



Gilgandra Shire Council
meeting community needs

ANNUAL REPORT

1 July 2017 to 30 June 2018

VISION

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

MESSAGE FROM THE GENERAL MANAGER & MAYOR

What a year 2017/2018 has been! Who would have thought that we could go from flood to drought within twelve months? December 2017 saw the completion of Council's Natural Disaster Restoration and Recovery Works where over \$4 Million dollars of restoration works was completed on our unsealed road network. Fast forward six months and now rural road maintenance has been unable to be completed due to the unavailability of water. As all creeks and dams dried, it then presented other issues for Council to manage.

As we turned our attention to capital works, over \$5 Million worth of works completed throughout the year. The notable projects are:

- Improvements to Hunter Park which included the construction of two new accessible toilets, upgraded irrigation supplies and the installation of a new playground equipped with CCTV for a total expenditure of \$430,000.
- Jack Towney Hostel was a focus with the construction of a new commercial kitchen, toilets and administration space. These works allowed for an extension of the dining area and indoor recreation space for a total cost of \$332,000 which was 100% funded by the Australian Government.
- Council's commitment to the ongoing upgrades to our local road network continued. Not only was there significant funding and works as a result of the NDRRA works, Council undertook \$1 Million of bitumen reseals and gravel resheeting funded through the Roads to Recovery program. A further \$347,000 was spent through the additional roads allocation on resheeting. A total of 22km of Gravel resheeting was completed.
- Under the NSW Government Fixing Country Roads program, Council was able to complete \$911,000 of reconstruction and rehabilitation works as part of the Federation Street Stage 2 upgrades. As we continue to undertake significant works on our road network supported by contract work with the NSW Transport, Council has the ability to and has continued to keep our plant fleet updated with \$890,000 spent on major and small plant fleet purchases.
- For the past few years Council has been committed to improving the security of the town water supply funded through the Water Security for Regions program. In 2017/18, the new town bore known as bore number 9 was completed providing an additional 30L/s of raw water the water treatment plant when called upon. Council's investment in water and sewerage continued with a significant sewer main relining program completed. We are also pleased to advise the satisfactory supply of potable water to the community demonstrating a high level of compliance with to Australian Drinking water guidelines throughout the year.

In accordance with legislative requirements, Council reviewed the organisation's staff structure within 12 months of being elected and adopted a new structure. This new structure responds to the strategic direction of Council and to a number of issues raised during the community consultation sessions associated with the preparation of the Community Strategic Plan which was recently adopted by Council.

Emanating from this process were identified opportunities for improvements in respect of the following areas:

- Public relations, community development and engagement
- Investment in Economic Development
- Infrastructure maintenance
- Youth employment – traineeships and apprenticeships
- Improved customer service levels including responsiveness
- Marketing and promotion of Gilgandra
- Infrastructure project delivery

In essence, Council's current organisational structure is that which existed when the overall annual expenditure budget was \$15m and the budget is now in the vicinity of \$40m. With the rebadging of a number of vacant positions within the organisation, additional positions include that of a Projects Manager, Projects Co-ordinator and engineering technical support role who will be responsible for the delivery of Council's major projects. In addition there are new positions of Community Engagement Officer, Civil Construction Team Leaders and a Water and Sewerage Co-ordinator.

For many years Council and the community have been concerned about the drain of young adults away from Gilgandra in pursuit of a career. The exciting aspect of the restructure is in regard to local employment opportunities with traineeships to be offered within the water and sewer operations, apprenticeships in civil construction as plant operators, traineeships in parks and gardens and the creation of a student nurse position which will include a funded university scholarship within aged care. Council will be funding a student to study a Bachelor of Nursing and will also provide a guaranteed part time job at Cooe Lodge. When the student completes their degree, a full time position will also be offered as a registered nurse.

Council has invested in improving the way it promotes and markets its business functions whilst making significant improvement to our community engagement processes. A new website, aged care branding and improvement to our social media engagement were notable improvements which will be vital as many of the services provided enter into a competitive commercial environment.

Safety within our work place is a key focus and will remain so. This year Council invested \$200,000 to ensure that all our buildings were fitted with Residual Current Device Safety Switches (RCD's). It not only provides for a safer work place but also a safer place for residents and users of Council facilities.

Inland Rail has been a key focus of the Council and Council has progressed ideas on how to optimise the economic benefits for Gilgandra. Council has lobbied for and was able to secure visits from the Deputy Prime Minister, the Hon Michael McCormack MP and NSW State Government Deputy Premier, the Hon John Barilaro MP. Both were given a tour of our great town showcasing the opportunities and the many things that we do well and make our community proud.

