$359,882.87
Cooee Villa Units	\$1,175,574.85
Cooee Lodge	\$4,907,488.94
Jack Towney Hostel	\$989,826.77
Trust Fund	\$595,048.15

Balance as per Total Cash & Investments Held: \$21,747,625.25

Details of Council's investments are as follows:

(a)	\$1,000,000.00	For 182 days @	2.60%	Due on 12-Mar-18	With AMP Bank
(b)	\$1,000,000.00	For 273 days @	2.60%	Due on 01-Mar-18	With AMP Bank
(c)	\$500,000.00	For 183 days @	2.75%	Due on 07-Oct-17	With AMP Bank
(d)	\$1,500,000.00	For 182 days @	2.55%	Due on 26-Feb-18	With AMP Bank
(e)	\$500,000.00	For 184 days @	2.50%	Due on 10-Jan-18	With Bankwest
(f)	\$1,000,000.00	For 151 days @	2.40%	Due on 02-Jan-18	With Bankwest
(g)	\$500,000.00	For 91 days @	2.40%	Due on 04-Dec-17	With Bankwest
(h)	\$500,000.00	For 273 days @	2.50%	Due on 03-Mar-18	With Bendigo
(i)	\$1,000,000.00	For 365 days @	2.65%	Due on 06-Aug-18	With Bendigo
(j)	\$1,000,000.00	For 184 days @	2.60%	Due on 04-Jan-18	With Bendigo
(k)	\$500,000.00	For 183 days @	2.45%	Due on 04-Oct-17	With Bendigo
(l)	\$500,000.00	For 184 days @	2.55%	Due on 11-Jan-18	With Bendigo
(m)	\$1,000,000.00	For 181 days @	2.55%	Due on 22-Mar-18	With BoQ
(n)	\$1,000,000.00	For 184 days @	2.60%	Due on 10-Jan-18	With BoQ
(o)	\$500,000.00	For 181 days @	2.55%	Due on 06-Nov-17	With IMB
(p)	\$1,000,000.00	For 91 days @	2.40%	Due on 27-Nov-17	With IMB
(q)	\$1,000,000.00	For 185 days @	2.65%	Due on 18-Dec-17	With ME Bank
(r)	\$1,500,000.00	For 182 days @	2.50%	Due on 26-Feb-18	With ME Bank
(s)	\$500,000.00	For 365 days @	2.53%	Due on 02-Aug-18	With NAB
(t)	\$1,000,000.00	For 365 days @	2.60%	Due on 05-Apr-18	With NAB
(u)	\$1,000,000.00	For 91 days @	2.52%	Due on 07-Dec-17	With NAB
(v)	\$1,000,000.00	For 181 days @	2.55%	Due on 07-Mar-18	With NAB
(w)	\$1,016,415.80		2.31%	At Call	With TCorp
Total Investments:					
\$20,016,415.80					

OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

SUMMARY

To provide an update in relation to matters previously resolved at Council Meetings requiring further action to be taken.

<u>Res. No.</u>	<u>Subject</u>	<u>Action</u>
<u>August 2014</u>		
233/14	Aero Park Shed Lease	Being followed up
<u>July 2015</u>		
165/15	SES Accommodation	Awaiting feedback from SES Report to future meeting with plans, funding options and timing.
<u>August 2015</u>		
205/15	Southern phone – provision of telecommunication services	On hold awaiting introduction of NBN
<u>February 2016</u>		
26/16	Industrial Subdivision Stormwater - Pines Industrial Subdivision	In progress – with solicitor
<u>December 2016</u>		
347/16 289/16	Possible land purchase	Awaiting subdivision.
<u>June 2017</u>		
154/17 121/17	Purchase of land Chelmsford Ave	Purchase progressing
155/17	Land purchase, Miller Street	Subdivision being progressed
156/17	Extension to Jack Towney Hostel	Contract documents signed
168/17	Hunter Park Playground	Report to this meeting
171/17	Pigeons	Control measures commenced

July 2017

187/17 Whole of Council Christmas function Further report to this meeting

August 2017

207/17 Tender 24/17 – Design, supply & Installation of mechanical, hydraulic and electrical services for Bores 1,5, 9 Awarded to Darling Irrigation. Work to commence shortly.

223/17 Roads to Recovery Program Further report to this meeting

230/17 CBD Stage 2 Work to be advertised and businesses advised accordingly

September 2017

246/17
88/17 Proposed development Pending response from Developer

248/17 Inland Rail Consultants engaged and attendance at AusRail conference being organised

249/17 Growing Local Economies Fund To be discussed at workshop

250/17 Alcohol Free Zone No feedback to date. May be a late report to this meeting.

