

NOTICE OF ORDINARY MEETING

Notice is hereby given that the next Meeting of Council will be held in the Council Chambers on **Tuesday, 15 May 2018 at 4.00pm.**

Agenda

- (1) Submission of Questions for Next Meeting
- (2) National Anthem
- (3) Prayer
- (4) Acknowledgement of Traditional Owners:
"I acknowledge the traditional custodians of the land on which we live, work and play. I pay my respects to our Elders past and present and thank them for the contribution they have made, and continue to make, in the cultural identity of our nation."
- (5) Apologies
- (6) Declarations of Interest:

At this juncture, Councillors should indicate any items in which they have an interest and therefore will not be participating in discussion or voting.
- (7) Confirmation of Minutes:
 - Ordinary meeting held on 17 April 2018 (circulated previously)
- (8) Reports from Servants
- (9) Address by David McBurnie in relation to Inland Rail concerns
- (10) Correspondence

Listing of matters to be considered in Closed Council

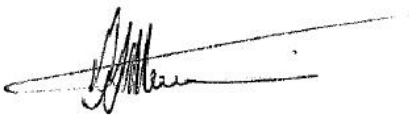
The following matters are listed to be considered in Closed Council in line with the confidentiality policy of Council and Clause 10A (2) of the Local Government Act, 1993, relating to:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
 - I. prejudice the commercial position of the person who supplied it, or
 - II. confer a commercial advantage on a competitor of the council, or
 - III. reveal a trade secret

2.

- (e) information that would, if disclosed, prejudice the maintenance of the law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege information concerning the nature and location of a place or an item of Aboriginal significance on community land.

- Procedural Motion to close Council to Press and Public
- Reports from Servants to Closed Council Meeting
 - Quotations - Grader (c)
 - Tenders – Water Loss Management Plan (c)



David Neeves
General Manager

INLAND RAIL REQUEST

SUMMARY

To consider and respond to a formal request from David and Karen McBurnie raising concerns about the Inland Rail

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A letter was received by Council from Mr and Mrs McBurnie regarding their concerns about Council's dealings and approach to the Inland Rail. A copy of this letter is provided as a separate attachment. Their objections to the Inland Rail study corridor is an opinion that is mirrored by other landholders.

This report intends to provide Council and the community with an overview of the actions taken in relation to the inland rail alignment as well as outlining Council's vision on other issues involving inland rail.

Without taking a formal position, Council has discussed and formed the position that regardless of which alignment was chosen, the impacts to ratepayers in our community will be great. With approximately 95km of Greenfield rail line proposed through our Local Government Area, Gilgandra Shire is highly impacted and it is primarily for this reason that Council has, at any opportunity emphasised to ARTC and the Federal Government that the existing alignment should be utilised where possible.

Summary of Council's Actions to Date

Below is a summary of actions regarding this position to date:

- 26 June 2017 – Letter to ARTC providing feedback on alignment. The letter includes Council's desire to see the alignment to follow existing rail corridor.
- 31 August 2017 – Letter to the Hon Mark Coulton MP. This letter was a briefing for a meeting with the Minister for Infrastructure of the time, Hon Darren Chester MP. This meeting was arranged and a delegation of land owners attended. This letter provides a detailed summary of the numerous concerns raised by landowners.
- 5 March 2017 – Letter to Dr Helen Nugent AO, Chairman of ARTC. This letter requested senior staff and directors visit Gilgandra to address concerns that have been raised.

(Correspondence Attached separately)

In addition to the formal correspondence, Council has raised the concerns of landholders with ARTC during the consultation briefings. Although there is some expectation from the community that Council is privileged to information over and above what is being shared by ARTC to landholders, this is untrue. Council has been critical of the consultation process to date, not only because Council is an impacted landholder, but also through the advocacy role for local ratepayers. These concerns were again raised and discussed at the recent meeting with ARTC executives, it was refreshing when Mr Warren Truss, incoming Chairman, spoke to his strong commitment in working with communities to ensure they are properly consulted. Attendees of this meeting from Council strongly encouraged ARTC to have a greater presence in the Gilgandra Shire community and this was acknowledged.

Issues for Consideration

Council, in considering taking any position on the alignment of Inland Rail, shall acknowledge the following issues:

- The current study corridor has been selected and approved by the Minister of Infrastructure, Regional Development and Cities on behalf of the Australian Government. The only person and/or body that can change the current selected alignment is the Australian Government. This is not a Council project and Council holds no jurisdiction in the selection or approval of a rail corridor.
- Council has no information, research or data to prove what is contained in the various reports of the Federal Government and ARTC is factually incorrect, therefore would only be taking a formal position on the alignment of the Inland Rail on the basis of lobbying by impacted landowners.
- This project is an Australian Government project and as such, they are solely responsible to answering to the impacted landowners, communities and stakeholders why the current study corridor has been selected and addressing each concerns raised.
- There has been significant community concern raised about the impacts to landholders within the study corridor, some requesting that the inland rail should remain on the existing alignment being the Dubbo -Coonamble line as evident in the letter from Mr and Mrs McBurnie. Council has and should continue to advocate for ratepayers.

Community Concerns

Council is aware of the issues and the anxiety caused to the impacted landholders. There remains many outstanding concerns that may remain outstanding until such time the final 60m corridor is ultimately chosen. This has been an opinion expressed to Council by numerous landholders, as Mr and Mrs McBurnie have highlighted in their letter, and there is no doubt that the uncertainty around the final alignment is impacting landholders business decisions.

It has been 12 months since the Federal Government announced its financial commitment to the Inland Rail and it is fair to say that this project is becoming a reality. In deliberating on this matter, Council should continue to lobby the Australian Government and highlight our communities concerns.

Although there are some factual inaccuracies within Mr and Mrs Mc Burnie's letter, it has raised a broad range of issues that Council is already considering.

Despite the assertion in such letter that Council has purchased industrial land at Graincorp South, this is incorrect. This parcel of land is the only large scale undeveloped zoned industrial land within our Shire. Its location has many strategic advantages which was identified during the last review of the local environmental plan and has for over 7 years been identified and zoned as a potential growth area for industrial development. Council has not purchased this land, although it may be an option in the future. Discussions are ongoing with the landholder and State Government on how this land could be developed for the benefit of our Shire and the region. It would be negligent of the Council not to consider the possible industrial opportunities that are presented by the construction of the Inland Rail particularly those industries that are likely to supply materials and services during the construction stages. Regardless of the alignment chosen, including the existing alignment, there will be a definite need for new components and services.

Council's Position and Opportunities for the Future

As the construction phase at the Parkes to Narromine section is drawing closer, the opportunities for Gilgandra Shire in the Narromine to Narrabri (N2N) construction phase are becoming increasingly evident. Council has formed its position to promote Gilgandra as the construction hub for this section of Inland Rail. The (N2N) section is approximately 307km and Gilgandra is within 1 hours travel time for more than half of the section. There are competitive advantages with being located so close and the opportunities that exist during construction and post construction should be explored.

Whilst in the assessment process for the final alignment is ongoing, it is becoming increasingly talked about that for our region to benefit from post construction there needs to be connectivity.

The potential benefits, when expressed in a \$/tonne are varied and somewhat unknown when expressed in such terms, but Council understands, that for the region to benefit from the Inland Rail there must be an opportunity to connect. Council would like to see our regional suppliers and industries have access to efficient transport networks, and the inland rail presents a further opportunity for this, particularly for the benefit of grain producers in our Shire. In developing connectivity at Curban, there is greater benefit, not only to those in our Shire, but Coonamble, Warren, Warrumbungle and Walgett districts also.

Without efficient connectivity, it really questions what benefits the Inland Rail will have for our region and many producers mirror these thoughts. Connecting the current rail line, which is part of the State owned Country Rail Network, with the proposed inland rail will be a key driver for Council and Council should continue to advocate for connectivity with the State and Federal Governments. The recently signed intergovernmental agreement between the NSW State Government and the Federal Government is an important step forward.

Council should remain committed to developing employment opportunities for locals during the construction phase, including youth and indigenous opportunities. Council intends to support local businesses to build capacity including identifying training and upskilling opportunities for local businesses and generally making sure our community is Inland Rail ready. We know that there is substantial work involved in the Inland Rail project, and local participation must be a critical focus for Council.

Should the Australian Government reaffirm its commitment to the proposed study corridor, then the availability of water, particularly through the construction phases is going to be critical. Council's proposal to work with ARTC to investigate water sources that is not in competition to current stock and domestic supplies will be important. If ARTC decides to partner Council in a project of this nature, Council will have the ability to better influence the outcome, to source a sustainable water source that does not compete with current local sources and which potentially leaves a positive legacy to locals land holders post construction. Such study would be undertaken by qualified independent experts in this field.

Whilst Council continues to advocate for our landholders, Council needs to ensure our community as a whole can benefit from the opportunities Inland rail can offer our Shire, and become part of the solution. Council should remain committed to this and be ready, willing and able to take advantage of Inland Rail construction phase.

In summarising this report, it is fair to say that Council understands and acknowledges the anxiety to the potentially impacted land holders. Council has and should continue to advocate to the Australia Government the concerns raised from within our community.

Council has often used the analogy that it is wearing two hats, those being the advocacy role of impacted landholders and the other preparing the community for the economic benefits the inland rail presents. Both are important and one shouldn't been seen to overrule the other.

The fact of the matter is that Council is not a determining authority and has no jurisdiction over the decision relating to the inland rail alignment. Council has lobbied for improved consultation, and that consultation should extend to clearly outlining the reasoning's behind the study corridor was selected over the existing rail corridor and Council should be requesting the Australian Government to clearly articulate these reasons.

In line with Council's Strategic Plan (8.1), Council has committed to engage with outer councils and spheres of Government to represent and advocate the needs of its community.

<u>Principal Activity</u>	Economic Development / Representation and Collaboration
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	5.1.2.1 Provide support for existing business and facilitate opportunities for business development and growth 8.1.2.1 Maintain regular communications with State and Federal Members

RECOMMENDATION

1. That Council acknowledge the letter provided by Mr and Mrs McBurnie and the concerns raised by not only Mr and Mrs Mc Burnie but other landholders impacted upon by the proposed inland rail study corridor.
 2. That Council formally write to the Deputy Prime Minister and Minister for Infrastructure and Transport, the Hon Michael McCormack MP and our local Member for Parkes and Assistant Minister for Trade, Tourism and Investment, the Hon Mark Coulton notifying them of;
 - a. The desire of many impacted landholders to have the inland rail route located on the existing rail corridors throughout Gilgandra Local Government Area; and
 - b. The community engagement strategies applied by ARTC and the Australian Government to date have been inadequate and
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ARTC needs to have a greater presence in our community and be more accessible to the public.

3. That, in the event that the Australian Government reaffirms its commitment to the current study corridor, there is a detailed written explanation provided to each individual landholder by the Australian Government outlining the justification for this decision.

David Neeves
General Manager

MAYORAL MINUTE - 6/18
MAYORAL COMMITMENTS

SUMMARY

To advise Council of the Mayor's activities during the preceding month.

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Since the last report, as Mayor I have represented Council as follows:

19/4/18	Domestic Violence meeting
19/4/18	Luncheon to acknowledge Shellharbour Anglican College students
23/4/18	Joint Organisation preliminary planning meeting - Narromine
23/4/18	Sports Council meeting
25/4/18	ANZAC Day 11am Service, RSL luncheon, Cooee Lodge Service
26/4/18	ARTC visit – planning meeting
26/4/18	Discussions regarding Aboriginal employment initiatives associated with Regional Rail project being delivered in Dubbo
1/5/18	Meeting with Warrumbungle Shire and staff of Balmoral Group regarding the Castlereagh Zone Economic Development Strategy
2/5/18	Discussions with McBurnie and Lummis families regarding Inland Rail route
2/5/18	Meeting with Department of Planning staff regarding outcomes of the Mendooran drilling project
2/5/18	Promotions and Economic Development Committee meeting
7/5/18	Presentation of Business Case to the Member for Dubbo for ongoing funding of Hear Our Heart Earbus project
8/5/18	Newell Highway Taskforce meeting – Narrandera
8/5/18	Council Workshop
9/5/18	Disability Services Meeting
10/5/18	Solar Energy Workshop, Mining Related Councils – Cobar
15/5/18	Council meeting

Principal Activity

Strategic Leadership

Policy Implications

Nil

Budget Implications

Nil

Delivery Program Actions

4.1.2.1

Conduct the business of Council in an open and transparent manner

RECOMMENDATION

That the report be noted.

D Batten
Mayor

REQUEST TO AMEND LOCALITY BOUNDARIES – ARMATREE/CURBAN

SUMMARY

To consider a request from Mr Brian & Mrs Natalie Mudford to amend the boundaries of the localities of Armatree and Curban to facilitate their property at 3297 Castlereagh Highway being transferred from the locality of Armatree to the locality of Curban.

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Mr and Mrs Mudford have written to Council as follows:

Thank you for meeting with me last week to discuss the challenges we are having with our designated address of 3297 Castlereagh Hwy Armatree 2828.

As you are aware the address we currently use and have used for the last 20 years is 3297 Castlereagh Hwy Gilgandra 2827, your proposal to change it to Armatree 2828 based on the boundaries presents a number of challenges for us.

Not only will we have to change our postal address with all of the people we do business with, but also our licences, electricity, phone, insurance etc, this is a long and we feel unnecessary process.

We are residents of the Gilgandra Shire and Natalie runs a business from town, she is in town every day, our children attend school in Gilgandra, the businesses we deal with for goods are based in Gilgandra. If our postal address is changed to Armatree 2828 our mail will then be directed through the Gulargambone Post Office, in a totally different direction to that in which we travel every day. If we have parcels that do not fit in our mail box, we would have to go 20kms in the opposite direction to where we go each day (a 40km round trip) to collect any parcels. Given the changes in online ordering for parts for machinery or repairs being sent, this means that we would regularly have to make the 40km round trip, rather than tying it in with daily trips to town in Gilgandra.

Our mail is currently delivered from the Gilgandra Post Office, the mailman drives right past our front gate on his route, whereas the Gulargambone mailman does not go past our front gate. We order the local paper and the Land through the Gilgandra Newsagency, supporting local business, and the mailman collects these papers in town and delivers them with our mail. We would then have to change to ordering The Land online, taking business away from the local newsagency in Gilgandra.

We would like to propose that the boundary be changed to include us in the Curban/Gilgandra boundary to ensure we continue to receive our mail through the Gilgandra Post Office and remain on the current mail run.

If we can provide any further information please do not hesitate to contact us.

Background Information – Locality Changes

3297 Castlereagh Highway has been in the locality of Armatree since localities were gazetted in 1990.

In 2013 Australia Post carried out a consultation process in relation to a proposal to request Council to apply to the Geographical Names Board to amend locality boundaries in some areas of Gilgandra Shire to assist with mail delivery in a cost efficient manner.

Australia Posts proposal included an amendment to the boundary of Armatree and Curban localities to assist with mail delivery runs originating from Gulargambone post office for Armatree locality and Gilgandra post office for Curban locality. The Geographical Names Board subsequently approved the request to amend these locality boundaries.

The property in question did not form part of this boundary change however it is understood from subsequent discussions with Australia Post that this property continued to be serviced by way of a mail run which originated from Gilgandra post office leading to many instances of delayed mail delivery. Mr & Mrs Mudford have also previously had a number of discussions with Council staff regarding their locality, post code and inefficient mail delivery.

Council has subsequently taken this issue along with similar issues in other areas of the Shire to the Postal Ombudsman in an effort to have Australia Post align their mail runs with their post codes and the locality boundaries.

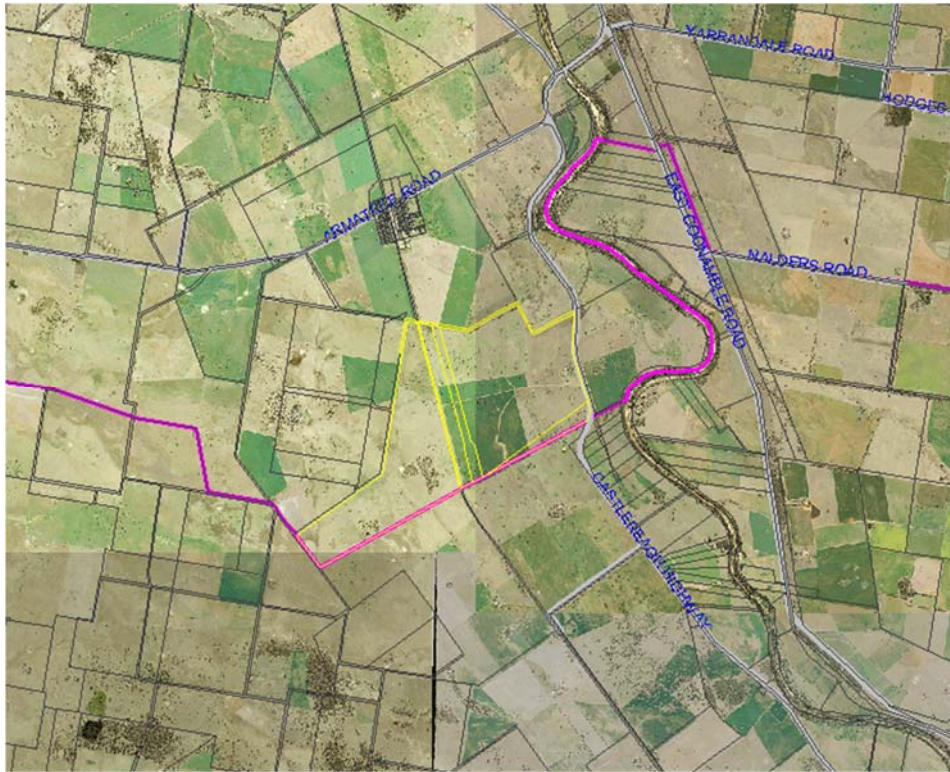
Australia Post have recently advised Mr & Mrs Mudford that their mail will now be delivered by a mail run from Gulargambone Post Office.

Background information - Postcodes

Postcodes are determined and issued by Australia Post for postal purposes. The postcode for Armatree locality is 2828 while the post code for Curban locality is 2827. The mail deliveries for localities with a postcode 2828 come from Gulargambone post office. The mail deliveries for localities with the postcode 2827 come from Gilgandra post office.

As indicated in Mr & Mrs Mudford's letter they now wish to have their mail delivered from Gilgandra Post Office and in discussions they have flagged that one of the main reasons for this is their business includes parcels and packages which need to be collected from the post office with Gilgandra being their community of interest.

To achieve this aim in the past Mr and Mrs Mudford whilst residing in the locality of Armatree postcode 2828 have used the locality Gilgandra postcode 2827 in their postal address.



However now that Australia post has determined to service this property from a mail run coming out of Gulargambone to fall in line with the 2828 post code and Armatree locality boundary, this is no longer an acceptable or effective “work around”.

Above is a map showing the current boundaries of the localities of Armatree and Curban with the relevant property highlighted.

Given Mr and Mrs Mudford’s property location on the boundary of the two localities it is considered that the impact of the requested locality boundary change would only affect the property of Mr & Mrs Mudford and therefore Council should offer no objection to the request.

<u>Principal Activity</u>	Respected Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	3.3.1.5 Finalise rural addressing across the Shire and establish procedures to keep related information up to date.

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 15 MAY 2018

RECOMMENDATION

That Council make application to the Geographical Names Board to have the boundary of the localities of Armatree and Curban amended to include the property known as 3297 Castlereagh Highway in the locality of Curban.

