



DRAFT OPERATIONAL PLAN 2017 -18

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Your Councillors

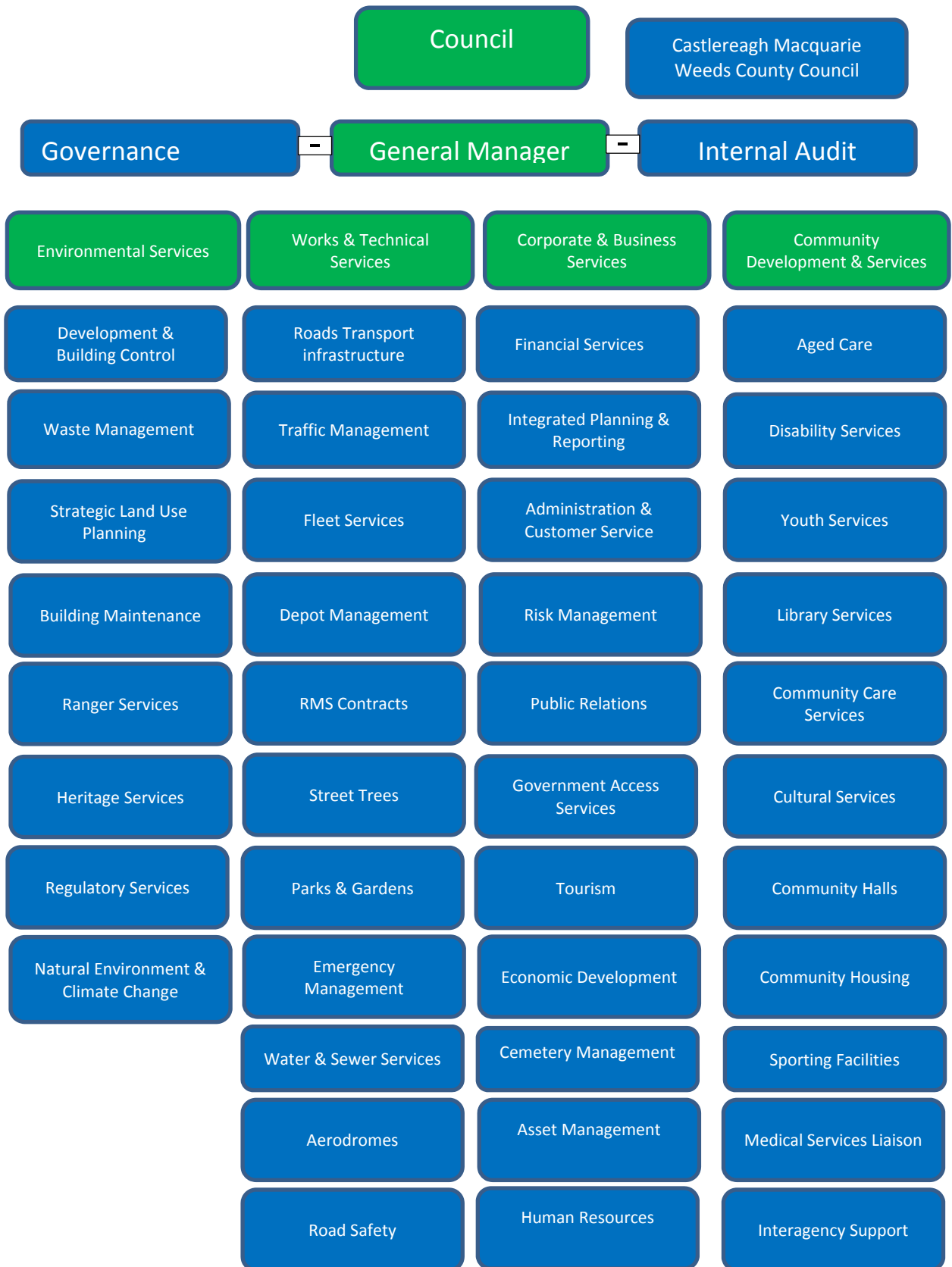
Councillors play an important community leadership role. Councillors provide vision, strategic direction and make policy decisions on behalf of, and for the benefit of, the local community. The Local Government Act describes the role of councillor as falling into two broad categories: as a member of the governing body of Council and as an elected person.

As a member of the governing body of Council, Councillors direct and control the affairs of the Council; allocate resources for the benefit of the Council area; play a key role in creation and review of policies and objectives; and review the performance of Council and its delivery of services. As an elected person, a councillor represents the interests of the residents and ratepayers; provides leadership and guidance to the community; and facilitates communication between the community and Council.



Back Row: Cr Noel Mudford, Mayor Doug Batten, Deputy Mayor Ashley Walker, Crs Greg Peart and Brian Mockler. Front Row: Crs Susan Baker, Gina Johnson, Deidrie Naden and Noel Wrigley.

Our Organisational Structure



Introduction

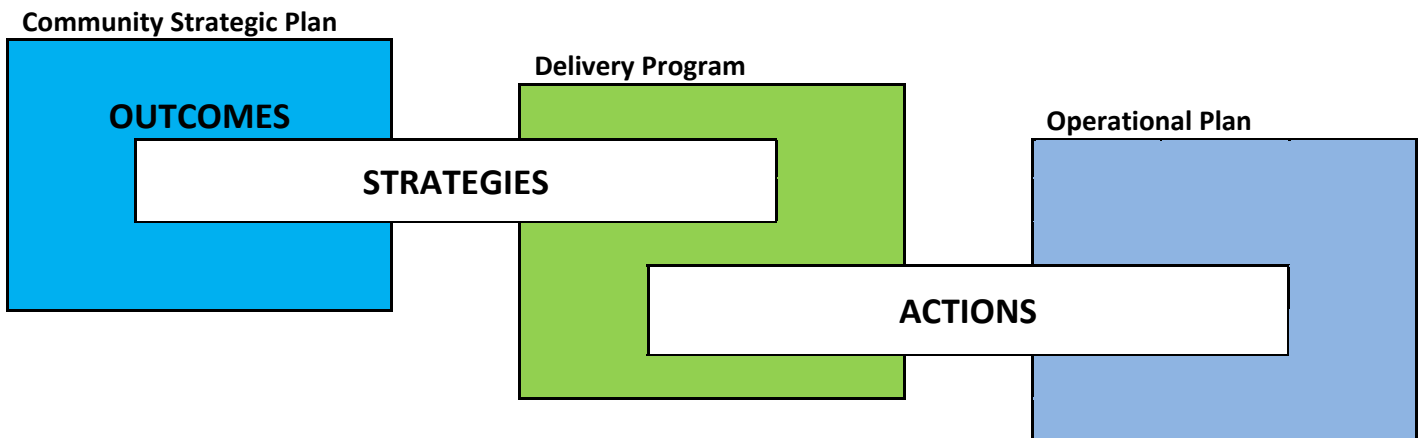
How does the Operational Plan Relate to the Community Strategic Plan and Delivery Program?

The Community Strategic Plan is the highest level plan that Council prepares. Its purpose is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. In doing this, the planning process considers the issues and pressures that may affect the community and the level of resources that will realistically be available to achieve its aspirations.

While Council has a custodial role in initiating, preparing and maintaining the Community Strategic Plan on behalf of the community, it is not wholly responsible for its implementation. Other partners, such as other level of government and community groups are also responsible for the delivery of long term strategies in the Plan. These responsibilities are also identified in the Plan.

The Community Strategic Plan is supported by a number of Council plans including:

- ❖ **Delivery Program:** This plan sets out the actions, grouped under strategies identified in the Community Strategic Plan, that Council will undertake over its 4 year term (2013/14 – 2016/2017), that work towards achieving the outcomes identified in the Community Strategic Plan. This plan also includes anticipated budget requirements (2013/14 – 2016/17) associated with these actions.
- ❖ **Operational Plan:** This plan contains details of Council's actions, grouped under strategies from the Community Strategic Plan that Council will take in the next financial year that work towards achieving the outcomes identified in the Community strategic Plan. These actions are a sub set of the actions outlined in the Delivery Program and include detailed budget requirements for the financial year associated with these actions.

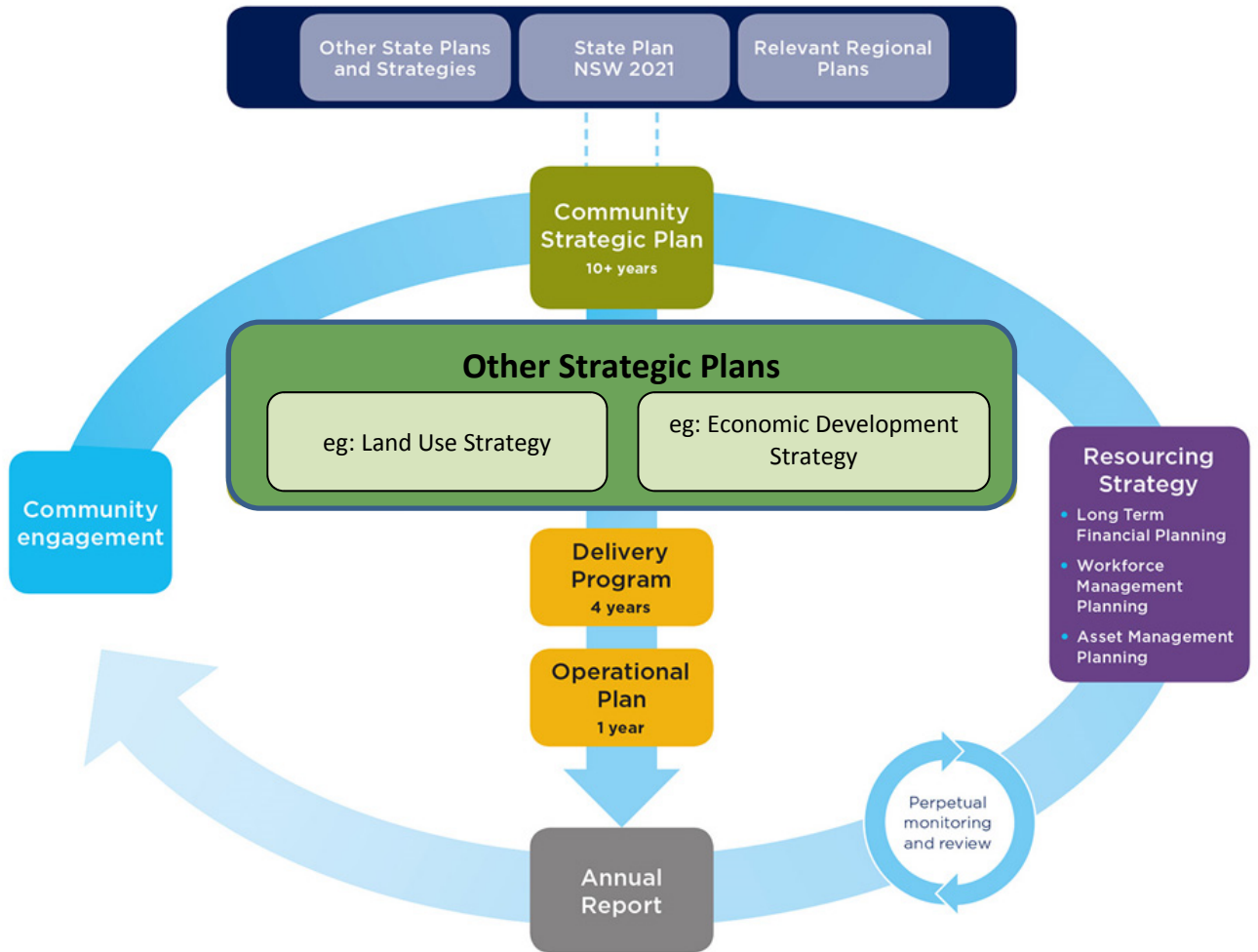


- ❖ **Resourcing Strategy:** This Strategy is the basis upon which Council will make decisions designed to deliver the outcomes identified in the Community Strategic Plan and includes:
 - **Workforce Management Plan:** This planning outlines how we will ensure Council has the staff with the skills to work towards delivering the outcomes identified in the Community Strategic Plan
 - **Asset Management Strategy Plan:** This planning is a comprehensive process to ensure detailed information on all Council assets is available and delivery of services from assets is provided in a financially sustainable manner. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services and will inform the Community Strategic Plan and Long Term Financial Plan
 - **Long Term Financial Plan:** This plan models a number of scenarios in the context of constraints we face in the longer term, providing a sound basis for financial decision making. The Long Term Financial Plan is a tool that ‘tests’ the community’s aspirations outlined in the Community Strategic Plan against the financial reality. It is both a decision-making tool and a problem solving tool

- ❖ **Local Environmental Plan:** The Community Strategic Plan sets high level objectives that relate to land use planning however the Local Environmental Plan maps out the details of land use planning across the Shire. The Local Environmental Plan is the principal document for controlling development at a council level.

- ❖ **Community Engagement Strategy:** Council has developed a Community Engagement Strategy for ongoing engagement with the local community in developing and reviewing the Community Strategic Plan. Council intends to consult with and inform the community of its plans on a regular basis.

Integrated Planning and Reporting Framework



Gilgandra Shire Community Overview

Gilgandra Shire Local Government Area



Gilgandra is nestled on the banks of the Castlereagh River in Central NSW at the junction of three major inland highways being the Newell Oxley and Castlereagh and half way between Brisbane and Melbourne. In addition to the township of Gilgandra the Shire has two villages, Tooraweenah located at the southern entrance to the Warrumbungle National Park and Armatree located in the north of the shire.

Gilgandra is a great place to live. It is a proud, passionate, vibrant, solid and supportive rural based community. We are fortunate to have excellent schools for our children, a comprehensive range of medical services, fantastic sporting facilities, and a thriving cultural presence within the region. Although our population is ageing, social capital through volunteerism is strong, and this strength is reflected in the many events (cultural, sporting, community and nation building) that are conducted by volunteers.

Gilgandra is located just 65 kilometres north of Dubbo, one of the largest inland cities in New South Wales. This allows residents to have close access to a base hospital, specialist medical services, employment opportunities and a regional airport.

Agriculture including cereal cropping, wool production, sheep and cattle is a large contributor to the Gilgandra economy. In recent years, health and aged care have developed as large employers in the community and form an important part of a diversifying economy. For a community its size, Gilgandra is well serviced with medical, retail, accommodation, professional and financial services. The community and Council have invested heavily in medical infrastructure to ensure the community has access to essential medical and allied health services.

Gilgandra Shire, like so many other rural communities has seen significant challenges as result of an extended period of drought followed by two flood events. The decline of employment numbers in agriculture has made the need to diversify the economy even more of an essential action for the community.

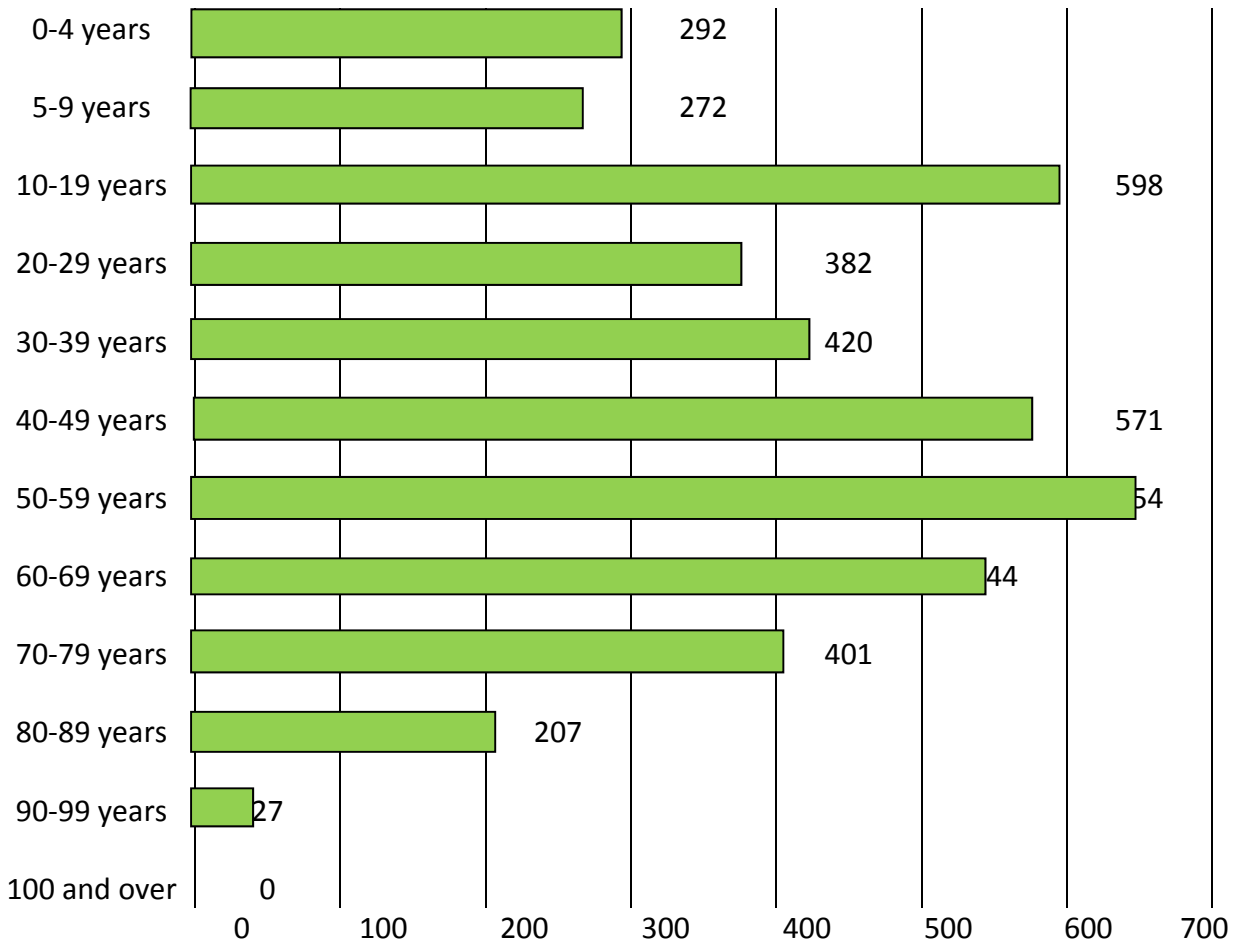
Gilgandra LGA Demographics

- Total Population - 4368
- Median age - 46 year
- Total Dwellings – 1750
- Average household size – 2.4 persons
- 89.70% of the population was born in Australia
- 92.6% of people speak only English
- Gilgandra LGA scores 928.1 on the SEIFA index of disadvantage

Gilgandra

Population – Age

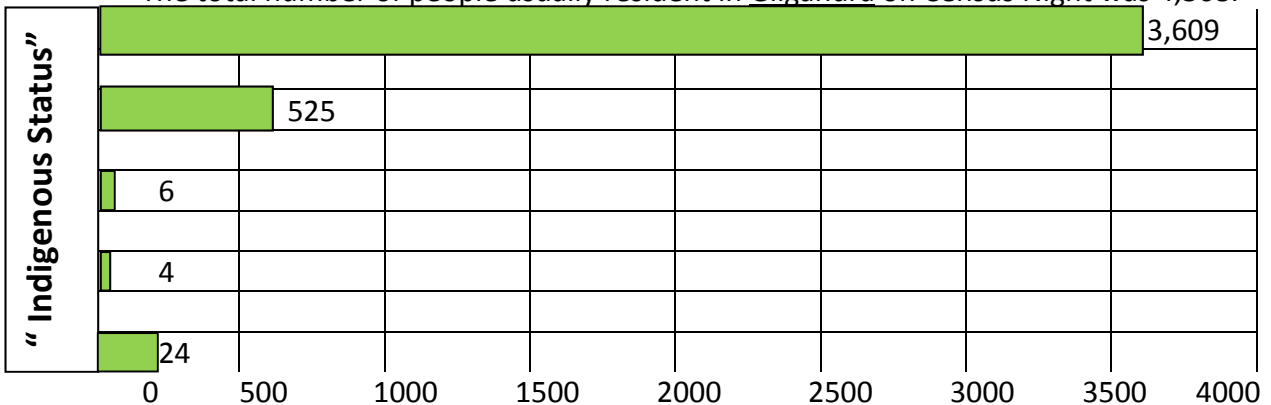
The estimated residential population for Gilgandra in 2015 was 4,368 people. This represents a 0% decrease from the 4,368 people that were usually resident in Gilgandra on Census Night 2011.