Works will continue to realise the benefits of inland rail whilst we continue to advocate for the landholders who will be adversely impacted by this railway line. Whilst many landholders work through the issues, we have to remain focussed on the opportunities with a strong objective to see jobs and prosperity created as a result of the rail line for all our community.

We are proud of the level and the variety of services we continue to provide for our community. Council's cores values include trust, honest and inclusivity and this is on show every day by the wonderful things staff do for the community. We also wish to acknowledge the efforts of our 230+staff as we complete another successful year for without them, these services could not be delivered.

We look forward to a continued good working relationship between Councillors and staff as we work towards achieving the objectives set out in Council's Community Strategic Plan and Delivery Program.



David Neeves
General Manager



Doug Batten
Mayor

COUNCILLORS

This Council area is undivided, with no ridings, and has nine (9) elected representatives:



Cr Doug Batten
Mayor



Cr Ash Walker
Deputy Mayor



Cr Susan Baker



Cr Gina Johnson



Cr Brian Mockler



Cr Noel Mudford



Cr Deidrie Naden



Cr Greg Peart



Cr Noel Wrigley

COUNCIL AND COMMITTEES

Council Meetings

Council met on the third Tuesday of every month throughout 2017/18 at 4.00pm.

Council Committees

Council activities were managed by the following Committees:

- Aged Care Committee
- Disability Services Committee
- Economic Development Committee
- Sports Council
- Tooraweenah Management Committee

Council was also advised by:

- Consultative Committee
- Interagency Committee
- Health & Safety Committee
- Traffic Committee
- Tooraweenah Community Technology Centre Management Committee
- Curban Community Hall & Tennis Management Committee
- Tooraweenah Memorial Hall Committee
- Shire Hall User Group

Council was represented on the following external bodies and representatives for 2017/18 were:

Councillors/Staff

Cr Batten, Cr Peart
Cr Wrigley
Mayor (as Local Member's representative)
Cr Peart, Cr Mockler
Cr Naden
Mayor, General Manager
Director Infrastructure
Mayor

Committee

Castlereagh Macquarie County Council
North West Library
Traffic

Joint Regional Planning Panel
Orana Arts Board
Orana Regional Organisation of Councils
Lower Macquarie Water Utilities Alliance
Lower Macquarie Water Utilities Alliance Board

Council Documents

Council has produced a number of documents that outline information about Council plans and activities. These include:

- Community Strategic Plan 2017/18 – 2026/27
- Delivery Program 2017/18 – 2020/21
- Operational Plan 2018/19
- Long Term Financial Plan 2017/18 – 2026/27
- Asset Management Plans – Buildings, Transport, Stormwater, Water & Sewer
- Community Engagement Strategy
- Statutory Annual Report
- EEO Management Plan
- Workforce Plan
- Disability Inclusion Action Plan (DIAP)

The public are able to access these documents by visiting Council's website or by contacting Council's administration building in Warren Road, Gilgandra.

Council's Website

This site, www.gilgandra.nsw.gov.au contains important contact information as well as media releases, positions vacant, tenders, application forms, news and events.

Public Officer

Mr Neil Alchin is Council's Public Officer and is responsible for co-ordination of Government Information (Public Access) Act matters.

COUNCIL EMPLOYEES

Gilgandra Shire Council currently employs 173 people (FTE).

General Manager



David Neeves

Administrative Divisions

Director Corporate Services



Neil Alchin

Director Infrastructure



Rolly Lawford

Director Community Services



Matthew Wilson

Director Planning & Environment



Lindsay Mathieson

COUNCIL'S ORGANISATIONAL STRUCTURE



STRATEGIC DIRECTION

Council's direction is set by a 10 year Community Strategic Plan and 4 Year Delivery Program (Council's business plan) which were reviewed at the beginning of 2017. These plans included a number of long term outcomes for our community developed under eight themes: Sense of Place, Community Engagement, Land Use Planning and Sustainable Environment, Strategic Leadership, Economic Development, Asset Management and Service Delivery, Legislation and By-Laws and Representation and Collaboration.

