



16 November 2018

NOTICE OF ORDINARY MEETING

Notice is hereby given that the next Meeting of Council will be held in the Council Chambers on **Thursday, 22 November 2018 at 4.00pm** with an address by the Auditor General's representative.

Agenda

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

At this juncture, Councillors should indicate any items in which they have an interest and therefore will not be participating in discussion or voting.
- (7) Confirmation of Minutes:
 - Ordinary meeting held on 16 October 2018 (circulated previously)
- (8) Report from Auditor General's Representative
- (9) Reports from Servants
- (10) Correspondence

David Neeves
General Manager

NOVEMBER 2018 INDEX

Mayor

1. Mayoral Commitments 2

General Manager

1. 2019 Western Division of Councils Annual Conference 3
2. Update on Land Access – Inland Rail 5

Director Corporate Services

1. 2018/19 Quarterly Operational Plan Review to 30 September 2018 7
2. Quarterly Budget Review to 30 September 2018 8
3. Reserves Review 19
4. Gilgandra Cultural Precinct Strategic Plan 2018/19 – 2027/28 24
5. Drought Communities Programme – Community Applications 25
6. Rising Sun Structure 29
7. Request from Little Athletics for Free or Discounted Pool Entry 34

Director Community Services

1. Pool Age – Keep Watch Policy 35

Director Infrastructure

1. Drought Relief Heavy Vehicle Access Program 36

Director Environment & Planning

1. Heritage Matters 38
2. Waste to Energy 41

Standard Reports

- All Minutes 43
- Notation Reports 65
- Cat A 71

(GO.CO.1)

MAYORAL MINUTE - 14/18
MAYORAL COMMITMENTS

SUMMARY

To advise of the Mayor's activities during the preceding month, with Cr Walker as Acting Mayor.

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26/10/18	Local Government Safety Conference dinner
11/11/18	Remembrance Day – Gilgandra and Tooraweenah
15/11/18	Launch of Shop Local and Cooee Cash
22/11/18	Council meeting

Principal Activity

Strategic Leadership

Policy Implications

Nil

Budget Implications

Nil

Delivery Program Actions

4.1.2.1
Conduct the business of Council in an open and transparent manner

RECOMMENDATION

That the report be noted.

A Walker
Acting Mayor

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 22 NOVEMBER 2018

2019 WESTERN DIVISION OF COUNCILS ANNUAL CONFERENCE

SUMMARY

To advise details of the 2019 Annual Conference of the Western Division of Councils to be held in Bourke and to determine attendance.

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Advice has been received that the 2019 Annual Conference of the Western Division of Councils will be held from Sunday, 24 February to Tuesday, 26 February 2018.

The invitation states:

“The Conference will bring together the Councils in the Far West to discuss issues of mutual concern and Western Division has over the years been an effective lobby and advocacy group and the current Executive, led by Councillor Dave Gallagher of Broken Hill, are keen to once again see Western Division regain its status as one of the most effective and active Local Government groups in New South Wales.

As you are no doubt aware the current membership consists of Bourke, Cobar, Cental Darling, Walgett, Wentworth and Balranald Shire and Broken Hill City Council and these Councils also make up the Far North West and Far South Joint organisation of Councils.

There had been a number of Councils, including Lachlan, Hay, Moree Plains, Brewarrina, Bogan and Carrathool Shires who have previously been members but for a variety of reasons withdrew.

Some of these Councils and others in the region have indicated that they would again attend the Conference if the program was reflective of the contemporary issues facing Local Government and the speakers were able to address these issues.

It is the intent of Bourke Shire to make the Conference fulfil that objective.

Already the Deputy Premier, the Hon. John Barilaro, MP has indicated that he will attend the Conference and undertake the official opening.

We also have preliminary confirmation that both Local Government New South Wales and the New South Wales Office of Local Government will be attending and giving keynote addresses.

We are confident that the Conference will provide beneficial outcomes for all attendees.

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 22 NOVEMBER 2018

The problems and challenges being faced by Regional Rural Local Government Councils will be the focus of the Conference.

The attendance at the Conference does not require membership.

A copy of the preliminary programme will be forwarded shortly.”

<u>Principal Activity</u>	Strategic Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	No conference cost stated however attendance would incur travel and accommodation costs
<u>Delivery Program Actions</u>	4.1.1.1 Support Councillors in their role by providing information regularly and training as required

RECOMMENDATION

That Council support the conference and delegate the Mayor and General Manager to attend.

David Neeves
General Manager

UPDATE ON LAND ACCESS FOR INLAND RAIL

SUMMARY

To provide an update on progress of negotiations with ARTC regarding a land access agreement to access Council's Road reserves to undertake geotechnical investigations.

