

### NOTICE OF ORDINARY MEETING

Notice is hereby given that the next Meeting of Council will be held in the Council Chambers on **Tuesday, 21 February 2023 at 4.00pm.**

#### Agenda

1. Submission of Questions for Next Meeting
2. National Anthem
3. Prayer
4. Acknowledgement of Traditional Owners:

*"I acknowledge the traditional custodians of the land on which we live, work and play. I pay my respects to our Elders past and present and thank them for the contribution they have made, and continue to make, in the cultural identity of our nation."*

5. Commencement of recording
6. Apologies
7. Declarations of Interest

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

8. Confirmation of Minutes
  - Ordinary meeting held on 20 December 2022
9. Listing of matters to be considered in Closed Council

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

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

(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege information concerning the nature and location of a place or an item of Aboriginal significance on community land.

- Procedural Motion to close Council to Press and Public
- Reports from Servants to Closed Council Meeting
  - Mayoral Minute General Manager Performance Review (a)
  - Villa Units Legal Advice (c)
  - Tender Furniture Fitout Gil Library Hub (d)
- Procedural Motion to re-open meeting to Press and Public

10. Reports

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

David Neeves  
General Manager

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## 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 - 22/23**  
**MAYORAL COMMITMENTS**

**SUMMARY**

To advise of the Mayor's activities since the 21 December 2022 meeting.

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18/01/23	Australia Day awards, selection committee
19/01/23	Meeting with Tier 1 Contractor Lang O'Rourke
25/01/23	Stronger Country Communities Round 5 funding announcements with Sam Faraway MLC, Minister Regional and Rural Transport.
25/01/23	Town tour with Australia Day Ambassador, Victor Kovalenko
25/01/23	Australia Day prelude concert.
26/01/23	Australia Day festivities including lunch with Ambassador and award winners.
01/02/23	KPMG Webinar, Improving Clinical Governance Culture
03/02/23	General Manager's six monthly Performance Review
03/02/23	Announcement by Sam Faraway MLC of \$24m upgrade of Gilgandra to Coonamble Grain Line
07/02/23	Gilgandra Lifestyles Advisory Board meeting
07/02/23	Economic Development Committee Meeting
17/02/23	Senior Citizens of the Year Selection committee
20/02/23	LGNSW Rural and Regional Summit, Sydney

Principal Activity                      Lead

Policy Implications                      Nil

Budget Implications                      Nil

Delivery Program Actions                      **4.2.1.1** Implement the Community Engagement Strategy to inform, involve, empower, consult and collaborate with stakeholders

**RECOMMENDATION**

That the report be noted.

D Batten  
Mayor

**ORGANISATION REVIEW UPDATE****SUMMARY**

To provide Council an update on the organisational review progress

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In response to the question with notice by Cr Mann at the November 2022 Council meeting, I provide the following update:

As part of the organisational review adopted by the Council in July 2022, the progress of the organisational changes have been ongoing. The table below provides a list of positions created and or amended and their current status.

Director Aged Care and Disabilities	This position is occupied and was filled by a new employee to Council
Executive Leader Transformational Change	This position is occupied and was filled by an existing employee of Council
Roads Manager	This position remains vacant despite numerous attempts to recruit for this role, recruitment remains ongoing.
Graduate Engineer	This position is occupied and was filled by a new employee to Council
Road Construction Coordinator	This position is occupied and was filled by an existing employee of Council
Planning and Development Manager	This position is occupied and was filled by an existing employee of Council
Community Engagement Officer (part-time)	This position is occupied and was filled by a new employee of Council
Executive Assistant (DACD and DI)	This position is occupied and was filled by an existing employee of Council
Home and Community Care Co-ordinator	This position remains vacant and an assessment is being undertaken to determine whether the Jack Towney and Home Care Manager has capacity to undertake the tasks
Community Care Officer	This position is occupied and was filled by the incumbent employee
Clinical Care Co-ordinator	This position is occupied and was filled by a new employee to Council with qualification as a registered nurse

Activation and Tourism Co-ordinator	This position is occupied and was filled by an existing employee of Council
Building Surveyor	This position remains vacant despite numerous attempts to recruit for this role, recruitment remains ongoing. Temporary contract building surveyors have been fulfilling the requirements of the role
Urban Services Manager	This position is occupied and was filled by an existing employee of Council
Business Improvement Manager	This position is occupied and was filled by a new employee to Council
Property Officer (Part-time)	This position is occupied and was filled by a new employee to Council
Gilgandra Lifestyles Coordinator (Part-time)	This position is occupied and was filled by an existing employee of Council
Learning and Development Officer	This position remains vacant and recruitment is pending subject to the progress of the ICT transformational change process
Jack Towney Hostel and Home Care Manager	This position is occupied and was filled by an existing employee of Council
Cooee Lodge Hostel Manager	This position remains vacant despite numerous attempts to recruit for this role, recruitment remains ongoing. Temporary contract Managers have been fulfilling the requirements of the role
Office Supervisor – Cooee Lodge	This position is occupied and was filled by an existing employee of Council
Quality Systems and Clinical Care Co-ordinator – Orana Living	This position remains vacant and recruitment is pending subject to the progress of the quality systems audit and the outcomes of the executive services review
Labourer	This position is occupied and filled by a new employee to Council
Marketing Officer (Part-Time)	This position is occupied and filled by a new employee to Council
Executive Assistant - General Manager and Mayor	This position is occupied and filled by a new employee to Council

In summary of the 24 positions created or amended, 6 positions remain vacant.

Currently Council is advertising for the following positions externally;

- Registered Nurse (Aged Care)
- Cooee Lodge Hostel Manager
- Road Grader Construction Team Leader

- Care Service Employee Cooeee Lodge Aged Care Facility
- Building Surveyor
- Accounts Officer

Following the changes to the organisational structure we have seen a number of existing staff embrace the opportunity to apply for and move into new roles. We have seen some resignations across the board in key positions that has afforded us the opportunity to rethink these roles. The Director Liveability and Growth is undertaking a review of the Planning and Development section following the resignations of the Building Surveyor and the Environmental Health Officer. The Director Infrastructure is reviewing the Building Projects section following the resignation of the Project Manager. On the completion of this review it is proposed that Council will be presented with an amended structure to consider further changes to the organisational structure.

It is evident in the current employment market that employees are becoming more fluid with the abundance of job choices. In addition, there are some in need specialty skills that are very difficult to source. Council needs to be responsive to this and continually think of alternate ways to deliver the services to the community. I suspect that more regular changes to the Organisational Structure will be needed as the employment market becomes more challenging. It will involve innovation and thinking outside the square which the Manex team are regularly discussing. This may involve incentives, training and staff development. The recently developed Workforce Management Strategy is being gradually implemented.

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	<p><b>4.1.2.1</b> Implement recommendations of the Business Service Review in relation to ICT Strategy and Governance</p> <p><b>4.1.2.5</b> Implement recommendations of the Business Service Review in relation to ICT People and Culture</p>

## RECOMMENDATION

That the report be noted

David Neeves  
General Manager



**REVIEW OF POLICIES****SUMMARY**

To advise of an annual review of Council's policies.

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Council's policy register has been reviewed by staff in line with Council's Delivery Program.

All relevant policies have been changed to reflect the updated Local Government (State) Award 2020 (previously 2017). Updated references throughout various policies to include NSW after legislation:

- *Work Health and Safety Act 2011* (NSW)
- *Work Health and Safety Regulation 2017* (NSW)

In addition, there are proposed changes to the following policies:

<b>Policy/Policies</b>	<b>Amendment</b>	<b>Reason</b>
• Alcohol and Other Drugs	• Addition of associated document	• To include relevant reference document
• Criminal Record & Working with Children Check	• Change to "the relevant authority" in reference to submitted applications	• To reflect change in procedure
• Employee Grievances	• Change in reference within Local Government (State) Award 2020 from Clause 30 to Clause 36	• Relevant clause has changed under new Award
• Extended Periods of Leave Without Pay	• Change to "relevant Award" in reference to termination of employment provisions	• Previously only referenced to Local Government (State) Award
• Feral or Infant Companion Animals - Management	• Adjustment to wording in the policy statement – no change to policy intent	• To improve grammar
• Manual Handling	• Addition of associated document	• To include relevant reference document
• Recover at Work	• Update to legislation reference	• More precise reference
• Re-Employment Following Redundancy	• Delete	• No longer relevant
• Introduction of New Employees to Councillors	• Delete	• No longer required

<ul style="list-style-type: none"> <li>Swimming Pool Inspection Program</li> </ul>	<ul style="list-style-type: none"> <li>Update to legislation reference – Swimming Pools Regulation 2018 and inclusion of additional Australian Standards as associated documents</li> </ul>	<ul style="list-style-type: none"> <li>General review and update</li> </ul>
<ul style="list-style-type: none"> <li>Work Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>Addition of associated document</li> </ul>	<ul style="list-style-type: none"> <li>To include relevant reference document</li> </ul>
<ul style="list-style-type: none"> <li>Workplace Bullying</li> </ul>	<ul style="list-style-type: none"> <li>Addition of associated document</li> </ul>	<ul style="list-style-type: none"> <li>To include relevant reference document</li> </ul>

### **Council's Finance – Restricted Assets – Sports Council policy**

Council's Finance – Restricted Assets – Sports Council policy states *“That Council allocate the equivalent of 50% of the annual oval fees and charges to a reserve for future capital works by the Sports Council.”*

In light of the changes with the Committee Structures as determined by the Council last year, the Sports Council ceases to exist with Council preferring a 6 monthly user group meeting. Therefore, the relevance of this policy is now in question. Council is budgeting for \$7,688 to be received in income for the 22/23 FY in user's group fees. Expenses are budgeted at \$205,000. All reserves for the sport council were spent on the planning for the Multipurpose Indoor Sports Facility project, so there is no remaining funds in reserves. I am proposing that this policy be withdrawn.

A full listing of all Council's current policies is available on our website:

[www.gilgandra.nsw.gov.au/council/your-council/council-policies](http://www.gilgandra.nsw.gov.au/council/your-council/council-policies)

#### Principal Activity

Strategic Leadership

#### Policy Implications

Amendments, as outlined above, to Council's policy register

#### Budget Implications

Nil

#### Delivery Program Actions

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

### RECOMMENDATION

- 1) That the various changes to Council's policy register, as outlined, be adopted; and
- 2) That the Council's Finance – Restricted Assets – Sports Council policy be withdrawn

David Neeves  
General Manager

## **ADMINISTRATION OF 2024 LOCAL GOVERNMENT ELECTIONS**

### **SUMMARY**

To seek endorsement to enter into an election arrangement for the Electoral Commissioner to administer all elections, council polls and constitutional referenda as per s. 296(2) and (3) of the *Local Government Act 1993*.

.....

The next NSW Local Government election will be held September 2024. Section 296AA of the Local Government Act 1993 states (in part):

- (1) At least 18 months before the next ordinary election of Councillors for a council, the council must resolve:
  - a) to enter into an arrangement with the Electoral Commissioner, by contract or otherwise, for the Electoral Commissioner to administer elections of the Council (as provided by section 296), or
  - b) that the elections of the Council are to be administered by the General Manager of the Council.

Gilgandra Shire Council's experience with previous Local Government Elections conducted by the NSW Electoral Commissioner are positive. The elections have been conducted professionally and efficiently. By having the NSW Electoral Commissioner conduct the election, it also provides an additional layer of transparency and impartiality.

The 2021 NSW Local Government Election for Gilgandra Shire Council cost \$41,244 which was lower than the original estimation.

The estimate received in January 2023 is significantly higher than the December 2021 election, and the Electoral Commission has also flagged that costs will likely continue to rise between now and September 2024.

The Electoral Commission also advise that they do not apply any margin to the costs and that the estimates do not include the 'core' costs of running the election, these costs are covered by the NSW Government. The factors contributing to the increase include:

- Early voting centre rental costs have significantly increased since LGE21
- Logistics costs are increasing by 10% each year-on-year
- The fuel levy for material deliveries and collections has increased by 24%
- The 3-year CPI increase is 13.12%pa
- Growth in the number of electors is 3.34% over 3 years
- Paper costs have risen (affecting ballot papers and printed rolls)

While the estimated costs from the NSW Electoral Commission are significant, it is still considered a more effective means compared to Gilgandra Shire Council running it.

The Electoral Commission have the in house experience and expertise to follow all legislative processes. The Electoral Commission can take advantage of large scale contracts and corporate knowledge such as voting papers, number or voting locations for each LGA, central suppliers, established IT software and tracking systems to locate voters.

Accordingly, it is recommended that Council make arrangements to enter into a contract with the Electoral Commissioner for the NSW Electoral Commission, to administer its elections (other than elections for Mayor and Deputy Mayor), bi elections, constitutional referendums and rolls until the conclusion of the 2024 ordinary election of councillors.



**2024 Local Government Election - Cost Estimate**  
**as at 30th January 2023**

**Gilgandra Shire Council**

Projects / Deliverables	Amount
<i>Ballot Papers</i>	635
<i>Call Centre</i>	1,084
<i>Counting and Results - Centralised</i>	-
<i>Counting and Results - Declaration Voting</i>	642
<i>Event Staffing</i>	37,458
<i>Information Technology</i>	1,106
<i>Logistics</i>	2,392
<i>Postal Voting Services</i>	1,387
<i>Venues</i>	4,148
<i>Voter Awareness</i>	2,023
<i>Financial Services</i>	215
<i>Constitutional Referendum</i>	-
<i>Council Poll</i>	-
<b>TOTAL (excluding GST)</b>	<b>51,091</b>
<b>GST</b>	<b>5,109</b>
<b>TOTAL (including GST)</b>	<b>56,200</b>

**Note**

*This estimate is based on the Council election being fully contested*

*Shared resources will be utilised where practical*

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	An allocation of \$51,091 be include in the 23/24 draft budget
<u>Delivery Program Actions</u>	<b>4.3.1.1</b> Ensure all governance targets and statutory requirements are met in line with the relevant Acts and Regulation and Council Policy

### RECOMMENDATION

1. That:

- i. pursuant to ss 296(2) and (3) of the *Local Government Act 1993* (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
- ii. pursuant to ss 296(2) and (3) of the *Act*, as applied and modified by s18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.
- iii. pursuant to ss 296(2) and (3) of the *Act*, as applied and modified by s18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.

David Neeves  
General Manager

## **INLAND RAIL INTERFACE IMPROVEMENT PROGRAMS**

### **SUMMARY**

To advise about outcomes of two (2) applications Council submitted to the Commonwealth Government's Inland Rail Interface Improvement (II) Program.

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The aim of the II Program was to support the development of ideas for increasing the amount of freight on Inland Rail. This could be achieved by reducing transport and handling costs and by improving services either through improving connections between local industries and the rail network or by increasing the productivity of trains.

The Australian Government stated reducing freight transport and handling costs would enable local industries to be more competitive in existing and future markets, and would encourage businesses to invest in new production and manufacturing enterprises in the regions along the Inland Rail corridor.

By making local industries more competitive and shifting freight from road to rail, for at least part of the journey, the community would benefit through reduced road related social costs such as effects on the environment and safety.

The community would also benefit from the flow on effects of more sustainable and resilient industries that will support local businesses and provide employment.

The Australian Government committed \$44 million to the II Program to assist in the development of project ideas that have the potential to boost the benefits which flow from Inland Rail.

The II Program supports the development of ideas for more productive rail-based supply chains and improvements to capacity on key country rail lines that intersect with Inland Rail.

These ideas can come from industry, local operators, governments and the community, or others that are interested in taking advantage of the long term benefits of Inland Rail.

The II Program consisted of the following two streams:

- A \$20 million Productivity Enhancement Program (PEP) to assess the costs and benefits of proposed improvements to the interface between supply chains and Inland Rail
- A \$24 million Country Lines Improvement Program (CLIP) to assess the costs and benefits of proposed improvements to country lines that intersect with Inland Rail, with a view to potentially accommodating longer, heavier and faster trains

Council, in partnership with Coonamble Shire Council, submitted an application in Round 1 of the Country Line Improvement Program (CLIP) examining the upgrade of the Gilgandra to Coonamble line and connectivity to Inland Rail at Curban. The focus of this project was to ensure interoperability between the networks and facilitating opportunities for existing rail users and future opportunities.

Council recently received notification from Scott Ingles, Director, responsible for the Inland Rail Interface Improvement Program with the Department of Infrastructure, Transport, Regional Development, Communications and Arts stating the following:

*"I am pleased to advise that in conjunction with your co-proponent Coonamble Shire Council, you have completed the Strategic Business Case for your proposal. The achievement of this milestone represents the completion of your involvement in the Program.*

*Proposals such as these are an important part of exploring options to realise the benefits of Inland Rail for regional communities and businesses. I am pleased to note that the NSW Government has recently announced funding through the Fixing Country Rail Program for the Gilgandra to Coonamble line upgrade component of this proposal. I understand further work is still required to confirm ownership/funding for the four-way connection to Inland Rail at Curban. We would be happy to discuss the potential options for progressing this component of the Proposal with you further."*

Whilst this outcome formally concludes Council's involvement in the Round 1 of II Program, it doesn't guarantee connectivity and interoperability between the Inland Rail and the Country Rail Network. This official announcement and the notification that the business case is completed is still a very positive outcome for our community and further supports need for connectivity at Curban.

