

## NOTICE OF ORDINARY MEETING

Notice is hereby given that the next Meeting of Council will be held in the Council Chambers on **Tuesday, 21 May 2024 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. Commencement of recording
6. Apologies
7. 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.

8. Confirmation of Minutes
  - Ordinary meeting held on 16 April 2024
9. Listing of matters to be considered in Closed Council

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

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

- Procedural Motion to close Council to Press and Public
- Reports from Servants to Closed Council Meeting
  - Senior Staff Annual Leave (a)
  - Groworx Cost update (a)
  - Access Provisions to 17 Marshall Street, Gilgandra (b)
  - Aeropark Residential Subdivision 88B Instrument (d)
  - All Closed Minutes May (a)
- Procedural Motion to re-open meeting to Press and Public

10. Reports

A handwritten signature in black ink, appearing to read 'David Neeves', written over a horizontal line.

David Neeves  
General Manager

Procedural Motion – to exclude Press and Public

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

## MAY 2024 INDEX

### Mayor

1. Mayoral Commitments 4

### General Manager

1. Senior Staff Annual Leave (Closed) 1
2. Calendar of Compliance and Reporting Requirements 2023/24 5
3. 2024 Local Government Elections Referenda and Polls 6
4. 2024 Australian Council of Local Government 8

### Director of Aged Care and Disabilities

1. Groworx Costs Update (Closed) 2

### Director Growth and Liveability

1. Access Provisions to 17 Marshall Street, Gilgandra (Closed) 5
2. Aero Park Subdivision 88B Instrument (Closed) 11
3. Operational Plan Review 2023/24 10
4. Delivery Program and Operational Plan 2024/25 15
5. Long Term Financial Plan 2024/25 17
6. 2024/25 Budget 18
7. Quarterly Budget Review 45
8. Freedom Camping Overnight Parking Trial Review 61

### Standard Reports

- Closed Minutes 12
- Open Minutes 71
- Notation Reports 82
- Cat B 86

**MAYORAL MINUTE - 6/24**  
**MAYORAL COMMITMENTS**

**SUMMARY**

To advise of the Mayor's activities since the 16 April 2024 meeting.

.....

24/04/24	Meeting with Goldwin Australia regarding Milpulling Road Wind Farm
24/04/24	ANZAC Day 2024 rehearsal meeting with RSL Subbranch and Australian Army
25/04/24	ANZAC Day 2024 11am Service
29/04/24	Castlereagh Macquarie County Council Meeting in Coonamble
30/04/24	Inland Rail Quarterly Update
30/04/24	Council Workshop
01/05/24	Violence Against Women Meeting with Health and Police
07/05/24	Council Workshop
08/05/24	Meeting with SES
09/05/24	CoREM Meeting in Sydney
09/05/24 -10/05/24	Country Mayors Association Dinner and Meeting in Sydney
14/05/24	Gilgandra Lifestyles Advisory Board Meeting
21/05/24	Council Workshops followed by Council Meeting

**Principal Activity**

Lead

**Policy Implications**

Nil

**Budget Implications**

Nil

**Delivery Program Actions**

**4.2.1.1**

Implement the Community Engagement Strategy to inform, involve, empower, consult, and collaborate with stakeholders

**RECOMMENDATION**

That the report be noted.

D Batten  
Mayor

---

**CALENDAR OF COMPLIANCE AND REPORTING REQUIREMENTS 2023/24**

**SUMMARY**

To advise Council of its current compliance with the Office of Local Government's Calendar of Compliance and Reporting Requirements 2023/24 in accordance with the *Local Government Act 1993* and related policies.

.....

Councils are required to submit several reports and returns/surveys annually, as required by the *Local Government Act 1993* and by OLG policy. The Integrated Planning and Reporting Framework details the reporting requirements that are mandated in the *Local Government Act*.

The Calendar of Compliance includes key deadlines for strategic management tasks for all councils and Joint Organisations in NSW (see attached).

Please note that the attached Calendar of Compliance still references the repealed *Public Interest Disclosures Act 2013* rather than the current *Public Interest Disclosures Act 2022*, so the sections are not correctly referenced. However, the requirements remain the same.

It is also important to note that Council is not involved with the Local Infrastructure Renewal Scheme (LIRS). However, Council has met its requirements for reporting under the Local Government Recovery Grants.

Council is not a designated Rehoming Organisation for the purposes of the *Companion Animals Regulation 2018*. Therefore, the requirement for the Rehoming Organisations Annual report does not apply.

Council is compliant for the financial year of 2023/24.

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	<b>4.3.1.1</b> Ensure all governance targets and statutory requirements are met in line with relevant Acts and Regulations and Council policy.

**RECOMMENDATION**

That the report be noted.

David Neeves  
General Manager

---

**2024 LOCAL GOVERNMENT ELECTIONS REFERENDA AND POLLS**

**SUMMARY**

To advise Council of the correspondence from the NSW Electoral Commission in relation to notification of Referenda and polls for the 2024 Local Government Elections.

.....

On Wednesday, 1 May 2024, Council received the following correspondence from Steve Robb, Director Customer Service & Relationship Management, of the NSW Electoral Commission:

*“Dear All,*

*As we’re already in May and the 2024 local government elections are fast approaching, I wanted to remind you that if you’re considering conducting a constitutional referendum or a council poll alongside the councillor elections this September, please let us know **ASAP**.*

*The process is:*

- *Council will pass the appropriate resolution requiring a referendum or poll to be held*
- *A copy of the resolution will be sent to us so that we can factor that referendum or poll into your election*
- *We will send you a revised cost estimate within a contract variation for your review and approval*
- *You will send us your final referendum or poll question(s) no later than the end of June (earlier if possible)*
- *In July we will send you a proof of the referendum or poll ballot paper to approve*
- *We will print those ballot papers before we begin printing the councillor ballot papers*

*The earlier you can get the resolution & question(s) to us, the more help we can offer in getting the question(s) right.”*

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	<b>4.3.1.1</b>

---

Ensure all governance targets and statutory requirements are met in line with the relevant Acts and Regulations and Council policy

**4.3.5.1**

Represent community concerns in relation to governments and non-government service delivery issues

RECOMMENDATION

That Council:

1. Do not hold a referenda or poll for the 2024 Local Government Elections as there are no referendum topics.
2. Council respond to the NSW Electoral Commission advising that Council will not hold a referenda or poll for the 2024 Local Government Elections.

David Neeves  
General Manager



**2024 AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT**

**SUMMARY**

To advise Council of the 2024 Australian Council of Local Government and determine attendance.

.....

The Australian Government will hold the sixth Australian Council of Local Government (ACLG) in Canberra on 5 July 2024 at the National Convention Centre. The ACLG showcases the important partnership the Australian Government has with local governments across Australia, and puts local government priorities front and centre.

**Program Outline**

- Climate Change and Renewable Energy  
An opportunity to explore with local governments the practicalities of securing social license and community engagement around renewable energy projects.
- Disaster Recovery and Resilience  
A panel session designed to explore current support available for disaster events, resilience during and after disasters, telecommunications, and future disaster mitigation challenges.
- Service Delivery Housing, Communications, Skills and Capacity  
An opportunity to discuss service delivery including skills shortages across the local government sector, the Housing Accord and national homelessness plan and managing an ageing population.
- Peri-Urban Councils and Regional Cities  
An opportunity for a more open discussion to ascertain the experience and challenges of peri-urban councils and regional cities.

**The ACLG Dinner**

The ACLG Gala Dinner will be held on the evening of Thursday 4 July 2024 in the Great Hall of Australian Parliament House, Canberra. At the Gala Dinner the Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain will announce the winners of the National Awards for Local Government, and present each winning category with an award.

**ACLG Forum**

There is no cost to attend the ACLG Forum and the ACLG Gala Dinner. There are no limits to the number of online attendees. Detailed timings and other arrangements will be provided closer to the date.

MEETING OF: GILGANDRA SHIRE COUNCIL  
HELD ON: 21 MAY 2024

---

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	<b>4.3.5.2</b> Ensure Council attendance at relevant forums and that State and Federal Members are invited to local civic functions and community celebrations

RECOMMENDATION

**SUBMITTED FOR COUNCIL'S DETERMINATION**

David Neeves  
General Manager

**2023/24 QUARTERLY OPERATIONAL PLAN REVIEW Q3 1 JANUARY TO 31 MARCH 2024**

**SUMMARY**

To consider progress with Council's 2023/24 Operational Plan during Q3.

.....

Separately enclosed with this business paper is the 2023/24 Operational Plan Review document for Q3 1 January to 31 March 2024.

Highlights for the Quarter by theme include:

**Live**

- Heavy patching works underway, with reseals planned for final quarter
- Detailed design drawings for new Sewer Treatment Plant completed
- Installation of bore 6 complete
- Draft Village Management Plans at development stage
- Review of Gilgandra Lifestyles services to determine long term sustainable solutions nearing completion
- Additional activities being offered at Cooee Lodge with good attendance including specific activities for special care wing residents
- 17 home care packages being delivered
- Currently four self care villa's vacant, and expected to be agreements in place in the 4<sup>th</sup> quarter
- Audit of Jack Towney Hostel in January returned a satisfactory result
- MOW meals provided to over 100 clients in the Gilgandra region
- Orana Living delivering support services to 27 clients across 5 outlets
- Carlginda providing supported employment to 19 Employees
- 37.6 tonnes domestic recycling collected
- Advocacy and Case Management for 153 Homelessness Service clients
- Currently 121 Members of the Gym
- An average of 39 participants in breakfast club daily
- Successful annual autumn youth holiday program
- 14 dogs, 4 cats impounded during Quarter
- Interagency meeting held attended by 23 people representing 20 services

- Contract engagement completed with Insight Consulting Australia. Fortnightly meeting established with PCG. Monthly with internal project team. Engagement plan developed and approved, surveys drafted and advertised. Internal project team to commence stakeholder meetings with childcare providers, schools, preschools, LALC and government departments. Have Your Say page established on website, social media, block ad and media release distributed.
- Contract engagement completed with Lake Advisory. Weekly meeting established. Monthly with internal project team. Engagement plan developed and approved, surveys drafted and advertised. Stakeholder meetings to commence with providers, employers, LALC and government departments. Have Your Say page established on website, social media, block ad and media release distributed.
- Ongoing support to local school- Youth Support worker visiting and supporting schools regularly and becoming more involved in events and activities at school. GYS attending Police & School meetings to discuss ongoing support for students and families
- Core network enhancement through Fibre and new wireless links has allowed the installation of wifi points for Council, the community and visitors at all Council sites.
- In this quarter met with the Indigenous Aged Care Commissioner and other department officials at Jack Towney to progress indigenous aged care priorities

### **Enjoy**

- Greening Strategy Internal project team established with Director, T3 lead and team members including T4 and operational level. Strategy Framework workshopped, next steps outlined and future meetings set in place. Action plan and RfQ to follow.
  - Youth Strategy Internal working team met with Sponsoring Director, T3 lead and operational staff including T4s. Request for Quotation documentation drafted for publication on Tenderlink. Submissions to close of April 2024.
  - Sporting Group requests included in projects under round 5 of Stronger Country Communities Fund. Meeting to be held with Sporting User Groups on 3 April 2024 and recommendations provided to Councils April Meeting for consideration.
  - Council continuing to assist local community groups with funding, including Michael Cain, St Ambrose Church and Gilgandra Community Garden Club, Tooraweenah Aerodrome, and Gilgandra Speedway. Application submitted in March 2024 for new projector & projector screen for the Shire Hall, in support of Gilgandra Film Festival. IT's GREAT! community event fund to launch to 8 April 2024.
  - Construction of the GIL Library Hub: The building has not yet received an Occupation Certificate. North Construction and Building are working to complete construction so that the building can be certified. Due to the delay in construction completion, the furnishing fit-out had to be rescheduled to the week ending 31 May, with the move of the library collections to follow. This is expected to take 4 weeks, with the building being open from July.
-

- LIBRARY
  - 2621 loans hard copy items
  - 737 loans e-books
  - 332 new items catalogued including 103 donations
  - Literacy programs-7 Storytime and Baby Rhymetime sessions- 60 children & 31 adults
  - Children's programs- 21 sessions of Science, LEGO Club & Tech Club- 201 children & 20 adults
  - Adult programs- 10 sessions Writers' Group, Book Club, Savings Finder & Tech Savvy- 72 adults
  - 3252 visitors this quarter (up 2.3% on same period in 2022/23) & 45 new members.
  - 299 people came to the Library specifically to spend time studying, working, relaxing
  - Sound Shell Murals completed - murals continue to receive positive feedback from locals & visitors! Sound Shell Landscaping completed ahead of time and under budget.
  - Town Entry Digital Sign design endorsed by EDC & Council - project progressing.
  - Installation and promotion new EV Chargers.
  - Gilgandra Art Gallery booked out for 2024 with local and regional artists. EOI coming in for 2025, approx 6 bookings.
  - Application submitted to LGA NSW Awards for Meeting Place Project, comms sent out to stakeholder group via email.
  - It's GREAT Program guidelines reviewed and endorsed by EDC & Council - It's GREAT Launched on April 8 2024.
  - Ongoing meetings with Under the Gums internal planning crew and external Goin' to Gil festival. Actions determined and followed up in monthly meetings. Locations, security, fencing, amenities secured. Traffic management discussed with police and licensing. Lineup finalised. Grant submission for DNSW Regional Event Fund for Marketing \$20,000. Application submitted for Open Streets grant \$120k for Goin' to Gil festivities. Planning crew identified need to business/community group ownership/sponsorship in activities - show and shine, markets, golf, buskers, street parade among others
  - Rel Country have your say submissions received and considered by Council, Strategic Plan endorsed and feedback to submissions. Award application for Real Country project submitted to LG Professionals under the Borderless Communities program, GSC WSC and CSC a finalist in the awards.
  - \$42,000 income reported from CHC as of 31 March 2024.
  - Overnight Parking Trail ongoing with over 1000 visitors.
  - Bike Hire Terms & Conditions and rates endorsed by EDC and Council, to launch in early April, encouraging sustainable travel between the GCP and CBD.
-

### **Grow**

- Purchase and development of Industrial Land is proceeding in line with action point 8 of the Gilgandra Activation Blueprint.
- Draft documents endorsed by WSC and GSC Councils on public exhibition, including; Castlereagh Country Drought Resilience Assessment; Castlereagh Country Drought Resilience Plan; Castlereagh Country Drought Resilience Action Plan; Castlereagh Country Drought Resilience Stakeholder Engagement Report; Priority Projects Rapid BCR Review Report. Draft plans submitted to CSIRO for review
- Purchase of Light Industrial Land in Naden Drive completed. Subdivision approved and concept plans for servicing developed. Purchase of Industrial land on Oxley Highway proceeding, contracts exchanged and deposit paid. Concept plans developed for servicing subdivision developed. Planning proposal process to rezone from Rural to Industrial underway. Valuations received for Naden Drive blocks
- Valuations received and sales strategy developed for next 22 lots in the Aero Park Subdivision. Planned to go on sale in May 2024.
- Grant submitted for CBD Masterplan CID. Also Active Transport Strategy to assist in funding towards broader CBD masterplan.
- Application to Open Streets Program, including Miller Street Parade road closure, and public artwork (mural) for Goin' To Gil Weekend.
- Development application for the TWAF being finalised for lodgement.
- Inland Rail Water Bore Project construction nearing completion. Consultation with adjoining landowners completed, with one outstanding consent at this point. Electricity installation, fencing and licensing still outstanding.
- All three Councils have endorsed the Real Country Strategic Plan following consultation period. Grant for Windmill Walk extension is pending. Award Finalist for application submitted in the LG Professionals Award, under the Borderless Communities category for the real Country project on behalf of the three Councils.