N J Alchin
Director Corporate Services

GILGANDRA SHIRE COUNCIL BRANDING

SUMMARY

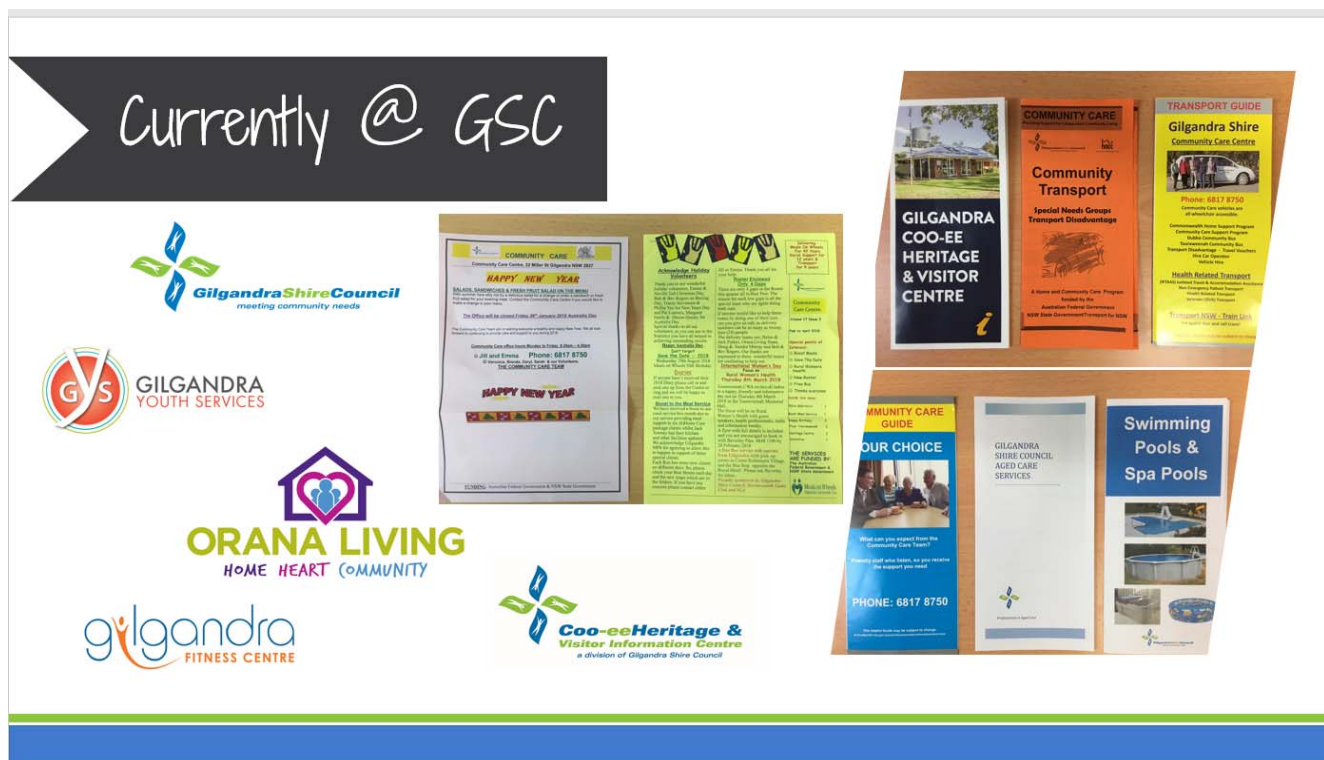
To consider allocating an amount of \$30,000.00 in the 2018/19 budget for purposes of creating a consistent and unified approach to branding.

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Council recently took part in a branding workshop, where this workshop reviewed:

- Elements of a brand
- Gilgandra Shire Council (GSC) current situation
- Case Study, how it's done well: Parkes – 'It all adds up'
- Who we are activity
- What we could do – signage
- Website

An inconsistency in approach currently for GSC was shown in terms of image, logos, level of professionalism, wording and look, with different program, printers and designers utilised. In comparison, Parkes has a consistent and uniform approach which displays professionalism, building trust within the community and with potential residents, visitors and investors.





As part the 'who we are' activity conducted at the workshop, Councillors identified the following key words as currently reflective of GSC:

- 5 x Community Focused
- 3 x Professional
- 3 x Friendly
- 2 x Innovative, Energetic, Engaging, Adaptable and Caring
- 1 x Savvy, Enthusiastic, Committed, Bright, Sophisticated, Consistent

This shows the range of views on the current Council branding. The key words relate to "meeting community needs" but are not aspirational and do not reflect Council's focus on the future in terms of the Economic Development Strategy, including Inland Rail, Cultural Workshops, upgrading community infrastructure and support of grant applications etc.

Branding Process

To create and maintain a tight brand, there are both development and implementation steps that need to be managed, which include staff ownership and an internal culture shift. Moving away from the traditional 'silos' and encompassing a consistency in how the brands are used to achieve the goals of the Departments, as well as Council's overall Community Strategic Plan.

The development of the community brand, or identity, is one that will encompass each of the independent brands of Council and bring about that unity for the Gilgandra Shire. As Parkes have developed, the 'It all adds up' is a community brand that is complementary to the traditional Council services, as well as their

Independent identities such as the Parkes Elvis Festival or National Logistics Hub, as shown in the case study.

There is a need for an end point of the current approach to be defined, where new marketing collateral, printing or design follow the newly adopted policies and relevant procedures regarding Corporate Image & Communications. Here, an internal process is noted in the course of the implementation. The internal mechanisms and management process will ensure the ongoing management of the GSC brand, the relevant independent brands and the projected new, and complementary, community brand.

Implementation Process

Many of the steps below are interrelated, and where this is so, have been detailed in order of priority, many are reliant on the success of those preceding.

Much of the estimated costs have been committed to the implementation of the brand, with the management of the process internally.

Item	Detail	Estimated Costs
Brand development	<ul style="list-style-type: none"> Define the Live, Enjoy, Grow design with the #MyGilgandraShire concept for the community brand Obtain commitment and input from community, including staff Workshops with staff for ownership, input and feedback, including processes and new policies Review current logo requirements 	\$5,000.00 & In house
Videography Including drone footage	<ul style="list-style-type: none"> Live Gilgandra Shire – new residents, roads & projects updates and completion Enjoy Gilgandra Shire – attractions, history, Warrumbungles, events Grow Gilgandra Shire – business opportunities, industrial land, Inland Rail, agribusiness <p><i>*These will be complemented by their relevant prospectus'</i></p>	\$7,000.00
Images	<ul style="list-style-type: none"> Photo library – 6 monthly updates 	\$6,000.00

	<ul style="list-style-type: none"> • iStock & Shutterstock subscriptions • Local photography 	
Prospectus documents	<ul style="list-style-type: none"> • Grow Gilgandra – Investment Prospectus • Live Gilgandra – New residents • Enjoy Gilgandra – Events, attractions - Warrumbungles • Design & printing 	\$4,500.00
Brochures	<ul style="list-style-type: none"> • Gilgandra & District • Gilgandra Map • Environmental (Swimming pools, restricted dogs, • Grow Gilgandra Business Program • Community services • Design and print 	Budgeted in departments
E-newsletters & database development/management	<ul style="list-style-type: none"> • E-newsletters – businesses, residents, community groups • Banner design • Quarterly distribution 	\$2,000.00
Internal communications	<ul style="list-style-type: none"> • Staff workshops for branding & relevant processes • Utilise e-newsletters for newsletters – campaign for staff emails where not on Anittel’s list, print otherwise • Email signatures – design signatures, design banners, update regularly • Look at other options for staff eg. social media page (private), committees across departments and business units, cross-departmental events 	\$2,000.00
Signage	<ul style="list-style-type: none"> • 24 x signs as per signage project • Street front sign Warren Road • Updated vehicle decal signs design & production 	\$3,000.00
Marketing Strategy & Action Plan	<ul style="list-style-type: none"> • Enjoy Gilgandra - Tourism 	In house
Advertising print	<ul style="list-style-type: none"> • Gilgandra Weekly • Media releases 	Budgeted by departments
Event staging	<ul style="list-style-type: none"> • Pull-up banner 	\$500.00

Uniforms	<ul style="list-style-type: none"> Review uniform policy across all GSC to define and provide clarity 	\$TBA
Social media	<ul style="list-style-type: none"> Calendar developed for social media activities Staff training Banner designs 	In house
Website	<ul style="list-style-type: none"> Continued management and regular uploads5005 	In house
Analytics	<ul style="list-style-type: none"> Website - google analytics and review, tracking number of visitors, pages viewed, referrals Return on investment for tourism marketing plan – number of overnight visitors, length of stay and expenditure 	Subscribed IP&R reporting actions
Campaigns	<ul style="list-style-type: none"> Development campaigns such as Volunteer with GSC; Inland Rail Ready; Youth onto committees; 	

Principal Activity

Strategic Leadership; Community Engagement; Economic Development

Policy Implications

Nil

Budget Implications

\$30k budget allocation in 2018/19

Delivery Program Actions

For the internal processes, a new delivery program action for 2018/19 document under theme strategic leadership 4.1.3 'nurture an organisational culture of community pride and ownership for Councillors, managers and staff of Council' is required.

Delivery program elements can be linked in the implementation of the steps to the wider community

1.2.1.3

Support community organised events, festivals and celebrations

1.3.12.1

Continually develop implement and review business and marketing plans

for each element and the businesses
as a whole

2.1.1.2

Report Council's issues, actions and
achievements to the community
(Council/Community Newsletter)

2.1.2.1

Explore social media communication
opportunities with our community

5.1.1.1

Proactively pursue industry to
relocate to Gilgandra

5.1.5.1

Put forward Gilgandra as an idea
construction hub for Inland Rail in our
region

5.1.5.2

Proactively pursue
industries/businesses associated with
the Inland Rail project

5.2.2.2

Reinvigorate Gilgandra with a fresh
promotional campaign

RECOMMENDATION

That Council allocate an amount of \$30,000 in the 2018/19 budget for purposes
of creating and implementing a consistent and unified approach to branding

N J Alchin
Director Corporate Services

INFRASTRUCTURE GRANT – COO-EE HERITAGE CENTRE

SUMMARY

To confirm intention from Council to support the grant application for renovations to the Coo-ee Heritage Centre the Liquor & Gaming Infrastructure Grants Program with a co-contribution of \$100,000.00.

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In line with Council's strategic planning documents, the Coo-ee Heritage & Visitor Information Centre is committed to offer a well-represented and functional visitor centre and cultural experience to residents and visitors.

As part of this, planning has commenced regarding improvements to the Centre and experiences. There is also a Cultural Workshop scheduled in the coming weeks to consider, among other thing, the future direction of the CHC galleries.

There is currently a grant opportunity, under the Liquor and Gaming, Infrastructure Grants program to apply for building improvements to the Visitor Information Centre which will increase the accessibility to the galleries, change the dynamics of the Centre, make the galleries more prominent and welcoming, increase the visitor experience and drive more people to the Centre.

This grant has a due date of Monday, 21 May 2018.

The Project

The Coo-ee Heritage Centre plans to upgrade:

- Floorboards to 3mm commercial grade floating floorboards throughout to establish a welcoming, modern and unified appearance
- Painting of the walls in the Visitor Information Area to achieve consistency
- Installing glass doors into the Galleries, replacing the wooden ones, to increase flow and open the area
- Alter the access to the public toilets, moving this inside to increase visitor exposure to the Centre
- Upgrade the access to the Centre with all-abilities access ramp to the front door, and replacing the southern door with a large window
- Move selected items from the Joy Trudgett Gallery to the face of the galleries to increase the aboriginal culture experience and provide a more welcoming
- Implement education programs with schools, rather than being led by school bookings for tours

Community Support

Discussions have commenced with the Aboriginal Lands Council, Gilgandra High School, Gilgandra Museum and Historical Society regarding the above structural plans and future exercises for the Galleries.

Letters of Support will be requested to support these upgrades, and the relevant activities that this will allow for the Centre and Galleries.

Furthermore, there has been community consultation in terms of feedback from volunteers and artists regarding the impression of the Centre as you enter.

Finally, feedback from the 'Have Your Say' survey regarding community project ideas under the Stronger Country Communities Fund made suggestions for improvements to the Coo-ee Heritage Centre, while primarily focused around the addition of a hospitality option, the Centre and its future is in the minds of the community.

<u>Principal Activity</u>	Sense of Place
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	\$100,000.00
<u>Delivery Program Actions</u>	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. 1.3.9.2 Encourage aboriginal involvement in the Coo-ee Heritage Centre.

RECOMMENDATION

That Council commit a co-contribution of \$100,000.00 in 2018/19 to support the application for improvements to the Coo-ee Heritage Centre under the Liquor & Gaming Infrastructure Grants Program.

N J Alchin
Director Corporate Services

SUBMISSION FROM LOCAL BUSINESSES REGARDING CCTV

SUMMARY

To provide Council with information regarding a submission received from Gilgandra businesses in relation to improved CCTV.

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A submission related to improved CCTV in Gilgandra CBD containing the signatures of 44 Gilgandra businesses was tabled at the Economic Development Committee meeting held on Wednesday 2 May 2018.

The signatories signed and addressed the following statement:

“As business owners and managers we believe Gilgandra Shire Council should install additional CCTV security cameras in the Gilgandra CBD to compliment the cameras currently in place. We believe the additional coverage would act as a deterrent to break and enter, malicious damage and other damage that is occurring to our properties and businesses. The footage would also assist the NSW Police in prosecuting those responsible for illegal activities.”

In the last three months there has been an increase in break and enters to businesses in the CBD area. The incidents often cause more damage than they do in the value of the theft but it does present a significant financial and emotional impact on our local businesses and also creates a sense of alarm in the community as they are highly visible incidents. There is no doubt a small group of people is often behind these issues but the impact is very costly to the businesses.

Currently Council has two public CCTV installations: the Gilgandra Community Plaza (which has multiple cameras and provides approximately 270 degree coverage from the camera location) and the second camera was installed in Hunter Park as part of the recent upgrades.

Both these CCTV installations were undertaken mainly with the intention of providing asset protection to the Cooee statue and the new toilets and new playground in Hunter Park.

Increasingly the CCTV has become a law enforcement and public safety tool, with the local police frequently requiring footage to either view incidents or gather information that may be able to assist in other incidents. At present this requires a Council staff member to view the footage with the Police and then provide them with a copy of the relevant images or footage.

In 2017 Council installed an additional camera at the cost of \$4000 at the plaza location and it has increased the coverage considerably. This was a very cost effective measure that maximised the existing infrastructure.

If Council wish to undertake further development of the CCTV network it is suggested that quotations be sought to design and install additional cameras to provide coverage in three areas:

- at the southern end of Miller Street to give coverage from the Cenotaph to Target Country;
- at the northern end of Miller Street to give coverage from The Gilgandra Weekly to the pedestrian crossing; and
- in the new area currently under construction between the rear of the shops on the eastern side of Miller Street and the Castlereagh River.

In addition to the cameras, it is critical that any expansion of the network is accompanied by the installation of IT equipment at the Gilgandra Police Station to enable the police to review footage and monitor the CCTV without having to request the footage from Council.

Council and the NSW Police would enter into an agreement to allow this to occur. This is a relative standard procedure with many other Councils in NSW having formal agreements in place.

Council would assume the ongoing ownership, maintenance responsibility for the network and an associated IT infrastructure.

Without obtaining quotations it is difficult to estimate the cost as the location of the camera will determine the associated cost like power and data cabling. Based on previous installations a reasonable estimate is \$25,000 per camera pole location.

In addition it is suggested that a budget of \$10,000 is a reasonable estimate to allow integration into the Gilgandra Police Station.

<u>Principal Activity</u>	Sense of Place
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Estimated at \$85,000, not currently budgeted
<u>Delivery Program Actions</u>	1.7.1.1 Work with local agencies particularly police and liquor accord to develop effective crime prevention and responsible behaviour strategies

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 15 MAY 2018

RECOMMENDATION

1. That Council prepare a full scope of works and seek quotations for the installation of additional CCTV cameras in the Gilgandra CBD and integration of monitoring at the Gilgandra Police Station
2. That Council investigate the options to fund the project and actively seek grant funding for the project

N J Alchin
Director Corporate Services

LOCAL GOVERNMENT NSW ANNUAL CONFERENCE

SUMMARY

To advise of the forthcoming Local Government NSW Annual Conference and determine attendance and motions.

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Cr Linda Scott President of Local Government NSW has advised that the Annual Conference will be held at the Entertainment Centre, Albury from Sunday, 21 October to Tuesday, 23 October 2018.

Council is asked to consider any motions for the Conference. Motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

Council is also requested to determine attendance at the conference, noting that in the past Council has been represented by the Mayor and General Manager and, on occasion, other interested councillors.

Registration will open from mid July on the LGNSW website. Members will be able to take advantage of the 'early bird' rates.

<u>Principal Activity</u>	Respected Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Approximately \$1,000 registration cost per participant plus travel and accommodation
<u>Delivery Program Actions</u>	3.1.2.4 Establish links and relationships with relevant legislative and regulatory authorities.

RECOMMENDATION

1. That Council determine any motions to be put forward.
2. That the Mayor, Deputy Mayor and General Manager (or their substitutes) be authorised to attend the conference.

David Neeves
General Manager

QUARTERLY BUDGET REVIEW 31 MAY 2018

SUMMARY

To present a report to Council detailing the variances to the original estimates for the 2017/18 financial year as presented in the Quarterly Budget Review as at 31 March 2018. Also, to report as to whether the Quarterly Budget Review indicates that the financial position of Council is satisfactory, having regard to the original estimates adopted by Council.

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List of Budget Changes Previously Adopted by Council

The following is a list of the changes that have been adopted by Council at previous quarterly budget reviews:

Note	Description	When Done	Income Change	Expense Change	Resp.
1100	Corporate Support Income	Sept	\$77,407		DCorp
1100	Corporate Support Income	Dec	\$18,412		DCorp
1101	Corporate Support Wages	Sept		-\$40,000	DCorp
1101	Corporate Support Wages	Dec		\$40,000	DCorp
1103	Administration Expenses	Dec		\$9,199	DCorp
1106	Administration - Property Expenses	Dec		\$30,000	DCorp
1108	Civic Activities	Dec		\$14,033	DCorp
1121	Engineering & Works Wages	Sept		-\$200,000	DInf
1123	Project Management	Dec		\$200,000	GM
1410	Other Waste Management Income	Sept	\$335		DComm
1420	Street Cleaning Expenses	Sept		-\$12,000	DInf
1510	Gilgandra Youth Service Income	Dec	\$909		DComm
1511	Gilgandra Youth Service Expenses	Sept		\$3,000	DComm
1511	Gilgandra Youth Service Expenses	Dec		\$909	DComm
1522	Gilgandra Community Transport Income	Sept	\$11,304		DComm
1523	Gilgandra Community Transport Expenses	Sept		\$11,304	DComm
1640	Town Planning Income	Dec	\$13,000		DPlan
1701	Gilgandra Library Expenses	Sept		\$79,234	DComm
1750	Gilgandra Fitness Centre Income	Dec	-\$27,000		DComm
1911	Rural Roads Expenses	Sept		\$1,085,133	DInf
1941	Roads to Recovery Expenses	Sept		\$492,823	DInf
2022	Promotion & Economic Development Income	Dec	-\$25,750		DCorp
2023	Promotion & Economic Development Expenses	Dec		\$56,000	DCorp
2801	Financial Assistance Grant	Sept	-\$1,787,643		DCorp

2801	Financial Assistance Grant	Dec	\$86,384		DCorp
2803	Interest Income	Dec	\$20,000		DCorp
2900	Transfers from Reserves	Sept	\$4,142,148		Various
2900	Transfers from Reserves	Dec	\$164,033		Various
2901	Transfers to Reserves	Sept		\$200,000	Various
2901	Transfers to Reserves	Dec		-\$200,000	Various
2903	Capital Income	Sept	\$892,359		Various
2903	Capital Income	Dec	\$500,000		Various
2904	Capital Expenditure	Sept		\$1,119,694	Various
2904	Capital Expenditure	Dec		\$375,000	Various
2905	Loan Income	Sept	-\$363,373		DCorp
2905	Loan Income	Dec	-\$300,000		DCorp
	General Fund Total		\$3,422,525	\$3,264,329	
3000	Water Supply	Sept	\$742,496	\$723,131	DInf
4000	Sewerage Services	Sept	\$336,971	\$326,057	DInf
4000	Sewerage Services	Dec		-\$140,000	DInf
7000	Cooee Villa Units	Sept	\$26,600	\$29,874	DComm
7500	Home Care Packages	Sept	\$24,822	\$24,822	DComm
8000	Cooee Lodge	Sept		-\$67,980	DComm
8500	Jack Towney Hostel	Sept	\$237,130	\$237,130	DComm
	Gilgandra Shire Council Total		\$4,790,544	\$4,397,363	

Result

The overall result for General Fund for this review as at 31 March 2018 is a \$13,520 decrease to the estimated deficit at year end to an estimated result of a \$121,376 deficit (depreciation not included).