Gilgandra

Population – Indigenous Status

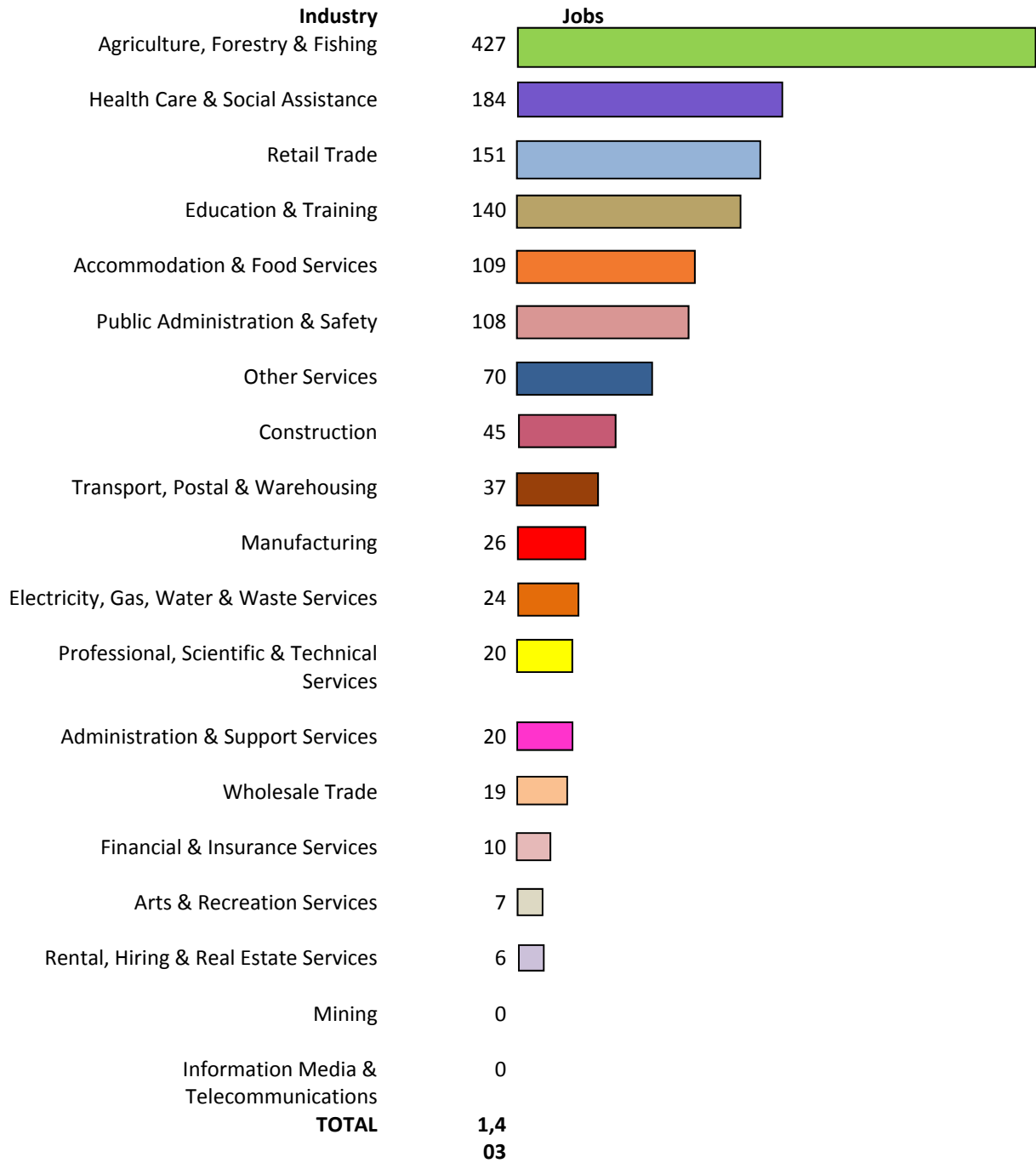
The total number of people usually resident in Gilgandra on Census Night was 4,368.



Gilgandra

Employment by Industry

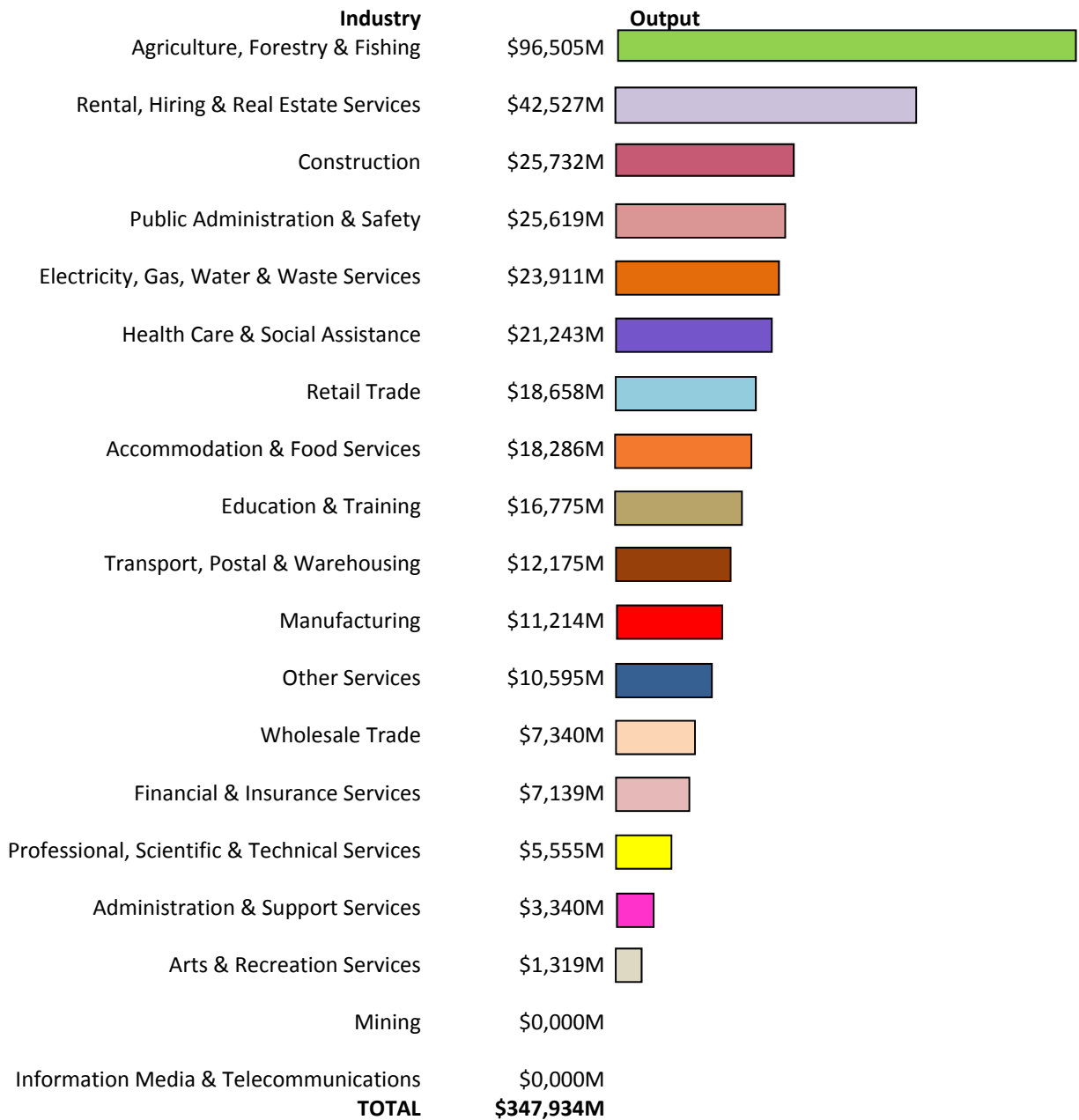
All Industries – All Zones



Gilgandra

Output by Industry

All Industries – All Zones



Vision

Gilgandra Shire is a strong and sustainable rural centre with a caring community that is building a future together

Values

Integrity, leadership, inclusivity, selflessness, objectivity, accountability, openness, honesty, respect, professionalism, innovative, proactive, performance, consultative, strategic



Challenges

The Gilgandra Community faces a number of challenges that have the potential to impact on the desired outcomes identified in this Community Strategic Plan. These challenges include:

- Climate change
- Succession planning
- Waste management
- Understanding between all cultures
- Maintaining quality , well-funded education
- Sustaining community infrastructure
- Maintaining and improving roads and bridges infrastructure
- Skilled labour availability
- Staff and senior management recruitment
- Agriculture sustainability
- Technological change
- Sustainable land use and planning
- Business sustainability
- Volunteer resourcing
- Population decline
- Youth participation
- Quality health services
- Community transport
- Increased childcare demands
- Financial sustainability
- Maintaining our heritage
- Access to grant funding
- Political Opportunity

It is intended that the Community Strategic Plan and Councils associated Delivery Program and Operational Plan work towards addressing these challenges over the life of these plans.

State and Regional Plans

The development of this Community Strategic Plan was informed by the NSW State Plan - NSW Making It Happen, the Regional Plan developed by Regional Development Australia – Orana (RDA Orana) and the NSW 2021 ORANA Regional Action Plan.

The issues outlined in these plans are very much in line with the Community Strategic Plan, and cover issues such as the economy, health, transport, infrastructure, safety, education, environment and improvement to government services.

The Social Justice Principles

The *Local Government Act* also stipulates that the Community Strategic Plan should reflect the principles of Social Justice and that these social considerations are adequately addressed in the planning and development process. The principles for social justice are:

Equity - There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need. Everyone should have a fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interests of people in vulnerable circumstances.

Access - All people should have fair access to services, resources and opportunities to improve their quality of life.

Participation - Everyone should have the maximum opportunity to genuinely participate in decisions which affect their lives.

Rights - Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

Reporting Progress

Quarterly Operational Plan Reports will be presented to Council to allow consideration of progress with actions outlined in the plan within allocated budgets.

Six monthly reports will be presented to Council to allow consideration of progress in implementing its Delivery Program. Council will report on achievements for the previous year in its Annual Report.

Each outgoing Council will report to the Community on its Delivery Program achievements over its four year term in response to the Community Strategic Plan.

Operational Plan

The Annual Operational Plan is a sub-component of the Delivery Program. It provides greater detail on the activities, projects and services planned for the current financial year. Financial information included in the Operational Plan includes a detailed annual budget, Council's Revenue Policy (rates, fees and charges) and estimates of income and expenditure.

Forecast Budget Results 2017/18

This table shows the budget results by fund. The consolidated column is the result for Council as a whole. The table ultimately shows the net cash result for Council for 2017/18. An explanation for the accounting terms used appears below the table.

Financial Year 2017/18	General Fund	Water Fund	Sewer Fund	Orana Living	Carlinda Enterprises	Cooee Lodge Retirement Village	Jack Towney Hostel	Consolidated
\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Income	19,924,606	1,055,780	992,366	3,626,550	524,710	-\$3,714,083	987,875	30,825,970
Operating Expenditure	19,044,896	1,235,481	975,281	3,501,304	525,217	\$3,604,961	950,797	29,837,937
Operating Result before Capital	879,710	-179,701	17,085	125,246	-507	109,122	37,078	988,033
Capital Income	1,755,000	-	-	-	-	-	-	1,755,000
Operating Result	2,634,710	-179,701	17,085	125,246	-507	109,122	37,078	2,743,033
Depreciation Adjustment	3,011,077	473,860	291,492	54,944	16,786	172,534	13,374	4,034,067
Capital Expenditure	7,759,751	369,500	749,000	125,000	15,000	320,000	200,000	9,538,251
Net Cash Result	-2,113,964	-75,341	-440,423	55,190	1,279	-38,344	-149,548	-2,761,151
Breakup of Current Cash Result								
Net Cash Result	-2,113,964	-75,341	-440,423	55,190	1,279	-38,344	-149,548	-2,761,151
Reserves	-90,382	-	25,000	-	-	275,000	200,000	409,618
Property Sales	90,000	-	-	-	-	-	-	90,000
New Loans	2,300,000	-	-	-	-	-	-	2,300,000
Loan Repayments	-478,746	45,143	14,458	-	-	-36,145	-	-574,492
Current Cash Result	-293,092	120,484	-429,881	55,190	1,279	200,511	50,452	-536,025

Explanation of Accounting Terms used in the Forecast Results tables above	
Operating Expenditure	Operating expenditure is the component of the budget that relates to the on-going running expenses of the organisation, including salaries and wages, plant operating costs and expenses for maintenance and operational activities
Operating Income	Operating income is the component of the budget that relates to the on-going income received by the organisation. Operating Income includes rates and untied funds as well as fees and charges and annual charges for specific activities such as water, sewer, waste services and stormwater drainage. Annual Charges must be spent on the operations that they relate to e.g. income received from charges for waste services must be expended on waste services operations
Capital Income	Capital Income is income received from external organisations, usually in the form of tied grants from other levels of government, to be spent on specific capital works
Operating Result	The Operating Result is the difference between the operating expenditure and the operating income. The Operating Result may be a surplus result indicated by brackets or a deficit result
Depreciation Adjustment	Depreciation Adjustment takes out the effect of the “non-cash” accounting entry that is depreciation. This cash adjustment is made to allow the Net Cash Result of the budget to be calculated.
Capital Expenditure	This is the expenditure that is planned for the financial year to be spent on capital works. Capital works usually involve the renewal of assets or the building of new infrastructure
Net Cash Result	The Net Cash Result for the financial year (the difference between total revenue received and planned total expenditure) excluding depreciation and accruals. The net cash result may be a surplus result indicated by brackets or a deficit result. If the result is a deficit, the objective and/or theme uses more cash than it generates in the financial year
Breakup of Current Cash Result	
Reserves	These funds have been reserved for this specific purpose. Reserves can be generated from self-funding activities such as Airport or set aside for specific purposes in a previous financial year
Property Sales	These funds have been sourced from the sale of property owned and developed by Council.
New Loans	These funds were sourced via a loan for a specific purpose
Loan Repayments	These funds are used to repay the principal portion of Council loans.

Forecast Performance Indicators for 2017/18

Ratio	General Fund	Orana Living	Carlinda Enterprises	Cooee Lodge Retirement Village	Jack Towney Hostel	Consolidated General Fund	Water Supply Fund	Sewer Fund
Operating Performance Ratio - Achieve better than 0%	12.1%	3.5%	0.1%	2.9%	3.7%	12.2%	-17.2%	1.7%
Own Source Revenue Ratio – Achieve better than 60%	46.9%	100%	100%	99.7%	47.1%	79.02%	97.6%	98.1%
Building & Infrastructure Asset Renewals Ratio – Achieve better than 100%	234.5%	273%	89.3%	185.5%	1495.4%	233.1%	78%	257%
Infrastructure Backlog Ratio – Achieve less than 2%	1.9%	0%	0%	0%	0%	1.52%	0%	21.2%
Asset Maintenance Ratio – Achieve better than 100%	171.8%	76.7%	37.7%	126.3%	66.6%	94.4%	120.9%	119.8%
Debt Service Ratio – Achieve greater than 0% but less than 20%	4.5%	0%	0.1%	1.3%	0%	2.9%	6.1%	2.0%
Real Operating Expenditure – Achieve a decrease over time	3.9	0.73	0.11	0.75	0.2	5.07	0.26	0.20

Operating Performance Ratio	Core measure of financial sustainability – indicates Councils capacity to meet ongoing operating expenditure requirements
Own Source Revenue Ratio	Councils with higher own source revenue have greater ability to control their own operating performance and financial sustainability
Building & Infrastructure Asset Renewals Ratio	Measures whether Councils assets are deteriorating faster than they are being renewed – indicator of whether Councils infrastructure backlog is likely to increase
Infrastructure Backlog Ratio	Measures how effectively Council is managing their infrastructure. Increasing backlogs may affect Councils ability to provide services and remain sustainable
Asset Maintenance Ratio	Measures whether Council is spending enough on maintaining its assets to avoid increasing its infrastructure backlog
Debt Service Ratio	Indicates whether Council is using debt wisely to share the lifelong cost of assets and avoid excessive rate increases
Real Operating Expenditure	Indicates how well Council is utilising economies of scale and managing service levels to achieve efficiencies

Operational Plan 2017/18: SENSE OF PLACE

AN ACTIVE COMMUNITY WITH A FOCUS ON PHYSICAL AND MENTAL WELLBEING

Establish and maintain programs and facilities that promote and encourage a healthy lifestyle

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.1.1.1	Provide a range of recreational sporting facilities which enable the residents of the Shire to pursue active recreational pursuits	1.1.1.1.1	Review and monitor opportunities to address priorities identified in McGrane Oval master plan	Director Community Development and Services
		1.1.1.1.2	Develop a masterplan for all parks in the Gilgandra Shire.	Director Community Development and Services
		1.1.1.1.3	Co-ordinate approved Capital Expenditure Projects for recreational and sporting facilities.	Director Community Development and Services
1.1.1.2	Encourage, support and lead participation in local State and National physical and mental health programs and initiatives.	1.1.1.2.1	Assess opportunities for involvement in programs and initiatives and promote these opportunities to the community.	Director Community Development and Services
		1.1.1.2.2	Monitor Disability Inclusion Action Plan program across Council departments.	Director Community Development and Services

AN INCLUSIVE COMMUNITY THAT HAS GREAT PRIDE AND INSTILLS THIS PRIDE FROM A YOUNG AGE

Encourage and support community groups, festivals, celebrations and events

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.2.1.1	Assist village community committees to maintain their public facilities.	1.2.1.1.1	Provide ongoing support to the Curban Hall Committee.	Director Community Development and Services

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.2.1.2	Provide a Shire Hall facility that meets community needs.	1.2.1.2.1	Hold twice yearly meetings of Council's Shire Hall reference group.	Director Community Development and Services
		1.2.1.2.2	Carry out maintenance and renewal works to Shire Hall in line with budget	Director Community Development and Services
1.2.1.3	Support community organised events, festivals and celebrations.	1.2.1.3.2	Organise Australia Day event including awards process, Ambassador program and function.	Economic Development Manager
		1.2.1.4.1	Assistance provided with community events as requested and required.	Economic Development Manager
1.2.1.4	Develop a project to commemorate WW1 Armistice Centenary.	1.2.1.4.1	Consider appropriate project/event to commemorate WW1 Armistice including Solder Settlers Memorial.	Economic Development Manager
1.2.1.5	Provide assistance to community organisations where appropriate to ensure future sustainability.	1.2.1.5.1	Consider requests for assistance from community organisations on a case by case basis.	Economic Development Manager

Involve the youth of our community in decision making processes

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.2.2.1	Conduct activities as part of a Youth Engagement Plan.	1.2.2.1.1	Prepare a brief Youth Engagement Plan as broad strategy document.	Youth & Fitness Supervisor
		1.2.2.1.2	Devise & organise quality events throughout the year under the guidance of GYS.	Youth & Fitness Supervisor
		1.2.2.1.3	Manage IAS grant funding including reporting and statistical analysis.	Youth & Fitness Supervisor
1.2.2.2	Support the engagement of children and youth of all backgrounds in education.	1.2.2.2.1	Partner with GPS, GHS and AECG to promote and deliver GYS services to schools.	Youth & Fitness Supervisor

A COMMUNITY WITH ACCESS TO QUALITY AGED CARE, DISABILITY, HEALTH, WELFARE, EDUCATION, EARLY CHILDHOOD, SPORTING, RECREATIONAL, CULTURAL AND TECHNOLOGICAL SERVICES AND FACILITIES

Support and encourage the improvement of a variety of high quality preschool, primary and secondary education and vocational training facilities

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.1.4	Provide administration support to Gilgandra Preschool on a user pays basis.	1.3.1.4.1	Process payroll on behalf of Gilgandra preschool	HR Manager
		1.3.1.4.2	Maintain landlord tenant relationship with Preschool premises	Director Corporate and Business Services
1.3.1.5	Monitor the level of preschool and early childhood services places available to meet our community needs	1.3.1.5.1	Meet with Pre School executive at least annually to discuss issues	Director Corporate and Business Services

Offer supported accommodation services, activities, employment and training programs to people with a disability

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.2.01	Provide a range of day activities which aim to teach life skills and improve the independence and general quality of life for Orana Living clients	1.3.2.01.1	Ensure Day Access Options (DAO) service fully utilised in terms of client numbers and programs - community access and recreational activities offered. Management of OL keep in close contact with mentors, organisations that supports and offers training to NGOs within the region funded by ADHC.	Manager OL
		1.3.2.01.2	Deliver community skill development and physical fitness activities.	Manager OL
		1.3.2.01.3	Manage vehicle fleet.	Manager OL
		1.3.2.01.4	Pursue development of Stage II (independent living units) at 59 Waugan such as design and DA	Manager OL
1.3.2.02		1.3.2.02.01	Manage Staff matters including training and performance appraisal.	Manager OL

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
	Provide an excellent standard of accommodation and associated services at Orana Living which maintain the independence, dignity and wellbeing of the clients	1.3.2.02.02	Review at least annually all client accommodation to decide where each client would be best suited based on current or changing individual needs	Manager OL
		1.3.2.02.03	Manage transfer to and implementation of NDIS. Issues to address include for example finance systems, marketing, recruitment, governance and individualised funding.	Manager OL
		1.3.2.02.04	Review existing BCP practices with a view to consolidation.	Manager OL
		1.3.2.02.05	Ensure accommodation service capacity is fully utilised.	Manager OL
		1.3.2.02.06	Police check records for staff, volunteers and committee members are renewed to ensure records are always current. (a) The number of police checks expiring in the next three months are identified for (i) staff (ii) volunteers & (iii) committee members (b) of those, the number of police checks submitted to the police is monitored and recorded.	Manager OL
		1.3.2.02.07	Ensure WH&S and related matters are discussed at staff meetings, ensure WH&S policies are procedures are effective.	Manager OL
		1.3.2.02.08	Manage housing maintenance and capex budget allocation as required.	Manager OL
		1.3.2.02.09	Explore and pursue opportunities through Western Independent Alliance.	Manager OL
		1.3.2.02.10	Ensure client meetings are held at least bi-monthly for each residential outlet and the day access centre.	Manager OL
1.3.2.03		Maintain links within the disability industry	1.3.2.03.1	Ensure OL staff attend training as deemed appropriate within the organisation budget.