### **Lead**

- EOI sent out to staff for Flu Vaccinations and will be conducted in April 2024. EAP service continues to be used regularly.
  - ICT cyber security testing conducted and no issues reported.
  - CLIRP Grant Infrastructure completed apart from final run under the Railway and under a Rock shelf into the Depot
  - Upcoming community engagement: Village Management Consultations DRAFT DPOP & Budget for 2024/25 Childcare Strategy Village Management Strategy DRAFT Health Strategy IT'S GREAT.
  - Development Applications processed as received, 12 applications lodged in the quarter.
-

- Annual food shop inspections currently underway, swimming pool compliance inspections being undertaken, overgrown blocks, unapproved development inspection and follow-up as required.
- Grant Applications submitted Jan-March 2024 included: CID Full Application (CBD Masterplan, BIG Ideas awnings & Facades, Miller Street Promotion) Live Music Australia (Sound shell upgrades, UTG staging, UTG marketing) Regional Event Fun (UTG Marketing) FRRR (Projector & Projector Screen) Youth Holiday break Program
- Regular advocacy occurs when issues arise. Recently, representations to State and Federal MP's regarding grade separation funding withdrawal
- Solar power option explored for quote process to install lighting at animal shelter.
- Council is a financial member of the Coalition of Renewable Energy Mayors (CoREM)

Principal Activity Lead

Policy Implications Nil

Budget Implications Actions delivered in line with 2023/24 budget.

Delivery Program Actions **4.3.2.1**  
Review Council's Integrated Plans in line with NSW State Government guidelines

### RECOMMENDATION

That the 2023/24 Operational Plan Review for Q3 1 January to 31 March 2024 be adopted.

Neil Alchin  
Director Growth and Liveability





MEETING OF: GILGANDRA SHIRE COUNCIL  
HELD ON: 21 MAY 2024

---

legislative requirements and Council  
policy

**4.3.2.1**

Review Council's Integrated Plans in  
line with NSW State Government  
guidelines

RECOMMENDATION

That the draft 2024/25 Delivery Program and Operational Plan be placed on  
public exhibition for a period of 28 days.

Neil Alchin  
Director Growth and Liveability

**LONG TERM FINANCIAL PLAN 2024/25 – 2033/34**

**SUMMARY**

To consider the draft Long Term Financial Plan for 2024/25-2033/34 to go on public exhibition.

.....

Council is required to have a Long Term Financial Plan (LTFP) that covers a minimum of 10 years. The overall objective of the LTFP is to express, in financial terms, the activities Council will undertake to provide a sound basis for strategic decision making. The LTFP will also guide the future strategies and actions of Council to ensure that it continues to operate in a manner that achieves financial sustainability.

The draft 2024/25-2033/34 plan is separately included with this business paper and will be placed on public exhibition for a period of twenty eight (28) days to provide an opportunity for community feedback through social media, newspaper, radio, website, community and business emails.

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	<b>4.2.1.1</b> Implement the Community Engagement Strategy to inform, involve, empower, consult and collaborate with stakeholders <b>4.3.3.1</b> Prepare annual Budgets, Long Term Plan Reviews, Quarterly Budget Reviews and Annual Statements and place investments in line with legislative requirements and Council policy <b>4.3.2.1</b> Review Council's Integrated Plans in line with NSW State Government guidelines

**RECOMMENDATION**

That the draft Long Term Financial Plan 2024/25-2033/34 be placed on public exhibition for a period of 28 days.

Neil Alchin  
Director Growth and Liveability

---

**2024/25 to 2027/28 BUDGET REPORT**

**SUMMARY**

To present a report on the draft 2024/25 to 2027/28 budget for all Council funds and detail matters considered in preparation of same.

.....

**Introduction**

The draft 2024/25 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 most areas.

The budget has been prepared on the basis of Council taking the full rate peg increase of 4.5%. This equates to an additional \$251,953 in income for 2024/25 compared to the 2023/24 year.

Councils are required to adopt and advertise a draft Operational Plan which includes its 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 Home Care Packages).

In reports to the April 2024 meeting, Council adopted proposed rating and charging structures for general rating categories along with water, sewer, waste and stormwater and these have been included in the draft document.

Major works planned in 2024/25 include

- Major IT upgrades
- Industrial Subdivisions
- Baronne Creek Works
- Seal National Park Rd – Stage 1
- Waste Facility Cell Works
- Pound Lighting Upgrade
- Rural Roads Capital Renewals
- Caravan Park Amenities Upgrade
- Naden Drive Upgrade
- Smart Water Meters Implementation
- Tooraweenah Mains Replacement
- Water Flouridation
- Upgrade of Sewer Mains
- Upgrade of Sewer Pump Stations
- Relocation of Orana Living Administration

- Cooee Lodge Nurse Call Bell System

A number of other smaller projects have been identified and are also included for Council's consideration.

The Sewer, Carlinda, Cooee Villa Units, Home Care Packages and Jack Towney Hostel budgets indicate surplus results. The planned operations of General Fund, Water, Orana Living and Cooee Lodge project deficit results.

## **GENERAL FUND (pages 1 to 20)**

### **Governance - Councillors (page 1)**

The \$383,246 estimate for 2024/25 (\$281,344 in 23/24) includes the mayoral fee, councillor fees, councillor expenses, IT costs, training costs, superannuation and an internal administration charge. It also includes an allocation of \$55,000 for the election in September.

### **Corporate Support Income (page 2)**

This estimate for 2024/25 is made up of the following (23/24 allocation is in brackets):

- \$50,000 for workers compensation claims (\$120,000);
- \$50,000 for insurance rebates (\$52,496);
- \$11,000 for rating certificate income (\$9,000);
- \$8,000 for sundry income items (\$5,000);
- \$20,000 for parental leave funding (\$22,000);
- \$40,000 for trainee funding (\$200,000); and
- \$0 for training course income (\$2,000).

### **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 3.5% being the LG award increase for 2024/25.

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 2024/25 has been set at 36.90% and the superannuation percentage has increased from 11% to 11.5%.

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.

An amount \$20,000 has been included in 24/25 with the 25/26 year allocated an additional \$100,000 each year to meet costs associated with an organisational review if required.

### Interest on Borrowings (page 2)

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

Loan No.	Purpose	Amount	P or I	2024/25	2025/26	2026/27	2027/28
308	Water, Sewer, Villa Infrastructure	760,000	Pri.	89,697.87			
			Int.	2,600.59			
309	Gumin Bridge	1,040,000	Pri.	70,819.14	72,909.34	75,061.23	77,276.63
			Int.	15,361.28	13,271.08	11,119.19	8,903.79
310	Park Toilet, Wallum'wang & Luckies G Bridges	1,312,000	Pri.	140,980.38	145,313.07	149,778.83	
			Int.	12,233.36	7,900.67	3,434.84	
312	Works Depot	2,000,000	Pri.	127,538.54	130,153.39	132,822.06	135,545.45
			Int.	27,907.38	25,292.33	22,623.66	19,900.27
313	Work Depot	1,467,000	Pri.	92,525.09	94,852.68	97,238.82	99,684.98
			Int.	25,358.75	23,031.16	20,645.02	18,198.86
314	Library Hub	1,000,000	Pri.	49,206.48	51,773.23	54,473.88	57,315.41
			Int.	47,306.92	44,740.17	42,039.52	39,197.99
315	Aeropark Subdivision (5.00%)	1,600,000	Pri.	127,207.32	133,567.69	140,246.07	147,258.37
			Int.	80,000.00	73,639.63	66,961.25	59,948.95
316	Industrial Subdivisions (5.25%)	3,000,000	Pri.	136,431.45	143,594.10	151,132.79	159,067.26
			Int.	157,500.00	150,337.35	142,798.66	134,864.19
317	Medical Precinct (5.25%)	500,000	Pri.		90,036.66	94,763.58	99,738.67
			Int.		26,250.00	21,523.08	16,547.99
318	CBD Upgrade (5.25%)	2,500,000	Pri.				113,692.87
			Int.				131,250.00
319	Combined Sports Centre (5.25%)	2,000,000	Pri.				
			Int.				
320	Relocate Admin Building (5.25%)	2,000,000	Pri.				
			Int.				
321	Yarragrin Ck Bridge (5.25%)	600,000	Pri.				
			Int.				
<b>General Fund Repayments:</b>				<b>835,662.70</b>	<b>957,929.56</b>	<b>996,272.45</b>	<b>995,624.48</b>
				<b>470,667.69</b>	<b>464,687.29</b>	<b>426,344.33</b>	<b>518,721.50</b>
				<b>1,306,330.39</b>	<b>1,422,616.85</b>	<b>1,422,616.78</b>	<b>1,514,345.98</b>
<b>General Fund Ratio:</b>				<b>6.65%</b>	<b>7.06%</b>	<b>6.89%</b>	<b>7.15%</b>

The above Debt Service Ratio is calculated using the actual income generated from the 2022/23 year. This level of income will vary in the 2023/24 and 2024/25 years and, as a result, the Debt Service Ratio should be used as a guide only.

### Administration Expenses (page 2)

All costs are in line with the previous years.

### IT Income & Expenses (page 2)

The IT income estimate for 24/25 has increased compared to the previous year as the cost for investment for IT related infrastructure and support are upgraded. The estimate of \$1,515,538 is funded by contributions from all areas of Council as follows:

	Department	Location	Total Seats	% of Seats	Portion of Costs 24/25
1	Governance	Admin Building	14	5.41%	\$81,920.98
2	Corporate Service	Admin Building	28	10.81%	\$163,841.96
3	Corporate Service	Katherine Larkin	2	0.77%	\$11,703.00
4	Corporate Service	GAC	10	3.86%	\$58,514.99
5	Corporate Service	Heritage Centre	4	1.54%	\$23,405.99
6	Corporate Service	Store	2	0.77%	\$11,703.00
7	Works & Technical Services	Engineering	24	9.27%	\$140,435.97
8	Works & Technical Services	Depot	10	3.86%	\$58,514.99
9	Works & Technical Services	Water & Sewerage - WTP	7	2.70%	\$40,960.49
10	Works & Technical Services	Workshop	4	1.54%	\$23,405.99
11	Works & Technical Services	Parks & Gardens - Demountable	3	1.16%	\$17,554.50
12	Works & Technical Services	Water & Sewerage - Filtration Plant	6	2.32%	\$35,108.99
13	Environmental Services	Admin Building	11	4.25%	\$64,366.49
14	Environmental Services	Builders - Demountable	4	1.54%	\$23,405.99
15	Project Management	Miller Street	0	0.00%	\$0.00
16	Project Management	Depot	7	2.70%	\$40,960.49
17	Community Services	Waste Depot (Carlinda)	4	1.54%	\$23,405.99
18	Community Services	Donna, Julie and Helen	9	3.47%	\$52,663.49
19	Community Services	Orana Living Main Office	20	7.72%	\$117,029.97
20	Community Services	Orana Living - Houses & Dao	24	9.27%	\$140,435.97
21	Community Services	Community Care	6	2.32%	\$35,108.99
22	Community Services	Cooee Lodge	27	10.42%	\$157,990.47
23	Community Services	Jack Towney Hostel	14	5.41%	\$81,920.98
24	Community Services	Library	4	1.54%	\$23,405.99
25	Community Services	Youth Services	10	3.86%	\$58,514.99
26	Community Services	Pool	2	0.77%	\$11,703.00
27	Community Services	Gym	3	1.16%	\$17,554.50
<b>Totals</b>			<b>259</b>	<b>100.00%</b>	<b>\$1,515,538.17</b>

The IT expenses have increased from \$737,574 in 23/24 to \$1,178,710 in 24/25. This is due to the following:

- An increase in contract and licensing from \$519,213 to \$629,759.
- A new allocation for the charging of phone and internet to a central area being \$224,000.
- A new allocation for the charging of security camera and cyber security being \$45,333.

### **Civic Activities (page 2)**

The estimate for 2024/25 includes an amount of \$98,807 for community functions and activities as well as a contribution to the LGSA. It also includes an allocation \$20,500 to recognise volunteers within our community plus \$6,636 for a staff function. These allocations are in line with previous years and the following years allocations increase in line with CPI.

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

This area provides for the major costs of operating the Management section of W&TS. The costs include a 3.5% wage increase and it provides for 48 working week year for each employee engaged in the managerial section of W&TS.

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 2023/24 has been set at 36.90% and the superannuation percentage has increased from 11% to 11.5%.

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 IT licence renewals and other IT licence requirements.

---

The increase of \$91,018 from the previous year can be attributed to the increase in the IT allocation from \$201,055 in 23/24 to \$315,981 in 24/25.

**Project Management (page 2)**

Costs associated with the project management team will be costed directly to the projects that they are being worked on. An amount for the Distribution of Administration is included but this will be transferred across the projects during the course of the year.

**Plant Running Expenses (page 2)**

The estimate for this area for 2024/25 includes the following amounts:

* Insurances:	\$ 72,575
* Plant Running Costs:	\$1,144,000
* Heavy Vehicle Inspections:	\$ 16,893
* Workshop Tools:	\$ 7,041
* Workshop Expenses:	\$ 24,605
* Trainee Costs:	\$ 41,047
* Workshop Vehicle Running Expenses:	\$ 35,197
* Internal Distribution of Plant:	(\$ 51,535)
* Miscellaneous Plant Costs:	\$ 14,078
* Plant Hire Income	<u>(\$2,400,000)</u>
	(\$1,096,099)

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

When depreciation of the plant assets of \$900,821 is taken into account, the result for this area for 24/25 is an estimated surplus of \$195,278.