Water Fund has an \$81,186 decrease to the estimated deficit at year end to an estimated result of a \$19,933 deficit (depreciation not included).

Sewer Fund has no change to the estimated result at year end of a \$278,967 deficit (depreciation not included).

Orana Living has no change to the estimated result at year end of a \$55,190 surplus (depreciation not included).

Carlinda Enterprises has a \$25,817 decrease to the estimated surplus at year end to an estimated result of a \$24,538 deficit (depreciation not included).

Cooee Villa Units has an \$11,099 increase to the estimated surplus at year end to an estimated result a \$98,641 surplus (depreciation not included).

Home Care Packages has a \$185 increase to the estimated surplus at year end to an estimated result a \$36,129 surplus (depreciation not included).

Cooee Lodge Hostel has a \$57,851 increase to the estimated surplus at year end to an estimated result of a \$235,526 surplus (depreciation not included).

Jack Towney Hostel has an \$8,633 increase to the estimated surplus at year end to an estimated result of a \$23,141 surplus (depreciation not included).

The overall result for this review as at 31 March 2018 is a \$146,657 decrease to the estimated deficit at year end for Council as a whole to an estimated result of a \$3,813 surplus (depreciation not included).

Details - Notes

The following notes are to be read in conjunction with the Quarterly Budget Review documents and contain a detailed description of the major variances to Council's budget. These changes are listed in the variance columns.

GENERAL FUND

Note 1100 (page 2 QBR)

Corporate Support Income

\$26,483 additional income

Responsible Officer: Director Corporate Services

The additional income of \$18,412 is made up of the following:

- \$23,770 in insurance rebates income which is at the discretion of the insurers.
- -\$473 for parental leave payments as there will be no further payments for the current year.
- \$4,641 in grant funding for trainees due to the additional apprenticeships.
- -\$1,455 in training course income due to less courses conducted where additional parties would attend and pay.

Note 1103 (page 2 QBR)

Administration Expenses

\$20,000 additional expense

Responsible Officer: Director Corporate Services

An additional \$20,000 is required to pay for valuations of Council's land and building assets as required by the Office of Local Government and the Australian Accounting Standards.

Note 1210 (page 3 QBR)

Animal Control Income

\$2,237 additional income

Responsible Officer: Director Planning & Environment

There has been greater than expected income received for animal registration and impounding fees.

Note 1300 (page 3 QBR)

Health Administration Income

\$2,921 additional income

Responsible Officer: Director Planning & Environment

There has been greater than expected income received for building inspections.

Note 1401 (page 4 QBR)

Domestic Waste Management Expenses

\$35,183 additional expense

Responsible Officer: Director Planning & Environment

The additional \$35,183 is required to fund the cost of works carried out at the Armatree and Tooraweenah waste facilities as part of the landfill monitoring closure plans. This is offset by a transfer from reserves on page 10 for the same amount.

Notes 1520 & 1521 (page 5 QBR)

Gilgandra Community Care Income & Expenses

\$1,000 less income

\$20,700 less expense

Responsible Officer: Director Community Services

A slight downward adjustment to the income is more than offset by a larger reduction in the expenses estimate. This savings is offset by an increase in the transfer to the Gilgandra Community Care reserve on page 10.

Note 1522 (page 5 QBR)

Gilgandra Community Transport Income

\$11,708 additional income

Responsible Officer: Director Community Services

Additional funding has been received for services that are already provided which has resulted in no additional expenses. This increased income is offset by an increase in the transfer to the Gilgandra Community Transport reserve on page 10.

Notes 1700 & 1701 (page 7 QBR)

Gilgandra Library Income & Expenses

\$5,605 additional income

\$5,605 additional expense

Responsible Officer: Director Community Services

Additional funding has been received which has resulted in increased expenses of the same amount.

Note 1710 (page 7 QBR)

Public Halls Income

\$2,000 additional income

Responsible Officer: Director Community Services

There has been a higher than expected level of use of the Shire Hall which has resulted in increased rental income.

Notes 1720 & 1721 (page 7 QBR)

Gilgandra Swimming Pool Income & Expenses

\$8,112 less income

\$10,000 additional expense

Responsible Officer: Director Community Services

The income generated through season tickets sales and gate takings has been less than estimated mainly due to the free entry period during the school

holidays. The reduced income of \$8,112 is offset by a transfer from the CENTROC reserve of \$10,165 on page 10 as resolved by Council.

The expenses for the pool have been greater than estimated due to the need to pay additional hours to staff the gate as a result of there being no kiosk operator. This has led a \$10,000 over run which is partly offset by the previously mentioned transfer from reserves.

Note 1740 (page 7 QBR)

Parks & Gardens Income

\$3,917 additional income

Responsible Officer: Director Infrastructure

Council receives funding from the Rural Fire Service to conduct hazard reduction works within the Shire. These works have been completed and claimed with the amount received being \$3,917 more than estimated (\$58,917 actual compared to a budget of \$55,000).

Note 1800 (page 7 QBR)

Building Control Income

\$2,769 additional income

Responsible Officer: Director Planning & Environment

Activity in this area has been slightly greater than estimated with an increase in income of \$2,769 expected by the end of the year.

Note 1911 (page 8 QBR)

Rural Roads Expenses

\$33,243 less expense

Responsible Officer: Director Infrastructure

Council has made a contribution to the Road Safety Officer position that is shared with Dubbo City Council. This allocation was not included in the 2017/18 budget and, as a result, an amount of \$33,243 has been taken from the rural roads budget to pay for the contribution at note 1991 on page 8.

Note 1970 (page 8 QBR)

Parking Areas Expenses

\$4,700 additional expense

Responsible Officer: Director Infrastructure

It is anticipated, based on the current level of expenditure, that the cost of maintaining the Council car parks in Gilgandra will be more than was originally estimated.

Note 1991 (page 8 QBR)

Other Expenses

\$33,243 additional expense

Responsible Officer: Director Infrastructure

As previously explained, an additional vote is required for the contribution paid for the Road Safety Officer position. This additional expense is offset by a savings in the rural roads expenses at note 1911.

Note 2010 (page 9 QBR)

CHC Culture Income

\$4,198 additional income

Responsible Officer: Director Community Services

There has been greater than estimated visitors to the galleries and this is shown in an increase in gallery donation of \$3,400 from \$4,002 to \$7,402. There has also been an increase in exhibition sales of \$798 from \$2,500 to \$3,298.

Note 2020 (page 9 QBR)

CHC Tourism Income

\$2,500 additional income

Responsible Officer: Director Corporate Services

There has also been an increase in souvenir sales at the Heritage Centre and it is expected that an additional \$2,500 from \$35,000 to \$37,500 will be received by the end of the year.

Note 2022 (page 9 QBR)

Promotion & Economic Development Income

\$1,092 additional income

Responsible Officer: Director Corporate Services

An increase in the income generated from the Newell Highway Guide advertising of \$1,092 from \$3,090 to \$4,182.

Note 2031 (page 9 QBR)

Land Sales Expenses

\$180,000 less expense

Responsible Officer: Director Corporate Services

The allocation of \$180,000 was to allow for the purchase of land at Chelmsford Ave plus associated costs. The payment of the deposit has been cost to the capital area and, as a result, a transfer of the budget allocation is required. Therefore, the savings of \$180,000 here is offset by an additional capital allocation on page 11.

Note 2051 (page 9 QBR)

Lease Income – Staff

\$7,553 additional income

Responsible Officer: Director Corporate Services

Based on current the current leases in place, an additional \$7,553 is expected to be received by the end of the year,

Note 2802 (page 9 QBR)

Pensioner Rebate Grant

\$5,619 less income

Responsible Officer: Director Corporate Services

The rebate paid to Council from the state government was less than expected.

Note 2803 (page 9 QBR)

Interest Income

\$54,000 additional income

Responsible Officer: Director Corporate Services

It is expected that the total amount of interest to be received for the year will be higher than originally estimated. This is due to the higher levels of cash invested than when the budget was prepared.

Notes 2900 & 2901 (page 10)

Transfers from Reserves

\$253,806 additional income

Transfers to Reserves

\$54,181 additional expense

Following is a listing of the changes in transfers from and to reserves (the responsible officer is listed in brackets):

- Stormwater (DInf): \$149,132 additional income which is offset by additional capital expenses on page 11.
- CENTROC Funds – Swimming Pool (DComm): \$10,165 additional income which is offset by reduced operational income and additional operational expenses on page 7.
- Rural Waste Facilities (DPlan): \$35,183 additional expense which is offset by additional operating expenses on page 4.
- Orana Living – Playground Equipment (DComm): \$40,000 additional income which is offset by additional capital expenses on page 11.
- Tooraweenah Toilets (Dinf): \$9,119 additional income which is offset by additional capital expenses on page 11.
- Residential Subdivision (Dinf): \$10,207 additional income which is offset by additional capital expenses on page 11.
- Gilgandra Community Care (DComm): \$23,973 additional expense which is partly offset by reduced operating expenses on page 5. The difference between the estimated income of \$264,460 and estimated expenses of \$240,487 is the \$23,973 estimated transfer to reserves.
- Gilgandra Community Transport (DComm): \$30,208 additional expense which is partly offset by increased operating income on page 5. The difference between the estimated income of \$173,749 and estimated expenses of \$143,536 is the \$30,208 estimated transfer to reserves.

Below is a list of the current reserves held:

<i>Item</i>	<i>Bal 1-7-17</i>	<i>Trf to</i>	<i>Tfr from</i>	<i>Bal 30-6-18</i>
GENERAL FUND				
ARMATREE SHED	14,033	0	14,033	0
CEMETERY	73,122	0	0	73,122
CENTROC FUNDS - SWIMMING POOL	10,165	0	10,165	0
COMMUNITY HOMES	40,000	0	0	40,000
COMPUTER PURCHASES	110,971	51,500	150,000	12,471

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HELD ON: 15 MAY 2018

COOEE HERITAGE CENTRE	7,036	0	0	7,036
COOEE LODGE	17,785	0	0	17,785
DOG POUND	15,000	0	0	15,000
ELE	927,387	25,000	0	952,387
EMERGENCY SERVICES	10,000	0	0	10,000
FINANCIAL ASSISTANCE GRANT	1,787,643	0	1,787,643	0
FOOTPATHS	77,188	0	40,603	36,585
GILGANDRA AERODROME	40,286	0	0	40,286
GILGANDRA COMMUNITY CARE	224,382	23,973	2,227	246,128
GILGANDRA COMMUNITY TRANSPORT	138,137	30,213	0	168,350
GILGANDRA YOUTH SERVICES	55,741	0	3,000	52,741
GRAVEL PITS	71,061	51,500	0	122,561
GYMNASIUM	5,636	0	0	5,636
HUNTER PARK TOILET BLOCK	182,242	0	182,242	0
IMPROVING COUNTRY ROADS GRANT	500,000	0	500,000	0
INFRASTRUCTURE CONTRIBUTIONS	92,825	10,609	0	103,434
INSTAL RCDs	153,413	0	153,413	0
JACK TOWNEY HOSTEL	78,092	0	0	78,092
LIBRARY GRANT	94,234	0	94,234	0
LUCAS BRIDGE	24,488	0	0	24,488
OFFICE EQUIP / BUILDING	18,000	0	0	18,000
ORANA LIFESTYLE DIRECTIONS	1,059,478	0	0	1,059,478
PLANT	98,898	0	0	98,898
PLAYGROUND EQUIPMENT	113,579	0	113,579	0
PROMOTIONAL ACTIVITIES	54,730	0	0	54,730
REGIONAL ROADS BLOCK GRANT	75,112	0	0	75,112
RESIDENTIAL SUBDIVISION PLAN	10,207	0	10,207	0
ROADS TO RECOVERY FUNDING	492,823	0	492,823	0
RTA ONCOSTS (LOCAL ROADS)	195,575	0	0	195,575
RTA ONCOSTS (PLANT)	530,604	0	0	530,604
RTA ONCOSTS (STAFF TRAINING)	104,490	0	75,000	29,490
RURAL ROADS	699,611	0	699,611	0
RURAL WASTE	35,183	0	35,183	0
SAFETY IMPROVEMENT PROGRAM	200,000	0	0	200,000
SCRAP STEEL SALES	42,621	4,000	0	46,621
SHIRE DEPOT	26,411	0	0	26,411
SHIRE HALL	25,000	0	0	25,000
SPORTS COUNCIL	26,544	3,130	0	29,674
STORMWATER, KERB & GUTTERING	149,132	0	149,132	0
SWIMMING POOL	38,678	0	0	38,678
TOORAWEEAH TOILETS	9,119	0	9,119	0
WASTE FACILITY	176,187	46,865	100,000	123,052
YOUTH CLUB	17,500	0	0	17,500
	8,950,349	246,790	4,622,214	4,574,925
COOEE LODGE				
HARGRAVES ESTATE	308,417	0	0	308,417
	308,417	0	0	308,417

The reserves that are highlighted are those that externally restricted and cannot be amended by Council. All other reserves are at the discretion of Council.

Note 2903 (page 11 QBR)

Capital Income

\$46,770 additional income

Following is a listing of the capital income variances (the responsible officer is shown in brackets):

- Contributions – Junior Cricket (DCorp): \$15,000 less income as the cricket nets project will be held over to next year as part of the Stronger Country Communities Fund. It is offset by less capital expense.
- Grants – Jordana Park (DComm): \$21,770 additional income for the upgrades to Jordana Park and it is offset by additional capital expense.
- Grants – Playground Equipment (DCorp): \$40,000 additional income for the new playground equipment at Hunter Park and is offset by additional capital expense.

Note 2904 (page 11 QBR)

Capital Expenditure

\$470,339 additional expense

Following is a listing of the capital expenditure variances (the responsible officer is shown in brackets):

- Residential Subdivision (DInf): \$10,207 additional expense. Additional funds required to cover the cost of installing communication infrastructure to the subdivision. This is offset by a transfer from reserves on page 10.
 - Tooraweenah Toilets (DInf): \$20,000 additional expense. This project was carried over from the previous year and is partly offset by a transfer from reserves of \$9,119 on page 10. The remaining \$10,881 is an additional cost to Council.
 - Jordana Park (DComm): \$30,000 additional expense. Council has been successful in obtaining further grant funding of \$21,770 for this project and this partly offsets the additional expenditure vote of \$30,000. The remaining \$8,230 is an additional cost to Council.
 - Rural Addressing (DCorp): \$10,000 additional expense. There are ongoing costs with the rural addressing network that Council has installed and this includes new posts and numbering as well as replacements. An additional \$10,000 is required to cover these costs with this allocation being included in operating expenses in future budgets.
 - Parks & Gardens – Playground Equipment (DCorp): \$101,000. The cost of installing the new playground equipment at Hunter Park is partly offset by a transfer from reserves of \$40,000 on page 10, additional \$40,000 capital income and the remaining \$21,000 is an additional cost to Council.
 - Stormwater (DInf): \$149,132 additional expense. This additional amount is required to fund the culvert work carried out on the railway line for the industrial estate stormwater flow. It is offset by a transfer from reserves on page 10.
-

- Cemetery & Chelmsford Ave Land (DCorp): \$180,000 additional expense. Required to fund the purchase of land at Chelmsford Ave plus associated costs. It is offset by reduced operating expenses on page 9.
- Cricket Nets (DCorp): \$30,000 less expense as this project will be held over to next year as part of the Stronger Country Communities Fund. It is partly offset (50%) by less capital income.

Note 2905 & 2906 (page 11 QBR)

Loan Income & Repayments

Responsible Officer: Director Corporate Services

The loan position of General Fund as at 31 March 2018 is:

- Loan Balance Outstanding: \$3,131,243
- Loan Repayments Made: \$417,361
- Debt Cover Ratio: 4.20%

Note 3000 (page 13 QBR)

WATER SUPPLY

\$92,250 less income

\$173,436 less expense

Responsible Officer: Director Infrastructure

The change to the income is a reduction in the transfer from reserves of \$92,250 for the number 1 reservoir stairway. The reduced income is offset by reduced capital expenses of the same amount. This project will not be completed in 17/18 and will be transferred to the following year.

In the operating expenses, there is a \$40,000 savings in mains which is offset by a \$40,000 increase in treatment costs. A \$10,000 increase is required for Tooraweenah operations while there is a \$35,000 savings for the allocation to the Lower Macquarie Water Utilities Alliance. The allocation should be \$35,000 each for water and sewer and not the budget amount of \$70,000 each.

The capital variances are as follows:

- Stop Valve Replacements: \$10,000 additional expense due to a greater need than was first estimated.
 - Hargraves Lane Reticulation Main: \$97,500 less expense as this job has been completed for a significant savings.
 - Water Meter Replacements: \$10,000 less expense as there has been a lesser need to replace meters this year.
 - Bore No.1: \$20,000 additional expense required as there have been some unforeseen difficulties as reported to Council.
 - Reservoir 1 Stairway: \$92,250 less expense as this project will not be completed this year and is offset by a reduced transfer from reserves.
 - DPI Safe & Secure Water Program: \$20,000 additional expense to cover costs associated with the program.
 - Treatment Works Stairway: \$1,314 additional expense.
-

Note 4000 (page 14 QBR)

SEWERAGE SERVICES

\$35,000 less income

\$35,000 less expense

Responsible Officer: Director Infrastructure

There are various changes with the end result being no changes to the estimated result for this review.

Note 5000 (page 15 QBR)

ORANA LIVING

Responsible Officer: Director Community Services

No changes.

Note 6000 (page 16 QBR)

CARLGINDA ENTERPRISES

\$25,817 additional expense

Responsible Officer: Director Community Services

It is recommended that a variance of an additional \$25,817 for operational expenses be included as this reflects grant funding that was received last year for a business analysis and marketing review. This will likely confirm a deficit result for the year which will be funded from previous year's surplus results (the 16/17 year result was a \$52,766 surplus).

Note 7000 (page 17 QBR)

COOEE VILLA UNITS

\$41,099 additional income

\$30,000 additional expense

Responsible Officer: Director Community Services

The additional income is due to greater than expected interest and retained bond income. The additional expenses are made up of increased building maintenance costs and a transfer to reserves for the bore.

Note 7500 (page 18 QBR)

HOME CARE PACKAGES

\$34,000 additional income

\$33,815 additional expense

Responsible Officer: Director Community Services

There are various changes with the end result being a \$185 improvement to the end result for this review.

Note 8000 (page 20 QBR)

COOEE LODGE

\$77,000 additional income

\$19,149 additional expense

Responsible Officer: Director Community Services

There is expected to be an additional \$50,000 in residents fee income as well as an additional \$27,000 in interest income. There are various changes to the operating expenses resulting in an increase in costs of \$19,149.

Note 8500 (page 21 QBR)

JACK TOWNEY HOSTEL

\$18,109 additional income

\$9,476 additional expense

Responsible Officer: Director Community Services

The additional income is made up of an increase in funding of \$35,109, a decrease in residents fees of \$22,000 and an increase in interest income of \$5,000. There is an additional \$9,476 required for management expenses including electricity, professional fees and security costs.

Treasurer's Comments / Recommendations

General Fund

The original budget estimate for General Fund was an end of year result of a \$293,092 deficit (depreciation not included). This review indicates an estimated result of a \$121,376 deficit (depreciation not included) which is an improvement of \$171,716. This result should be viewed as being satisfactory compared to the original budget.

Water Fund

The original budget estimate for Water Fund was an end of year result of a \$120,484 deficit (depreciation not included). This review indicates an estimated result of a \$19,933 deficit (depreciation not included) which is an improvement of \$100,551. This result should be viewed as being satisfactory compared to the original budget.

Sewer Fund

The original estimate for Sewer Fund was an end of year result of a \$429,881 deficit (depreciation not included). This review indicates an estimated result of a \$278,967 deficit (depreciation not included) which is an improvement \$150,914. This result should be viewed as being satisfactory compared to the original budget.