Council also submitted further applications under Round 2 of the II Program:

- **Rail Infrastructure Maintenance Facility**

This project would model off a current project looking at a rail maintenance facility in Toowoomba. It would be a prefeasibility level with the aim of investigating the requirements and opportunities of establishing this type of facility.

- **Multi User Rail Access Facilities at Gilgandra and Curban**

To scope a prefeasibility that investigates the opportunity the construction infrastructure for Inland Rail creates for a low cost agricultural focused rail access point in the Gilgandra Shire. This would be for producers and companies that currently do not have rail loading facilities and would have to share capital establishment cost. This project would build on the work currently being undertaken in the Round One project.

Notification from again from Mr Scott Ingles, stating the following:

*“Your proposal has been assessed by the Department and the Program’s independent Assurance and Technical Advisor. In this instance it was found ineligible to progress to Gate 4. We recognise the proposal explored long-term regional benefits, including increasing the connectivity of the region to additional freight supply chains and providing greater confidence for private sector investment in the region.”*

Whilst they are disappointing outcomes, we are still hopeful that the material laydown marshalling area proposed at Curban will be repurposed as a multi user rail facility and that there will be enough interest from private companies to drive this outcome.

These notifications from the Department concludes Council’s involvement in these projects.

<u>Principal Activity</u>	Grow
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	<b>3.3.2.2</b> Investigate and progress opportunities that enable access and utilisation of Inland Rail once operational

#### RECOMMENDATION

That the report be noted

David Neeves  
General Manager



## QUARTERLY BUDGET REVIEW 31 DECEMBER 2022

### SUMMARY

To detail the variances to the original estimates for the 2022/23 financial year as presented in the Quarterly Budget Review as at 31 December 2022. 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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### **List of Budget Changes Previously Adopted by Council**

<b>Note</b>	<b>Description</b>	<b>When Done</b>	<b>Income Change</b>	<b>Expense Change</b>	<b>Resp.</b>
1101	Wages & Other Employee Costs	Sept		\$51,330	DGL
1103	Administration Expenses	Sept		\$11,874	DGL
1125	Employee Overhead Costs – General Fund	Sept		\$311,000	DGL
1201	Contribution to NSW Fire Brigades	Sept		\$3,360	GM
1202	Contribution to NSW Rural Fire Service	Sept		\$79,133	GM
1401	Domestic Waste Management Expenses	Sept		\$2,016	DInf
1511	Gilgandra Youth Service Expenses	Sept		\$6,991	DGL
1520	Gilgandra Community Care Income	Sept	\$10,000		DACD
1700	Gilgandra Library Income	Sept	\$1,840		DGL
1701	Gilgandra Library Expenses	Sept		\$1,840	DGL
1721	Gilgandra Swimming Pool Expenses	Sept		\$1,507	DGL
1731	Sporting Grounds Expenses	Sept		\$10,000	DInf
1740	Parks & Gardens Income	Sept	\$90,000		DInf
1751	Gilgandra Fitness Centre Expenses	Sept		\$4,092	DGL
1910	Rural Roads Income	Sept	\$2,000,000		DInf
1911	Rural Roads Expenses	Sept		\$1,000,000	DInf
2015	Economic Development Income	Sept	\$75,860		DGL
2016	Economic Development Expenses	Sept		\$75,860	DGL
2801	Financial Assistance Grant	Sept	-\$3,092,289		DGL
2900	Transfers from Reserves	Sept	\$5,300,717		All
2903	Capital Income	Sept	\$5,717,945		All
2904	Capital Expenditure	Sept		\$8,550,009	All
2905	Loan Income	Sept	\$1,000,000		DGL
	<b>General Fund</b>	<b>Sept</b>	<b>\$11,104,073</b>	<b>\$10,109,012</b>	
5000	Orana Living	Sept	-\$120,138	\$55,146	DACD
6000	Carlinda Enterprises	Sept	-\$21,200		DACD
7000	Cooee Villa Units	Sept		\$24,093	DACD
7500	Home Care Packages	Sept		\$3,843	DACD
8000	Cooee Lodge	Sept	\$375,000	\$490,370	DACD
8500	Jack Towney Hostel	Sept	\$230,829	\$239,810	DACD
	<b>All Council</b>	<b>Sept</b>	<b>\$11,568,564</b>	<b>\$10,922,274</b>	

## **Result**

The overall result for General Fund for this review as at 31 December 2022 is a \$118,922 decrease to the estimated surplus at year end to an estimated result of a \$693,203 surplus (depreciation not included).

Water Fund has no change to the estimated result at year a \$34,196 surplus (depreciation not included).

Sewer Fund has no change to the estimated result at year end of a \$269,702 surplus (depreciation not included).

Orana Living has no change to the estimated result at year end of a \$72,184 surplus (depreciation not included).

Carlinda Enterprises has no change to the estimated deficit at year end of a \$38,041 deficit (depreciation not included).

Cooee Villa Units has no change to the estimated surplus at year end of an \$18,744 deficit (depreciation not included).

Home Care Packages has a \$3,843 decrease to the estimated surplus at year end a \$36,653 surplus (depreciation not included).

Cooee Lodge Hostel has a \$52,008 decrease to the estimated deficit at year end to an estimated result of a \$181,780 deficit (depreciation not included).

Jack Towney Hostel has a \$167,000 increase to the estimated surplus at year end to an estimated result of a \$168,106 surplus (depreciation not included).

The overall result for this review as at 31 December 2022 is a \$100,086 increase to the estimated surplus at year end for Council as a whole to an estimated result of a \$1,035,479 surplus (depreciation not included).

## **Details - Notes**

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

### **GENERAL FUND**

#### **Note 1100 (page 2 QBR)**

#### **Corporate Support Income**

#### **\$50,691 additional income**

#### **Responsible Officer: Director Growth & Liveability**

The additional income is made up of the following:

- Insurance Rebates: by \$2,191 from \$50,000 to \$52,191
- Workers Compensation Claims: by \$35,000 from \$46,170 to \$81,170

- Grants – Trainees: by \$10,000 from \$110,000 to \$120,000
- Grants – Parental Leave: by \$3,500 from \$13,900 to \$17,400.

**Note 1105 (page 2 QBR)**

**IT Expenses**

**\$7,023 additional expense**

**Responsible Officer: Executive Leader Transformational Change**

An increase in the estimated cost for miscellaneous hardware of \$3,323 (from \$0 to \$3,323) and software purchases of \$3,700 (from \$8,262 to \$11,962).

**Note 1310 (page 3 QBR)**

**Medical Centres Income**

**\$7,920 less income**

**Responsible Officer: Director Growth & Liveability**

As per a resolution of Council to waive the rental of the dental surgery for 3 months.

**Note 1410 (page 4 QBR)**

**Domestic Waste Management Income**

**\$30,000 additional income**

**Responsible Officer: Director Infrastructure**

Based on the income received so far this year, it is expected that an additional \$30,000 in tipping fees will be forthcoming however, this is offset by a transfer to reserves on page 10 for the tyre recycling site.

**Note 1511 (page 5 QBR)**

**Gilgandra Youth Service Expenses**

**\$5,000 additional expense**

**Responsible Officer: Director Growth & Liveability**

An additional \$5,000 is required in building maintenance to cover the cost of repairs to the basketball flooring due to water damage.

**Notes 1520 & 1521 (page 5 QBR)**

**Gilgandra Community Care Income**

**Gilgandra Community Care Expenses**

**\$60,000 additional income**

**\$58,000 additional expense**

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

An additional \$60,000 for brokerage income (\$20,000) and client fees (\$40,000) due to higher than expected usage by clients. This is offset by additional operating expenses of \$58,000.

**Note 1640 (page 6 QBR)**

**Town Planning Income**

**\$30,000 additional income**

**Responsible Officer: Director Growth & Liveability**

Due to an increase in activity, an additional \$30,000 for development contributions fees is expected to be received. This is offset by a transfer to reserves of the same amount on page 10.

**Note 1700 (page 7 QBR)**

**Gilgandra Library Income**

**\$260 additional income**

**Responsible Officer: Director Growth & Liveability**

A small adjustment to the funding for the Library.

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

**Gilgandra Swimming Pool income**

**Gilgandra Swimming Pool Expenses**

**\$16,000 less income**

**\$1,000 additional expense**

**Responsible Officer: Director Growth & Liveability**

Due to the cooler and wetter weather than normal, the use of the pool has been lower than estimated. As a result, the entry fee income is expected to be down and an adjustment of \$16,000 is recommended. The additional expense of \$1,000 is for facility maintenance.

**Note 1742 (page 7 QBR)**

**Contract Mowing & Gardening Expenses - CHC**

**\$28,600 additional Expense**

**Responsible Officer: Director Infrastructure**

As per a resolution of Council, an additional \$28,600 is required to cover the cost of engaging a contractor to carry out the mowing and gardening services at the Cooeee Heritage Centre.

**Note 1751 (page 7 QBR)**

**Gilgandra Fitness Centre Expenses**

**\$16,000 additional expense**

**Responsible Officer: Director Growth & Liveability**

The equipment in the gym is becoming dated and in need of being updated. An additional \$16,000 is requested to purchase improved equipment.

**Notes 1920 & 1921 (page 8 QBR)**

**Regional Roads Income**

**Regional Roads Expenses**

**\$54,409 less income**

**\$29,658 less expense**

**Responsible Officer: Director Infrastructure**

The \$54,409 adjustment to the income is to reflect the actual amount that will be paid by Transport for NSW. Normally, the reduction in expenses would equal the reduction in income. In this case, the difference is \$24,751 which was unspent from the previous year.

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

**State Roads Contract Income**

**State Roads Contract Expenses**

**\$266,728 additional income**

**\$266,728 additional expense**

**Responsible Officer: Director Infrastructure**

Additional funding provided for routine maintenance work that is offset by additional expenses of the same amount.

**Notes 2011 & 2013 (page 9 QBR)**

**Cooee Heritage Centre Kiosk Income**

**Cooee Heritage Centre Kiosk Expenses**

**\$75,000 less income**

**\$35,000 less expense**

**Responsible Officer: Director Growth & Liveability**

This is the estimated result based on the figures returned from the previous 3 months.

The sales revenue has been reduced by \$75,000 from \$150,000 to \$75,000.

Costs associated with supplies (food and drinks) has been reduced by \$45,000 and equipment, technology and advertising costs have also been reduced by a further \$10,000. However, an additional cost of \$20,000 for wages has been included. This is based on the current work roster of 45.5 hours across 7 days plus loading for weekends.

*A further report with suggested changes can be provided to Council if requested.*

**Note 2016 (page 9 QBR)**

**Economic Development Expenses**

**\$40,000 less expense**

**Responsible Officer: Director Growth & Liveability**

The reduction in expense of \$40,000 offsets the \$20,000 increase in Marketing Expenses below while the remaining \$20,000 is attributed to less than expected operating costs.

**Note 2017 (page 9 QBR)**

**Marketing Expenses**

**\$20,000 additional expense**

**Responsible Officer: Director Growth & Liveability**

As mentioned above, the \$20,000 additional marketing costs are offset by reductions in business programs (\$5,000) and marketing (\$15,000) in Economic Development Expenses.

**Note 2900 (page 10 QBR)**

**Transfers from Reserves**

**\$330,890 additional income**

Following is a list of the variances:

- Your High Street Grant: \$119,640 additional income offset by reduced capital income for The Mill on Miller Street on page 11.
- Streets as Shared Spaces: \$182,500 additional income offset by reduced capital income for SSAS Round 2 Miller Street Plaza on page 11.

- Council Chambers Technology: \$15,000 additional income partly offset by additional capital expense for IT Capital on page 12.
- The GIL Events & Activities – Big Ideas Program: \$13,750 additional income offset by additional capital expense on page 12.

**Note 2901 (page 10 QBR)**

**Transfers to Reserves**

**\$60,000 additional expense**

Following is a list of the variances:

- Developer Contribution Fee: \$30,000 additional expense offset by additional operating income on page 6.
- Scrap Steel: \$30,000 additional expense offset by additional operating income on page 4.

**Note 2903 (page 11 QBR)**

**Capital Income**

**\$622,141 less income**

Rural Fire Service

\$50,000 additional income. This is offset by additional capital expense to continue constructing the RFS shed for Warrumbungle and Tonderbrine brigades.

Water Bore Project (Inland Rail)

\$200,000 additional income. This is offset by additional capital expense for the Inland Rail water bore project.

SSAS Round 2 Miller Street Plaza

\$182,500 less income. This is offset by a transfer from reserves on page 10.

Bridges

\$570,001 less income. This is due to the majority of the funding for the Lucas Bridge being received last year. It is offset by reduced capital expenses for the project. This project is finalised.

The Mill on Miller Street

\$119,640 less income. This is offset by a transfer from reserves on page 10.

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

**Capital Expenditure**

**\$245,672 less expense**

RFS Shed for Warrumbungle & Tonderbrine

\$50,000 additional cost to complete construction of the shed. This is offset by additional grant funding.

IT Capital

\$27,500 additional expense. This is required for the technology upgrade to conduct meetings and training in the Council Chambers. It is partly offset by a \$15,000 transfer from reserves with the remaining \$12,500 being an additional cost.

Lucas Bridge

\$623,922 less expense. This is offset by reduced capital grant income of \$570,001 with the remaining \$53,921 being a savings to Council.

Sporting & Recreational Precinct

\$30,000 additional expense. This is required to engage Remplan to put together a business case for the Hunter Park Sporting Precinct.

Water Bore Project (Inland Rail)

\$200,000 additional expense. This is offset by additional capital income for the same amount.

Big Ideas Business Grant Program

\$13,750 additional expense. This is offset by a transfer from reserves.

SASS Round 2 Miller Street Plaza Upgrades

\$57,000 additional expense as per a Council resolution to fund the additional cost of the successful tender that was over the amount of funding to be received.

**Note 3000 (page 14 QBR)**

**WATER SUPPLY**

**Responsible Officer: Director Infrastructure**

No overall change. There is a transfer of budget of \$150,000 from pump station upgrade works to the establishment of bore number 9.

**Note 4000 (page 15 QBR)**

**SEWERAGE SERVICES**

**Responsible Officer: Director Infrastructure**

No overall change. There are transfers of budgets of \$26,931 from OWUA expenses to effluent reuse scheme and a further \$150,000 from mains replacement / lining to pump station number 10.

**Note 5000 (page 16 QBR)**

**ORANA LIVING**

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

No change.

**Note 6000 (page 17 QBR)**

**CARLGINDA ENTERPRISES**

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

No change.

**Note 7000 (page 18 QBR)**

## **COOEE VILLA UNITS**

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

No change.

## **Note 7500 (page 19 QBR)**

### **HOME CARE PACKAGES**

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

No overall change. There is a transfer of budget of \$15,000 from wages and salaries to operating expenses.

## **Note 8000 (page 20 QBR)**

### **COOEE LODGE**

**\$170,000 additional income**

**\$117,992 additional expense**

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

## **Income Summary**

This QBR is recommending an additional income of \$170,000 in total, which is made up of a \$20,000 increase in grant funding from Commonwealth government to cover costs of management of COVID resource up until the 31st of December and a \$150,000 increase in residents fees based on current levels.

The increase in resident's fees is due to the higher occupancy rates within the hostel. The occupancy for the December Quarter was at 90%. Achieving even higher occupancy is restricted at this stage by the availability of nursing and other skilled staff. Resident income fees remain at 53% of budget even with the inclusion of the increased \$150,000 as recommended at this QBR. Should this trend continue, the March QBR will see a further estimated income increases from residential fee payments.

The change from the Aged Care Funding Instrument (ACFI) to the Australian National Aged Care Classification (AN-ACC) commenced at the start of this quarter (1/10/22). ACFI was the funding model used for residential aged care up to 30 September 2022. ACFI was an amount of subsidy paid based on the facilities assessments of the residents' ongoing care needs.

With the introduction of the AN-ACC at the start of this quarter has resulted in an uplift in subsidies received by Cooee Lodge. The AN-ACC funding model is designed to provide equitable funding to approve residential aged care services, by linking subsidies to the characteristics of services and residents that drive costs.

The uplift was due to increased funding through AN-ACC assessments and a number of re-assessments resulting in increased funding. The daily funding as at 31/12/22 has increased over the last 12 months by \$58.92 over the previous ACFI funding levels to an average of \$219.59 which is just under the industry average of \$220.83. The change from ACFI to An-ACC funding models has provided an uplift of \$243,929 for the quarter based on 90% occupancy. In



addition to this Cooee Lodge has seen financial benefits from the increase subsidies since qualifying for the Higher Accommodation Supplement. The higher accommodation supplement is paid by the Commonwealth Government and helps to pay for some of the costs of permanent resident accommodation. This higher rate applies to newly refurbished facilities which Cooee Lodge qualified for following the completion of the last 5 room renovations.

At the conclusion of the December quarter, income received by Cooee Lodge was made up of operating subsidies from AN-ACC from 1/10/22 and ACFI up to 30/9/22, Accommodation Supplements and progress payments from the Business Improvement Grant. Overall, the Grants income from Cooee Lodge at the end of the quarter was \$1,991,752, 54.66% of the budgeted \$3,643,805 forecast.

Other forms of income received by Cooee Lodge, include interest earned from investments, income received by internal transfers and income received from retained bonds. These other forms of income are generally tracking to budget.

