

NOTICE OF ORDINARY MEETING

Notice is hereby given that the next Meeting of Council will be held in the Council Chambers on **Tuesday, 18 August 2020 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."

****RECORDING****

At this stage I would like to remind everyone present that this meeting is being recorded

- (5) Apologies
- (6) Declarations of Interest:

At this juncture, Councillors should indicate any items in which they have an interest and therefore will not be participating in discussion or voting.
- (7) Confirmation of Minutes:
 - Ordinary meeting held on 21 July 2020 (circulated previously)

(8) Listing of matters to be considered in Closed Council

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

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

- Procedural Motion to close Council to Press and Public
- Reports from Servants to Closed Council Meeting
 - Staff – annual leave (a)
 - Medical practice (c)
 - Asbestos removal (b)
- Procedural Motion to re-open meeting to Press and Public

(9) Reports from Servants

(10) Correspondence



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.

MAYORAL MINUTE - 10/20
MAYORAL COMMITMENTS

SUMMARY

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

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22/7/20	Two meeting regarding medical services
22/7/20	Meeting regarding inland rail preparedness
23/7/20	Videoconference – LGA COVID-19 update – Western Area Health
24/7/20	Inspection of Specialised Disability Accommodation and Depot
30/7/20	Videoconference – LGA COVID-19 update – Western Area Health
3/8/20	Meeting regarding medical services
4/8/20	Meeting regarding medical services
4/8/20	Council workshop
4/8/20	Disability Services Committee meeting
5/8/20	Meet and greet with High School Principal, Erica Burge
5/8/20	Aged Care meeting
6/8/20	Videoconference – LGA COVID-19 update – Western Area Health
6/8/20	Interviews for Castlereagh Macquarie County Council position
7/8/20	Meeting regarding medical services
11/8/20	Local Government Webinar
13/8/20	Videoconference – LGA COVID-19 update – Western Area Health
17/8/20	Castlereagh Macquarie County Council meeting
18/8/20	Council Workshop
18/8/20	Council Meeting

Principal Activity

Strategic Leadership

Policy Implications

Nil

Budget Implications

Nil

Delivery Program Actions

4.1.2.1

Conduct the business of Council in an open and transparent manner

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 18 AUGUST 2020

RECOMMENDATION

That the report be noted.

D Batten
Mayor

MAYORAL MINUTE - 11/20
GENERAL MANAGER'S PERFORMANCE REVIEW

SUMMARY

To enable Councillors to have input into the General Manager's annual performance review.

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It is long standing Council practice that the General Manager be afforded a twice yearly performance review. The mid-year review is normally conducted in-house with the annual review facilitated by an Officer from Local Government NSW Recruitment.

Mr Neeves commenced duty in his role as General Manager on 1 August 2016 and his initial four year contract has been extended for a further four years until 30 July 2024. It is proposed to conduct Mr Neeves' annual review in late August/early September 2020.

The review will be undertaken by myself as Mayor, Councillor Walker as Deputy Mayor and a third Councillor nominated by the General Manager. Assisting the process will be an Officer from Local Government NSW, if available.

As part of the review process, Councillors are invited to submit in writing, any issues they wish raised during the review process. Such advice, will be required three (3) days prior to the review to enable timely completion of the associated documentation.

<u>Principal Activity</u>	Respected Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil, noting that an amount of \$3000 is allocated annually
<u>Delivery Program Actions</u>	3.1.2.1 Conduct the business of Council in an open and transparent manner

RECOMMENDATION

That Councillors note the proposed review and provide written advice of any issues they wish raised at the General Manager's yearly performance review.

D Batten
Mayor

DISCLOSURE OF INTEREST RETURNS

SUMMARY

To table disclosure of interest returns from Councillors and designated staff for the period 1 July 2019 to 30 June 2020.

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Section 449 of the Local Government Act requires Councillors and designated persons holding that position at 30 June in any year to complete and lodge a pecuniary interest return by 30 September in that year and for new Councillors/ Staff to lodge a return within three months of holding office.

The General Manager is required (under Section 450 A(2)) to table the register containing these returns by 30 September each year.

The register containing these returns will be tabled at the meeting for Council's information.

<u>Principal Activity</u>	Strategic Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Implications</u>	4.1.2.3 Develop, implement and continually monitor a good governance plan

RECOMMENDATION

That Council note the tabling of disclosure of interest returns for Councillors and designated persons for the period ending 30 June 2020.

David Neeves
General Manager

2019/20 QUARTERLY OPERATIONAL PLAN REVIEW TO 30 JUNE 2020

SUMMARY

To consider progress with Council's 2019/20 Operational Plan as at 30 June 2020

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Separately enclosed with this business paper is the 2019/20 Operational Plan Review document for the 4th quarter April to 30 June 2020.

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

<u>Principal Activity</u>	Strategic Leadership Community Engagement
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Actions delivered in line with 2019/20 budget.
<u>Delivery Program Actions</u>	4.2.1.1 Develop and maintain and regularly review strategic plans in line with Integrated Planning requirements 2.1.1.2 Report Council's issues actions and achievements to the Community

RECOMMENDATION

That the 2019/20 Operational Plan Review for the quarter ended 30 June 2020 be adopted.

N J Alchin
Director Corporate Services

QUARTERLY BUDGET REVIEW 30 JUNE 2020

SUMMARY

To detail the major variances to the original estimates for the 2019/20 financial year as presented in the Quarterly Budget Review as at 30 June 2020. 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.

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

Note	Description	When Done	Income Change	Expense Change	Resp.
1100	Corporate Support Income	Sept	\$35,000		DCorp
1100	Corporate Support Income	Mar	-\$17,000		DCorp
1101	Wages & Other Employee Costs	Sept		\$10,000	DCorp
1102	Interest on Borrowings	Dec		\$36,167	DCorp
1103	Administration Expenses	Mar		\$256	DCorp
1105	IT Expenses	Sept		\$28,000	DCorp
1108	Civic Activities	Sept		\$2,000	DCorp
1108	Civic Activities	Mar		-\$30,000	DCorp
1120	Engineering & Works Income	Dec	\$5,000		DInf
1121	Wages & Other Employee Costs	Dec		-\$57,790	DInf
1122	Engineering & Supervision	Dec		-\$4,670	DInf
1124	Plant Running Expenses	Dec		-\$4,670	DInf
1200	Fire Services Income	Dec	-\$50,132		GM
1200	Fire Services Income	Mar	\$24,000		GM
1203	Fire Services Expenses	Dec		-\$50,132	GM
1301	Wages & Other Employee Costs	Dec		-\$55,105	DEnv
1302	Health Administration Expenses	Dec		\$55,105	DEnv
1311	Medical Centre Expenses	Sept		\$10,000	DCorp
1311	Medical Centre Expenses	Dec		\$20,000	DCorp
1411	Other Waste Management Expenses	Dec		-\$6,180	DEnv
1500	Wages & Other Employee Costs	Dec		-\$20,000	DComm
1501	Community Services Administration Expenses	Dec		\$5,189	DComm
1640	Town Planning Income	Dec	\$12,000		DEnv
1700	Gilgandra Library Income	Sept	\$47,304		DComm
1700	Gilgandra Library Income	Dec	\$407		DComm
1701	Gilgandra Library Expenses	Sept		\$110,724	DComm
1701	Gilgandra Library Expenses	Dec		\$407	DComm

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 18 AUGUST 2020

1711	Public Halls Expenses	Mar		-\$3,500	DComm
1800	Building Control Income	Dec	\$2,000		DEnv
1811	Gravel Pits Expense	Dec		-\$14,360	DInf
1910	Rural Roads Income	Mar	\$117,331		DInf
1920	Regional Roads Income	Mar	\$46,590		DInf
1921	Regional Roads Expenses	Mar		\$46,590	DInf
1930	State Roads - Contract Income	Sept	-\$60,000		DInf
1930	Contract Income	Dec	-\$651,601		DInf
1931	Contract Income for Other Councils	Dec	-\$295,000		DInf
1933	Contract Expenses	Dec		-302,012	DInf
1934	Contract Expenses for Other Councils	Dec		-\$295,000	DInf
1940	Roads to Recovery Income	Dec	\$439,222		DInf
1941	Roads to Recovery Expenses	Dec		\$439,222	DInf
1951	Bridges Expenses	Dec		-\$20,000	DInf
1961	Footpaths Expenses	Dec		-\$11,300	DInf
1970	Parking Areas Expenses	Mar		\$5,000	DInf
1991	Other Expenses	Dec		-\$20,000	DInf
2020	Promotion & Economic Development Income	Dec	\$48,650		DCorp
2021	Promotion & Economic Development Expenses	Dec		\$75,768	DCorp
2040	Private Works Income	Mar	\$700,000		DInf
2041	Oncost Charges Profit	Mar	\$40,000		DInf
2042	Private Works Expenses	Mar		\$500,000	DInf
2051	Lease Income - Staff	Mar	\$15,000		DCorp
2800	General Rates Income	Mar	\$8,755		DCorp
2801	Financial Assistance Grant	Sept	-\$2,004,720		DCorp
2802	Pensioner Rebate Grant	Mar	-\$4,755		DCorp
2803	Interest Income	Dec	\$795,714		DCorp
2803	Interest Income	Mar	\$5,000		DCorp
2900	Transfers from Reserves	Sept	\$2,526,228		Various
2900	Transfers from Reserves	Dec	\$626,405		Various
2901	Transfers to Reserves	Sept		\$584,150	Various
2901	Transfers to Reserves	Dec		\$785,714	Various
2901	Transfers to Reserves	Mar		-\$180,000	Various
2903	Capital Income	Sept	\$2,164,960		Various
2903	Capital Income	Dec	\$100,000		Various
2903	Capital Income	Mar	\$13,153		Various
2904	Capital Expenses	Sept		\$2,645,098	Various
2904	Capital Expenses	Dec		\$2,114,147	Various
2904	Capital Expenses	Mar		\$204,000	Various
2905	Loan Income	Sept	\$350,000		DCorp
2905	Loan Income	Dec	\$1,467,000		DCorp
2906	Loan Repayments	Dec		\$81,716	DCorp

	General Fund Total		\$6,503,011	\$6,685,034	
3000	Water Supply	Sept	\$728,630	\$898,630	DInf
3000	Water Supply	Mar		-\$362,000	DInf
4000	Sewerage Services	Sept	\$187,090	\$187,090	DInf
4000	Sewerage Services	Mar		-\$132,000	DInf
5000	Orana Living	Sept	\$350,000	\$1,250,000	DComm
5000	Orana Living	Dec	\$270,000	\$59,060	DComm
7000	Cooee Villa Units	Dec	\$19,925	\$17,088	DComm
8000	Cooee Lodge	Dec	\$222,518	\$552,906	DComm
	Gilgandra Shire Council Total		\$8,281,174	\$9,155,808	

Result

The overall result for General Fund for this review as at 30 June 2020 is a \$523,357 decrease to the estimated deficit at year end to an actual result of a \$220,804 surplus (depreciation not included).