**Employee Overhead Costs - General Fund (page 2)**

Council charges an internal oncost rate of 36.90% on all wages within General Fund. The 36.36% charge has been calculated as follows:

General Fund						
Annual Leave	4 weeks as a percentage of 48 weeks	4	48	8.33%		732,517
Long Service Leave	2 weeks as a percentage of 48 weeks	2	48	4.17%		366,259
Sick Leave	3 weeks as a percentage of 48 weeks	3	48	6.25%		549,388
Superannuation	11.5% for 52 weeks in 48 weeks	11.50%	48	12.46%		1,095,113
Workers Compensation	cost as a percentage of wages	500,539	8,790,208	5.69%		500,539
				36.90%		3,243,816

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 Living (page 2)

Council charges an internal oncost rate of 35.97% on all wages within Orana Living. 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%	323,224
Long Service Leave	2 weeks as a percentage of 48 weeks	1	48	2.08%	80,806
Sick Leave	3 weeks as a percentage of 48 weeks	2	48	4.17%	161,612
Superannuation	11.5% for 52 weeks in 48 weeks	11.50%	48	12.46%	1,095,113
Workers Compensation	cost as a percentage of wages	346,490	3,878,683	8.93%	346,490
				35.97%	2,007,245

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 - Carlginda (page 2)

Council charges an internal oncost rate of 40.97% on all wages within Carlginda. The charge has been calculated as follows:

Carlginda Enterprises					
Annual Leave	4 weeks as a percentage of 48 weeks	4	48	8.33%	27,382
Long Service Leave	2 weeks as a percentage of 48 weeks	2	48	4.17%	13,691
Sick Leave	3 weeks as a percentage of 48 weeks	3	48	6.25%	20,536
Superannuation	11.5% for 52 weeks in 48 weeks	11.50%	48	12.46%	1,095,113
Workers Compensation	cost as a percentage of wages	32,070	328,583	9.76%	32,070
				40.97%	1,188,793

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 - Cooee Lodge (page 2)

Council charges an internal oncost rate of 35.05% on all wages within Cooee 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%	230,822
Long Service Leave	2 weeks as a percentage of 48 weeks	1	48	2.08%	57,706
Sick Leave	3 weeks as a percentage of 48 weeks	2	48	4.17%	115,411
Superannuation	11.5% for 52 weeks in 48 weeks	11.50%	48	12.46%	1,095,113
Workers Compensation	cost as a percentage of wages	221,790	2,769,868	8.01%	221,790
				35.05%	1,720,842

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 35.06% on all wages within Jack Towney Hostel. The charge has been calculated as follows:

<b>Jack Towney Hostel plus CACP</b>					
Annual Leave	4 weeks as a percentage of 48 weeks	4	48	8.33%	60,723
Long Service Leave	2 weeks as a percentage of 48 weeks	1	48	2.08%	15,181
Sick Leave	3 weeks as a percentage of 48 weeks	2	48	4.17%	30,361
Superannuation	11.5% for 52 weeks in 48 weeks	11.50%	48	12.46%	1,095,113
Workers Compensation	cost as a percentage of wages	58,397	728,674	8.01%	58,397
				35.06%	1,259,775

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.

### **Transformational Change (page 2)**

Wages plus oncosts include the following positions:

- Executive Leader
- Business Improvement Manager
- People & Culture Manager
- Business Improvement Officer
- Payroll / HR Officer
- HR Officer
- Risk & Safety Officer

### **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 is the actual contribution required for 2024/25 and the next three years increase in line with the estimated CPI.

### **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 estimate is the actual contribution required for 2024/25 and the next three years increase in line with the estimated CPI.

#### **Fire Services Expenses (page 4)**

The total vote of \$101,284 (from \$95,779 in 23/24) includes an internal distribution of administration charge of \$5,162 (\$5,544 in 23/24) and \$96,122 (\$90,235 in 23/24) of running costs. This is offset by a reimbursement of the same amount.

#### **Animal Control Income & Expenses (page 4)**

The estimate of \$196,902 (\$196,094 in 23/24) for 2024/25 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 \$34,308 allocation (\$31,583 in 22/23) to this area for 2023/24 is to allow for Council's 11.7% contribution to Emergency Services remaining the same as the previous year and increasing by CPI for the following three years.

#### **Planning Expenses (page 5)**

This area includes the wages allocation for the following positions:

- Planning & Development Manager
- Environmental Health Officer
- Building Surveyor
- Maintenance Co-ordinator

It also includes a Distribution of Administration amount which 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.

Also included is an amount of \$50,000 to complete a review of the LEP and \$60,000 for an industrial land planning proposal.

#### **Domestic & Other Waste Management (page 6)**

---

The Domestic Waste Management area for 2024/25 includes income of \$533,989 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 2024/25 of \$229,064 includes an amount of \$153,745 that is collected from commercial, non-rateable and rural ratepayers that use or are able to use the service. The remaining \$75,319 (\$73,482 in 23/24) is made up of tipping charges and scrap steel sales.

The combined income of \$687,734 derived from waste collection charges is used to pay for the costs applicable to the service provided.

The expenses of \$732,409 for Domestic Waste Management include the following items:

- \$226,643 for waste and recycling collection;
- \$5,772 for recycling promotion;
- \$199,164 payment to Carlinda for the management of the waste facility;
- \$10,250 for insurances;
- \$11,392 for electricity;
- \$4,080 for cleaning;
- \$28,174 for the distribution of administration charge;
- \$151,934 for the waste facility operating and maintenance costs;
- \$80,000 in wages for a position at the waste facility; and
- \$15,000 to review the domestic waste collection contract.

An amount of \$50,000 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 \$46,428 (\$55,665 in 23/24) for Other Waste Management covers a cost of \$5,868 for each of the rural tips located at Tooraweenah, Armatree, Curban and Bidon to maintain the sites. There are also allocations of \$7,251 for scrap steel community projects and \$15,705 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 OLG and Council cannot increase it above the \$25 limit.

The 2024/25 Urban Stormwater Drainage maintenance and repair allocation is in accordance with the ongoing LTFP allocation. The amount allocated is \$83,428 (\$80,527 in 23/24).

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

---

The wages estimate for this function for 2024/25 includes the Director Aged Care and Disabilities and the Gilgandra Lifestyles Co-ordinator. 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.

### **Community Services Administration Expenses (page 7)**

The estimate of \$63,938 (\$270,512 in 23/24) includes costs for IT services, phone, vehicle and general administration.

### **Youth Services (page 7)**

The 2024/25 budget includes a provision for GSHS (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 provided under this contract are available to a wide demographic, essentially people at risk of homeless over age 16. There is also a key focus on case management services.

Expenses have increased in line with CPI except for the following:

- A reduced cost of \$50,000 for a Youth Strategy
- An additional cost of \$21,400 for Summer Youth Program (offset by additional grant funds)
- An additional cost of \$36,661 for IT services
- An additional cost of \$24,000 for building maintenance.

The building maintenance estimate is to have fall arrest system installed on the Youth Club roof. Currently repairs and maintenance works are unable to be completed due to safety concerns surrounding working at height without a compliant anchor system installed.

### **Gilgandra Community Care & Transport (page 7)**

Gilgandra Community Care and Transport income and expenditure for 2024/25 is line with previous year with operations generally remaining the same.

There is an increase in funding for Community Care but this is offset by increased expenses of the same amount.

The service requires no financial input from Council with grant funding and the income generated by the service covering all expenditure. Services 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 14 and 15.

### **Government Access Centre (page 7)**

The Government Access Centre income and expenses for 2024/25 is along the same lines as the previous year except for the increase in IT costs of \$23,549. The following three years have increased in line with CPI. There are no plans for changes to the existing services performed.

### **Housing (page 8)**

The income has been calculated according to the rental agreements currently or expected to be in place during 24/25. Increases have been included for 41 Myrtle Street and 4 Dudley Street to accommodate planned medical staff. This increase is offset by additional expenses for the rental and services costs of these properties.

### **Medical Centres Income & Expenses (page 8)**

The expected income from the rental of the medical centres and the MPS dental rooms has reduced with the vacancy of the Edward Medical Centre. The expenses have also decreased accordingly but not for the same amount.

### **Public Cemeteries (page 8)**

The allocation of \$142,603 for 2024/25 (\$129,739 in 23/24) 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 \$980 is for a distribution of administration charge only.

### **Street Lighting (page 8)**

The cost of street lighting for the 2024/25 year is expected to see a reduction due to the introduction of LED lighting with the estimated cost of \$130,000 (\$150,000 in 23/24) included.

### **Library (page 9)**

---

The cost of Library operations were increased in 23/24 to accommodate the new Library Hub operating hours. This is equated to an increase in wages of \$108,845 at that time. The 24/25 budget has maintained that level of operations with additional allocations of \$14,664 for IT services and \$4,860 for the Dolly Parton Imagination Library. This allocation increases to \$9,720 the following year, \$14,580 in 26/27, \$19,440 in 27/28 and \$24,300 in 28/29 where it remains at that level from then on.

### **Public Halls (page 9)**

The level of usage and, in turn, the hire income is in line with the previous year. The operating costs, however, have increased as follows:

- Cleaning: from \$7,467 to \$9,589
- Gilgandra Hall: from \$5,000 to \$6,000
- Tooraweenah Hall: from \$2,500 to \$3,000
- Curban Hall: from \$2,500 to \$3,000
- Administration Charge: from \$11,390 to \$16,174

### **Swimming Pool (page 9)**

The budget income for the pool is in line with previous year. The operating costs, however, include increased allocations of \$10,000 for cleaning and \$55,000 for building maintenance.

The additional \$10,000 in cleaning is for increased chemical usage due to water leaks while the \$55,000 in building is an allocation for roof repair works.

### **Sporting Grounds (page 9)**

The total amount of income expected is \$8,116 which is low in relation to the level of services provided at the three (3) sporting grounds within Gilgandra and Tooraweenah. 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.
- Ernie Knight Oval– including cleaning and maintenance of the toilet block.
- 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:

- Council Chambers & Hall Surrounds;
- Hunter Park – including cleaning and maintenance of the toilet block;
- Apex Park;
- Noonan Park;
- Jordana Park;
- Bencubbin Park;
- Clarice Schultz Park;
- Cooee Park;
- Miller Street Plaza;
- Windmill Walk;
- Chelmsford Avenue Walk;
- Town Footpaths & Open Spaces;
- Tooraweenah Park– including cleaning and maintenance of the toilet block;
- 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 Shire Hall surrounds are all provided for within their own budget areas.

The original 23/24 budget of \$339,261 was increased by \$160,000 during the year to cover the increased level of service requested for parks and gardens, including the Heritage Centre (\$120,000) and tree removal (\$40,000).

This increase has been maintained for the 24/25 estimates plus an additional allocation of \$40,000 to maintain plaza areas.

The parks and gardens income budget includes a contribution of \$68,796 from the RFS to provide for fire hazard reduction works.

### **Gilgandra Fitness Centre (page 9)**

The estimated income for the Gilgandra Fitness Centre (GFC) is in line with previous year. The expenses have increased as follows:

- \$17,000 for building maintenance to replace lighting (\$6,500) and repair water damage to the ceiling of the store room / old sauna (\$10,500).
- \$13,183 for IT services.

### **Heritage Income & Expenses (page 9)**

---



The funding proposed for the 2024/25 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 \$23,573 (\$22,693 in 23/24).

### **Gravel Pits (page 10)**

The income and expense from gravel pit operations has been adjusted to reflect the expected operations for 24/25 compared to the previous year.

The estimated surplus of \$10,937 will be transferred to the gravel reserve to cater for the cost incurred in investigating new pits and rehabilitating pits in future years.

### **Urban Roads (page 10)**

The allocation for urban roads for 2024/25 has been reduced compared to the previous year to reflect the expected work load for the shire road network. Please note that the normal allocation is reinstated to the 25/26 year and beyond.

The urban roads allocation allows for the maintenance of roads and streets within the Gilgandra town area and the village areas of Tooraweenah and Armatree.

### **Rural Roads (page 10)**

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

There is also included \$500,000 in grant funding for natural disaster works and is offset by additional expenses for the same amount.

### **Regional Roads (page 10)**

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 2.5% 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 10)**

The State Roads area includes the allocation of works by the RMS on state highways to be carried out by Council.

The difference between the total estimated income of \$2,043,712 and the total estimated expense of \$1,325,092 is \$718,620 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 2024/25 year.

### **Roads to Recovery (page 10)**

The 2024/25 Roads to Recovery estimate totals \$1,005,557. 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 2024/25 allocation will be determined following a separate detailed report to the May or June Council meeting.

The total expenses of \$1,005,557 matches the funding.

### **Bridges (page 10)**

The allocation of \$36,317 for 2024/25 is similar to the previous year and is a relatively low amount due to the replacement of timber bridges with concrete structures over the last few years.

There is still a need to maintain the existing network where required and the allocation reflects this.

### **Footpaths (page 11)**

Routine maintenance footpath allocation complies with the Long Term Financial Plan (LTFP).

### **Aerodromes (page 11)**

The income estimate is \$68,628 for 2024/25 as per prior negotiations with the RAAF. This amount is expected increase by CPI for the following 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 2024/25 budget includes an increase for CPI as well as an amount of \$90,327 to resurface the airstrip. This is offset by a transfer from reserves of the same amount on page 15.

### **Other Expenses - Other Transport & Communication (page 11)**

---

This allocation allows for kerb and gutter maintenance at the level agreed by Council. The estimate of \$53,323 is for kerb and gutter costs (\$38,651) and a distribution of administration charge (\$14,672).

### **Cooue Heritage Centre (page 12)**

The income allocation of \$81,000 includes \$75,000 in sales and a further \$6,000 in gallery donations.

The operating expenses of \$371,000 is similar to the amended costs for 23/24 of \$371,470 although this included increases for cleaning and building maintenance.

The differences between the original 23/24 budget and the 24/25 estimates (other than CPI) are as follows:

- IT Costs: \$10,294
- Cleaning: \$5,500
- Building Maintenance: \$19,000
- Local Purchases: \$8,000
- Admin Charge: \$7,758

The building maintenance estimate includes a provision for a fall arrest system to be installed on the roof and some gutter repair works.

### **Economic Development (page 12)**

This area includes Council's economic development operations. The costs are (23/24 allocations in brackets):

- Business Programs: \$100,000 (\$100,000)
- Marketing Costs: \$5,000 (\$5,000)
- Project Costs: \$0 (\$20,000)
- Membership Costs: \$7,688 (\$7,500)
- Sundry Expenses: \$2,050 (\$2,000)
- Signage Costs: \$0 (\$5,000)
- CBD Revitalisation Costs \$15,000 (\$15,000)
- Distribution of Administration: \$192,263 (\$222,693)

These allocations were previously allocated to Inland Rail (23/24 allocations in brackets):

- IT Costs: \$11,703 (\$4,371)
  - Inland Rail Costs: \$0 (\$43,160)
  - Professional Services Costs (Inland Rail): \$50,000 (\$157,748)
  - Vehicle Costs: \$5,772 (\$5,631)
  - Live Enjoy Grow Towards 5000: \$50,000 (\$50,000)
  - Under the Gums & Gil Festival: \$100,000 (\$0)
-

The total estimated cost of \$539,476 compares with the total 23/24 original estimates of \$638,103. Having said that, the estimated income is reduced from \$179,798 to \$106,000.

The income of \$106,000 is made up of the following (23/24 allocations in brackets):

- Grants for Projects: \$0 (\$20,000)
- Sundry Income: \$6,000 (\$2,050)
- Under the Gums Ticket Sales: \$50,000 (\$0)

The following allocations were previously allocated to Inland Rail (23/24 allocations in brackets):

- Professional Services Income (Inland Rail): \$50,000 (\$157,748)

It should also be noted that a total of \$66,697 is transferred from reserves on page 15 to offset some of the cost of these programs.

### **Other Business Undertaking (page 12)**

Estimated income from property leases (other than housing) and staff leasing of motor vehicles and housing. The expenses include maintenance costs, staff housing rental and the Distribution of Administration charge.

### **General Rate Income (page 13)**

The total general rate income of \$5,850,906 represents an increase of 4.5% on the previous year being the full amount allowed under rate capping. The following 3 years include rate increases of the rate peg limit only which is estimated at 2.5%.