As at 31 December, Cooee Lodge overall income received was \$2,683,702 of the amended budgeted estimate of \$4,956,762 or 54.14%. Further budget estimate increases over the \$170,000 which has been reported, is not recommended at this stage and will be reviewed again at the 31 March QBR. There is still some uncertainty in the funding models which will be further analysed through the March Quarter, however the improvement in income received to date is a pleasing result.

### **Operating Expenses Summary**

There are additional expenses of \$50,000 for wages as outlined in the document. This net increase in wages expenses is primarily due to the need to engage more agency nursing staff due to the difficulties in attracting permanent nursing staff. The \$30,000 for other employee costs is made up of \$20,000 for recruitment costs and \$10,000 for staff accommodation. To provide further explanation, the \$50,000 extra is the net result following a reduction in administration and personal care staff wages allocation, which there has been underspent, due to the inability to achieve full rosters. These saving offset the increase the agency staff wages and the additional employee costs resulting the net additional expenses of \$50,000.

There is a reduction in administration costs of \$65,000 for the allocation to cover external consultancy involvement on the Gilgandra Lifestyles Advisory board with these costs bein from the Business Improvement Fund. This was duplication in the original budget estimates. There are expected increases in cleaning and laundry (\$40,000), chemist and medical (\$20,000), insurances (\$2,992) and meals (\$50,000). These are attributed to inflationary price increases in these areas however, these costs line items are under review.

Overall, the operating budget estimates (not including capital) are recommended to increase by \$97,992. As at the 31 December, total operating expenses were

\$2,422,002 of the budget estimate of \$5,095,411 or 47.57%. It is important to note that major expenses are expected to come to account in the last 2 quarters of this financial year as we conclude the business improvement grant and as we strive to reach the full complement of staff necessitated by the changes with the AN-ACC funding model.

### **Capital Expenses**

In capital expenses, an additional \$50,000 is required to complete the fire protection project including landscaping of the fire tanks. This will be funded by an additional allocated. The \$50,000 is partly offset by savings other capital allocations, replacements (\$10,000) and buildings (\$20,000), therefore the net impact to the capital budget estimates is \$20,000. The fire protection system remains incomplete and to complete the project Council needs to commission the system, complete the retaining wall around the tanks to reduce the subsidence and undermining of the base slab and install landscaping to screen the tanks to improve the visual amenity. This will be concluded by 30 June.

In summary, as a result of the changes listed above and if supported, Cooe Lodge Hostel will realise a \$52,008 decrease to the estimated deficit to an forecast year end result of a \$181,780 deficit (depreciation not included). There are multiple moving parts to how residential Aged Care is financed and operated as a result of the aged care reform process. A detailed understanding of the net impacts to finances are not known at this stage but is rapidly improving.

Whilst not influencing the financials of the QBR, the Covid outbreak at Cooe Lodge in February will result in significant additional costs however the majority, if not all of the costs will be offset by grant funding by the Commonwealth.

#### **Note 8500 (page 21 QBR)**

##### **JACK TOWNEY HOSTEL**

**\$180,000 additional income**

**\$13,000 additional expense**

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

The additional income is the result of due to a cultural uplift payment from the Commonwealth Government of \$280,000. We have a reduced residents fee income of \$100,000 due to low occupancy.

The additional \$13,000 on other expenses is made up of equipment (\$10,000), replacements (\$2,000) and licensing costs (\$1,000).

### **Finance Manager's Comments / Recommendations**

#### **General Fund**

The original budget estimate for General Fund was an end of year result of a \$182,936 deficit (depreciation not included). This review indicates an estimated result of a \$693,203 surplus (depreciation not included) which is an improvement of \$876,139. 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 \$34,196 surplus (depreciation not included). This review indicates no change to the estimated result and should be viewed as being satisfactory compared to the original budget.

### **Sewer Fund**

The original budget estimate for Sewer Fund was an end of year result of a \$269,702 surplus (depreciation not included). This review indicates no change to the estimated result and should be viewed as being satisfactory compared to the original budget.

### **Orana Living**

The original budget estimate for Orana Living was an end of year result of a \$247,468 surplus (depreciation not included). This review indicates an estimated result of a \$72,184 surplus (depreciation not included) which is a worsening of \$175,284. This result should be viewed as being unsatisfactory compared to the original budget.

While the estimated result is worse than the original budget, the actual result is still a surplus. No remedial action is required.

### **Carlginda Enterprises**

The original budget estimate for Carlginda Enterprises was an end of year result of a \$16,841 deficit (depreciation not included). This review indicates an estimated result of a \$38,041 deficit (depreciation not included) which is a worsening of \$21,200. This result should be viewed as being unsatisfactory compared to the original budget.

The estimated result includes a reduction in income due to Covid. There is little scope for remedial action other than to reduce expenses.

### **Cooee Villa Units**

The original budget estimate for Cooee Villa Units was an end of year result of a \$5,349 surplus (depreciation not included). This review indicates an estimated result of an \$18,744 deficit (depreciation not included) which is a worsening of

\$24,093. This result should be viewed as being unsatisfactory compared to the original budget.

The worsening result is due to the Aged Care Review and can be funded from prior year surplus results. No remedial action is necessary.

### **Home Care Packages**

The original budget estimate for Home Care Packages was an end of year result of a \$40,496 surplus (depreciation not included). This review indicates an estimated result of a \$36,653 surplus (depreciation not included) which is a worsening of \$3,843. This result should be viewed as being unsatisfactory compared to the original budget.

The worsening result is due to a wage increase. Even so, the estimated result is still a surplus. No remedial action is necessary.

### **Cooee Lodge**

The original budget estimate for Cooee Lodge was an end of year result of a \$118,418 deficit (depreciation not included). This review indicates an estimated result of a \$181,780 deficit (depreciation not included) which is a worsening of \$63,362. This result should be viewed as being unsatisfactory compared to the original budget.

A review of operations is underway to address the financial situation.

### **Jack Towney Hostel**

The original budget estimate for Jack Towney Hostel was an end of year result of a \$10,087 surplus (depreciation not included). This review indicates an estimated result of a \$168,106 surplus (depreciation not included) which is an improvement of \$158,019. 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 \$289,100 surplus (depreciation not included). This review indicates an estimated result of a \$1,035,479 surplus (depreciation not included) which is an improvement of \$746,379. This result should be viewed as being satisfactory compared to the original budget.

### **Estimated Financial Performance Indicators**

The ratios for 2020/21 and 2021/22 are actual ratios for Council's information while those for 2022/23 are an estimate only until the financial statements are completed and are subject to change.

	<b>Benchmark</b>	<b>2022/23</b>	<b>2021/22</b>	<b>2020/21</b>
Operating Performance Ratio	> 0.00%	3%	6.18%	0.96%
Own Source Revenue Ratio	> 60.00%	65%	66.06%	63.97%
Unrestricted Current Ratio	> 2.00:1	3.50:1	3.47:1	3.86:1
Debt Service Cover Ratio	> 3.00 x	8.00 x	9.10 x	7.00 x
Rates & Charges Outstanding	< 10.00%	8.50%	8.68%	8.55%
Cash Expense Cover Ratio	> 6.00 x	11.00 x	11.14 x	11.42 x
Building & Infrastructure Renewal Ratio	> 100.00%	100%	138.69%	147.73%
Renewal Backlog Ratio	< 2.00%	2.22%	2.22%	1.89%
Required Maintenance Ratio	> 1.00	1.00	1.05	1.06

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

1. That, subject to any decisions on the recommendations as reported, the Quarterly Budget Review document and report as at 31 December 2022 be adopted.

N J Alchin  
Director Growth & Liveability

**OPERATIONAL PLAN REVIEW TO 31 DECEMBER 2022**

**SUMMARY**

To consider progress with Council's Operational Plan as at 31 December 2022.

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Separately enclosed with this business paper is the 2022/23 Operational Plan Review document for the quarter 1 September to 31 December 2022.

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Actions delivered in line with 2022/23 budget.
<u>Delivery Program Actions</u>	<b>4.3.2.1</b> Review Council's Integrated Plans in line with NSW State Government guidelines

**RECOMMENDATION**

That the 2022/23 Operational Plan Review for the quarter ended 31 December 2022 be adopted.

N J Alchin  
Director Growth & Liveability

**DA 2022/462 CONSTRUCTION OF NEW SILO MANUFACTURING WORKSHOP AND OFFICE & REQUEST FOR VARIATION TO DCP**

**SUMMARY**

To consider a request for variation to Development Control Plan standards and to determine DA 2022/462

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A development application was received via the NSW Planning Portal for the construction of a new silo manufacturing workshop and attached office at 7 Pines Drive, Gilgandra NSW (Lots 7-10, DP 261414). The application is for DA consent only.

The land is currently zoned Industrial (IN1) under the provisions of the Gilgandra Local Environmental Plan (LEP) 2011 and includes the existing Ahrens operations. The site is currently used for the construction of field bins and transportable silos, assembly of augers and onsite storage of their components and completed items prior to sale.



It is proposed to redevelop part of the site and construct a purpose built shed in which to undertake assembly and construction of silos, bins and augers. The shed will also be used to house components used in the construction and assembly of these items. New offices and staff amenities will also be provided as part of the redevelopment of the site. The redevelopment, which includes demolition of some existing buildings will allow for dedicated storage on site of completed, bins, silos and augers prior to their sale along with dedicated staff parking areas.

The shed will permit assembly and construction activities to be undertaken undercover in a purpose-built facility to ensure that production is not impacted by weather conditions and to minimise off site impacts of the operations of the site.

Notification of neighbours and opportunity for submissions was undertaken from Tuesday 25 October 2022 to Tuesday, 8 November 2022. One (1) submission was received raising questions about preservation of existing telecommunications links and access for the Gilgandra Waste Facility due to proposed building height and new site access, stormwater and road surface conditions. These issues have been addressed as part of the assessment process and proposed conditions of consent.

### Request for Variation to DCP

The application includes construction of a new purpose built shed positioned on the southern end of the property. The building design proposes zero setback from the front boundary (Pines Drive) and 1.5 metre setback from the southern boundary (Collison Drive). The front setback is contrary to the specific provisions of the Gilgandra Development Control Plan (DCP) 2011, with the applicant requesting a variance from this standard.

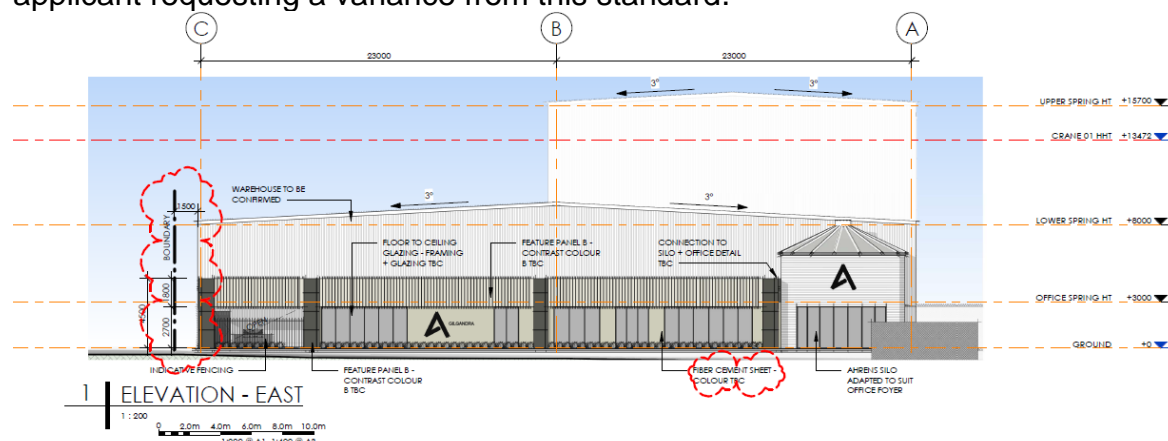


Figure 1: Eastern elevation, indicative only not to scale as reproduced

The Gilgandra DCP 2011 requires the following setbacks:

#### 10.1 Building setbacks

- Front: Minimum front set back is 9 m between the industrial building and street boundary.
- Side: In accordance with the National Construction Code.
- Rear: In accordance with the National Construction Code.
- The setback requirements will be subject to the design of the development and the on site vehicle manoeuvrability required for each development. The specified setback area is to be kept clear and maintained in an accessible manner at all times.

The proponent has requested variation to the front setback (Pines Drive) to maximise the architectural features and visual appeal and pedestrian scale of the front façade of the building, being the office and administration building. From the street, the proposed building would present not dissimilar to other buildings with large expanses of glass windows and defined entry point with its





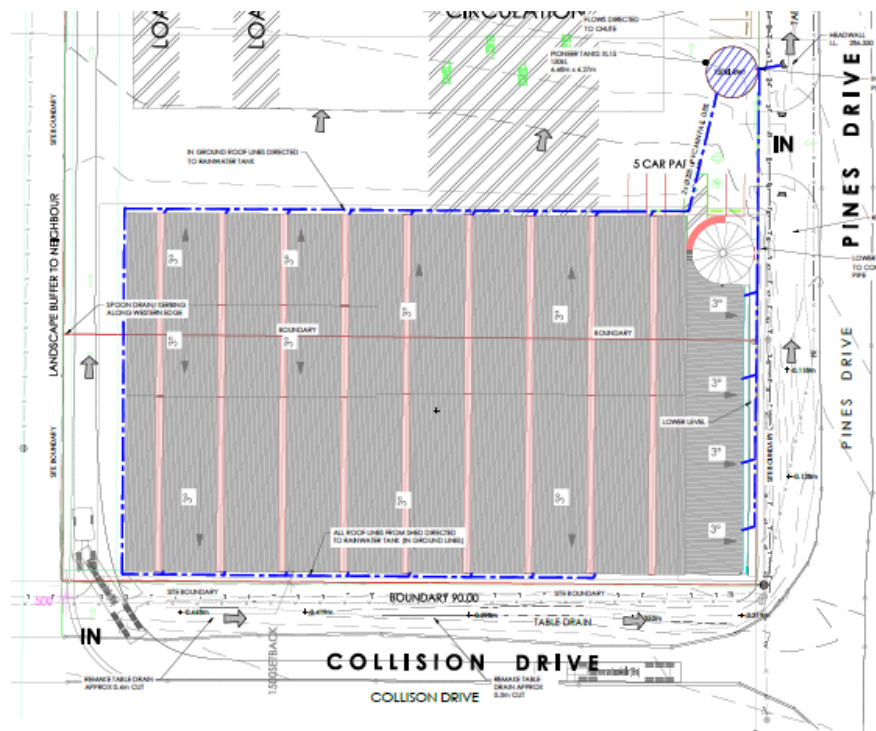
infrastructure to be located underground and would be included as a condition of consent.

It is considered reasonable to vary Gilgandra Shire Council's Development Control Plan 2011 to allow the proposed development to be built as proposed:

- The building design is considered consistent with others in the Industrial precinct and is unlikely to be a visual distraction or create line of sight issues based on the information provided.
- The building would be required to be constructed to achieve the required Fire Resistance Levels (FRL) under the National Construction Code (NCC).
- Site fencing would be required to be constructed in accordance with Council's DCP and not be visually restrictive.
- The overall proposed design also facilitates improved outcomes for on-site parking and efficient storage and display of completed products.

### Other considerations

Council staff have had detailed discussions with the applicant regarding appropriate stormwater management to minimise impact on the surrounding environment, road and service network given the proposed building size and roof capture area. The applicant has proposed an on-site 150KL detention tank to capture stormwater which will be fitted with a 190mm orifice plate and free flowing (the tank will empty after each rain event) and discharge into Council's stormwater system on Pines Drive. These measures will ensure management of stormwater associated with the development is detained to reduce peak post development stormwater discharge to pre-development flows.



All hardstand areas are to also be drained and water from those areas conveyed to the street drainage system.

The proposed development is considered to be generally acceptable with respect to the relevant provisions of the applicable Environmental Planning Instruments, Development Control Plans and Council policies. The proposal is not considered likely to have any significant negative impact upon the environment or upon the amenity of the locality and is therefore recommended for approval subject to conditions.

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Variation to Council's DCP standards
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	4.3.1.3 Assess and process Development Applications, Complying Development Certificates, Construction Certificate Applications and Local Activity Approvals in a timely manner

### RECOMMENDATION

1. That permission be granted to vary Clause 10.1 "Industrial Development – Building Setbacks" of Gilgandra Shire Council's Development Control Plan 2011 for the property of 7 Pines Drive, Gilgandra NSW 2827 (Lots 7-10, DP 261414) to allow for construction of the proposed development under DA 2022/462.
2. That DA 2022/462 be approved in accordance with the Environmental Planning and Assessment Act 1979
3. That the conditions outlined in Attachment A be noted as forming part of the conditions of consent.
4. That, in accordance with section 375A of the Local Government and Planning Legislation Amendment (Political Donations Act) 2008, the names of councillors who support and oppose the decision be recorded.

Neil Alchin  
Director Growth and Liveability

## **ATTACHMENT A – CONDITIONS OF CONSENT DA 2022/462**

1. Development of the site shall be carried out generally in accordance with the approved plans, specifications and documentation submitted with the application, subject to any notations in red or modification required as a consequence of any condition.