Water Fund has a \$105,926 increase to the estimated deficit at year end to an actual result of a \$117,994 deficit (depreciation not included).

Sewer Fund has a \$36,848 increase to the estimated surplus at year end to an actual result of a \$291,431 surplus (depreciation not included).

Orana Living has an \$839,110 decrease to the estimated deficit at year end to an actual result of a \$38,251 surplus (depreciation not included).

Carlinda Enterprises has a \$76,815 increase to the estimated surplus at year end to an actual result of a \$104,105 surplus (depreciation not included).

Coee Villa Units has a \$26,692 increase to the estimated surplus at year end to an actual result of a \$30,933 surplus (depreciation not included).

Home Care Packages has a \$6,058 decrease to the estimated surplus at year end to an actual result of a \$25,759 surplus (depreciation not included).

Coee Lodge Hostel has a \$488,879 increase to the estimated deficit at year end to an actual result of a \$766,534 deficit (depreciation not included).

Jack Towney Hostel has a \$62,709 increase to the estimated surplus at year end to an actual result of a \$78,512 surplus (depreciation not included).

The overall result for this review as at 30 June 2020 is a \$964,668 decrease to the estimated deficit at year end for Council as a whole to an actual result of a \$94,733 deficit (depreciation not included).

Details - Notes

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

GENERAL FUND

Note 1100 (page 2 QBR)

Corporate Support Income

\$50,576 additional income

Responsible Officer: Director Corporate Services

There was more income received from insurance rebates (up \$19,000 from \$70,000 to \$89,000), workers compensation claims (up \$14,000 from \$45,000 to \$59,000 and other sundry income items (up \$17,000 from \$72,000 to \$89,000).

The sundry income items include parental leave subsidy, loan interest rate subsidy and various rebates.

Note 1102 (page 2 QBR)

Interest on Borrowings

\$117,352 less expense

Responsible Officer: Director Corporate Services

The proposed borrowings, at the time the budget was prepared, were included in the calculations for interest and principal repayments. The timing of when the loans were drawn down towards the end of the year meant that there was not a loan repayment made in the financial year. This has led to a savings.

Note 1121 (page 2 QBR)

Wages & Other Employee Costs

\$231,755 less expense

Responsible Officer: Director Infrastructure

The savings here are as follows:

- Wages - \$121,538 (from \$922,769 to \$801,231)
- Travelling Costs - \$18,454 (from \$19,669 to \$1,215)
- Training Costs - \$89,761 (from \$433,410 to \$343,650)
- Other Employee Costs - \$2,002 (from \$51,247 to 49,245)

The savings in the wages was due to positions being unfilled for a portion of the year while the savings in training is partly offset by a reduced transfer from reserves of \$51,092 on page 10. This is for the safety improvement strategy which was not fully spent in 19/20.

Note 1124 (page 2 QBR)

Plant Running Expenses

\$107,961 additional expense

Responsible Officer: Director Infrastructure

Due to the dry conditions for half the year, Council's plant fleet was under utilised. This resulted in the running costs being down 18.55% from \$1,427,252 to \$1,162,585 (savings of \$264,667). However, this also resulted in the plant hire income being down 14.95% from \$2,493,115 to \$2,120,486 (loss of \$372,629).

Note 1200 (page 3 QBR)

Fire Services Income

\$24,000 less income

Responsible Officer: General Manager

Less income of \$24,000 is offset by additional capital income on page 11.

Notes 1202 & 1203 (page 3 QBR)

Contribution to NSW Rural Fire Service

Fire Services Expenses

\$44,806 additional expense

\$24,571 additional expense

Responsible Officer: General Manager

The contribution to the RFS was greater than estimated. Council has no control over the calculation of the contribution cost. The operating expenses incurred were also greater than estimated with the explanation offered by the RFS being that the overrun this year is offset by previous year's under spend. The RFS have been asked to give fore warning before doing this again.

Note 1401 (page 4 QBR)

Domestic Waste Management Expenses

\$45,676 less expense

Responsible Officer: Director Planning & Environment

The under spend is due to a position being unfilled for the majority of the year. This is offset by an increased transfer to reserves on page 10.

Note 1410 (page 4 QBR)

Other Waste Management Income

\$12,128 additional income

Responsible Officer: Director Planning & Environment

Additional income from tipping charges and scrap steel sales. This is partly offset by an increased transfer to reserves of \$6,043 on page 10.

Note 1441 (page 4 QBR)

Urban Stormwater Drainage Expenses

\$35,534 less expense

Responsible Officer: Director Infrastructure

There is a savings in the maintenance costs for the network due to the dry conditions of the first half of the year which resulted in very little required work.

Note 1500 (page 5 QBR)

Wages & Other Employee Costs

\$41,801 less expense

Responsible Officer: Director Community Services

There was a savings here due to the relieving Director being in place for the majority of the year.

Notes 1510,1511 & 1519 (page 5 QBR)

Gilgandra Youth Service

\$22,159 additional income

\$62,009 less expense

Responsible Officer: Director Community Services

Funding received for the service was more than expected in order to cope with the additional costs relating to COVID. While there were additional costs, savings were gained as a result of a position remaining unfilled for the majority of the year.

The total income of \$326,798 less expenses of \$300,666 and depreciation of \$21,545 leaves a surplus result of \$4,587. As the surplus is small, there has been no transfer to reserves.

Notes 1520 & 1521 (page 5 QBR)

Gilgandra Community Care

\$71,895 additional income

\$64,592 additional expense

Responsible Officer: Director Community Services

Additional funding provided for COVID is offset by additional expenses. Total income of \$273,703 less expenses of \$262,163 and depreciation of \$8,376 leaves a surplus of \$3,164. As the surplus is small, there has been no transfer to reserves.

Notes 1522 & 1523 (page 5 QBR)

Gilgandra Community Transport

\$23,341 additional income

\$13,672 less expense

Responsible Officer: Director Community Services

The additional funding has been provided due to COVID. There was also some saving in operational expenses. The total income of \$157,971 less expenses of \$99,137 and depreciation of \$8,703 leaves a surplus of \$50,131. This is offset by a transfer to reserves on page 10.

Notes 1540 & 1541 (page 5 QBR)

Gilgandra Pre School

\$68,914 additional income

\$84,330 additional expense

Responsible Officer: Director Community Services

Council provides a payroll service to the Pre School which they then reimburse Council for the cost. In this instance, the income received is \$600,914 while the costs are \$616,330 which is a shortfall of \$15,416. This shortfall will be picked up in the 20/21 year.

Note 1600 (page 6 QBR)

Housing Income

\$19,094 additional Income

Responsible Officer: Director Corporate Services

Additional rental income was received due to the lease of 94 Wamboin Street and an increase in usage of the doctor and nurse accommodation.

Notes 1610 & 1611 (page 6 QBR)

Public Cemeteries

\$12,627 less income

\$7,580 additional expense

Responsible Officer: Director Infrastructure

Less than anticipated use of the cemetery resulting in lower usage charges. Also, there was greater maintenance required with issues arising from the dry weather and then the wet weather.

Note 1651 (page 6 QBR)

Street Lighting Expenses

\$30,713 less expense

Responsible Officer: Director Infrastructure

The cost for providing street lighting was lower than estimated due to the positive result obtained from group pricing.

Note 1701 (page 7 QBR)

Gilgandra Library Expenses

\$79,249 less expense

Responsible Officer: Director Community Services

There was grant funding allocated that was unspent. This is offset by a reduced transfer from reserves of \$75,764 on page 10.

Note 1711 (page 7 QBR)

Public Halls Expenses

\$14,268 less expense

Responsible Officer: Director Community Services

Due to COVID-19, there were no functions held at the Shire Hall for a large part of the year. This led to reduced maintenance costs.

Note 1741 (page 7 QBR)

Parks & Gardens Expenses

\$32,320 additional expense

Responsible Officer: Director Infrastructure

There was additional cost in this area due to the re-allocation of resources and a staff member from the construction team.

Note 1750 (page 7 QBR)

Gilgandra Fitness Centre Income

\$11,861 less income

Responsible Officer: Director Community Services

During COVID-19, the Gym was closed for an extended period of time which contributed to less than what would normally be expected gym fees being received.

Note 1761 (page 7 QBR)

Heritage Expenses

\$19,616 less expense

Responsible Officer: Director Planning & Environment

There was less than estimated take up of heritage projects by the community.

Notes 1810 & 1811 (page 7 QBR)

Gravel Pits Income & Expenses

\$207,252 less income

\$116,992 less expense

Responsible Officer: Director Infrastructure

The requirement for gravel was considerably less than expected due to the dry weather. This has resulted in less income. By the same token, there was less need to obtain gravel from pits and this has resulted in less expense. There was also so rehabilitation works undertaken throughout the year.

The total income of \$44,075 less expenses of \$65,339 leaves a deficit of \$21,264. This is offset by a transfer from reserves of the same amount on page 10.

Notes 1910 & 1911 (page 8 QBR)

Rural Roads Income & Expenses

\$96,575 less income

\$508,787 less expense

Responsible Officer: Director Infrastructure

Expected funding for flood damage work did not eventuate in 19/20 but will be paid in 20/21.

The rural roads program in 19/20 was under spent due to the dry first half of the year and then wet conditions experienced in the second half. The savings of \$508,787 is offset by a transfer to reserves of the same amount on page 10.

Notes 1920 & 1921 (page 8 QBR)

Regional Roads Income & Expenses

\$50,000 additional income

\$166,185 additional expenses

Responsible Officer: Director Infrastructure

Additional funding for flood damage on regional roads was received and this is offset by additional expenditure. The difference between the income of \$484,900 and the expenses of \$601,085 is \$116,185. This amount is offset by savings in the Additional Rural Roads program (\$124,849) in capital expenditure on page 11.

Notes 1930, 1931, 1932, 1933 & 1934 (page 8 QBR)

State Roads

\$838,095 additional income

\$839,640 additional expense

Responsible Officer: Director Infrastructure

Additional contract works income was forthcoming and this is offset by additional expenses. The amended budget forecast a surplus from these works of \$469,718 while the actual surplus came in at \$468,173.

Note 1961 (page 8 QBR)

Footpaths Expenses

\$33,469 less expense

Responsible Officer: Director Infrastructure

The construction team was disbanded this year due to a workplace incident resulting in a long term lost time injury to the team leader. This resulted in planned works not being done.

Notes 2010 & 2011 (page 9 QBR)

Cooee Heritage Centre Income & Expenses

\$19,506 less income

\$45,576 less expense

Responsible Officer: Director Corporate Services

Due to COVID-19, the Cooee Heritage Centre was closed for a significant portion of the year. This has led to reduced income but also to greater reduced costs.

Notes 2020 & 2021 (page 9 QBR)

Promotion & Economic Development Income & Expenses

\$105,734 less income

\$156,783 less expense

Responsible Officer: Director Corporate Services

Less income offset by less expense of a greater amount. This was mainly due to an agreement with Inland Rail not being finalised at this time.