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.2.04	Maintain client plans to meet identified individual goals and needs of each client	1.3.2.4.1	Ensure clients have up to date (person-centred) plans and documentation that meet their individual goals and needs, reviewed annually in line with industry best practice.	Manager OL
		1.3.2.4.2	Client and outlet audits are conducted each quarter to ensure compliance of clients plans and documentation	Manager OL
		1.3.2.4.3	Maintain individual training plans for supported employees from Employee Assistance Plans including Workplace Health and Safety and Risk Management	Carlinda Enterprises Policy Training Officer
		1.3.2.4.4	Manage and report WH&S issues as they arise and conduct regular reviews of policies and procedures applicable to CTPO & PSO.	Carlinda Enterprises Policy Training Officer
		1.3.2.4.5	Conduct recruitment of supported employees to advantage Carlinda, Orana Living and Council.	Carlinda Enterprises Policy Training Officer
		1.3.2.4.6	Ensure wage assessments are completed on time and up-to-date.	Carlinda Enterprises Policy Training Officer
		1.3.2.4.7	Assist with transition to NDIS and implement approved strategies.	Carlinda Enterprises Policy Training Officer
1.3.2.05	Increase disability services utilisation within the Aboriginal population	1.3.2.05.1	Ensure OL has equal access to services and service information appropriate for Aboriginal clients and culture.	Manager OL
		1.3.2.05.2	Meet with Aboriginal groups/leaders (eg CWP) at least annually	Director Community Development and Services
1.3.2.06	Provide employment and work-related training for persons with disabilities (both intellectual and physical and/or acquired brain injury)	1.3.2.06.01	Assist clients with work experience in various businesses and services within Gilgandra providing support staff and guidance.	Manager OL
		1.3.2.06.02	Maintain business service to employ 21 supported employment positions.	Operations Manager

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		1.3.2.06.03	Monitor and review opportunities for involvement in Council's waste and recycling strategies.	Operations Manager
		1.3.2.06.04	Conduct staff appraisals and monitor supported employees EAP	Operations Manager
		1.3.2.06.05	Arrange social events for supported employees and our annual trip tour.	Operations Manager
		1.3.2.06.06	Liaise with Council's contractors to ensure service delivery standards are reached.	Operations Manager
		1.3.2.06.07	Police check records for staff, volunteers and committee members are renewed to ensure records are always current. (a) The number of police checks expiring in the next three months are identified for (i) staff & (ii) volunteers (b) of those, the number of police checks submitted to the police is monitored and recorded.	Operations Manager
		1.3.2.06.08	Manage and report WHS issues as they arise and conduct regular reviews of policies and procedure applicable to Carlinda	Operations Manager
		1.3.2.06.09	Monitor operation of plant and equipment (especially the four presses and conveyor belt) to consider if replacement needed.	Operations Manager
		1.3.2.06.10	Pursue recruitment strategies to the advantage of Carlinda, Orana Living and Council.	Operations Manager
		1.3.2.06.11	Monitor and manage NDIS transition for Carlinda supported employees.	Operations Manager
		1.3.2.06.12	Monitor and respond to implementation of Container Deposit Scheme.	Operations Manager
1.3.2.07	Comply with principles and objectives of the Commonwealth Disability Services Act and ensure	1.3.2.07.1	All organisation policies reviewed November annually to ensure they continue to meet industry standards	Carlinda Enterprises Policy Training Officer

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
	service is aware of, and meets, disability service standards at all times	1.3.2.07.2	All organisation procedures reviewed annually in July and August.	Carlinda Enterprises Policy Training Officer
		1.3.2.07.3	Implement training and ongoing review of 6 National Standards for Disability Services.	Carlinda Enterprises Policy Training Officer
		1.3.2.07.4	Issue Bi monthly newsletter including information on the Disability Standards, advocacy as well as information and news.	Carlinda Enterprises Policy Training Officer
1.3.2.08	Ensure contract arrangements with State and Federal funding bodies are met	1.3.2.08.1	Review signed funding agreements as required to ensure compliance in line with API's.	Carlinda Enterprises Policy Training Officer
		1.3.2.08.2	Continue relationship with funding body and working towards implementing APIs and audit requirements to allow the extension of contract.	Operations Manager
1.3.2.09	Engage with the families and carers of our supported employees and clients	1.3.2.09.1	December surveys are sent to all clients, persons responsible for direct care staff	Manager OL
		1.3.2.09.2	Web page available about Orana Living on Council's website. Web page to be reviewed and updated annually.	Manager OL
		1.3.2.09.3	Conduct EAP reviews six monthly involving supported employees' families, carers or advocates.	Carlinda Enterprises Policy Training Officer
		1.3.2.09.4	Tours of Carlinda's recycling operations conducted on request.	Operations Manager
		1.3.2.09.5	Ensure good relations between employees (parents, guardians, advocacy services etc.) and management.	Operations Manager
		1.3.2.09.6	Survey completed annually by supported employees, families or carers to critique standards of services delivered.	Carlinda Enterprises Policy Training Officer

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		1.3.2.09.7	Manage, record and report complaints - provide recommendations as to solutions and liaise with external bodies (eg. OCV) as appropriate.	Manager OL
1.3.2.10	Manage and implement transition to National Disability Insurance Scheme (NDIS Framework).	1.3.2.10.1	Collate monthly and annual EPA statistics on production of recycling	Operations Manager
		1.3.2.10.2	Conduct operations business recycling run	Operations Manager
		1.3.2.10.3	Monitor & Manage recycling debtors with the Finance Department	Operations Manager
		1.3.2.10.4	Monitor & respond to complaints received	Operations Manager
		1.3.2.10.5	Monitor & record vehicles entering waste facility and delivering to land fill	Operations Manager
		1.3.2.10.6	Manage Community Recycling Centre (E- Waste) collection program.	Operations Manager
		1.3.2.10.7	Conduct, as required, rural transfer stations management requirements and delivery.	Operations Manager
		1.3.2.10.8	Carry out related waste management activities such as - drum muster program, oil container collection, litter picks, vehicle cleaning service, conduct extra activities such as paper shredding.	Operations Manager

Offer aged care and accommodation services and activities

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.3.1	OPERATION - Provide an excellent standard of assisted living accommodation at Cooee Lodge and	1.3.3.1.1	Regularly assess residents needs and update care plans as required.	Manager Aged Care

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
	Jack Towney Hostels which maintains the independence, dignity and wellbeing of the residents.	1.3.3.1.2	Monitor resident ACFI domains to maximise funding levels through regular audit in line with resident reappraisal date - or as required.	Manager Aged Care
		1.3.3.1.3	Provide diversional therapy programs and recreational activities to enhance lifestyle for seniors. Identify and implement changes to diversional therapies or activities on evaluation of services maximising resident participation.	Manager Aged Care
		1.3.3.1.4	Monitor occupancy rates at all aged care services (Cooee Lodge, Cooee Villas, Jack Towney Hostel and Home Care Packages.)	Manager Aged Care
		1.3.3.1.5	Co-ordinate allied health and medical services to maintain or improve residents' health status.	Manager Aged Care
		1.3.3.1.6	Encourage residents to participate in events to encourage retention of their personal civic, legal and consumer rights.	Manager Aged Care
		1.3.3.1.7	Maintain My Aged Care Website. Update information to include services provided and pricing information.	Manager Aged Care
1.3.3.2		STAFF - Deliver appropriate level of care through well trained and motivated staff.	1.3.3.2.1	Ensure staff performance appraisals conducted at least annually
	1.3.3.2.2		Develop staff training with delivery provided on site and externally with aim to achieve best practice.	Manager Aged Care
	1.3.3.2.3		Police check records for staff, volunteers and committee members are renewed to ensure records are always current. (a) The number of police checks expiring in the next three months are identified for (i) staff (ii) volunteers & (iii) committee members (b) of those, the number of police checks submitted to the police is monitored and recorded for Cooee Lodge and Jack Towney Hostel.	Manager Aged Care

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		1.3.3.2.4	Manage and report on WH&S issues as they arise and conduct regular reviews of policies and procedures relevant to Aged Care.	Manager Aged Care
1.3.3.3	GOVERNANCE - Establish and maintain an appropriate governance framework to ensure accreditation and legislative compliance.	1.3.3.3.1	Regularly review policies and procedures in line with Aged Care Standards and Council requirements.	Manager Aged Care
		1.3.3.3.2	Develop and implement continuous improvement goals.	Manager Aged Care
		1.3.3.3.3	Conduct meetings of Aged Care Committee quarterly with reports as appropriate.	Manager Aged Care
		1.3.3.3.4	Complete compliance reporting as required.	Manager Aged Care
1.3.3.4	ASSETS & PROPERTY - Maintain buildings and infrastructure assets at an appropriate standard.	1.3.3.4.1	Maintenance and repairs as required in line with budget. Regular inspections of infrastructure and equipment. Purchase new or replacement equipment in line with budget.	Manager Aged Care
		1.3.3.4.2	Annual safety inspection of Cooee Villa units, direct maintenance for repairs and or replacement in Villa units	Manager Aged Care
		1.3.3.4.3	Continue room renovations when maintenance timeframe allows.	Manager Aged Care
		1.3.3.4.4	Explore solar power for hostel(s)	Manager Aged Care
		1.3.3.4.5	Carry out Jack Towney Hostel facility improvements in line with capital renewals budget in LTFP.	Manager Aged Care
		1.3.3.4.6	Work with environmental services to pursue installation of fire protection works for Cooee Lodge Hostel.	Manager Aged Care
		1.3.3.4.7	Manage Cooee Villa units improved water supply and survey work for villa expansions as LTFP.	Manager Aged Care
1.3.3.5	PLANNING & STRATEGY - Establish and maintain plans and strategies that place our aged care services	1.3.3.5.1	Maintain links within the aged care industry by: * Attending State and National Conferences	Manager Aged Care

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
	to an advantage and enable emerging trends and issues to be managed or addressed.		<ul style="list-style-type: none"> * Maintain membership of ACS and attend membership briefings as required * Maintain association with other aged care providers and industry bodies to establish communication networks. * Meet and liaise with other Orana Region aged care providers. 	
		1.3.3.5.2	(a) Meet monthly with Gilgandra district aged care agencies to provide links for available services for aged clients. (b) Meet monthly Gilgandra Shire Council Interagency.	Manager Aged Care
1.3.3.6	COOEE VILLA UNITS Manage the residential village	1.3.3.6.1	Manage entry and exit process – maintain infrastructure for complex and individual units.	Manager Aged Care
1.3.3.7	JACK TOWNEY HOSTEL Manage Jack Towney Hostel to provide an excellent standard of accommodation and associated services	1.3.3.7.1	Maximise aged care utilisation within the Aboriginal and Torres Strait population and provide a link between targeted groups and services.	Manager Aged Care
		1.3.3.7.2	Monitor opportunities for health initiatives for clients such as education and advocacy.	Manager Aged Care
		1.3.3.7.3	Attend other culturally appropriate events. And support NAIDOC week events.	Manager Aged Care
1.3.3.8	AGED CARE PACKAGES (JTH & COOEE) - Deliver CACPs in a cost effective and flexible manner to meet client needs	1.3.3.8.1	Administer Home Care packages HCPs that offer flexible options for clients and are delivered in line with funding and individual client requirements.	Manager Aged Care
		1.3.3.8.2	Deliver Home Care Packages (HCP) on a Consumer Directed Care (CDC) basis.	Manager Aged Care
		1.3.3.8.3	Administer individual accounts, care plans and agreements.	Manager Aged Care

Offer community care services that address the needs of our community

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.4.1	Provide a range of social activities, food services and community transport to the target group over seven days	1.3.4.1.1	Deliver CHSP services by referring to My Aged Care for Assessment or accept referrals from My Aged Care. Deliver client/carer needs within the Aged Goal Orientated Support Plan using an enabling approach. Offer price & payment options. WH&S checks. Annual review or review on request.	Manager Community Care
		1.3.4.1.2	Deliver and improve availability of transport for disadvantaged and disability transport locally and regionally.	Manager Community Care
		1.3.4.1.3	Develop a calendar of activities, bi monthly, in consultation with clients/carers to address social isolation. Deliver one on one social support offering home visits accompanied shopping and transport - regular phone checks.	Manager Community Care
		1.3.4.1.4	Deliver drop in support in consultation with client. Review annually in April with Advocate. Arrange health plan, transport needs, weekend activities, holidays. Attend EAP review.	Manager Community Care
		1.3.4.1.5	To broaden meal choice and support clients to meet their nutritional needs develop breakfast and evening meal packs, trial them and if successful implement. Liaise with local coffee shops and restaurant businesses to develop a meal voucher system to reduce isolation.	Manager Community Care
1.3.4.2	Provide respite services to people living with a mental illness and their carers	1.3.4.2.1	Liaise with the various mental health providers and related services. This includes, respite and recovery and Carer Mental Health Program, MHA, Community Health, CRRMH and the community.	Manager Community Care

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.4.3	Advocacy and delivery of mental health initiatives to the broader community.	1.3.4.3.1	Identify new opportunities with a focus on general health and wellbeing. Source funds for Community forums then deliver.	Manager Community Care
		1.3.4.3.2	Promote Mental Health Month. Source material from MHA and distribute. Arrange a Stress Less Day activity across Council and within the community.	Manager Community Care
1.3.4.4	Review plan and deliver a range of Community Care Services that meet the CHSP Guidelines	1.3.4.4.1	Planning Day Feb. Identify CHSP & CT continuous improvement outcomes then document as each change or improvement occurs. Look for new opportunities and partnerships. Deliver	Manager Community Care
		1.3.4.4.2	Review policies & procedures against Commonwealth Home Support program manual, standards, good practice guide, fees and charges. Update.	Manager Community Care
		1.3.4.4.3	Monitor transitional arrangements from DSS to Department of Health and implement any identified changes.	Manager Community Care
		1.3.4.4.4	Work with Transport for NSW and Living Well on the best outcome for all transport to Dubbo.	Manager Community Care
		1.3.4.4.5	Deliver outreach transport into Shire villages. Tooraweenah, Collie, Gulargambone, Balladoran, Armatree and Eumungerie.	Manager Community Care
		1.3.4.4.6	Ensure compliance with relevant Federal & NSW State Departments KPI's, agreed outputs and reporting.	Manager Community Care
		1.3.4.4.7	Work with stake holders to reduce transport disadvantage and provide information as required.	Manager Community Care
		1.3.4.4.8	Ensure services address diversity and are delivered inclusively and meet the needs of LGBTI and CALD community.	Manager Community Care

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		1.3.4.4.9	Work with Transport for NSW to implement the centralised trip allocation and booking system	Manager Community Care
1.3.4.5	Increase community care utilisation within the Aboriginal population	1.3.4.5.1	Work in partnership with Aboriginal Community Health, the Aboriginal community and Aboriginal services.	Manager Community Care
1.3.4.6	Increase volunteer participation and recognise the value of volunteer participation to Home and Community Care Services	1.3.4.6.1	Recruit volunteers continually. Undertake inductions, training, rosters, recognition and support functions.	Manager Community Care
1.3.4.7	Recruit and train staff to provide administration and delivery programs within Community Care.	1.3.4.7.1	Manage staffing operations including recruitment, training, leave liabilities and performance ensuring capacity meets delivery requirements and beyond 2018 for Gilgandra Community Care.	Manager Community Care
		1.3.4.7.2	Manage and report WH&S issues as they arise and conduct regular reviews of policies and procedures applicable to Community Care.	Manager Community Care
		1.3.4.7.3	Police check records for staff and volunteers are renewed to ensure records are always current. (a) The number of police checks expiring in the next three months are identified for (i) staff & (ii) volunteers (b) of those, the number of police checks submitted to the police is monitored and recorded.	Manager Community Care

Offer a range of youth services that engage youth and encourage participation

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.5.1	Manage a youth drop in centre and provide activities including after school, school holiday and youth week activities	1.3.5.1.1	Daily holiday activities to run 4 per year. Includes excursions, sports, camping. Activities vary each school break.	Youth & Fitness Supervisor

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		1.3.5.1.2	Run Youth Week programs. Minimum 3 events. Youth Week excursion, Blue Light Disco and 3rd event changes due to funding opportunities.	Youth & Fitness Supervisor
		1.3.5.1.3	Conduct after school/drop in activities with youth consultation and subject to seasonal changes. Eg - Oz tag to be held each Monday during school.	Youth & Fitness Supervisor
		1.3.5.1.4	Manage and report WH&S issues as they arise and conduct regular reviews of policies and procedures applicable to GYS & GFC and pool.	Youth & Fitness Supervisor
		1.3.5.1.5	Manage and promote family fun days at swimming pool subject to funding.	Youth & Fitness Supervisor
1.3.5.2	Identify gaps in service provision to youth, to improve service delivery to youth	1.3.5.2.1	GYS attends monthly Interagency meetings. Supervisor also to remain involved in community projects that emanate from these meetings.	Youth & Fitness Supervisor
		1.3.5.2.2	GYS to work with other welfare agencies within the community. Using referral system from those other agencies or interagency.	Youth & Fitness Supervisor
1.3.5.3	Review resources at GYS to be able to offer a quality integrated experience including fitness opportunities	1.3.5.3.1	Liaise with WT&S regarding grounds maintenance for GYS and Gilgandra Pool.	Youth & Fitness Supervisor
1.3.5.4	Promote availability of both after school care and vocational care programs	1.3.5.4.1	Operate Youth Centre for age group with breakfast program during school year and various structured afternoon activities.	Youth & Fitness Supervisor

Assist in the provision of community housing options

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.6.1	Maintain our current community housing program and consider opportunities for expansion as external funding opportunities arise	1.3.6.1.1	Conduct regular maintenance inspections of all housing stock and carry out maintenance and renewal works as required	Director Community Development and Services
		1.3.6.1.2	Monitor demand for community housing and explore opportunities for partnerships with other tiers of government in line with identified needs	Director Community Development and Services

Support the retention and expansion of health medical and hospital services and facilities

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.7.1	Monitor the level of health services in our community including mental health and lobby for / encourage services to fill identified gaps	1.3.7.1.1	Maintain regular contact with relevant Government Departments to maintain or improve the range of services.	Director Community Development and Services
1.3.7.2	Partner with all levels of government to prioritise and attract funding for improved medical facilities and services	1.3.7.2.1	In conjunction with Director Community Development & Services monitor health services and apply for funding as required.	Director Corporate and Business Services
		1.3.7.2.2	Continue to lobby other tiers of government for financial assistance to address issues relating to medical facilities	Director Corporate and Business Services
1.3.7.3	Maintain medical centres and dental clinics in our community	1.3.7.4.1	Continue to maintain and renew Council's medical facilities as required to retain/expand medical services in Gilgandra	Director Corporate and Business Services

Deliver a library service that provides relevant resources and programs

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.8.1	Maintain existing community engagement with the Library by continuing to develop the Library as a vibrant community space where people can engage with collections, information services, technology and each other.	1.3.8.1.1	Work on Public Library Infrastructure Grant 2016/2017 'Rural Opportunities - Break the Barrier'.	Librarian
		1.3.8.1.2	Conduct regular Story Time program	Librarian
		1.3.8.1.3	Encourage usage of the Library by holding events; especially Writers Workshops, Writers' Groups, Book Group and internet training for seniors.	Librarian
		1.3.8.1.4	Maintain Library building and fittings & equipment	Librarian
		1.3.8.1.5	Manage and report WH&S issues as they arise and conduct regular reviews of policies and procedures applicable to the Library.	Librarian
1.3.8.2	Provide free access to library services to meet the community's educational, recreational and cultural information needs, support community health and well being and enable learning for all.	1.3.8.2.1	Continuously improve the Library to provide equality of access to services and materials for everyone (DIAP).	Librarian
		1.3.8.2.2	Continuously improve collections by ensuring that collections are current and cover key areas of community interest.	Librarian
		1.3.8.2.3	Assist customers to find information from sources including collections, internet, data bases and collections of other libraries.	Librarian
		1.3.8.2.4	Provide public access to computers and internet	Librarian
		1.3.8.2.5	Provide home delivery service to housebound clients.	Librarian
		1.3.8.2.6	Work to build adult literacy by continuing to develop adult literacy collection and volunteer based tutoring program.	Librarian

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.8.3	Plan and deliver customer focussed library services, reflecting community needs and expectations	1.3.8.2.7	Work to promote early literacy and develop an ongoing culture in Gilgandra of reading, talking and listening to 0-5 year olds.	Librarian
		1.3.8.3.1	Conduct annual customer survey and from analysis, identify collection and service priorities.	Librarian
		1.3.8.3.2	Continuously identify information needs and develop projects to address them.	Librarian
		1.3.8.3.3	Train staff to enable delivery of high quality, customer focused library services.	Librarian
		1.3.8.3.4	Maintain accurate records of Library Management System including creating and updating items and borrower records.	Librarian
		1.3.8.3.5	Maintain current useful collections by identifying items for deselection.	Librarian
		1.3.8.3.6	Maintain good budgetary control.	Librarian
1.3.8.4	Develop relationships and partnerships between the library, other service providers and community groups	1.3.8.4.1	Work with community to promote children's literacy.	Librarian
		1.3.8.4.2	Work with community to develop projects to address adult literacy needs including functional literacy and computer literacy.	Librarian
		1.3.8.4.3	Work with North Western Library having input into resource selection, policy and procedures.	Librarian
		1.3.8.4.4	Participate in Public Libraries NSW activities including training.	Librarian
		1.3.8.4.5	Work with community to organise and participate in Seniors Week activities.	Librarian
		1.3.8.4.6	Participate in Gilgandra Interagency group.	Librarian

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		1.3.8.4.7	Work with State Library of NSW to improve our library service and meet all State Library reporting requirements.	Librarian

Support the delivery of cultural services

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.9.1	Provide a museum, keeping place and cultural centre for Gilgandra and district which supports and develops a range of travelling and local exhibitions to attract diverse audiences	1.3.9.1.01	Maintain and oversee museums and gallery displays, storage, preservation and maintenance issues that may arise.	Cultural Officer
		1.3.9.1.02	Provide a minimum of 8 Exhibitions per year, usually 6 weeks each that reflect a variety of artistic content and present local and non local artists.	Cultural Officer
		1.3.9.1.03	Engage with Orana Arts to maximise opportunities for cultural programs and partnerships	Cultural Officer
		1.3.9.1.04	Promote galleries and museums locally, online, Orana Arts and provide public programs as requested.	Cultural Officer
		1.3.9.1.05	Contribute to Council's website to ensure CHC content is kept up to date.	Cultural Officer
		1.3.9.1.06	Apply for and manage grants to fulfil needs of the museums and galleries.	Cultural Officer
		1.3.9.1.07	Continue working towards provision of an educational program for the Cooe March Gallery for local high schools.	Cultural Officer
		1.3.9.1.08	Carry out Council governance duties complying with budget and operation plan.	Cultural Officer

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.3.9.2	Encourage Aboriginal involvement in the Cooee Heritage Centre	1.3.9.2.1	Work with GALC to explore opportunities for the Joy Trudgett Gallery.	Cultural Officer

A COLLABORATIVE COMMUNITY WHERE SERVICES ARE INTEGRATED, MATCH OUR COMMUNITY NEEDS AND ARE SUSTAINABLE

Partner with government agencies and non-government organisations to determine community needs and coordinate delivery both cost effectively and avoiding service duplication

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.4.1.1	Facilitate the development of, and provide secretarial support to, an interagency forum that is inclusive of all community services provided in our Shire	1.4.1.1.1	Attend and support interagency meetings and related activities and raise issues relevant to the local community as agenda items at interagency meetings.	Director Community Development and Services
		1.4.1.1.2	Encourage involvement of all community services agencies in interagency meetings and initiatives	Director Community Development and Services