The total estimated general rate income is \$5,927,291 plus legal charges of \$7,315 less pensioner concessions of \$83,699.

### **Financial Assistance Grant (page 13)**

The Federal Government has yet to advise of the Financial Assistance Grant amount for 2024/25, as a result, the amount has been estimated using the 23/24 actual allocation plus an additional 4.50%. 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 13)**

---

Interest income for 2024/25 is expected be lower than the previous year's estimate which was based on an average return of 5%. This year's estimate has been calculated at a 4.5% return on Council's investments. This is based on current term deposit rates and will be monitored throughout the year.

### **Reserves (pages 14 and 15)**

Transfers from reserves are an income item in the budget, however, it is merely a transfer of funds from the bank account and have a negative cash effect if spent. Transfers to reserves are an expense item in the budget, however, it is merely a transfer of funds to the bank account and have a positive cash effect if funded. Council should be aware of this when decisions regarding reserves are made.

Following is a listing of the movement in Reserves for 2024/25:

#### *Transfers from Reserves*

- Graincorp Industrial Subdivision & Intersections \$372,162: unspent grant funds from previous years and used to offset the capital expenses on page 18.
- Graincorp Reimbursement of Costs \$206,000: from the reimbursement of costs in previous years and used to offset the capital expenses on page 18.
- Dog Pound \$50,000: from accrued unspent capital allocations in previous years and used to offset the capital expense on page 17.
- Aerodrome \$90,327: from operating surpluses in previous years and used to offset additional operating costs on page 11.
- Economic Development \$39,375: unspent operating allocations from previous years and used to partially fund operating expenses on page 12.
- Towards 5000 Population \$20,000: unspent operating allocation from a prior year and used to partially fund operating expenses on page 12.
- The GIL Events & Activities \$7,322 unspent operating allocations from previous years and used to partially fund operating expenses on page 12.
- Youth Club \$20,830: from accrued unspent capital allocations in previous years and used to offset the additional operating expenses on page 7.
- Waste Facility \$50,000: annual charges allocations from previous years and used to fund capital expenses on page 17.
- Gilgandra Community Care \$34,772: unspent operating funds from previous years and used to fund operating expenses on page 7.
- IT Upgrades \$860,000: unspent capital allocation from the previous year and used to fund capital expenses on page 17.

#### *Transfers to Reserves*

- Waste Facility \$50,000: funded from the domestic and other waste charges to be used for future capital works at the Waste Facility.
  - Rural Waste \$609: funded from the rural waste charges to be used for future works at the former rural waste sites.
-

- 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.
- Gravel Pits \$10,937: the difference between gravel income and gravel expenses on page 10, is transferred to reserves to fund the future rehabilitation of disused pits.
- Developer Contribution Fee \$20,000: the income collected by this charge included in Planning income on page 5, is transferred to reserves to fund future infrastructure works.

### **Capital Income (page 16)**

#### Grants – Rural Fire Service

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

#### Grants – Industrial Subdivisions

Funding to be received to assist with the construction of the Schier and Lummis industrial subdivisions on page 18.

#### Grants – Local Roads & Community Infrastructure

Council has been advised that \$506,706 will be forthcoming in this program. This is offset by capital expenses for Naden Drive on page 18.

#### Grants – Improving Country Roads

Grant funding of \$900,000 will be forthcoming to fund the capital expense of the same amount for the National Park Road (Stage 1) on page 18.

#### Grants – Local Government Recovery & Grants – Infrastructure Betterment Fund

Council has been advised that \$750,000 will be forthcoming from the Local Government Recovery program and \$500,000 from the Infrastructure Betterment Fund to fund the capital expense of \$1,250,000 for the Baronne Creek project on page 18.

#### Contribution from Curban Hall Committee

The Curban Hall Committee carry out work each year that Council pay for and are then reimbursed. This contribution amount of \$10,000 is the reimbursement and is offset by capital expenditure of the same amount.

#### Contribution – Water Bore Project – Inland Rail

---

Contribution income from Inland Rail is offset by the capital expenses on page 17.

### **CAPITAL WORKS (pages 16, 17, & 18)**

Following is a listing of the capital works appearing in the draft budget:

#### Waste Facility

An amount of \$50,000 has been estimated to improve the capacity of the current landfill cell. This amount is offset by a \$50,000 transfer from reserves on page 14.

#### Library

Total library purchases cost of \$25,739 for library purchases including books, toys and other materials. This is funded by the State Library Service.

#### 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 allocations are as follows:

Major Plant (2023/24) \$944,000 - \$307,000 = \$637,000

Major Plant (2024/25) \$753,200 - \$135,000 = \$618,200

Cars & Wagons (2023/24) \$245,000 - \$165,000 = \$80,000

Cars & Wagons (2024/25) \$295,000 - \$170,000 = \$125,000

Trucks & Utes (2023/24) \$185,000 - \$44,000 = \$141,000

Trucks & Utes (2024/25) \$250,000 - \$140,000 = \$110,000

Minor Plant (2023/24) \$60,000 - \$20,000 = \$40,000

Minor Plant (2024/25) \$77,000 - \$20,000 = \$57,000

Total (2023/24) \$1,434,000 - \$536,000 = \$898,000

Total (2024/25) \$1,375,200 - \$465,000 = \$910,200

#### IT Capital

An allocation of \$1,547,700 is included to continue with the upgrade of Council's Information, Communication and Technology network. It is partly funded by a transfer from reserves of \$860,000 on page 14 which is a carry over from the 23/24 year.

#### Rural Fire Service

---

The allocation of \$275,000 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 on page 16.

#### Curban Hall

An amount of \$10,000 is included as an estimate only and is offset by a capital contribution of the same amount on page 16.

#### Additional Rural Roads Capital Renewals

The additional rural road allocation vote, 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 up to 20/21 and then 2% 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 being Wallumburrawang Creek, Luckies Gully and Gumin. The repayments are \$210,199 each year and reducing to \$86,180 in 27/28 when the loan for the first two bridges is repaid. The last loan for the bridges is paid out in 30/31. The table below demonstrates this:

<b>Year</b>	<b>Additional Roads Allocation</b>	<b>Less Loan Repayment</b>	<b>Amended Roads Allocation</b>
22/23	\$481,050	\$210,199	\$270,851
23/24	\$493,076	\$210,199	\$282,877
24/25	\$505,403	\$210,199	\$295,204
25/26	\$518,038	\$210,199	\$307,839
26/27	\$530,989	\$210,199	\$320,790

---



27/28	\$544,264	\$86,180	\$458,637
28/29	\$557,870	\$86,180	\$471,690
29/30	\$571,817	\$86,180	\$485,637
30/31	\$586,083	\$86,180	\$499,903
31/32	\$600,765	\$0	\$600,765

### Caravan Park Amenities Upgrade

The current Caravan Park lessees have requested that the amenities be upgraded. Certainly they are showing signs of ageing and an upgrade is not an outlandish request. The lessees themselves will contribute towards with Council's contribution estimated at \$100,000.

### Industrial Subdivisions

The total cost to complete the two subdivisions is \$7,205,000 being \$4,735,000 for Schier and \$2,470,000 for Lummis. The project is funded as follows:

- Grant Funding (page 16): \$3,642,706
- Loan Income (page 18): \$3,000,000
- Transfers from Reserves (page 14): \$578,162

The total of the above funding is \$7,220,868 with the remaining \$15,868 that is being brought to account from reserves used to fund the result.

### Seal National Park Rd – Stage 1

The \$900,000 allocated to this project is funded by the \$900,000 from the Improving Country Roads grant on page 16. This is the estimated cost that will be remaining at the end of 23/24.

### Baronne Creek

The \$1,250,000 allocated to this project is fully funded by the Local Government Recovery grant and the Infrastructure Betterment Fund on page 16.

### LRCI Round 4 Part B – Naden Drive

The \$506,076 allocated to this project is fully funded by the Local Roads and Community Infrastructure grant on page 16.

### Warren Road Medical Precinct

The estimated total cost of this project is \$1,000,000 with \$900,000 included in the 25/26 year and \$100,000 in 24/25 to complete the planning process.

---

The project will be funded by a grant of \$500,000 and loan income of \$500,000 both occurring in the 25/26 year.

### **Loan Income & Repayments (page 18)**

It is proposed that a loan of \$3,000,000 will be raised in 24/25 to fund the industrial subdivisions project.

Further proposed borrowings are as follows:

- 25/26: \$500,000 for the warren Road Medical Precinct
- 26/27: \$1,000,000 for the Sporting Precinct
- 27/28: \$2,500,000 for the CBD Redevelopment

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

### **General Fund Comment (page 19)**

The result for General Fund is an estimated deficit of \$462,808 after depreciation is deducted. The ongoing years also reflect deficit results of \$1,555,461 in 25/26, \$785,303 in 26/27 and a surplus of \$230,180 in 27/28. The combined total result for the 4 years is a deficit of \$2,573,392.

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

### **WATER SUPPLY (pages 20 and 21)**

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 \$987,500 with \$250,000 coming from reserves.

The overall estimated result for Water Supply for 24/25 is a \$78,116 deficit. The results for the ongoing years are surpluses of \$295,306 in 25/26, \$382,644 in 26/27 and \$470,323 in 27/28. The combined 4 year result is a surplus of \$1,070,157.

### **SEWERAGE SERVICES (pages 22 & 23)**

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.

### **Capital Expenses**

The capital projects are as listed and amount to a total capital spend of \$651,500. An allocation of \$7,918,342 in both the 25/26 and 26/27 years (total cost \$15,836,684) has been included to construct a new Sewer Treatment Plant. This is somewhat offset by grant income of \$7,126,508 in both years

---

(total income of \$14,253,016). The difference of \$1,583,668 is funded within the Sewer Fund without the need for borrowings.

The overall estimated result for Sewerage Services for 24/25 is a \$318,052 surplus. The results for the ongoing years are deficits of \$237,465 in 25/26, \$475,776 in 26/27 and a surplus of \$777,246 in 27/28. The combined 4 year result is a surplus of \$382,057.

#### **ORANA LIVING (pages 24 & 25)**

The draft budget for Orana Living has been presented to the board and the overall result is a deficit of \$401,001 in 24/25. The results for the ongoing years are a surplus of \$41,848 in 25/26, a deficit of \$91,461 in 22/27 and a surplus of \$33,764 in 27/28. The combined 4 year result is a deficit of \$416,850.

#### **CARLGINDA ENTERPRISES (page 26)**

The draft budget for Carlginda Enterprises has been presented to the board and the overall result is an \$18,372 surplus. The results for the ongoing years are surpluses of \$16,928 in 25/26, \$16,183 in 26/27 and \$19,861 in 27/28. The combined 4 year result is a surplus of \$71,344.

#### **COOEE VILLA UNITS (pages 27 & 28)**

The draft budget for Cooee Villa Units has been presented to the board and the overall result is a \$188,854 surplus. The results for the ongoing years are a surpluses of \$242,273 in 25/26, \$248,330 in 26/27 and \$254,538 in 27/28. The combined 4 year result is a surplus of \$933,995.

#### **HOME CARE PACKAGES (page 29)**

The draft budget for Home Care Packages has been presented to the board and the overall result is a \$62,016 surplus. The results for the ongoing years are surpluses of \$63,566 in 25/26, \$65,156 in 26/27 and \$16,784 in 27/28. The combined 4 year result is a surplus of \$207,522.

#### **COOEE LODGE HOSTEL (page 30)**

The draft budget for Cooee Lodge has been presented to the board and the overall result is a \$438 deficit. The results for the ongoing years are a deficit of \$9,983 in 25/26 and surpluses of \$135,193 in 26/27 and \$160,232 in 27/28. The combined 4 year result is a surplus of \$285,004.

#### **JACK TOWNEY HOSTEL (page 31)**

The draft budget for Jack Towney Hostel has been presented to the board and the overall result is a \$15,292 surplus. The results for the ongoing years

---

are surpluses of \$110,888 in 25/26, \$108,946 in 26/27 and \$122,502 in 27/28. The combined 4 year result is a surplus of \$357,628.

**Overall Council Comment (page 32)**

The result for Council for 24/25 is an estimated deficit of \$339,777 after depreciation is deducted. The estimated results for the ongoing years are a deficits of \$1,032,099 in 25/26, \$396,089 in 26/27 and a surplus of \$2,085,430 in 27/28. The total combined result for the 4 years is a surplus of \$317,465.

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

Indicator	Benchmark	2024/25	2025/26	2026/27	2027/28
Operating Performance Ratio	Over 0%	-1.27%	-1.34%	-1.73%	2.47%
Own Source Revenue Ratio	Over 60%	73.62%	74.73%	75.00%	75.03%
Asset Renewal Ratio	Over 100%	102.50%	184.37%	183.48%	52.18%
Infrastructure Backlog Ratio	Less 2%	1.87%	2.05%	2.10%	1.93%
Asset Maintenance Ratio	Over 100%	99.02%	106.64%	121.62%	90.89%
Debt Service Ratio	0% to 20%	4.14%	4.08%	3.93%	4.08%
Costs Per Capita Ratio	Reducing	7.87	7.83	7.94	7.62

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.

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	As presented
<u>Delivery Program Actions</u>	<b>4.3.3.1</b> Prepare annual Budgets, Long Term Plan Reviews, Quarterly Budget Reviews and Annual Statements and place investments in line with legislative requirements and Council policies.

**RECOMMENDATION**

That Council consider and determine any changes to the relevant estimates to allow inclusion of the Draft Budget and Revenue Policy in the 2024/25 Operational Plan to go on public exhibition.

Neil Alchin  
Director Growth and Liveability

---

**QUARTERLY BUDGET REVIEW 31 MARCH 2024**

**SUMMARY**

To detail the variances to the original estimates for the 2023/24 financial year as presented in the Quarterly Budget Review as at 31 March 2024. In addition, 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.

.....