1. Sense of Place

- 1.1 An active community with a focus on physical and mental wellbeing
- 1.2 A community that has great pride and instils this pride from a young age
- 1.3 A community with access to quality health, welfare, education, early childhood, sporting, recreational, cultural and technological services and facilities
- 1.4 A collaborative community where services are integrated, match our community needs and are sustainable
- 1.5 A community that encourages Aboriginal leadership and pride.
- 1.6 A community where volunteerism thrives
- 1.7 A safe community with minimal crime and anti social behaviour

2. Community Engagement

- 2.1 A transparent Council that keeps its community informed, encourages and facilitates community input into its decision making process
- 2.2 A Council that delivers good customer service to our community

3. Land Use Planning and Sustainable Environment

- 3.1 A Council that works with the community to create an environment that guides the use of land to balance economic, environmental and community/social values
- 3.2 A community that proactively minimises the environmental impacts of waste and maximises waste resource recovery rates
- 3.3 A community aware of climate change that strives to reduce its ecological footprint

4. Strategic Leadership

- 4.1 A Council that provides quality leadership governance and management to its community
- 4.2 A Council that focuses on strategic planning and financial sustainability.

5. Economic Development

- 5.1 A community with a strong and diverse economic base that supports and improves the lifestyle of its residents
- 5.2 A community with a reputation as a great place to live, stop, stay or just spend time where visitors are welcomed and embraced

6. Asset Management & Service Delivery

- 6.1 A community with well constructed, maintained and managed public infrastructure including water and sewer infrastructure, public buildings and facilities, plant and equipment
- 4.2 A community serviced by a safe, reliable and efficient transport network.
- 4.3 A community with quality green spaces that encourage people to be active and involved in their natural surrounds

7. Legislation and Bylaws

- 7.1 A Council that applies legislation, develops and maintains policies that support the local community

8. Representation and Collaboration

- 8.1 A Council that engages with other councils and spheres of government to represent and advocate the needs of its community

HIGHLIGHTS FOR 2017/18

1. Sense of Place

- Masterplan developed for Hunter Park
- 2018 Armistice Project selected following community consultation
- Partnerships with Gilgandra Public School, Gilgandra High School and Aboriginal Education Consultative Group to promote and deliver services to schools
- Work experience opportunities for Orana Living clients at Post Office, War FM Radio and Rohr's Timber & Hardware
- Implementation of Orana Living Facebook page
- Increased recycling collected from Armatree
- Aboriginal Community Engagement Plan completed for Transport NSW
- Average of 25 students attending Breakfast Club each school morning
- Publication of work by Point Blank Writers' Group
- NAIDOC Gala Awards initiated

2. Community Engagement

- Employment of Community Engagement Officer has resulted in improved communications with community
- Communications policy developed to complement Community Engagement Strategy
- New Aged Care and Orana Living brands implemented
- Official opening of extension to Jack Towney Hostel by Mark Coulton MP

3. Land Use Planning and Sustainable Environment

- Funding of 9 projects under the Local Heritage Fund
- Corduroy Road ruins assessed for State Register
- Hosted RENEW meeting in Gilgandra (8 waste groups from around the state)
- Hosted Dark Sky Park information session

4. Strategic Leadership

- All compliance tasks completed within legislative timeframes with exception of financial statement which were 3 weeks late due to delay with audit function
- Review of delegations undertaken
- 26 grant applications lodged

5. Economic Development

- Continued progress to develop additional industrial land
- Launch of new Council website
- Entered into "Easy to Do Business" agreement with Office of Small Business

6. Asset Management and Service Delivery

- Under the NSW Government Fixing Country Roads program, \$911,000 of reconstruction and rehabilitation works completed Federation Street
- Commencement of CBD Stage II upgrade
- New town bore (No. 9)
- Replacement bore at rear of Council Administration building
- Replacement bore at Cooee Lodge Retirement Village
- Upgrade sewer system for Tooraweenah Park public toilet

7. Legislation and By-Laws

- Approval of Quarry development in Gilgandra Shire
- Completion of rural addressing

8. Representation and Collaboration

- Extensive representation in relation to Inland Rail
- Progress to establish a Joint Organisation

STATUTORY ANNUAL REPORTING REQUIREMENTS

Financial Statements S428 (4)(a)

Council's audited financial reports are available on our website.

<http://www.gilgandra.nsw.gov.au/Your-Council/About-Council/Financial-information/Financial-Statements>

Council's Community Strategic Plan 2017/18 – 2026/27, Delivery Program 2017/18-2020/21 and Operational Plan for 2017/18 is available on our website:

<http://www.gilgandra.nsw.gov.au/Your-Council/About-Council/Plans-Strategies>

The report on the review of Council's 2017/18 – 2020/21 Delivery Program as at 30 June 2018 is also available on our website:

<http://www.gilgandra.nsw.gov.au/Your-Council/About-Council/Plans-Strategies>

State of the Environment S428A

The Greater Central West Councils' Regional State of the Environment Report 2017/18 (Gilgandra snapshot) is available on our website:

<http://www.gilgandra.nsw.gov.au/Your-Council/About-Council/Plans-Strategies>

Rates and Charges Written off CI 132

An amount of \$208.69 was written off during the year. In addition, Council has a policy of writing off water charges less than \$2.00 which are considered uneconomic to recover. Compulsory pensioner rebates for the period total \$139,952.57.