Orana Living

The original budget estimate for Orana Living was an end of year result of a \$55,190 surplus (depreciation not included). This review indicates no change to the estimate. This result should be viewed as being satisfactory compared to the original budget.

Carlginda Enterprises

The original budget estimate for Carlginda Enterprises was an end of year result of a \$1,279 surplus (depreciation not included). This review indicates an estimated result of a \$24,538 deficit (depreciation not included) which is a worsening of \$25,817. This result should be viewed as being unsatisfactory compared to the original budget.

No remedial action is necessary as the additional expense is offset by a surplus result achieved the previous year.

Cooee Villa Units

The original estimate for Cooee Villa Units was an end of year result of a \$90,816 surplus (depreciation not included). This review indicates an estimated result of a \$98,641 surplus (depreciation not included) which is an improvement of \$7,825. This result should be viewed as being satisfactory compared to the original budget.

Home Care Packages

The original estimate for Home Care Packages was an end of year result of a \$35,944 surplus (depreciation not included). This review indicates an estimated result of a \$36,129 surplus (depreciation not included) which is an improvement of \$185. This result should be viewed as being satisfactory compared to the original budget.

Cooee Lodge

The original budget estimate for Cooee Lodge was an end of year result of a \$109,695 surplus (depreciation not included). This review indicates an estimated result of a \$235,526 surplus (depreciation not included) which is an improvement of \$125,831. This result should be viewed as being satisfactory compared to the original budget.

Jack Towney Hostel

The original budget estimate for Jack Towney Hostel was an end of year result of a \$14,508 surplus (depreciation not included). This review indicates an estimated result of a \$23,141 surplus (depreciation not included) which is an improvement of \$8,633. This result should be viewed as being satisfactory compared to the original budget.

Overall Position

The original budget estimate for Gilgandra Shire Council was an end of year result of a \$536,025 deficit (depreciation not included). This review indicates an estimated result of a \$3,813 surplus (depreciation not included) which is an improvement of \$539,838. This result should be viewed as being satisfactory compared to the original budget.

Estimated Financial Performance Indicators

The ratios for 2015/16 and 2016/17 are actual ratios for Council's information while those for 2017/18 are an estimate only to the end of the year and may be subject to change.

	Benchmark	2017/18	2016/17	2015/16
Operating Performance Ratio	> 0.04%	8.00%	19.35%	9.64%
Own Source Revenue Ratio	> 60.00%	69.55%	63.50%	70.78%
Unrestricted Current Ratio	> 2.00:1	4.89:1	4.32:1	3.49:1
Debt Service Cover Ratio	> 3.00 x	19.74 x	18.36 x	11.91 x
Rates & Charges Outstanding	< 10.00%	5.91%	6.51%	5.76%

Cash Expense Cover Ratio	> 6.00 x	10.41 x	9.74 x	8.50 x
Building & Infrastructure Renewal Ratio	> 100.00%	105.00%	192.90%	131.13%
Renewal Backlog Ratio	< 2.00%	2.50%	2.33%	1.39%
Required Maintenance Ratio	> 1.00	1.00	1.02	0.88
Capital Expenditure Ratio	> 1.00	1.00	1.72	1.03

Policy Implications

Nil

Budget Implications

Review of Annual Budget

Delivery Program Actions

3.2.2.1

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

3.2.1.1

Develop and maintain and regularly review strategic plans in line with Integrated Planning requirements

RECOMMENDATION

That, subject to any decisions on the recommendations as reported, the Quarterly Budget Review document and report as at 31 March 2018 be adopted.

N J Alchin

Director Corporate & Business Services

2017/18 QUARTERLY OPERATIONAL PLAN REVIEW TO 31 MARCH 2018

SUMMARY

To consider progress for the March quarter with Council's 2017/18 Operational Plan.

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Separately enclosed with this business paper is the 2017/18 Operational Plan Review document for the quarter 1 January to 31 March 2018.

An abridged version highlighting progress and challenges of particular significance has been included along with the complete planning document.

Principal Activity

Strategic Leadership
Community Engagement

Policy Implications

Nil

Budget Implications

Actions delivered in line with 2017/18 budget.

Delivery Program Actions

4.2.1.1

Develop and maintain and regularly review strategic plans in line with Integrated Planning requirements

2.1.1.2

Report Council's issues actions and achievements to the Community

RECOMMENDATION

That the 2017/18 Operational Plan Review for the quarter ended 31 March 2018 be adopted.

N J Alchin
Director Corporate Services

2018/19 to 2021/22 BUDGET REPORT

SUMMARY

To present a report on the draft 2018/19 to 2021/22 budget for all Council funds and detail matters considered in preparation of same.

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Introduction

The draft 2018/19 budget has been prepared following extensive discussion with Council in a series of workshops and reflects a continuation of the existing range of services with minimal increases in costs.

In the workshop sessions, Councillors have and are revisiting the Strategic Plan and then the Long Term Financial Plan (LTFP) and this budget builds on those extensive discussions.

The budget has been prepared on the basis of Council taking the full rate peg increase of 2.3%. This equates to an additional \$108,462 in income for 2018/19 compared to the 2017/18 year.

Councils are required to adopt and advertise a draft Revenue Statement (including fees and charges) and budget for 28 days prior to its adoption by 30 June each year. Council's budget is developed across General Fund, Water & Sewer Funds and the various community services – Orana Living, Carlinda Enterprises and Aged Care (Cooee Lodge Hostel and Villa Units, Jack Towney Hostel and HCPs).

In reports to the April meeting, Council noted proposed rating and charging structures for water, sewer, waste and stormwater and these have been included in the draft document. In addition, Council has also noted proposed capital works in Water and Sewer in an initial review of the relevant thirty year plan.

Major works planned in the General Fund include the upgrade of the Shire Works Depot, Cooee Heritage Centre galleries upgrade, an upgrade to the SES building, projects associated with the Stronger Country Communities Fund, projects associated with Inland Rail and intersection upgrades for the industrial subdivision and the Berakee quarry. A number of other smaller projects have been identified and are also included for Council's consideration.

The Water and Sewer Fund budgets indicate deficit results. The planned operations of Orana Lifestyle Directions, Carlinda, Villa Units, the HCPs, Jack Towney Hostel, Cooee Lodge project positive results.

GENERAL FUND (pages 1 to 21)

Elected Members (page 1)

The \$227,071 estimate for 2018/19 (\$217,665 in 17/18) includes the mayoral fee, councillor fees and councillor expenses but no allocation for election expenses as was the case the previous year. The following year's allocations have been calculated on the same basis with an election included in the 2020/21 year.

Corporate Support Income (page 2)

This estimate for 2018/19 is made up of the following:

- \$60,000 for workers compensation claims;
- \$60,000 for insurance rebates;
- \$8,000 for rating certificate income;
- \$10,000 for sundry income items;
- \$8,060 for training income; and
- \$26,264 for the LIRS interest subsidy on the applicable loans.

For the following three years, these amounts increase in line with the projected CPI except for the LIRS interest subsidy which reduces and will be \$21,319 in 19/20, \$16,077 in 20/21 and \$10,522 in 21/22 reflecting the reducing interest payments.

Wages & Other Employee Costs - Corporate Support (page 2)

The estimate for Wages - Corporate Support (administration area) have been calculated by taking each employee's current weekly wage, multiplying it by 48 weeks and increasing it by an additional 2.35% being the award increase for 2018/19.

All wages attract an additional oncost percentage to cover the cost of employees such as superannuation, workers compensation and leave entitlements and allocate that cost across the areas where the employees work. In this instance, the employees are costed to administration. The oncost percentage for 2018/19 remains at 38.27% to cover these costs.

The Distribution of Administration line is the net transfers of administration wages across all areas of Council. The amounts are calculated by each employee allocating where their time is spent across the organisation. The percentage of their annual wage estimate is then included in the costs of the nominated area.

Interest on Borrowings (page 2)

The following table outlines all General Fund loans and repayments over the next four years:

Loan No.	Amount	P or I	2018/19	2019/20	2020/21	2021/22
304	1,200,000	Pri.	114,034.25	120,685.01	128,142.58	135,746.33
		Int.	40,783.47	34,132.71	26,675.14	19,071.39
307	300,000	Pri.	62,102.67	64,348.59		
		Int.	3,982.35	1,732.85		
309	1,040,000	Pri.	59,477.88	61,233.35	63,040.63	64,901.25
		Int.	26,702.54	24,947.07	23,139.79	21,279.17
310	1,312,000	Pri.	117,566.26	121,179.36	124,903.52	128,742.13
		Int.	35,647.48	32,034.38	28,310.22	24,471.61
311	2,000,000	Pri.	92,684.58	97,318.80	102,184.74	107,293.98
		Int.	100,000.00	95,365.77	90,499.83	85,390.59
312	770,000	Pri.			64,015.00	66,601.00
		Int.			30,166.00	27,580.00
313	150,000	Pri.	34,801.77	36,541.86	38,368.96	38,273.03
		Int.	7,500.00	5,759.91	3,932.82	2,014.37
314	300,000	Pri.			54,292.44	57,007.06
		Int.			15,000.00	12,285.38
315	205,000	Pri.				
		Int.				
General Fund Repayments:			480,667.41	501,306.97	574,947.87	598,564.78
			214,615.84	193,972.69	217,723.80	192,092.51
			695,283.25	695,279.66	792,671.67	790,657.29
Debt Service Ratio:			3.82%	3.70%	4.10%	3.97%

The above Debt Service Ratio is calculated using the actual income generated from the 2016/17 year. This level of income may or may not occur again in the 2017/18 or 2018/19 years and, as a result, the Debt Service Ratio should be used as a guide only.

Administration Expenses (page 2)

The allocation of \$439,931 is a decrease of \$13,248 on the previous year. This is due to the removal of allocations for internal audit (\$32,782) and debts written off (\$10,000). There has been provisions made for these items in previous budgets but history has shown that they have not been used. As a result, these items have been removed and will be revisited in the future should the need arise.

The majority of the remaining items have increased by CPI except for insurances, electricity and motor vehicle costs which are estimated to increase by around 10%. There is also a new allocation of \$5,000 for any required maintenance costs for the rural addressing network. This allocation is ongoing.

IT Income & Expenses (page 2)

IT expenses for 2018/19 are in line with previous years and both the income and expenses increase in line with CPI in future years.

Civic Activities (page 2)

The estimate for 2018/19 includes an amount of \$31,000 (\$30,201 in 17/18) to community functions and activities as well as \$35,000 (\$33,013 in 17/18) contribution to the LGSA and OROC. These allocations are in line with previous years and the following years allocations increase in line with CPI.

There is also an additional amount of \$25,000 (\$10,000 in 17/18) included to hold functions to honour volunteers and staff each year.

Wages & Other Employee Costs - Engineering & Works (page 2)

This area provides for the major costs of operating the Management section of W&TS. It provides for the workings of all twelve employees deemed as being managerial staff. It does not include any outdoor staff and the costs include a 2.35% wage increase. It provides for 48 working week year for each employee engaged in the managerial section of W&TS.

The employees included in this section are:

- Director Works & Technical Services,
- Manager Classified Roads,
- Manager Works,
- Administration Officer,
- Administration Assistant/Defect Inspector,
- Workshop Coordinator,
- 2 Works Coordinators (Urban & Rural), and
- Storeman/Purchasing Officer

All wages attract an additional oncost percentage to cover the cost of employees such as superannuation, workers compensation and leave entitlements and allocate that cost across the areas where the employees work. In this instance, the employees are cost to administration. The oncost percentage for 2018/19 has remained at 38.27% to cover these costs.

The Distribution of Administration line is the net transfers of engineering administration wages across all areas of Council. The amounts are calculated by each employee allocating where their time is spent across the organisation. The percentage of their annual wage estimate is then included in the costs of the nominated area.

Engineering & Supervision (page 2)

This provides for relevant costs such as IT costs, telephone costs, mobile phone costs, general office expenses, engineering instrument maintenance, software provisions, depot maintenance, small tools/sundry expenses, vehicle costs, asset management, depot costs, travelling costs, depot building maintenance costs and internal vehicle costs.

The software component of this includes provision for annual licence renewal of CAD, dwg, Aus spec, Reflect and other IT licence requirements.

Project Management (page 2)

Costs associated with the project management team are included here. Please note that wages are not included and will be cost directly to the projects that are being worked on.

Plant Running Expenses (page 2)

The estimate for this area for 2018/19 includes the following amounts:

* Insurances:	\$ 45,229
* Plant Running Costs:	\$1,284,673
* Heavy Vehicle Inspections:	\$ 13,911
* Workshop Tools:	\$ 5,797
* Workshop Expenses:	\$ 20,259
* Trainee Costs:	\$ 33,800
* Workshop Vehicle Running Expenses:	\$ 28,983
* Internal Distribution of Plant:	(\$ 42,436)
* Miscellaneous Plant Costs:	\$ 11,255
* Plant Hire Income	<u>(\$2,420,500)</u>
	(\$1,030,284)

As can be identified from the budget, this provision provides for all costs relevant to plant operations.

When depreciation of the plant assets of \$604,245 is taken into account, the result for this area for 18/19 is a surplus of \$426,039 compared to a surplus the previous year of \$398,846.

Employee Overhead Costs - General Fund (page 2)

Council charges an internal oncost rate of 38.27% on all wages within General Fund. The 38.27% charge has been calculated as follows:

General Fund					
Annual Leave	4 weeks as a percentage of 48 weeks	4	48	8.33%	448,752
Long Service Leave	2 weeks as a percentage of 48 weeks	2	48	4.17%	224,376
Sick Leave	3 weeks as a percentage of 48 weeks	3	48	6.25%	336,564
Superannuation	9.5% for 52 weeks in 48 weeks	9.50%	48	10.29%	554,209
Workers Compensation	cost as a percentage of wages	443,109	5,385,022	8.23%	443,109
Other	say 1%			1.00%	53,850
				38.27%	2,060,859

The income from the charge is included here and is offset against the above costs. Ideally, the overall estimate should be nil however, this will always vary due to the taking of leave and changes to the workers compensation premium as a result of claims.

Employee Overhead Costs - Orana Lifestyle Directions (page 2)

Council charges an internal oncost rate of 29.64% on all wages within Orana Lifestyle Directions. The oncost rate is made up of the following:

Orana Lifestyle Directions					
Annual Leave	4 weeks as a percentage of 48 weeks	4	48	8.33%	191,998
Long Service Leave	2 weeks as a percentage of 48 weeks	1	48	2.08%	47,999
Sick Leave	3 weeks as a percentage of 48 weeks	2	48	4.17%	95,999
Superannuation	9.5% for 52 weeks in 48 weeks	9.50%	48	10.29%	237,117
Workers Compensation	cost as a percentage of wages	86,707	2,303,975	3.76%	86,707
Other	say 1%			1.00%	23,040
				29.64%	682,861

The income from the charge is included here and is offset against the above costs resulting in a break even estimate. However, variances can occur with sick leave and workers compensation insurance.

All employee oncosts (leave, superannuation, workers compensation, etc) are charged to General Fund and offset by the collection of the charge.

Employee Overhead Costs - Carlinda (page 2)

Council charges an internal oncost rate of 39.83% on all wages within Carlinda. The charge has been calculated as follows:

Carlinda Enterprises					
Annual Leave	4 weeks as a percentage of 48 weeks	4	48	8.33%	23,350
Long Service Leave	2 weeks as a percentage of 48 weeks	2	48	4.17%	11,675
Sick Leave	3 weeks as a percentage of 48 weeks	3	48	6.25%	17,512
Superannuation	9.5% for 52 weeks in 48 weeks	9.50%	48	10.29%	28,837
Workers Compensation	cost as a percentage of wages	27,427	280,198	9.79%	27,427
Other	say 1%			1.00%	2,802
				39.83%	111,603

The income from the charge is included here and is offset against the above costs resulting in a break even estimate. However, variances can occur with sick leave and workers compensation insurance.

All employee oncosts (leave, superannuation, workers compensation, etc) are charged to General Fund and offset by the collection of the charge.

Employee Overhead Costs - Cooe Lodge (page 2)

Council charges an internal oncost rate of 31.88% on all wages within Cooe Lodge. The charge has been calculated as follows:

Cooee Lodge plus CACP					
Annual Leave	4 weeks as a percentage of 48 weeks	4	48	8.33%	139,510
Long Service Leave	2 weeks as a percentage of 48 weeks	1	48	2.08%	34,877
Sick Leave	3 weeks as a percentage of 48 weeks	2	48	4.17%	69,755
Superannuation	9.5% for 52 weeks in 48 weeks	9.50%	48	10.29%	172,295
Workers Compensation	cost as a percentage of wages	100,461	1,674,118	6.00%	100,461
Other	say 1%			1.00%	16,741
				31.88%	533,639

The income from the charge is included here and is offset against the above costs resulting in a break even estimate. However, further variances can occur with sick leave and workers compensation insurance.

All employee on costs (leave, superannuation, workers compensation, etc) are charged to General Fund and offset by the collection of the charge.

Employee Overhead Costs – Jack Towney Hostel (page 2)

Council charges an internal oncost rate of 31.88% on all wages within Cooee Lodge. The charge has been calculated as follows:

Jack Towney Hostel plus CACP					
Annual Leave	4 weeks as a percentage of 48 weeks	4	48	8.33%	24,832
Long Service Leave	2 weeks as a percentage of 48 weeks	1	48	2.08%	6,208
Sick Leave	3 weeks as a percentage of 48 weeks	2	48	4.17%	12,416
Superannuation	9.5% for 52 weeks in 48 weeks	9.50%	48	10.29%	30,668
Workers Compensation	cost as a percentage of wages	18,822	297,987	6.32%	18,822
Other	say 1%			1.00%	2,980
				32.19%	95,926

The income from the charge is included here and is offset against the above costs resulting in a break even estimate. However, further variances can occur with sick leave and workers compensation insurance.

All employee on costs (leave, superannuation, workers compensation, etc) are charged to General Fund and offset by the collection of the charge.

Contribution to NSW Fire Brigades (page 4)

Council is required to make a contribution to the NSW Fire Brigades, which is responsible for urban areas, under legislation. Council has no input into the calculation of the contribution. The estimate has been based on previous years with an increase for CPI for 2018/19 and the next three years and generally reflects an 11.7% of budget operations in Gilgandra.

Contribution to NSW Rural Fire Service (page 4)

Council is required to make a contribution to the NSW Rural Fire Service, which is responsible for rural areas, under legislation. Council has no input into the calculation of the contribution. The contribution for 18/19 has been estimated at \$206,000 (\$146,283 in 17/18 but reduced from \$195,052 pending discussions with Warrumbungle Shire Council) being one third of the total allocation for the Castlereagh Zone, will be required to be paid in 2018/19 and this amount is included in the estimates. CPI increases have been allowed in future years.

Other Fire Protection Expenses (page 4)

The total vote of \$154,138 (\$88,258 in 17/18) includes an internal distribution of administration charge of \$14,018 (\$13,750 in 17/18) and \$140,120 (\$72,778 in 17/18) of running costs. This is offset by a reimbursement of the same amount.

These amounts are estimates only at this stage with the Emergency Management Service yet to advise Council of the allocations for 2018/19. Allocations are usually advised in September / October.

Animal Control Income & Expenses (page 4)

The estimate of \$169,637 (\$166,556 in 17/18) for 2018/19 for animal control has been calculated by forecasting for the continuation of the ranger position plus the operating costs of the pound. The operations remain the same and this is reflected in the estimate which is slightly more than the previous year. The estimated income is in line with previous years budgets which have been exceeded. The next three years increases are in line with CPI.

Emergency Services Expenses (page 4)

The \$19,715 allocation to this area for 2018/19 is to allow for Council's 11.7% contribution to Emergency Services increasing by CPI from the previous year and for the following three years.

This amount is an estimate only at this stage with Emergency Management NSW yet to advise Council of the allocations for 2018/19. Allocations are usually advised in September / October.