**List of Budget Changes Previously Adopted by Council**

<b>Note</b>	<b>Description</b>	<b>When Done</b>	<b>Income Change</b>	<b>Expense Change</b>	<b>Resp.</b>
1000	Governance	Sept		\$713	DGL
1101	Wages & Other Employee Costs	Sept		-\$93,683	DGL
1102	Interest On Borrowings	Dec		-\$39,070	DGL
1103	Administration Expenses	Sept		\$30,642	DGL
1108	Civic Activities	Dec	\$8,000		DGL
1124	Plant Running Expenses	Sept		\$14,100	DI
1125	Employee Overhead Costs – General Fund	Sept		\$55,302	DGL
1126	Employee Overhead Costs – Orana Lifestyles	Sept		\$38,282	DGL
1127	Employee Overhead Costs – Carlginda	Sept		\$3,543	DGL
1128	Employee Overhead Costs – Cooee Lodge	Sept		\$24,504	DGL
1129	Employee Overhead Costs – Jack Towney Hostel	Sept		\$6,452	DGL
1140	Wages & Other Employee Costs	Sept		\$93,683	EMTC
1510	Gilgandra Youth Service Income	Dec	\$25,000		DGL
1511	Gilgandra Youth Service Expenses	Sept		\$1,003	DGL
1511	Gilgandra Youth Service Expenses	Dec		\$25,000	DGL
1530	Government Access Centre Income	Dec	\$8,000		DGL
1531	Government Access Centre Expenses	Dec		\$5,000	DGL
1600	Housing Income	Dec	\$42,983		DGL
1601	Housing Expenses	Dec		\$42,310	DGL
1700	Gilgandra Library Income	Dec	\$2,303		DGL
1701	Gilgandra Library Expenses	Sept		\$75,743	DGL
1721	Gilgandra Swimming Pool Expenses	Sept		\$3,531	DGL
1721	Gilgandra Swimming Pool Expenses	Dec		\$8,000	DGL
1741	Parks & Gardens Expenses	Sept		\$120,000	DI
1743	Tree Removal	Sept		\$40,000	DI
1910	Rural Roads Income	Sept	\$1,831,737		DI
1910	Rural Roads Income	Dec	\$4,978,338		DI
1911	Rural Roads Expenses	Sept		\$225,387	DI
1911	Rural Roads Expenses	Dec		\$2,272,482	DI

1930	Contract Income	Sept	\$200,000		DI
1930	Contract Income	Dec	\$1,200,000		DI
1931	On Cost Charges Profit	Sept	\$60,000		DI
1931	On Cost Charges Profit	Dec	\$375,000		DI
1932	Contract Expenses	Sept		\$200,000	DI
1932	Contract Expenses	Dec		\$1,200,000	DI
1970	Parking Areas Expenses	Dec		\$18,000	DI
2010	Cooee Heritage Centre Income	Dec	\$12,500		DGL
2011	Cooee Heritage Centre Kiosk Income	Sept	-\$89,600		DGL
2011	Cooee Heritage Centre Kiosk Income	Dec	\$731		DGL
2012	Cooee Heritage Centre Expenses	Dec		\$12,500	DGL
2013	Cooee Heritage Centre Kiosk Expenses	Sept		-\$110,705	
2013	Cooee Heritage Centre Kiosk Expenses	Dec		\$481	DGL
2015	Economic Development Income	Sept	-\$9,723		DGL
2016	Economic Development Expenses	Sept		\$20,622	DGL
2019	Inland Rail Income	Sept	\$42,252		DGL
2020	Inland Rail Expenses	Sept		-\$237,607	DGL
2030	Land Sales Income	Sept	\$450,000		DGL
2031	Land Sales Expenses	Sept		\$1,120,000	DGL
2051	Lease Income - Staff	Sept	-\$20,000		DGL
2052	Reimbursement of GrainCorp Costs	Sept	\$206,000		DGL
2053	Other Expenses	Sept		-\$15,320	DGL
2801	Financial Assistance Grant	Sept	-\$4,575,156		DGL
2900	Transfers from Reserves	Sept	\$7,931,296		Various
2900	Transfers from Reserves	Dec	\$629,601		Various
2901	Transfers to Reserves	Sept		\$206,000	Various
2901	Transfers to Reserves	Dec		\$3,335,457	Various
2903	Capital Income	Sept	\$433,073		Various
2903	Capital Income	Dec	\$1,043,736		Various
2904	Capital Expenditure	Sept		-\$1,421,325	Various
2904	Capital Expenditure	Dec	\$341,179		Various
2905	Loan Income	Sept	-\$5,000,000		DGL
2905	Loan Income	Dec	-\$900,000		DGL
2906	Loan Repayments	Sept		-\$450,000	DGL
2906	Loan Repayments	Dec		\$9,273	DGL
	<b>Total General Fund</b>	<b>Sept</b>	<b>\$1,459,879</b>	<b>-\$49,133</b>	
	<b>Total General Fund</b>	<b>Dec</b>	<b>\$7,426,192</b>	<b>\$7,230,612</b>	
3000	Water Supply	Sept	\$165,021	\$165,021	DI
4000	Sewerage Service	Sept	-\$580,000	\$678,800	DI
5000	Orana Living	Sept	-\$4,800,000	-\$5,048,488	DACD
5000	Orana Living	Dec	-\$394,780	-\$148,000	DACD
6000	Carlinda Enterprises	Sept		\$465	DACD
6000	Carlinda Enterprises	Dec	\$75,000	\$75,000	DACD
7000	Cooee Villa Units	Sept		\$6,923	DACD
8000	Cooee Lodge Hostel	Sept	\$453,250	\$273,250	DACD
8000	Cooee Lodge Hostel	Dec	\$768,284	\$758,455	DACD
8500	Jack Towney Hostel	Dec	\$80,000	\$120,000	DACD

	<b>Total Gilgandra Shire Council</b>	<b>Sept</b>	<b>-\$3,301,850</b>	<b>-\$5,330,762</b>	
	<b>Total Gilgandra Shire Council</b>	<b>Dec</b>	<b>\$7,954,696</b>	<b>\$8,036,067</b>	

## Result

The overall result for General Fund for this review as at 31 March 2024 is a \$642,198 decrease to the estimated surplus at year end to an estimated result of a \$700,271 surplus (depreciation not included).

Water Fund has no change to the estimated result at year end of a \$147,096 surplus (depreciation not included).

Sewer Fund has no change to the estimated result at year end of a \$489,313 surplus (depreciation not included).

Orana Living has a \$117,106 decrease to the estimated surplus at year end to an estimated result a \$55,125 deficit (depreciation not included).

Carlinda Enterprises has a \$20,000 increase to the estimated surplus at year end to an estimated result of an \$31,195 surplus (depreciation not included).

Cooee Villa Units has a \$40,900 increase to the estimated surplus at year end to an estimated result of a \$194,857 surplus (depreciation not included).

Home Care Packages has no change to the estimated surplus at year end of a \$60,504 surplus (depreciation not included).

Cooee Lodge Hostel has a \$12,893 increase to the estimated surplus at year end to an estimated result of a \$209,853 surplus (depreciation not included).

Jack Towney Hostel has a \$158,000 decrease to the estimated surplus at year end to an estimated result of a \$70,260 deficit (depreciation not included).

The overall result for this review as at 31 March 2014 is a \$843,591 decrease to the estimated surplus at year end for Council as a whole to an estimated result of a \$1,707,704 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 1000 (page 1)

#### Councillors

**\$3,619 additional expense**

**Responsible Officer: Director Growth & Liveability**

---



The Mayor and Director Aged Care & Disabilities attended a leaders summit with the costs incurred in March. This additional vote covers those costs.

**Note 1100 (page 2)**

**Corporate Support Income**

**\$38,148 less income**

**Responsible Officer: Director Growth & Liveability**

The changes in this area are as follows:

- Section 603 Certificates Income: add \$1,000 (from \$9,000 to \$10,000)
- Insurance Claims Income: add \$14,209 (from \$0 to \$14,209)
- Training Course Income: less \$2,000 (from \$2,000 to \$0)
- Sundry Income: add \$7,000 (from \$5,000 to \$12,000)
- Grants – Trainees: less \$100,000 (from \$200,000 to \$100,000)
- Grants – Parental Leave: add \$41,643 (from \$22,000 to \$63,643)

The main changes are in the grant income for trainees and parental leave. The numbers of trainees in Council's workforce has not reduced but the level of funding has while the amount of parental leave funding is difficult to estimate and the original budget was conservative.

**Note 1101 (page 2)**

**Wages & Other Employee Costs**

**\$150,000 less expense**

**Responsible Officer: Director Growth & Liveability**

Due to a number of staff vacancies throughout the year, a savings of \$150,000 is expected.

**Note 1102 (page 2)**

**Interest on Borrowings**

**\$81,446 less expense**

**Responsible Officer: Director Growth & Liveability**

The proposed loan of \$1,600,000 to assist with funding the residential subdivision is unlikely to be drawn down this financial year. As a result, there will be a savings in the interest paid.

**Note 1103 (page 2)**

**Administration Expenses**

**\$359 less expense**

**Responsible Officer: Director Growth & Liveability**

The changes in this area are as follows:

- Audit Fees – Council: add \$14,641 (from \$66,359 to \$81,000)
- Audit Fees – Internal: less \$30,000 (from \$40,000 to \$10,000)
- Valuation Fees: add \$15,000 (from \$21,962 to \$36,962)

Council's external audit fees for the NSW Audit Office have increased considerably this year after a change in the contract provider. The internal audit function has only recently started to operate and valuation services have been called upon this year in a greater number than estimated.

---

**Note 1108 (page 2)**

**Civic Activities**

**\$8,000 additional income**

**Responsible Officer: Director Growth & Liveability**

Funding received from the Australia Day Council that was not allowed for in the original budget.

**Note 1124 (page 2)**

**Plant Running Expenses**

**\$370,000 additional expense**

**Responsible Officer: Director Infrastructure**

Based on figures to date, the transfer in of hire income from plant use has been reduced by \$600,000 (from \$2,853,879 to \$2,253,879) or 21.02% while running costs have been reduced by \$230,000 (from \$1,501,018 to \$1,271,018) or 15.32%.

**Note 1140 (page 2)**

**Wages & Other Employee Costs**

**\$105,000 less expense**

**Responsible Officer: Executive Leader Transformational Change**

Due to a number of staff vacancies throughout the year, a savings of \$105,000 is expected.

**Note 1141 (page 2)**

**Administration Expenses**

**\$6,000 less expense**

**Responsible Officer: Executive Leader Transformational Change**

There will be a savings in vehicle costs which have been less than originally estimated.

**Notes 1302 & 1303 (page 3)**

**Planning Income & Expenses**

**\$25,500 less income**

**\$60,000 less expense**

**Responsible Officer: Director Growth & Liveability**

The change in income is the result of an additional \$9,500 for DA fees and a reduction of \$35,000 for developer contributions. This last change is offset by a reduced transfer to reserves of \$35,000 on page 10.

The \$60,000 savings in expenses is for the industrial land planning proposal (from \$100,000 to \$40,000). There is an amount of \$60,000 allocated for this purpose in the 24/25 budget.

**Note 1304 (page 3)**

**Development Income**

**\$4,836 additional income**

**Responsible Officer: Director Growth & Liveability**

---

Additional income is expected for onsite sewerage inspections and sundry income items.

**Note 1410 (page 4)**

**Other Waste Management Income**

**\$11,518 additional income**

**Responsible Officer: Director Growth & Liveability**

Income generated from tipping charges has been greater than estimated and it is anticipated that an additional \$11,518 (from \$28,482 to \$40,000) will be received.

**Note 1430 (page 4)**

**Other Garbage Expenses**

**\$5,000 less expense**

**Responsible Officer: Director Growth & Liveability**

Savings of \$5,000 is expected in the area of orphan waste (waste that has been illegally dumped).

**Note 1441 (page 4)**

**Urban Stormwater Drainage Expenses**

**\$20,000 less expense**

**Responsible Officer: Director Infrastructure**

Based on costs incurred to date, there is expected to be a savings of \$20,000.

**Note 1501 (page 5)**

**Community Services Administration Expenses**

**\$245,400 less expense**

**Responsible Officer: Director Aged Care & Disabilities**

The cost for Grow Worx was previously cost into this area in General Fund with a budget allocation to match funded by a transfer from reserves. Management have now determined that the cost is to be covered by Orana Living, Cooee Lodge and Jack Towney Hostel. This is offset by a reduction in the transfer from reserves on page 10.

**Notes 1510 & 1511 (page 5)**

**Gilgandra Youth Services Income & Expenses**

**\$7,000 additional income**

**\$8,000 less expense**

**Responsible Officer: Director Growth & Liveability**

There is additional income from activities that is matched by additional expense. There is, however, a savings of \$15,000 (from \$26,000 to \$11,000) in building maintenance.

**Note 1520 (page 5)**

**Gilgandra Community Care Income**

**\$20,000 additional income**

**Responsible Officer: Director Aged Care & Disabilities**

Based on income received to date, an additional \$20,000 is expected in client fees.

---

**Notes 1530 (page 5)**

**Government Access Centre Income**

**\$8,500 additional income**

**Responsible Officer: Director Growth & Liveability**

When Council staff attend training for RMS operations, Service NSW reimburse the cost to attend including wages. As a result, an additional \$8,500 in income has been forthcoming.

**Notes 1610, 1611 & 1612 (page 6)**

**Medical Centres Income & Expenses**

**Dentist Expenses**

**\$33,469 less income**

**\$10,000 less expense**

**\$10,000 additional expense**

**Responsible Officer: Director Growth & Liveability**

The Reduced income is the result of the vacancy of the Edward Medical Centre. It is anticipated that an occupant will not be in place before the end of the financial year. An expected savings in maintenance costs for the medical centres is offset by an expected increase for the dental surgery.

**Note 1651 (page 6)**

**Street Lighting Expenses**

**\$42,000 less expense**

**Responsible Officer: Director Infrastructure**

After the installation of the new LED street lights, a savings in the electricity cost is expected based on the year to date bills.

**Note 1701 (page 7)**

**Gilgandra Library Expenses**

**\$35,000 less expense**

**Responsible Officer: Director Growth & Liveability**

The wages budget for the Library was originally based on being in the new building for half the year. Due to the delay in being able to occupy the new building, a savings in the wages estimate will be realised.

**Note 1711 (page 7)**

**Public Halls Expenses**

**\$3,000 additional expense**

**Responsible Officer: Director Growth & Liveability**

The cleaning costs for the Shire Hall have been greater than estimated and, as a result, an additional vote is required.

**Notes 1720 & 1721 (page 7)**

**Gilgandra Swimming Pool Income & Expenses**

**\$2,286 additional income**

**\$34,000 additional expense**

**Responsible Officer: Director Growth & Liveability**

---

With regards to the pool income, there was a slightly higher than anticipated amount collected in entry fees.

The following is a list of the changes in expenses:

- An additional \$15,000 in wages to allow for staffing in the off season.
- An additional \$4,000 in sundry expenses to purchase up to date pool signage.
- An additional \$8,000 in chemical cost as a result of leakages that increase the water use which then increases the chemical usage.
- An additional \$7,000 in maintenance costs to cover ongoing works in the canteen and lifeguard area.

**Note 1750 (page 7)**

**Gilgandra Fitness Centre Income**

**\$7,500 additional income**

**Responsible Officer: Director Growth & Liveability**

The usage of the Fitness Centre continues to grow and this is reflected in the membership fees. Based on the amount collected to date, it is expected that an additional \$7,500 will be received.

**Notes 1901 & 1902 (page 8)**

**Gravel Pits Income & Expenses**

**\$138,000 less income**

**\$107,000 less expense**

**Responsible Officer: Director Infrastructure**

The budgets for gravel pits have been updated to reflect the Council resolution to proceed with gravel resheeting. The difference of \$31,000 in the income and expense change is offset by a reduced transfer to reserves on page 10.

**Note 1905 (page 8)**

**Urban Roads Expenses**

**\$75,000 less expense**

**Responsible Officer: Director Infrastructure**

Based on current work loads, it is unlikely that the full allocation for urban roads will be spent by the end of the financial year.