A COMMUNITY THAT ENCOURAGES ABORIGINAL LEADERSHIP, PRIDE AND VALUES OUR ABORIGINAL CULTURAL HERITAGE

Support Aboriginal leaders and groups in their roles and provide opportunities for Aboriginal involvement

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.5.1.1	Work with community service providers to increase access by Aboriginal people to community services	1.5.1.1.1	Encourage aboriginal agency involvement in interagency meetings and initiatives	Director Community Development and Services

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.5.1.2	Support NAIDOC Week celebrations	1.5.1.2.1	Apply annual funding to support Annual NAIDOC Week celebrations.	Youth & Fitness Supervisor
1.5.1.3	Encourage Aboriginal groups to seek Government support for local Aboriginal programs and projects	1.5.1.3.1	Identify opportunities for grant funding targeted at Aboriginal initiatives and programs	Director Community Development and Services
1.5.1.4	Encourage and support employment initiatives for Aboriginal people	1.5.1.4.1	Support employment initiatives developed by State and Federal Governments for Aboriginal people	Director Community Development and Services

A SAFE COMMUNITY WITH MINIMAL CRIME AND ANTI SOCIAL BEHAVIOUR

Encourage and support crime prevention and anti social behaviour programs and initiatives

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
1.7.1.1	Work with local agencies, particularly police and liquor accord members to develop effective crime prevention and responsible behaviour strategies	1.7.1.1.1	Provide secretarial support to local liquor accord	Director Community Development and Services
		1.7.1.1.2	Invite the Officer in Command of local police to address Council on an annual basis.	Director Community Development and Services
1.7.1.2	Support programs and initiatives that address the issue of domestic violence	1.7.1.2.1	Support domestic violence committee.	Youth & Fitness Supervisor
1.7.1.3	Recognise the issue of illicit drug use in our community	1.7.1.3.1	Assist interagency and other organisations initiatives regarding illicit drug use.	Director Community Development and Services
1.7.1.4	Address issues regarding owners responsibility in relation to domestic animals (dog control issues)	1.7.1.4.1	Conduct an education campaign for dog owners in regard to rights and responsibilities	Ranger

Operational Plan 2017/18: COMMUNITY ENGAGEMENT

A TRANSPARENT COUNCIL THAT KEEPS ITS COMMUNITY INFORMED, ENCOURAGES AND FACILITATES COMMUNITY INPUT INTO ITS DECISION MAKING PROCESS

Implement Council's Community Engagement Strategy and encourage resident participation in community forums

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
2.1.1.1	Offer opportunities for community members and groups to have input into strategic planning to ensure the community are informed and empowered.	2.1.1.1.1	Strongly promote exhibition of Council's Strategic Planning Documents and review various documents.	General Manager
2.1.1.2	Report Council's issues, actions and achievements to the community (Council/community newsletter).	2.1.1.2.1	Maintain contact with local and regional media to ensure relevant publicity on a regular basis.	General Manager
2.1.1.3	Encourage attendance at various community consultation forums and presentations to Council meetings.	2.1.1.3.1	Widely advertise opportunities for community input via consultation forums.	General Manager
		2.1.1.3.2	Facilitate representations by individuals or interest groups to Council meetings.	General Manager
2.1.1.4	Recognise the importance of and encourage community members onto Council committees.	2.1.1.4.1	Advertise committee vacancies as they occur and ensure any new members are properly inducted in order to fully understand their role.	General Manager
2.1.1.5	Encourage and promote Council involvement in community activities/functions.	2.1.1.5.1	Co-ordinate a range of activities including Australia Day, Senior Citizens Week, Anzac Day and civic receptions.	General Manager

A COUNCIL THAT DELIVERS GOOD CUSTOMER SERVICE TO OUR COMMUNITY

Provide Council customer service that is accessible, efficient and responsive

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
2.2.1.1	Provide a one stop shop for access to a range of local, State and Federal Government services that meet identified needs of the local community.	2.2.1.1.1	Maintain and continually review revenue receipting, counter and telephone enquiry functions to ensure effective allocation of resources in these areas.	Director Corporate and Business Services
		2.2.1.1.2	Call for quotations for the upgrade of Council's telecommunications system	Director Corporate and Business Services
		2.2.1.1.3	Deliver a cost effective Service NSW on behalf of State and Federal Government Agencies	Finance Manager
		2.2.1.1.4	Conduct monthly customer service staff meetings to ensure quality service is achieved and maintained	Director Corporate and Business Services
		2.2.1.1.5	Ensure relevant training is provided for customer service staff when/where required.	Director Corporate and Business Services
		2.2.1.1.6	Maintain and review as required business processes that support Council's internal customers.	Director Corporate and Business Services
		2.2.1.1.7	Ensure that all customer service requests (CSR's) relevant to the operations of the Works & Technical Services section are appropriately handled and responded to.	Manager Works

Operational Plan 2017/18: LAND USE PLANNING AND SUSTAINABLE ENVIRONMENT

A COUNCIL THAT WORKS WITH THE COMMUNITY TO CREATE AN ENVIRONMENT THAT GUIDES THE USE OF LAND TO BALANCE ECONOMIC, ENVIRONMENTAL AND COMMUNITY/SOCIAL VALUES

Develop and maintain appropriate land use planning strategies for sustainable development

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
3.1.2.1	Actively preserve identified cultural, heritage and natural assets	3.1.2.1.1	Community heritage study and associated heritage strategies review bi-annually.	Director Environmental Services
3.1.2.2	Develop heritage initiatives that provide support and financial assistance to property owners	3.1.2.2.2	Advertise for expressions of interest from owners of Heritage listed properties	Director Environmental Services
		5.1.1.2.1	Local Heritage fund grants for conservation of heritage items available annually	Director Environmental Services
3.1.2.3	Actively seek projects that add value to our cultural and natural assets	3.1.2.3.1	Assist local aboriginal community with the conservation of aboriginal site/s of cultural significance	Director Environmental Services
3.1.2.4	Continue to regulate the orderly arrangement and use of land in town and rural areas in order to promote the improvement of the community and the environment of residents	3.1.2.4.1	Development applications and Complying Development Certificates assessed to obtain compliance with the Gilgandra Local Environmental Plan and Development Control Plan.	Director Environmental Services
		3.1.2.4.2	Any complaints regarding development compliance are investigated and documented and appropriate action taken.	Director Environmental Services

A COMMUNITY THAT PROACTIVELY MINIMISES THE ENVIRONMENTAL IMPACTS OF WASTE AND MAXIMISES WASTE RESOURCE RECOVERY RATES

Develop and monitor a waste management and reduction strategy

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
3.2.1.1	Promote community awareness of waste avoidance programs that focus on reduce, reuse and recycling of wastes	3.2.1.1.1	Recycling calendars developed shall include relevant recycling information and improvement ideas	Director Environmental Services
3.2.1.2	Assess the potential environmental risks and optimise positive environmental outcomes as part of developing a landfill master plan	3.2.1.2.1	Implement actions from waste management plan.	Director Environmental Services
		3.2.1.2.2	Develop a 10 year long term financial plan for the waste functions of Council.	Director Environmental Services
		3.2.1.2.3	Undertake a review of the waste management strategy.	Director Environmental Services

Be acknowledged as a regional leader in waste resource recovery

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
3.2.2.1	Participate as a steering committee member in the voluntary waste group known as Netwaste	3.2.2.1.1	Ensure waste and recycling collection contracts are carried out in accordance with the contract	Director Environmental Services
		3.2.2.1.2	Attend and participate in Netwaste Forums	Director Environmental Services
3.2.2.2	Provide a high standard of service for the collection and disposal of commercial, domestic and industrial wastes to ratepayers	3.2.2.2.1	Maintain effective and efficient management of the Gilgandra Waste Facility	Director Environmental Services
		3.2.2.2.2	Purchase suitable item of plant for removal of waste to replace skip bins at Waste Facility.	Director Environmental Services
3.2.2.3	Maintain waste reporting systems to ensure Council complies with legislative requirements	3.2.2.3.1	EPA annual waste return processed and report to Office of Environment and Heritage (by August).	Director Environmental Services

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		3.2.2.3.2	Monitor Compliance of the EPA licence at the Waste tyre facility on Arthursleigh Road.	Director Environmental Services
3.2.2.4	Reduce amount of waste delivered to landfill by providing better recycling and waste avoidance options at all waste facilities	3.2.2.4.1	Continually provide the opportunities to encourage recycling, reuse or reprocessing of sorted waste streams at our waste facilities	Director Environmental Services
		3.2.2.4.2	Provide recycling and sorted waste stream options for residents across the shire.	Director Environmental Services
		3.2.2.4.3	To provide appropriate infrastructure to meet the disposal needs of the community.	Director Environmental Services
3.2.2.5	Explore options for future growth opportunities of recycling	3.2.2.5.1	Continue to promote the benefits of recycling to the Gilgandra Shire Community	Director Environmental Services
3.2.2.6	Assist with the delivery of school based education programs on recycling	3.2.2.6.1	Work with Netwaste staff to deliver school education programs	Director Environmental Services
3.2.2.7	Be a community leader in waste minimisation and use of recycled products	3.2.2.7.1	Explore options for the use of recycled products in Council's operations	Director Environmental Services
		3.2.2.7.3	Identify opportunities for recycling containers at sporting and recreational facilities and other key collection points.	Director Environmental Services
		3.2.2.7.3	Investigate the option of the waste kerb side collection service moving towards weekly recycling and fortnightly waste collection.	Director Environmental Services

A COMMUNITY AWARE OF CLIMATE CHANGE THAT STRIVES TO REDUCE ITS ECOLOGICAL FOOTPRINT

Work with stakeholders to increase community awareness of environmental and climate change issues

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
3.3.1.1	Actively pursue environmental programs with other government agencies	3.3.1.1.1	Participate in the Regional State of the Environment Report.	Director Environmental Services
3.3.1.2	Be a community leader in water saving practices	3.3.1.2.2	Enforce the development controls outlined in the Gilgandra DCP for stormwater management	Director Environmental Services
3.3.1.3	Promote alternative green energy options and consider these options for community facilities	3.3.1.3.1	Explore options and benefits of converting Council's buildings to solar power.	Director Environmental Services
3.3.1.4	Monitor Council's energy use and identify savings which in turn will reduce our greenhouse gas emissions	3.3.1.4.1	Use E21 software to identify electricity savings opportunities for Council's sites	Director Corporate and Business Services

Improve the health of the Castlereagh River system and reduce invasive weeds

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
3.3.2.1	Support the management of the Castlereagh River catchment within our Shire boundaries	3.3.2.1.1	Evaluate and monitor the quality of the river water upstream and downstream of the Castlereagh River	Director Environmental Services
		3.3.2.1.2	Consider the installation of additional gross pollutant traps	Director Works and Technical Services

Operational Plan 2017/18: STRATEGIC LEADERSHIP

A COUNCIL THAT PROVIDES QUALITY LEADERSHIP, GOVERNANCE AND MANAGEMENT TO ITS COMMUNITY

Ensure Councillors and Committee Members are provided with appropriate training, support and resources to facilitate good Governance

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.1.1.1	Support Councillors in their role by providing information regularly and training as required	4.1.1.1.1	Ensure business papers, minutes, reports, plans and all other relevant correspondence and information is collated and distributed/made available in line with legislation policies and procedures	Director Corporate and Business Services
		4.1.1.1.2	Provide secretarial support to Council and Committee meetings	Director Corporate and Business Services
		4.1.1.1.3	Offer training opportunities to Councillors as they arise	Executive Assistant

Implement and promote best practice Governance policies and procedures

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.1.2.1	Conduct the business of Council in an open and transparent manner.	4.1.2.1.1	Noting provision of LG Act to conduct business in an open meeting, provide detailed informative reports to Council and Committees	General Manager
4.1.2.2	Ensure Council and Committee meetings are conducted regularly	4.1.2.2.1	Ensure at least 11 Council meetings held each year. Committee meetings held in line with relevant charter or schedule agreed by Council.	General Manager
4.1.2.3	Develop, implement and continually monitor a good governance plan	4.1.2.3.1	Regularly check Governance calendar and ensure all targets and statutory requirements are met in a timely manner.	Executive Assistant

Nurture an organisational culture of community pride and ownership for Councillors, Managers and Staff of Council.

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.1.3.1	Communicate Council's strategic direction to all staff and encourage staff involvement in the decision making process.	4.1.3.1.1	General Manager to attend regular staff meetings held to disseminate information, discuss current issues/topics and provide and receive feedback.	General Manager
		4.1.3.1.2	Use Council newsletter to inform all staff of Council direction.	Executive Assistant
		4.1.3.1.3	Meet with all tier 3 and 4 managers at least once a year.	General Manager
		4.1.3.1.4	Regularly review delegations and ensure decisions made at relevant levels.	General Manager

Be an industry leader in Work Health and Safety and risk management requirements

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.1.4.1	Provide controls that minimise adverse impacts on all employees and stakeholders	4.1.4.1.1	Implement a safety improvement program (SIP) aimed at improving WHS practices across Council and the local community	General Manager

A COUNCIL THAT FOCUSES ON STRATEGIC PLANNING AND FINANCIAL SUSTAINABILITY

Establish, maintain and monitor strategic plans that reflect and address the needs of the community and meet legislative requirements.

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.2.1.1	Develop, maintain and regularly review strategic plans in line with Integrated Planning requirements.	4.2.1.1.1	Review Council's Integrated Plans including CSP LTFP and Asset Management Plans as required.	Director Corporate and Business Services

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.2.1.2	Report the outcome of a quarterly performance review of the Delivery Program and Budget.	4.2.1.2.1	Quarterly reviews presented in line with legislation	Director Corporate and Business Services
4.2.1.3	Maintain Plans of Management for Community Land that meets legislative requirements.	4.2.1.3.1	Plans maintained and reviewed in line with legislation	Director Corporate and Business Services
4.2.1.4	Ensure that an appropriate Business Continuity and Disaster Recovery Plans are in place.	4.2.1.4.1	Annually review the Business Continuity and Disaster Recovery Plans for all Council operations.	Director Corporate and Business Services

Deliver sound management of Council's resources and finances.

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.2.2.1	Provide financial planning and reporting to ensure Council maintains accurate and timely financial records that facilitate sound decision making.	4.2.2.1.01	Complete Annual Financial Statements on time and without a qualified audit report	Finance Manager
		4.2.2.1.02	Ensure that the annual budget is completed accurately and within agreed timeframes	Finance Manager
		4.2.2.1.03	Ensure Quarterly Budgets Reviews are presented to Council accurately within agreed timeframes	Finance Manager
		4.2.2.1.04	Provide management with monthly budget against actual comparison information	Finance Manager
		4.2.2.1.05	Review and maintain Council's long term financial Plan modelling	Finance Manager
		4.2.2.1.06	Provide Council with recommendations regarding borrowings at the time the 2018/19 budget is considered for current and future borrowings.	Finance Manager
		4.2.2.1.07	Place Council investments according to Council requirements and policy	Finance Manager

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		4.2.2.1.08	Review Council's General Ledger costing allocations in line with Asset Management Planning	Finance Manager
		4.2.2.1.09	Review Council's Asset Register in line with Council's Asset Management and Long Term Financial Plans	Finance Manager
		4.2.2.1.10	Complete audited financial statements to be referred to auditors by August Council meeting	Finance Manager
		4.2.2.1.11	Refer audited financial statement to DLG by 1 November annually	Finance Manager
4.2.2.2	Deliver financial awareness training to all Councillors.	4.2.2.2.1	Deliver financial workshops to Council as required/requested	Finance Manager
4.2.2.3	Ensure that rates and user charges are levied on an equitable basis taking account of the legislative and financial restrictions under which Council operates.	4.2.2.3.1	Review Council's Rates and user charges in line with 2018/19 budget deliberations	Finance Manager
		4.2.2.3.2	Complete rating models to be adopted by Council for 18/19 year	Finance Manager
4.2.2.4	Take account of the effect on all ratepayers when considering special rate variation applications.	4.2.2.4.1	Provide Council with rating options and the effect of those options on all rate payers when special rate variations are considered	Finance Manager
4.2.2.5	Maintain Best Practice pricing for water and sewer charges.	4.2.2.5.1	Co-ordinate and complete water and sewer pricing to best practice pricing requirements annually	Finance Manager
4.2.2.6	Ensure Council's finance functions are operating effectively and efficiently and its purchasing and procurement policies and procedures reflect best practice and provide value for money to the community.	4.2.2.6.1	Maintain an effective debt recovery process	Finance Manager
		4.2.2.6.2	Ensure timely and accurate processing of accounts payable and receivable including Council rates and charges.	Finance Manager
		4.2.2.6.3	Review Council's Local Purchasing Policy	Director Corporate and Business Services

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.2.2.7	Maintain and grow relationships with peak industry procurement bodies.	4.2.2.7.1	Maintain membership of peak industry procurement bodies and use their purchasing power to Council's advantage wherever possible	General Manager
4.2.2.8	Develop and Implement an internal Audit program.	4.2.2.8.1	With OROC Councils develop Audit & Risk management function.	General Manager

Proactively pursue Government and corporate support and financial assistance to meet Council and community objectives.

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.2.3.1	Review funding for key services and seek to retain funding and grow new avenues of funding.	4.2.3.1.1	Constantly monitor and review the level of external funding received and pursue opportunities for additional funding and keep relevant Committees and Council informed	Director Corporate and Business Services
4.2.3.2	Apply for grants that assist Council to achieve identified projects.	4.2.3.2.1	Apply for grants applicable to Community and Council's Strategic Plans	Economic Development Manager
4.2.3.3	Assist community groups to apply for grants.	4.2.3.3.1	Assist community groups through the application process, either by writing application, proofing, letters of support or general advice.	Economic Development Manager
4.2.3.4	Provide information to Council and the community regarding grant funding opportunities.	4.2.3.4.1	Advertise grant opportunities to relevant organisations and community groups.	Economic Development Manager
		4.2.3.4.2	Advise relevant directors of funding opportunities	Economic Development Manager

Develop and maintain a skilled and well equipped work force at a sustainable level to support service delivery requirements.

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
4.2.4.1	Establish and implement relevant training for all employees.	4.2.4.1.1	Ensure there is a current annual training plan for every full time and part time employee of Council.	HR Manager
4.2.4.2	Determine initiatives to assist in maintaining a productive and motivated workforce.	4.2.4.2.1	Ensure staff awareness of Human Resource Policies and Procedures throughout the organisation	HR Manager
		4.2.4.2.2	All new staff inducted. All departing staff interviewed	HR Manager
		4.2.4.2.3	Regularly promote EAP service	HR Manager
		4.2.4.2.4	Conduct one fire drill at each location	HR Manager
		4.2.4.2.5	Conduct (minimum) one D&A random test	HR Manager
		4.2.4.2.6	Ensure performance appraisals have been done for every employee of Council.	HR Manager
		4.2.4.2.7	Continue to investigate electronic timesheets.	HR Manager
		4.2.4.2.8	Update Council's recruitment documents.	HR Manager
4.2.4.3	Monitor performance of IT systems in place and continually investigate alternate options to improve the performance of Council's operations.	4.2.4.3.1	Maintain contract with Anittel to provide support to Council's IT Network	Assets Manager
		4.2.4.3.2	With Anittel review Council's wireless network	Assets Manager
4.2.4.4	Attend to IT user requests and provide appropriate training to individuals/groups on various IT systems to improve operational efficiency.	4.2.4.4.1	Work with Council's software providers to maintain Council's IT systems	Assets Manager

Operational Plan 2017/18: ECONOMIC DEVELOPMENT

A COMMUNITY WITH A STRONG AND DIVERSE ECONOMIC BASE THAT SUPPORTS AND IMPROVES THE LIFESTYLE OF ITS RESIDENTS

Take a proactive and flexible approach to the pursuit of new businesses with a particular focus on increasing the diversity of local industry and promoting our highway location

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
5.1.1.1	Proactively pursue industry to relocate to Gilgandra.	5.1.1.1.1	Promote the Gilgandra Industrial Park including site signage and marketing plan.	Economic Development Manager
5.1.1.2	Continue to foster and promote the importance of the purchase of goods and services locally	5.1.1.2.1	Maintain local purchasing policy to enable Council to lead by example in the community	Director Corporate and Business Services
		5.1.1.2.2	Run Shop Local promotion in the lead up to Christmas	Economic Development Manager
5.1.1.3	Monitor opportunities and impacts associated with our proximity to mining development.	5.1.1.3.1	Monitor developments in the Coal Seam Gas Industry	Economic Development Manager
5.1.1.4	Ensure an adequate supply of industrial land is available to match our Shires growth potential.	5.1.1.4.1	Monitor sales of industrial land in Gilgandra Industrial Park to ensure land is available with a 5 year planning timeframe in mind	Economic Development Manager

Encourage, nurture and support new and existing businesses

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
5.1.2.1	Provide support for existing business and facilitate opportunities for business development and growth.	5.1.2.1.1	Work with local businesses to assist marketing and business development and training opportunities through involvement in the Office of Small Business.	Economic Development Manager

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		5.1.2.1.2	Implement Stage two of CBD Masterplan strategy (riverbank side of Miller Street). Work with stakeholders to implement stage 2 of CBD Masterplan.	Economic Development Manager

Encourage and support employment initiatives and programs

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
5.1.4.1	Promote school based and adult traineeships/apprenticeships in the community	5.1.4.1.1	Encourage and support Gilgandra High Schools "Skill Gil" school based traineeship program	HR Manager
5.1.4.2	Support unemployment programs and encourage community acceptance and local participation	5.1.4.2.1	Consider opportunities for involvement in unemployment programs and initiatives as opportunities arise	Director Community Development and Services

A COMMUNITY WITH A REPUTATION AS A GREAT PLACE TO LIVE, STOP, STAY OR JUST SPEND TIME WHERE VISITORS ARE WELCOMED AND ENGAGED

Capitalise on visitation due to our location on the junction of three major highways

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
5.2.1.1	Deliver professional visitor information services promoting the attractions and services of the Shire	5.2.1.1.1	Maintain VIC accreditation standards	Economic Development Manager
		5.2.1.1.2	Ensure an adequate number of volunteers to staff the VIC for all shifts	Economic Development Manager
		5.2.1.1.3	Run a minimum of two volunteer recruitment drives with the target of 6 new volunteers in 2016/17. Target volunteers able to work weekends without supervision.	Economic Development Manager