Wages & Other Employee Costs - Health (page 5)

The wages allocation allows for the following positions:

- Director of Environmental Services
- Building Surveyor
- Environmental Health Officer
- Maintenance Co-ordinator

The Distribution of Administration line is the net transfers of environmental services administration wages across all areas of Council. The amounts are calculated by each employee allocating where their time is spent across the organisation. The percentage of their annual wage estimate is then included in the costs of the nominated area.

Medical Centres Income & Expenses (page 5)

The income and expenses are in line with previous years with increases in 2019/20, 2020/21 and 2021/22 are in line with CPI from then on.

Domestic & Other Waste Management (page 6)

The Domestic Waste Management area for 2018/19 includes income of \$460,113 that is collected from domestic ratepayers in Gilgandra, Tooraweenah and Armatree that use or are able to use the service. The Other Waste Management income for 2018/19 of \$165,000 includes an amount of \$137,002 that is collected from commercial, non-rateable and rural ratepayers that use or are able to use the service. The remaining \$27,998 is made up of tipping charges and scrap steel sales.

The combined income of \$597,115 derived from waste collection charges is used to pay for the costs applicable to the service provided.

The expenses of \$618,832 for Domestic Waste Management include the following items:

- \$190,000 for waste and recycling collection;
- \$4,776 for recycling promotion;
- \$169,744 payment to Carlginda for the management of the waste facility;
- \$5,535 for insurances;
- \$9,004 for electricity;
- \$3,376 for cleaning;
- \$40,542 for the distribution of administration charge; and
- \$195,855 for the waste facility operating and maintenance costs.

The maintenance costs of \$195,855 above is made up of \$30,000 for processing green waste, \$65,000 for track loader and labour for landfill operations, \$50,000 to empty skip bins by the contractor, \$5,000 license renewal for the tyre site, \$10,000 to supply recycling bags, \$5,000 for the contract to dispose of tyre, \$5,000 to manage mulch and fill for capping, \$15,550 for plant and labour to provide recycling services to Armatree and Tooraweenah and \$5,305 for building maintenance.

An amount of \$42,000 has been allocated to be transferred to reserves and, should savings occur by the end of the year, the amount saved will also be transferred.

The expenses of \$53,312 (\$52,103 in 17/18) for Other Waste Management covers a cost of \$5,000 for each of the rural tips located at Tooraweenah, Armatree, Curban and Biddon for to maintain the sites. There are also allocations of \$6,000 for scrap steel community projects and \$27,312 for a distribution of administration charge.

Urban Stormwater Drainage (page 6)

The income raised for stormwater drainage is via a \$25 annual charge levied on all ratepayers within the Gilgandra town boundary. This charge is determined by the DLG and Council cannot increase it above the \$25 limit.

The 2018/19 Urban Stormwater Drainage maintenance and repair allocation is in accordance with the ongoing LTFP allocation. The amount allocated is \$87,569 (\$134,587 in 17/18) and has reduced by \$47,018 compared to the previous year due to a \$28,018 reduction in the distribution of administration charge and a \$19,000 reduction in the estimated maintenance costs.

Wages & Employee Costs - Community Services Administration (page 7)

The wages estimate for this function for 2018/19 now includes the Marketing Officer position. The proceeding years increase in line with CPI.

The Distribution of Administration line is the net transfers of administration wages across all areas of Council. The amounts are calculated by each employee allocating where their time is spent across the organisation. The percentage of their annual wage estimate is then included in the costs of the nominated area.

Youth Services (page 7)

The 2018/19 budget includes a provision for GSH (Going Home Staying Home) services through our contract with Mission Australia. The funding received through this arrangement is the major income source received by GYS. The services now provided under this contract are available to a much wider demographic, essentially people at risk of homeless over age 16. Previously services were available to young women aged 16-24. There is now also a key focus on case management services.

The GYS budget is predicated on EIPP (Early Intervention Program) funding continuing.

Expense allocations are essentially unchanged with wages being the biggest component.

Gilgandra Community Care & Transport (page 7)

Gilgandra Community Care and Transport income and expenditure for 2018/19 is line with previous year with operations generally remaining the same. The service requires no financial input from Council with grant funding and the income generated by the service covering all expenditure.

Services now include Meals On Wheels, Community Transport and a range of brokered services.

Any estimated surplus or deficit results are offset by transfers to or from reserves on pages 16 and 17.

Government Access Centre (page 7)

The Government Access Centre income and expenses for 2018/19 is along the same lines as the previous year except for an additional allocation of \$14,755 to re-carpet the building. The existing carpet in the staff area is was laid when the building was purchased from the Commonwealth Bank and has worn through in patches. The following three years have increased in line with CPI. There are no plans for changes to the existing services performed.

Gilgandra Preschool (page 7)

Council has an arrangement with the Gilgandra Preschool Committee whereby Council performs all payroll operations (wages and superannuation) and the Preschool Committee then reimburses Council.

Public Cemeteries (page 8)

The allocation of \$105,158 for 2018/19 (\$101,931 in 17/18) is consistent with the expected levels of service. The following three years have been increased in line with CPI.

The costs at the Gilgandra Cemetery includes maintaining the grass and weeds as required, emptying of rubbish bins on a regular basis, install and maintain graves and to run and maintain the extended irrigation system, all of which is in keeping with Council's Cemetery Management Plan.

Public Conveniences (page 8)

There is a nil operating cost in this area because all public conveniences are maintained from within the “host” asset provisions such as Hunter Park, McGrane Oval, Target Carpark, Tooraweenah Park, etc. The estimate of \$6,435 is for a distribution of administration charge only.

Town Planning (page 8)

The town planning allocation for 2017/18 included a significant increase of \$50,000 to fund a review of the Local Environmental Plan and the Development Control Plan. Council are yet to determine if a review is to take place but, if so, the \$50,000 allocation will be brought forward to 2018/19.

The income allocation includes an amount of \$10,609 for developer contribution fees. These funds are to be used for future infrastructure projects and, as a result, if offset by a transfer to reserves.

The 2018/19 expenditure allocation is in line with previous years.

Street Lighting (page 8)

The expected cost of street lighting for the 2018/19 is to be at the same level as previous years.

Library (page 9)

The Library operations will be the same as in previous years and the draft budget reflects that. Estimated income of \$33,152 (\$27,464 in 17/18) and expenses of \$418,294 (\$322,243 in 17/18) compare favourably with the budget approved last year. The expenses have increased due to an additional allocation of \$80,165 for unspent grant funds that is offset by a transfer from reserves.

Public Halls (page 9)

The 2018/19 estimates have been prepared on the same basis as previous years. The 2018/19, 2019/20 and 2020/21 estimates have been increased in line with CPI.

Swimming Pool (page 9)

The budget income for the pool is expected to be at the same level as the previous year with the free entry period estimated to remain in place.

Wages remains the single biggest expense ahead of facility maintenance and electricity. The wages cost of a pool supervisor and a 2IC is a reasonably fixed cost so the focus of management will be on the casual wages to ensure budget targets are achieved. It should be recognised though that safety guidelines around staff/customer ratios can require a certain amount of cost is incurred once the pool is open.

Sporting Grounds (page 9)

The sporting grounds income has been uplifted to be inclusive of the 3% Sports Council approved increase. The total amount of income expected is \$6,448 which is low in relation to the “level of services” provided at the five (5) sporting facilities within Gilgandra and the outlying villages. All users have extensive and variable demands frequently requesting “levels of service” above the scope of the budget.

The sporting ground expenses cater for the upkeep and maintenance of:

- McGrane Oval – including cleaning and maintenance of the toilet block when schedule usages and/or events occur;
- Cooee Oval;
- Ernie Knight Oval– including cleaning and maintenance of the toilet block;
- Showground Oval; and
- Tooraweenah Recreation Ground.

The sporting grounds costs are not expected to be any greater than an increase for CPI from the previous year and the budget estimate reflects this.

Parks and Gardens (page 9)

The Parks & Garden staff provides for the routine maintenance and repair at the following locations:

- Gilgandra Cemetery;
 - Tooraweenah Cemetery;
 - Council Chambers & Hall Surrounds;
 - Hunter Park – including cleaning and maintenance of the toilet block;
 - Apex Park;
 - Noonan Park;
 - Jordana Park;
 - Bencubbin Park;
 - Target Park– including cleaning and maintenance of the toilet block;
 - Clarice Schultz Park;
 - Cooee Park;
 - Miller Street Plaza;
 - Windmill Walk;
 - Chelmsford Avenue Walk;
 - Town Footpaths & Open Spaces;
 - Gilgandra Arboretum;
 - Tooraweenah Park– including cleaning and maintenance of the toilet block;
 - Armatree Park;
 - Tooraweenah Viewing Platform M&R;
 - Tooraweenah Open Spaces – General; and
 - Gilgandra, Tooraweenah and Armatree Protection Zones.
-

The working of the cemeteries includes maintenance of the lawn and regular section as well as plotting, excavation and backfilling of all graves. The maintenance cost relevant to the cemeteries, Council Chambers surrounds and the Community Hall surrounds are all provided for within their own budget areas.

The parks and gardens income budget includes a contribution of \$56,650 from the RFS to provide for fire hazard reduction works.

The parks and gardens costs are not expected to be any greater than an increase for CPI from the previous year and the budget estimate reflects this.

Gilgandra Fitness Centre (page 9)

The income for the Gilgandra Fitness Centre (GFC) had two main components being admissions and federal government grant for a Community Fitness Officer. The proposed budget reflects the decision of the Federal Government to discontinue the funding. As a result, the estimated income for 2018/19 of \$38,192 is \$26,918 less than the previous year.

The projected cost to operate the GFC includes wages and equipment for the current opening hours, structure and programs. The estimates for the 2018/19 year are only a small increase on the previous year.

Heritage Income & Expenses (page 9)

The funding proposed for the 2018/19 budget is allocated for the continuation of a local heritage fund and heritage advisor fees although funding from the NSW Heritage office has been reduced.

The continuation of the Local Heritage fund project is seen as a positive. Previous years projects have resulted in considerable investment by landowners in improving the structural integrity and appearance of their properties. The net cost of this service is \$21,363.

Orana Arts Expenses (page 9)

The estimated 2018/19 cost of \$7,422 is to cover Council's contribution to the program.

Building Control (page 11)

The income estimate for 2018/19 for this area is in line with previous years and the expenditure estimate has increased in line with CPI.

Gravel Pits (page 11)

The income and expense from gravel pit operations has been increased by CPI for 2018/19 compared to the previous year.

The expected surplus of \$53,045 will be transferred to the gravel reserve to cater for the cost incurred in investigating new pits and rehabilitating pits in future years.

The balance of this reserve is currently \$122,561 and is expected to be around \$200,000 by the end of 2017/18. Over the next few years, the total transferred to and held in reserves will need to be monitored.

Urban Roads (page 12)

The allocation for urban roads for 2018/19 has been increased in line with CPI compared to the previous year. This allows for the maintenance of roads and streets within the Gilgandra town area and the village areas of Tooraweenah and Armatree.

Rural Roads (page 12)

The allocations for rural roads – sealed and rural roads – unsealed have been increased by 3% on the previous year which included the full planned increase from the special rate variation.

The NDRAA works have now been completed and, as a result, have not been included in the 2018/19 estimates.

Regional Roads (page 12)

The income and expenses elements of the Regional Roads budget will be identical. The Regional Road portion of the budget (Block Grant) has not been announced by the State Government therefore an increase of 3% has been applied to the four elements of the workings undertaken as part of this RMS contribution. The four elements are:

- Routine maintenance – Road surface and roadside furnishings upkeep,
- Supplementary Allocation – Bitumen reseal, normally one segment,
- Traffic Facilities, line marking and road safety provisions, and
- Bridge maintenance.

State Roads (page 12)

The State Roads area includes the allocation of works by the RMS on state highways to be carried out by Council. It also includes an amount of income and expense for other Council's (Warren Shire Council) that Gilgandra Shire Council administers on their behalf. Warren Shire pays Gilgandra Shire for this service.

The difference between the total estimated income of \$2,634,347 and the total estimated expense of \$1,784,918 is \$849,429 being the estimated profit from the RMS contract works. It is important to note that this is an estimate only at this stage with the RMS yet to finalise works for the 2018/19 year

Roads to Recovery (page 12)

The 2018/19 Roads to Recovery monetary allocation totals \$696,300. The compilation of the Roads to Recovery budget is normally made up of a three way split between gravel resheets, bitumen reseals and specific rehabilitation works. The 2018/19 allocation will be determined following a separate detailed report to the May or June Council meeting.

The total expenses of \$1,053,563 is \$357,263 more than the expected income to be received due to works being carried over from the previous year. This additional amount is offset by a transfer from reserves on page 16.

Bridges (page 12)

The allocation of \$193,096 for 2018/19 has allowed for an increase for CPI on the previous year. Council is currently in the process of replacing timber bridges however, there is still a need to maintain the existing network, especially the remaining timber bridges.

Footpaths (page 13)

There is no expected income for footpath work at this point in time however Council will continue to pursue unemployment and other opportunities for income to improve the footpaths within the township. Routine maintenance footpath allocation complies with the Long Term Financial Plan (LTFP).

Aerodromes (page 13)

The income estimate is \$65,000 (increased from \$55,000 last year) for 2018/19 as per negotiations with the RAAF which are currently taking place. This amount is then ongoing for the next three years.

The draft budget provides for the routine maintenance of both the Gilgandra and Tooraweenah airstrips. Based on the routine costs that are incurred, the 2018/19 budget includes an increase for CPI as does future years.

Other Expenses - Other Transport & Communication (page 13)

This allocation allows for a marginal increase in kerb and gutter maintenance as agreed by Council. The estimate of \$47,026 is for kerb and gutter costs (\$31,827) and a distribution of administration charge (\$15,199) only.

Coote Heritage Centre (page 14)

This area includes the operations of the CHC that relate to both culture (ie. the galleries) and tourism (ie. visitor operations). The 2018/19 estimates of income and expenditure are in line with previous years and the following years include increases for CPI plus an additional \$10,000 for promotional activities.

Promotion & Economic Development (page 14)

This area includes the operations of promotion and economic development only. The 2018/19 estimates of income and expenditure are in line with previous years with an additional expenditure allocation of \$45,000 for costs relating to the Inland Rail project. The following years include increases in line with CPI.

Real Estate Development (page 14)

This area reflects the income to be received from land sales and costs associated with the same.

The land sales over the next 4 years are estimated to be as follows:

18/19: 4,000sqm industrial at \$44,000.
19/20: 1 block residential at \$26,000.
20/21: 7,000sqm industrial land at \$77,000 and 3 blocks residential at \$105,000.
21/22: 1 block residential at \$28,000.

Private Works (page 14)

The private works draft budget does include a decrease in works due to a commitment to RMS works and major projects compared to the previous year. The estimated income of \$265,000 is offset by expenses of \$265,000 which includes an estimated profit of \$61,000 derived from the work.

General Rate Income (page 15)

The total general rate income of \$4,853,693 represents an increase of 2.3% on the previous year being the full amount allowed under rate capping. The following 4 years include rate increases of the rate peg limit only which is estimated at 3%.

Financial Assistance Grant (page 15)

The Federal Government have yet to advise of the Financial Assistance Grant amount for 2018/19, as a result, the amount has been estimated with a 2.3% increase on the 2017/18 allocation. In the following years, the amount increases by CPI.

The Financial Assistance Grant is untied (not for any specific purpose) funding provided by the Federal Government. It is calculated using a complex formula including demographics, roads, population, etc which increases by varying amounts each year.

Interest Income (page 15)

Interest income for 2018/19 is expected to be at a higher level than the previous year's estimate due to levels of cash held being at a higher level and interest rates are estimated to be steady.

Reserves (pages 16 and 17)

Transfers from reserves are an income item in the budget, however, it is merely a transfer of funds from the bank account. Transfers to reserves are an expense item in the budget, however, it is merely a transfer of funds to the bank account. Council should be aware of this when decisions regarding reserves are made.

Following is a listing of the movement in Reserves for 2018/19:

Transfers from Reserves

- Waste Facility \$50,000: reserve funded from waste charges and used to fund capital expenditure.
 - Safety Improvement Strategy \$124,200: reserve funded from an unspent allocation of \$200,000 from 2016/17 and used to fund increased operating costs on page 2.
-

- Library Grant \$80,165: unspent grant funds from last year and used to fund increased operating costs on page 9.
- Roads to Recovery \$357,263: unspent grant funds from last year and used to fund increased operating costs on page 12.
- Major Plant \$98,800: unspent capital funds from previous years and used to fund capital expenditure.
- Swimming Pool \$21,000: unspent capital funds from previous years and used to fund capital expenditure for the combined Sports Centre planning (\$50,000).
- Sports Council \$29,000: reserve funded from the allocation of 50% of sports grounds hire charges each year and used to fund capital expenditure for the combined Sports Centre planning (\$50,000).
- Footpaths \$36,000: reserve funded from previous years unspent allocation and used to partly offset capital expenditure of \$50,000.

Transfers to Reserves

- Waste Facility \$40,542: funded from the domestic and other waste charges to be used for future capital works at the Waste Facility.
- IT Upgrades \$50,000: funded by an annual contribution from all Council operations to be used to update the infrastructure every three years at a total cost of around \$150,000.
- Sports Council \$3,224: funded from 50% of the estimated revenue from sporting grounds as per Council Policy to be used for capital improvements as determined by the Sports Council.
- ELE Reserves \$25,000: it has been standard practice to place this amount into reserves each year to fund anticipated future employee leave entitlement payouts. The Department of Local Government views the setting aside of funds for this purpose as a responsible practice. *After this transfer, the balance of the reserve will be \$977,387.*
- Gravel Pits \$53,045: the difference between gravel income of \$244,007 and gravel expenses of \$190,962 on page 11, is transferred to reserves to fund the future rehabilitation of disused pits. *After this transfer, the balance of the reserve will be \$175,606.*
- Scrap Steel \$4,609: the difference between scrap steel sales of \$10,609 and scrap steel community project costs of \$6,000 on page 6, is transferred to reserves to fund future projects in Tooraweenah and Armatree as determined by Council. *After this transfer, the balance of this reserve will be \$51,230.*
- Section 94 Fee Income \$10,609: the income collected by this charge included in Town Planning income on page 8, is transferred to reserves to fund future infrastructure works in the CBD.

Capital Income (page 18)

Bushfire Issues

This is a non cash item that is offset by capital expenditure for the same amount.

Contribution for Windmill Walk

The \$15,000 amount included here is the 50% contribution from the RMS for the capital cost of \$30,000 for walkway works.

Grants – Cooee Heritage Centre

It is proposed that grant funding of \$300,000 will be forthcoming in order to carry out an upgrade of the galleries at the Cooee Heritage Centre. This amount is offset by capital works.

Grants – Stronger Country Communities

The amount of \$1,814,809 is included as per the notification from the State Government. It will be used to fund the following capital projects that have been included in this budget:

- McGrane Oval Upgrades: \$995,000
- Community Halls Program: \$280,000
- Parks Program: \$260,000
- Recreation Program: \$279,809

The following remaining projects have been allocated to the 2019/20 with corresponding grant funding:

- Recreation Program: \$ 20,191
- Signage Program: \$100,000
- Town / Villages Beautification Program: \$150,000

Estimated Grant Monies Offset by Capital Works

The following income amounts have been included and are offset by corresponding capital projects of the same amounts:

- Graincorp Subdivision: \$ 250,000
- Sand Quarry: \$ 200,000
- Inland Rail Water: \$2,000,000
- Industrial Estate Intersection: \$ 330,000
- Berakee Quarry Intersection: \$ 400,000

Should the above funds be not forthcoming, Council will need to determine if the capital projects are to proceed and, if so, how they are to be funded.

SES Building Upgrade

The estimated \$300,000 in funding is made up of a contribution of \$150,000 from the SES and a grant of \$150,000 from Clubs and Pubs that has been applied for. The total capital cost of the project is \$450,000.

CAPITAL WORKS (pages 18 & 19)

Following is a listing of the capital works appearing in the draft budget and their comparison with the Long Term Financial Plan (LTFP):

Waste Facility

The allocation of \$50,000 (\$100,000 in 2017/18) is required to complete the construction of a new pit. This is offset by a transfer from reserves.

The LTFP allocation was \$50,000.