**Notes 1930 & 1932 (page 8)**

**State Roads Income & Expenses**

**\$300,000 less income**

**\$10,790 less expense**

**Responsible Officer: Director Infrastructure**

Based on the works completed to date and the profit margin realised so far, the changes better reflect the estimated end result. The original estimated profit was \$641,192 and this was amended \$1,076,192 at the previous budget review. After this review, the anticipated profit will be \$786,982.

**Notes 1940 & 1941 (page 8)**

**Roads to Recovery Income & Expenses**

---

**\$727,070 additional income**

**\$272,060 additional expense**

**Responsible Officer: Director Infrastructure**

This year is the last year of a 5 year cycle and we need to claim the remaining funding before 30<sup>th</sup> June. The result is an additional \$727,070 in income. There will also be an additional \$272,060 in expenses as we will not be able to fully expend the funds by the end of the year. The difference of \$455,010 is a transfer to reserves on page 10.

**Note 1951 (page 8)**

**Bridges Expenses**

**\$16,291 less expense**

**Responsible Officer: Director Infrastructure**

Based on current work loads, it is unlikely that the full allocation for bridge maintenance will be spent by the end of the financial year.

**Note 1961 (page 8)**

**Footpaths Expenses**

**\$48,627 less expense**

**Responsible Officer: Director Infrastructure**

Based on current work loads, it is unlikely that the full allocation for footpaths maintenance will be spent by the end of the financial year.

**Note 1980 (page 8)**

**Aerodromes Income**

**\$1,625 less income**

**Responsible Officer: Director Infrastructure**

The original estimate for the RAAF payment for the use of the aerodrome was \$66,625 however, their current agreement is for an amount of \$65,000.

**Note 1991 (page 8)**

**Other Expenses**

**\$27,525 less expense**

**Responsible Officer: Director Infrastructure**

Based on current work loads, it is unlikely that the full allocation for kerb and gutter maintenance will be spent by the end of the financial year.

**Note 2012 (page 9)**

**Cooee Heritage Centre Expenses**

**\$46,000 additional expense**

**Responsible Officer: Director Growth & Liveability**

An additional \$16,000 (from \$30,000 to \$46,000) is required for cleaning costs as per the cleaning contract. There is also an additional \$30,000 (from \$16,000 to \$46,000) for the following:

- Electrical work for air conditioning issues (\$4,500)
  - Replacement of display screens (\$9,500)
  - Cabinetry (\$12,000)
  - Blinds (\$4,000)
-

**Note 2019 (page 9)**

**Inland Rail Income**

**\$85,000 less income**

**Responsible Officer: Director Growth & Liveability**

The expected income from Inland Rail for services delivered has been revised down by \$85,000 due to less activity.

**Note 2030 (page 9)**

**Land Sales Income**

**\$450,000 less income**

**Responsible Officer: Director Growth & Liveability**

The sale of blocks in both the residential and industrial subdivisions was factored into the original budget. It is unlikely that any block in the residential subdivision will be sold this year and the industrial subdivisions are yet to be developed. As a result, the projected income of \$450,000 needs to be removed.

**Notes 2040 & 2042 (page 9)**

**Private Works Income & Expenses**

**\$251,000 less income**

**\$190,000 less expense**

**Responsible Officer: Director Infrastructure**

There has been no contracting works for other councils this year. A decision made due to work loads. As a result, the income for private works is down along with the expenses. However, the difference is \$61,000 which is a reduction in the expected profit.

**Note 2050 (page 9)**

**Lease Income – Property**

**\$7,000 additional income**

**Responsible Officer: Director Growth & Liveability**

Additional income from lease fees due to the renewal of property leases that fell due.

**Note 2803 (page 9)**

**Interest Income**

**\$20,000 additional income**

**Responsible Officer: Director Growth & Liveability**

The budget for the interest that accrues on overdue rates needs to be increased from \$35,000 to \$50,000 based on the actual amount received to date.

**Notes 2900 & 2901 (page 10)**

**Transfers from & to Reserves**

**\$1,529,547 less income**

**\$389,010 additional expense**

The following are the transfers from reserves for this budget review:

- IT Upgrades: \$579,547 less income which is offset by less capital expense on page 11.

- Rural Roads: \$950,000 less income which is offset by less capital expense on page 12.
- Orana Living Contribution (DIAP): \$245,400 less income which is offset by less operational expense for Grow Worx on page 5.

The following are the transfers to reserves for this budget review:

- Gravel Pits: \$31,000 less expense which is offset by less operating income for Gravel Pits on page 8.
- Developer Contributions Fee: \$35,000 less expense which is offset by less operating income for Planning on page 3.
- Roads to Recovery: \$455,010 additional expense which is offset by additional operating income for Roads to Recovery on page 8.

**Note 2903 (page 11)**

**Capital Income**

**\$10,534,838 less income**

Graincorp Industrial Subdivision

\$4,974,385 less income. The industrial subdivisions have not yet started to be developed and, as such, there will be no grant funding forthcoming in this financial year. This is offset by less capital expense on page 12.

IT Capital - CLIRP

\$280,453 less income. The original estimate of \$560,906 has seen 50% (being \$280,453) paid this year but the remaining 50% is not expected to be paid until next year. This is offset by less capital expense on page 11.

Improving Country Roads

\$3,000,000 less income. This grant, and the project it funds, will be carried over to 24/25. It is offset by less capital expense on page 12.

Housing Sales – Aeropark

\$2,280,000 less income. The proposed building and sale of housing for Inland Rail did not eventuate. It is offset by less capital expense on page 12.

**Note 2904 (pages 11 & 12)**

**Capital Expenditure**

**\$11,950,693 less expense**

IT Capital

\$860,000 less expense. Work on the project is progressing but won't be completed by the end of the year. This is offset by the reduced capital grant income of \$280,453 and the reduced transfer from reserves of \$579,547 on page 10.

Inland Rail Housing Project

---



\$2,280,000 less expense. This project did not eventuate and is offset by reduced capital income of the same amount.

Seal National Park Rd – Stage 1

\$3,950,000 less expense. This project has not substantially progressed this year and will be completed next year. It is offset by reduced capital income of \$3,000,000 and a reduced transfer from reserves of \$950,000 on page 10.

Industrial Subdivisions 1 & 2

\$4,860,693 less expense. This project will be completed in 24/25. It is offset by reduced capital income of \$4,974,385. The difference of \$113,692 is the expected cost this year and will be offset by the funding received in 24/25.

**Note 2906 (page 12)**

**Loan Repayments**

**\$108,177 less expense**

**Responsible Officer: Director Growth & Liveability**

The proposed loan of \$1,600,000 to assist with funding the residential subdivision is unlikely to be drawn down this financial year. As a result, there will be savings in the principal paid.

**Note 3000 (page 14)**

**WATER SUPPLY**

**Responsible Officer: Director Infrastructure**

There are some operational and capital expense changes but these have cancelled each other out so no change to the estimated result.

**Note 4000 (page 15)**

**SEWERAGE SERVICES**

**Responsible Officer: Director Infrastructure**

There are some operational expense changes but these have cancelled each other out so no change to the estimated result.

**Note 5000 (page 16)**

**ORANA LIVING**

**\$80,500 less income**

**\$36,606 additional expense**

**Responsible Officer: Director Aged Care & Disabilities**

There are changes to income and expenses but the end result can be attributed to an additional cost of \$118,080 from Grow Worx and the ICT review.

**Note 6000 (page 17)**

**CARLGINDA ENTERPRISES**

**\$20,000 less expense**

**Responsible Officer: Director Aged Care & Disabilities**

The capital allocation of \$20,000 is unlikely to be spent by the end of the year.

**Note 7000 (page 18)**

**COOEE VILLA UNITS**

---

**\$50,900 additional income**

**\$10,000 additional expense**

**Responsible Officer: Director Aged Care & Disabilities**

Additional income as a result of an increase in resident fees and the service charge. The additional expense is attributed to grounds maintenance.

**Note 7500 (page 19)**

**HOME CARE PACKAGES**

**Responsible Officer: Director Aged Care & Disabilities**

No changes.

**Note 8000 (page 20)**

**COOEE LODGE**

**\$454,633 additional income**

**\$441,740 additional expense**

**Responsible Officer: Director Aged Care & Disabilities**

The additional income is as a result of the increase occupancy and the payment of Covid grants. The additional expense is from Grow Worx, ICT review, Covid and operations.

**Note 8500 (page 21)**

**JACK TOWNEY HOSTEL**

**\$158,080 additional expense**

**Responsible Officer: Director Aged Care & Disabilities**

The additional expense is due to the allocation of costs for Grow Worx and ICT review.

**Finance Manager's Comments / Recommendations**

**General Fund**

The original budget estimate for General Fund was an end of year result of a \$362,123 deficit (depreciation not included). This review indicates an estimated result of a \$700,271 surplus (depreciation not included) which is an improvement of \$1,062,394. This results still includes \$1,600,000 borrowings for the Aero Park Subdivision, Council may wish to reconsider taking out this loan prior to the conclusion of the 23/24 financial year pending end of year results.

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 \$147,096 surplus (depreciation not included). This review indicates no change to the estimated result and should be viewed as being satisfactory compared to the original budget.

---

### **Sewer Fund**

The original budget estimate for Sewer Fund was an end of year result of a \$390,513 surplus (depreciation not included). This review indicates an estimated result of a \$489,313 surplus (depreciation not included) which is an improvement of \$98,800 and 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 \$60,273 surplus (depreciation not included). This review indicates an estimated result of a \$55,125 deficit (depreciation not included) which is a worsening of \$115,398 and should be viewed as being unsatisfactory compared to the original budget.

The reason for the worsening result is the allocation of costs for the Grow Worx project. Should Council wish to rectify the projected result, savings within the budget will need to be identified. The \$250,000 contribution towards the Disability Inclusion Action Plan (DIAP) initiatives will be a consideration at the June quarterly budget review.

### **Carlginda Enterprises**

The original budget estimate for Carlginda Enterprises was an end of year result of an \$11,660 surplus (depreciation not included). This review indicates an estimated result of an \$31,195 surplus (depreciation not included) which is an improvement of \$19,535. This result should be viewed as being satisfactory compared to the original budget.

### **Cooee Villa Units**

The original budget estimate for Cooee Villa Units was an end of year result of a \$160,880 surplus (depreciation not included). This review indicates an estimated result of a \$194,857 surplus (depreciation not included) which is an improvement of \$33,977. This result should be viewed as being satisfactory compared to the original budget.

### **Home Care Packages**

The original budget estimate for Home Care Packages was an end of year result of a \$60,504 surplus (depreciation not included). This review indicates no change to the estimated result and 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 \$7,131 surplus (depreciation not included). This review indicates an estimated result of a \$209,853 surplus (depreciation not included) which is an improvement of \$202,722 and 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 \$127,820 surplus (depreciation not included). This review indicates an estimated result of a \$70,260 deficit which is a worsening of \$198,080. This result should be viewed as being unsatisfactory compared to the original budget.

The reason for the worsening result is the allocation of costs for the Grow Worx project. Should Council wish to rectify the projected result, savings within the budget will need to be identified. The capital expenses of \$270,000 with no actual costs to date could be considered.

### **Overall Position**

The original budget estimate for Gilgandra Shire Council was an end of year result of a \$603,754 surplus (depreciation not included). This review indicates an estimated result of a \$1,707,704 surplus (depreciation not included) which is an improvement of \$1,103,950. This result should be viewed as being satisfactory compared to the original budget.

### **Estimated Financial Performance Indicators**

The ratios for 2021/22 and 2022/23 are actual ratios for Council's information while those for 2023/24 are an estimate only until the financial statements are completed and are subject to change.

	<b>Benchmark</b>	<b>2023/24</b>	<b>2022/23</b>	<b>2021/22</b>
Operating Performance Ratio	> 0.00%	8.64%	7.42%	6.18%
Own Source Revenue Ratio	> 60.00%	65%	53.84%	66.06%
Unrestricted Current Ratio	> 2.00:1	3.85:1	3.84:1	3.47:1
Debt Service Cover Ratio	> 3.00 x	7.00 x	7.33 x	9.10 x
Rates & Charges Outstanding	< 10.00%	10.00%	10.30%	8.68%
Cash Expense Cover Ratio	> 6.00 x	11.00 x	10.93 x	11.14 x
Building & Infrastructure Renewal Ratio	> 100.00%	100%	74.22%	138.69%
Renewal Backlog Ratio	< 2.00%	2.00%	1.47%	2.22%
Required Maintenance Ratio	> 1.00	1.00	0.93	1.05

Principal Activity Lead

Policy Implications Nil

Budget Implications Review of Annual Budget

Delivery Program Actions **4.3.3.1**  
 Prepare annual Budgets, Long Term Plan Reviews, Quarterly Budget Reviews and Annual Statements and place investments in line with legislative requirements and Council policy.

### RECOMMENDATION

That, subject to any decisions on the recommendations as reported, the Quarterly Budget Review document and report as at 31 March 2024 be adopted including the following change:

- i) The forecast interest earned by Cooee Villa Units be increased by \$20,000 to reflect a higher than expected return from investments

Neil Alchin  
Director Growth and Liveability

**GILGANDRA CULTURAL PRECINCT (GCP) OVERNIGHT PARKING TRIAL REVIEW**

**SUMMARY**

To review the impacts of the GCP Overnight Parking Trial, following the end of the initial twelve month trial period, and determine next steps.

**Background**

- Since 2012 Council has received numerous media posts, as well as formal and informal correspondence in relation to caravanning and camping, with a particular focus on free camping.
- In June 2015 Council held a workshop to consider free camping, highlighting the negative feedback from public social media groups, regarding Gilgandra's lack of free overnight parking (see presentation in the attachments to this business paper).
- In 2017 Council undertook a research project into free camping in Gilgandra in conjunction with Dubbo Regional Council. This resulted in a report being prepared by Consultant THSA for Council's consideration (see in attachments). Council did not take any further action at that time.
- In 2019 Council met with all stakeholders providing Caravan and Camping services and facilities in our Region and subsequently considered a report from the Director of Corporate Services (see in attachments). This report outlined the views of the Caravan Park owners, and those establishments providing free camping options.

Council subsequently resolved the following in 2019:

<b>RESOLVED 119/19</b>	Cr Mockler/Cr Wrigley
That Council supports an ongoing trial of Freedom Camping at commercial businesses, under the following conditions: 1. That these are primitive camping arrangements and these sites should not offer amenities that paid commercial caravan parks provide – i.e. water, showers, electricity and/or 24 hour access to toilet facilities. 2. That these sites limit the numbers of Freedom Camping spaces available to ensure the safety of people accessing these facilities and to place a reasonable cap on the amount of spaces available in Gilgandra. 3. That Freedom Camping locations provide occupancy data and visitor profile information to Council to assist in marketing efforts, and Council's decision making on Freedom camping.	

- |  |
|--|
| <ol style="list-style-type: none"><li>4. That Council write to the industry participants, confirming Council's current position in relation to freedom camping.</li><li>5. That Council work with the owners of the Tooraweenah Caravan Park to facilitate the installation of a publicly accessible caravan dump point that is managed by the Caravan park operators on an ongoing basis.</li><li>6. That Council continue to monitor visitation levels - in both commercial, paid camping facilities and Freedom Camping sites and adjust the conditions of the Freedom Camping trial based on feedback from all stakeholders.</li><li>7. That the volunteers at the Coo-ee Heritage Centre be notified accordingly of these trial arrangements.</li></ol> |
|--|

- In September 2020 Council's Economic Development Committee (EDC) considered a proposal to trial the establishment of an overnight free rest area in Gilgandra. This was in response to the growing demand from self-contained recreational vehicles and caravaners visiting our region (see report in attachments with this business paper).