Note 2030 (page 9 QBR)

Land Sales Income

\$42,438 less income

Responsible Officer: Director Corporate Services

Estimated that 3 block of industrial land would be sold when there were actually 2 sold.

Notes 2040, 2041 & 2042 (page 9 QBR)

Private Works Income, Oncost Profit & Expenses

\$307,888 additional income

\$138,926 additional expense

Responsible Officer: Director Infrastructure

Council undertook significant works with other councils and RMS jobs that were outside the contracted works regime. This has resulted in the increased income and expenses.

The original estimated surplus for this area was \$62,830. The amended estimated surplus was \$302,830 while the actual surplus came in at \$471,792.

Note 2801 (page 9 QBR)

Financial Assistance Grant

\$2,051,489 additional income

Responsible Officer: Director Corporate Services

The additional income is due to the first and second quarterly payments for 20/21 being prepaid into the 19/20 year. This additional funding is offset by a transfer to reserves of the same amount on page 10.

Note 2900 (page 10 QBR)

Transfers from Reserves

\$2,416,277 less income

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

- Gilgandra Community Transport (DComm): \$27,096 less income. This allocation was not required as the service actually made a surplus.
- Safety Improvement Strategy (DCorp): \$51,092 less income. Offset by less operating costs on page 2.
- CHC Upgrade (DComm): \$184,117 less income. Offset by less capital expense of \$266,302 and less capital income of \$82,185 both on page 11.
- Specialist Disability Accommodation (DComm): \$1,000,000 less income. Offset by less capital expense of \$2,507,475 on page 12 and a transfer to reserves of \$1,507,475 on page 10.
- Library Upgrade (DComm): \$161,340 less income. Offset by less capital expense on page 11.
- Admin Building Planning (DCorp): \$25,000 less income. Offset by less capital expense on page 12.

- Promotional Signage (DCorp): \$75,000 less income. Offset by less capital expense as part of SCCF on page 11.
- Crown Lands (DCorp): \$80,108 less income. Offset by less operational expense on page 2.
- Bridges Funding (DInf): \$49,259 less income. Offset by less capital expense on page 11.
- Lucas Bridge (DInf) \$24,488 less income. Offset by less capital expense of \$104,488 on page 11 less a transfer to reserves of \$80,000 on page 10.
- Infrastructure Contributions for CCTV (DCorp): \$40,000 less income. Offset by less capital expense on page 12.
- Renewal of Aerodrome Lighting (DInf): \$68,159 less income. Offset by less capital expense of \$136,318 on page 12 and less capital income of \$68,159 on page 11.
- Library Technology Grants (DComm): \$75,764 less income. Offset by less operating expense on page 7.
- Drought Communities Programme (DCorp): \$46,440 less income. Offset by less capital expense of \$50,940 on page 11 and \$4,500 less capital income also on page 11.
- New SES Premises (DInf): \$167,641 less income. Offset by less capital expense of \$378,176 and additional capital income of \$44,000 both on page 11 and a transfer to reserves of \$254,535 on page 10.
- Swimming Pool – Sporting Precinct & Sports Council – Sporting Precinct (DCorp): \$48,104 less income. Offset by less capital expense of \$99,904 on page 12 and a transfer to reserves of \$51,800 on page 10.
- Waste Facility (DEnv): \$13,277 additional income. Offset by additional capital expense on page 11.
- Council Depot (DInf): \$350,000 less income. Offset by less capital expense of \$2,270,307 on page 11 and a transfer to reserves of \$1,920,307 on page 10.
- Swimming Pool Capital (DComm): \$6,370 additional income. Offset by additional capital expense on page 11.
- Gravel Pits (DInf): \$21,264 additional income. Offset by additional operating expense on page 8.
- Regional Roads (DInf): \$16,420 additional income. Offset by additional operating expense on page 8.

Note 2901 (page 10 QBR)

Transfers to Reserves

\$7,066,808 additional expense

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

- Waste Facility (DEnv): \$45,676 additional expense. Offset by less operational expense on page 4.
 - Sports Council (DCorp): \$706 less expense. Offset by less operating income on page 7.
-

- Gravel Pits (DInf): \$54,636 less expense. This is due to the gravel pits operation on page 7 actually resulted in a deficit.
- Section 7.12 Fee Income (DEnv): \$3,427 less expense. Offset by less operating income on page 6.
- Scrap Steel (DEnv): \$6,043 additional expense. Offset by additional operating income on page 4.
- SCCF – Round 2 (DCorp): \$190,504 less expense. Offset by less capital expenses of \$583,914 from the 6 SCCF projects on page 11, less capital income of \$699,419 on page 11 and less transfer from reserves for promotional signage of \$75,000 on page 10.
- Council Depot (DInf): \$1,920,307 additional expense. Offset by less capital expense of \$2,270,307 on page 11 and less transfer from reserves of \$350,000 on page 10.
- Pound Grant (DEnv): \$4,000 additional expense. Offset by unspent grant funds.
- Gilgandra Community Transport (DComm): \$50,131 additional expense. Offset by additional operating result on page 5.
- Local Roads (DInf): \$508,786 additional expense. Offset by less operating expense on page 8.
- Financial Assistance Grant (DCorp): \$2,051,489 additional expense. Offset by additional operating income on page 9.
- Community Housing (DComm): \$20,000 additional expense. Offset by less capital expense on page 11.
- Lucas Bridge (DInf): \$80,000 additional expense. Offset by less capital expense on page 11 of \$104,488 and less transfer from reserves on page 10 of \$24,488.
- Pound (DEnv): \$15,000 additional expense. Offset by less capital expense of the same amount on page 11.
- New SES Premises (DInf): \$254,535 additional expenses. Offset by less capital expense of \$378,176, reduced transfer from reserves of \$167,641 on page 10 and additional capital income of \$44,000 both on page 11 and a transfer to reserves of \$254,535 on page 10.
- Gym (DComm): \$10,000 additional expense. Offset by less capital expense of the same amount on page 11.
- Sporting & Recreational Precinct (DCorp): \$51,800 additional expense. Offset by less capital expense of \$99,904 on page 12 and reduced transfers from reserves of \$48,104 on page 10.
- Graincorp South Industrial Precinct & Intersections (DInf): \$471,308 additional expense. Offset by less capital expense on page 12.
- Specialist Disability Accommodation (DComm): \$1,507,475 additional expense. Offset by less capital expense on page 12 of \$2,507,475 and a reduced transfer from reserves of \$1,000,000 on page 10.
- McGrane Oval Broadcast Box (DCorp): \$29,531 additional expense. Offset by less capital expense on page 12.
- Admin Building & Shire Hall Upgrade Planning (DEnv): \$75,000 additional expense. Offset by less capital expense on page 12.

- Upgrade of Council Chambers Technology (DCorp): \$15,000 additional expense. Offset by less capital expense on page 12.
- Dental Surgery Upgrades (DCorp): \$100,000 additional expense. Offset by less capital expense on page 12.
- Business Systems Review (DCorp): \$100,000 additional expense. This is an additional allocation to be used to conduct a review in 20/21.

The following is a list of the movements and balances in reserves in the General Fund as at 30 June 2020:

<i>Item</i>	<i>Bal 1-7-19</i>	<i>Trf to</i>	<i>Tfr from</i>	<i>Bal 30-6-20</i>
GENERAL FUND				
ADMIN BUILDING/SHIRE HALL PLANNING	25,000	75,000	0	100,000
AERODROME	68,159	0	0	68,159
BRIDGES FUNDING	231,010	0	100,741	130,269
BUSINESS SYSTEMS REVIEW	0	100,000	0	100,000
CBD STAGE 2	68,942	0	68,942	0
COMMUNITY HOMES	80,000	20,000	0	100,000
COMPUTER PURCHASES	56,210	51,500	11,730	95,980
COOEE HERITAGE CENTRE	457,212	0	33,698	423,514
COOEE LODGE	17,785	0	0	17,785
COUNCIL CHAMBERS TECHNOLOGY	0	15,000		15,000
CROWN RESERVE MANAGEMENT GRANT	80,108	0	0	80,108
DENTAL SURGERY	0	100,000		100,000
DOG POUND	37,871	19,000	0	56,871
DROUGHT COMMUNITIES PROGRAM GRANT	47,926	0	1,486	46,440
ECONOMIC DEVELOPMENT	89,375	0	0	89,375
ELE	1,452,387	25,000	0	1,477,387
FINANCIAL ASSISTANCE GRANT	2,045,788	2,051,489	2,045,788	2,051,489
FOOTPATHS	55,276	0	0	55,276
GILGANDRA COMMUNITY CARE	276,051	0	0	276,051
GILGANDRA COMMUNITY TRANSPORT	226,798	50,131	0	276,929
GILGANDRA YOUTH SERVICES	52,741	0	0	52,741
GRAINCORP INDUSTRIAL & INTERSECTIONS	0	471,308		471,308
GRAVEL PITS	295,748	0	21,264	274,484
GYMNASIUM	25,636	10,000	0	35,636
IMPROVING COUNTRY ROADS GRANT	500,000	0	0	500,000
INDOOR STAFF UNIFORM ALLOWANCE	10,000	0	10,000	0
INFRASTRUCTURE CONTRIBUTIONS	109,302	7,500	0	116,802
JACK TOWNEY HOSTEL	78,092	0	0	78,092
LIBRARY TECHNOLOGY GRANTS	75,764	0	0	75,764
LIBRARY BUILDING GRANTS	272,016	0	38,660	233,356
LUCAS BRIDGE	24,488	80,000	0	104,488
MILLER ST MEDICAL CENTRE AC	10,000	0	10,000	0
MCGRANE OVAL AMENITIES	0	29,531	0	29,531
OFFICE EQUIP / BUILDING	18,000	0	0	18,000
ORANA LIFESTYLE DIRECTIONS	1,019,478	1,507,475	0	2,526,953
PRESCHOOL ADMINISTRATION EXTENSION	5,372	0	5,372	0
PROMOTIONAL ACTIVITIES	75,000	0	0	75,000
REGIONAL ROADS BLOCK GRANT	16,420	0	16,420	0

RTA ONCOSTS (PLANT)	75,653	0	0	75,653
RURAL ROADS	478,362	508,786	0	987,148
RURAL WASTE	4,237	0	0	4,237
SAFETY IMPROVEMENT PROGRAM	127,941	0	75,808	52,133
SCRAP STEEL SALES	94,343	10,790	0	105,133
SES VEHICLE / BUILDING	167,641	254,535	0	422,176
SHIRE DEPOT	264,635	2,270,307	264,635	2,270,307
SHIRE HALL	25,000	0	0	25,000
SOUTHERN PHONE SHARE PROCEEDS	0	785,714	0	785,714
SPORTS COUNCIL	36,659	2,616	0	39,275
SPORTING PRECINCT	0	51,800	0	51,800
STORMWATER, KERB & GUTTERING	77,313	0	0	77,313
STRONGER COUNTRY COMMUNITIES FUND	-234,150	43,646	0	-190,504
SWIMMING POOL	53,899	0	6,370	47,529
TOORAWEEAH HALL	10,000	0	0	10,000
VACATION CARE	11,862	0	0	11,862
WASTE FACILITY	204,335	85,676	25,047	264,964
YOUTH CLUB	41,396	0	0	41,396
	9,343,081	8,626,804	2,735,961	15,233,924

Note 2903 (page 11 QBR)

Capital Income

\$2,165,195 less income

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

- Rural Fire Service (GM): \$84,628 additional income. This amount is offset by additional capital expense of \$60,000 on page 11 and additional operating costs on page 3.
- Contribution – Specialist Disability Accommodation (DComm): \$200,000 additional income. Offset by less capital income for the Disability Inclusion Plan Initiatives with this funding required for the build.
- Grants – Cooee Heritage Centre (DCorp): \$82,185 less income. Offset by reduced capital expense on page 11.
- Grants – SCCF Round 2 (DCorp): \$699,419 less income. Offset by less capital expenses of \$583,914 from the 6 SCCF projects on page 11, less transfer to reserves of \$190,504 on page 10 and less transfer from reserves for promotional signage of \$75,000 on page 10.
- Grants – Sand Quarry (GM): \$300,000 less income. Offset by less capital expense of the same amount on page 11.
- Grants – Solar Panels (DEnv): \$100,000 less income. Offset by less capital expense on page 12.
- Grants – SES Building Upgrade (DInf): \$44,000 additional income. Offset by less capital expense of \$378,176, reduced transfer from reserves of \$167,641 on page 10 and additional capital income of \$44,000 both on page 11 and a transfer to reserves of \$254,535 on page 10.
- Grants – Drought Communities Programme Extension (DCorp): \$100,000 less income. Funding was not received.