<b>Document Title</b>	<b>Document Reference</b>	<b>Version</b>	<b>Date</b>
Statement Environmental Effects, Total Town Planning Services	-	-	May 2022
Traffic and Parking Assessment, Phil Weaver & Associates	File 22-239	-	29 September 2022
Amended articulated swept path plan, Phil Weaver & Associates	File 22-239		9 January 2023
<b>Civil Drawings, JBG Architects Pty Ltd (Project No. TX16617.00)</b>			
Cover Sheet	C1.00	Issue A	27.5.2022
Existing Site Plan	C2.00	Issue A	27.5.2022
Finished Levels Plan	C3.01	Issue A	27.5.2022
Stormwater Management Plan	C4.00	Issue C	11.1.2023
<b>Architectural Drawings, JBG Architects (Project No. 2172)</b>			
Coversheet perspective and block plan	A000	Issue P8	16.12.2022
Elevations	A201	Issue P9	16.12.2022
Floor Plan	A120	Issue P8	17.10.2022
Site Plan	A002	Issue P10	17.10.2022

Reason: To ensure compliance with this consent.

2. Compliance with any attached Prescribed Conditions that may be relevant to the proposed development.

Reason: To ensure compliance with the Environmental Planning and Assessment Act, 1979.

3. All construction works must be carried out in accordance with the National Construction Code.

Reason: To ensure compliance with statutory requirements

4. All excavations and backfilling associated with the proposed development must be executed safely and in accordance with appropriate professional standards.

Reason: To ensure safe working practice and to comply with the prescribed conditions as set out under the Environmental Planning and Assessment Act, 1979.

5. The whole building must comply with the deemed to satisfy provisions or performance requirements of the National Construction Code

Reason: Compliance with Environmental Planning and Assessment Regulation, 2021

6. A Construction Certificate must be obtained from Council or a private certifier for the following work at least two (2) days prior to any construction work commencing. Where the construction certificate is obtained from an accredited certifier, the determination and all appropriate documents must be notified to Council within seven (7) days of the date of determination.

Reason: Required for compliance with the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation, 2021.

7. Notice of appointment of a Principal Certifying Authority and Notice of Commencement must be submitted at least two (2) days prior to any building or ancillary work being carried out must be submitted to Council.

Reason: Required for compliance with Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2021.

8. A sign must be erected on the development site showing:
  - a. Name, address and telephone number of the Principal Certifying Authority for the work.
  - b. Name of the Principal Contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours.
  - c. Stating that unauthorised entry to the work site is prohibited.

Reason: To ensure compliance with the Environmental Planning and Assessment Act, 1979.

9. Prior to any work commencing toilet facilities must be provided at or in the vicinity of the work site.

Reason: To provide sanitary facilities for workers.

10. The site shall be protected from erosion and sediment loss during the construction works. The works must be carried out and maintained in accordance with erosion and sediment control requirements for building sites.

Reason: To protect the environment

11. The aboveground power lines extending the length of the proposed building on Pines Drive frontage shall be located underground and in accordance with Essential Energy Standards. All necessary approvals shall be obtained from Essential Energy prior to any works being undertaken that are close to or within the existing powerlines zone of influence.

Reason: To ensure compliance with Essential Energy requirements

12. All hardstand areas are to be drained and the water from those areas conveyed to the street drainage system.

Reason: To ensure a safe and sustainable stormwater drainage system.

13. The stormwater management plan, as shown in Stormwater Management Plan Drawing C4.00 Issue C, shall be implemented which includes but is not limited to:

- a. All roofed areas from the new building being conveyed to the nominated stormwater detention tank by fully sealed subsurface drainage lines
- b. The outlet of the stormwater detention tank shall be free flowing and fitted with a 190mm orifice plate.
- c. The outlet from the tank must be located 150mm from the base of the tank to retain a static load to secure the tank.

Reason: To ensure management of stormwater associated with the development is detained to reduce peak post development stormwater discharge to pre-development flows

14. Any captured stormwater water discharged from the site shall ensure that water quality is maintained in accordance with all quality standards being chemical, physical and microbiological for primary recreational water contact as stated ANZECC Guidelines and water quality objectives in NSW 2000.

Reason: To prevent pollution of waterways and the environment

15. Offensive noise as defined under the Protection of the Environment Operations Act 1997 shall not be emitted from the proposed development.

Reason: To ensure compliance with the Protection of the Environment Operations Act 1997

16. Any external lighting shall be shielded and shall not result in the total emission of light of 1,000,000 lumens or more. Should additional external lighting be required that will exceed this requirement, concurrence must be sought and approval granted from The Director of The Siding Spring Observatory.

Reason: To ensure compliance with Gilgandra Local Environmental Plan 2011 and the Department of Planning and Environment Dark Sky Planning Guideline, June 2016.

17. The design and content of any signage is to be in accordance with State Environmental Planning Policy 64-Advertising and Signage. Prior to the issue of an Occupation Certificate, the Principal Certifying Authority must be satisfied that any proposed illuminated signs do not emit a luminance of above 600 Candela per m<sup>2</sup> and are designed and installed to prevent direct light shining above the horizontal plane in accordance with the principles of good lighting design detailed in the Department of Planning and Environment Dark Sky Planning Guideline, June 2016.

Reason: To ensure compliance with Gilgandra Local Environmental Plan 2011.

18. Air impurities as defined under the Protection of the Environment Operations Act 1997 shall not be released or emitted into the atmosphere in a manner which is prejudicial to the health and safety of occupants, the surrounding inhabitants or the environment.

Reason: To ensure compliance with the Protection of the Environment Operations Act 1997

19. Construction works associated with the development shall be limited as follows:

- Monday to Friday – 6.00 am to 6.00 pm.
- Saturday – 7.00 am to 6.00 pm.
- No construction work which will adversely impact on the area shall take place on Sundays or Public Holidays.

Reason: To preserve the amenity of the area.

20. Any works within the road reserve associated with the development shall require a s138 Approval of the Roads Act 1993 from Council.

Reason: To protect public amenity

21. Any waste generated from the development, including demolition of existing structures shall be disposed of at an appropriately licensed waste facility, with at least 24 hours provided to the facility operator.

Reason: To ensure protection of the environment

22. All mandatory inspections required by the Environmental Planning and Assessment Act 1979 and any other inspections deemed necessary by the Principal Certifying Authority be carried out during the relevant stage of construction

Reason: To ensure compliance with statutory requirements

23. All plumbing, drainage and stormwater work shall be carried out by a licensed persons in accordance with the requirements of AS/NZS 3500 and NSW Code of Practice

Reason: Required by Local Government (Water, Sewerage and Drainage) Regulation

24. An application form under the Plumbing & Drainage Act 2011 shall be completed and payment of fee, submitted to Council prior to any plumbing & drainage works being undertaken.

Reason: To ensure compliance with statutory provisions

25. Existing services that require reconstruction or adjusting to suit a development (water, sewerage, stormwater, roadworks, kerb and gutter etc.) are to be done at the developers expense. Construction is to be in accordance with AUS SPEC and Council's requirements.

Reason: To protect existing services



26. Prior to release of Construction Certificate, approval pursuant to Section 68 of the Local Government Act 1993 to carry out water supply, stormwater and sewerage works must be obtained from Council

Reason: Compliance with statutory requirements

27. The occupation or use of the building must not commence until an Occupation Certificate has been issued by the Principal Certifying Authority (NB All critical stage inspections must have been completed prior to issue of An Occupation Certificate)

Reason: Compliance with statutory requirements

28. The proposed building works must be designed and constructed in conformity with the applicable criteria under the National Construction Code and the Disability (Access to Premises – Buildings) Standards 2010 of the Disability Discrimination Act and in accordance with AS 1428.1-2009 (Design for Access and Mobility).

Reason: Council requirement in consideration of the Premises Standards under the DDA and the NCC

29. All trafficable areas on site shall be constructed and maintained to minimise dust generation so as not to create a nuisance to adjoining properties.

Reason: Trafficable areas should not generate dust, producing an adverse environmental impact.

30. Car parking for the proposed development is to incorporate at least one (1) disabled car parking space. This space shall be clearly identified by sign posting complying with AS1428.1-2009.

Reason: To ensure compliance with Gilgandra Development Control Plan 2011 and The National Construction Code.

31. All vehicle movements to and from the site are to be in a forward direction.

Reason: To provide safe access and egress to the site.

32. All activities including unloading of goods associated with the development must be carried out on-site

Reason: To provide safe access and egress to the site.

33. Landscaping, signage and fencing are not to impede sight lines of traffic within or when passing, entering or departing from the site.

Reason: To provide safe access and egress to the site

34. Where construction affects any traffic on a public road, a Traffic Guidance System (TGS) completed by a "Certified Person" for implementation during works is to be submitted to Gilgandra Shire Council prior to any work commencing. The Contractor's public liability insurance cover for a minimum of \$20,000,000 (twenty million dollars) is to be provided to Council prior to any traffic control being implemented.

Reason: To protect public health, safety and the environment.

35. All earthworks, filling, building, driveways or other works, are to be designed and constructed (including stormwater drainage if necessary) so that at no time will any ponding of stormwater occur on adjoining land as a result of this development. All stormwater from the development is to discharge to Council's stormwater network.

Reason: To protect public health, safety and the environment.

36. The applicant shall repair any part of Council's property damaged during the course of this development to pre-existing conditions.

Reason: To protect public health, safety and the environment.

37. The provision by and at full cost to the developer of an industrial standard vehicular cross-overs 12.5m (minimum) wide shall be constructed for vehicular access. These cross-overs shall consist of a single cell 450mm reinforced concrete pipe (Class 2) culverts including headwalls and 200mm wearing surface. Construction must not interfere with existing road drainage. A detailed plan of works is to be submitted to Council for approval prior to works commencing.

Reason: To provide safe access and egress to the site.

38. Where it is proposed to import fill, the material shall be certified as free of hazardous materials and contamination by a suitably qualified geotechnical engineer. Fill placed in residential or commercial lots shall be compacted in accordance with AS3798-2007 Guidelines on Earthworks for Commercial and Residential Developments

Reason: Council requirement to prevent contamination of the environment

39. In the event that the height of the proposed building impedes or obstructs the telecommunications from the Warren Road water tower to the Gilgandra Waste Management Facility, the developer shall work with Council to achieve a satisfactory performance based alternative which may include but is not limited to the installation of necessary communications hardware within the developer land.

Reason: To maintain existing services to the Gilgandra Waste Management Facility

### **Notes**

- a) A list of Fire Safety Measures must be submitted with the Construction Certificate application pursuant to the Environmental Planning and Assessment Regulation 2021. The regulation prescribes that the information to be submitted must include:
- A list of any existing fire safety measures provided in relation to the land or any existing building on the land; and
  - A list of the proposed fire safety measures provided in relation to the land and any building on the land as a consequence of the building work.
- b) On completion of the erection of the subject facility, the owner of the land/building is required to submit to the Principal Certifying Authority (PCA) a Fire Safety Certificate(s) with respect to each essential fire safety measure installed in association with the building- as listed on the Fire Safety Schedule attached to the Construction Certificate. Such certificates(s) must be submitted to the PCA prior to occupation or use of the subject building/land.

Copies of the Fire Safety Certificates(s) must also be forwarded by the owner to Council (if not appointed as the PCA) and the Commissioner of Fire and Rescue NSW and displayed within the subject building in a prominent position.

- c) The owner of the premises is required to submit to Council at least once in each period of 12 Months following completion of the building an Annual Fire Safety Statement(s) with respect to each essential fire safety measure associated with the building.

Copies of the subject Annual Fire Safety Statements must also be forwarded by the owner to the Commissioner of Fire and Rescue NSW and displayed within the subject building in a prominent position. In this regard Fire and Rescue NSW has requested that only electronic copies of the statements be forwarded, with their dedicated email address for such statements being: [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au)

## **COUNCIL RELATED DEVELOPMENT – CONFLICT OF INTEREST POLICY**

### **SUMMARY**

Councils are required to adopt a policy outlining how conflicts of interest will be managed with regard to Council related developments.

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Changes to the *Environmental Planning and Assessment Regulation 2021* commence on 3 April 2023 which have been introduced to strengthen accountability and transparency in the NSW planning system.

The changes include the requirement for NSW Councils to have a policy in place addressing how conflicts of interest will be handled. Where Council is a developer, landowner or holds a commercial interest in the land whilst also acting as the regulator, conflicts of interest can potentially arise.

Council related developments are defined as:

*A development application for which the Council is the consent authority, that is-*

- a. Made by or on behalf of the Council, or*
- b. For development on land:*
  - i. Of which Council is an owner, a lessee or licensee, or*
  - ii. Otherwise vested in or under the control of the Council*

Other changes include:

1. Council-related development applications must also be accompanied by either a management strategy statement, which explains how the Council will manage potential conflicts of interest, or a statement that the Council has no management strategy for the application.
2. Councils must record conflicts of interest in connection with each council-related development application, and the measures taken to manage the conflicts, in their existing DA register.
3. Council-related development applications must be exhibited for a minimum of 28 days to ensure transparency during the assessment process.

The NSW Government has prepared a guideline to assist Councils prepare a local policy, which has been referred in preparation of the attached draft.

Principal Activity

Lead

Policy Implications

New policy developed

Budget Implications

Not applicable

Delivery Program Actions

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

RECOMMENDATION

1. That the draft Conflict of Interest (Council Related Development) policy be adopted and placed on public exhibition for 28 days

Neil Alchin

Director Growth and Liveability

## **EXTENSION OF WASTE AND RECYCLING CONTRACT**

### **SUMMARY**

The existing kerbside waste and recycling contract with JR Richards expires 30 June 2023, with extension options available.

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Kerbside domestic waste and recycling collection services for Gilgandra urban area and Armatree and Tooraweenah villages are currently being provided by JR Richards and Sons Pty Ltd under contract.

The Services provided under the contract include:

- The provision of garbage collection services to entitled premises in Gilgandra, Tooraweenah and Armatree
- The provision of recycling collection services to entitled premises in Gilgandra, Tooraweenah and Armatree
- Mobile Bin repair and replacement

The current contract (T1/16) expires its initial seven (7) year term on 30 June 2023, with extension options available under Clause 2.2.4 of the contract as follows:

#### **2.2.4 Extension of Contract Term**

The Council may, at its option, extend the operation of this Contract beyond the Initial Contract Term set forth in Item 4(a) of the Annexure for a period that is not less than the period set forth in Item 4 (b) of the Annexure and is not more than the period set forth in Item 4 (c) of the Annexure, from the expiration of the initial Contract Term. The Council must give Notice of its intention to extend the operation of this Contract of at least the period set forth in Item 4 (d) of the Annexure prior to the expiration of the Initial Contract Term.

<b>Item 4(a)</b> (Clause 2.2.3)	Initial Contract Term: seven (7) years.
<b>Item 4 (b)</b> (Clause 2.2.4)	Minimum Extension Period: three (3) months Maximum Extension Period: three (3) years
<b>Item 4 (c)</b> (Clause 2.2.4)	Notice Period: two (2) months
<b>Item 4 (d)</b> (Clause 2.2.4)	

If the contract is extended, price adjustments would continue on the same terms as during the original contract term which is on the basis of quarterly CPI adjustment.

JR Richards and Sons have indicated their interest in a three (3) year contract extension subject to Council's agreement.

JR Richards and Sons have provided a high quality service under the contract arrangement, providing monthly contract management reports which outlines valuable information to assist Council with monitoring service levels along with tailoring community education. Reported information includes:

- Waste and recycling collected (weekly, monthly, annually)
- Service statistics (missed bins, replaced bins, new services, removed services, customer enquiries)
- Work Health and Safety Report

Council staff are also in regular contact with the contractor's Dubbo administrative office who respond in an efficient manner to customer enquiries received directly to Council.

It is recommended that Council extends the existing contract for the maximum extension period of three (3) years, which would result in the contract expiring 30 June 2026. An open tender process would commence at least six (6) months prior to the end of the contract to allow a new contract be put in place.

<u>Principal Activity</u>	Live
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	As per current contract terms, quarterly CPI adjustment
<u>Delivery Program Actions</u>	1.3.4.1 Manage Gilgandra Waste Facility, waste collection contract for town and village kerbside pickup and encourage recycling in Gilgandra Region

### RECOMMENDATION

1. That the Waste and Recycling Contract between Gilgandra Shire Council and JR Richards and Sons Pty Ltd be extended for three (3) years, expiring 30 June 2026.

Neil Alchin  
Director Growth and Liveability

## **FEDERAL GOVERNMENT FUNDING FOR TROVE**

### **SUMMARY**

To request Council's support for the actions of the NSW Public Libraries Association in lobbying for additional sustainable funds for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.

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Trove; the National Library of Australia's expansive public digital archive, is used by local historians, family historians and researchers. Trove provides access to the National Library of Australia (NLA) collections and the collections of other cultural institutions, ensuring they are available to all Australians free of charge, regardless of where they live and who they are, receiving over 20 million visits per year.

For Gilgandra, Trove has been a huge benefit, providing online access to our collection of historic photographs and pre-1956 Gilgandra newspapers 24/7, and to collections of digitised newspapers, manuscripts and photographs from all over Australia. This has enabled researchers and historians everywhere to find these items and further their research. Prior to Trove, researchers had to physically visit collections and manually search through newspapers. Trove has also given us a one-stop shop to search the catalogues of almost all the libraries in Australia. This central catalogue access has given us unprecedented ability to request interlibrary loans of books, as needed.