258/17 Security Cameras – Hunter Park To be installed

259/17 Caravan Camping Study Work commenced with Dubbo Regional Council

260/17 Vacation Care Options being investigated

262-3/17 Skate Park Risk Management Working group meeting arranged

264/17 Mudfords Road To be followed up

267/17 Request for Departure from DCP Applicant advised of decision

271/17 Villa Unit Valuations Further inspection in two years scheduled

272/17 Local Heritage Funding Applicants notified of decision

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 17 OCTOBER 2017

DEVELOPMENT APPLICATIONS

The following applications were received from 1 September 2017 – 30 September 2017.

DA Number	Received	Applicants Name	Application Description of Work	Property Address
2017/219	05/09/2017	TAYLOR MADE BUILDINGS	INSTALLATION OF TRANSPORTABLE DWELLING	226 ANNAVILLE ROAD MENDOORAN NSW 2842
2017/220	12/09/2017	PEEL NEW MERRIGAL PTY LIM	ERECTION OF A SHEARING SHED	1616 COLLIE BOURBAH ROAD MERRIGAL NSW
2017/221	14/09/2017	PAUL ANTHONY MANN	ERECT SHADE SAIL OVER OPEN AREA	20-24 WRIGLEY STREET GILGANDRA NSW 2827
SEPTEMBER TOTAL				\$874,438.00
TOTAL FOR 2017				\$4,948,066.00

RECOMMENDATION

That the reports be noted.

David Neeves
General Manager

CATEGORY A – REQUEST FOR ASSISTANCE – TOORAWEEENAH CWA

SUMMARY

To advise of a request from Tooraweenah CWA for financial assistance to host a Women's Health Day.

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Mrs Sue Armstrong, President of the Tooraweenah CWA has written to Council seeking financial support to host a Rural Women's Health Day.

The Tooraweenah CWA initially asked for support from Council to access grant funding for International Women's Day however this funding is no longer available. Whilst there appears to be no suitable grants available at the present time, other funding sources may be available prior to March 2018. In the meantime, however, Council is asked to consider either a donation or assistance with underwriting the event so that planning can continue.

An outline of the event is produced below and a proposed advertising poster has been provided separately.

RURAL WOMEN'S HEALTH DAY

THURSDAY 8 MARCH, 2018

"To highlight International Women's Day and Rural Women the Tooraweenah Country Women's Association will be holding a RURAL WOMEN'S HEALTH DAY on 8 March, 2018.

We would ask that you consider Sponsoring or Underwriting the Tooraweenah CWA In this Women's Health initiative.

Aims

To encourage women of all ages in the greater community but most especially Rural Women to take this opportunity to learn more about their health

How

Advertise throughout the community, Country Women's Association and the Press and Social Media to reach the greatest number of Women

Why

Tooraweenah CWA believes passionately in helping other rural women. By encouraging the sharing of knowledge, in particular health and it's outcomes in both younger women and an aging population, we believe that we can help women to learn more about their health and outcomes.

Outcomes

The opportunity to listen to guest speakers with Women's Health experience. The chance to speak to some-one about their own concerns and be encouraged to seek referral on Women's Health issues.

The chance to obtain brochures and information to take home and read in privacy.
The opportunity to highlight Gilgandra Shire and its proactive approach to Rural Women.

Anticipated Costs

Hire of Hall	\$ 150.00
Meals say 100 people at \$12 per head	\$1,200.00
Publicity	\$ 200.00
Bus Hire	<u>\$ 330.00</u>
Approximate Total Costs	\$1880.00
Charge \$5 per head for lunch x 100	<u>\$ 500.00 credit</u>
Balance	<u>\$1380.00</u>

We ask for your consideration by way of sponsorship for the sum of \$1000.00 towards the cost of running Rural Women's Health Day. We consider this an important initiative for all women of all ages and look forward to a positive reply.

I also attach for your information a suggested poster for the day and would be happy to insert the council's logo."

Principal Activity

Sense of Place

Policy Implications

Nil

Budget Implications

Tooraweenah CWA is requesting a contribution of \$1000.00. The funds are available from within the Community Services budget

Delivery Program Actions

1.1.1.2

Encourage, support and lead participation in local State and National physical and mental health programs and initiatives.

RECOMMENDATION

That Council support the Tooraweenah CWA and provide \$1000 sponsorship for the event

David Neeves
General Manager