- Grants – Dental Surgery Upgrade (DCorp): \$125,000 less income. Offset by reduced capital expense of \$200,000 on page 12 and a transfer to reserves of \$100,000 on page 10 (\$15,000 net cost to Council).
- Grants – SCCF Round 3 (DCorp): \$769,032 less income. Offset by less capital expense on page 11.
- Contribution – Disability Inclusion Plan Initiatives (DComm): \$200,000 less income. As per the SDA building funding comment above.
- Grants – Community Grant Program / Rising Sun (DCorp): \$30,000 less income. Offset by less capital expense on page 12.
- Grants – Renewal of Aerodrome Lighting (DInf): \$68,159 less expense. Offset by less capital expense of \$136,318 on page 12 and a transfer to reserves of \$68,159 on page 10.

Note 2904 (pages 11 & 12 QBR)

Capital Expenditure

\$,8,987,205 less expense

Following is a listing of the capital expenditure variances that are offset by transfers to / from reserves (the responsible officer is shown in brackets):

- Waste Facility (DEnv): \$13,277 additional expense.
 - Community Housing (DComm): \$20,000 less expense.
 - Drought Communities Programme (DCorp): \$50,940 less expense.
 - Lucas Bridge (DInf): \$104,488 less expense.
 - Council Depot (DInf): \$2,270,307 less expense.
 - Swimming Pool (DComm): \$6,370 additional expense.
 - Planning for Bridge Reconstructions (DInf): \$49,259 less expense.
 - Pound (DEnv): \$15,000 less expense.
 - Cooee Heritage Centre (DCorp): \$266,302 less expense.
 - Contract New SES Premises (DInf): \$378,176 less expense.
 - Gym (DComm): \$10,000 less expense.
 - SCCF – McGrane Oval, Parks Program, Recreation and Community Art Program, Country Halls, Promotional Signage and Village Beautification (DCorp): 583,914 less expense.
 - Library Upgrade (DComm): \$161,340 less expense.
 - Sporting & Recreational Precinct (DCorp): \$99,904 less expense.
 - Industrial Estate Intersection, Graincorp South Industrial Precinct and Berakee Quarry Intersection (DInf): \$471,309 less expense.
 - Specialist Disability Accommodation (DComm): \$2,507,475 less expense.
 - Admin Building & Shire Hall Upgrade Planning (DCorp): \$75,000 less expense.
 - Dental Surgery Upgrades (DCorp): \$200,000 less expense.
 - CCTV CBD (DCorp): \$40,000 less expense.
 - McGrane Oval Broadcast Box (DInf): \$29,351 less expense.
 - Upgrade of Council Chamber Technology (DCorp): \$15,000 less expense.
 - Renewal of Aerodrome Lighting (DInf): \$136,318 less expense.
-

Following is a listing of the capital expenditure variances that are offset by reduced capital grant funds (the responsible officer is shown in brackets):

- River Restoration (DInf): \$300,000 less expense.
- SCCF Round 3 (DCorp): \$769,032 less expense.
- Solar Panels for Council Buildings (DEnv): \$100,000 less expense.
- Communities Grant Program / Rising Sun (DCorp): \$30,000 less expense.

Following is a listing of the major capital expenditure variances that are not offset by either reserves or grant funding (the responsible officer is shown in brackets):

- Plant Purchases & Sales (DInf): \$165,455 less expense. The budget for the total planned purchases was \$1,148,000 and the actual was \$829,803. The budget for the total planned sales was \$327,000 and the actual was \$174,258.
- Stormwater (DInf): \$19,338 less expense. Due to the dry conditions for half of the year, there was no requirement to complete the budgeted capital works.
- Footpaths (DInf): \$50,000 less expense. A savings has occurred due to planned works not able to be completed as a result of the disbandment of the construction crew following a workplace incident.
- Kerb & Gutter Renewals (DInf): \$32,413 less expense. As per the comments above.
- Additional Rural Roads Capital Renewals (DInf): \$124,849 less expense. This is offset by additional operating costs in Regional Roads of \$116,185 on page 8.
- Preschool Administration Extension (DComm): \$18,163 additional expense. As a result of unforeseen issues with the project that required additional time and effort.

Note 2906 (page 12 QBR)

Loan Repayments

\$132,719 less expense

Responsible Officer: Director Corporate Support

A savings has occurred due to the planned borrowings for 19/20 being included in the budget calculations. The reality is that the borrowings didn't take place until late in the year and this led to repayments taking place.

Note 3000 (page 14 QBR)

WATER SUPPLY

\$499,110 less income

\$393,184 less expense

Responsible Officer: Director Infrastructure

With regards to income, the major variances related to an increase in the sale of water of \$176,511 and a reduction in grant funding of \$668,719.

The budget for the total grant funding was \$559,005 and there was \$130,565 received which is a shortfall of \$428,440. This is partly offset by reduced capital expenses less the transfer to reserves. There will be further funding paid in the 20/21 year.

The grant funding actual amount is a negative \$109,714 and this is due to an amount of \$240,279 which had been over claimed in previous years and required an adjustment to be made.

The invoices that were over claimed were for the Water Security for Regions program and were as follows:

- \$17,811.41 on 15 February 2019
- \$5,546.30 on 12 November 2018
- \$216,921.00 on 9 November 2017

The invoices were billed to Infrastructure NSW who, at the time, had a number of invoices that were yet to be paid. Over the last 5 years, there has been \$2.235m worth of invoices raised and paid with \$1.250m occurring in the 17/18 financial year. These invoices were for the following programs:

- Water Security for Regions: \$840,300.98
- Safe & Secure Water: \$170,775.00
- Fixing Country Roads: \$1,221,254.81

It is not unusual for invoices to a government department to remain outstanding for up to a year. This is due to bureaucratic processes and the requirement for further acquittal information. In this case, the non payment of the \$216,921 invoice first came to our attention at the end of the 18/19 financial year when outstanding debtor information is required for the financial statements. Since then, numerous enquiries have taken place between staff and the government department involved which has resulted in the adjustment taking place.

With regards to the expenses, there were operational savings of \$51,783 and a further \$476,936 in capital. As mentioned above, this is offset by reduced capital income and transfers to reserves.

Overall, the position of the Water Fund worsened by \$105,926 in the last quarter but \$240,279 of that can be attributed to the grant funding adjustment.

Note 4000 (page 15 QBR)

SEWERAGE SERVICES

\$56,515 less income

\$93,363 less expense

Responsible Officer: Director Infrastructure

Overall, there is a reduction in income of \$56,515 but \$42,072 is attributed to a reduction in the transfers from reserves. This is offset by reduced capital expenses.

The expenses are down by \$93,363 and this is due to reduced capital expenses of \$52,823 which is mostly offset by a reduction in the transfers from reserves. However, there is also a \$40,539 savings in operating costs.

Note 5000 (page 16 QBR)

ORANA LIVING

Responsible Officer: Director Community Services

Orana Living's contract income increased by \$618,151 (up 13.60%) and this is due to a higher than expected funding as a result of COVID. Clients were staying home and this increased the legibility to core support funding.

The transfer from reserves was reduced by \$300,000 as the additional operating income was able to cover the majority of the contribution for the SDA and Carlginda.

Expenses were also down by \$525,300 with the majority of that coming from wages (\$270,138) and capital expenses (\$185,000).

Note 6000 (page 17 QBR)

CARLGINDA ENTERPRISES

Responsible Officer: Director Community Services

Income was only slightly down overall and is a good result considering the reduced capacity during COVID.

Expenses are also down for the same reason with the bulk of that being a \$50,000 savings in capital for the tree nursery which did not proceed during the year.

Note 7000 (page 18 QBR)

COOEE VILLA UNITS

Responsible Officer: Director Community Services

A small reduction in income (\$18,194) which is more than offset by a greater reduction in expenses (\$44,886).

Note 7500 (page 19 QBR)

HOME CARE PACKAGES

Responsible Officer: Director Community Services

Income and expenses are close to budget with a \$26,703 reduction in income and a \$20,645 reduction in expenses.

Note 8000 (page 20 QBR)

COOEE LODGE

Responsible Officer: Director Community Services

The following is a copy of the report presented to the Aged Care Committee:

- *Grant Funding: the total received to date is 81% of the budgeted amount. Operating subsidy received is at 94%, with the capital grant funding still at 13%.*

- *This grant for the kitchen renovations should be acquitted and the income received in the next few weeks. The grant for kitchen renovations totals \$596,081. This will be received in the 2020/21 financial year. This delay means that this contributes significantly to the deficit mark in the budget.*
- *Interest income: is significantly down at 58%.*
- *Wages and employee costs: are over budget at 107%, largely due to the need to employ agency staff and additional staff during the COVID-19 pandemic.*
- *Administration costs: budget overruns have been incurred in telephone, subscriptions and security costs.*
- *Cleaning & Laundry: again, additional costs have been incurred due to COVID-19.*
- *Grounds M&R: Irrigation and general maintenance during the drought have inflated these costs to 125% of budget.*

Overall, the budget has been devastated by COVID-19, the prolonged drought and staffing issues throughout the year. In February 2020 the expected deficit was estimated at \$277,655. Measures to address this deficit have been put in place including recruitment of permanent staff to replace casual staff and recently implementation of a new roster system that will decrease overtime costs.

The savings from these actions have been overshadowed by measures required to respond to COVID 19 and the urgent upgrading of some systems to ensure we meet accreditation standards.