Community Housing

The \$20,000 requested is for capital renewals on Council's community houses. There has been no specific works identified and this estimate is for unplanned renewals that may occur throughout the year. If unspent, the funds will be transferred to reserves.

The LTFP allocation was \$20,000.

Library – Capital

The \$8,150 requested is to allow for unidentified works that may be required and for the future replacement of IT equipment.

The LTFP allocation was \$5,150.

Library

Total library purchases cost of \$11,230 for library purchases including books, toys and other materials. This is funded by the State Library Service.

The LTFP allocation was \$11,230.

Plant

The allocations for major plant, light trucks and utilities, cars and station wagons and minor plant were noted by Council at the May meeting. The requested amounts are the same as the amounts included in the LTFP. The allocations are as follows:

Major Plant (2017/18) \$1,020,000 - \$330,500 = \$689,500

Major Plant (2018/19) \$1,120,000 - \$437,000 = \$683,000

Trucks & Utes (2017/18) \$107,000 - \$56,000 = \$51,000

Trucks & Utes (2018/19) \$99,000 - \$53,000 = \$46,000

Cars & Wagons (2017/18) \$93,000 - \$40,000 = \$53,000

Cars & Wagons (2018/19) \$84,000 - \$38,000 = \$46,000

Minor Plant (2017/18) \$51,500 - \$32,200 = \$84,700
Minor Plant (2018/19) \$58,000 - \$8,200 = \$49,800

Total (2017/18) \$1,271,500 - \$458,700 = \$812,800
Total (2018/19) \$1,361,000 - \$536,200 = \$824,800
Total (LTFP) \$1,361,000 - \$536,200 = \$824,800

There is a transfer from reserves of \$98,800 to assist with funding the purchase of major plant.

Rural Fire Service Issues

The allocation of \$237,923 is an estimate only of the value of the plant and equipment to be purchased by the Rural Fire Service. This is a non cash item with Council paying 11.7% of the allocation in the contribution cost listed on page 4. It is offset by a non cash grant included in capital income of the same amount.

The LTFP allocation was \$206,000 with an offsetting capital income item of the same amount.

Office Furniture & Equipment

A minimal amount of \$2,600 is included for sundry items that may be required during the year.

The LTFP allocation was \$2,600.

Chambers & Offices

The Council chambers and offices is an ageing building and regular maintenance and renewals are and will be required into the future. An amount of \$15,000 (15,500 in 18/19) per year for capital renewal work has been included in the draft budget. This amount is for unspecified work and, if unspent, will be transferred to a reserve.

The LTFP allocation was \$15,000.

Shire Depot

After extensive discussions, an amount of \$2,000,000 has been included to allow for a major upgrade of the Shire Depot. This will be funded by borrowings.

The LTFP allocation was nil.

Swimming Pool

An allocation of \$10,000 per year is required to allow for the ongoing renewal of this ageing asset. If the funds are unspent at the end of the year, they will be transferred to a reserve to upgrade the toilets, pump shed, kiosk and the clubhouse in the future.

The LTFP allocation was \$10,000.

Youth Club

The allocation of \$50,000 in 2018/19 is to purchase a new bus. Previous plans included an allocation of \$250,000 in to upgrade the basketball court but this item has been taken out pending further discussions with the Basketball Association.

The LTFP allocation was \$50,000.

Stormwater

The storm water capital allocation of \$50,000 proposed for 2018/19 is ongoing and has been reduced from the \$100,000 allocation in the 2017/18 Long Term Financial Plan.

Previous years have shown that the existing allocations for stormwater have not been fully utilised due to the lack of comprehensive plans and designs. When this stage is complete and a full understanding obtained of what is required, the capital allocation for stormwater will be revisited.

The LTFP allocation was \$100,000.

Footpaths

The amount of \$50,000 included in the long term financial plan for allocation in 2018/19, will be utilised to renew unsatisfactory sections of concrete footpath identified during annual inspections.

The LTFP allocation was \$50,000.

Kerb & Gutter Renewals

As for the footpaths, the amount of \$50,000 included in the long term financial plan for allocation in 2018/19, will be utilised to renew unsatisfactory sections of kerb and gutter identified during annual inspections.

The LTFP allocation was \$50,000.

Economic Development Strategy

As requested by Council, an amount of \$50,000 per year for three years has been included to assist in developing an economic strategy for the Shire. The 2018/19 year will be the second of those allocations.

Council should be aware that there is also an additional \$45,000 in the Promotion and Economic Development operating budget for costs associated with the Inland Rail.

The LTFP allocation was \$50,000.

Walkway Works

The allocation of \$30,000 is to continue the upgrade works of the walkways in the Gilgandra township. The \$30,000 partly funded by \$15,000 from the RMS.

The LTFP allocation was \$50,000.

Cooee Heritage Centre

It is proposed that funds of \$5,000 be set aside each year to provide for renewal work at the Centre as they occur. Should the funds be unspent, they will be transferred to a reserve to be held when required.

An additional \$300,000 is proposed to carry out upgrades to the galleries. This project is offset by grant funding if forthcoming.

The LTFP allocation was \$5,000.

Centenary WW1 Armistice

An allocation of \$40,000 to allow for an appropriate commemoration of the event whatever form that may take.

The LTFP allocation was \$40,000.

Gym

It is proposed that funds be set aside each year to provide for equipment upgrades and renewal works at the gym as needed. Should the funds be unspent, they will be transferred to a reserve to be held when required.

The LTFP allocation was \$10,000.

Pound

The pound facility requires considerable work to meet incoming OHS requirements. The exact extent of the requirements is not yet known however,

it would be prudent to include an allocation for these future works. An amount of \$15,000 each year ongoing has been included for the works.

The LTFP allocation was \$15,000.

Upgrade SES Premises

An amount of \$450,000 has been allocated to allow for an upgrade to the existing premises of the SES as previously discussed by Council. This is partly offset by capital funding of \$300,000 making the net cost to Council being \$150,000.

The LTFP allocation was \$200,000.

Rural Roads Capital Renewals

The additional rural road allocation vote for 2017/18 and in accordance with the Long Term Financial Plan, complies with the resolution of Council when imposing the increase in rates of 10% for three (3) consecutive years. This allocation was an element of reward for the upgrade of rural roads. In accordance with public consultation, it was agreed that rural roads required an amount of “catch up” works and increased maintenance treatment. It is therefore considered appropriate that this allocation be utilised to increase the gravel resheeting and bitumen reseals of rural roads.

The effects of the increase in gravel resheeting and bitumen reseals will see a large degree of “catch up” works and it is considered that in future years, Council may be able to see the opportunity of actually establishing a bitumen seal on some of the higher classified roads processed with the increased gravel resheets.

The total amount originally available for the additional renewal work was \$4,550,000 over 10 years. The allocation for the first year in 2016/17 was \$396,899 increasing by an estimated 3% for CPI from then on. The result is still that \$4,550,000 was spent over the first 10 years.

This allocation was then reduced by the loan repayments for the three bridges. The repayments are \$210,199 each year. The table below demonstrates this:

Year	Additional Roads Allocation	Less Loan Repayment	Amended Roads Allocation
18/19	\$421,070	\$210,199	\$210,871
19/20	\$433,702	\$210,199	\$223,503
20/21	\$446,713	\$210,199	\$236,514
21/22	\$460,115	\$210,199	\$249,916
22/23	\$473,918	\$210,199	\$263,719
23/24	\$488,136	\$210,199	\$277,937

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24/25	\$502,780	\$210,199	\$292,581
25/26	\$517,863	\$210,199	\$307,664
26/27	\$533,399	\$210,199	\$323,200
27/28	\$549,401	\$86,180	\$463,221
	\$4,686,503	\$1,977,971	\$2,578,188

The LTFP allocation was \$204,546.

Stronger Country Communities Fund

A total amount of \$1,814,809 has been allocated to the following projects from this fund:

- McGrane Oval Upgrade: \$995,000
- Community Halls Program: \$280,000
- Parks Program: \$260,000
- Recreation Program: \$279,809

The following projects have been allocated to the 2019/20 year:

- Recreation Program: \$ 20,191
- Signage Program: \$100,000
- Town / Village Beautification Program: \$150,000

The LTFP allocation was nil.

Graincorp Subdivision Design

It is anticipated that the Graincorp Subdivision project will go ahead and that planning for it will take place in 2018/19. An amount of \$250,000 has been estimated for the planning stage and this is offset by capital income of the same amount.

The LTFP allocation was nil.

Sand Quarry

A project to establish a sand quarry in Gilgandra is planned for the 2018/19 year. It is anticipated the cost will be \$200,000 and this is offset by capital income of the same amount.

The LTFP allocation was nil.

Inland Rail Water

As council has been informed, a project associated with the Inland Rail and their water supply is expected in 2018/19. The cost will be in the vicinity of \$2,000,000 and will be offset by capital income of the same amount.

The LTFP allocation was nil.

Industrial Estate Intersection

The creation of a second intersection on Hargraves Lane is required to be constructed as a condition of the purchase of land within the industrial estate. It is estimated the intersection will cost \$330,000 to construct and is offset by capital income of the same amount.

It should be pointed out that if the capital income is not forthcoming, the project will still need to be completed and alternative funding will need to be sourced.

The LTFP allocation was nil.

Berakee Quarry Intersection

The creation of an intersection for the Berakee Quarry development is required as previously reported to Council. It is estimated the intersection will cost \$400,000 to construct and is offset by capital income of the same amount.

The LTFP allocation was nil.

Admin Building Landscaping

It is proposed that the landscaping of the Administration building be upgraded to make the grounds more presentable. An estimated amount of \$20,000 has been included in the budget for this purpose.

The LTFP allocation was nil.

Admin Building Planning

It is proposed that an amount of \$25,000 be allocated for the purpose of investigating the plausibility of either constructing new Administration building or significantly renovation the existing building.

The LTFP allocation was nil.

Cemetery Memorial Shade

An allocation of \$10,000 has been included to construct a shade structure at the columbarium site with the Gilgandra cemetery.

The LTFP allocation was nil.

Vacation Care

The cost of providing vacation care for residents of the shire has been at estimated at \$50,000 per year and has been included for Council consideration.

The LTFP allocation was nil.

Combined Sports Centre Planning

Council is considering the construction of a new combined sports centre in the near future. In order to determine the viability of such a project, an amount of \$50,000 has been included for the planning stage. This amount is offset by transfers from reserves.

Rebranding

An allocation of \$30,000 has been including to carry out a rebranding of Council as discussed.

The LTFP allocation was nil.

Loan Income & Repayments (page 20)

It is proposed to borrow \$2,150,000 to fund the upgrade of the Shire Depot (\$2,000,000) and Council's contribution to the SES building upgrade (\$150,000).

An amount of \$1,070,000 is proposed to be borrowed in 2020/21 to fund 50% of the Lucas Bridge project (\$770,000) and 50% of the street lighting conversion (\$300,000).

The interest and principle payments included in the draft budget and listed earlier in this report reflect the above proposed borrowings and existing loans.

The 2017/18 LTFP borrowing allocations were \$2,000,000 in 2017/18 (now carried over to 2018/19) and \$770,000 in 2020/21.

General Fund Comment (page 21)

The result for General Fund is an estimated deficit of \$151,350 for 2018/19 after depreciation is deducted. The ongoing years also reflect deficit results of \$232,496 in 2019/20, \$134,872 in 2020/21 and \$433,206 in 2021/22. The combined total result for the 4 years is a deficit of \$951,924.

The LTFP results for these years are \$195,726 deficit in 18/19, \$192,973 surplus in 19/20, \$186,823 surplus in 20/21 and \$60,508 surplus in 21/22. The total combined result for the 4 years is a surplus of \$244,579.

Directors and the Finance Manager are available to answer any questions or provide information to interested Councillors prior to the meeting.

WATER SUPPLY (pages 22 and 23)

The budgeted income for the Water Supply function includes a 5% increase (5% for Tooraweenah) in both the access and user charges as presented to Council previously. The income is proposed to be raised using Best Practice Pricing procedures as resolved by Council in December 2005 and is based on Council's 30 year plan currently being finalised for adoption by Council.

Water usage has been the average of the last 10 years consumption. The grants and subsidies amount includes the pensioner rebate claim.

The routine operational costs relevant to the Water Fund are consistent with previous years and any increase is accommodated for with the anticipated income to Water Fund.

The Water Fund Budget provides for the maintenance and up-keep, renewal and establishment of new items of infrastructure servicing Gilgandra and Tooraweenah's water supplies.

The assets maintained include the following;

- The water supply is made up of five (5) primary bores and submersible pump stations within the Gilgandra catchment area and one (1) primary well/bore providing for the Tooraweenah water supply;
- Gilgandra Water Treatment Plant;
- 9.9 kilometres of raw water rising mains; and
- 46.7 kilometres of various sized reticulation mains.

Capital Expense

The capital projects are as listed and amount to a total capital spend of \$612,500.

The overall estimated result for Water Supply for 2018/19 is a \$317,213 deficit. The results for the ongoing years are deficits of \$110,313 in 2019/20, \$41,614 in 2020/21 and \$6,920 in 2021/22. The combined 4 year result is a deficit of \$476,060.

The LTFP results for these years are a \$190,214 deficit in 18/19, \$18,334 surplus in 19/20, \$42,597 surplus in 20/21 and \$15,787 surplus in 21/22. The combined 4 year result is a deficit of \$113,078.

SEWERAGE SERVICES (pages 24 & 25)

The budgeted income for the Sewerage Services function includes a 7% rise in the access charges and usage charges as presented to Council previously. The income is proposed to be raised using Best Practice Pricing procedures as resolved by Council in December 2005 and is based on Council's 30 year plan currently being finalised for adoption by Council.

The Sewer Fund Budget provides for the maintenance and upkeep, renewal and establishment of new items of infrastructure servicing the Gilgandra township. The assets maintained include the following:

- 33 km of reticulation (collection) mains;
- 17 Sewer Pump Stations, all varying in condition;
- 6 kms of rising main;
- Sewerage Treatment plant located off Chelmsford Avenue; and
- Sewerage effluent treatment and disposal system.

The routine operational costs relevant to the Sewer Fund are consistent with previous years and any increase is accommodated for with the anticipated income to Sewer Fund.

The transfer to reserves amount of \$10,000 is a cost collected annually as a contribution to maintain the effluent pond. This item is included as a response to a report provided to Council in early 2015.

Capital Expenses

The capital projects are as listed and amount to a total capital spend of \$411,000.

The overall estimated result for Sewerage Services for 2018/19 is a \$20,806 deficit. The results for the ongoing years are an \$86,412 deficit in 2019/20, a \$390,611 deficit in 2020/21 and a \$12,073 surplus in 2021/22. The combined 4 year result is a deficit of \$485,756.

The LTFP results for these years are a \$97,515 deficit in 18/19, \$156,950 deficit in 19/20, \$109,845 deficit in 20/21 and \$313,870 deficit in 21/22. The combined 4 year result is a deficit of \$678,180.

ORANA LIFESTYLE DIRECTIONS (pages 26 to 27)

The draft budget for Orana Lifestyle Directions has been presented to the committee and the overall result is a \$21,398 surplus in 2018/19. The results for the ongoing years are a \$100,340 surplus in 2019/20, a \$54,400 surplus in 2020/21 and a \$58,582 surplus in 2021/22. The combined 4 year result is a surplus of \$234,720.

The LTFP results for these years are surpluses of \$100,596 in 18/19, \$106,164 in 19/20, \$111,898 in 20/21 and \$117,805 in 20/21. The combined 4 year result is a surplus of \$436,463.

CARLGINDA ENTERPRISES (page 28)

The draft budget for Carlginda Enterprises has been presented to the committee and the overall result is a \$3,322 deficit. The results for the ongoing years are deficits of \$13,422 in 2019/20, \$13,524 in 2020/21 and \$13,630 in 2021/22. The combined 4 year result is a deficit of \$43,898.

The LTFP results for these years are a \$6,767 surplus in 2018/19, a \$7,270 surplus in 2019/20, a \$7,789 surplus in 2020/21 and a \$41,678 deficit in 2021/22. The combined 4 year result is a deficit of \$19,852.

COOEE VILLA UNITS (page 29)

The draft budget for Cooee Villa Units has been presented to the committee and the overall result is an \$82,790 surplus. The results for the ongoing years are surpluses of \$63,184 in 2019/20, \$78,751 in 2020/21 and \$144,462 in 2021/22. The combined 4 year result is a surplus of \$369,187.

The LTFP results for these years are surpluses of \$14,237 in 2018/19, \$27,726 in 2019/20, \$91,328 in 2020/21 and \$115,017 in 2021/22. The combined 4 year result is a surplus of \$248,308.

HOME CARE PACKAGES (page 30)

The draft budget for Home Care Packages has been presented to the committee and the overall result is a \$28,923 surplus. The results for the ongoing years are a \$20,210 deficit in 2019/20, a \$30,684 surplus in 2020/21 and an \$18,395 deficit in 2021/22. The combined 4 year result is a surplus of \$21,002.

The LTFP results for these years are a \$37,022 surplus in 2018/19, an \$11,867 deficit in 2019/20, a \$39,277 surplus in 2020/21 and a \$9,545 deficit in 2021/22. The combined 4 year result is a surplus of \$54,888.

COOEE LODGE (pages 30 to 32)

The draft budget for Cooee Lodge has been presented to the committee and the overall result is a \$165,457 surplus. The results for the ongoing years are a \$13,080 deficit in 2019/20, a \$70,817 surplus in 2020/21 and a \$77,292 surplus in 2021/22. The combined 4 year result is a surplus of \$300,486.

The LTFP results for these years are a \$569 surplus in 2018/19, a \$10,544 deficit in 2019/20, a \$6,511 deficit in 2020/21 and a \$47,644 surplus in 2021/22. The combined 4 year result is a surplus of \$31,158.

JACK TOWNEY HOSTEL (page 33)

The draft budget for Jack Towney Hostel has been presented to the committee and the overall result is a \$19,060 surplus. The results for the ongoing years are surpluses of \$20,682 in 2019/20, \$47,352 in 2020/21 and \$49,073 in 2021/22. The combined 4 year result is a surplus of \$136,167.

The LTFP results for these years are a \$20,057 deficit in 2018/19, a \$5,392 surplus in 2019/20, a \$5,853 surplus in 2020/21 and a \$6,329 surplus in 2021/22. The combined 4 year result is a deficit of \$2,483.

Overall Council Comment (page 34)

The result for Council for 2018/19 is an estimated deficit of \$175,063 after depreciation is deducted. The estimated results for the ongoing years are deficits of \$291,726 in 2019/20, \$298,617 in 2020/21 and \$130,671 in 2021/22. The total combined result for the 4 years is a deficit of \$896,077.

The following table shows the Fit for the Future indicators based on the draft budget results:

Indicator	Benchmark	2018/19	2019/20	2020/21	2021/22
Operating Performance Ratio	Over 0%	0.62%	3.23%	2.42%	3.06%
Own Source Revenue Ratio	Over 60%	61.65%	64.58%	71.17%	73.77%
Asset Renewal Ratio	Over 100%	286.01%	116.85%	170.00%	111.87%
Infrastructure Backlog Ratio	Less 2%	2.06%	2.11%	2.07%	2.22%
Asset Maintenance Ratio	Over 100%	74.63%	75.09%	75.83%	76.57%
Debt Service Ratio	0% to 20%	3.47%	3.29%	3.64%	3.52%
Costs Per Capita Ratio	Reducing	5.99	5.93	5.90	5.87

The LTFP results for these years are a deficit of \$344,320 in 2018/19, a surplus of \$178,498 in 2019/20, a surplus of \$369,210 in 2020/21 and a deficit of \$2,002 in 21/22. The total combined result for the 4 years is a surplus of \$201,385.

Should Council decide to remove or include any items in General Fund, the result would be adjusted accordingly. Directors and the Finance Manager are available to answer any questions or provide information to interested Councillors prior to the meeting.

Policy Implications Budget presented in line with policy

Budget Implications As presented

Management Plan Implications In line with Management Plan

ESD Principles Nil

RECOMMENDATION

That Council consider and determine any changes to the relevant estimates to allow inclusion of the Draft Budget and Revenue Policy in the 2018/19 Operational Plan to go on public exhibition.