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		5.2.1.1.4	Continue to develop online and web based approach to tourism marketing and information	Economic Development Manager
		5.2.1.1.5	Strengthen our relationship with suppliers of local produce ensuring clear terms of payment are in place and adhered to and product is available as required	Economic Development Manager
		5.2.1.1.6	Develop strategies to measure CHC visitation and gauge visitor trends through the implementation of Visitor Conversion Strategy.	Economic Development Manager
		5.2.1.1.7	Implement free Wi Fi at the CHC	Economic Development Manager
		5.2.1.1.8	Consider strategies for increasing effectiveness of volunteers in delivering tourism message, succession planning for volunteers and volunteers' ability to carry out retail sales duties effectively. Develop a workforce (volunteer) plan.	Economic Development Manager
		5.2.1.1.9	Consider strategies to encourage our community to promote our Shire to visitors	Economic Development Manager
		5.2.1.1.10	Work with NBN Co as Council contact post 2017 rollout of NBN in Gilgandra.	Economic Development Manager
		5.2.1.1.11	Establish a building maintenance and renewal plan for CHC including consideration of conversion to solar energy	Economic Development Manager
5.2.2.2	Reinvigorate Gilgandra with a fresh promotional campaign	5.2.2.2.1	Continue work with Destination Management Plan Cluster to develop marketing programs.	Economic Development Manager
		5.2.2.2.2	Continue incorporating Gilgandra brochure as part of the Dubbo brochure with the aim of reducing production costs and increase distribution.	Economic Development Manager
		5.2.2.2.3	Review all tourism signage for Gilgandra Shire and develop a replacement/ management plan.	Economic Development Manager

Work collaboratively with industry and stakeholders to develop a tourism destination plan

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
5.2.2.1	Develop an Economic Development Strategy to guide the Economic development and sustainability of the Gilgandra Shire.	5.2.2.1.1	Develop strategies to ensure we have the appropriate focus on our highway location and that all highways that go through Gilgandra are included in these strategies.	Economic Development Manager

Sustain the population of Gilgandra Shire and grow the population in age brackets where the percentage is below the State average

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
5.2.3.1	Ensure an adequate supply of residential land is available to match our Shires growth potential	5.2.3.1.1	Monitor the development and staging of the Aero Park residential subdivision to ensure adequate level of availability and pricing	Economic Development Manager
		5.2.3.1.2	Continued development of the Aero Park Residential Subdivision which involves the construction of all the civil works (electricity and telecommunication's, etc.) as per the design.	Director Works and Technical Services
		5.2.3.1.3	Plan, scope the continuation of the development of the Aero Park Residential Subdivision which involves the construction of all civil works eg establishment of electricity, telecommunications, stormwater, sewer, water, other civil works as per design and the relevant tender.	Director Works and Technical Services
5.2.3.2	Promote Gilgandra as a great place to live	5.2.3.2.1	Invest in development of website as the primary source of information for people external to Gilgandra.	Economic Development Manager
5.2.3.4	Capitalise on our proximity to our major regional centre being the city of Dubbo	5.2.3.4.1	Include benefits of close proximity to Dubbo in above advertising and marketing campaigns	Economic Development Manager

Operational Plan 2017/18: ASSET MANAGEMENT AND SERVICE DELIVERY

A COMMUNITY WITH WELL CONSTRUCTED, MAINTAINED AND MANAGED PUBLIC INFRASTRUCTURE INCLUDING WATER AND SEWER INFRASTRUCTURE, PUBLIC BUILDINGS AND FACILITIES AND PLANT AND EQUIPMENT

Develop and implement Asset Management Polices, Strategies and Plans

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
6.1.1.1	Review all asset management plans	4.1.1.1.1	Asset Management Plans reviewed in line with legislation	Assets Manager
6.1.1.2	Establish Levels of Service for all infrastructure assets	4.1.1.2.1	Levels of service to be established for Council buildings and recreation.	Assets Manager
6.1.1.3	Ensure all infrastructure assets are inspected and conditionally rated in accordance with the determined level of service	4.1.1.3.1	Continue to implement policies and procedures for inspection of all transport assets	Assets Manager
		4.1.1.3.2	Establish and implement policies and procedures for inspection of all building assets	Assets Manager

Develop and implement forward works infrastructure programs and plans

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
6.1.2.01	Ensure all Council buildings are maintained in a safe and operable condition	4.1.2.01.01	Liaise with building managers in developing strategic maintenance plans for all occupied buildings.	Assets Manager
		4.1.2.01.02	Ensure Council building projects are constructed to the highest standards and cost savings are identified.	Director Environmental Services

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		4.1.2.01.04	Carry out capital renewals as per LTFP for three services as approved.	Youth & Fitness Supervisor
		4.1.2.01.05	Co-ordinate agreed fire protection work at Cooee Lodge.	Director Community Development and Services
		4.1.2.01.06	Co-ordinate room renovations at Cooee Lodge.	Director Community Development and Services
		6.1.2.01.03	Undertake a review of all Council commercial buildings documenting the essential fire safety measures required in each building	Director Environmental Services
		6.1.2.01.07	Complete the relocation of the bitumen emulsion storage tank.	Director Works and Technical Services
		6.1.2.01.08	Complete the relocation of the materials (aggregates, crusher dust, road base) bays closer to the relocated emulsion tank.	Director Works and Technical Services
		6.1.2.01.09	Complete the establishment of a new shed that will serve as a new store and workshop.	Director Works and Technical Services
		6.1.2.01.10	Establishment of a new administration block inclusive of team offices, meeting room, lunch room facilities, administration office and toilets.	Director Works and Technical Services
6.1.2.02	Provide a swimming pool facility	6.1.2.02.1	Routine maintenance of pump facilities, water supply, pool grounds, surrounds and security provisions.	Manager Works
6.1.2.03	Provide an effective sewer connection to all land parcels in the Gilgandra village area	6.1.2.03.01	Pump Station No. 8 Warren Road - install of new sewer pump station including electricity and telemetry.	Manager Works
		6.1.2.03.02	Pump Station No 10 - Mavis Street - Modification of concrete lid and security hatch, repositioning of switchboard.	Manager Works

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		6.1.2.03.03	Sewer Manholes/Reticulation main repairs, numerous locations.	Manager Works
		6.1.2.03.04	Various mains, main cleaning, camera inspections and reporting for planning purposes for future work.	Manager Works
		6.1.2.03.05	Finalise, have endorsed by Council and advertise the Gilgandra Sewerage System Asset Management Plan inclusive of the updated 30 year plan.	Manager Works
		6.1.2.03.06	SPS No 14 - Iris Street - installation of safety rails and stairs, repositioning of switchboard and modification to concrete lid and supporting structure signage.	Manager Works
		6.1.2.03.07	Survey, design and cost the replacement of the troublesome sewer main serving Wamboin and Rawson Street.	Manager Works
6.1.2.04	Provide a potable town water supply to Gilgandra that meets Australian Drinking Water standards	6.1.2.04.01	Within the Gilgandra water supply, replaced aged and/or deteriorated stop valves, air valves and hydrants as required.	Manager Works
		6.1.2.04.02	Water meter replacement program to replace all older style meters with auto reading provisions and the check valves with double check valve.	Manager Works
		6.1.2.04.03	Bore No 1 - complete an investigation determining the condition of the bore casing.	Manager Works
		6.1.2.04.04	Reservoir 1 - Replacement of stairway. Establishment of upper walkway and protruding aerial bases.	Director Works and Technical Services
		6.1.2.04.05	Coote Drive water main extension (Clarice Schultz Park Division).	Director Works and Technical Services
		6.1.2.04.06	Tooraweenah water supply, replace aged steel pipe mains.	Director Works and Technical Services

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		6.1.2.04.07	Establishment of new bore servicing the Gilgandra water supply - bore no 9.	Director Works and Technical Services
		6.1.2.04.08	Establishment of rising main servicing bore no 9, provide for the Gilgandra water supply.	Director Works and Technical Services
6.1.2.05	Provide a safe and effective urban stormwater drainage system	6.1.2.05.1	Review the 30 year Stormwater Plan during the third quarter and list the works for inclusion in the 2017/18 budget year.	Director Works and Technical Services
		6.1.2.05.2	Development of the stormwater network model C, D and E.	Director Works and Technical Services
		6.1.2.05.3	Pipe under the railway line from the industrial subdivision to Bimbimbie Wetland (subject to funding contribution).	Director Works and Technical Services
		6.1.2.05.4	Farrar and Barden Streets intersection stormwater upgrade. (This project - liaise with kerb and gutter upgrade along Farrar Street and subject to road intersection upgrade).	Director Works and Technical Services
		6.1.2.05.5	Survey, plan and implement drainage improvements to Butler Drive and Howard Place linking in with the planned and partially completed stormwater provisions within the Aero Park subdivision.	Director Works and Technical Services
6.1.2.06	Maintain Gilgandra and Tooraweenah aerodromes to legislative standards	6.1.2.06.1	Routine maintenance and repair of Council's Gilgandra Airstrip.	Manager Works
		6.1.2.06.2	Routine maintenance and repair of Council's Tooraweenah Airstrip.	Manager Works
6.1.2.07	Ensure that cemeteries are maintained at a standard acceptable to the community	6.1.2.07.1	Investigate, compile report listing advantages and disadvantages of options of upgrading the water supply provisions for the Gilgandra Lawn Cemetery.	Manager Works

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
6.1.2.08	Plant fleet maintained and updated to reflect needs	6.1.2.08.1	Pursue the purchase and/or disposal of the major plant items within the major plant portion of the 2017/18 budget year.	Director Works and Technical Services
		6.1.2.08.2	Pursue the purchase and/or disposal of the cars and station wagons plant items within the cars and station wagon plant portion of the 2017/18 budget year.	Director Works and Technical Services
		6.1.2.08.3	Pursue the purchase and/or disposal of the light truck and utility plant items within the light truck and utility plant portion of the 2017/18 budget year.	Director Works and Technical Services
		6.1.2.08.4	Pursue the purchase and/or disposal of the minor plant items within the minor plant portion of the 2017/18 budget year.	Director Works and Technical Services

Encourage and support a well-resourced emergency response capability

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
6.1.3.1	Support local emergency and rescue agencies in their delivery of services to the Gilgandra Shire area	6.1.3.1.1	Consider requests for support and assistance for local agencies in a timely manner	Manager Works
6.1.3.2	Maintain an active Local Emergency Management Committee in line with the State Emergency and Rescue Management Act	6.1.3.2.1	Arrange meetings of LEMC on a regular basis.	Manager Works
		6.1.3.2.2	Review Local Emergency Management Plans and ensure they align with Council's Strategic Plans where relevant.	Manager Works

A COMMUNITY SERVICED BY A SAFE, RELIABLE AND EFFICIENT TRANSPORT NETWORK

Improve existing roads infrastructure to meet community needs

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
6.2.1.01	Strategically maintain a ten year plan for all future improvements to Shire bridges	6.2.2.01.1	Provide for the establishment of a new bridge over Luckies Gully on the Bearbong Road.	Director Works and Technical Services
		6.2.2.01.2	Provide for the establishment of a new bridge over the Walga Creek on Regional Road No. 205, the Tooraweenah to Gumin Road.	Director Works and Technical Services
		6.2.2.01.3	Provide for the establishment of a new bridge over the Wallumburrawang Creek on the Tooraweenah Road.	Director Works and Technical Services
6.2.1.02	Provide and maintain road access for all residents except during periods of extreme weather	6.2.2.02.1	In accordance with Gilgandra Shire Council road hierarchy maintain all components of Council's local road network.	Manager Works
		6.2.2.02.2	Routine maintenance and repair of all Urban Local Sealed Roads In Gilgandra, Tooraweenah And Armatree.	Manager Works
		6.2.2.02.3	Routine maintenance and repair of all Rural local sealed roads throughout the Shire.	Manager Works
		6.2.2.02.4	Routine maintenance and repair of all Urban local unsealed roads in Gilgandra, Tooraweenah and Armatree.	Manager Works
		6.2.2.02.5	Routine maintenance and repair of all Rural local unsealed roads throughout the Shire.	Manager Works
		6.2.2.02.6	Routine maintenance and repair of kerb and gutter in urban local sealed roads In Gilgandra, Tooraweenah and Armatree.	Manager Works
		6.2.2.02.7	Rehabilitate the listed sections of kerb & gutter in accordance with the budget allocation	Manager Works

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		6.2.2.02.8	Establish an ongoing compliant approved heavy vehicle access system satisfying the NSW Roads & Maritime Services (RMS) and the National Heavy Vehicle Regulator (NHVR) on all local rural and listed urban roads for Road Trains, A-Doubles and AB-Triples.	Director Works and Technical Services
6.2.1.04	Maintain and construct streets and roads in accordance with Council's adopted road classifications	4.2.2.04.1	Ensure that all public gates and motor bypasses located on the rural road networks are maintained in a safe and compliant condition.	Director Works and Technical Services
		4.2.2.04.2	Introduce a program where old dilapidated unsafe motor bypasses are replaced.	Director Works and Technical Services
		4.2.2.04.3	Liaise with the Environmental Services Section on new DA's submitted involving new roads to ensure compliance with Council's road hierarchy standards.	Director Works and Technical Services
		4.2.2.04.4	Rehabilitate the listed sections of kerb & gutter in accordance with the budget allocation - Wrigley Street, Miller Street to Morris Street - both sides.	Manager Works
		4.2.2.04.5	Establish an ongoing compliant approved heavy vehicle access system satisfying the NSW Roads & Maritime Services and the National Heavy Vehicle Regulator on all local roads and listed urban roads for road trains, A doubles and AB triples.	Director Works and Technical Services
6.2.1.05	Inspect all pits and culverts annually.	4.2.2.05.1	Inspect all pits and culverts annually.	Director Works and Technical Services
6.2.1.06	Undertake annual Road To Recovery program	6.2.1.06.1	Gravel resheet - National Park Road segment 212.30.	Manager Works
		6.2.1.06.2	Gravel resheet - Balladoran Railway Road - segment 363.14.	Manager Works
		6.2.1.06.3	Gravel resheet – Bellhaven Road Segment 366.02.	Manager Works

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		6.2.1.06.4	Gravel resheet – East Coonamble Road Segment 201.30.	Manager Works
		6.2.1.06.5	Gravel resheet – Bedford Park Road Segment 402.06.	Manager Works
		6.2.1.06.6	Gravel resheet - Berida Innisfail Road - segment 336.08.	Manager Works
		6.2.1.06.7	Gravel resheet - Curban Biddon Road Segment 206.04.	Manager Works
		6.2.1.06.8	Gravel resheet - Gundea Road Segment 251.20.	Manager Works
		6.2.1.06.9	Gravel resheet - Gundea Road Segment 251.22.	Manager Works
		6.2.1.06.10	Gravel resheet – Hilliers Road Segment 362.06.	Manager Works
		6.2.1.06.11	Reconstruct corner & stabilise using imported clay, sand and lime - Youlbung Road - segment 217.04.	Manager Works
		6.2.1.06.12	Bitumen reseal - Pearl Street Gilgandra - segment 633.	Manager Works
		6.2.1.06.13	Urban Road rehabilitation - Wrigley Street Gilgandra, Station Street to Wamboin Street - segment 646.00.	Manager Works
		6.2.1.06.14	Repair floodway - Marthaguy Creek, Everton Road.	Manager Works
		6.2.1.06.15	Widen culverts Tooraweenah Road.	Manager Works
6.2.1.07	Maintain and improve the regional road network within the Shire in association with Roads and Maritime Services	6.2.1.07.1	Undertake specific renewal and or improvement works on the Regional Road No.205 in association with the Regional Road Supplementary Grant. Bitumen reseal segment 205.18.	Manager Works
		6.2.1.07.2	Undertake specific renewal and or improvement works on regional road No.4053 in association with the Regional Road Supplementary Grant. Bitumen reseal segment 4053.08.	Manager Works

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
6.2.1.08	Explore options for ongoing access to gravel resources for road making in our Shire.	6.2.1.07.3	Rehabilitation Federation Street, the Gilgandra heavy vehicle bypass, between Oxley Highway (Warren Road) and the Castlereagh Highway.	Manager Works
		4.2.2.08.2	Undertake the rehabilitation unrequired portions of the gravel resource pits frequently used.	Manager Classified Roads
		6.2.2.08.1	Establish a gravel pit register indicating the gravel resource still	Director Works and Technical Services
		6.2.2.08.3	Investigate the location of new gravel resources suitable for gravel road renewal and maintenance works for up to ten years.	Director Works and Technical Services

Provide a network of pathways that link wheelchair pedestrians, pedestrians and cyclists to important destinations

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
6.2.2.1	Implement the elements of the Pedestrian Mobility Plan (PAMP) as resources and funding permit	6.2.2.1.1	Upgrade the existing footpath on the western side of Morris Street between Myrtle Street and Warren Road (the northern side of Gilgandra Toyota's yard).	Manager Works
		6.2.2.1.2	Upgrade the existing footpath on the northern side of Myrtle Street between Morris Street and the western boundary of the Gilgandra Police Station property.	Manager Works
		6.2.2.1.3	Construction of the proposed pathway linking the bridge underpass to Lower Castlereagh Street and the CBD - that is; from the bridge to rear of Central Stores.	Director Works and Technical Services

A COMMUNITY WITH QUALITY GREEN SPACES THAT ENCOURAGE PEOPLE TO BE ACTIVE AND INVOLVED IN THEIR BUILT AND NATURAL SURROUNDS

Provide a range of parks, gardens, reserves and sporting recreational facilities to an acceptable level and suitable for passive recreational and sporting activities.

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
6.3.1.1	Develop and Implement an open space and recreation plan	6.3.1.1.1	Survey, design and establishment (earth pad, sewer, water, electricity, drainage, landscaping, and demolition of existing) of the new public toilet block within Hunter Park Gilgandra.	Director Works and Technical Services
		6.3.1.1.2	Upgrade the Tooraweenah Park public toilet drainage system.	Director Works and Technical Services
		6.3.1.1.3	Establish a replacement bore at the rear of the Council Administration Building, 15 Warren Road that facilitates the supply point for the Hunter Park irrigation system.	Director Works and Technical Services
		6.3.1.1.4	Replacement/upgrade of the amenities at McGrane Oval, inclusive of quotes for alternate styles, public consultation, selection and installation.	Manager Works
		6.3.1.1.5	Replacement/upgrade of playground equipment in Hunter Park inclusive of quotes for alternate styles, public consultation, selection and installation.	Manager Works
		6.3.1.1.6	Establish a replacement bore at Cooee Lodge Aged Care Facility that facilitates the maintenance and repair of all lawns, gardens and other open spaces within the overall Cooee Lodge Aged Care Facility.	Director Works and Technical Services

Operational Plan 2017/18: LEGISLATION AND BYLAWS

A COUNCIL THAT APPLIES LEGISLATION, DEVELOPS AND MAINTAINS POLICIES THAT SUPPORT THE LOCAL COMMUNITY

Deliver consistent, timely and transparent regulatory functions in line with the legislation under which Council is required to operate

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
7.1.1.1	Provide assessments of development and subdivision approvals in a timely manner.	7.1.1.1.1	Construction Certificate applications determined in accordance with legislative requirements	Director Environmental Services
7.1.1.2	Provide efficient service to prospective home builders and developers to ensure building standards are maintained.	7.1.1.2.1	Encourage prospective developers to participate in DA pre lodgement meetings	Director Environmental Services
		7.1.1.2.2	Assist prospective developers to understand Council's development requirements	Director Environmental Services
7.1.1.3	Provide thorough scrutiny of all construction work to ensure compliance with all relevant codes and standards	7.1.1.3.1	Routine inspections of construction works are undertaken at critical stages of construction and action taken on any non-compliances	Director Environmental Services
		7.1.1.3.2	All relevant forms and documents are completed and recorded into Council's document management system.	Director Environmental Services
		7.1.1.3.3	Inspect private swimming pools in accordance with legislative requirements	Director Environmental Services
7.1.1.4	Maintain public health and amenities by actively responding, investigating and acting on complaints.	7.1.1.4.1	Complaints actioned in a timely manner and in accordance with Council policy	Director Environmental Services
		7.1.1.4.2	All regulated air handling and war water systems are registered.	Director Environmental Services
		7.1.1.4.3	Inspect all penetration premises annually.	Director Environmental Services
		7.1.1.4.4	Inspect all food premises annually	Director Environmental Services

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
		7.1.1.4.5	Report to Council and make the community aware of an issues as they arise	Director Environmental Services
		7.1.1.4.6	Undertake potable water sampling in line with Department of Health requirements	Director Environmental Services
7.1.1.5	Regulate new onsite sewerage management systems.	7.1.1.5.1	Manage the lodging of all OSMS system applications and such applications processed in a timely manner	Director Environmental Services
7.1.1.6	Respond to community requests on matters relevant to regulatory functions.	7.1.1.6.1	Companion animals and straying livestock impounded on regular patrols or as reported by community.	Ranger
		7.1.1.6.2	Abandoned items and articles are impounded on regular patrols or as reported by the community.	Ranger
		7.1.1.6.3	Appropriate enforcement action undertaken to control matters resulting in breaches of the protection of the environment legislation.	Ranger
7.1.1.7	Ensure the integrity and security of Council's records.	7.1.1.7.1	Oversee the ongoing operation of Councils records system to ensure records are being dealt with in accordance with legislation and internal policies and procedures and dispose of Council's records in line with the current State Records Act GDA	Director Corporate and Business Services
		7.1.1.7.2	Assess requests for access to information held by Council in line with legislation	Director Corporate and Business Services
		7.1.1.7.3	Finalise rural addressing across the Shire and establish procedures to keep all address related information up to date	Director Corporate and Business Services

Operational Plan 2017/18: REPRESENTATION AND COLLABORATION

A COUNCIL THAT ENGAGES WITH OTHER COUNCILS AND SPHERES OF GOVERNMENT TO REPRESENT AND ADVOCATE THE NEEDS OF ITS COMMUNITY

Establish and maintain strong working relationships with surrounding Councils

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
8.1.1.1	Maintain active relationship with Orana Regional Organisation of Councils (OROC)	8.1.1.1.1	Ensure regular participation of Mayor and General Manager at OROC and GMAC meetings	General Manager
		8.1.1.1.2	Facilitate ongoing resource and function sharing opportunities with neighbouring Councils and encourage opportunities for joint projects	General Manager
		8.1.1.1.3	Attend functions sponsored by and support initiatives of neighbouring Councils	General Manager

Establish and maintain respected relationships with elected State and Federal Government representatives

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
8.1.2.1	Maintain regular communications with State and Federal Members	8.1.2.1.1	Ensure Council attendance at relevant forums	General Manager
		8.1.2.1.2	Ensure State and Federal Members are invited to local civic functions and community celebrations	General Manager

Maintain relationships with government departments and regional organisations that provide services to our community

DP Action Code	DP Action	OP Action Code	OP Action	Responsibility
8.1.3.1	Monitor issues such as law and order, education and health that impact on the Gilgandra community	8.1.3.1.1	Represent community concerns in relation to government and non-government service delivery issues	General Manager
8.1.4.1	Explore resource and function sharing opportunities with surrounding Councils.	8.1.4.1.1	Explore resource and function sharing opportunities with surrounding Councils particularly in light of Fit for the Future and establishment of joint Organisations.	General Manager

Revenue Policy 2017/18

Section 404 of the Local Government Act, 1993 details the matters to be included in Council's Revenue Policy, the financial aspect of the Management Plan, and include:

- a statement containing a detailed estimate of the Council's income and expenditure,
- a statement with respect to each ordinary rate and each special rate proposed to be levied,
- a statement with respect to each charge proposed to be levied,
- a statement of the types of fees proposed to be charged by the Council and the amounts of each fee,
- a statement of the Council's pricing policy with respect to the goods and services provided by it,
- a statement of the amounts or rates proposed to be charged for the carrying out by the Council of work on private land,
- a statement of the amounts of any proposed borrowings (other than internal borrowing), the sources from which they are proposed to be borrowed and the means by which they are proposed to be secured,
- statements with respect to such other matters as may be prescribed by the regulations.