The overall loss can be sustained through existing cash reserves. The grant funding for kitchen renovations will be received in the 2020/21 financial year.

Note 8500 (page 21 QBR)

JACK TOWNEY HOSTEL

Responsible Officer: Director Community Services

The overall income for Jack Towney Hostel is down by \$68,007 but \$125,768 can be attributed to a reduced transfer from reserves. Taking that into account, the operating income was actually up by \$57,761.

Expenses were down by a total of \$130,716 with \$159,426 of that being reduced capital expenses. Taking that into account, the operating expenses were actually up by \$28,710.

The majority of the reduced capital expenses is mainly offset by the reduction in the transfer from reserves.

Finance Manager's Comments / Recommendations

General Fund

The original budget estimate for General Fund was an end of year result of a \$120,448 deficit (depreciation not included). This review indicates an actual result of a \$220,804 surplus (depreciation not included) which is an improvement of \$341,252. 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 \$204,068 deficit (depreciation not included). This review indicates an actual result of a \$117,994 deficit (depreciation not included) which is an improvement of \$86,074. This result should be viewed as being satisfactory compared to the original budget.

Sewer Fund

The original budget estimate for the Sewer Fund was an end of year result of a \$122,583 surplus (depreciation not included). This review indicates an actual result of a \$291,431 surplus (depreciation not included) which is an improvement of \$168,848. This result should be viewed as being satisfactory compared to the original budget.

Orana Living

The original budget estimate for Orana Living was an end of year result of a \$111,799 deficit (depreciation not included). This review indicates an actual result of a \$38,251 surplus (depreciation not included) which is an improvement of \$150,050. This result should be viewed as being satisfactory compared to the original budget.

Carlginda Enterprises

The original budget estimate for Carlginda Enterprises was an end of year result of a \$27,290 surplus (depreciation not included). This review indicates an actual result of a \$104,105 surplus which is an improvement of \$76,815. 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 \$1,404 surplus (depreciation not included). This review indicates an actual result of a \$30,933 surplus (depreciation not included) which is an improvement of \$29,529. 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 \$31,817 surplus (depreciation not included). This review indicates an actual result of a \$25,759 surplus which is a worsening of \$6,058. This result should be viewed as being unsatisfactory compared to the original budget.

Due to the relatively small amount involved, no remedial action is recommended.

Cooee Lodge

The original budget estimate for Cooee Lodge was an end of year result of a \$52,733 surplus (depreciation not included). This review indicates an actual result of a \$766,534 deficit (depreciation not included) which is a worsening of \$819,267. This result should be viewed as being unsatisfactory compared to the original budget.

While the situation with COVID is acknowledged and contributed towards the poor result, losses of this nature cannot be sustained. A one off year can be carried through existing cash reserves but a concerted effort should be made to ensure another poor year does not eventuate.

Jack Towney Hostel

The original budget estimate for Jack Towney Hostel was an end of year result of a \$15,803 surplus (depreciation not included). This review indicates an actual result of a \$78,512 surplus which is an improvement of \$62,709. This result should be viewed as being satisfactory compared to the original budget.

Overall Position

The original budget estimate for Gilgandra Shire Council was an end of year result of a \$184,685 deficit (depreciation not included). This review indicates an actual result of a \$94,733 deficit (depreciation not included) which is an improvement of \$89,952. This result should be viewed as being satisfactory compared to the original budget.

Estimated Financial Performance Indicators

The ratios for 2017/18 and 2018/19 are actual ratios for Council's information while those for 2019/20 are an estimate only until the financial statements are completed and may be subject to change.

	Benchmark	2019/20	2018/19	2017/18
Operating Performance Ratio	> 0.00%	3.05%	1.21%	4.66%
Own Source Revenue Ratio	> 60.00%	65.00%	66.48%	62.39%
Unrestricted Current Ratio	> 2.00:1	4.25:1	4.35:1	3.57:1
Debt Service Cover Ratio	> 3.00 x	9.00 x	8.96 x	8.49 x
Rates & Charges Outstanding	< 10.00%	9.50%	9.24%	6.54%
Cash Expense Cover Ratio	> 6.00 x	10.50 x	10.80 x	10.35 x
Building & Infrastructure Renewal Ratio	> 100.00%	105.00%	119.77%	138.64%
Renewal Backlog Ratio	< 2.00%	2.00%	1.30%	2.14%
Required Maintenance Ratio	> 1.00	1.00	0.94	1.20

Principal Activity

Strategic Leadership

Policy Implications

Nil

Budget Implications

Review of Annual Budget

Delivery Program Actions

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

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

RECOMMENDATION

That, subject to any decisions on the recommendations as reported, the Quarterly Budget Review document and report as at 30 June 2020 be adopted.

N J Alchin
Director Corporate Services

(WS.AG.1)

NEW WATER BORE ON COUNCIL LAND – GILGANDRA RACECOURSE AND RECREATION TRUST

SUMMARY

To seek Council's concurrence to create a lease or licence over Council land to allow the Gilgandra Racecourse and Recreation Trust to establish a new water bore for use on the Gilgandra Racecourse.

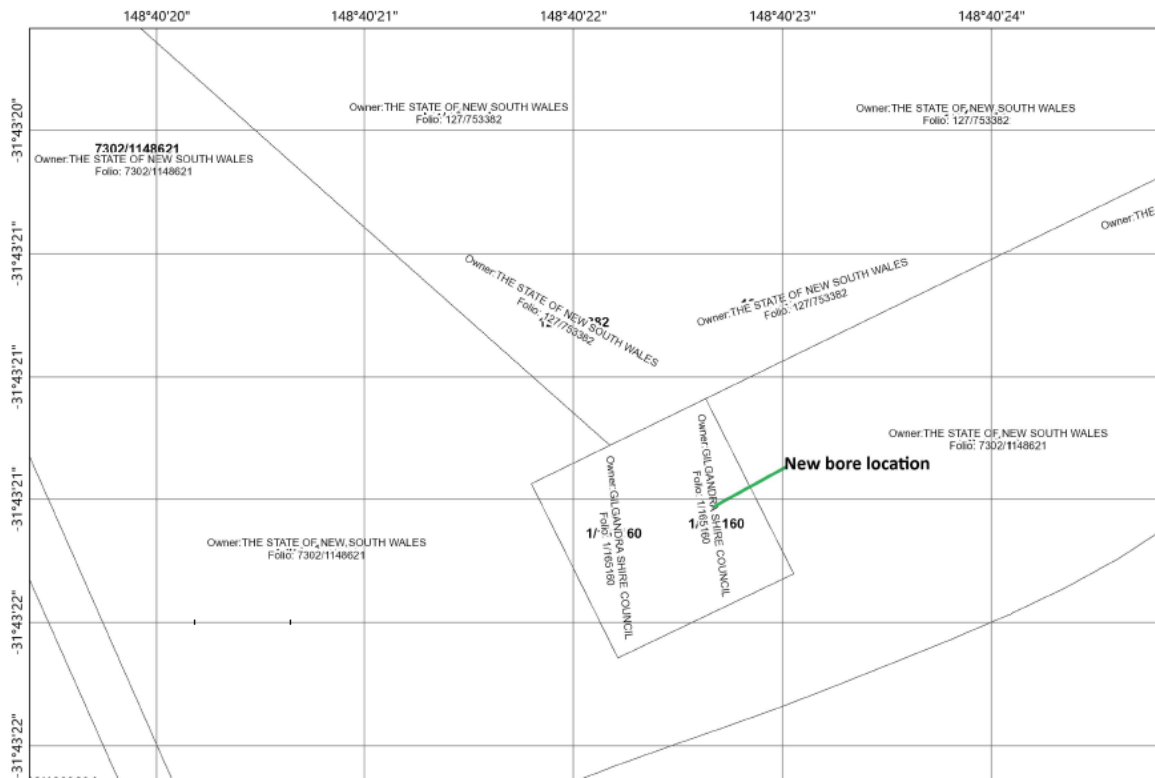
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Council currently has an agreement with the Gilgandra Racecourse and Recreation Reserve Trust for use of a spear point in the Castlereagh River which provides water to the Gilgandra Racecourse and Golf Club.

The Trust applied to Council and was successful under the initial round of the Drought Communities program for a grant to establish a new bore on racecourse lands. The Trust then applied for a bore licence which was subsequently approved. The approved site, however, is some distance from electricity supply and the cost to service the bore at this location is prohibitive.

Representatives from the Trust contacted Council to express an interest in locating the new bore on Council land (as identified below) which is directly adjacent to a disused spear point where power is readily available.





The Director of Infrastructure and I met with Trust representatives on site and agreed that Lot 1, DP 165160 (18m x 18m / 324m²) is the best option for a new bore.

The Gilgandra Racecourse and Recreation Reserve Land Manager is now wanting to transfer their application to Water NSW for a new bore to Lot 1, DP 165160 – land owned by Council.

To facilitate this application, Water NSW require written evidence (licence, lease, etc) giving Gilgandra Racecourse and Recreation Reserve Trust legal occupation of the proposed bore site.

<u>Principal Activity</u>	Sense of Place
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Costs to be borne by lessee/licensee
<u>Delivery Program Actions</u>	1.2.1.5 - Provide assistance to community organisations where appropriate to ensure their future sustainability.

RECOMMENDATION

1. That Council create a lease or licence over Lot 1, DP 165160 with the Gilgandra Racecourse and Recreation Reserve Trust to facilitate an application for a new water bore at the site.
2. That the lease or licence be for a period of 99 years at a peppercorn rental.
3. That the lessee or licensee be responsible for all associated establishment and ongoing costs.

N J Alchin
Director Corporate Services

(ET.MO.1)

**TOORAWEEAH CWA – REQUEST FOR CONTRIBUTION TOWARDS
TELSTRA 4G SMALL CELL PROJECT**

SUMMARY

To consider a contribution to towards the Tooraweenah CWA Telstra 4G Small Cell project.

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Council previously considered a request from the Tooraweenah CWA at its September 2019 and a further request at its June 2020 meeting, where it was resolved:

RESOLVED 106/20	Cr Walker/Cr Mudford
1. That Council approach the NSW Government to fund the \$40,000 shortfall.	
2. That, if not successful in securing funding from the NSW Government, Gilgandra Shire Council contribute \$30,000 towards the Telstra Small Cell Project at Tooraweenah, with the balance of the funding to be sourced from the Tooraweenah residents.	
3. That the Council contribution be considered at the August Council meeting.	

A letter was subsequently written to the Hon Sam Faraway seeking State Government funding and a response is expected prior to the meeting.

<u>Principal Activity</u>	Sense of Place
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	No budget allocation
<u>Delivery Program</u>	1.2.1.5 - Provide assistance to community organisations where appropriate to ensure their future sustainability. 1.3.10.2 - Lobby suppliers for improvements to mobile coverage across the Shire.

RECOMMENDATION

That, should no funding source be made available from the State Government, Council confirm its \$30,000 contribution to the Tooraweenah CWA Telstra 4G Small Cell project.