In 2022, Trove Collaborative Services (TCS) introduced a new pricing model which raised serious concerns regarding the affordability and ongoing viability of participation in resource sharing for New South Wales public libraries.

Hundreds of organisations, including libraries across NSW, contribute to Trove, to ensure it remains the single national database within Australia. The change in subscription model has seen approximately 13% of libraries across NSW withdraw their contributions due to the significant fee increases, resulting in implications for the integrity of Trove. Further funding cuts, due in July 2023, will magnify this situation.

In addition, TCS has indicated that they will no longer support the national Document Delivery system (LADD) for resourcing sharing, raising concerns for library staff about the longer-term impact on inter-library loans (ILLs). ILLs are a vital and core service of public libraries, allowing open, democratic access to quality information for all community members, resulting in an inclusive, informed and connected communities.

Without additional funding the NLA be unable to maintain Trove and therefore the people of NSW (and Australia) will no longer have access to Trove and the ability to search the 6 billion records on the national treasure trove of artefacts,



curiosities, and stories from Australia's cultural, community and research institutions.

In July 2022, NSWPLA wrote to the Minister for the Arts, Hon. Tony Burke expressing concern regarding the national database being under threat due to the lack of funding with the last tranche of funding expiring in July 2023. NSWPLA also expressed the association's concern for the effect this would have on the community. They noted what a travesty it would be if the single national treasure trove of artefacts, curiosities, and stories from Australia's cultural, community and research institutions; a database of more than 6 billion digital items, is no longer be fully maintained or kept up to date or, in the worst case scenario, is no longer available. NSWPLA has not been successful in gaining a meeting with Minister Burke or his representative.

Trove is essential in providing equity of access to information across not only New South Wales, but the whole of Australia and further. It is a world-leading resource, free and available for anyone anywhere to use. Trove's impact on research at all levels is immeasurable and its value to all Australians cannot be underestimated.

Accordingly, it is recommended that Council support the NSW Public Libraries Association by formally endorsing the actions of the NSW Public Libraries Association in lobbying for additional sustainable funds for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.

<u>Principal Activity</u>	Enjoy
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil, though if Trove were no longer available, information requests would be costly to fulfil
<u>Delivery Program Actions</u>	2.1.5.2 Provide appropriate high quality, current collections, information services, programs, technology and community space for personal, business and community development

### RECOMMENDATION

1. That Council make representation to the local Federal Member, the Hon. Mark Coulton, in relation to the need for a sustainable federal funding model for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.

2. That Council write to the Hon. Tony Burke, Federal Minister for the Arts and the Hon. Paul Fletcher, Shadow Minister for Science and the Arts, calling for sustainable funding to ensure the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.
3. That Council endorse the actions of the NSW Public Libraries Association in lobbying for additional sustainable funds for the continuation of free access to the Trove national database and upgrade of the digital archive systems of Trove.

Neil Alchin  
Director of Growth and Liveability

## **COO-EE HERITAGE CENTRE – KIOSK OPERATIONS**

### **SUMMARY**

To present an update of the Coe-ee Heritage Centre (CHC) kiosk operations since its opening in October 2022 and determine future direction for Expressions of Interest with the commercial lease.

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The Coffee at CHC activation project is part of the Gilgandra Cultural Precinct (GCP) project, which comprises the CHC, Windmill Walk, Rural Museum and links to Gilgandra's Miller Street and CBD.

In line with Council's strategic planning documents, the CHC is committed to offering a well-represented and functional visitor centre and cultural experience to residents and visitors, focussing on three key themes;

- Military history
- Agricultural and natural landscapes
- Aboriginal heritage.

It aims to become a destination experience, attract visitors and increase local usage, education and pride in the precinct.

An Expression of Interest process for the commercial space was undertaken by Council in 2021 and again late 2021. With neither EOI processes finding suitable candidates, Council determined to activate the kiosk space for a period of 12 months before launching the EOI process again with the supporting data, visitation, budget and sales intellectual property to be used to attract a suitable candidate.

### **The Concept – Regional Suppliers and Endless Possibilities Activation**

Similar to the GIL Collective activation model, the Coffee @ CHC activation also included a regionally based model that supports local and regional suppliers.

The 'Endless Possibilities' concept was utilised in the kiosk activation space at the CHC also to show the possibilities that this space creates, attracting investment from private ventures to take this space on into the future.

The Endless Possibilities concept has been utilised with a number of activation projects from the Laneways upgrades, Under the Gums, the GIL Collective and BIG Ideas in the Gilgandra Region.

*"The idea of when pigs fly' is an expression of the resilience and strength of our community. It represents the endless possibilities available and the promise for future positive opportunities when we allow ourselves to think BIG."*

The concept can be further utilised across any activation opportunity within the Region and complements other strategic focus areas of Council such as the Grow Gilgandra program.

### **Visitors and Locals**

There has been close to 5,900 people through the doors of the CHC since its re-opening to end of December 2022.

Approximately 30% of these have been local's which meets a key goal of the Gilgandra Cultural Precinct Strategic Plan to increase local ownership and pride.

There has been a number of bookings to utilise the space including Gilgandra Film Festival Committee meeting, NSW Health workshops, NSW Department Regional and TfNSW meetings. Gilgandra Aboriginal Stakeholder Group, Economic Development Committee to name a few.

The space has also hosted the Gilgandra Region Shop Local program launch, as well as the Gilgandra High School Year 10 formal.

Positive feedback has been reported to staff working in the activation project, as well as within the Coo-ee Heritage Centre. Compliments have also been received via social media.

### **Staffing and Hours**

Customer Service Officer – Hospitality staff positions for a part-time fixed term contract to 30 June 2023 were filled with a rotating, seven-day week roster on the following opening hours implemented:

9am – 2pm Sunday – Thursday  
8am – 2pm Friday - Saturday

### **Regional Suppliers**

The activation project features regional suppliers that currently include:

- Megan O'Connor Catering
- Babs & Co
- Baked by Jess
- Dubbo Coffee Bean Roasting House
- MumblePeg Juice
- Old Windmill Bakery
- Johnsons Family Store
- Back o Bourke drinks
- The Goods by Haylee
- Little Big Dairy Co

Ordering from some of the small regional stockists has been ad hoc, with deliveries when available from the supplier, rather than as required by the activation.

Feedback has been received about minimal options available at times, for meetings and for children.

A supplier agreement was developed, but many local business were hesitant to enter such agreement.

### **Budget Implications**

As part of the Quarterly Budget Review, the following has been reported:

The sales revenue has been reduced by \$75,000 from \$150,000 to \$75,000.

Costs associated with supplies (food and drinks) has been reduced by \$45,000 and equipment, technology and advertising costs have also been reduced by a further \$10,000. However, an additional cost of \$20,000 for wages has been included. This is based on the current work roster of 45.5 hours across 7 days plus loading for weekends.

Note, that total income expected becomes \$80,000 and total expenses becomes \$120,000.

### **Products and Sales**

Current income from the venture as at 31 December 2022 was \$20,840, with current expenses at \$42,078. The greatest expense was staff wages at \$26,580.

Under the regional supplier model, markups on products are much smaller due to the cost of goods being higher from smaller suppliers without the benefit of bulk production. There is limited markup on some products due to the prices supplied by the providers but otherwise, generally the mark up is 40-60% depending on the items.

### **Reduce Costs and Increase Income**

The following measures and processes have been implemented to reduce costs:

- Confirmation and implementation of rotating roster, reducing staff wages
- Stock control, wastage and shelf life processes implemented, increasing stock management
- Ordering, requisition and stocktake processes developed to better manage required stock, fluctuations and forecasts

The following recommendations are made, extending from early plans to implement:

- Making fresh sandwiches daily, gaining a higher markup
- Regular cooking of stock items such as scones and muffins, ensuring consistent stock levels for sales and greater markup
- Regional suppliers become weekly features and specials promoted, rather than standard stock given fluctuating deliveries
- Liquor licensing – with drinks and food catering packages, generating additional income sales

These recommendations can be implemented within existing rostering hours.

### Kiosk Area + Expressions of Interest Process

An Expression of Interest (EOI) was advertised in 2021 and re-advertised in late 2021 for a lessee for the Kiosk/Café at the CHC.

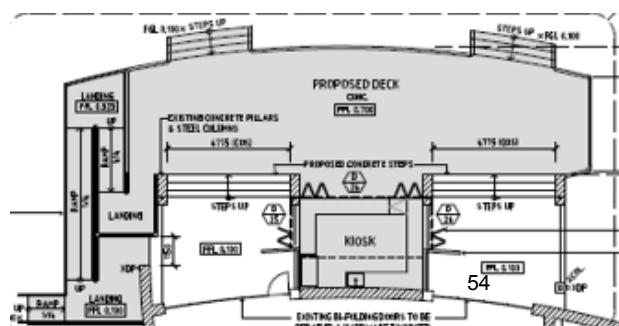
The commercial lease activity was discussed in detail with the Economic Development Committee in September 2020. The points originally raised by Committee members included:

- Healthy competition is good, not to discourage growth in the region, especially in a small town
  - Direct competition with nearby business. We would need to ensure local businesses are informed of opportunity for EOI submission
  - Potential for small steps, on weekends and holidays etc – similar to Japanese Gardens in Dubbo example
  - Opportunity to create a hub for activity and foods
- CHC connects with CBD and encourages more opportunities for people to visit
- Ensuring the connection of visitors to the CBD
  - Tourism opportunity
  - Ensure any EOI process is thorough to have best chance of attracting a successful operator

There are two areas available for lease as indicated below:

#### Option A:

- |   |                     |
|---|---------------------|
| • Internal area of Kiosk                          | 17.69m <sup>2</sup> |
| • External deck (excluding steps ramps and kiosk) | 88.01m <sup>2</sup> |





Option B - as per Option A plus:

- Commercial kitchen area  
(excluding corridor and dry store) 27.83m<sup>2</sup>
- Dry store (adjacent to kitchen) 2.81m<sup>2</sup>

(Excluding office)

The commercial kitchen remains underutilised and should Council support going to an EOI process then there is the opportunity for the successful tender to increase the food offering by including prepared to order cooked foods from this kitchen.

The operation of the Coffee@CHC activation by Council was always considered on a transitional basis, with the aim of attracting a private operator to run the business over the longer term. Since its opening a number of preliminary enquiries have been fielded by staff.

If suitable candidates apply, it is expected that the EOI process, contract negotiation and handover process would take approximately three months from commencement. Therefore, the recommendation is to call for expression of interests. By re-advertising in March 2023 would support a July 2023 commencement.

<u>Principal Activity</u>	Enjoy
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	\$40,000 worsening on budget estimates as outlined in the quarterly budget review
<u>Delivery Program Actions</u>	<p><b>2.2.4.2</b> Provide a business unit for retail, hospitality and experience that showcase and support regional businesses*</p> <p><b>2.2.1.1</b> Implement the Gilgandra Cultural Precinct Strategic Plan to increase local community ownership and pride*</p> <p><b>2.2.1.2</b></p>

Implement the Gilgandra Cultural Precinct Strategic Plan to recognise the GCP as a tourist destination\*

**2.2.1.3**

Implement the Gilgandra Cultural Precinct Strategic Plan to support and encourage local and regional creative and artistic expression\*

**2.2.1.4**

Implement the Gilgandra Cultural Precinct Strategic Plan to gain understanding and respect for local history and heritage\*

**2.2.4.1**

Provide a business unit for retail, hospitality and experience sales that showcase and support regional businesses\*

**RECOMMENDATION**

1. That the progress of the Activation project Coffee @ CHC be noted
2. That the recommendations in this report to improve the budget implications be endorsed
3. That Council call Expressions of Interest for a commercial lease arrangement for a July 2023 commencement.

N J Alchin  
Director Growth & Liveability



**GRANTS – STRONGER COUNTRY COMMUNITIES ROUND 5 AND  
LOCAL GOVERNMENT RECOVERY GRANT**

**SUMMARY**

To confirm desired reallocation of \$297,518 funding in Stronger Country Communities Fund Round 5 and allocation of spend for the \$1M Local Government Recovery Grant.

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**Stronger Country Communities Round 5**

The objective of the Stronger Country Communities Fund is to boost the wellbeing of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support.

Gilgandra Shire Council's allocation under Round 5 of the SCCF totals \$1,272,058. The following projects were successful:

- St Ambrose Stabilisation Works \$137,609
- Tooraweenah Showground Amenities Stage 2 \$297,518
- Miller Street Beautification & Accessibility \$364,973
- A Night Under the Gums 2023/4 \$120,000
- River Beautification & Public Art \$199,881
- McGrane Oval Masterplan Finalisation \$152,077

The Tooraweenah Showground Amenities Stage Two project was concurrently funded \$344,358 in Crown Reserves Improvement Fund for the Stage Two Amenities project.

Staff met via Teams with the NSW Government funding body representative and Business Development Manager with Department of Regional NSW to discuss the opportunity to redistribute funding, which is permissible to apply for within existing funded projects of the same round.

In Council's December 2022, the following was resolved:

<b>RESOLVED 241/22</b>	<b>Cr Walker/Cr Mockler</b>
<ol style="list-style-type: none"> <li>1. That Council accept the Tender of Central West Machining and Engineering for Tender 43/22 – Community Plaza Upgrade for the Streets, Beats &amp; Eats project.</li> <li>2. That the shortfall in budget of \$57,727.00 be funded by way of a project variation under SCCF round 5.</li> </ol>	

Therefore, there is \$239,791 remaining to be reallocated.

It is suggested that the reallocation be to the following existing projects to achieve additional elements including

- Miller Street Beautification & Accessibility \$39,791
  - Additional costs CBD paving
- River Beautification & Public Art \$200k
  - CHC deck pergola
  - Sound Shell turf and Irrigation
  - Additional experience elements on the Windmill Walk (details of element options to be discussed at Councils workshop)

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### **Local Government Recovery Grant**

To support impacted communities, the NSW Government in partnership with the Australian Government has announced significant recovery funding to assist disaster declared councils.

The grant provides financial assistance to general purpose councils impacted by Drought Recovery Fund Arrangement (DRFA) activated exceptional disaster events. Councils may use funding to facilitate relief, recovery and resilience activities that support the impacted built, social, economic and natural environment domains in their communities. Please note that this funding is in addition to what Council will be entitled to under DRFA to undertake flood damage restorations works.

Gilgandra Shire Council has been allocated \$1,000,000. Council must submit an overview of proposed projects to be funded under the Recovery Grant up to \$1 million. OLG will review the proposed outline of works and confirm that the proposals are compliant with the guidelines, and may request changes if required. Once agreed, GSC will be asked to sign a grant acknowledgement schedule, which will trigger the transfer of funds to the eligible council as a single upfront payment. GSC will then be required to complete and submit a detailed Program of Works template within three months of receiving funds, which will cover:

- how the works meet eligibility and project criteria as outlined in the program guidelines; and
- the timeline for delivery, including any relevant milestones.

### **Objective**

The objective of the Local Government Recovery Grant is to support eligible councils to:

- facilitate community relief and recovery following an eligible exceptional disaster event; and

- promote projects that increase disaster resilience to reduce the impact of future disaster events

Councils will be responsible for working with OLG to ensure funding for nominated projects complements (rather than duplicates) any other sources of assistance being delivered.

Projects must meet the following Criteria:

Project Criteria	Description
<b>Diverse local recovery needs are balanced</b>	The community has a need for the project and its outcomes. This need can either be demonstrated through data analysis or through community driven interest in the project and its outcome.
<b>Alignment</b>	The project contributes to the objective of the Local Government Recovery Grant by: <ul style="list-style-type: none"> <li>• facilitating community relief and recovery following an eligible exceptional disaster event; and/or</li> <li>• promotes projects that increase disaster resilience to reduce the impact of future disaster events</li> </ul>
<b>Local support and delivery</b>	<ul style="list-style-type: none"> <li>• The community supports the project and participate where possible, in planning and development processes.</li> <li>• The project should aim to optimise local and Indigenous employment and procurement opportunities, including opportunities for local trades, services and other input-supplying businesses.</li> </ul>
<b>Feasibility</b>	<ul style="list-style-type: none"> <li>• The project is feasible, risks and consequences are acceptable, and appropriate mitigation strategies are identified.</li> <li>• Project proponents can demonstrate delivery capacity and experience, and project readiness supports commencement and completion within program timeframes.</li> <li>• Cost demonstrates an effective, efficient, and ethical use of resources.</li> <li>• For infrastructure projects, council should demonstrate how any infrastructure is to be maintained and that future operating and maintenance costs of the project can be continued.</li> </ul>

### Eligible projects

To be eligible nominated projects must:

- Meet all eligibility criteria outlined above.
- Facilitate community relief and recovery following an eligible exceptional disaster event; and/ or promote disaster resilience to reduce the impact of future disaster events.
- Council infrastructure projects, must not be eligible for reimbursement under the DRFA Essential Public Asset program
- Community infrastructure projects, must play a demonstrated, critical role in providing one or more of the following:
  - basic social and recreational amenity to local residents and visitors
  - help support and/or safeguard community cohesion
  - support the delivery of social support networks

- support local and Indigenous-owned businesses through procurement.
- Align with relevant NSW Government policies and strategies including Council legislative and regulatory responsibilities.
- Be completed by 30 June 2025

The allocation of the Local Government Recovery Grant is a decision of the Council, recommendations from staff will be to use the monies to raise the standards of the road pavement treatments in the most problematic areas within our local road network as experienced during the recent wet weather seasons. At the time of writing the report the suggested locations have yet to be determined and will be available at the meeting for discussion.