The Economic Development Committee made the following recommendation to Council:

<b>COMMITTEE'S RECOMMENDATION 21/20</b>	W Morris/Cr Wrigley
<ol style="list-style-type: none"><li>1. That the Committee support in principle Council's proposal to trial an overnight rest area for fully self-contained recreational vehicles at Coo-ee Oval as outlined in this report.</li><li>2. That the Committee note that stakeholder feedback and an Overnight Rest Area Blue Print plan will be provided to the next committee meeting.</li></ol>	

This recommendation was subsequently adopted by Council at its meeting of 15 September 2020.

"Economic Development Committee"

8 September 2020

#### Proceedings in Brief

The Director Corporate Services pointed out two significant recommendations from the Economic Development Committee, being:

- Proceeding with the Grow Gilgandra campaign – 3 tiers of funding; and
- A two year trial of an overnight rest area, for fully self-contained recreational vehicles at Coo-ee Oval.

<b>RESOLVED 186/20</b>	Cr Walker/Cr Baker
That the above listed Committee minutes be adopted.	

- The GCP Overnight Parking Trial was planned to be implemented towards the end of Autumn 2021 to coincide with both the migration north of the "grey nomads" and the completion of the GCP project and reopening of the CHC.
-

- Due to subsequent delays in the reopening of the CHC, the trial officially commenced in May 2023.

### **GCP Overnight Parking Trial**

The Coo-ee Oval was the chosen location for the trial, given its proximity to the Newell Highway and GCP, which includes the Windmill Walk, Gilgandra Museum and the CHC.



As previously reported, the trial has been carried out to assess the benefits and impacts in the Gilgandra Region including: economic; visitation; operational; private operators; and growth.

### **Measures of Success**

The success of the GCP Overnight Parking trial is being measured against the following key objectives:

- Our community positively embraces, advocates and promotes the trial
  - Gilgandra Region profile as a place to visit and stay is lifted
  - There is no negative impact to local residents
  - There is a direct benefit to Gilgandra businesses through increased visitor numbers and associated spend
  - Visitors who utilise the overnight parking area become advocates for the Gilgandra region
  - Gilgandra becomes recognised as an RV friendly town
  - There is minimal impact on Councils resources to implement and maintain the overnight parking area
-



The trial also aligns with the strategic objectives of the Destination Country and Outback NSW Destination Management Plan

- Facilitate and enable the development or enhancement of world-class visitor experiences and accommodation

along with the NSW Governments **Visitor Economy Strategy 2030**

STRATEGIC PILLARS:

1. SHOWCASE OUR STRENGTHS: Key result areas:
  - a. Increased average length of stay and yield (spend per visitor)
  - b. Growth in visitation and expenditure for regional destinations
  - c. Higher levels of repeat visitation
2. FACILITATE GROWTH
  - a. Increased public and private sector investment in visitor infrastructure
  - b. Improved access to visitor destinations and visitor attractions
  - c. Increased visitor satisfaction with accommodation and experiences

No facilities have been provided other than parking, and it is intended to have minimal impact on local caravan park operators, with regular consultation and data collection involved.

The 12-month trial consists of the following:

- Ten (10) available spaces
- Permit system – bookings strictly required
- Length of stay is capped at 48 hours maximum
- Impacts will be closely monitored to measure the social and economic benefits to the Gilgandra region
- Outcomes both positive and negative will be reviewed, with a view to consider edits to the trial, reduction, conclusion or further pursue post the trial period
- The trial will target only those fully self-contained travellers that would otherwise bypass Gilgandra if an overnight parking option was not available
- Promotion of all choices of accommodation in Gilgandra Region, as well as locally available businesses and services, in digital and print forms being provided to the visitors.

A report was provided to the Economic Development Committees August 2023 meeting on progress with the trial (see in attachments).

## **Stakeholder Feedback**

### **Gilgandra Caravan Park**

- Initial correspondence from the Lessees of the Gilgandra Caravan Park expressing concerns around the GCP Overnight Parking trial, requesting the opportunity to negotiate a rent reduction (see attachments to this business paper).
- A letter of complaint from the Lessees regarding Councils regulation of the GCP Overnight Parking trial, along with the response provided by the Director of Growth and Liveability (separately included in the attachments to this meeting).
- Summary of a letter of 13 November 2023 (see attachments) is as follows:
  - Provision of details of occupancy rates at Gilgandra Caravan Park as a comparison over the past two years. This identifies a significant reduction in occupancy rates since the introduction of the GCP Overnight Parking trial, with a corresponding reduction in revenue
  - Suggesting that approximately half of those using the GCP Overnight Parking trial area were likely to stay at the Gilgandra Caravan Park, if the trial area was unavailable
  - Suggesting that visitors staying in the Gilgandra Caravan Park are more likely to visit the CBD than those from the GCP Overnight Parking trial area
  - Suggesting that the trial is taking business from the Caravan Parks, and propping up the Sporties business
  - Questioning Councils competitive neutrality given Council is the lessor of the Caravan Park
  - Advising that the impact of reduced income has meant plans to upgrade Park amenities have been put on hold
  - Requesting the GCP Overnight Parking trial be brought to an end, and if not agreed seeking a meeting to discuss compensation for losses

### **Rest A While Caravan Park**

Have provided a letter to Council (separately attached)

- Indicating loss of business to them and others due to the introduction of free camping
  - Expressing concerns with establishments associated with free camping in Gilgandra offering additional services such as showers and toilets
  - Questioning Councils ability to police the free camping sites in Gilgandra, and habits of the users
-

- Questioning the location of the GCP Overnight Parking trial and whether people will walk to the CBD

### **Tooraweenah Caravan Park**

- Expressed concerns with Councils ability to manage the various issues associated with operating the GCP Overnight Parking trial
- Have provided data on occupancy rates through the trial period (see attachments)
- Mrs Quilter has resigned her position on the Economic Development Committee “to focus all my efforts on trying to compete with all the free camping in Gilgandra.”
- Advising they “have been talking to other caravan park owners in nearby shires and they are describing the amount of free camping in Gilgandra as being the 'Cubby Station' of the Newell Highway”

### **Barneys Caravan Park**

- In discussions have expressed concerns with establishments associated with free camping in Gilgandra offering additional services such as showers and toilets

### **Gilgandra Sporties Club**

- In discussions have advised that Council’s GCP Overnight Parking trial has negatively impacted their overnight parking occupancy
- There is some spin off from GCP Overnight Parking into the Club for bowls, meals and refreshments
- Generally consider a neutral result

### **Railway Hotel**

- In discussions have advised that Councils Overnight Parking Area has negatively impacted their overnight parking occupancy
- Consider that the increased freedom camping is positive for Gilgandra overall

### **Royal Hotel**

- No noticeable impact other than people coming to the pub that are staying in the Cooee overnight area
- Consider that the increased freedom camping is positive for Gilgandra overall and needs to be retained and promoted

### **CHC Visitors –**

- September 22 – May 23 = 14,777
  - September 23 – May 24 = 20,509
-

### **Gilgandra Museum**

- Definitely noticing more people coming through the Museum
- Answered YES to supporting the continuation of the initiative:
- As far as it impacts the museum, very positive

### **Cocee Overnight Parking Users** (see detailed survey results in attachments)

- Over 60% indicated they would not have stayed in Gilgandra if overnight parking was not available
- Approximate spend in Gilgandra 70% \$50 to \$200
- 99% would recommend the site to other travellers (9.1 out of 10 average rating)
- Over 75% visited the CBD
- 35% visited local attractions
- Over 80% consider Gilgandra to be an RV friendly town
- Over 70% were interstate visitors
- 60% were 65+ yrs. of age
- Over 80% were using Gilgandra as an overnight stop as part of an adventure
- Over 90% did not use any other accommodation in our region
- 78% were familiar with the Great Western Plains Campaign
- 60% use paid Caravan Parks at least once a fortnight, 40% use free camping only.

### **Local Businesses** (see survey results summary in attachments)

- Local businesses are in support of the GCP Overnight Parking
- There is a need for both paid and free sites for tourists within Gilgandra Region
- Increase in foot traffic through Gilgandra CBD, however no increase in business income
- Tourists are commenting positively on Gilgandra CBD
- Self-contained campers, alongside the CHC, have minimal need to enter the CBD
- Is it in the right location to fully support Gilgandra CBD?
- How would it be policed long-term?
- How do we draw these tourists into the CBD from the CHC?

### **Caravan and Camping Options in the Orana Region**

Research via Council Websites and Wiki Camps reveals that there are numerous free and low cost camping sites identified across the Orana Region in addition to Caravan Parks. (see attachments to this business paper)

### **Campervan & Motorhome Club of Australia**

---

The Campervan and Motorhome Club of Australia Limited (CMCA), which has 70,000 members, has been advocating with Council's for many years to provide freedom camping options. This group has now developed a CMCA RV Park Network – Council concept which involves the CMCA operating its own RV Parks (see attachments to this business paper).

## Summary

- The local Caravan Parks consider that free camping has a direct impact on their financial viability.
- The local Caravan Parks are an important part of our local economy
- Services and experiences offered by Caravan Parks are evolving to meet changing demands
- Caravanners and campers indicate in surveys that they use both Caravan Parks and free camping sites, and plan/choose their trips around these options.
- The number of fully self-contained/self-sufficient recreational vehicles continues to grow, and with this growth, the demand for choice of camping options also grows
- The Campervan and Motorhome Club of Australia is very proactive in pursuit of free and low cost options for its members
- The number of free and low cost camp sites across the region, NSW and Australia continues to grow
- The visitor economy is important to Gilgandra, and the attraction of visitors is competitive with other towns and regions
- The GCP Overnight Parking trial has been very well received by users
- CBD businesses are in support of initiatives that increase tourism and the visitor economy
- CBD businesses have seen a significant increase in foot traffic and travellers to the region
- The benefits of the positive promotion of Gilgandra Region (through social media, word of mouth etc) by travellers who are stopping and staying should not be underestimated

Council will workshop the data and feedback received in detail ahead of 4.00pm Council meeting.

## Where To From Here

Should Council determine it wishes to continue to support the concept of a variety of options for RV's and campers in our region, there are a number of issues to be considered, including:

- Does Council want direct involvement, or should it be left to the private sector (Royal, Sporties, Railway etc) to choose to provide as part of their business model, on the understanding that no additional services are to be offered?
-

- Is the current location the most appropriate to gain maximum visitor economy benefit, or are there alternatives i.e. closer proximity to the CBD etc?
- Does Council wish to pursue low-cost camping options with potential providers i.e. local Caravan Parks, local community groups, Showground, CMCA etc?

<u>Principal Activity</u>	Enjoy
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Potential reduction in lease income
<u>Delivery Program Actions</u>	<b>2.2.1.1</b> Implement the Gilgandra Cultural Precinct Strategic Plan to increase visitation benefitting the regional and economic development of the Gilgandra Region* <b>2.3.1.2</b> Implement the Gilgandra Activation Blueprint to connect the CBD tourist anchor and revitalised river corridor - including the Gilgandra Cultural Precinct transformation project* <b>2.3.1.3</b> Establish and monitor a trial overnight parking area for fully self-contained recreational vehicles* <b>2.3.1.4</b> Work with tourism providers, retail and accommodation to increase online presence, including online bookability, itinerary, purchases and communications <b>3.1.1.1</b> Implement the Gilgandra Activation Blueprint to support local businesses to thrive - including Grow Gilgandra transformation projects*

## RECOMMENDATIONS

- 1) That Council note the data collected and feedback provided by stakeholders in relation to the GCP Overnight Parking trial
  - 2) That Council extend the existing overnight parking area trial to the 31 December 2024 in it's current form to allow the opportunity to explore alternate models for free and/or low-cost camping options, along with the locations, with a view of maximising benefits to the Gilgandra Region visitor economy
  - 3) That Council continue to gather data from and provide regular reporting to stakeholders during extension of trial
-

MEETING OF: GILGANDRA SHIRE COUNCIL  
HELD ON: 21 MAY 2024

---

- 4) That Council note the concerns raised by the local Caravan Park owners in relation to the financial impact free camping has on their business, and hold discussions with them around opportunities to support their businesses to evolve
- 5) That Council have further discussions with the owners/operators of the other existing free overnight camping areas in Gilgandra to ensure they understand the terms and conditions associated with operating these areas and discuss any issues

Neil Alchin  
Director Growth and Liveability

**MINUTES – COMMITTEE MEETINGS FOR ADOPTION**

**SUMMARY**

To present the following minutes of Committee meetings for consideration and adoption.

.....

<u>Economic Development Committee</u>	9 May 2024
<u>Gilgandra Lifestyles Advisory Board</u>	14 May 2024

<u>Principal Activity</u>	Lead
---------------------------	------

<u>Policy Implications</u>	Nil
----------------------------	-----

<u>Budget Implications</u>	Nil
----------------------------	-----

<u>Operational Plan Actions</u>	<b>4.2.1.1</b> Implement the Community Engagement Strategy to inform, involve, empower, consult and collaborate with stakeholders*
---------------------------------	---



MEETING OF: GILGANDRA SHIRE COUNCIL  
HELD ON: 21 MAY 2024

---

**ECONOMIC DEVELOPMENT COMMITTEE**

9 May 2024

**PRESENT**

Cr G Babbage (Chair)  
Cr A Bunter (Chair)  
D Clouten  
N White  
D Bonnington (online)  
D Robinson  
K Banks

**IN ATTENDANCE**

Mr N Alchin (Director Growth & Liveability)  
Mrs M Kouroulis (Activation & Communications Manager)  
Mrs K Larkin (Project Manager Strategy & Economic Development)  
Mrs G Foran (Activation & Tourism Coordinator) Online

Proceedings of the meeting commenced at 5.23pm

**APOLOGIES**

Cr I Freeth  
E McAllister  
H Whiteman  
Cr D Batten (Mayor)  
J McKenna  
L White  
C Harvey

<b>COMMITTEE'S RECOMMENDATION 13/24</b>	A Bunter / D Clouten
That the apologies submitted be accepted.	

J Quilter from Tooraweenah Caravan Park has resigned.  
Accepted by the Committee.

A Bunter / D Robinson

**DECLARATIONS OF INTEREST**

Nil

**CONFIRMATION OF MINUTES**

<b>COMMITTEE'S RECOMMENDATION 14/24</b>	D Clouten / N White
That the minutes of the meeting held on 27 February 2024 be confirmed.	

---

**BUSINESS ARISING**

Nil

**REPORTS FROM PROJECT MANAGER STRATEGY AND ECONOMIC DEVELOPMENT**

**PROJECT MANAGER – STRATEGY & ECONOMIC DEVELOPMENT UPDATE**

**SUMMARY**

To provide an update on Strategy and Economic Development projects, including Gilgandra Region Towards 5000 Strategies: Community Health Vision, Child Care, Youth, Village Management Plans and Green Space. The Castlereagh Country Regional Drought Resilience Plan, AeroPark Estate Residential Subdivision and award submissions.