David Neeves
General Manager

2018/19 OPERATIONAL PLAN

SUMMARY

To consider the draft Operational Plan for 2018/19 for public exhibition.

.....

Council is required to adopt its Annual Operational Plan including the Revenue Policy, Fees and Charges and the Budget by 30 June each year.

Prior to adoption, the Operational Plan will be placed on public exhibition for a period of 28 days.

The draft documents will be made available at the Administration Office, Shire Library, Service NSW and Council's website.

The draft Operational Plan includes:

- Operational Plan Actions for 2018/19
- 2018/19 Budget Document
- 2018/19 Revenue Policy
- 2018/19 Fees and Charges

Council adopted the 2018/19 rating structure for inclusion in the revenue policy at its April meeting. The 2018/19 budget and fees and charges are the subject of separate reports to this meeting. Council's management team are currently finalising the operational plan actions for their area to allow the draft to go on public exhibition for 28 days from Tuesday 22 May to Tuesday 19 June 2018.

<u>Principal Activity</u>	Respected Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	3.2.1.1 Develop and maintain and regularly review strategic plans in line with Integrated Planning requirements 3.4.1.1 Offer opportunities for community members and groups to have input into strategic planning to ensure the community are informed and empowered

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 15 MAY 2018

RECOMMENDATION

That the draft 2018/19 Operational Plan including the Revenue Policy, Fees and Charges and Budget be placed on public exhibition for a period of 28 days.

N J Alchin
Director Corporate Services

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 15 MAY 2018

FEES AND CHARGES 2018/19

SUMMARY

To adopt Council's Fees and Charges for 2018/19.

.....

A copy of the draft 2018/19 Fees and Charges document is attached for consideration and adoption by Council.

Council staff have reviewed all fees and charges and the document shows 2017/18 fees and charges for comparison purposes.

The Directors and Finance Manager are available to answer any questions that Councillors may have with regards to the draft fees and charges.

Principal Activity

Respected Leadership

Policy Implications

Nil

Budget Implications

Amended fees and charges have been reflected in the 2018/19 draft budget where applicable.

Delivery Program Actions

3.2.2.1

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

RECOMMENDATION

That Council adopt the draft 2018/19 Fees and Charges for inclusion in the 2018/19 draft Operational Plan.

N J Alchin
Director Corporate Services

MINUTES – COMMITTEE MEETINGS FOR ADOPTION

SUMMARY

To present the following minutes of Committee meetings for adoption.

.....

<u>Aged Care</u>	12 April 2018 and 10 May 2018
<u>Disability Services</u>	10 April 2018 and 9 May 2018
<u>Economic Development</u>	2 May 2018
<u>Sports Council</u>	23 April 2018

<u>Principal Activity</u>	Respected Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	3.1.2.1 Conduct the business of Council in an open and transparent manner
	3.1.2.5 Meet all statutory requirements in a timely manner

AGED CARE COMMITTEE

12 April 2018

PRESENT

Cr D Batten (Mayor)
Cr G Peart (Chairman)
Mr P Mann
Mrs A Bunter
Mrs R Frost

IN ATTENDANCE

Mr D Neeves (General Manager)
Mr M Wilson (Director of Community Services)
Mrs A Thompson (Manager Aged Care Services)
Mrs N Rodway (Manager Community Services)
Mrs J Weir (Administration)
Mrs S Temple (Administration)
Ms G Bennett (Marketing Officer)

ABSENT

Proceedings of the meeting commenced at 5.00pm

APOLOGIES

Cr N Wrigley
Cr N Mudford
Mr P Morris

COMMITTEE'S RECOMMENDATION 15 /18	Cr Batten/ Mrs R Frost
That the apologies submitted be accepted.	

Cr Peart welcomed the new Manager of Community Services, Mrs Narelle Rodway to the meeting.

DECLARATIONS OF INTEREST

Nil

AGED CARE BUDGET

SUMMARY

To present the 2018/2019 Aged Care Budget to the Committee.

Proceedings in Brief

Discussion took place on how best to account and record the funding provision for a new bore.

A report to the next meeting was requested in relation to the time lines going forward for the proposed significant refurbishment.

The official opening of the Jack Towney refurbishment will be held on the 18 May 2018 and this Committee will get an invite to attend.

Cooee Wages – concern showed over the amount of casuals on staff. Manager of Aged Care Services informed the Committee that she has a strategy in place to trial self-rostering. Casual staff have already approached Management requesting permanent hours. The trial is yet to go ahead but is showing positive interest at this stage and addressing the issue of so many casuals on the roster.

General Manager, Mr David Neeves, recently showed the Deputy Premier around the grounds of the Cooee Lodge Retirement Village. The Deputy Premier was very impressed with the facility.

COMMITTEE'S RECOMMENDATION 16/18	Cr Batten/ Mrs R Frost
That the 2018/2019 aged care budget be endorsed.	

AGED CARE LOGO

SUMMARY

To consider a preferred option, or feedback for, a new logo for our aged care services.

Proceedings in Brief.

Ms Gill Bennett presented some options of new logo ideas and marketing strategies.

Positive discussion took place on ideas of logo names.

COMMITTEE'S RECOMMENDATION 17/18	Cr Batten/ Mr P Mann
That the preferred logo includes <i>Gilgandra Life Choices</i> underpinned by <i>Community and residential services</i> and that subsequent suite of logos incorporate Gilgandra in the title.	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.24pm

Cr G Peart
Chairperson

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 15 MAY 2018

AGED CARE COMMITTEE

10 May 2018

PRESENT

Cr G Peart (Chairman)
Cr N Mudford
Mrs A Bunter
Mrs R Frost
Mr P Morris
Mr P Mann

IN ATTENDANCE

Mr D Neeves (General Manager)
Mr M Wilson (Director of Community Services)
Mrs A Thompson (Manager Aged Care Services)
Ms N Rodway (Manager Community Services)
Ms J Campbell (Administration)

ABSENT

Nil

Proceedings of the meeting commenced at 5.00pm

APOLOGIES

Cr D Batten (Mayor)
Cr N Wrigley

COMMITTEE'S RECOMMENDATION 18/18	Cr Mudford/P Mann
That the apologies submitted be accepted.	

Cr Peart welcomed the new Manager of Community Services, Ms Narelle Rodway to the meeting.

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 19/18	Cr Mudford/P Morris
That the minutes of the meeting held on 1 February 2018 be confirmed.	

BUSINESS ARISING

Centralised Trip Allocation Booking System (CTABS)

Ms Rodway spoke briefly on the Implementation of CTABS for Community Transport Services noting that a video was available but the Chambers had no sound capability, need to hear it to appreciate its capabilities. Ms Rodway informed the Committee that staff were entering data and that all Community Transport vehicles will have Ipads.

Regional Automated Vehicle Trials – Collaboration

The Committee noted the decision not to pursue this opportunity.

Payroll Tax

The OSR was due to provide a response by 9 April but none has been received to date. Solicitors will be contacted and is preparing a brief to take this matter to the next level.

This Committee is to be updated on possible further action, if viable, taking legal expenses into consideration.

COMMITTEE'S RECOMMENDATION 20/18	P Mann/A Bunter
That Management be authorised to continue to pursue legal action, noting legal costs.	

BUSINESS ARISING

Aged Care Logo

It was noted that the aged care logo will roll out official on Tuesday 15 May with new uniforms being sourced for the centres.

COMMITTEE'S RECOMMENDATION 21/18	P Mann/A Bunter
That the minutes of the meeting held on 12 April 2018 be confirmed.	

Proceedings in Brief

It being 5.12pm Mr Neeves entered the meeting.

QUARTERLY BUDGET REVIEW MARCH 2018

SUMMARY

To present the Quarterly Budget Review for Aged Care facilities for the March 2018 quarter.

Proceedings in Brief

Discussion took place and it was noted that there was a discrepancy in the variance figures for Cooee Villa Units Expenses.

It was noted that Mr Wilson will find out the output water flow of the new bore and report back to the Committee.

COMMITTEE'S RECOMMENDATION 22/18	R Frost/Cr Mudford
That the noting the discrepancy being verbally accounted for that the March 2018 quarterly budget review be noted.	

QUARTERLY OPERATIONAL PLAN REVIEW 1 JANUARY TO 31 MARCH 2018

SUMMARY

To consider progress for the quarter with Aged Care Operational Plan actions.

Mrs Thompson noted that the operational plan was not the latest one and verbally updated the Committee as follows:

- 1.3.3.1.2 ACFI funding is now \$125.00 per bed per day.
- 1.3.3.1.4 Cooee Lodge occupancy is currently 99%.
- 1.3.3.1.5 New physio is conducting functional assessments which will result in more funding.
- 1.3.3.1.7 My Aged Care website still has some technical issues so the website has not been updated due to these issues.
- 1.3.3.3.2 New improvements are in place with a spot check being conducted.
- 1.3.3.4.2 This will occur before the financial year.

COMMITTEE'S RECOMMENDATION 23/18	P Morris/A Bunter
That the verbal report regarding the Operational Plan be noted.	

Proceedings in Brief

That the current Operational plan be distributed to the Committee members.

SIGNIFICANT REFURBISHMENT AT COOEE LODGE

SUMMARY

To provide an updated report on the process of undertaking a significant refurbishment at Cooee Lodge in 2018.

It was noted that:

- There will be an assessment on current fire protection with a potential update.
 - The kitchen needs renewing as equipment is constantly breaking down, need to define amount of money to be spend and how much can be claimed back.
-

- That the dining/living room areas could do with a facelift.
- Mr Wilson to report back on progress to the next meeting.

COMMITTEE'S RECOMMENDATION 24/18	A Bunter/R Frost
That the report be noted and the Committee be updated as the project progresses.	

NBN UPDATE

SUMMARY

To provide an update on the issue of NBN services to the villa units and hostel.

Proceedings in Brief

It was noted that:

- Telstra's option of a private network for a fixed line service would be superior to the wireless service.
- Revisit Telstra and ask them to present to the residents.
- A lot of the residents have their own internet connection
- The Committee should also take into account future residents and that they will expect the internet to be part of the package with Cooee charging a fee directly to the residents to offset costs.

COMMITTEE'S RECOMMENDATION 25/18	A Bunter/P Mann
That Telstra's invitation to present to residents be accepted.	

ACCREDITATION – NEW LEGISLATION

SUMMARY

To inform the Committee of the new legislation in relation to accreditation visits.

COMMITTEE'S RECOMMENDATION 26/18	R Frost/P Morris
That the report be noted.	

COOEE RETIREMENT VILLAGE PET, SECURITY AND NBN SURVEY

SUMMARY

To provide a report on the response to a recent survey of villa residents.

Proceedings in Brief

Results of the survey were that the retirement village not allow pets, the NBN subject was considered in a previous report in this meeting and security cameras were the preferred security option.

COMMITTEE'S RECOMMENDATION 27/18	A Bunter/Cr Mudford
That the outcome of the survey be noted and a further report be provided on costs of a staged development of installation of security cameras.	

Proceedings in Brief

It being 6.25pm Mr Neeves left the meeting and did not return.

AGED CARE MANAGER'S REPORT

SUMMARY

To provide an update to the Committee on hostel activity.

Proceedings in Brief

Mrs Thompson spoke to her report informing the Committee that there will be eight (8) new standards and will be fully implemented by July 2019.

COMMITTEE'S RECOMMENDATION 28/18	P Morris/R Frost
That the report be noted and the staff acknowledged for the improvement in systems and ACFI receipts.	

Proceedings in Brief

Congratulations were extended to the Manager and staff on ongoing improvements.

IMPACT OF FINANCIAL REFORMS FOR COOEE LODGE HOSTEL

SUMMARY

To provide an update of the financial figures which allow for ongoing monitoring of the aged care Living Longer Living Better (LLLLB) reforms.

COMMITTEE'S RECOMMENDATION 29/18	P Morris/P Mann
That the report be noted.	

Proceedings in Brief

CHSP funding for the next two years has been acquired. Mrs Rodway also added that she appreciated the help from everyone on Council in her transition.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.35 PM.

Cr G Peart
Chairperson

DISABILITY SERVICES COMMITTEE

10 April 2018

PRESENT

Cr D Batten (Mayor - Chair)
Cr D Naden
Cr S Baker
Mr P Mann (Community Representative)
Ms T Stevenson (Community Representative)
Ms G Stevens (Community Representative)
Mr D Bouchier (Client Representative)
Mr S Skelly (Client Representative)

IN ATTENDANCE

Ms K Gibson (Carlginda Policy and Training Officer)
Mr M Wilson (Director Community Services)
Mrs J Lummis (Manager Orana Living)
Mr D Neeves (General Manager)
Ms G Bennett (Marketing Officer)
Ms J Campbell (Administration Assistant)

APOLOGIES

Ms L Townsend (Community Representative)
Mr B Chapman (Carlginda Operations Manager)

ABSENT

Cr G Johnson

COMMITTEE'S RECOMMENDATION 1/18	Cr Baker/Cr Naden
That the apologies submitted be accepted.	

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 2/18	T Stevenson/P Mann
That the minutes of the meeting held on 8 February 2018 be confirmed.	

The Mayor welcomed Ms Karyn Taylor, Indigo Event & Marketing and Ms Elke Cleverdon, Changing Lanes Business Consulting who was attending via audio link to the meeting.

REPORTS

GILGANDRA MARKETING STRATEGY & BUSINESS ACTION PLAN

SUMMARY

To receive a presentation in relation to the proposed Business Action Plan and Marketing Strategy.

Ms Cleverdon presented the Business Action Plan via phone link said that the Committee may wish to mould and adopt the plan to suit our situation.

Ms Cleverdon said that the Committee may wish to change the Mission statement from all disabilities or limit it to intellectual disability as in our current statement.

It was noted that Supported Employees' plans would include goals for them to achieve in their workplace and give them options of other jobs besides recycling for them to attain their goals and challenge them. Mrs Lummis stated that this has been included in their individual plans.

Suggestions of a nursery or making reusable shopping bags with Carlinda's new logo were brought up, but at the same time being mindful of the cost of setting up new enterprises.

Ms Taylor then presented her Marketing Strategy to the Committee pointing out that it was to showcase Carlinda employees, with photo opportunities which would share the positives and suggested that a television campaign could be done within the first year.

Mr Neeves asked Mr Bouchier what his thoughts were on activities. Mr Bouchier replied that he would like to work at IGA helping people and that he used to do gardening and painting.

Mr Skelly said he used to do welding, spray painting and panel beating.

The possibility of other projects such as a nursery and the recycling bags were identified as another market or activity for Carlinda.

All these suggestions were taken on board and the Committee agreed that further in depth investigation was required and that a workshop be held on the Marketing Plan.

It was noted that a decision needed to be made on branding for Carlinda.

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COMMITTEE'S RECOMMENDATION 3/18	S Baker/D Naden
That the reports be noted and a further meeting held.	

DISABILITY SERVICES 2018/19 BUDGET

SUMMARY

To present the 2018/19 budget for Disability Services.

COMMITTEE'S RECOMMENDATION 4/18	S Baker/D Naden
That the budget be adopted.	

Proceedings in Brief

Ms Bennett then showed a video 'Help Us Help You' Carlginda Recycling Campaign which has been initiated by Netwaste and includes three member council operated recycling facilities at Cowra, Mudgee and Gilgandra.

NEXT MEETING

The next general meeting to be held on Tuesday, 8 May 2018 at 4.00pm in the Council Chambers.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.26PM.

Cr D Batten
Chairperson

DISABILITY SERVICES COMMITTEE

9 May 2018

PRESENT

Cr D Batten (Mayor - Chair)
Cr D Naden
Cr G Johnson
Cr S Baker
Mrs G Easman (Community Representative)
Mr D Bouchier (Client Representative)
Mr S Skelly (Client Representative)
Ms L Townsend (Community Representative)

IN ATTENDANCE

Ms K Gibson (Carlginda Policy and Training Officer)
Mrs A Wieland (Acting Carlginda Operations Manager)
Mr M Wilson (Director Community Services)
Mrs J Lummis (Manager Orana Living)
Mr D Neeves (General Manager)
Ms G Bennett (Marketing Officer)
Ms J Campbell (Administration Assistant)

APOLOGIES

Mr P Mann (Community Representative)
Ms T Stevenson (Community Representative)

ABSENT

Nil

COMMITTEE'S RECOMMENDATION 5/18	Cr Baker/K Gibson
That the apologies submitted be accepted.	

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 6/18	Cr Johnson/Cr Baker
That the minutes of the meeting held on 10 April 2018 be confirmed.	

GILGANDRA MARKETING STRATEGY & BUSINESS ACTION PLAN UPDATE

Mrs Foran presented a slide show revisiting the Marketing Strategy and Business Action Plan. Mr Wilson informed the Committee this was intended to assist making decisions for the next step.

Mrs Foran said that Carlginda is only known for recycling and that they need to expand on what they do, if possible.

Mrs Foran presented a few ideas for activities for Carlginda

Car Washing – Toyota had been approached or Council vehicles

Deliveries – Disability staff do the Council mail run each week day to the different Council departments

Op Shop – Would need a reface and could sell created items that Carlginda staff have made, eg wooden garden beds from second hand timber

Nursery – Plant seedlings, do gardening, mow lawns – this would complement Parks and Gardens

Enviro Bags – Make our own reusable bags and maybe the yellow recycling bags. Could partner with businesses in town eg IGA.

Mrs Foran then asked for further ideas as these were only examples for the Committee:

- Mrs Lummis said that one of the Clients wanted to clean the pound and wanted to know why they couldn't do it.
- Cr Johnson suggested that Carlginda could do a kerbside pickup of rubbish/unwanted goods for a fee.

Whatever the activity it was noted that there would need to be an assessment of the business case, how would it the project/s be funded – budget impact, and consider it as an activity with commercial viability.

Mrs Foran presented a slide depicting other competitors and what they do:

- Lawn mowing
- Cleaning
- Gardening
- Recycling and
- Run a laundry

When considering proposed activities important also to note that the service only attracts one to two new clients over a two year period.

Ms Gibson advised that Carlginda used to paint guide posts and make survey pegs, (only one client was involved) but this was made redundant when the guide posts went plastic. Mrs Wieland also said that they had a lot of survey pegs still and used to sell them as tomato stakes.

Mrs Foran then finalised her presentation with the option of activities saying that Carlginda just remain in recycling or grow other opportunities to enhance options.

Mrs Wieland suggested that clients tend the gardens at the tip as a starting point and learn skills until they know what is expected in the job and what they are capable of doing, ie. Pulling weeds, mowing lawns, planting plants etc.

Mrs Foran and Mr Wilson will conduct a survey with the clients and staff including relevant school students to identify their interests in other activities.

Proceedings in Brief

It being 4.45pm Mrs G Easman entered the meeting
It being 4.50pm Cr Baker left the meeting and did not return.
It being 4.53pm Cr Naden entered the meeting.

COMMITTEE'S RECOMMENDATION 7/18	G Easman/L Townsend
1. That a survey be conducted for clients, staff and relevant school students gauging their interests in other activities	
2. That the Committee build a preliminary business case around three preferred options.	

REPORTS

QUARTERLY BUDGET REVIEW MARCH 2018

SUMMARY

To present quarterly budget review for March 2018 and associated commentary.

Proceedings in Brief

Mr Wilson spoke to his report noting that Orana Living had a very good result and that Carlinda was okay considering the downturn in recyclable sales.

COMMITTEE'S RECOMMENDATION 8/18	Cr Johnson/D Neeves
That the 2017/18 March Quarter Budget Review reports be noted.	

DISABILITY SERVICES INTEGRATED PLANNING & REPORTING 2018

SUMMARY

To present the Integrated Planning and Reporting for Disability Services.

COMMITTEE'S RECOMMENDATION 9/18	L Townsend/D Neeves
That the report be noted.	

CLIENT REPRESENTATIVE BOARD OF MANAGEMENT REPORT – APRIL

SUMMARY

To present a report from client representative Stuart Skelly.

Proceedings in Brief

Ms Stevenson had previously passed on that Mr Skelly's report was great. It was noted that a few of the clients will be taking a cruise to Vanuatu in October this year.