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	\$1,000,000 additional income, offset by the same in expenses
<u>Delivery Program Actions</u>	<p><b>4.2.1.1</b> Implement the Community Engagement Strategy to inform, involve, empower, consult and collaborate with stakeholders</p> <p><b>4.3.4.1</b> Actively pursue external funding opportunities for strategically aligned community and Council projects</p>

## RECOMMENDATION

- 1) That Council redistribute \$239,791 not required for the SCCF5 Tooraweenah project to the existing SCCF5 projects as follows;
  - Miller Street Beautification & Accessibility \$39,791
    - Additional costs CBD paving
  - River Beautification & Public Art \$200k
    - CHC deck pergola
    - Sound Shell turf and Irrigation
    - Additional experience elements on the Windmill Walk
- 2) That Council determine and list projects for funding under the Local Government Recovery Grant program.

N J Alchin  
Director Growth and Liveability

## GILGANDRA FILM FESTIVAL

### SUMMARY

To consider a request from the Gilgandra Film Festival group regarding funding for an event in March 2023.

.....

Sue Armstrong, Gilgandra Film Festival Manager, has written to Council seeking funding to assist with a film night to be held at the Shire Hall on Saturday 22 April 2023. The following proposal has been submitted in support of the request for a contribution by Council of \$6784.58 being the total expenses estimated to deliver the event:

2/

#### **GILGANDRA FILM FESTIVAL PROPOSAL TO GILGANDRA SHIRE COUNCIL**



The film "The Dreamlife of Georgie Stone" - spanning 19 years - reveals the memories of Georgie Stone, a transgender teen as she helps to change laws, affirms her gender, finds her voice, and emerges into adulthood. Georgie lives in Melbourne and is unable to attend due to a prior commitment. However, she is filming an introduction for us. The evocate narrative gives much food for thought.

The film "Masha and Valentyna" was filmed in Poland and Ukraine last year. It shows the escape of two women and their children from the war between Ukraine and Russia from a stable family life in Ukraine to being efugees in Poland. This is very much today's news and of great importance to Baltic States and adjoining countries, as well as the rest of the world.

I will be inviting Ambassadors from Poland, Ukraine and Latvia to attend the Film Festival. It is a wonderful opportunity to welcome such distinguished visitors to our region.

The Shire Council Hall can seat 300 . We would anticipate some 200 would be paying tickets and the rest would be complimentary. Tickets will be sold for \$25.00 pp. However, deducted from this figure there will be ticketing charges and credit card costs.

Our Artistic Director Simon Target, suggests we should aim for ticket sales of 150-180. Of course, the committee is determined to fill all 300 seats.

As part of forward planning, a bank account named "Gilgandra Film Festival" will be opened at Gilgandra Community Bank (Bendigo Bank) and all monies will go through this account. Thus giving transparency and accountability.

The CWA Branches of Tooraweenah, Gilgandra, Collie and Armatree will be catering. We intend that all profits or "left over monies" will stay in the Shire and be distributed by local CWA branches to help those in need within our community. This ensures the money is distributed equitably.

Should our submission be successful, naming rights and logos will be given to Gilgandra Shire Council. These will appear on all banners, posters and advertising. A logo for the Gilgandra Film Festival—at no charge—is being designed by a graphic designer in Sydney.



We have also approached the Bendigo Bank for a small contribution towards costs, thus sharing the burden of showcasing this event. Along with your contribution, this will ensure that all costs are covered and will ensure the success of this event.

### PROPOSAL TO GILGANDRA SHIRE COUNCIL

The **Gilgandra Film Festival** has a volunteer committee and has the active support of film director and cinematographer Simon Target and Director Dr. Beata Zatorska. Peter Gaff is giving his time and equipment free of charge.

The costs of film rights are normally quite expensive. However, the three films featured have been lent *free of charge* specifically for the Gilgandra Film Festival.

Advertising in both newsprint and digital, television and radio, will reach our target audience. Banners, Posters and Leaflets will supplement the print and digital message. The Sydney Film Festival will advertise the Gilgandra Film Festival on their website—at no charge—but unfortunately, they don't have a budget to share with us.

After discussions with Katherine (Larkin) regarding ticketing, she felt that the council may assist by allowing us to open an account 123 Tix under the banner of the Council which would be awesome. Whilst most of the ticketing would be on-line, with your permission, we would like to sell some direct to the public at the Cooee Heritage Centre.

We would be very grateful if you can assist us to showcase our district and help promote and contribute financially to the success of the Gilgandra Film Festival. I have attached a spreadsheet with estimated costs and therefore ask that the council grant us the sum of \$6,800.00.

Thank you for your consideration.

Yours faithfully,



**Sue Armstrong**  
**Festival Manager**

Mob: 0427 359 926

Home: 02 68254314

Email: sue.brian@activ8.net.au



	A	B	C	D	E	F
1						
2	<b>GILGANDRA FILM FESTIVAL SATURDAY 22 APRIL, 2023</b>					
3						
4	<b>ITEM</b>	<b>COST "IN KIND"</b>	<b>ACTUAL COST</b>	<b>COUNCIL ASSISTANCE</b>		
5		<i>or Estimated</i>	<i>or Estimated</i>			
6	HALL AND SCREEN HIRE		185.00	185.00		
7	SOUND AND MOVIE EQUIPMENT	500.00				
8	ACCOMMODATION Special Invited Guests		1200.00	1200.00		
9	TRAVEL COSTS BY VIP'S	500.00			VIP TO PAY	
10	GRAPHIC DESIGN LOGO	500.00				
11	IN KIND - SERVING, WASHING UP	100.00				
12	GILGANDRA WEEKLY ADVERTISING		1212.75	1212.75		
13	1 x LARGE VINYL BANNER		178.21	178.21	custom vinyl 3m x 1m w/eyelets	
14	1 x LARGE VINYL BANNER		320.42	320.32	ditto 5m x 1.3m w/eyelets	
15	COSTS FOOD CWA BRANCHES		500.00	500.00		
16	COSTS SERVING FOOD, WASHING UP ETC	250.00				
17	PRINT 100 LANYARDS		285.00	285.00	Invited guests/committee	
18	MOVIE COSTS - USUAL FEE \$2000 P/FILM X 3	6000.00				
19	TECHNICAL DIRECTOR	500.00				
20	ARTISTIC DIRECTOR ADVICE/TRAVEL/RESEARCH	2000.00				
21	MISC EXPENSES 10%		600.00	600.00		
22	V CUPS 240ML X 300 CUPS		63.24	63.24		
23	BIOWOOD 150ML ROUND PLATES X 300		240.90	240.90		
24	M\$10 PUBLIC LIABILITY		800.00	800.00		
25	BIOCANE 270 ML-220ML RECTANGLE PLATTERS		59.16	59.16		
26	DRINKS - WINE		600.00	600.00		
27	ORANGE JUICE & WATER		540.00	540.00		
28						
29						
30						
31						
32	TOTALS	10350.00	6784.68	6784.58		

In addition to the request to Council, it is understood that the Bendigo Bank has been approached for sponsorship.

It should be noted that in addition to the expenses budget provided, it has been flagged in the submission that the group intends to ticket the event resulting in an estimated income of \$5,000.00 less ticketing expenses.

It is suggested that Shire Hall Hire charges of \$198.00 be waived in addition to any cash contribution determined by Council.

Principal Activity                      Enjoy

Policy Implications                      Nil

Budget Implications                      Request for \$6784.58 not budgeted

Delivery Program Actions                      **2.2.1.1**  
Implement the Gilgandra Cultural Precinct Strategic Plan to increase local community ownership and pride

## RECOMMENDATION

- 1) That Council waive the Shire Hall hire charge of \$198.00 for this event
- 2) That Council consider a cash contribution towards the event to recognise the volunteer Committee's initiative in organising the event and encourage a wider variety of activities in our region.

N J Alchin  
Director Growth & Liveability

## **MINUTES – COMMITTEE MEETINGS FOR ADOPTION**

### **SUMMARY**

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

.....

Economic Development Committee  
Gilgandra Lifestyles' Advisory Board

7 February 2023  
7 February 2023

### **ECONOMIC DEVELOPMENT COMMITTEE**

Councillors attention is drawn to resolution 3/23 of the Economic Development Committee minutes which refers to a Towards 5000 working group and the development of a charter. In discussions since the meeting staff and the Chair Cr Babbage and Mayor Batten have acknowledged that the working group will not require a formal charter, rather work on Towards 5000 initiatives on behalf of the Economic Development Committee.

<b>COMMITTEE'S RECOMMENDATION 3/23</b>	<b>Cr I Freeth/T Mellor</b>
1. That the Towards 5000 working group prepare a charter for consideration at the next committee meeting.	
2. That the Inland Rail Managers Role with Towards 5000 be noted and he and the Activation and Communications Manager be invited to the next working group meeting	
3. That the Towards 5000 working group explore the opportunities around a "welcome to Gilgandra" initiative for new residents	

Principal Activity

Lead

Policy Implications

Nil

Budget Implications

Nil

Operational Plan Action

**4.2.1.1**

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



## **ECONOMIC DEVELOPMENT COMMITTEE**

7 February 2023

### **PRESENT**

Cr G Babbage (Chair)  
Cr D Batten (Mayor)  
Cr A Bunter  
Cr I Freeth  
H Whiteman  
D Robinson  
T Mellor  
L Johnson  
C Harvey  
N White  
L White  
E McAllister  
D Bonnington  
K Banks

### **IN ATTENDANCE**

Mr N Alchin (Director Growth & Liveability)  
Mrs K Larkin (Activation & Communications Manager)  
Mrs L McCutcheon ( GIL Library Hub Manager)

Proceedings of the meeting commenced at 5.40pm

### **APOLOGIES**

D Clouten  
J Quilter

<b>COMMITTEE'S RECOMMENDATION 1/23</b>	T Mellor/E McAllister
That the apologies submitted be accepted.	

### **DECLARATIONS OF INTEREST**

Nil

### **CONFIRMATION OF MINUTES**

<b>COMMITTEE'S RECOMMENDATION 2/23</b>	H Whiteman/D Robinson
That the Minutes of the meeting held on 8 November 2022 be confirmed.	

## BUSINESS ARISING

### Proceedings in Brief

It was noted that the timing of meetings would be considered given the clash with Gilgandra Lifestyles Advisory Broad Committee meetings.

## REPORTS FROM ACTIVATION AND COMMUNICATIONS MANAGER

### TOWARDS 5000

#### SUMMARY

To provide update regarding Towards 5000 strategy as discussed in the November Economic Development Committee meeting.

#### Proceedings in Brief

The Chair invited Tracey Mellor to address the meeting in relation to a Towards 5000 working group meeting that had been held, and Ms Mellor advised that themes discussed included

- Housing
- Child Care
- Drs / GP's
- Education
- Trades
- Ability to buy basics
- Lack of info around "whats on" and opportunities for community involvement
- Welcome pack for new residents
- Makers Markets
- Monthly Events
- Social Inclusion
- Welcome to Gilgandra Facebook Group

The Director of Growth and Liveability confirmed that Council is currently active in planning, strategy and actions in a number of these areas in line with its Community Strategic Plan.

The Director of Growth and Liveability clarified that Randall Medd Inland Rail Manager is currently on leave and on his return will play a lead role in Towards 5000 initiatives

<b>COMMITTEE'S RECOMMENDATION 3/23</b>	<b>Cr I Freeth/T Mellor</b>
4. That the Towards 5000 working group prepare a charter for consideration at the next committee meeting.	
5. That the Inland Rail Managers Role with Towards 5000 be noted and he and the Activation and Communications Manager be invited to the next working group meeting	

- |   |
|---|
| 6. That the Towards 5000 working group explore the opportunities around a “welcome to Gilgandra” initiative for new residents |
|---|

#### Proceedings in Brief

It was noted that Kate Thomas would be invited to the next working group meeting to offer her insights.

It was also noted that the working group would explore the opportunity to establish a Facebook group independent of Council to promote “whats happening” in the Gilgandra Region from a living and social perspective.

### **GILGANDRA REGION EVENTS - UPDATE**

#### SUMMARY

To provide an update of planned events for the Gilgandra Region under the Reconnecting Regional NSW – Community Events Program and to determine the future vision of Under The Gums

#### Proceedings In Brief

The Committee discussed the level of contribution towards shop local and community benefit versus business benefit.

The Activation and Communications Manager outlined the direction proposed for Under The Gums over the next two years to progress towards becoming a significant regional event that targets a widening regional market, as distinct from a community focused event such as A Christmas Wonderland.

Discussion points raised by the committee included

- Opportunities for volunteers to participate in arranging and delivering the event to assist Council
- Age restrictions on the event
- Target Audience
- Level of Entertainment

<b>COMMITTEE'S RECOMMENDATION 4/23</b>	Cr A Bunter/D Bonnington
That the committee endorse the future vision as outlined for the Under The Gums Event	

### **THE GIL LIBRARY HUB UPDATE**

#### SUMMARY

To provide an update of the GIL Library Hub transformation project in Miller Street and seek Committee considerations for the activation spaces in the GIL.

### **Proceedings in Brief**

The committee was introduced to the GIL Library Hub Manager Liz McCutcheon

Both opening hours and usage and charges for bookable spaces at the Library Hub were discussed and the following suggestions put forward for consideration

- Hours of operation 9am to 5pm Monday to Friday and 9am to 12noon Saturday
- Bookable spaces to be on a short term basis
- Business Incubator to include submission of business plan as part of application noting that a business can only hire the incubator on one occasion
- Commercial rental rates to apply to bookable spaces, meeting room and business incubator
- Available technology needs to be of a high standard to encourage use by businesses
- Consider online bookings for bookable spaces

<b>COMMITTEE'S RECOMMENDATION 5/23</b>	E McAllister/D Bonnington
That the Committee provide the above suggestions to Council as part of stakeholder consultation in relation to fees and charges for bookable spaces and operational hours of the Gil Library Hub	

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

#### **SUMMARY**

#### **SUMMARY**

For the Committee to review options for digital signage within Gilgandra with Stronger Country Communities Fund Round 3.

#### **Proceedings in Brief**

It was noted that the available funding of \$75k will fund one large and one smaller sign and that landscaping of the area surrounding the sign in Apex Park would be taken into consideration.

<b>COMMITTEE'S RECOMMENDATION 6/23</b>	CR I Freeth/D Robinson
1. That the Committee recommend the larger sign be located at Apex Park with the smaller sign to be located in one of the Miller Street Plaza's with choice of plaza to be made as the two plaza's are upgraded.	

## **GRANTS**

### **SUMMARY**

To provide an update to the Committee of pending and recently successful grants in the activation and growth area.

#### **Proceedings In Brief**

It was noted that the Committee would like to get out some positive media around Councils ongoing success with grant applications and that committee member Dan Robinson was happy to be quoted in this media.

<b>COMMITTEE'S RECOMMENDATION 7/23</b>	H Whiteman/K Banks
That the Report be noted	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.05 PM.

Cr Gail Babbage  
Chair

## **GILGANDRA LIFESTYLES ADVISORY BOARD**

7 February 2023

### **PRESENT**

Cr P Mann (Chair)

Cr D Batten

Cr G Babbage

Cr A Bunter

Cr N Mudford

Cr G Peart – via videoconference

Mr B Bailey (Pride Living) – via videoconference

Ms K Ong (Pride Living) – via videoconference

### **IN ATTENDANCE**

Mr D Neeves (General Manager)

Mrs D Dobson, (Director Aged Care & Disabilities)

Mr G McAnally-Elwin (Finance Manager)

Natasha Tobin (Corporate Marketing Officer) Minute Taker

Merscia Kouroulis (Community & Engagement Officer)

Proceedings of the meeting commenced at 3.30pm

### **APOLOGIES**

Mr J Saunders (Pride Living)

<b>COMMITTEE'S RECOMMENDATION – 1/23</b>	Cr A Bunter/Cr D Batten
That the apologies submitted be accepted.	

### **DECLARATIONS OF INTEREST**

Nil

### **CONFIRMATION OF MINUTES**

<b>COMMITTEE'S RECOMMENDATION 2/23</b>	Cr A Bunter/Cr D Batten
That the Minutes of the meeting held on 8 November 2022 be confirmed.	

### **BUSINESS ARISING**

Nil

## **GILGANDRA LIFESTYLES - UPDATE**

### **SUMMARY**

To provide an update on activity during the past quarter.

<b>COMMITTEE'S RECOMMENDATION – 3/23</b>	Cr N Mudford/Cr G Babbage
That the report be noted.	

## **LUMP SUM GOVERNANCE SYSTEM**

### **SUMMARY**

To present the Lump Sum Governance System for adoption.

<b>COMMITTEE'S RECOMMENDATION – 4/23</b>	Cr D Batten/Cr A Bunter
<ol style="list-style-type: none"><li>1. That the Lump Sum Governance System, as presented, be adopted.</li><li>2. An opportunity for the board to have an input and review of the budget. Reviewing of strategies to also be undertaken through workshops.</li><li>3. That an overarching governance frame work plan outlining the key elements, dates and updates on the progress be developed and reported to the board.</li></ol>	

## **RISK MANAGEMENT FRAMEWORK & RISK APPETITE**

### **SUMMARY**

To present a Risk Management Framework and Risk Appetite for adoption.