N J Alchin
Director Corporate & Business Services

GILGANDRA SWIMMING POOL – SAFETY CONCERNS

SUMMARY

To consider work required for basic maintenance to the pool to ensure safe functioning prior to the opening of the GSC pool for 2020/21 season.

.....

The work required to address gaps in the pool filtration systems are progressing following an audit conducted in January 2020. These will ensure that the chlorine delivery system is compliant with regulatory requirements addressing 98 recommendations made in that audit.

Following on from that audit the following additional basic maintenance and equipment replacements are required to safely open for the 2020/21 season:

- A technical review of our chemical storage shed is required to identify the action required to comply with Australia Standards for the storage of dangerous and flammable chemicals. Standardised ventilation, spillage mitigation, insulation and security is non-existent in the current storage. In its current state this is a potential health and safety risk.
- Removal of dead tree limbs within the pool area is required. These have been identified within the mature trees in the Gilgandra Swimming pool precinct to comply with Work Health and Safety standards. We have been advised that this is significant work and cannot be completed by our in-house grounds maintenance team.
- Replacement of the diving blocks is required. The weight of the diving blocks has been identified by community swimming groups and staff as a work health and safety risk. The Royal Lifesaving Australia’s standards for safe pool operation shows that the height of the diving blocks in relation to the depth of the pool are a safety and potential drowning hazard.
- Replacement of lane ropes is required. Lane ropes have been damaged by constant use and these ropes now have some razor-sharp edges which pose a significant risk to community members and groups utilising the pool. In their current state the lane ropes are unsafe for use by school and community groups. Staff have attempted to repair and file the sharp edges but have been unsuccessful.

Individual estimated cost for this work have been provided:

Tree Removal & Maintenance	\$5,280.00
Diving Block Replacement	\$12,477.30
Lane Rope Replacement	\$11,912.35
Consultation and assessment of pump and filtration facility	unknown
Chemical / Dangerous Substance Storage	\$19,210.95

Total Estimated Costs = \$48,879 plus pump and filtration works

Council has allocated \$48,000 for capital improvement for the pool in the 2020/21 financial year as well as a recurrent capital allocation of \$10,000 per annum for the life of the long term financial plan. There is also \$47,529 in reserves. The unknown with the estimates provided is what works are required to make the pool pumping and filtration systems satisfactory and what these costs will be.



Below is a summary of the operating result for the pool over the past five years:

SWIMMING POOL RESULTS			
Year	Income	Expenses	Results
2019/20	\$ 35,153.00	\$ 199,635.00	-\$ 164,482.00
2018/19	\$ 28,895.00	\$ 207,740.00	-\$ 178,845.00
2017/18	\$ 33,845.00	\$ 211,678.00	-\$ 177,833.00
2016/17	\$ 32,402.00	\$ 195,851.00	-\$ 163,449.00
2015/16	\$ 35,165.00	\$ 190,235.00	-\$ 155,070.00
	\$165,460.00	\$ 1,005,139.00	-\$ 839,679.00

In 2020/21, Council is forecasting an operating loss equivalent to previous years of \$172,282 even before these additional costs were flagged. The other factor that may impact the 20/21 pool result will be any restrictions necessitated by Covid 19 Public Health Orders.

Whilst the need for the suggested improvements is not disputed, the question remains as to what level of funding is considered palatable for the community to contribute toward the swimming pool operations.

The amenities, pumping and filtration equipment, leaking pool etc are all examples that the pool and facilities needs to be renewed. No amount of money will make good or bring this pool up to modern standards.

Council has allocated \$100,000 towards the planning of a new combined indoor sports and new pool. The progress of this project has been slow due to other competing factors and Covid 19 restrictions, so there is no firm indication as to when this will be completed or how this planning process can influence an expedited completion date for a new pool. Council currently has \$5 million budgeted for 2023/24 for the indoor sports facility and a further \$5 million for a new pool in 2024/25 which may attract funding through a capital grants program.

I see no ability to avoid the additional maintenance costs, as outlined in this report, to keep the pool limping along until a renewal project is undertaken in 2024/25.

There should be opportunities for the Gilgandra Swimming Club and Council to apply for grants to assist with the new lane ropes and starting blocks through the Office Sport and Recreation or Swimming Australia in the vicinity of \$24,390.

It is recommended that Council support the essential maintenance, as outlined in the report, at the pool in preparation for the 2020/21 swimming season with the objective to maintain minimum standards and to actively apply for grants for the starting blocks and lane ropes. The budget variations necessitated by these works and any potential purchase of lane ropes and starting blocks will be a consideration at the September quarterly budget review.

<u>Principal Activity</u>	Asset Management & Service Delivery
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Additional costs to be offset by a transfer from reserves but this may not cover all costs
<u>Delivery Program Actions</u>	6.1.2.2 Provide a Swimming Pool Facility

RECOMMENDATION

That the report be noted

Jo Manion
Director Community Services

NSW ROAD CLASSIFICATION REVIEW

SUMMARY

To advise that Transport for NSW (TfNSW) is undertaking a review of road classifications in NSW and is calling for submissions from local government by 30 August 2020.

.....

In February 2019, the Deputy Premier and Minister for Roads, Maritime and Freight announced the initiation of a Roads Classification review and the transfer of up to 15,000 km of council owned and managed roads to State management. The purpose of the review is that Future Transport 2056 and supporting plans require regular review of the policy principles that underpin the road classification framework to ensure that they align with the core outcomes.

There are two parts to the review scope that will be carried out in tandem, although as separate initiatives. The classification review invites all councils across NSW to submit any road for reclassification. These submissions should align with the criteria and principles as released by the Independent Panel. The other part of the scope is the transfer council owned regional roads in regional or rural NSW which are consistent with Restart NSW boundaries.

An Independent Panel has been appointed and the review is now in the consultation phase with a series of workshops currently underway. The Mayor, General Manager and Director Infrastructure participated in one held on 3 July 2020. Submissions from local councils are due by 30 August.

In NSW, there are three administrative classifications to the road hierarchy:

- State Roads are major arterial links throughout the State and within major urban areas which are the responsibility of the State government to fund and prioritise.
- Regional Roads are routes of secondary importance between State Roads and Local Roads. These roads are designated “Regional” based on their significance rather than their geographical location.
- Local Roads are the remaining council controlled roads for access and local circulation.

It is pertinent to make the distinction between use of the term “Regional” in the State government’s hierarchy and that of “Regionally Significant” under Council’s Local Roads Hierarchy Plan. “Regionally Significant” under the local Plan is not a prerequisite for “Regional” status in the State system.

For roads to be considered for re-classification, there are a number of criteria that a submission should align with. These criteria are provided below:

State Roads:

1. Links major commercial, industrial and residential areas and distribution centres and ports within the Sydney, Newcastle, Wollongong and Central Coast urban centres
2. (a) Links major NSW towns (pop. 10,000-100,000) with the Sydney, Newcastle, Central Coast and Wollongong urban centres
(b) Links these major NSW towns with each other where there is significant interaction
3. Links major regions throughout the State with each other

Regional Roads:

1. Links smaller towns within the State Road network
2. Connects smaller towns with each other
3. Performs a sub-arterial function in major urban centres by:
 - a. Supplementing the State Road network for significant intra-urban flows
 - b. Providing access for significant flows to other commercial and industrial centres
4. Provides access from the State Road network to major recreation and tourist areas of State significance
5. Provides a town or suburban centre relief route for significant flows of through traffic, especially freight vehicles
6. Provides access for significant flows of freight vehicles to major rural intermodal interchanges and urban distribution areas

The above list is the broad summary of the criteria and it is noteworthy that there are additional tests for function that are too numerous to provide in this report.

In the context of the above, several roads within the Gilgandra Shire may be worthy of consideration for reclassification. These are summarised in the table below.

Road	Designation	Length (km)	AADT	% Heavy Vehicles
Hargraves Ln	Regional	1.66	644 (2018)	22.7
Federation St	Local	3.38	830 (2014)	35
Eumungerie Rd	Regional	7.9	179 (2019)	53
Tooraweenah Rd	Local	29.8	50 (2019)	29

Hargraves Lane and Federation Street should be considered as one route. These roads form a heavy vehicle bypass through Gilgandra and a commonly used by light vehicles from outlying towns to access Dubbo and beyond. These roads provide connectivity between the Newell, Oxley and Castlereagh Highways and it is therefore recommended that they be considered for reclassification to the State Road network. At the very least, Federation St should be put forward for consideration as a Regional Road to bring its classification into line with that of Hargraves Lane.

The Eumungerie Rd is a Regional Road that has a small section that falls under Council's control. This route connects Narromine with the Newell Highway and passes through three local government areas (Narromine, Gilgandra and Dubbo). This road is known to be heavily utilised by interstate traffic, particularly related with the freight task. It is suggested that Gilgandra's Shire's submission relating to this section should be coordinated with that of Narromine Shire's as they have a far greater proportion of this road under their management.

Narromine Shire Council senior staff have indicated that their position is to nominate this road for reclassification as a State Road. It is therefore recommended that Gilgandra Shire support this reclassification in our submission to the review.

The Tooraweenah Road provides connection between the Newell Highway and Mendooran, but more importantly is the link between the population centres of Tooraweenah and Mendooran. It has also been identified an alternate key regional freight route by the Orana Joint Organisation of Councils. It is therefore recommended that this road be nominated for reclassification as a Regional Road.

There is another small section of road on National Park Road between the intersection of John Renshaw Parkway (commonly known as the Gumin intersection) and the Tooraweenah Road in Coonamble Shire that may be a consideration. However, at the time of writing this report, Coonamble Shire's senior staff could not provide a firm position on their view of the future classification of this road. It is noted in the review timetable that there will be an opportunity for a second round of submissions in early 2021 and it may be appropriate to revisit this section at this time.

The State government supports local government in the management of Regional Roads by providing funding under two funding streams. The Block grant is provided for maintenance activities and its allocation is usually by proportion of this road classification within the council area. Repair grant funding is provided for capital upgrades and is contestable from year to year.

Council currently receives around \$390,000 each year via Block grant and last financial year was successful in being awarded up to \$113,000 under the Repair grant. Changes in road classification will have budgetary implications depending on the final outcome of the review. However, given the relatively small proportion of Regional Roads within the Gilgandra Shire it is unlikely that this will be disadvantageous.

<u>Principal Activity</u>	Asset Management and Service Delivery
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Likely to be reduction of Block Grant funding depending on outcome of the review.
<u>Delivery Program Actions</u>	6.2.1.07 Maintain and improve the regional and state road network in association with TfNSW.

RECOMMENDATION

That Council:

1. Submit Hargraves lane and Federation Streets for consideration to be reclassified as part of the State Road network
2. Submit Federation Street for consideration to be reclassified and a Regional Road if Hargraves Lane and Federation Streets do not satisfy the criteria for reclassification as State Roads
3. Submit the section of Eumungerie Road under Gilgandra Shire's control for reclassification as a State Road
4. Submit the Tooraweenah Road for consideration to be reclassified as a Regional Road

Daryl Colwell
Director Infrastructure

TENDER 28/20 - HIRE OF TRUCKS AND PLANT

SUMMARY

To present the results of the tender for hire of trucks and plant for endorsement.