The statement with respect to an ordinary or special rate proposed to be levied must include the following particulars:

- The Ad Valorem amount (the amount in the dollar) of the rate
- Whether the rate is to have a base amount and, if so:
 - the amount in dollars of the base amount; and
 - the percentage, in conformity with section 500, of the total amount payable by the levying of the rate, or, in the case of the rate, the rate for the category or sub-category concerned of the ordinary rate, that the levying of the base amount will produce
- the estimated yield of the rate
- in the case of a special rate - the purpose for which the rate is to be levied
- the categories or sub-categories of land in respect of which the Council proposes to levy the rate.

The statement with respect to each charge proposed to be levied must include the following particulars:

- the amount or rate per unit of the charge
- the differing amounts for the charge, if relevant
- the minimum amount or amounts of the charge, if relevant
- the estimated yield of the charge.

The statement of fees and the statement of the pricing policy need not include information that could confer a commercial advantage on a competitor of the Council.

ESTIMATES OF INCOME & EXPENDITURE

Council's functions are managed within the following accounting entities:

- General Fund
- Water Supply Fund
- Sewerage Services Fund
- Orana Lifestyle Directions
- Carlginda Enterprises
- Cooee Villa Units (Cooee Lodge)
- Home Care Packages
- Cooee Lodge Hostel
- Jack Towney Hostel

The draft budget estimates have been prepared on the basis of an increase in the general rate income of 1.5% as per the rate pegging limit announced by the Minister for Local Government.

The table on the following page summarises the projected results for 2017/2018 for each fund and for Council as a whole.

The subsequent two pages show graphs illustrating the dissection of income and expenditure respectively.

Detailed estimates of income and expenditure for all funds are included in the attached document - "Draft Budget Estimates".

STATEMENT OF ORDINARY RATES

In developing its proposed rating structure for 2017/18 Council considered the following:

- The Statutory requirements of the Local Government Act 1993.
- The Federal Government declaring that ordinary rates are "GST Free".
- The allowable increase of ordinary rate income of 1.5% as determined by the Independent Pricing and Regulatory Tribunal (IPART).
- That Council has a catch up of \$21,130 from 2016/17 and that this amount must be allowed for when calculating Council's total permissible income for 2017/18.
- Maintaining the existing structure of the rate, being Ad Valorem and Minimum rating.
- If the Minimum amounts of rates should be increased, and if so by what amount.

Ordinary Rates

Council also proposes to increase the ordinary rate income by 1.5% being the allowable rate pegging increase. This equates to total ordinary rate income of \$4,824,183 (allowing for the 2016/17 catch up) calculated on current figures. ***The details of this proposal are outlined in Table 1.***

TABLE 1: (1.5% increase in general rate income)

CATEGORY	Assess on cents in \$	Rate	Amount	Assess on Min	Minimum	Amount	Total
FARMLAND	778	0.786802	\$ 3,679,957	37	533.00	\$ 19,271	\$ 3,629,066
RES-GILGANDRA	165	1.813269	\$ 137,567	880	603.30	\$ 530,904	\$ 655,862
RESIDENTIAL	144	1.391983	\$ 138,822	150	544.00	\$ 81,600	\$ 216,264
BUS-GILGANDRA	95	2.975868	\$ 138,833	70	609.90	\$ 42,693	\$ 177,949
BUSINESS	13	2.403611	\$ 30,634	43	545.40	\$ 23,452	\$ 52,996
	1195		\$ 4,125,813	1180		\$ 698,370	\$ 4,824,183

All rateable assessments are categorised into one of the following Rating Categories and subsequent Subcategories if applicable.

CATEGORY

Farmland

Residential

Mining (Not Applicable)

Business

SUB CATEGORY

Residential-Gilgandra

Business-Gilgandra

The following table summarises the criteria for categorisation. More detailed information may be obtained in the Local Government Act, 1993, or through Council's Rates Department.

Category/ Subcategory	Summary of Criteria for Category	Section of L.G. Act.
Farmland	All assessments engaged in farming that has a significant or substantial commercial purpose	515
Residential	All assessments used for residential purposes including rural residential assessments	516
Residential - Gilgandra	All assessments used for residential purposes within the township of Gilgandra	516
Business	All assessments used for commercial purposes (excluding farming)	518
Business - Gilgandra	All assessments used for commercial purposes within the township of Gilgandra	518

LAND VALUES

Council has been provided with land valuations by the Valuer General's Department and will be using these values to levy the 2017/18 rates. The base date of the land values is 1 July 2016.

INTEREST ON OVERDUE RATES

The Federal Government has advised that interest charged on overdue rates is a type of financial supply and will be "Input Taxed", therefore, GST does not apply.

Interest to be charged on overdue rates is regulated by the Department of Local Government. It is proposed to charge the maximum allowable rate which will be determined by the Department of Local Government. The Department have advised that the interest rate to be charged in 2017/18 will be 8.0%. Interest will be calculated daily on the simple interest principle.

GILGANDRA WATER SUPPLY CHARGES

Council utilises a two part charging structure for the supply of water, being an access charge and a usage charge per kilolitre of water used.

Council introduced Best Practice Pricing in 2005/06 as directed by the State Government and it is proposed to continue with a two part charging structure under Best Practice Pricing guidelines.

In order to achieve the required income under Council's 30 year plan for water infrastructure and operating costs, it is proposed to increase both the usage charge and the access charge by 5% compared to the previous year.

PROPOSED 2017/18 STRUCTURE

	Charge	Assess/Kilolitres	Revenue
Access Charge – 20mm	\$257.00	1,268	\$325,876
Access Charge – 25mm	\$402.00	63	\$25,326
Access Charge – 32mm	\$659.00	4	\$2,636
Access Charge – 40mm	\$1,032.00	9	\$9,288
Access Charge – 50mm	\$1,613.00	5	\$8,065
Access Charge – 80mm	\$4,131.00	1	\$4,131
Access Charge – 100mm	\$6,454.00	2	\$12,098
Usage Charge *	\$1.14	481,028 kls *	\$548,372
TOTAL REVENUE ESTIMATE			\$936,602

* Based on the average consumption over the last 10 years.

It is proposed that the access charges be levied according to the size of the water service connected or available to the property and that the usage charge be increased from \$1.09 per kilolitre to \$1.14 per kilolitre from the date of the last meter reading in 2016/17.

Utilising the proposed charging structure will realise estimated income of \$936,602 being an increase of \$42,225 from the 2016/17 charging structure.

The access charges will be made under Section 501 of the Local Government Act, 1993 and included on rate notices, and will be levied on all assessments that have access to Councils water supply in the Gilgandra township, excluding vacant Crown Land.

The usage charge will be raised under Section 502 of the Act and meters will be read twice a year in November and May with accounts issued during December and June.

The usage charge will be known as a “pay for use” charge as opposed to a “user pays” charge. This is to ensure that Council can recover the charges from the ratepayer / owner. Should the ratepayer wish to redistribute the charges to a tenant, an appropriate agreement should be made privately between the two parties.

TOORAWEEAH WATER SUPPLY CHARGES

Council utilises a two part charging structure for water supply, being an access charge and a usage charge per kilolitre of water used. Council introduced Best Practice Pricing in 2005/06 as directed by the State Government and it is proposed to continue with a two part charging structure currently in use.

It is proposed that the usage charge and the access charge be increased by 2.5% compared to the previous year. The proposed structure for Tooraweenah Water Supply charges for 2016/17 is:

PROPOSED 2017/18 STRUCTURE

	Charge	Assess/Kilolitres	Revenue
Access Charge	\$123.00	74	\$ 9,102
Usage Charge *	\$1.46	11,717*kl	\$17,107
TOTAL REVENUE			\$26,209

* Based on the average consumption over the last 10 years.

The proposed usage charge will be raised under Section 502 of the Act and the proposed access charge for allotments within the village boundary will be raised under Section 501 of the Act. Accounts will be issued in December & June of each year.

SEWERAGE & TRADE WASTE SERVICES

In recent years, Council has utilised a charging structure based around an access charge according to estimated usage of the service.

Council introduced Best Practice Pricing in 2005/2006 as directed by the State Government and, it is proposed to continue with a two part charging structure comprised of an access charge and a usage charge (based on water usage) with the usage charge including Trade Waste charges.

In order to achieve the required income under Council's 30 year plan for sewer infrastructure and operating costs, it is proposed to increase both the usage and access charges by 7% compared to the previous year.

PROPOSED 2017/18 STRUCTURE

SERVICE	CURRENT CHARGES (PA)	REVENUE
Trade Waste Inspection Charge	nil	nil
Trade Waste Usage Charge	\$2.72 x 10,016* kls	\$ 27,244
Residential Usage Charge	\$382 x 994 assessments	\$379,708
Commercial & Non Rateable Usage Charge	\$1.71 x 73,452* kls	\$125,603
Access Charge – 20mm	\$307 x 1,251 assessments	\$384,057
Access Charge – 25mm	\$477 x 60 assessments	\$ 28,620
Access Charge – 32mm	\$780 x 4 assessments	\$ 3,120
Access Charge – 40mm	\$1,221 x 7 assessments	\$ 8,547
Access Charge – 50mm	\$1,899 x 3 assessments	\$ 5,697
Access Charge – 80mm	\$4,814 x 1 assessment	\$ 4,814
Access Charge –100mm	\$7,521 x 2 assessments	\$ 15,042
TOTAL REVENUE ESTIMATE		\$982,452

* Based on the average water consumption over the last three years.

Utilising the proposed charging structure will realise estimated income of \$982,452 being an increase of \$62,907 from the 2016/17 rating year.

- The Residential Sewer Usage charge is proposed to increase from \$357.00 to \$382.00 per assessment.
- Trade Waste Usage Charges are proposed to increase \$2.54 to \$2.72 per kilolitre.
- The Commercial Sewer Usage Charge is proposed to increase from \$1.60 to \$1.71 per kilolitre.

The access charges will be made under Section 501 of the Local Government Act, 1993 and included on rate notices, and will be levied on all assessments that have access to Councils sewerage supply system in the Gilgandra township, excluding vacant Crown Land.

The residential, commercial and trade waste usage charge will be raised under Section 502 of the Act. The residential usage charge will be included on rate notices and will be levied on all residential assessments that are connected to the sewerage supply system. The commercial and trade waste usage charge will be calculated according to a percentage of water used with water meters read twice a year in November and May and accounts issued during December and June.

The trade waste inspection charge will be levied once a year, after actual inspections are carried out by Council staff.

The usage charge will be known as a “pay for use” charge as opposed to a “user pays” charge. This is to ensure that Council can recover the charges from the ratepayer / owner. Should the ratepayer wish to redistribute the charges to a tenant, an appropriate agreement should be made privately between the two parties.

GENERAL COMMENT – WATER & SEWERAGE SERVICES

With the introduction of a Goods and Services Tax (GST) on 1 July 2000, the Federal Government has advised that Water and Sewerage Service Charges are "GST Free".

The following is an extract from the Department of Land and Water Conservation’s Water Supply, Sewerage and Trade Waste Pricing Guidelines:

“With increasing demands on the limited water resources of NSW, it is vital that we manage these resources in an efficient and sustainable manner. The planning and introduction of best-practice pricing structures is an essential step towards achieving these objectives. As appropriate pricing is fundamental to effective management of water supply and sewerage businesses, the state government considers it important for each Local Water Utility (LWU) in NSW to set best-practice tariffs for water supply, sewerage and liquid trade waste. Such tariffs reflect the cost of providing the services and comply with the Independent Pricing and Regulatory Tribunal’s (IPART) Pricing Principles for Local Water Authorities 1996. The IPART Pricing Principles are consistent with the Council of Australian Governments’ (COAG) Strategic Framework for Water Reform 1994. All Australian governments agreed to comply with this framework by 1998 and such compliance is required under National Competition Policy.”

STORMWATER SERVICES

The commencement of the Local Government Amendment (Stormwater) Act 2005 on 13 April 2006 enabled Council to make or levy an annual charge for stormwater management services for urban land categorised as residential or business for which the service is available.

Council however cannot make or levy an annual charge for stormwater management services on vacant land, crown land or crown land held under lease for private purposes granted under the Housing Act 2001 or the Aboriginal Housing Act 1998.

Income raised from the implementation of this charge can be spent on capital projects and recurrent expenditure relating to new or additional stormwater management services to eligible land.

It is proposed that the charge remain at the \$25 per assessment limit set by the Local Government Amendment (Stormwater) Act 2005. The proposed structure for stormwater management service charge for 2017/18 is:

Category	Assess	Charge	Revenue
Residential – Gilgandra	911	\$25 / assessment	\$22,775
Business – Gilgandra	154	\$25 / assessment	\$ 3,850
			\$26,625

Using the proposed structure will realise an estimated income of \$26,625 for 2017/18.

WASTE MANAGEMENT SERVICES

The Federal Government has advised that Waste Management Services levied under Sections 496 and 501 of the Local Government Act 1993 will be "GST Free".

Domestic Waste Services

In accordance with Section 496 of the Local Government Act 1993, Council proposes to levy various annual charges for the provision of Domestic Waste Management (DWM) services on each parcel of residential land within Gilgandra, Tooraweenah and Armatree for which services are available (ie. within the Waste Services Contract area).

The proposed charging categories have been determined as follows:

- Domestic Waste Residence Charge - to be levied on all residential assessments within the Gilgandra service area that have a habitable residence built on it and would allow for one waste bin and one recycle bin pick up service per week.
- Domestic Waste Village Residence Charge – to be levied on all residential assessments within the Tooraweenah and Armatree service areas that have a habitable residence built on it and would allow for one waste bin and one recycle bin pick up service per week.
- Domestic Waste No Residence Charge - to be levied on all residential assessments within the Gilgandra service area that are either vacant land or have an uninhabitable residence built on it and would allow for no bin pick up service.
- Domestic Waste Village No Residence Charge - to be levied on all residential assessments within the Tooraweenah and Armatree service areas that are either vacant land or have an uninhabitable residence built on it and would allow for no bin pick up service.
- Domestic Waste Two Flats Charge - to be levied on all residential assessments within the Gilgandra service area that have two flats built on it and would allow for two bin pick up services per week.
- Domestic Waste Three Flats Charge - to be levied on all residential assessments within the Gilgandra service area that have three flats built on it and would allow for three bin pick up services per week.
- Domestic Waste Four Flats Charge - to be levied on all residential assessments within the Gilgandra service area that have four flats built on it and would allow for four bin pick up services per week.
- Domestic Waste Five Flats Charge - to be levied on all residential assessments within the Gilgandra service area that have five flats built on it and would allow for five bin pick up services per week.
- Domestic Waste Six Flats Charge - to be levied on all residential assessments within the Gilgandra service area that have six flats built on it and would allow for six bin pick up services per week.
- Domestic Waste Seven Flats Charge - to be levied on all residential assessments within the Gilgandra service area that have seven flats built on it and would allow for seven bin pick up services per week.
- Domestic Waste Eight Flats Charge - to be levied on all residential assessments within the Gilgandra service area that have eight flats built on it and would allow for eight bin pick up services per week.
- Domestic Waste Nine Flats Charge - to be levied on all residential assessments within the Gilgandra service area that have nine flats built on it and would allow for nine bin pick up services per week.
- Domestic Waste Ten Flats Charge - to be levied on all residential assessments within the Gilgandra service area that have ten flats built on it and would allow for ten bin pick up services per week.

It is proposed to keep the Domestic Waste charging structure for the Gilgandra, Tooraweenah and Armatree service areas the same as the previous year, however, the charges will increase by 6% so as not to exceed the reasonable cost of providing such services.

This will raise an estimated \$446,550 for the 2017/18 year.

PROPOSED 2017/18 STRUCTURE

Charge	Assessments	Amount	Total
Domestic Waste - Residence Charge	978	\$402	\$393,156
Domestic Waste – Village Residence	77	\$371	\$28,567
Domestic Waste - No Residence Charge	61	\$55	\$3,355
Domestic Waste – Village No Residence	34	\$53	\$1,802
Domestic Waste - 2 Flats Charge	8	\$504	\$4,032
Domestic Waste - 3 Flats Charge	4	\$736	\$2,944
Domestic Waste - 4 Flats Charge	5	\$959	\$4,795
Domestic Waste - 5 Flats Charge	3	\$1,208	\$3,624
Domestic Waste - 8 Flats Charge	1	\$1,909	\$1,909
Domestic Waste - 10 Flats Charge	1	\$2,366	\$2,366
Total Domestic Waste Income			\$446,550

In determining the charge for domestic waste services, reference has been made to the cost factors for the services in Table 2.

Other Waste Services

In accordance with Section 501 of the Local Government Act 1993, Council proposes to levy various annual charges for the provision of Waste Management Services on each commercial property within Gilgandra, Tooraweenah and Armatree that has the service available (ie. within the Waste Services Contract area) and, in accordance with Section 496 of the Local Government Act 1993, on non rateable properties that have requested the service.

The proposed charging categories have been determined as follows:

- Commercial Waste Non Business - to be levied on all commercial assessments within the Gilgandra service area that are either vacant land or are unable to be used as a business premises and would allow for no bin pick up service.
- Commercial Waste CBD - to be levied on all commercial assessments in Miller Street bounded by Court Street to the north and Warren Road to the south and would allow for two bin pick up services twice a week.
- Commercial Waste Other - to be levied on all commercial assessments within the Gilgandra service area other than those assessments categorised as Commercial Waste Non Business or Commercial Waste CBD and would allow for a two bin pick up service per week.
- Commercial Waste Villages – to be levied on all commercial assessments within the Tooraweenah and Armatree Service areas and would allow for a two bin pick up service per week.
- Non Rateable Waste One Service - to be levied on non rateable assessments that have requested one bin pick up service per week.
- Non Rateable Waste Two to Five Services - to be levied on non rateable assessments that have requested two to five bin pick up services per week.
- Non Rateable Waste Five to Ten Services - to be levied on non rateable assessments that have requested five to ten bin pick up services per week.

- Non Rateable Waste Over Ten Services - to be levied on non rateable assessments that have requested over ten bin pick up services per week.

It is proposed to keep the charging structure for Other Waste Services for the Gilgandra, Tooraweenah and Armatree service areas the same as the previous year, however, the charges will increase by 6%. This will raise an estimated \$111,727 for the 2017/18 year.

PROPOSED 2017/18 STRUCTURE

Charge	Assessments	Amount	Total
Commercial Waste Non Business	41	\$57	\$2,337
Commercial Waste CBD	47	\$647	\$30,409
Commercial Waste Other	80	\$537	\$42,960
Commercial Waste Villages	10	\$537	\$5,370
Non Rateable 1 Service	16	\$445	\$7,120
Non Rateable 2 to 5 Services	3	\$1,324	\$3,972
Non Rateable 6 to 10 Services	1	\$2,589	\$2,589
Non Rateable Over 10 Services	1	\$16,970	\$16,970
Total Other Waste Income			\$111,727

Should a commercial ratepayer require more services than those outlined, they will be required to negotiate directly with the Garbage Contractor for the provision of the extra services.

In determining the charge for other waste services, reference has been made to the cost factors for other services in Table 2.

Rural Waste Charges

In accordance with Section 501 of the Local Government Act 1993, Council proposes to levy an annual charge for the provision of Waste Management Services on each property outside the Gilgandra, Tooraweenah and Armatree service areas.

It is proposed to keep the charging structure for Rural Waste the same as the previous year, however, the charges will increase by 5% or \$1.

Charge	Assessments	Amount	Total
Rural Waste Charge	1,026	\$21	\$21,546
Rural Waste Total			\$21,546

In determining the charge for rural waste services, reference has been made to the cost factors for the services in Table 2.

RECYCLING SERVICES

Recycling Services provided are funded by the Domestic Waste Management Service Charge.