Mr Neeves thanked staff and clients for helping at the Gilgandra Show this year.

JOINT PROTOCOL

SUMMARY

To update the Committee on Joint Protocol to assess the contact of people with a disability in supported accommodation with the police service.

Mr Wilson spoke to his report explained that it was for the information of the Committee.

Proceedings in Brief

It was noted that Carlinda have Friday barbecues and wondered if members of the Gilgandra Police and Ambulance could be invited to attend unofficially. It was decided that they be approached with an invitation.

COMMITTEE'S RECOMMENDATION 10/18	L Townsend/G Easman
That the report be noted.	

14 WAMBOIN STREET

SUMMARY

To update the Committee on a proposal from FACS to lease 14 Wamboin Street from FACS.

Proceedings in Brief

Mr Wilson spoke to his report noting that the deadline for a response was Wednesday 16 May 2018.

Discussion ensued with Mr Neeves stating that Council would not take on a 5 year lease.

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The building is substandard and the maintenance offer may not be enough. Preference was to pursue a 12 month lease noting Sunnyfield were pursuing other avenues with approaches to NSW Disability Minister.

That 59 Waugan Street Stage 2 be considered to house the clients at 14 Wamboin Street.

COMMITTEE'S RECOMMENDATION 11/18	Cr Johnson/Cr Naden
1. That the Committee endorses negotiations to enter a 12 month lease dependent on the outcome from a delegation to the NSW Minister.	
2. That the Committee support a delegation to through Sunnyside to the NSW Minister	
3. That steps be taken to proceed with Stage 2 of 59 Waugan Street.	

GENERAL BUSINESS

Mrs Lummis informed the Committee that one of their clients has been relocated to the Holy Spirit in Dubbo due to the nature of disability. Mrs Lummis also said that Orana Living staff and clients are visiting this former client to help her in the transition and that she is very happy to see them.

Mrs Lummis also informed the Committee that a potential client is interested in Orana Living and will be completing his NDIS requirements in June this year, he currently lives with his parents and they seem very keen for him to move on.

NEXT MEETING

The next general meeting to be held on Tuesday, 7 August 2018 at 4.00pm in the Council Chambers.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.38PM.

Cr D Batten
Chairperson

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 15 MAY 2018

ECONOMIC DEVELOPMENT COMMITTEE

2 May 2018

PRESENT

Cr D Batten (Mayor) - Chairperson
Cr N Wrigley
Mrs K Reynolds
Ms G Babbage
Mr W Morris
Mr J Jones
Mrs M King
Mr D Clouten
Mrs E McAllister
Mr K Ambrose

IN ATTENDANCE

Mr N Alchin (Director Corporate & Business Services)
Mr R Medd (Economic Development Manager)

Proceedings of the meeting commenced at 5.40pm.

APOLOGIES

Cr G Johnson

COMMITTEE'S RECOMMENDATION 6/18	K Reynolds/Cr Wrigley
That the apologies submitted be accepted.	

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 7/18	J Jones/D Clouten
That the minutes of the meeting held on 7 March 2018 be confirmed as a true and correct record of the meeting.	

BUSINESS ARISING

Nil

ECONOMIC DEVELOPMENT MANAGER'S REPORT

GROW MY BUSINESS GILGANDRA PROGRAM

Proceedings in Brief

It was noted that the title of the program would be changed to 'Grow Business Gilgandra'.

COMMITTEE'S RECOMMENDATION 8/18	D Clouten/E McAllister
That the Economic Development Manager be authorised to proceed with the "Grow Business Gilgandra" program as outlined in the report.	

ITEMS FOR NOTATION

COMMITTEE'S RECOMMENDATION 9/18	D Clouten/Cr Wrigley
That the report be noted.	

GENERAL BUSINESS

CCTV for Miller Street CBD

Wes Morris tabled a petition from the CBD business houses requesting that Council install security cameras in the Gilgandra CBD to deter crime in the area and assist police with prosecutions when crime does occur.

COMMITTEE'S RECOMMENDATION 10/18	W Morris/D Clouten
That Council investigate the installation of additional CCTV cameras to provide for coverage of the entire Miller Street CBD.	

Proceedings in Brief

The Chairperson thanked Gail Babbage for her hospitality in hosting the meeting at her private residence.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.42PM.

Cr D Batten (Mayor)
Chairperson

SPORTS COUNCIL

23 April 2018

PRESENT

B Luff – (President)
K Reynolds – (Vice President) Park Tennis Club
J Quayle – (Vice President) Gilgandra Junior Basketball Association
Marg Stewart – Gilgandra Senior Basketball Association
Murray Stewart – Gilgandra Senior League
J Kilby – Gulargambone Rugby Club
C Riley – Gilgandra Little Athletics
Cr D Batten – Mayor
N Alchin – (Secretary) Gilgandra Shire Council

Proceedings of the Meeting commenced at 5.55 pm

IN ATTENDANCE

Nil

APOLOGIES

D Ferguson – Junior Cricket
A Newstead – Senior Cricket
J Zell – Senior Cricket

COMMITTEE'S RECOMMENDATION – 1/18	K Reynolds/j Quayle
That the apologies be accepted.	

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION – 2/18	Marg Stewart/C Riley
That the Minutes of the Sports Council Meeting held on 26 February 2018 be confirmed as a true and correct record of the meeting.	

BUSINESS ARISING

Nil

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 15 MAY 2018

STRONGER COMMUNITIES FUNDING APPLICATION

Proceedings in Brief

The Secretary provided details of the Stronger Communities Funding Application being put forward by Council in relation to the McGrane Oval Masterplan.

COMMITTEE'S RECOMMENDATION – 3/18	Murray Stewart/J Quayle
That the Sports Council confirm its support for the Stronger Country Communities Funding Application for the McGrane Oval Masterplan as the number one priority for sporting facility upgrades in Gilgandra.	

GENERAL BUSINESS

Smoking at McGrane Oval Sporting Events

Kathy Reynolds expressed concern that some patrons at McGrane Oval sporting events were smoking cigarettes inside the grounds despite the areas being a smoke free zone. It was noted that Council would publicise the smoke free zone.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.05PM.

B Luff
President

RECOMMENDATION

That the above listed Committee minutes be adopted.

David Neeves
General Manager

MINUTES – COMMITTEE MEETINGS FOR NOTATION

SUMMARY

To present the following minutes of Committee meetings for notation.

.....

Consultative Committee
Health & Safety

1 May 2018
3 May 2018

Principal Activity

Respected Leadership

Policy Implications

Nil

Budget Implications

Nil

Delivery Program Actions

3.1.2.1

Conduct the business of Council in an open and transparent manner

3.1.2.5

Meet all statutory requirements in a timely manner

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 15 MAY 2018

CONSULTATIVE COMMITTEE

1 May 2018

PRESENT

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

IN ATTENDANCE

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

Proceedings of the meeting commenced at 10.10am

APOLOGIES

Mr M Wilson, Management Representative

COMMITTEE'S RECOMMENDATION – 5/18	M McLaughlin/N Alchin
That the apologies submitted be accepted.	

ABSENT

Nil

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION – 6/18	K Fisher/C Marchant
That the Minutes of the meeting held 6 February 2018 be confirmed as a true and correct record.	

BUSINESS ARISING

Nil

HR MANAGER'S REPORT

ITEMS FOR NOTATION

SUMMARY

To provide the Committee with information on the following issues.

SAFETY IMPROVEMENT PROGRAM

SUMMARY

To provide an update on implementation of strategies associated with the Safety Improvement Program.

The HR Manager gave a brief summary on the four strategies and their progress.

Proceedings in Brief

Mr McLaughlin asked about farm safety and can we incorporate something with the roads and the gopher users.

COMMITTEE'S RECOMMENDATION – 7/18	M McLaughlin/A Wieland
That report be noted.	

Proceedings in Brief

The HR Manager spoke to her report on recent recruitment and training that has taken place.

COMMITTEE'S RECOMMENDATION – 8/18	K Fisher/M McLaughlin
That report be noted.	

GENERAL BUSINESS

Outdoor Representative Vacancy

It was noted that Darren Walton had resigned and that another outdoor representative would need to be sourced. Mr McLaughlin would ask the outdoor staff.

NEXT MEETING

The next meeting of the Consultative Committee will be held 7 August 2018.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10.16AM

G McAnally-Elwin
Chairman

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 15 MAY 2018

HEALTH & SAFETY COMMITTEE

3 May 2018

PRESENT

M Hodge – Outdoor – Chairman	K Gibson – Carlinda
L Mathieson - Management	C Horan – RMO
T Melville – Indoor	D Bouchier – Supported Worker Rep
J Quayle – Orana Living	H Krysztoforski – Jack Towney

Proceedings of the meeting commenced 2.32pm

IN ATTENDANCE

M Welsh – HR Manager
J Campbell – Administration Assistant

APOLOGIES

R Ryan – Outdoor
J Lummis - Management

COMMITTEE'S RECOMMENDATION – 4/18	M Hodge/M Wilson
That the apologies submitted be accepted.	

ABSENT

Nil

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION – 5/18	L Mathieson/T Melville
That the minutes of the meeting held on 1 February 2018 be confirmed.	

BUSINESS ARISING

Nil

RISK MANAGEMENT OFFICER'S REPORT

ITEMS FOR NOTATION

SUMMARY

To present information for the Committee's notation.

Proceedings in Brief

Safety Improvement Program

Mrs Horan informed the Committee that first aid kits did not comply and that she had started handing out new check lists for these. It is imperative that any staff working out of town and in an out of phone service area need to check their first aid kits before leaving town. Mrs Horan advised that she had addressed most of the new required procedures.

Emergency procedures was also identified as not being done before commencing work especially when out of town in a no phone service area.

PERforM Training is to be held on 3 July 2018, all of the Health and Safety Committee and Directors are to be trained and then in turn over the next 18 months to 2 years they will roll out training across all divisions of Council.

Flu Vaccinations

Flu vaccinations have been offered to all Council staff with 40 people accepting.

Safety Culture Survey

This survey has had the closure date extended to Friday 4 May. Please remind staff that have not completed the survey to do so as there are 56 outstanding.

Green Water Tower Cnr Wamboin & Myrtle Streets

This water tower has been deemed unsafe.

Beanies

The wearing of beanies in cooler weather is outstanding. Mrs Welsh will address MANEX as this issue is not being addressed. Outcome will be updated in the UV Exposure and Sun Protection Policy.

COMMITTEE'S RECOMMENDATION – 6/18	M Hodge/L Mathieson
That the Risk Management Officer's report be noted.	

GENERAL BUSINESS

It was noted that:

- Mr Mathieson informed the Committee that the Track Loader training was very successful with over 30 people attending.

- The recycling television advertisements 'Help Us To Help You' have been screened and it was mentioned that they are great.

Mrs Welsh gave a quick run down on her report Safety Improvement Program touching briefly on the four initiatives:

- Plant Safety Program: The main objective is to upskill staff and make sure that they can operate the plant that they hold a licence for. Action plan is underway.
- Workplace Wellbeing Strategy: Staff can make recommendations and report these back to this Committee.
- Orana Regional Organisation of Councils (OROC) Safety and Wellbeing Initiative: A conference is being arranged to address the issues identified with the OROC Councils, which were found to be very similar across the board. Speakers have been engaged and this conference will be open to whoever wants to attend, under the General Manager's discretion. A dinner is also being organised to coincide with the conference.
- Community Awareness Program: The focus on farm safety – this project has not been commenced at this stage.

Ms Krysztoforski informed the Committee that extensions at Jack Towney Hostel have been completed with just a bit of fine tuning taking place. i.e. gardens established, signs to be erected, alarms, phone and the internet to be activated. Ms Krysztoforski also advised that the Jack Towney Hostel was having an Open Day on the 18 May 2018 and all were invited to attend.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.13PM.

Inspections were then carried out at:

- Gym – Chris Horan and John Quayle
- Youth Services and Basketball Hall – Chris Horan and John Quayle
- 59 Waugan Street – Michael Hodge

Michael Hodge
Chairman

RECOMMENDATION

That the above listed Committee minutes be noted.

David Neeves
General Manager

REPORTS FOR INFORMATION AND NOTATION

SUMMARY

To present reports for information and notation.

.....

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

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

STATEMENT OF BANK BALANCES AND INVESTMENT BALANCES

SUMMARY

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

.....

1. Statement of Bank Balances (Local Government Financial Management Regulation No. 19) - Month of April 2018.
2. Certificate of Bank Reconciliation – Month of April 2018.
3. Details of investments as at 30 April 2018 (Local Government Financial Management Regulation No. 19).

CASH BOOK BALANCE AS AT	31-Mar-18	\$599,933.65
Plus: Receipts		\$2,960,901.91
Less: Payments		\$2,534,466.20
CASH BOOK BALANCE AS AT	30-Apr-18	\$1,026,369.36

STATEMENT BALANCE AS AT	31-Mar-18	\$589,284.35
Plus: Receipts		\$2,927,596.42
Less: Payments		\$2,490,803.11
STATEMENT BALANCE AS AT	30-Apr-18	\$1,026,077.66

Plus: Unpresented Receipts		\$2,810.10
Less: Unpresented Payments		\$2,518.40
RECONCILED BALANCE AS AT	30-Apr-18	\$1,026,369.36

Cashbook balance as at 30 April 2018:	\$1,026,369.36
Investments held as at 30 April 2018:	\$19,524,346.06
Total Cash & Investments Held as at 30 April 2018:	\$20,550,715.42

The bank balances in each of the funds as at 30 April 2018 are:

General Fund	\$6,838,538.89
Water Fund	\$2,043,877.52
Sewer Fund	\$871,595.77
Orana Lifestyle Directions	\$2,507,425.37
Carlinda Enterprises	\$345,968.19
Cooee Villa Units	\$1,561,494.07
Cooee Lodge	\$4,956,296.68
Jack Towney Hostel	\$929,288.00
Trust Fund	\$496,230.93

Balance as per Total Cash & Investments Held: \$20,550,715.42

Details of Council's investments are as follows:

(a)	\$1,000,000.00	For 182 days @	2.60%	Due on 10-Sep-18	With AMP Bank
(b)	\$1,000,000.00	For 275 days @	2.65%	Due on 01-Dec-18	With AMP Bank
(c)	\$500,000.00	For 183 days @	2.60%	Due on 05-Oct-18	With AMP Bank
(d)	\$1,500,000.00	For 270 days @	2.65%	Due on 23-Nov-18	With AMP Bank
(e)	\$500,000.00	For 150 days @	2.55%	Due on 07-Sep-18	With Bankwest
(f)	\$1,000,000.00	For 150 days @	2.55%	Due on 01-Jun-18	With Bankwest
(g)	\$500,000.00	For 182 days @	2.45%	Due on 03-Sep-18	With Bankwest
(h)	\$500,000.00	For 275 days @	2.45%	Due on 03-Dec-18	With Bendigo
(i)	\$1,000,000.00	For 365 days @	2.65%	Due on 06-Aug-18	With Bendigo
(j)	\$1,000,000.00	For 181 days @	2.40%	Due on 04-Jul-18	With Bendigo
(k)	\$500,000.00	For 365 days @	2.55%	Due on 04-Oct-18	With Bendigo
(l)	\$500,000.00	For 181 days @	2.40%	Due on 11-Jul-18	With Bendigo
(m)	\$1,000,000.00	For 180 days @	2.65%	Due on 18-Sep-18	With BoQ
(n)	\$1,000,000.00	For 181 days @	2.55%	Due on 10-Jul-18	With BoQ
(o)	\$500,000.00	For 182 days @	2.50%	Due on 07-May-18	With IMB
(p)	\$1,000,000.00	For 182 days @	2.50%	Due on 28-May-18	With IMB
(q)	\$1,000,000.00	For 150 days @	2.50%	Due on 17-May-18	With ME Bank
(r)	\$1,500,000.00	For 182 days @	2.50%	Due on 27-Aug-18	With ME Bank
(s)	\$500,000.00	For 365 days @	2.53%	Due on 02-Aug-18	With NAB
(t)	\$1,000,000.00	For 153 days @	2.60%	Due on 05-Sep-18	With NAB
(u)	\$1,000,000.00	For 92 days @	2.55%	Due on 07-Jun-18	With NAB
(v)	\$1,000,000.00	For 153 days @	2.58%	Due on 07-Aug-18	With NAB
(w)	\$524,346.06		2.17%	At Call	With TCorp
Total Investments:					
\$19,524,346.06					

OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

SUMMARY

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

<u>Res. No.</u>	<u>Subject</u>	<u>Action</u>
<u>August 2014</u>		
233/14	Aero Park Shed Lease	Being followed up
<u>July 2015</u>		
165/15	SES Accommodation	Experiencing issues with appropriate land tenure through State Government. Land dimensions will be relevant in order to finalise layout
<u>February 2016</u>		
26/16	Industrial Subdivision Stormwater - Pines Industrial Subdivision	In progress – with solicitor
<u>June 2017</u>		
154/17 121/17	Purchase of land Chelmsford Ave	Awaiting settlement
155/17	Land purchase, Miller Street	One parcel outstanding
<u>September 2017</u>		
264/17	Mudfords Road	Awaiting response from the Minister
291/17	Ernie Knight Oval Bore	Report to future meeting on upgrade options and detailed costings
<u>November</u>		
317/17	Replacement of Prime Mover	Auction process being pursued
318/17	Road Train routes	Request has now been forwarded from NHVS to RMS. Awaiting response.

December

328/17	Sale of industrial land	Contracts signed
337/17	Cultural Action Plan	Cultural Officer has commenced work on this plan, however the workshop is on hold due to a funding issue with the position within LGNSW
338/17	Economic Development Action Plan and Goals Statement	Workshop 10/4 to progress
345/17	No. 10 pump station	Report to future meeting.

February 2018

15/18	Application - Growing Local Economies Fund for intersection upgrade	Application is progressing
27/18	Section 94 Contributions	Report to future meeting on options available for Section 94 plans to best suit the needs of the Gilgandra LGA and including extractive industries

March 2018

55/18	Flora Reserve	Local service clubs, community organisations and interested individuals to be canvassed for their willingness to provide assistance
	EIPP Bus to Dubbo	Report to June/July meeting at end of trial period

April 2018

63/18	Rising Sun Artwork	Delivery organised to Men's Shed. Community consultation to be arranged once artwork has been repaired.
71/18	Stronger Country Communities Grant applications	6 applications submitted.
72/18	Armistice Commemoration Project	Tooraweenah sculpture. Community consultation on best

MEETING OF: GILGANDRA SHIRE COUNCIL
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		location to be arranged once maquette has been completed.
80/18	Vacational Care Program	Council to proceed with developing a business case.
81/18	Mahers Hill Road	Letters of reply sent to residents of Mahers Hill Road

DEVELOPMENT APPLICATIONS

The following applications were received from 1 April 2018 – 30 April 2018.

DA Number	Received	Applicants Name	Application Description of Work	Property Address	Certificate Number	Decision	Decision Date
2018/247	03/04/2018	GILGANDRA SHIRE COUNCIL	CONSTRUCT OF TWO (2) NEW VILLAS	2 TOWNSEND DRIVE GILGANDRA		APPROVED	10/04/2018
2018/248	09/04/2018	GILGANDRA SHIRE COUNCIL	OPEN WALLED SHED STRUCTURE OVER PLAYGROUND EQUIPMENT	58 WAUGAN STREET GILGANDRA	CC2018/248	APPROVED	17/04/2018
2018/249	16/04/2018	TAYLOR MADE BUILDINGS	INSTALLATION OF MANUFACTURED HOME	4645 TOORAWEEAH RD TOORAWEEAH	LA2018/249		
2018/250	26/04/2018	ANDREW WILLIAM NEWTON	EXTENSION TO EXISTING RESIDENCE	1509 OXLEY HIGHWAY GILGANDRA NSW			
2018/251	26/04/2018	IAN & DAVINA ROWORTH	NEW DWELLING	16 ROSEHILL PIBBON ROAD MENDOORAN			
TOTAL APRIL 2018				\$1,517,095.00			
TOTAL 2018				\$2,283,347.00			

RECOMMENDATION

That the reports be noted.

David Neeves
General Manager