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Council sought tenders for the Hire of Trucks and Plant for a two year period until 30 June 2022. Tenders closed at 11am on Friday, 24 July 2020 with tenders received from 18 separate contractors.

A selection panel comprising myself, the Manager Works and the Executive Assistant inspected the tenders received.

The selection panel assessed the tenders in line with the approved criteria and weightings adopted by Council, being:

Price	10%
Local	50%
Conformance	20%
Reliability & Experience	20%

One business, which put forward prices on plant items not requested by Council, was not considered.

The following businesses, in alphabetical order, have been accepted:

A-Plant Equipment	Orange
Batterline Earthmoving Pty Ltd	Coonamble
Brooks Hire Service Pty Ltd	North St Marys
C & L Gilmour Pty Ltd	Gilgandra
Coates Hire	Dubbo
Conplant Pty Ltd	Dubbo
David Baker Earthmoving	Gilgandra
Direct Timber	Gilgandra
Eziquip Hire Pty Ltd	Dubbo
Hunternet/Sharpe Bros	West Gosford
Hyroll Hire Pty Ltd	Nemingha
IR & PJ Freeth	Collie
Porter Plant	Wangaratta VIC
Rigour Excavation	Mendooran
Rollers Australia	Orange
Semmlers Sand & Gravel Pty Ltd	Gilgandra
Norwest Plant Hire Pty Ltd	Tamworth
Total Drain Cleaning	Wyong

The General Manager has inspected the workings of the selection panel and approved the final rankings which vary across each type of plant and the different weight categories.

Work for the various Council projects will be offered to contractors in order of ranking for each specific category of plant, noting that unavailability of a contractor on any given occasion will not affect the order of ranking for future projects.

<u>Principal Activity</u>	Strategic Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Hire costs in line with individual project / maintenance budgets
<u>Delivery Program Actions</u>	4.1.2.3 Develop, implement and continually monitor a good governance plan

RECOMMENDATION

1. That Council acknowledge the process that has been undertaken to determine Tender 28/20.
2. That contractors be approached in accordance with equipment suitability / ranking for each category of plant and engaged subject to availability.

Daryl Colwell
Director Infrastructure

WASTE MATTERS

SUMMARY

To provide an update on Waste matters.

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Landfill Cell

The current landfill cell at the Gilgandra Waste Facility was constructed and completed in early 2019. Waste operations commenced in the new landfill cell at the end of June 2019. An attachment to the report is a rendered view of the landfill cell following excavation on 29 April 2019. The darker blue colour is the floor of the new cell and lighter colours show ground level and the ramp into the cell. Below is a photo during construction:



As Council would be aware, the planning and development of the new cell commenced in 2015 as part of the 10-year capital works program for the Waste Facility. Planning has also commenced for the next cell in preparation for future needs of Council and the community

Following excavation of the new cell, the estimated volume to ground level was 16,000 cubic metres of void space, with an initial lift above ground to match existing cells, would be another 4000 cubic metres of void space, thus giving a total volume of 20,000 cubic metres. Based on the scan on the 29 June 2020 the landfill cell received approximately 2787 cubic metres of compacted waste. This converts to 824 tonnes of compacted waste.

Based on current volumes and compaction rates over a five-year period, the average per year is 926 tonnes, the life expectancy of the current landfill cell is 6.45 years, now 5.45 years following one year of operational use. Below is a table showing compacted waste to landfill in tonnes for the previous five years.

Year	Tonnes
2019-20	824
2018-19	964
2017-18	851
2016-17	783
2015-16	1209

As identified in the above table the tonnage rates over the last five years have been fairly consistent and can vary generally with construction and demolition projects that occur throughout the year.

Litter Fence

In conjunction with the new landfill cell, Council applied for, and was successful with a grant application to install a litter fence. The design and construction of the litter fence was completed by Council staff and contractors. The new fence is working well and is designed so that the posts can be removed and relocated following completion of the current cell.



Recycling

The 2019-20 financial year has been impacted by Covid and Carlginda's ability to process comingled recycling. Overall a good result was achieved:

Material	Volume
Batteries	4.9T
Waste oil	3.73T
Plastic	4.8T
Steel	323.85T
Glass	20T
Aluminum	3.5T
Asbestos	11T
Garden organics	965.58T
Paper-Cardboard	194T
Tyres	5T
Mattresses	320

The mattress collection service was introduced in the 2019-20 financial year as a trial (no charge) and to date has removed approximately 400 mattresses from landfill which is a great result (it is impossible to compact mattresses). The collection service is a regional contract with NetWaste and charges \$29 per mattress to collect and recycle. Council would note this financial year the introduction of a collection fee for mattresses of \$15.00 per mattress to assist with offsetting the disposal fee. This can gradually be increased over time. Mattress cages are provided by the contractor, with change over cages delivered once full. The mattress cage is pictured below:



Council's normal face to face recycling education with schools and the community has been put on hold and is currently limited to normal social media channels.

The Community Recycling Centre continues to be popular with the community and is utilised on a daily basis. The removal of problem waste from landfill is a positive environmental outcome and is viewed as an essential service.

Waste Operator

The newly created position of waste operator has been in place since April 2020 and is proving successful with improvements and consistencies with landfill operations on-site and additional benefits assisting Carlinda operations.

The phasing out of the skip bins, owned and serviced by JR Richards, occurred in May 2020, with the Implementation of the new skip truck has now taken place. The skip truck was purchased from Council's fleet with modifications carried out by workshop staff to meet WH&S requirements for safe operations onsite.

The skip truck allows staff to have greater control over managing waste onsite, particularly when the bin is approaching capacity and can be emptied as required.

Operations and processes onsite are constantly reviewed to comply with WH&S requirements, further improve efficiencies and achieve savings to Council and the community.

<u>Principal Activity</u>	Land Use Planning and Sustainable Environment
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	3.2.2.2 - Provide a high standard of service for the collection and disposal of commercial, domestic and industrial wastes to ratepayers 3.2.2.4 - Reduce amount of waste delivered to landfill by providing better recycling and waste avoidance options at all waste facilities 3.2.2.7 - Be a community leader in waste minimisation and use of recycled products

RECOMMENDATION

That the report be noted.

Lindsay Mathieson
Director Planning & Environment

MINUTES – COMMITTEE MEETINGS FOR ADOPTION

SUMMARY

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

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<u>Aged Care Committee</u>	5 August 2020
<u>Disability Services Committee</u>	4 August 2020

<u>Principal Activity</u>	Community Engagement
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<u>Policy Implications</u>	Nil
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<u>Budget Implications</u>	Nil
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<u>Delivery Program Actions</u>	2.1.1.1 Offer opportunities for community members and groups to have input into strategic planning to ensure the community are informed and empowered
	2.1.1.4 Recognise the importance of and encourage community members on to Council committees

AGED CARE

5 August 2020

PRESENT

Cr G Peart (Chairman)
Cr D Batten
Cr N Mudford
Cr N Wrigley
Mrs A Bunter
Mr P Mann
Mr B Malone

IN ATTENDANCE

Mr D Neeves (General Manager)
Ms Jo Manion (Director Community Services)
Ms N Rodway (Acting Manager Cooee Lodge)
Ms D Gordon (Jack Towney Hostel Supervisor/HCP/CHSP Manager)
Mr G McAnally-Elwin (Finance Manager)
Mrs J Prout (Executive Assistant)

Proceedings of the meeting commenced at 5.01pm

APOLOGY

Mr M Cain

COMMITTEE'S RECOMMENDATION 23/20	P Mann/Cr Batten
That the apology be accepted.	

ABSENT

Mrs R Frost

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 24/20	Cr Mudford/Cr Wrigley
That the minutes of the meeting held on 7 May 2020 be confirmed.	

COMMITTEE'S RECOMMENDATION 25/20	Cr Batten/P Mann
That the minutes of the extraordinary meeting held on 11 May 2020 be confirmed.	

BUSINESS ARISING

It was noted that:

- Council had received verbal confirmation that the outstanding issue of payroll tax would be reimbursed
- An application would be submitted for software upgrades for Jack Towney Hostel

REPORTS

QUARTERLY OPERATIONAL PLAN REVIEW AS AT 30 JUNE 2020

SUMMARY

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

Proceedings in Brief

It was noted:

- the Hostel is now accepting respite residents
- Del Gordon has been assisting with on-call and also organising a training program for both Cooee Lodge and Jack Towney Hostels

COMMITTEE'S RECOMMENDATION 26/20	N Wrigley/P Mann
That the Operational Plan review for the period ending 30 June 2020 be endorsed.	

QUARTERLY BUDGET REVIEW

SUMMARY

To present the Quarterly Budget Review report for the Aged Care for the period ending 30 June 2020.

Proceedings in Brief

- The Director Community Services addressed issues of concern with the budget
 - For future reports, the Committee requested:
 - more detail for line items of the budget
 - for capital projects to be listed each quarter with a cross reference to the corresponding line item in the budget
 - the bank balance for each entity together with any relevant explanatory notes
 - The opportunity to recoup COVID-19 related expenses was noted
 - Expansion opportunities for Jack Towney Hostel are being explored
-

COMMITTEE'S RECOMMENDATION 27 /20	P Mann/A Bunter
That the Quarterly Budget Review for the period ending 30 June 2020 be endorsed, noting the changes discussed in the meeting.	

Proceedings in Brief

Finance Manager, Mr McAnally-Elwin left the meeting at this point.

SERVICE UPDATE – COOEE LODGE HOSTEL

SUMMARY

To provide an update on activity within Cooee Lodge Hostel.

Proceedings in Brief

It was noted:

- Hostel occupancy is now at 92%, with the average age of residents being 86
- There is one vacant legatee unit and that Legacy has no waiting list
- Staff are working on improving ACFI funding
- Staff are currently working on a permanent roster
- A traineeship program for care staff is being arranged through Joblink Plus at no cost to Cooee

COMMITTEE'S RECOMMENDATION 28/20	Cr Batten/P Mann
That the report be noted.	

SERVICE UPDATE – JACK TOWNEY HOSTEL

SUMMARY

To provide an update on activity with Jack Towney Hostel and including Home Care Packages and Commonwealth Home Support Programs.

Proceedings in Brief

It was noted:

- Procedures are being put in place in relation to COVID issues to ensure client safety
- Jack Towney Hostel will welcome additional two residents from next week which will bring occupancy to 100%

COMMITTEE'S RECOMMENDATION 17/20	A Bunter/N Mudford
That the report be noted.	

SERVICE UPDATE - COMMUNITY CARE

SUMMARY

To provide an update on the activity within Community Care.

Proceedings in Brief

It was noted the COVID Amber alert applies to Community Care as well as the other services.

COMMITTEE'S RECOMMENDATION 29/20	Cr Mudford/A Bunter
That the report be noted	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.12PM.