Overseas visits CI 217 (1)(a)

During the period, Council did not fund any overseas trips for councillors, council staff or other persons.

Elected Representatives CI 217 (1)(a1)(i-viii)

Election expenses	Nil
Mayoral allowance	\$23,145.90
Councillor fees	\$104,130.36
Councillor /delegate expenses	\$19,373.06
Telephone costs	Nil
Dedicated office equipment	Nil
Conference/seminar attendance	\$6,181.18
Training and skill development	Nil
Interstate visits	Nil
Overseas visits	Nil
Expenses of any spouse, partner or other person who accompanied a councillor	Nil
Expenses involved in the provision of care for a child or an immediate family member of a councillor	Nil

Major Contracts Awarded cl 217 (1)(a2)(i,ii)

In 2017/18 Council entered into the following contracts:

- Design, supply and installation of mechanical, hydraulic and electrical services for three bores – Darling Irrigation Dubbo - \$301,398
- Purchase of 69 Chelmsford Avenue for the purposes of stormwater drainage - \$168,000
- Hire of Trucks and Plant for 2018 – Batterline, Coates Hire, Conplant, Central West Machining & Engineering, David Baker Earthmoving, Direct Timber, Earth Plant Hire, Eziquip, C & L Gilmour, Kennards Hire, MAAS Plant Hire, Orange Hire, Rollers Australia, Semmlers Sand & Gravel, Sharpe Bros, Silo Bag Grain
- New Villa Units (2), Cooee Lodge – G J Gardner Homes - \$682,305
- Supply and delivery of gravel to Federation Street rehabilitation project – MAAS Group Holdings, Dubbo - \$244,400
- Purchase of new grader – Westrac, Dubbo - \$270,490 changeover

Legal Proceedings cl 217 (1)(a3)

Council incurred legal costs relating to outstanding Rates and Charges totalling \$11,203.80 and \$51,375.40 in general legal costs.

When Council commences legal proceedings for recovery of outstanding debts, it utilises a debt collection agency. All the above costs are recoverable from the individual debtors.

Council is now on a deferred cost arrangement with the current collection agency. Ratepayers involved in legal proceedings pay legal costs directly to the Collection Agency, therefore no charges are levied on the rate card. If a ratepayer chooses to pay directly to Council, only then is the charge levied to the rate card.

Council has full control over the debt collector's actions as each stage of the recovery process must be authorised by Council before the Agency can proceed.

Private Works S67, 67(2)(b) cl 217 (1)(a4)

All private works are carried out on the basis of an estimate - recovery of labour (plus on costs for holidays, etc) as well as standard charges for plant and materials (charged at cost) plus a margin on total costs.

Council adopted its Fees and Charges at its meeting on 20 June 2017. A detailed plant hire charge schedule, and a copy of these Fees and Charges, is available at Council's office upon request. No private works were subsidised in 2017/18.

Contributions/Donations S356, cl 217 (1)(a5)

Contributions/donations under Section 356 of the Local Government Act 1993 for 2017/18 total \$58,037.18.

External Bodies Exercising Council Functions cl 217 (1)(a6)

- o Castlereagh Macquarie County Council has been delegated Council’s powers in relation to noxious weeds.

Controlling Interest in Corporations cl 217 (1)(a7)

Council has no controlling interests in any company

Partnerships, Co-operatives and Joint Ventures cl 217 (1)(a8)

Council is not involved in any partnerships or joint ventures, but is, however, a member of the North West Regional Library Co-operative and Orana Arts. Gilgandra Shire Council is the lead Council in a RMS Roads Maintenance agreement with Warren Shire Council.

Activities to Implement EEO Management Plan cl 217 (1)(a9)

Council continues to review and monitor its EEO Management Plan to ensure that its principles are applied in all Council operations in dealing with both staff and the public.

A copy of this document is available on our website:

<http://www.gilgandra.nsw.gov.au/Your-Council/About-Council/Plans-Strategies>

Council has a formal policy for EEO implementation in the workplace and such information is communicated to new employees as part of induction.