<b>COMMITTEE'S RECOMMENDATION 15/24</b>	D Clouten / D Robinson
1. That the Committee take part and encourage involvement in consultation for Towards 5000 Strategies and Castlereagh Country Resilience Drought Resilience Plan as the opportunities arise.	
2. That the progress on Strategy and Economic Development Projects be noted.	

**REPORTS FROM ACTIVATION AND COMMUNICATIONS MANAGER**

**2024/25 DRAFT BUDGET AND PROGRAM – GROW GILGANDRA, SHOP LOCAL & IT'S GREAT!**

**SUMMARY**

To present the Committee the draft budget for 2024/25 for It's GREAT(Gilgandra Region Events & Activation Tourism), Grow Gilgandra, and 2024 Shop Local Program.

<b>COMMITTEE'S RECOMMENDATION 16/24</b>	D Robinson / N White
1. That the EDC note proposed plans to deliver the 2024/25 for It's GREAT, Grow Gilgandra, and 2024 Shop Local Program.	
2. That the EDC determine:	
a. Date for A Christmas Wonderland community event, Thursday 19 December	
b. Amount and make-up of the prize pool (2024) including allocation of each prize to remain as is	
c. Support increased investment into paid advertising for the Shop Local campaign	

**Proceedings in brief**

Committee feedback:

Staff to provide Why Leave Town reports to the August Committee meeting.

Minimum entry \$50 to remain.

---

Promotion of the '#LocalLegends & Shop Local' campaign just as important as the prize pool, to commence for Christmas Shop Local in October/November and include paid promotions into regional, surrounding areas to increase awareness and encourage spending in Gilgandra Region and CBD businesses.  
Reasons behind change – keep consistent with community, changing too frequently may cause confusion.

A Christmas Wonderland community event:

Early December clashes with many school activities in the last couple of weeks of end of term.

Feedback from businesses re. shopping times – most people have finished buying by late December.

**Objective >>>** community event, bringing the community together to celebrate and rejoice?

Shop Local + #LocalLegends message can be pushed from October/November.

Opportunity for the Shop Local Launch and the Small Business Month to align Elf of a Shelf, or similar to encourage foot traffic into businesses.

Consultation with business houses, and Infrastructure team re roster.

CID Pilot Program funding opportunity was unsuccessful, with feedback that GSC is on the list should the opportunity/additional funding arises.

## **GILGANDRA REGION DIGITAL SIGNAGE PROJECT UPDATE**

### **SUMMARY**

To provide an update on the Gilgandra Region Digital Signage Project.

<b>COMMITTEE'S RECOMMENDATION 17/24</b>	A Bunter / D Robinson
That the committee note the report.	

### **Proceedings in brief:**

Opportunity to add the flying pig element to the Digital Signage project, continue to add small elements into activation elements.

Consider upgrades to the Community Plaza sign.

### **General Business**

Don Kennaugh – long member of the Committee and driving force behind windmills.

Committee acknowledges the membership over a long term and driving force behind many projects, i.e. windmills along the Windmill Walk.

Recommend to Council to consider an acknowledgement.

A Bunter / D Clouten

**Digital connectivity in the region** – Gilgandra's score is 9, Dubbo is 51, Parkes 51, Coonamble 29, Narromine 29, Warren 18, Warrumbungle 15. Surrounding regions teens – twenties. Difficult to entice business and growth.

---

MEETING OF: GILGANDRA SHIRE COUNCIL  
HELD ON: 21 MAY 2024

---

Understand the scoring system and how we can improve this – advocacy, funding opportunities.

Also identified and formed part of the Towards 5000 strategies feedback.

**Observation** – more cars parking in the RV parking allocations behind Mitre 10, preventing caravans from parking there.

Potential to paint the caravan icon along the space – visual component.

Keep the message positive.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.43 PM.

Cr Gail Babbage

Chairperson

MEETING OF: GILGANDRA SHIRE COUNCIL  
HELD ON: 21 MAY 2024

---

**GILGANDRA LIFESTYLES ADVISORY BOARD**

14 May 2024

**PRESENT**

Cr P Mann (Chair)  
Cr D Batten  
Cr A Bunter  
Cr N Mudford  
Cr G Peart  
Mr B Bailey (Pride Living) – via videoconference

**IN ATTENDANCE**

Mr D Neeves (General Manager)  
Mrs D Dobson, (Director Aged Care & Disabilities)  
Julie Prout (Executive Assistant)  
Bruce Callaghan (Guest – SDAP)

Proceedings of the meeting commenced at 3.32pm

**APOLOGIES**

Cr G Babbage  
Ms K Ong (Pride Living)

<b>COMMITTEE'S RECOMMENDATION 16/24</b>	Cr Bunter/Cr Batten
---	---------------------

That the apologies be accepted.	
---------------------------------	--

**DECLARATIONS OF INTEREST**

Mr B Bailey, Board Membership – Independent Advisors (Closed). The Board considered a proposal for ongoing support from Pride Living prior to Mr Bailey joining the meeting.

**CONFIRMATION OF MINUTES**

<b>COMMITTEE'S RECOMMENDATION 17/24</b>	Cr Bunter/Cr Batten
---	---------------------

That the Minutes of the meeting held on 6 February 2024 be confirmed.	
---	--

**BUSINESS ARISING**

Nil

---

(CM.PL.1)

**OPERATIONAL PLAN REVIEW**

**SUMMARY**

To present the Operational Plan review for Gilgandra Lifestyles.

<b>COMMITTEE'S RECOMMENDATION – 24/24</b>	Cr Bunter/Cr Peart
That the Operational Plan review for the period ending 31 March 2024 be noted.	

**Proceedings in Brief**

The Chair requested the reports on Quarterly Budget Review and Budget be deferred until the end of the meeting.

(CM.GO.1)

**REVIEW OF GOVERNANCE CALENDAR**

**SUMMARY**

To present a revised Governance Calendar for endorsement.

**Proceedings in Brief**

At this point, Bruce Bailey of Pride Living joined the meeting. Bruce pointed out the need for risk reporting at each meeting and it was noted that Council is currently looking at programs which might generate this type of risk reporting on a monthly basis. Bruce Callaghan advised he would be able to assist with this as part of the SDAP.

It was also noted that the Quality of Life Survey timing may need to be rescheduled to a different meeting, depending on when the information is made available.

<b>COMMITTEE'S RECOMMENDATION – 25/24</b>	Cr Bunter/Cr Peart
That the revised Governance Calendar be endorsed.	

**SERVICE UPDATE – COOEE LODGE HOSTEL**

**SUMMARY**

To provide an update on activity within Cooee Lodge Hostel.

**Proceedings in Brief**

Bruce Bailey prompted the Board to consider aspirations for star ratings.

---

It was noted that following any non-compliance, there can be no increase in star ratings until a facility has demonstrated compliance for a two year period.

Donna Dobson pointed out that our current overall three star rating comprises a four stars for resident experience which was considered extremely pleasing given the one star for staffing.

<b>COMMITTEE'S RECOMMENDATION – 26/24</b>	Cr Batten/Cr Mudford
That, noting no concerns from the independent Clinical representative, the report be noted.	

(CS.RP.1)

### **SERVICE UPDATE - COOEE LODGE RETIREMENT VILLAGE**

#### **SUMMARY**

To provide an update on the Cooee Lodge Retirement Village.

#### **Proceedings in Brief**

It was noted that all four vacant units have now been sold and agreements sent out.

Donna Dobson advised that staff are working towards meeting governance requirements for Retirement Villages. A continuous plan for improvement has been developed.

In response to a question from Bruce Bailey about how capital improvements and capital expenditure are going against the Asset Management Plan, it was noted that there is an informal process in place, but the need to focus on a scheduled maintenance program is being progressed with the Building Maintenance team.

<b>COMMITTEE'S RECOMMENDATION – 27/24</b>	Cr Mudford/Cr Peart
That the report be noted	

(CS.SP.1)

### **SERVICE UPDATE – JACK TOWNEY HOSTEL, HOME CARE PACKAGES, COMMUNITY CARE AND SOCIAL SUPPORT**

#### **SUMMARY**

To provide an update on activity within Jack Towney Hostel, Home Care Packages, Community Care and Social Group.

#### **Proceedings in Brief**

Donna Dobson advised that income from Home Care Packages increased in the past month due to back claim submitted for viability funding. Income should

---

further improve with additional claims of approximately \$60,000 to the end of April for Jack Towney Home Care and \$72,000 for Cooee Lodge Home Care. Additionally a viability claim in the sum of \$36,000 had been made.

<b>COMMITTEE'S RECOMMENDATION – 28/24</b>	Cr Bunter/Cr Mudford
That the report be noted.	

(CM.PO.1)

### **JACK TOWNEY HOSTEL CAPITAL WORKS**

#### **SUMMARY**

To advise details of capital works carried out with National Aboriginal and Torres Strait Islander Flexible Aged Care (NATSIFAC) grant funding.

<b>COMMITTEE'S RECOMMENDATION – 29/24</b>	Cr Peart/Cr Batten
That the capital works undertaken at Jack Towney Hostel be noted.	

(CS.SV.1)

### **HOME CARE PRICING**

#### **SUMMARY**

To present a revised Home Care pricing structure for the 2024/25 financial year.

<b>COMMITTEE'S RECOMMENDATION – 30/24</b>	Cr Batten/Cr Mudford
That the revised Home Care pricing structure be endorsed.	

### **SERVICE UPDATE – DIRECTOR AGED CARE & DISABILITY SERVICES**

#### **SUMMARY**

To provide an update on the activity relating to Gilgandra Lifestyles.

<b>COMMITTEE'S RECOMMENDATION – 31/24</b>	Cr Bunter/Cr Mudford
That the report be noted.	

(CS.SV.1)

### **SERVICE DEVELOPMENT ASSISTANCE PANEL (SDAP)**

#### **SUMMARY**

To advise of a successful application for support from the Service Development Assistance Panel.



Proceedings in Brief

An introduction of the SDAP panel to the Board occurred prior to commencement of the meeting.

<b>COMMITTEE'S RECOMMENDATION – 32/24</b>	Cr Batten/Cr Peart
That the Service Development Assistance Panel (SDAP) program update be noted.	

(CS.RP.1)

**BUSINESS IMPROVEMENT FUND**

SUMMARY

To advise that work associated with the Business Improvement Fund (BIF) is almost complete.

<b>COMMITTEE'S RECOMMENDATION – 33/24</b>	Cr Bunter/Cr Mudford
That the finalisation of the Business Improvement Fund Grant be noted.	

(ES.PL.1)

**FIRE SAFETY SYSTEM UPDATE**

SUMMARY

To provide an update on the Fire Safety System rectification works.

<b>COMMITTEE'S RECOMMENDATION – 34/24</b>	Cr Bunter/Cr Mudford
That the report be noted and the Director Infrastructure be commended for his tenacity	

(FM.FR.1)

**QUARTERLY BUDGET REVIEW**

SUMMARY

To present the Quarterly Budget Review for Gilgandra Lifestyles for the quarter ending 31 March 2024.

Proceedings In Brief

The Chair raised some concerns with some items listed in the QBR. It was noted that these would be considered as part of the Budget Review at the May Council meeting.

<b>COMMITTEE'S RECOMMENDATION – 35/24</b>	Cr Mudford/Cr Batten
That the Quarterly Budget Review for Gilgandra Lifestyles for the quarter ending 31 March 2024 be noted.	

(FM.FR.1)

---

MEETING OF: GILGANDRA SHIRE COUNCIL  
HELD ON: 21 MAY 2024

---

**2024-25 PROPOSED BUDGETS**

**SUMMARY**

To present the 2024-25 proposed budgets for Gilgandra Lifestyles.

<b>COMMITTEE'S RECOMMENDATION – 36/24</b>	Cr Batten/Cr Peart
That the 2024-25 Budget, as presented, be endorsed.	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.15PM.

Cr P Mann  
Chair

**REPORTS FOR INFORMATION AND NOTATION**

**SUMMARY**

To present reports for information and notation.

.....

- Matters Outstanding from Previous Council Meetings
- Questions for Next Meeting
- 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.

**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>July 2022</u>		
141/22	Compulsory Acquisition by Agreement Of Road Reserves and Licence Agreement	No further action at this stage further feedback will be sought from Inland Rail.
<u>November 2022</u>		
231/22	ARTC Housing Design	Inland Rail have advised that they will not be proceeding the project for the foreseeable future
<u>December 2022</u>		
247/22	Subdivision of 6324 Newell Highway, Gilgandra	Stage 1 Subdivision completed – Registration Pending
<u>November 2023</u>		
208/23	Gilgandra Caravan Park Requests – Impact of Overnight Parking Trial	Reported to this meeting
<u>April 2024</u>		
41/24	Orana Living NDIS Executive Review (Action Plan)	Report to future meeting
46/24	NDIS Advisory Board (Terms of Reference)	Report to future meeting

MEETING OF: GILGANDRA SHIRE COUNCIL  
HELD ON: 21 MAY 2024

---

**PROGRESS ON “QUESTIONS FOR NEXT MEETING”**

**SUMMARY**

To inform Council of appropriate action which has or will be taken in relation to Councilors “Questions for Next Meeting” outstanding from previous meetings.

.....

NIL

MEETING OF:  
HELD ON:

GILGANDRA SHIRE COUNCIL  
21 MAY 2024

---

### **DEVELOPMENT APPLICATIONS**

The following development applications were approved during April 2024

<b>DA Number</b>	<b>Applicant's Name</b>	<b>Application</b>	<b>Property address</b>	<b>Development Value</b>
2024/526	Wayne Blake	Shed	27 Castlereagh Street, Gilgandra	\$10,500
				<b>April</b>
				<b>\$10,500</b>
			<b>Total 2024</b>	<b>\$282,000</b>

### **Applications under assessment**

- DA2023/484 – Multi-dwelling housing & Community title subdivision
- DA 2023/504 – Motel Alterations & Additions
- DA 2024/527 – Dual Occupancy
- DA 2024/529 – Carport
- DA 2024/530 – Dwelling

### **April 2024 DA processing times**

<b>DA Number</b>	<b>Elapsed Processing Days (Planning Portal)</b>
2024/526	7 days

### **RECOMMENDATION**

That the reports be noted.

David Neeves  
General Manager

---

MEETING OF: GILGANDRA SHIRE COUNCIL  
HELD ON: 21 MAY 2024

---

**PRECIS OF CATEGORY B CORRESPONDENCE**

**SUMMARY**

To pass on relevant information from correspondence received.

.....

Documents mentioned are available upon request for any interested Councillors.

1. **CASTLEREAGH MACQUARIE COUNTY COUNCIL MINUTES**

Minutes of the meeting held on 29 April 2024.

2. **COREM MINUTES**

Minutes of the meeting held on 9 May 2024.

3. **ALLIANCE OF WESTERN COUNCILS MINUTES**

Minutes of the meeting held 15 March 2024.

**RECOMMENDATION**

That receipt of the Category B correspondence be noted.

David Neeves  
General Manager