Cr G Peart
Chairperson

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 18 AUGUST 2020

DISABILITY SERVICES COMMITTEE

4 August 2020

PRESENT

Cr D Batten (Mayor - Chair)
Ms J Manion (Director Community Services)
Mr P Mann (Community Representative)
Ms Tracy Stevenson (Community Representative)
Cr S Baker
Mrs L Bartlett (Client Representative)

IN ATTENDANCE

Mrs J Lummis (Manager Orana Living)
Mr M Hodge (Waste Operations Manager)
Mr D Neeves (General Manager)

Proceedings of the meeting commenced at 4.30pm.

APOLOGIES

Ms L Bacon

COMMITTEE'S RECOMMENDATION 16/20	Cr Baker/T Stevenson
That the apology be accepted.	

ABSENT

Cr D Naden
Ms L Townsend

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 17/20	Cr Baker/ T Stevenson
That the minutes of the meeting held on 5 May 2020 be confirmed.	

BUSINESS ARISING

Nil

REPORTS

OPERATIONAL PLAN REVIEW

SUMMARY

To present the Operational Plan review for Disability Services.

Proceedings in Brief

It was noted:

- The new SDA will accommodate an additional 11-13 clients SDA funding
- It is proposed the clients from 14 Wamboin will relocate to this new facility as soon as possible
- There has been some outside interest in the SDA
- A possible alliance is being investigated with a similar organisation on the mid north coast area
- There is an opportunity to market to Aboriginal clients

COMMITTEE'S RECOMMENDATION 18/20	Cr Baker/P Mann
That the Operational Plan review for the period ending 30 June 2020 be endorsed.	

QUARTERLY BUDGET REVIEW

SUMMARY

To present the Quarterly Budget Review for Disability Services for the period ending 30 June 2020.

Proceedings in Brief

It was noted:

- The budget has been updated to reflect changes between the issue of the report and the final budget review – an overall improvement of \$300,000 (transfer to Reserves) resulting in a surplus of \$38,000 for year
- The capital allocation of \$50,000 has not yet been spent on the plant nursery
- Carlginda has \$470,000 in Reserves

COMMITTEE'S RECOMMENDATION 19/20	Cr Baker/P Mann
That the Quarterly Budget Review for Disability Services for the period ending 30 June 2020 be endorsed.	

SERVICE REPORT – ORANA LIVING

SUMMARY

To present a service report for Orana Living.

Proceedings in Brief

- The Manager Orana Living spoke about the issues experienced during COVID-19 in relation to clients, work practices, recruitment and generally client and staff safety
- A review of work practices at 59 Waugan Street is currently underway

COMMITTEE'S RECOMMENDATION 22/20	Cr Baker/T Stevenson
That the report be noted.	

SERVICE REPORT – CARLGINDA ENTERPRISES

SUMMARY

To present a service report for Carlginnda Enterprises.

Proceedings in Brief

- Back to operating four days per week with Bogan recycling to commence again next week
- There has been some interest from Cooee and the Hospital in the initial plant nursery trial and staff are investigating collaboration with local nurseries

COMMITTEE'S RECOMMENDATION 23/20	Cr Baker/T Stevenson
That the report be noted.	

CLIENTS' REPORT

SUMMARY

To present a report from the Clients' representatives.

COMMITTEE'S RECOMMENDATION 24/20	T Stevenson/P Mann
That the report be noted.	

GENERAL BUSINESS

Accommodation Options

- A general discussion ensued on the possibility of more specialised disability accommodation, noting that 21 Hall Street was not purpose built.
- Short term accommodation and high support options were also discussed
- Enquiries have been received for accommodation with ensuite bathrooms

Age Profile Report

The committee requested a report to the next meeting detailing the age profiles of Orana Living and Carlginda clients, noting that at age 65, NDIS clients transition to aged care clients. Further that a priority listing of upgrades to existing accommodation stocks be included.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.30PM.

Doug Batten
Chairman

RECOMMENDATION

That the above listed Committee minutes be adopted.

David Neeves
General Manager

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 18 AUGUST 2020

REPORTS FOR INFORMATION AND NOTATION

SUMMARY

To present reports for information and notation.

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

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

STATEMENT OF BANK BALANCES AND INVESTMENT BALANCES

SUMMARY

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

.....

1. Statement of Bank Balances (Local Government Financial Management Regulation No. 19) - Month of July 2020.
2. Certificate of Bank Reconciliation - Month of July 2020.
3. Details of investments as at 31 July 2020 (Local Government Financial Management Regulation No. 19).

CASH BOOK BALANCE AS AT	30-Jun-20	\$7,904,715.56
Plus: Receipts		\$2,907,939.45
Less: Payments		\$5,384,065.60
CASH BOOK BALANCE AS AT	31-Jul-20	\$5,428,589.41

STATEMENT BALANCE AS AT	30-Jun-20	\$8,106,988.07
Plus: Receipts		\$2,828,630.56
Less: Payments		\$5,057,266.35
STATEMENT BALANCE AS AT	31-Jul-20	\$5,878,352.28

Plus: Unpresented Receipts		\$45,145.75
Less: Unpresented Payments		\$494,908.62
RECONCILED BALANCE AS AT	31-Jul-20	\$5,428,589.41

Cashbook balance as at 31 July 2020:	\$5,428,589.41
Investments held as at 31 July 2020:	\$23,050,335.28
Total Cash & Investments Held as at 31 July 2020:	\$28,478,924.69

The bank balances in each of the funds as at 31 July 2020 are:

General Fund	\$13,164,702.43
Water Fund	\$2,707,132.37
Sewer Fund	\$1,635,588.19
Orana Living	\$3,300,702.84
Carlinda Enterprises	\$484,446.03
Cohee Villa Units	\$1,344,483.18
Cohee Lodge	\$4,403,043.03
Jack Towney Hostel	\$892,646.17
Trust Fund	\$546,180.45

Balance as per Total Cash & Investments Held: \$28,478,924.69

Details of Council's investments are as follows:

(a)	\$1,000,000.00	For 368 days @ 1.70%	Due on 14-Dec-20	With AMP Bank
(b)	\$1,000,000.00	For 365 days @ 1.45%	Due on 10-Mar-21	With AMP Bank
(c)	\$1,000,000.00	For 365 days @ 1.70%	Due on 27-Jan-21	With AMP Bank
(d)	\$1,000,000.00	For 182 days @ 1.80%	Due on 13-Aug-20	With AMP Bank
(e)	\$500,000.00	For 184 days @ 1.20%	Due on 03-Sep-20	With Bendigo
(f)	\$1,000,000.00	For 214 days @ 1.00%	Due on 06-Jan-21	With Bendigo
(g)	\$1,500,000.00	For 213 days @ 1.55%	Due on 04-Aug-20	With Bendigo
(h)	\$500,000.00	For 183 days @ 1.55%	Due on 04-Oct-20	With Bendigo
(i)	\$500,000.00	For 214 days @ 1.45%	Due on 11-Nov-20	With Bendigo
(j)	\$1,000,000.00	For 364 days @ 0.80%	Due on 16-Jul-21	With Macquarie
(k)	\$2,000,000.00	For 244 days @ 1.70%	Due on 15-Dec-20	With Macquarie
(l)	\$1,000,000.00	For 122 days @ 1.60%	Due on 17-Aug-20	With Macquarie
(m)	\$1,000,000.00	For 183 days @ 1.70%	Due on 02-Oct-20	With MCU
(n)	\$500,000.00	For 182 days @ 1.10%	Due on 04-Nov-20	With IMB
(o)	\$1,000,000.00	For 182 days @ 1.40%	Due on 25-Sep-20	With IMB
(p)	\$1,000,000.00	For 184 days @ 1.25%	Due on 20-Nov-20	With ME Bank
(q)	\$1,500,000.00	For 365 days @ 1.50%	Due on 15-Dec-20	With ME Bank
(r)	\$500,000.00	For 270 days @ 0.80%	Due on 23-Apr-21	With NAB
(s)	\$2,000,000.00	For 182 days @ 0.85%	Due on 29-Dec-20	With NAB
(t)	\$1,000,000.00	For 271 days @ 1.00%	Due on 22-Feb-21	With NAB
(u)	\$1,000,000.00	For 365 days @ 0.90%	Due on 20-Jul-21	With NAB
(v)	\$500,000.00	For 152 days @ 1.60%	Due on 06-Sep-20	With NAB
(w)	\$1,050,335.28	0.25%	At Call	With TCorp
Total Investments: \$23,050,335.28				

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.

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<u>Res. No.</u>	<u>Subject</u>	<u>Action</u>
<u>September 2017</u>		
264/17	Mudfords Road	Followed up again. Also being pursued through RFS
<u>March 2018</u>		
55/18	Flora Reserve	Discussions with local service clubs, groups, etc on hold pending creation of a plan of management for the site.
<u>February 2019</u>		
16/19	Ecotourism/Geotourism Accommodation project	Noted for possible grant funding in the future
<u>December 2019</u>		
263/19	Electric Vehicle Fast Charging Station	Awaiting further information
<u>May 2020</u>		
89/20	Signage project	Quotations to be sought in coming weeks
<u>June 2020</u>		
106/20	Tooraweenah CWA – Telstra Tower	Report to this meeting
<u>July 2020</u>		
130/20	Request by WaterNSW	Report to September meeting

DEVELOPMENT APPLICATIONS

The following development applications were approved during July 2020:

DA Number	Received	Applicants Name	Application Description of Work	Property Address	Decision	Development Value
2020/346	16/06/2020	Lummis	Home business	Brownwood Drive	Approved 22/07/2020	\$23,230
2020/348	09/07/2020	Bryce Thomas	Dwelling	Arthursleigh road	Approved 20/07/2020	\$600,000
2020/349	26/06/2020	Doc Foster	Trellis	Barden Street	Approved 27/07/2020	\$5,500
LA2020/350	24/06/2020	Emma Hutchison	Mobile Beauty Service	Tooraweenah	Approved 08/07/2020	\$0
					July Total 2020	\$628,730 \$1,683,616

Applications under assessment

- DA2020/334 – Jack Towney Hostel, extensions - on hold
- DA2020/335 - Freight Transport Facility - Stop the clock, further Information

MEETING OF: GILGANDRA SHIRE COUNCIL
 HELD ON: 18 AUGUST 2020

**Planning Developments - Mean & Median Report Processing Times
 for the Month of JULY**

JULY 2020

DA Number	Actual Days	Stopped Days	Total Days	Working Days	Stopped Work Days	Total Work Days
2020/350	15	0	15	11	0	11
2020/348	27	0	27	19	0	19
2020/346	37	35	2	27	25	2
2020/349	32	0	32	22	0	22

Summary Statistics	
No of Applications	4
Total Actual Days	111.00
Mean Actual Days	27.75
Mean Stopped Days	8.75
Mean Total Days	19.00
Mean Work Days	19.75
Mean Work Stop Days	6.25
Mean Total Work Days	13.50
Median Actual Days	29.50

RECOMMENDATION

That the reports be noted.

David Neeves
General Manager