A breakdown of Council’s employees as at 30 June 2017 is as follows:

Number of employees:	202	Number of Aboriginal employees:	39
Number of female employees:	109	Number of female aboriginal employees:	22
Number male employees:	93	Number of male aboriginal employees:	17

Senior Staff cl 217(1)(b)(i-v)

General Manager, Mr David Neeves, was the only member of Council’s staff to qualify as “senior staff” under the Local Government Act 1993. For 2017/18, his remuneration package was \$246,000 including employer’s contribution to superannuation, non-cash benefits and fringe benefits tax.

Stormwater cl 217(1)(e)

Critical stormwater works have been undertaken link existing stormwater infrastructure in Hargraves Lane to Bimbimbi Wetlands by way of construction of culverts under the railway line. In addition improvements have been made to several existing stormwater pits.

Companion Animals cl 217(1)(f)

Council's expenditure for 2017/18 was \$158,214.07 which includes employment of a ranger.

Income for the year was \$25,666.35 from companion animal fees and charges, made up of:

Fines	\$12,425.71
Registrations	\$7,042.40
Microchipping	\$983.24
Impounding fees	\$5,215.00

Pound data collection returns have been lodged with the Office of Local Government. There were 10 dog attacks reported in the twelve month period.

Education programs were conducted on topics including magpies, litter, waste, swimming pools, animal welfare, car park safety and smoke free areas. Facebook was used extensively and successfully to advertise for animal owners and to promote education programs.

An effective rescue network has been established thus reducing the numbers of animals euthanased. The statistics for the past twelve months are:

	Number impounded	% released	% rescued/sold	% destroyed
Cats	46	11%	46%	43%
Dogs	146	38%	25%	37%

Number of dog attacks: 10

Designated off leash areas include the outside of Ernie Knight Oval and an area to the north of the Cooee Heritage Centre.

GIPA Activity s125 (1), cl 7 schedule 2

Number of formal GIPA applications processed for the period 2017/18:	Nil
Number of informal GIPA applications processed for the period 2017/18:	Nil

Public Interest Disclosures s31, cl 4

Council has a Public Interest Disclosure Reporting Policy in place. No public interest disclosures were made in 2017/18.

NOTE: A hard copy of any document listed as being available on our website can be obtained from Council's administration office.

Disability Inclusion Action Plan - Disability Inclusion Act 2014, s 13(1)

Council has implemented the following actions:

Positive Attitudes and Behaviour

- New Orana Living website includes images of people with disabilities and appropriate language
- Liaison with local businesses has resulted in work experience for Orana Living clients at 2WAR FM Community Radio; Australia Post, Rohr's Timber & Hardware
- Orana Living clients undertook, with support, Meals on Wheels deliveries, operation of Swimming Pool turnstiles and delivery of Council's internal mail
- Needs of people with a disability considered in all planning projects and developments undertaken by Council
- Orana Living celebrated International Day of People with Disabilities with another organisation

Liveable Communities

- Consideration given to accessibility when planning activities and events run by Council
- Creation of additional footpaths to link key facilities
- Construction of new accessible toilets in Hunter Park
- Construction of new all abilities play equipment in Hunter Park
- Council promotes the availability of community transport options
- Automatic door installed at Library to improve access

Service systems and processes

- Communications policy developed to complement Council's Communication Engagement Strategy
- Staff member completed Certificate IV in Access Consulting
- Effort being made to ensure language is simple and appropriate
- Accessible toilets listed in National Public Toilets map

Notice of Acceptance of an Enforceable Undertaking under Part 11 of the Work Health and Safety Act 2011

On 13 November 2014, a worker employed by Gilgandra Shire Council, suffered injuries while operating a Mobile Elevated Work Platform at Wallumburrawang Creek on Tooraweenah-Mendooran Road, Tooraweenah in NSW.

The WorkCover Authority of NSW (now SafeWork NSW) investigated the incident and subsequently alleged that Gilgandra Shire Council contravened sections 19(1) and 32 of the Work Health and Safety Act 2011.

This notice has been placed under the terms of an enforceable undertaking and acknowledges acceptance of an undertaking, that is enforceable under the Act, from Gilgandra Shire Council, ABN 47 979 061 715 as finalisation of the abovementioned alleged contravention.

The undertaking requires the following actions:

- Conduct a Plant Safety Improvement Program
- Establish a Workplace Wellbeing Strategy
- Undertake Orana Regional Organisation of Councils Safety and Wellbeing Initiative
- Establish and implement a community Awareness Program

The full undertaking and general information about enforceable undertakings is available at www.safework.nsw.gov.au.