<b>COMMITTEE'S RECOMMENDATION – 5/23</b>	Cr A Bunter/Cr G Babbage
<ol style="list-style-type: none"><li>1. That the Risk Management Framework and Risk Appetite, as presented, be adopted.</li><li>2. That a review of the risk management framework be undertaken after 1 July 2023.</li></ol>	

## **DELEGATION OF AUTHORITY**

### **SUMMARY**

To present the Delegation of Authority for adoption.

<b>COMMITTEE'S RECOMMENDATION – 6/23</b>	Cr D Batten/Cr N Mudford
That the Delegation of Authority, as presented, be adopted.	

D Neeves left the room at 4:42pm.

D Neeves re-entered at 4.43pm.

## **RECRUITMENT ISSUES**

### **SUMMARY**

To provide an update on issues being experienced to recruit suitably skilled staff for Gilgandra Lifestyles.

<b>COMMITTEE'S RECOMMENDATION – 7/23</b>	Cr G Babbage/Cr N Mudford
That, in an effort to attract and retain staff, authority be granted to the Director Aged Care & Disabilities to:	
<ul style="list-style-type: none"><li>• develop and action a suitable incentive program; in conjunction with the GM and assessment of costs with a subsequent report at the next meeting</li><li>• undertake a risk assessment on individual applications from any unvaccinated staff and, if acceptable level of risk, approve employment</li></ul>	

## **LANDSCAPING AROUND NEW TANKS FOR FIRE PROTECTION**

### **SUMMARY**

To determine funding for landscaping around the newly installed tanks for fire protection at Cooee Lodge Hostel.

<b>COMMITTEE'S RECOMMENDATION – 8/23</b>	Cr D Batten/Cr G Babbage
That the matter be by Council as part of the December Quarterly Budget Review at the February Council Meeting	

## **DASHBOARD REPORTING CONSIDERATIONS**

### **SUMMARY**

To consider a suitable dashboard style and content for reporting to the Board.

<b>COMMITTEE'S RECOMMENDATION – 9/23</b>	Cr A Bunter/Cr N Mudford
That the dashboard style report be presented at the May meeting and include financial sustainability.	

(CM.PL.1)

## **DELIVERY PROGRAM AND OPERATIONAL PLAN REVIEW**

### **SUMMARY**



To present the Operational Plan review for Gilgandra Lifestyles.

<b>COMMITTEE'S RECOMMENDATION – 10/23</b>	Cr D Batten/Cr A Bunter
That the Operational Plan review for the period ending 31 December 2022 be noted.	

(FM.FR.1)

### **YEAR TO DATE FINANCIAL STATEMENTS AS AT 31 DECEMBER 2023**

#### **SUMMARY**

To present the year to date (YTD) financial statements (Operating Statements and Balance Sheets) for Cooee Lodge Hostel, Cooee Lodge Retirement Village (ILU's) and Jack Towney Hostel.

<b>COMMITTEE'S RECOMMENDATION – 11/23</b>	
That the report be noted.	

(FM.FR.1)

### **QUARTERLY BUDGET REVIEW**

#### **SUMMARY**

To present the Quarterly Budget Review for Gilgandra Lifestyles for the quarter ending 30 December 2022.

<b>COMMITTEE'S RECOMMENDATION – 12/23</b>	Cr D Batten/Cr N Mudford
That the Quarterly budget reviews be adopted in line with the outcomes following the presentation of the report at the February Council meeting.	

(CS.SP.1)

Cr G Babbage left the meeting at 5.24pm.

Cr A Bunter left the meeting at 5.27pm.

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

#### **SUMMARY**

To provide an update on activity within Cooee Lodge Hostel and Villas.

<b>COMMITTEE'S RECOMMENDATION – 13/23</b>	Cr N Mudford/Cr D Batten
That the report be noted.	

(CS.SP.1)

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

## SUMMARY

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

<b>COMMITTEE'S RECOMMENDATION – 14/23</b>	Cr D Batten/Cr N Mudford
That the report be noted.	

(CS.SP.1)

## SERVICE UPDATE - COMMUNITY CARE

### SUMMARY

To present a service update for Community Care functions.

<b>COMMITTEE'S RECOMMENDATION – 15/23</b>	Cr G Peart/Cr N Mudford
That the report be noted.	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.32PM.

Cr P Mann  
Chair

## **MINUTES – COMMITTEE MEETINGS FOR NOTATION**

### **SUMMARY**

To present the following minutes of Committee meetings for notation.

.....

Interagency

24 November 2022

**Principal Activity**

Lead

**Policy Implications**

Nil

**Budget Implications**

Nil

**Operational Plan Actions**

**4.2.1.1**

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

## **INTERAGENCY**

24 November 2022

### **PRESENT**

Royal Flying Doctor Service - Ursula Ryan (Chair)  
Gilgandra Shire Council Youth / Fitness & Homelessness – Monica Mudford,  
Gilgandra Housing & Homelessness Services - Tracey Stevenson  
Gilgandra Shire Council Youth Services – Nunka Pearce, Corey Kaltenbacher  
Mission Australia – Jamie McDermott  
Wellways – Trish Henry  
D.A.N.S. In Home Care – Dorothy Lennon  
Transport for NSW – Jayne Hutt  
Australian Nurse-Family Partnership Program-WACHS – Tjanara Talbot  
WDVCAS-Housing Plus – Tearne Ryan, Alissa West  
St. Vincent de Paul – Paul Dolan  
Gilgandra Primary School – Michael Darcy, Catherine Dunn  
Gilgandra Local Aboriginal Lands Council -  
Social Futures-Partner to NDIS – Hope Morrissey  
Lives Lived Well – Albert Ryan  
Gilgandra Community Care – Emma Meyers  
Gilgandra Shire Library - Liz McCutcheon

### **IN ATTENDANCE**

Nil

Proceedings of the meeting commenced at 12.05pm with an Acknowledgement of Country.

### **APOLOGIES**

Gilgandra Shire Council (Mayor) - Doug Batten  
Gilgandra Preschool – Kristy Hyndes  
Lifestyle Solutions – Samantha Daly  
Standby- Social Futures – Mandi Smart  
Western NSW Disability Advocacy Service – Jenny Bevan  
Gilgandra MPS – John Alchin

### **CONFIRMATION OF MINUTES**

<b>COMMITTEE'S RECOMMENDATION</b>	Paul Dolan / Tracey Stevenson
That the proceedings of the previous Interagency meeting held on 25 August 2022 be confirmed.	

### BUSINESS ARISING

Nil

### GROW EXPO UPDATE

Monica Mudford spoke about the GROW Expo held 4 November in Hunter Park. The day was successful, with 33 agencies in attendance, and visits from school groups along with community members. Monica thanked everyone for their attendance, and commented that it would be good to have this event on an annual basis. Ursula Ryan noted that RFDS gave out 400 sausage sandwiches on the day.

### SERVICE UPDATES

#### D.A.N.S. In Home Care

Dorothy Lennon spoke about the free Christmas luncheon being held in Gilgandra on 15 December. Invitations will be delivered to every household in Gilgandra. D.A.N.S. is a disability and aged nursing service available to clients with Commonwealth funding or private funding. They also do brokerage for other organisations. D.A.N.S. has 75 care workers, and the head office is in Dubbo. It is a for-profit business owned by Jacqui Martel. They are able to support clients funded under the NDIS or through a Home Care Package, but not the Commonwealth Home Support Program. They provide gardening, in-home care, personal or domestic care. They have a team of 8 RNs who deliver clinical care including wound dressing and complex medical needs. Email: [admin@dans-1st.com.au](mailto:admin@dans-1st.com.au)

#### Transport for NSW

Jayne Hatty thanked the group for the recent GROW Expo and said that the connections made there have been helpful. Jayne spoke about the Transport Access Regional Partnership (TARP) grants- there is currently funding available for transport of disadvantaged groups to useful events. An example was that a neighbouring shire received a grant to take remote and regional students to events in larger communities.

Jayne's role also includes working with Road Safety Officers from 5 participating councils.

Jayne spoke about the free online workshop for parents and supervisors of learner drivers to be held on 22 February 2023 at 6pm. These workshops give great tips to help supervisors of learner drivers. Email: [jayne.hutty@transport.nsw.gov.au](mailto:jayne.hutty@transport.nsw.gov.au)

### Wellways

Trish Henry spoke about her role as a Case Manager for the Homelessness and Accommodation Support Initiative. She helps clients with mental health issues or who are struggling, and she refers and supports them to get appointments with psychiatrists or for help around domestic violence. She assists clients to find housing and support, and covers Gilgandra and Coonamble. Email: [pherry@wellways.org](mailto:pherry@wellways.org)

### Gilgandra Housing and Homelessness

Tracey Stevenson spoke about her work with assisting clients to make rental applications. Tracey also noted that there is a real issue with insufficient rental accommodation in Gilgandra. The real estate agents only have 2 houses on their books at present and the Village Motor Inn, which has provided accommodation for many clients is closing permanently on 17 December. Tracey currently has 8 clients there, with 5 of them having children living with them, and no alternative accommodation. The State homeless service Link 2 Home is only available to provide 21 days in hotel accommodation per calendar year. Email: [gys@gilgandra.nsw.gov.au](mailto:gys@gilgandra.nsw.gov.au)

### Lives Lived Well

Alby Ryan spoke about the drug and alcohol outreach program “Roadmaps”. This is a targeted Indigenous program, but it is open to all. It is for men and women, 18 years and over. It runs for 6 weeks, and then clients can be referred to other services. Alby also spoke about the Wyla detox centre at Bloomfield, also run by Lives Lived Well, which offers a residential program for women and men. Lives Lived Well also have the Elouera live-in drug and alcohol rehabilitation program which takes women and their children.

The outreach program “Roadmaps” can be accessed by self-referral or agency referral, with the referrals done online on the Lives Lived Well website. Roadmaps consists of a 2 hour session, once a week, and this program has previously run out of the St Vincent de Paul hall. 6 referrals are required to run a program in Gilgandra. They currently have 2 clients from Gilgandra travelling to Dubbo for a night program. Contacts are Alby Ryan, Susan Williamson or Caitlin Maginnis. Emails: [albert.ryan@liveslivedwell.org.au](mailto:albert.ryan@liveslivedwell.org.au), [susanwilliamson@liveslivedwell.org.au](mailto:susanwilliamson@liveslivedwell.org.au), [caitlin.maginnis@liveslivedwell.org.au](mailto:caitlin.maginnis@liveslivedwell.org.au)

### Gilgandra Community Care

Emma Meyers spoke about the programs offered, including Meals On Wheels and Community Transport. They work under the Commonwealth Home Support

Programme (CHSP) and the Community Transport Program. They also can do brokerage for ComPacks (Community Packages- short term packages of care for people discharged from hospital.) Email: [communitycare@gilgandra.nsw.gov.au](mailto:communitycare@gilgandra.nsw.gov.au)

### Social Futures- Partner to NDIS

Hope Morrissey spoke about her work as Local Area Coordinator, providing support and also helping people to apply for NDIS. Hope is able to attend doctor's and specialist appointments with clients, to help them fill out NDIS application forms. For NDIS, anyone can apply but they need a diagnosis from GP, Clinical Psychologist, Paediatrician or Specialist. Once clients have an NDIS plan, Hope assists clients to understand it.

Hope also spoke about an opportunity to donate items to flood support , and noted that Social Futures is currently running a computer session once a month at the Youth Club to assist people to access the NDIS.

### Mission Australia

Jamie McDermott spoke about the ParentsNext program. This is a targeted early intervention program for parents at risk of long-term welfare dependency, helping them identify education and employment related goals and participate in activities that help them achieve their goals. It can assist parents to do a pre-employment program and get a drivers' licence. It is a compulsory program if referred by Centrelink, for people with children aged 9 months to 6 years.

### Gilgandra Public School

Michael Darcy, the new Principal of Gilgandra Public School, was introduced. He mentioned that his first placement as a teacher had been at GPS. He also noted his appreciation of Gilgandra Youth Service, and that they were a great resource for the school to tap into. Michael noted that Early Birds had recently finished, and requested that if anyone knew of children aged 5 years who had not enrolled yet in school, please contact him, and he will follow up. He noted his appreciation of the students and staff at Gilgandra Public School.

Catherine Dunn, Learning and Support Teacher at GPS, supported the earlier comments by Tracey Stevenson about the lack of rental accommodation in Gilgandra. She had parents telling her they would have to move on from Gilgandra as there was no housing, and she knows of parents and children having to stay with family.

### Wellington Aboriginal Corporation Health Service

Tjanara Talbot, Aboriginal Family Partnership Worker, spoke about the Australian Nurse-Family Partnership Program (ANFPP), which is still operating in Gilgandra, along with Dubbo, Wellington and Narromine. They support first-time mums of babies identifying as Aboriginal or Torres Strait Islander, or such mums who haven't had an opportunity to parent their babies before. The primary focus is to empower and support mothers, providing culturally appropriate services, and

partners are welcomed too. Tjanara works Thursdays and Fridays, and makes appointments for visits. Referrals would be very welcome. Referrals must be prior to 26 weeks of pregnancy (sometimes this can be extended if circumstances require it), and the mum will be supported through antenatal care up to when the child reaches 2 years of age. Email: [anfpp@wachs.net.au](mailto:anfpp@wachs.net.au)

#### Women's Domestic Violence Court Advocacy Service- Housing Plus

Alissa West spoke about the Women's Domestic Violence Court Advocacy Service (WDVCAS) which provides court support for women and their children throughout our region- Dubbo, Gilgandra, Coonamble, and many more. Alissa's own work has a young women focus (16-25 yrs), through programs such as "Love Bites", playgroups and supporting women through the AVO process in court. They often receive referrals from Police, but others can refer via email and phone, and referrals are welcome.

They also provide support to find housing, and counselling, legal, financial or health services. In the last 2 weeks, 2 new programs have started- one providing a Hearing Support Specialist Worker, and the other a Courthouse Family Advocacy and Support Worker. Email: [dvwestern@housingplus.com.au](mailto:dvwestern@housingplus.com.au)

#### St Vincent de Paul

Paul Dolan noted that his 4 year tenure as President of the Gilgandra Conference would be finished next week. He noted the lack of volunteers for the Conference, which provides a wide range of care and support for people. Gilgandra has supported Coonamble, Coonabarabran and Baradine. There will be much less of this support after next week, in a time of ever-increasing need.

#### Gilgandra Shire Council Youth and Fitness/ Homelessness Support

Monica Mudford noted that the Pool is now open and that the Learn To Swim program is on again (see Shire website). Adult Learn To Swim lessons are also available. The Gym is running a Summer Shape-Up Challenge. The school holiday program for youth includes the return of "Up and Up" to run a graffiti and hip-hop workshop, which may be a good point of referral for other services. Breakfast Club on school days has been very busy with up to 47 children attending each morning, from Kinder to High School aged. The program offers breakfast and a chance to let off steam and engage before school. It is a soft entry point for reaching clients, by linking with parents. They are a wonderful bunch of children. The drop-in centre after school is for children aged 10 years and up. It closes at 6pm, and children are dropped at home if need be. Email: [gys@gilgandra.nsw.gov.au](mailto:gys@gilgandra.nsw.gov.au)

#### Gilgandra Shire Library

Liz McCutcheon spoke about the planned holiday programs, including weekly LEGO Club, Tech Club, Science@ the Library, and the Summer Reading



Challenge, which encourages children aged 0-18 to keep reading over the holidays. The construction of the new GIL Library Hub is progressing, and the Library Hub will include separate bookable space for agencies to meet with clients or hold group sessions/ training. Email: [library@gilgandra.nsw.gov.au](mailto:library@gilgandra.nsw.gov.au)

#### Royal Flying Doctor Service

Ursula Ryan spoke about the RFDS Drug and Alcohol Outreach to Gilgandra, where two Clinicians are visiting on Thursdays at the former Brenshaw Medical Centre. People can self-refer. There is a group SMART Recovery Program, which can also be undertaken as part of a Work and Development Order, to pay off fines. Positive Lifestyle sessions are also offered, along with Take-home Naloxone Information sessions, on offer to the families of people with opioid use issues, as emergency treatment for overdose.

“Walk This Way” is to start in Gilgandra next winter. This successful program has been running for some time in Dubbo. It is a community walk, held once a month in the early morning (probably Thursday or Friday). Services are invited to come down and walk with participants, which gives them an opportunity to share information. The walk finishes with a bacon and egg roll.

Ursula thanked all the GROW Expo participants for their attendance. Email: [aodoutreach@rdsse.org.au](mailto:aodoutreach@rdsse.org.au)

#### NEXT MEETING

Thursday 23 February 12 noon

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 1.20 PM.

U Ryan  
Chair

## **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
- Questions for Next Meeting
- Development Applications

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

## **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 January 2023.
2. Certificate of Bank Reconciliation - Month of January 2023.
3. Details of investments as at 31 January 2023 (Local Government Financial Management Regulation No. 19).