Table 2

EXPENDITURE:	Total Waste Estimate	% Applicable To Services	\$ Applicable To Services
<i>% of Gilgandra Waste costs applicable to service</i>			
Admin Expenses - Gilgandra	\$39,716.00	100.00%	\$39,716
Contractor Charges	\$125,000.00	100.00%	\$125,000
Gilgandra Waste Facility Costs	\$364,337.00	80.00%	\$291,470
Gilgandra Waste Reserve	\$46,865.00	80.00%	\$37,492
Kerbside Recycling Costs	\$64,637.00	100.00%	\$64,637
Rural Waste Operating Costs	\$21,177.00	100.00%	\$21,177
	\$661,732.00		\$579,491.60
	Domestic Waste 80.00%	Other Waste 20.00%	Rural Waste 0%
Admin Expenses - Gilgandra	\$31,772.80	\$7,943.20	\$0.00
Contractor Charges	\$100,000.00	\$25,000.00	\$0.00
Gilgandra Waste Facility Costs	\$233,175.68	\$58,293.92	\$0.00
Gilgandra Waste Reserve	\$29,993.60	\$7,498.40	\$0.00
Kerbside Recycling Costs	\$51,709.60	\$12,927.40	\$0.00
Rural Waste Operating Costs	\$0.00	\$0.00	\$21,177.00
TOTAL EXPENDITURE 2016/17	\$446,651.68	\$111,662.92	\$21,177.00
INCOME:			
Domestic Waste Income	Qty	Charge	Totals
Residence Charge	978	\$402.00	\$393,156.00
Village Residence Charge	77	\$371.00	\$28,567.00
No Residence Charge	61	\$55.00	\$3,355.00
Village No Residence Charge	34	\$53.00	\$1,802.00
2 Flats Charge	8	\$504.00	\$4,032.00
3 Flats Charge	4	\$736.00	\$2,944.00
4 Flats Charge	5	\$959.00	\$4,795.00
5 Flats Charge	3	\$1,208.00	\$3,624.00
8 Flats Charge	1	\$1,909.00	\$1,909.00
10 Flats Charge	1	\$2,366.00	\$2,366.00
Total Domestic Waste Income			\$446,550.00
Other Waste Income			
Commercial Non Business	41	\$57.00	\$2,337.00
Commercial CBD	47	\$647.00	\$30,409.00
Commercial Other	80	\$537.00	\$42,960.00
Commercial Villages	10	\$537.00	\$5,370.00
Non Rateable 1 Service	16	\$445.00	\$7,120.00
Non Rateable 2 to 5 Services	3	\$1,324.00	\$3,972.00
Non Rateable 6 to 10 Services	1	\$2,589.00	\$2,589.00
Non Rateable Over 10 Services	1	\$16,970.00	\$16,970.00
Total Other Waste Income			\$111,727.00
Rural Waste Income			
Rural Waste Charge	1026	\$21.00	\$21,546.00
Total Rural Waste Income			\$21,546.00
TOTAL WASTE INCOME 2016/17			\$579,823.00
RESULT 2016/17:			
Domestic Waste			
Income	\$446,550.00		
Expenditue	\$446,651.68		
Surplus / (Defecit)	(\$101.68)	<i>* To comply with the Act, the forecast must be a deficit.</i>	
Other Waste			
Income	\$111,727.00		
Expenditue	\$111,662.92		
Surplus / (Defecit)	\$64.08		
Rural Waste			
Income	\$21,546.00		
Expenditue	\$21,177.00		
Surplus / (Defecit)	\$369.00		

Should any figures that have been used in this calculation that have been extracted from the proposed estimates be altered by Council, then this calculation will have to be re-done.

Schedule of Fees and Charges

In accordance with Section 608 of the Local Government Act 1993, Council proposes a range of fees and charges as contained in the 2017/18 Fees & Charges Schedule.

Generally these fees are intended to cover the following:

- supply of service, product or commodity
- providing information
- providing a service in connection with Council's regulatory functions, including an application for approval, granting of an approval, making an inspection and issuing a certificate
- Allowing admission to Council owned and controlled buildings or enclosures

The following factors have been taken into account in determining the fees proposed:

- The a Goods and Services Tax
- the cost of providing the service
- the importance of the service to the community
- the price fixed by the relevant industry body
- any factors specified in the Local Government Regulations

Examples are:

- Reinstatement of roads and footpaths
- Plant hire
- Plan printing
- Hall hire

Provision of a range of goods and services where statutory charges are set by regulation:

- Section 149 Certificates
- Section 603 Certificates
- Development Applications
- Information supplied under the Freedom of Information Act
- Impounding fees
- Dog registrations, and
- Building Application fees.

A Goods and Services Tax (GST) applies to a number of goods and/or services supplied by Council. Those goods and/or services that are subject to GST have been identified in Council's "2017/18 Fees and Charges Schedule" as GST applying. In accordance with the new tax legislation, the prices shown for those goods and/or services are the GST inclusive price.

Some goods and/or services supplied by Council have been declared "GST Free" or are excluded under Division 81 of the legislation. Those goods and/or services which are "GST Free" or excluded from GST are indicated in the 2017/18 Fees and Charges Schedule" as GST not applying.

Pricing Policy

The following details provide a statement of the types of fees proposed to be charged by Council and the amount of such fee. This is in accordance with Section 404(1) of the Local Government Act 1993. Also, included in the list of fees and charges is a fee type. The fee types are described as follows:

Fee Type A

This is a fee charged under relevant legislation. Council is unable to vary the amount of these fees. (s610)

Fee Type B

Is a fee generally an indicative fee which is recommended by the Local Government and Shires Association of NSW and Department of Local Government. This is done to maintain as much as possible a comparative fee for all Councils. It relates particularly to the supply of property and zoning certificates. (s609)

Fee Type C

These fees are for hire of Council premises and facilities. They have generally been reviewed by Council officers to gain the current market value for lease properties on the commercial market.

Fee Type D

These are fees and charges generally for documents and minor services provided by the Council. In most cases, the amount fixed represents a minimal fee and is designed to basically cover the cost of materials and other fixed costs in providing the information.

Fee Type E

This fee sets out to try and recover full cost of goods and services provided.

Please Note; All prices are stated inclusive of GST where applicable

FEES AND CHARGES SCHEDULE

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
AERODROME				
Air Force - quarterly fee	15,125.00	191501	E	Y
BUILDING - OTHER				
Application for permission to occupy "temporary dwelling"	100.00	130101	E	Y
Critical Stage Inspections/Re-inspection fee for incomplete building works	100.00	180102	E	Y
<i>plus travel per hour if over 1/2 hour travel</i>	100.00	180102		
Statistical information compiled from files - per hour	100.00	130102	E	N
Swimming Pools				
Registration Fee where Council registers pool on behalf of	10.00	180101	E	Y
First Inspection Fee	100.00	180102	E	Y
Second Inspection Fee	100.00	180102	E	Y
Section 22 Application for Exemption	70.00	180102	E	Y
Fire				
Fire Safety Audits	100.00	180105	E	Y
<i>minimum charge \$25, then hourly fee</i>				
Fire Safety Certificates - Processing Fee	50.00	180105	E	Y
Food Shops				
Registration Fee	100.00	130101	E	N
Inspection Fee	100.00	130102	E	N
Re-Inspection Fee	100.00	130102	E	N
Re-Inspection/Improvement Notice	330.00	130102	E	N
BUSINESS PAPERS				
Agenda papers - per annum - hard copy	0.00	110006	D	Y
CEMETERIES				
Columbarium				
Niche reservation/purchase	220.00	160201	E	Y
Ashes interment in Niche	175.00	160201	E	Y
Denominational Section				
Ashes, interment in existing plot (plaque	175.00	160201	E	Y
Right of Burial/Purchase Plot	890.00	160201	E	Y
Interment - Weekdays	890.00	160201	E	Y
Interment - Saturdays and public holidays	1,340.00	160201	E	Y
Interment - Weekdays - still born or deceased infant	665.00	160201	E	Y
Interment - Saturdays and public holidays - still born or deceased infant	990.00	160201	E	Y
Reopening of grave for second interment	890.00	160201	E	Y
Reopening of grave for second interment - Saturdays and public holidays	1,340.00	160201	E	Y
Purchase of new gravesite for interment of cremated remains	890.00	160201	E	Y
Lawn Section				
Ashes, interment in existing plot	175.00	160201	E	Y
Right of Burial/Purchase Plot	890.00	160201	E	Y
Interment - Weekdays	890.00	160201	E	Y
Interment - Saturdays and public holidays	1,340.00	160201	E	Y
Interment - Weekdays - still born or deceased infant	665.00	160201	E	Y

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
Interment - Saturdays and public holidays - stillborn or deceased infant	990.00	160201	E	Y
Reopening of grave for second interment	890.00	160201	E	Y
Reopening of grave for second interment - Saturdays and public holidays	1,340.00	160201	E	Y
Purchase of new gravesite for interment of cremated remains	890.00	160201	E	Y
CERTIFICATES				
Drainage Diagram	30.00	180103	E	N
<i>NB: Local plumbers do not pay this fee</i>				
Planning certificate				
s149 (2) certificate	53.00	160503	B	N
s149 (5) certificate	80.00	160503	B	N
Rating certificate (s 603, Local Government Act 1993)	80.00	110001	B	N
<i>NB: This fee is subject to change pending notification from Department Local Government</i>				
COMMUNITY CARE FEES				
Community Transport				
Local Transport within Gilgandra Shire				
One Way Trip	6.00	150501	D	Y
Return Trip	6.00	150501	D	Y
Assisted Transport (shop, medical, etc)	10.00	150501	D	Y
People living within 15km range return	12.00	150501	D	Y
People living within 35km range return	20.00	150501	D	Y
People living beyond 35km range return	40.00	150501	D	Y
Group Transport - per person	3.00	150501	D	Y
Transport Disadvantage - Taxi Vouchers	5.00	150505	D	Y
Transport charge for outside services	POA	150501	D	Y
Dubbo Medical Appointments - One way	45.00	150501	D	N
Dubbo Medical Appointments - Return	45.00	150501	D	N
Transport Multiple Clients per Vehicle	35.00	150501	D	N
Vehicle Hire				
Community Transport Vehicle Hire (hourly)	16.50	150503	D	Y
Minimum 2 hour hire				
Day Hire	70.00	150503	D	Y
Pick up and full fuel tank on return.				
Social Support				
Restaurant/Lunches - clients pay full cost.	5.00	150401	D	N
Morning/Afternoon Tea	8.00	150401	D	N
Active Ageing Exercise Program	3.00	170904	D	N
Social Home Visiting	5.00	150401	D	N
Phone Check - 5 Days	5.00	150401	D	N
Phone Check - Weekend	4.00	150401	D	N
Meals on Wheels				
Daily Meal Package				
Soup	2.30	150401	D	N
Hot Main Meal	5.80	150401	D	N
Sweets	2.30	150401	D	N
Juice	0.50	150401	D	N
Full Hot Meal Package	10.90	150401	D	N
Quiche & Salad				
Quiche & Salad	5.50	150401	D	N
Salad & Meat	5.20	150401	D	N
Fruit Salad	4.00	150401	D	N
Sandwiches	3.80	150401	D	N
Frozen Meal Service				
Frozen Meal Service	POA	150401	D	N

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
Administration Fee				
Per meal charge from outside services	5.50	150403	D	N
COMPANION ANIMALS				
Registration fee (Companion Animals Act 1998)				
Desexed	55.00	990623	A	N
Desexed - owned by an eligible pensioner	23.00	990623	A	N
Desexed - obtained from pound	27.50	990623	A	N
Not desexed	201.00	990623	A	N
Not desexed - owned by an eligible pensioner	201.00	990623	A	N
Not desexed - kept by a recognised breeder	55.00	990623	A	N
Assistance animals	0.00			
Greyhounds, working dogs and other	0.00			
- refer to the Companion Animal Regulations				
Certificate of Compliance in relation to a prescribed enclosure	150.00	180102	A	N
Microchip fee in advance for impounded animals				
Per animal by Council staff	35.00	120204	E	Y
Per animal on special microchipping days		120204	E	Y
Impounding fees				
Release fee - first day or part thereof	35.00	120203	E	N
Second & subsequent release	70.00	120203	E	N
Sustenance per day or part thereof	15.00	120203	E	N
Treating sick or injured animals		120203	E	N
Surrender of companion animal for disposal	0.00			
Surrender of companion animals at residence	0.00			
Surrender of companion animal with litter under	0.00			
Anti-barking collars (Citronella) - hire per week	20.00	180105	E	Y
\$50 deposit payable - refundable				
Traps hire (per week)	25.00	180105	E	Y
Destruction fee for animals (as defined by s67 of Companion Animals Act)	70.00	120203	E	N
COOEE HERITAGE CENTRE EXHIBITIONS				
Gilgandra Art Gallery - hire fee	125.00	200203	C	Y
COOEE LODGE				
Current @ 20/3/15				
Fees are dependant on type of accommodation resident is using				
Villa Units				
Price includes an ingoing contribution plus a weekly fee of 25% of the basic pension.		700102	A	Y
** Fees are subject to change twice yearly in March and September				
Legacy Units				
Price includes a weekly fee of 35% of the basic pension.		700101	A	Y
Hostel Units				
All residents pay a weekly fee of 85% of the basic pension plus, depending on assets and income, a means tested care fee and an accomodation payment.		800110	A	Y
For further details contact Hostel Management.				
Respite				

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
\$46.50 per day	48.45	800110	A	Y
HCP - Home Care Package				
Price available on application.		750102	A	N
Caravan Bays - per week	7.00	700102	C	Y
DEVELOPMENT AND CONSTRUCTION (incl Certificates)				
Building certificate (s149D) - (From 1/8/04)				
Residential - per dwelling unit	250.00	160503	A	N
Other less than 200 m ²	250.00	160503	A	N
200 - 2000 m ²	250.00	160503	A	N
(plus \$ per each additional m ²)	0.50	160503	A	N
more than 2000 m ²	1,165.00	160503	A	N
(plus \$ per each additional m ²)	0.075	160503	A	N
Copy of Building Certificate (Clause 261 EPA Reg)	15.00	180101	A	N
Certified copy of a document, map or plan - each (Clause 262 EPA Reg)	53.00	180105	A	Y
Compliance certificate (Critical Point Inspections, ie. precommencement, internal drainage, footings/piers, slab/piers, frame, wet areas, external drainage,	100.00	180102	E	N
Certificate Section 121ZP(EPAA)	30.00	180105	A	N
Certificate 735(a) (LGA)	30.00	180104	A	N
Combined development applications and construction certificates - Class 10 buildings up to \$10,000	110.00	180101		N
Construction certificate - buildings				
Less than \$5,000 minimum	110.00	180101	A	Y
\$10,001 to \$100,000	\$80 for first \$5,000 plus 0.35% of the amount in excess of \$5,001		A	Y
\$100,001 to \$250,000	\$80 for first \$5,000 plus 0.35% of the amount in excess of \$5,001 plus 0.2% of the amount between \$100,000 and \$250,000		A	Y
More than \$250,000	\$80 for first \$5,000 plus 0.35% of the amount in excess of \$5,001 plus 0.2% of the amount between \$100,000 and \$250,000 plus 0.1% fo the amount in excess of \$250,000		A	N
Certificate s68 Moveable dwelling	100.00	130101	A	N
Amended Construction Certificate				
Minor amendment	20.00	180105	A	Y
Major amendment	100.00	180105	A	Y
Construction certificate - private certifier (lodgement and recording of private construction certificate)	36.00	180105	A	N
Occupation Certificate Interim/Final	100.00	180102		

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
DEVELOPMENT APPLICATIONS				
(for development involving the erection of a building other than a dwelling house, the carrying out of work or the demolition of a work or a building)				
Fee for dwelling house - construction cost under \$100,000	455.00	160501	A	N
Up to \$5000	110.00	160501	A	N
\$ 5000 - \$ 50,000	170.00	160501	A	N
plus an additional \$3 for each \$1,000 (or part of \$1,000) of the estimated cost			A	N
\$ 50,000 - \$ 250,000	352.00	160501	A	N
plus an additional \$3.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$50,000.			A	N
\$ 250,001 - \$ 500,000	1,160.00	160501	A	N
plus an additional \$2.34 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000.			A	N
\$ 500,001 - \$ 1,000,000	1,745.00	160501	A	N
plus an additional \$1.64 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000			A	N
\$ 1,000,001 - \$ 10,000,000	2,615.00	160501	A	N
plus an additional \$1.44 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000			A	N
Planning Reform Fee - State Government Charge of .64 cents per \$1,000		990628	A	N
Fee for request for review of determination Clause 257 of EPA Reg				
(a) In case of a request with the respect to a development application that does not involve the erection of a building, the carrying out of a work or the demolition of a work or building, 50 per cent of the fee for the original development application				
(b) In the case of a request with respect to a development application that involves the erection of a dwelling-house with an estimated cost of construction of \$100,000 or less, \$190, and				
(c) In the case of a request with respect to any other development application, as set out in the Table in Clause 257 of the EPA reg plus an additional amount of not more than \$620 if notice of the application is required to be given under Section 82A of the Act				
a) Subdivisions				
(for development involving the subdivision of land)				
(a) Subdivisions (other than strata subdivision) (i) involving the opening of a public road, \$665 plus \$65 for each additional lot created by the subdivision, or (ii) not involving the opening of a public road, \$330 plus \$53 for each additional lot created by the subdivision				
(b) strata subdivision, \$330 plus \$65 for each additional lot created by the subdivision				
b) Designated Development				
In addition to any other fees payable, a maximum fee of \$920 is payable for designated development.		160501	A	N

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
Despite the provisions of Fees for Development Applications there is a minimum fee of \$555 for designated development.				
c) Integrated Development				
refer to EPA Regulations		160501	A	N
d) Modification of a consent for local development or				
Application under s96 (1) EP&A Act (maximum)	71.00	160501	A	N
Application under s96 (1A) EP&A Act, \$645 or, 50% of original DA fee, which ever is the lesser.		160501	A	N
Application under s96 (2) EP&A Act:				
If the original application fee was less than \$100.00, 50% of that fee, or		160501	A	N
In all other cases, \$100.00 or 50% of the fee whichever is the greater, plus an additional amount of not more than \$500.00 if notice of the application is required to be given under s96 (2) of the Act.		160501	A	N
NB an additional amount of not more than \$665 if notice of the application is required under s96 (2) of the Act. Council will refund so much of the additional amount as is not spent in giving the notice under s96 (2) of the Act.				
e) Development not involving the erection of a building, the carrying out of a work, the subdivision of land or the demolition of a building or work.				
Maximum Fee (Clause 250 EPA reg)	285.00	160501	A	N
f) State Environmental Planning Policy No. 1				
Refer to clause 252A EPA Reg		160501	A	N
g) Development Contributions				
Application to review local approval or development consent		160501	A	N
Refer to clause 257 EPA reg				
Other fees and charges				
Miscellaneous applications - s68 LG Act (eg amusement devices)	100.00	130101	A	N
Complying Development Certificate Registration fee where Council is not approval authority	36.00	160501	A	N
Applications requiring referral to an Independent Accredited Certifier - Certifier's actual fee plus 3%		160501	A	N
s94A Developer Contributions				
Less than \$100,000	Nil			
\$100,001 - \$200,000 - 0.5% of Development Costs		160502	B	N
\$200,001 or greater - 1% of Development Costs		160502	B	N
Planning Proposal (LEP)	POA	160501	B	N
DISHONoured CHEQUES				
Returned Cheques	25.00	110006	D	Y
FOOTPATH RESTORATION				
These fees are for restoration of Councils footpaths after work being conducted by organisations or persons other than Council employees.				
Concrete per m2 - up to 5m2	271.00	191901	E	Y
- 6m2 and over	250.00	191901	E	Y

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
- Minimum fee	1,353.00	191901	E	Y
Pavers per m2 - By Quote		191901	E	Y
Residential Driveways - up to 5m2	271.00	191901	E	Y
- 6m2 and over	250.00	191901	E	Y
- Minimum fee	1,353.00	191901	E	Y
Industrial Driveways - up to 5m2	303.00	191901	E	Y
- 6m2 and over	282.00	191901	E	Y
- Minimum fee	1,512.00	191901	E	Y
GOVERNMENT ACCESS CENTRE				
Black & White Photocopying				
White Paper A4 per page	0.35	150604	D	Y
student	0.25	150604	D	Y
Doublesided	0.50	150604	D	Y
A3 per page	0.55	150604	D	Y
student	0.35	150604	D	Y
Doublesided	0.85	150604	D	Y
Coloured Paper; additional 5c per page Paper Supplied; reduction of 2c per page				
Colour Photocopying				
White Paper A4 per page	1.20	150604	D	Y
Doublesided	1.80	150604	D	Y
A3 per page	1.60	150604	D	Y
Doublesided	2.50	150604	D	Y
Coloured Paper; additional 5c per page Paper Supplied; reduction of 2c per page				
Heavy Weight Paper				
A4 100gsm	2.50	150604	D	Y
A3 100gsm	3.20	150604	D	Y
A4 210gsm	3.20	150604	D	Y
A3 210gsm	3.85	150604	D	Y
Funeral Service Sheets - colour one side, b&w remainder	1.50	150604	D	Y
Faxing/Emailing - Sending				
First Page	3.30	150604	D	Y
Additional Pages (per page)	1.20	150604	D	Y
Faxing/Emailing - Receiving				
Per page	0.35	150604	D	Y
Laminating				
Per A4 pouch	3.30	150604	D	Y
Per A3 pouch	4.60	150604	D	Y
Business Card	1.50	150604	D	Y
Room Hire				
Full Day	55.00	150604	C	Y
Half Day	33.00	150604	C	Y
GOVERNMENT PUBLIC ACCESS (GIPA) ACT 2009				
Standard application - each	30.00	110006	A	N
Non-standard application - per hour	30.00	110006	A	N
GYMNASIUM FEES				
1 visit	8.50	170901	C	Y
6 months (unlimited gym and class visits)	260.00	170901	C	Y
12 months (unlimited gym and class visits)	420.00	170901	C	Y
Block of 10 gym/class visits	75.00	170901	C	Y
10 Week Pass (classes only)	130.00	170901	C	Y