<b>CASH BOOK BALANCE AS AT</b>	<b>31-Dec-22</b>	<b>\$2,441,395.51</b>
Plus: Receipts		\$3,042,475.45
Less: Payments		<u>\$3,089,014.67</u>
<b>CASH BOOK BALANCE AS AT</b>	<b>31-Jan-23</b>	<b><u>\$2,394,856.29</u></b>

<b>STATEMENT BALANCE AS AT</b>	<b>31-Dec-22</b>	<b>\$2,440,998.07</b>
Plus: Receipts		\$3,010,453.64
Less: Payments		<u>\$3,063,529.23</u>
<b>STATEMENT BALANCE AS AT</b>	<b>31-Jan-23</b>	<b><u>\$2,387,922.48</u></b>

Plus: Unpresented Receipts		\$7,517.36
Less: Unpresented Payments		<u>\$580.55</u>
<b>RECONCILED BALANCE AS AT</b>	<b>31-Jan-23</b>	<b><u>\$2,394,859.29</u></b>

Cashbook balance as at 31 January 2023:	\$2,394,856.29
Investments held as at 31 January 2023:	<u>\$28,000,013.70</u>
<b>Total Cash &amp; Investments Held as at 31 January 2023:</b>	<b><u>\$30,394,869.99</u></b>

The bank balances in each of the funds as at 31 January 2023 are:

General Fund	\$11,850,459.55
Water Fund	\$3,156,348.95
Sewer Fund	\$2,443,054.92
Orana Living	\$5,064,066.71
Carlinda Enterprises	\$570,551.23
Cooee Villa Units	\$2,315,786.76
Cooee Lodge	\$3,445,925.84
Jack Towney Hostel	\$1,262,271.70
Trust Fund	\$286,404.33

<b>Balance as per Total Cash &amp; Investments Held:</b>	<b><u>\$30,394,869.99</u></b>
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Details of Council's investments are as follows:

(a)	\$1,000,000.00	For 365 days @ 1.00	Due on 10-Mar-23	With AMP Bank
(b)	\$1,000,013.70	For 274 days @ 3.14%	Due on 04-Sep-23	With Bendigo
(c)	\$1,500,000.00	For 365 days @ 0.97%	Due on 04-Mar-23	With Bendigo
(d)	\$1,000,000.00	For 182 days @ 2.71%	Due on 13-Jan-23	With Macquarie
(e)	\$1,000,000.00	For 272 days @ 4.00%	Due on 11-Sep-23	With Macquarie
(f)	\$1,000,000.00	For 364 days @ 3.54%	Due on 25-Aug-23	With Macquarie
(g)	\$1,000,000.00	For 273 days @ 4.24%	Due on 28-Jul-23	With Macquarie
(h)	\$1,000,000.00	For 181 days @ 3.93%	Due on 08-May-23	With Macquarie
(i)	\$1,000,000.00	For 365 days @ 1.80%	Due on 14-Feb-23	With Bank of Qld
(j)	\$2,500,000.00	For 240 days @ 3.05%	Due on 09-Feb-23	With Suncorp
(k)	\$2,000,000.00	For 180 days @ 4.05%	Due on 30-May-23	With NAB
(l)	\$2,000,000.00	For 270 days @ 4.05%	Due on 14-Jul-23	With NAB
(m)	\$2,000,000.00	For 180 days @ 4.30%	Due on 26-Jun-23	With NAB
(n)	\$2,000,000.00	For 150 days @ 4.11%	Due on 18-May-23	With NAB
(o)	\$1,000,000.00	For 180 days @ 3.45%	Due on 28-Feb-23	With NAB
(p)	\$3,000,000.00	For 150 days @ 3.46%	Due on 09-Feb-23	With NAB
(q)	\$2,000,000.00	For 242 days @ 3.88%	Due on 15-May-23	With NAB
(r)	\$2,000,000.00	For 365 days @ 3.15%	Due on 01-Jun-23	With Bank of Qld
Total Investments: <b>\$28,000,013.70</b>				

## **OUTSTANDING MATTERS FROM PREVIOUS MEETINGS**

### **SUMMARY**

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

.....		
<u>Res. No.</u>	<u>Subject</u>	<u>Action</u>
<u>September 2020</u>		
165/20	Gravel Pit Agreements	Liaison commenced
175/20	Graincorp Industrial Precinct	Working through pre-development issues
<u>July 2021</u>		
124/21	Industrial Land – Purchase Offer	Agreement in principal reached, draft contracts in preparation
<u>May 2022</u>		
106/22	Gilgandra District Cricket Association	Reported to February 2023 meeting
<u>June 2022</u>		
115/22	Development application – Temporary Workforce Accommodation Facility	DA documentation progressing
<u>July 2022</u>		
141/22	Compulsory Acquisition by Agreement of Road Reserves and Licence Agreement	Report to future meeting
<u>November 2022</u>		
221/22	Creation of a New Rate Sub Category	to be developed in line with 2023/2024 rating
228/22	Social Housing Availability	Letter sent to Deputy Premier response pending
231/22	ARTC Housing Design	to be included in Tenders in 2023

233/22	Betterment Fund Application	Application lodged and announcement is pending
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December 2022

227/22 240/22	Audit Risk Improvement Committee Chair	Commencement pending
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241/22	Community Plaza Upgrade – Streets, Beats & Eats Project	Construction has commenced
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242/22	Netwaste Regional Organics Chipping	Netwaste advised that we will be participating
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243/22	Mowing and Gardening Services – Cooee Heritage Centre & Surrounds	Mowing and Gardening Contract commenced
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246/22	Regional Housing Delivery Plans	Letter sent and response Pending
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247/22	Subdivision of 6324 Newell Highway, Gilgandra	Stage 1 Subdivision completed
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248/22	Castlereagh River Restoration and Beautification Project – Sears and EOI/Tender	No progress since last meeting
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250/22	Orana Living Advisory Board of Management	Report to future meeting
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## **PROGRESS ON “QUESTIONS FOR NEXT MEETING”**

### **SUMMARY**

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

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#### **November 2022**

Organisation Restructure – update

report to February 2023  
meeting

#### **December 2022**

Upgrade of National Park Road  
and Baronne Creek

applications have been  
submitted, report to later  
meeting

Landscaping of the fire tanks at Cooee Lodge

report to next Gilgandra  
Lifestyles Advisory Board  
meeting

Gravel Pits

report to later meeting

## **DEVELOPMENT APPLICATIONS**

The following development application were approved during December 2022:

<b>DA Number</b>	<b>Applicant's Name</b>	<b>Application</b>	<b>Property Address</b>	<b>Development Value</b>
2022/463	Graincorp Operations (Justin Gardiner)	Graincorp storage bunkers	6324 Newell Highway, Gilgandra	\$1,000,000
2022/474	Projence Pty Ltd	Subdivision of industrial land	6324 Newell Highway, Gilgandra	\$0
2022/475	Gilgandra Shire Council	Shade structure in plaza	43-45 Miller Street, Gilgandra	\$20,000
			December	\$1,020,000
			<b>Total 2022</b>	<b>\$18,210,964</b>

The following development application were approved during January 2023:

<b>DA Number</b>	<b>Applicant's Name</b>	<b>Application</b>	<b>Property Address</b>	<b>Development Value</b>
2022/473	Michael Khoury	Alteration & addition to service station	176 Warren Road, Gilgandra	\$50,000
2022/476 (CDC)	Stephen Goldman	Domestic shed	100 Wamboin Street, Gilgandra	\$16,000
			January	\$66,000
			<b>Total 2023</b>	<b>\$66,000</b>



### **Applications under assessment**

- DA2022/434 – Service Station
- DA2022/441 – Sand Quarry
- DA 2022/477 – Service station
- DA 2023/478 - Pool

#### **DECEMBER 2022**

DA Number	Actual Days	Stopped Days	Total Days	Working Days	Stopped Work Days	Total Work Days
2022/475	16	0	16	12	0	12
2022/463	135	0	135	97	0	97
2022/474	24	0	24	18	0	18

Summary Statistics	
No of Applications	3
Total Actual Days	175.00
Mean Actual Days	58.33
Mean Stopped Days	0.00
Mean Total Days	58.33
Mean Work Days	42.33
Mean Work Stop Days	0.00
Mean Total Work Days	42.33
Median Actual Days	24.00

**JANUARY 2023**

DA Number	Actual Days	Stopped Days	Total Days	Working Days	Stopped Work Days	Total Work Days
2022/476	33	0	33	23	0	23
2022/473	50	0	50	36	0	36

Summary Statistics	
No of Applications	2
Total Actual Days	83.00
Mean Actual Days	41.50
Mean Stopped Days	0.00
Mean Total Days	41.50
Mean Work Days	29.50
Mean Work Stop Days	0.00
Mean Total Work Days	29.50
Median Actual Days	41.50

**RECOMMENDATION**

That the reports be noted.

David Neeves  
General Manager

## **PRECIS OF CATEGORY A CORRESPONDENCE – GILGANDRA TO COONAMBLE RAIL UPGRADE**

### **SUMMARY**

To consider correspondence from the Hon Minister Farraway, Minister for Regional Transport and Roads.

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The following correspondence has been received from the Hon Minister Farraway, Minister for Regional Transport and Roads:

The NSW Liberal and Nationals Government will invest more than \$24 million into upgrading 96 kilometres of rail line between Gilgandra and Coonamble to help boost freight loads and lower costs.

Minister for Regional Transport and Roads Sam Farraway said the funding is part of the NSW Liberal and Nationals Government's \$400 million Fixing Country Rail Program.

"The NSW Liberal and Nationals Government is investing in the projects that matter to strengthen our supply chain, to keep our economy running and secure a brighter future for our great state," Mr Farraway said.

"A lot of work had been put into the development of this project and it is great news we are investing in infrastructure that will directly help freight operators and primary producers, such as grain farmers.

"It takes an average of 10 hours to load a freight train. By upgrading our rail network through our Fixing Country Rail Program, we will allow more freight to be transported per trip, reducing delays and allowing goods and produce to get from farms and factories to our ports and supermarket shelves quicker.

"The more efficient we can make our supply chain, the less it costs our freight industry, which will ultimately reduce costs for families at the register

"The rail line will be upgraded to a 25-tonne axle load, to allow access for heavier trains and increase the total produce that can be transported through the region from the current 84-tonne gross weight limit to 100 tonnes per wagon.

"By upgrading the rail line between Gilgandra and Coonamble, we're enabling the line to provide the same axle load capability of the Inland Rail alignment that will connect at Curban in the future.

"Big loads and long distances are where our rail network shines. Rail freight is the most cost-effective way to transport large quantities over long distances with one 600-metre-long train carrying the equivalent load of at least 54 trucks."

Manildra Group's National Transport and Logistics Manager Mark Owens said the investment will be a positive boost for farmers, manufacturers and exporters in getting goods to the market more efficiently.

"We have been advocating for this project for some time. We are pleased to hear of the NSW Liberal and Nationals Government investment as this project will be consistent with alignment and load limit requirements of the Inland Rail," Mr Owens said.

Gilgandra Shire Mayor Doug Batten said this was a fantastic outcome in ensuring that 25-tonne axle weight grain trains on the Gilgandra - Coonamble line would be capable of joining the Inland Rail line at its intersection at Curban.

"This is one of many Inland Rail initiatives Gilgandra Council has been advocating for since the announcement of the Inland Rail Project," Mr Batten said.

"The project is a game-changer for Gilgandra in connecting our farmers to the rest of the state and strengthening our local economy.

"This line services a large cereal and grain producing region supplying the domestic flour milling, oilseed and stockfeed sectors and bulk exports markets via Port Kembla and Newcastle; it is a vital part of the state's economy."

Coonamble Shire Council Mayor Tim Horan said the project will build on the benefits of another Fixing Country Rail project delivered on this line – the \$2.5 million Coonamble rail siding.

"The Coonamble rail siding project was completed in 2020 and has boosted the capacity on this line allowing for an extra 450 operational hours per year on this line," Mr Horan said.

"That means more goods are being transported from paddock to port and today's news will further strengthen the rail line and our supply chain.

"It will also open up opportunities for economic growth for existing business and any looking to move out to the bush."

Since 2017, Fixing Country Rail has provided over \$270 million for more than 50 rail improvement projects.

Upgrade work on the line between Gilgandra and Coonamble is expected to start in mid-2023, weather and material supply permitting.

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	<b>3.3.2.2</b> Investigate and progress opportunities that enable access and utilisation of Inland Rail once operational

That the correspondence be acknowledged

David Neeves  
General Manager

**PRECIS OF CATEGORY A CORRESPONDENCE – HOUSING SUPPORT**

**SUMMARY**

To consider correspondence from the Department of Planning and Environment in response to Council's correspondence regarding housing support.

.....

Further to the outcomes from the 20 December 2022 Council meeting, please see attached letter received from the Department of Planning and Environment.

<u>Principal Activity</u>	Lead
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	<b>4.3.5.1</b> Represent community concerns in relation to government and non-government service delivery issues

**RECOMMENDATION**

That the correspondence be noted.

David Neeves  
General Manager

Department of Planning and Environment



Our ref: MDPE23/193

Cr Doug Batten  
Mayor  
Gilgandra Shire Council  
PO Box 23  
GILGANDRA NSW 2827

Via email: [council@gilgandra.nsw.gov.au](mailto:council@gilgandra.nsw.gov.au)

17 February 2023

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Subject: Housing support

Dear Cr Batten

Thank you for your correspondence to the Hon. Paul Toole MP, Deputy Premier and Minister for Regional NSW and Minister for Police, regarding housing supply and support for social housing and infrastructure in Gilgandra Shire Council (Council). As this matter relates to the Planning and Homes portfolio, your correspondence was referred to the Hon. Anthony Roberts MP, Minister for Planning and Minister for Homes. The Minister asked me to respond on his behalf.

#### Social Housing

As you are aware, the NSW Land and Housing Corporation (LAHC) owns 49 properties within the Gilgandra local government area (LGA).

As outlined previously, LAHC is continually reviewing the State's social housing portfolio to support the priorities of the NSW Government's social housing policy, Future Directions for Social Housing in NSW. As part of this, LAHC works with local councils and local community housing providers on opportunities for new housing that will respond to the needs of current and future social housing tenants. At this stage, LAHC does not have any plans to redevelop social housing in the Gilgandra LGA.

I understand LAHC has been in ongoing discussions with Council and I encourage Council to continue engaging directly with LAHC about social housing stock in Gilgandra.

Should you have any questions, you are welcome to contact Mr Robert Start, Director, Family and Community Services, on 8753 8495.

#### Accelerated Infrastructure Fund

I appreciate Council is seeking funding to complete civil works for the Aero Park Residential and Temporary Workforce Accommodation Precinct.

Council was not eligible for participation in Round 3 of the Accelerated Infrastructure Fund (AIF) because this program targeted areas undergoing the highest growth across NSW.

The Department of Planning and Environment (the Department) selected eligible councils based on the 2022 NSW population and housing projections. It used minimum forecasted growth thresholds to establish program eligibility, which for regional NSW councils was an increase of 3,000 people over 10 years. Further details on AIF Round 3 can be found on the Department's website here <https://www.planning.nsw.gov.au/Plans-for-your-area/Infrastructure-funding/Accelerated-Infrastructure-Fund/Round-3>

Department of Planning and Environment



While Gilgandra's population projections fell below the threshold required for AIF Round 3, Council is recommended to apply for other grant programs the Department manages to assist with the delivery of infrastructure and public spaces to support housing supply.

As you would be aware, Council was eligible to apply for Round 1 of the Regional Housing Strategic Planning Fund announced last year. I understand Council has expressed interest in applying for future rounds and the Department expects to release information on the next round of this program later this year. Further details for the Regional Housing Strategic Planning Fund can be found here <https://www.planning.nsw.gov.au/regional-housing-strategic-planning-fund>

Should you have any questions, you are welcome to contact Mr Ben Eveleigh, Director, Regional Programs, at the Department on 8289 6604.

**Housing for temporary workers**

The Department recognises the significant demand for temporary workers accommodation across the region, particularly from projects such as the Inland Rail. The Inland Rail project is in the assessment stage and the Environmental Impact Statement (EIS) identifies a temporary worker accommodation facility in Gilgandra for up to 500 people. As such, this facility will be assessed as part of the project.

The Central West and Orana Regional Plan 2041 (regional plan) has a focus on housing supply, including for temporary workers, across the region. The regional plan contains actions for councils and State agencies to identify and qualify housing demands from projects. The Department has begun working on these actions and is preparing a Seasonal and Temporary Workers Accommodation Toolkit to provide clear and practical guidance to support councils. The Department will place the toolkit on public exhibition in the first half of 2023.

Should you have any questions, you are welcome to contact Mr Wayne Garnsey, Manager, Western Region at the Department on 5852 6800.

Yours sincerely

A handwritten signature in blue ink, appearing to read "W Power".

**William Power**  
A/ Executive Director  
Housing Supply and Infrastructure

## **PRECIS OF CATEGORY B CORRESPONDENCE**

### **SUMMARY**

To pass on relevant information from correspondence received.

.....

Documents mentioned are available upon request for any interested Councillors.

#### 1. **GILGANDRA PUBLIC SCHOOL DONATION**

Gilgandra Public School have sent a thank you note with enclosed receipt for the donation in the sum of \$100.00 received by Council.

#### 2. **COUNTRY MAYORS ASSOCIATION**

Minutes of Country Mayor's meeting (19 December 2022).

### **RECOMMENDATION**

That receipt of the Category B correspondence be noted.

David Neeves  
General Manager