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
Circuit Class				
Per Class (unless Gym member)	8.50	170904	C	Y
Active Ageing Exercise Class for Senior Citizens				
Per Class	3.00	170904	C	Y
Squash Court Hire				
Per Court - Per Half Hour	4.00	170901	C	Y
HALL - GILGANDRA				
Booking Fee (to secure deposit - comes off total hire charge)	25.00	170401	C	Y
<i>Cleaning/Security Deposit - This deposit will be refunded where the hall and facilities are left in a clean and tidy state by no later than 10:am on the day following the function</i>				
Private function with alcohol available	800.00	990622	C	N
Public function with alcohol available	500.00	990622	C	N
Function with no alcohol	200.00	990622	C	N
Bond for Red Carpet - refundable if carpet is returned in clean condition	50.00	990622	C	N
Training Room - per day (includes use of kitchen)	100.00	170401	C	Y
Training Room - Non profit - up to 3 hours	60.00	170401	C	Y
Main Hall only - per day	170.00	170401	C	Y
Main Hall only - per day (local non-profit /community organisation/event)	110.00	170401	C	Y
Main Hall only - up to 3 hours (local non-profit/community organisation/event)	60.00	170401	C	Y
Main Hall only - for funeral service	110.00	170401	C	Y
Main Hall, Training Room & Kitchen - per day	230.00	170401	C	Y
Main Hall, Training Room & Kitchen - for funeral service	230.00	170401	C	Y
Main Hall, Training Room, Kitchen, Cool Room & Bar - per day	350.00	170401	C	Y
All facilities - per day (local non-profit/community organisation/event)	175.00	170401	C	Y
Large Functions (additional set up days) per day	175.00	170401	C	Y
Dance Practices (associated with function)	20.00	170401	C	Y
Table Hire (each) only older rectangle tables	12.00	170401	C	Y
Chair Hire (each)	2.50	170401	C	Y
Hire of Red Carpet	70.00	170401	C	Y
Metal Display Stands (each)	5.00	170401	C	Y
Replacement of any broken or damaged item - actual cost of item		170401	C	Y
Council Chambers				
Not for profit local organisations	0.00			
HALL - CURBAN				
Night time hire: eg. wedding, party, etc	200.00	CCH&TMC	C	N
<i>A bond of \$500 will apply and is payable before function.</i>				
Commercial business - full day (4+ hrs)	120.00	CCH&TMC	C	N
Non commercial, local - full day (4+ hrs)	60.00	CCH&TMC	C	N
Night meeting only	30.00	CCH&TMC	C	N
Commercial business - half day (up to 4hrs)	60.00	CCH&TMC	C	N
Non commercial, local - half day (up to 4hrs)	30.00	CCH&TMC	C	N
Social Tennis - half day per person	5.00	CCH&TMC	C	N
Social Tennis - full day per person	10.00	CCH&TMC	C	N
Tennis Court Hire - half day per court (no balls provided)	20.00	CCH&TMC	C	N
HALL - TOORAWEEAH				
Large Function eg. wedding, party	150.00	THC	C	N
Meeting or Single Day Event	100.00	THC	C	N
Table Hire (each)	5.00	THC	C	N

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
Chair Hire (each)	1.00	THC	C	N
IMPOUNDED ARTICLES - eg cars				
Conveyance of impounded article to pound/storage 28 days/disposal	400.00	180105	E	N
Notice advising the owner of an impounded item	0.00		E	N
Advertising of article/vehicle prior to sale, where necessary and when the owner not known	0.00		E	N
IMPOUNDED STOCK				
Conveyance of impounded stock to pound or other approved site	150.00	180105	E	N
plus actual cost for droving/transporting				
Notice advising the owner of impounded stock	0.00			
Advertising of stock prior to sale, where necessary and when the owner not known	0.00			
Release Fee - per head				
horses, cows, etc (first head)	60.00	180105	E	N
horses, cows, etc (subsequent head)	20.00	180105	E	N
sheep, goats, pigs (first head)	60.00	180105	E	N
sheep, goats, pigs (subsequent head)	15.00	180105	E	N
Sustenance and maintenance - per head/per day				
horses, asses, mules, cows, camels	25.00	180105	E	N
sheep, goats, pigs	2.00	180105	E	N
INSPECTION, LICENCE and REGISTRATION FEES				
Caravan Parks (per site)	100.00	130102	E	N
Combined inspection - Schools (ie places of public entertainment and food shop)	100.00	130102	E	Y
Barber shops and hairdressers	100.00	130102	E	N
Beauty salons	100.00	130102	E	N
Boarding house, bed and breakfast establishment	100.00	130102	E	N
Food shops (initial inspection)	100.00	130102	E	N
plus travel per hour if over 1/2 hour travel	100.00	130102	E	N
Food shop (each inspection after the 2nd visit)		130102	E	N
Minor food shops	20.00	130102	E	N
Mobile vending facilities	100.00	130102	E	N
plus travel per hour if over 1/2 hour travel	100.00	130102	E	N
Skin penetration	100.00	130102	E	N
Water carters	100.00	130102	E	N
Water sampling - private (exclusive of water analysis costs)	POA		E	Y
KERB AND GUTTER				
These fees are for restoration of Council's kerb and gutter after work being conducted by organisations or persons other than Council employees.				
Concrete lineal per m2 - up to 5m2	446.00	191901	E	Y
- 6m2 and over	415.00	191901	E	Y
- Minimum fee	2,228.00	191901	E	Y
Residential Kerb and Gutter Layback				
Concrete lineal per m2	271.00	191901	E	Y
- Minimum fee	1,353.00	191901	E	Y
Industrial Kerb and Gutter Layback				
Concrete lineal per m2	303.00	191901	E	Y
- Minimum fee	1,512.00	191901	E	Y

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
LIBRARY CHARGES				
Black & White Photocopying				
White Paper A4 per page	0.40	170201	D	Y
bulk	0.30	170201	D	Y
double sided	0.50	170201	D	Y
White Paper A3 per page	0.50	170201	D	Y
double sided	0.70	170201	D	Y
Scanning Images per image	1.00	170201	D	Y
USB each	10.00	170201	D	Y
Laminating A4 per page	3.30	170201	D	Y
Colour Printing from a PC A4 per page	3.00	170201	D	Y
Bulk Colour Printing A4 per page	1.00	170201	D	Y
Bulk Colour Printing A3 per page	6.00	170201	D	Y
Lost Membership Card	2.00	170201	D	Y
Lost/Damaged books - replacement cost				
Processing fee for lost or damaged item	5.50	170202	D	Y
Overdue DVD - per day	1.50	170202	D	Y
Overdue - all other items - per day	0.10	170202	D	Y
Internet - 1 hour limit (research only)	0.00	170201	D	Y
Faxing - Sending				Y
First Page	3.30	170201	D	Y
Additional Pages (per page)	1.20	170201	D	Y
Faxing - Receiving				
Per Page	0.40	170201	D	Y
Library Bags - Cloth	4.00	170201	D	Y
Sale Items (Deleted Stock)	0.50	170203	D	Y
National Library - Inter Library Loans	16.50	170204	D	Y
Inter Library Loans (charging libraries only)	6.00	170204	D	Y
Postage	10.00	170204	D	Y
Photographs	10.00	170201	D	Y
Digital Photographs	10.00	170201	D	Y
Photograph CD	2.00	170201	D	Y
MAPS				
Sale of Rural Property Maps - copy fee only	9.00	110006	D	Y
ORANA LIFESTYLE DIRECTIONS				
Day Access Options (DAO) - per day	7.50	500502	A	N
Client Admin fee - per week	65.00	500101	A	N
Travel charged to clients - per km	0.50	500103	E	Y
<i>** Other costs apply to clients to aid in the independent living style and these are dependant on client and the house they are living in.</i>				
PERMITS				
Heavy Vehicle National Law				
Issue of Permit	72.00	110101	A	N
Route assessment fee - per hour then in 1/2 hour increments	77.00	110101	A	N
PLAN PRINTING				
General plan printing from Plotter (soft copy required)	9.00	110006	D	Y

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
PLANT HIRE RATES				
Price on Application			C	Y
RATES ENQUIRIES				
Sales register - per page	1.20	110006	D	N
Copy of rate notice	0.00	110006	D	N
Instalment notice	0.00	110006	D	N
Water account	0.00	110006	D	N
Sundry debtor invoice	0.00	110006	D	N
Valuation search	0.00	110006	D	N
Valuation listings	185.00	110006	D	N
Inspection of Notices of Sale	7.00	110006	D	N
Interest on overdue rates	7.5%	280302	A	N
<i>NB: This rate is subject to change pending notification from Department Local Government</i>				
Legal fees - as set out by Court House	at cost	110006	E	N
Extract from Valuation Books (eg Crown Land Titles)	0.00	110006	D	N
Valuation or Ownership Enquiry (written advice)	0.00	110006	D	N
Title Search	25.00	110006	D	N
DP Map	25.00	110006	D	N
ROADS - ENGINEERING INSPECTION				
This fee is applicable when work is conducted within the road reserve by organisations or persons other than Council staff.				
Per inspection	160.00	191901	E	N
ROADS - OPENING PERMIT				
This fee is applicable when work is conducted within the road reserve by organisations or persons other than Council staff.				
Per Application	58.00	191901	E	N
ROADS - PAVEMENT RESTORATION				
This fee is for restoration of Councils road pavement after work being conducted by organisations or persons other than Council staff.				
Gilgandra - gravel pavement, bitumen seal - per m2	245.00	191901	E	N
Minimum Fee	1,353.00	191901	E	Y
Outside Town Limits - gravel pavement, bitumen seal	by quote	191901	E	Y
ROADS - PUBLIC				
Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway.		191901	E	N
Erect an advertising structure over a public road, or exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road our outside a shop windor or doorway abutting the road, or hang an article beneath an awning over the road.		191901	E	N
Extend a balcony, awning, sunblind, canopy, sun louvre or similar structure or an essential service pipe beyond a road alignment		191901	E	N

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
SEWERAGE				
Connection fee - Gilgandra	366.00	400032	E	N
Installation of a New Sewer Junction				
less than 3 m deep	2,981.00	400032	E	Y
3 m - 4 m deep	3,326.00	400032	E	Y
greater than 4 m deep	4,244.00	400032	E	Y
Liquid Trade Waste				
<i>Application for Approval to Discharge Trade Waste</i>				
Concurrence Classification A	287.00	400011	E	N
Concurrence Classification B	287.00	400011	E	N
Concurrence Classification C	393.00	400011	E	N
Concurrence Classification S	393.00	400011	E	N
<i>Annual Trade Waste Fee</i>				
Category 1 Discharger per year	90.00	400011	E	N
Category 2 & 2S Discharger per year	179.00	400011	E	N
Category 3 Discharger per year	600.00	400011	E	N
<i>Reinspection Fee</i>				
Per Reinspection	83.00	400011	E	N
<i>Trade Waste Usage Charge (per kl)</i>				
Category 1 Discharger with appropriate pre treatment	0.00	400011	E	N
Category 1 Discharger without appropriate pre treatment	1.75	400011	E	N
Category 2 Discharger with appropriate pre treatment	1.75	400011	E	N
Category 2 Discharger without appropriate pre treatment	16.00	400011	E	N
Category 2S - see Tankered Trade Waste Charges below				
Category 3 - see Excess Mass Charges below				
<i>Food Waste Disposal Charge</i>				
Food Waste Disposal Charge - per bed	29.00	400011	E	N
<i>Excess Mass Charges per kilogram</i>				
Charges apply for large / industrial dischargers (charging Category 3) for all wastes that exceed concentration of pollutants in domestic sewage. Formula applies with pollutant rates of charges per kg.				
Aluminium	0.75	400011	E	N
Ammonia (asN)	2.25	400011	E	N
Arsenic	75.45	400011	E	N
Barium	37.75	400011	E	N
Biochemical Oxygen Demand (BOD)	0.75	400011	E	N
Boron	0.75	400011	E	N
Bromine	15.00	400011	E	N
Cadmium	349.00	400011	E	N
Chloride	37.75	400011	E	N
Chlorinated Hydrocarbons	1,509.00	400011	E	N
Chlorinated Phenolics	1.55	400011	E	N
Chlorine	25.00	400011	E	N
Chromium	15.25	400011	E	N
Cobalt	15.25	400011	E	N
Copper	75.45	400011	E	N
Cyanide	3.75	400011	E	N
Fluoride	1.55	400011	E	N
Formaldehyde	1.35	400011	E	N
Herbicides / Defoliants	755.00	400011	E	N
Iron	1.55	400011	E	N
Lead	37.75	400011	E	N
Lithium	7.55	400011	E	N
Manganese	7.55	400011	E	N

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
Mercaptans	75.50	400011	E	N
Mercury	2,515.00	400011	E	N
Methylene Blue Active Substances (MBAS)	0.75	400011	E	N
Molybdenum	0.75	400011	E	N
Nickel	25.00	400011	E	N
Nitrogen (as TKN - Total Kjeldahl Nitrogen)	0.20	400011	E	N
Organoarsenic Compounds	755.00	400011	E	N
Pesticides General (excludes organochlorines and organophosphates)	755.00	400011	E	N
Petroleum Hydrocarbons (non-flammable)	2.50	400011	E	N
Phenolic Compounds (non-chlorinated)	7.55	400011	E	N
Phosphorous (Total P)	1.55	400011	E	N
Polynuclear Aromatic Hydrocarbons (PAHs)	15.35	400011	E	N
Selenium	53.00	400011	E	N
Silver	1.40	400011	E	N
Sulphate (SO ₄)	0.15	400011	E	N
Sulphide	1.55	400011	E	N
Supphite	1.65	400011	E	N
Suspended Solids (SS)	1.00	400011	E	N
Thiosulphate	0.25	400011	E	N
Tin	7.55	400011	E	N
Total Dissolved Solids (TDS)	0.06	400011	E	N
Uranium	7.55	400011	E	N
Zinc	15.35	400011	E	N
Non Compliance Charges				
Non compliance pH charge				
Value of coefficient K in equation of TW Policy	0.40	400011	E	N
Non Compliance Excess Mass Charges - per kg				
Applied when discharge qualities fail to comply with approved concentration limits of substances specified in approval conditions. Formula applies with pollutant rates of charges per kg (calculated using formula).				
Tankered Waste Charges (Charging Category 2S)				
Chemical Toilet per kg	17.00	400011	E	N
Septic Tank and Pan Waste per kg	2.25	400011	E	N
Effluent Septage per kg	22.35	400011	E	N
DISCONNECTION OF PREMISES FROM SEWERAGE				
Per premises, to property line	361.00	400011	E	Y
SEWERAGE PLANS				
Copy of prepaid plan (Water/Drainage Diagram)	31.00	180103	D	Y
<i>NB: Local plumbers do not pay this fee</i>				
SEWERAGE (ON-SITE) DISPOSAL SYSTEMS				
Application to install	106.00	400032	E	N
plus cost of installation				
Inspection/re-inspection of primary system	106.00	400032	E	N
Inspection/re-inspection of each additional system	106.00	400032	E	N
SPORTING FIELDS				
Cricket Club	4,360.00	170701	C	Y
Touch Football	580.00	170701	C	Y
Rugby Union	1,880.00	170701	C	Y
Rugby League	2,820.00	170701	C	Y
Casual Hirers - per day	110.00	170701	C	Y
<i>must have \$10 million public liability</i>				
Saturday/Sunday				

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
<i>Determined by Council on recommendation of Sports Council</i>				
Junior and School Sports	0.00		C	Y
Travelling Shows				
Bond	800.00	170701	C	N
Small Circus	230.00	170701	C	N
Large Circus	435.00	170701	C	N
<i>must have \$10 million public liability</i>				
Lighting				
McGrane Oval				
Regular Hirers - per hour	30.70	170701	C	Y
Casual Hirers - per hour	37.50	170701	C	Y
Junior League & Hockey Ovals				
Regular Hirers - per oval per hour	6.80	170701	C	Y
Casual Hirers - per oval per hour	9.10	170701	C	Y
Casual Hirers - two ovals per hour	14.90	170701	C	Y
Portable Grandstands				
Adjoining Councils - per grandstand	263.00	170701	C	Y
Private Individuals subject to approval by Sports Council	325.00	170701	C	Y
STREET TRADING				
Busking				
Application fee	Nil	130101	C	N
Footpath Dining				
Application fee	100.00	130101	C	Y
Annual rental fee per setting per year	Nil		C	Y
Security deposit (once only fee)	0.00	130101	C	N
Merchandise and Signage Display				
Application fee	100.00	130101	C	N
Annual rental fee	Nil	130101	C	N
Street Vending Stalls				
Application fee	100.00	130101	C	N
Annual rental fee	Nil	130101	C	N
Street Vending Vehicles				
Subject to a Local Activity Approval	100.00	130101	C	N
Ticket Selling and Public Collections				
Application fee	Nil	130101	C	N
SWIMMING POOL ACT				
Pool Posters	25.00	170601	E	Y
SWIMMING POOL ENTRANCE FEES				
Single Entry	3.00	170601	E	Y
Single Entry as part of school program	1.00	170601	E	Y
Season ticket - Single	105.00	170601	E	Y
Season ticket - Family (as per medicare card)	200.00	170601	E	Y
Half Season ticket - Single	65.00	170601	E	Y
Half Season ticket - Family (as per medicare card)	105.00	170601	E	Y
TENDER/QUOTATION DOCUMENTS				
Electronic copy	0.00		E	Y
Hard copy - set on a case by case basis dependant on volume of paperwork	POA	110006	E	Y
TREE INSPECTION				
Inspection for removal			E	Y
WASTE DISPOSAL				
WASTE MANAGEMENT - TIPPING FEES				
Green Waste (Lawn clippings, tree prunings, straw)				
Clean	0.00		E	Y

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
Contaminated - per cubic metre	50.00	140305	E	Y
Fill (eg soil, clay, loam)				
Clean	0.00		E	Y
Contaminated (concrete, bricks, steel etc) - per cubic metre	45.00	140305	E	Y
Residential Waste & Non Hazardous Commercial/Industrial Waste				
Sorted recyclables	0.00			
240L bin or equivalent (shire residents only)	0.00			
240L bin or equivalent (non shire residents)	15.00	140305	E	Y
Unsorted ute or box trailer - no cage	15.00	140305	E	Y
Unsorted for quantities greater than a box trailer - per cubic metre	40.00	140305	E	Y
Car bodies	0.00		E	Y
Commercial / Industrial Solid Non Hazardous Waste				
Sorted recyclables	0.00	140305	E	Y
Unsorted ute or box trailer - per cubic metre (landfill)	20.00	140305	E	Y
Unsorted for quantities greater than a box trailer - per cubic metre	40.00	140305	E	Y
Car bodies	0.00	140305	E	Y
Unclean Silo Bags	40.00	140305	E	Y
Clean Silo Bags (suitable for recycling)	0.00	140305	E	Y
Metal				
scrap metal	0.00			
white goods 200L steel drums (clean)	0.00			
Fencing Wire				
clean	0.00			
Contaminated - per cubic metre	40.00	140305	E	Y
E - Waste				
TVs, computer monitors, printers, etc	0.00			
Chemical Drums				
Plastic and steel drums through Drum Muster	0.00			
Plastic and steel drums to landfill (per drum)	5.00	140305	E	Y
Demolition & Building Material Waste				
Sorted	0.00			
Bulk demolition unsorted - per cubic metre	35.00	140305	E	Y
Concrete (brick size) - per cubic metre	20.00			
Concrete (larger than brick size) - per cubic metre	40.00	140305	E	Y
Concrete (larger than brick size) - per tonne	30.00	140305	E	Y
Concrete (larger than brick size) - per trailer (8ft x 5ft) or Ute load (Commercial Operators Only)	20.00	140305	E	Y
Hazardous Waste				
Bonded Asbestos less than cubic metre (conditions apply)	100.00	140305	E	Y
Bonded Asbestos bulk per cubic metre (conditions apply)	200.00	140305	E	Y
NOTE: no other hazardous waste accepted				
Disposal of dead animals				
Horse, cow, bull or bullock - each	100.00	140305	E	Y
Calf or foal - each	50.00	140305	E	Y
Sheep, goat, pig or kangaroo - each	20.00	140305	E	Y
Dog or cat - each	10.00	140305	E	Y
Offal - minimum fee	10.00	140305	E	Y
Offal - per cubic metre	20.00	140305	E	Y
Water Tanks				
Clean - Iron	0.00			
Clean - plastic and fibre glass	40.00	140305	E	Y

Description of Fees and Charges	2017-18 \$	Income Number	Fee Type	GST (Y/N)
Lined with concrete or other material	40.00	140305	E	Y
Tyres - per tyre				
Bike Tyres	2.00	140305	E	Y
Car Tyres	10.00	140305	E	Y
4WD Tyres	12.00	140305	E	Y
Truck Tyres	25.00	140305	E	Y
Super Singles	35.00	140305	E	Y
Tractor Tyres (front)	60.00	140305	E	Y
Tractor Tyres (rear)	110.00	140305	E	Y
Shredded Tyres per tonne	375.00	140305	E	Y
Other Waste				
Motor Oil & cooking oil	0.00			
Batteries	0.00			
Replacement Yellow Recycling Bin	90.00	140305	E	Y
WATER SUPPLY				
Gilgandra				
Connections 20mm including meter (standard)	701.00	300032	E	Y
25 mm including meter	728.00	300032	E	Y
32mm including meter	1,019.00	300032	E	Y
40mm including meter	1,358.00	300032	E	Y
50mm including meter	3,045.00	300032	E	Y
Tooraweenah				
Connections 20mm including meter	842.00	300032	E	Y
Water meter reading fee (Gilgandra)	35.00	300031	E	Y
Water meter reading fee (Tooraweenah)	106.00	300031	E	Y
Water meter re-reading fee (Gilgandra)	48.00	300031	E	Y
Water meter re-reading fee (Tooraweenah)	142.00	300031	E	Y
<i>Above fees are on request of the customer, must be paid in advance and are refunded if Councils error.</i>				
Disconnection of Meter - Gilgandra	372.00	300031	E	Y
Disconnection of Meter - Tooraweenah	512.00	300031	E	Y
Replacement of Meter Damaged by Property Owner				
- Gilgandra	165.00	300031	E	Y
- Tooraweenah	306.00	300031	E	Y
Drinking Water from Bulk Filling Station				
Purchase of an access key & button. These devices are unique to each user, the person recorded as being issued with the device is responsible for the water usage fees.	43.00	300031	E	Y
Water Usage Fee per kilolitre.	2.60	300031	E	N
<i>Note: the above fees will be administered by either accounts or prepaid arrangements.</i>				
Fire Flow Test - Gilgandra	223.00	300031	E	Y
Water/Drainage Diagram (copy of prepaid plan)	26.00	180103	D	Y
YOUTH SERVICES BUS				
Per Day plus fuel	110.00	150201	C	Y