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At the October 2018, meeting of Council it was resolved:

RESOLVED 228/18	Cr Batten/Cr Baker
<p>1. That, Council defer its decision to consent to contractors of ARTC and JacobsGHD accessing local roads reserves until a complete schedule of works, full list of information required and timeframes are provided, together with a negotiated agreement that all requests be submitted to Council from a single point of contact within JacobsGHD or their nominated sub-contractor.</p> <p>2. That, pending satisfactory resolution of this requirement, the Mayor and General Manager be authorised to:</p> <p>2.1 confirm Council's decision to consent to ARTC contractor undertaking geotechnical surveys and associated work within the affected road reserves.</p> <p>2.2 allow the requested access to Council's road reserves by JacobsGHD be subject to the following conditions:</p> <p>2.2.1 Adjoining Land Owner Notification</p> <p>All immediate adjoining property owners be given a minimum of two weeks' notice of work being carried out. The notification should specific a date the works will commence and when they will be completed. It should also specify the scope of works, either drilling of test pit excavations.</p> <p>2.2.2 Community Notification</p> <p>a) In consultation with Gilgandra Shire Council and ARTC, JacobsGHD JV should develop a generic notification advising the wider community of the proposed works and locations. This information must be distributed across the wider community and not just those in the study corridor.</p> <p>b) There must also be advertisement in the Gilgandra Weekly, detailing the programmed works and contact details for enquiries from the public.</p> <p>c) Gilgandra Shire Council will place this information on its website and distribute via social media</p>	

2.2.3 Worker and Vehicle Identification

All contractor and subcontractor vehicles must identify they are working on behalf of ARTC on Inland Rail

2.3 Public Accessible and Visible Contact Details

JacobsGHD and their subcontractors must have displayed a contact phone number for public enquiries related to the work they are undertaking.

3. That the Mayor and General Manager be authorised to negotiate any changes to the conditions with Jacobs GHD as required.

A letter advising ARTC of this resolution was sent to them on 17 October 2018. Councillors were emailed a copy of this letter and it is on Council's website.

As a result of the letter, a meeting was held in Gilgandra on Monday, 22 October with representatives of ARTC, Council and Narromine Shire Council in attendance. Narromine Shire Council were invited as they are facing similar issues with the process and a cooperative approach is proving beneficial in reinforcing these are project related issues and not just individual council concerns.

ARTC responded to these issues on 1 November 2018 and a copy of this letter is also available on Council's website.

Permission was granted for the installation of road counters.

ARTC have addressed the majority of the concerns of Council and have made progress in addressing the need for additional liaison with Jacobs GHD. A meeting is being scheduled for the first week in December with the view of finalising any outstanding matters.

<u>Principal Activity</u>	Community Engagement
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	2.1.1.5 Encourage and promote Council involvement in community activities/functions

RECOMMENDATION

That Council note the ARTC response and the progress of this matter.

David Neeves
General Manager

2018/19 QUARTERLY OPERATIONAL PLAN REVIEW TO 30 SEPTEMBER 2018

SUMMARY

To consider progress for the September quarter with Council's 2018/19 Operational Plan.

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Separately enclosed with this business paper is the 2018/19 Operational Plan Review document for the quarter 1 July to 30 Sept 2018.

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

<u>Principal Activity</u>	Strategic Leadership Community Engagement
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Actions delivered in line with 2018/19 budget.
<u>Delivery Program Actions</u>	4.2.1.1 Develop and maintain and regularly review strategic plans in line with Integrated Planning requirements 2.1.1.2 Report Council's issues actions and achievements to the Community

RECOMMENDATION

That the 2018/19 Operational Plan Review for the quarter ended 30 September 2018 be adopted.

N J Alchin
Director Corporate Services

QUARTERLY BUDGET REVIEW TO 30 SEPTEMBER 2018

SUMMARY

To present a report to Council detailing the major variances to the original estimates for the 2018/19 financial year as presented in the Quarterly Budget Review as at 30 September 2018. Also, to report as to whether the Quarterly Budget Review indicates that the financial position of Council is satisfactory, having regard to the original estimates adopted by Council.

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List of Budget Changes Previously Adopted by Council

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

Note	Description	When Done	Income Change	Expense Change	Resp.
	No changes to date				

Result

The overall result for General Fund for this review as at 30 September 2018 is a \$369,154 increase in the estimated deficit at year end to an estimated result of a \$570,504 deficit (depreciation not included).

Water Fund has a \$23,560 increase to the estimated deficit at year end to an estimated result of a \$340,773 deficit (depreciation not included).

Sewer Fund had no change to the estimated result at year end of a \$20,806 deficit (depreciation not included).

Orana Living had no change to the estimated result at year end of a \$21,398 surplus (depreciation not included).

Carlinda Enterprises had no change to the estimated result at year end of a \$3,322 deficit (depreciation not included).

Cooee Villa Units had no change to the estimated result at year end of an \$82,790 surplus (depreciation not included).

Home Care Packages had no change to the estimated result at year end of a \$28,923 surplus (depreciation not included).

Cooee Lodge Hostel had no change to the estimated result at year end of a \$165,457 surplus (depreciation not included).

Jack Towney Hostel had no change to the estimated result at year end of a \$19,060 surplus (depreciation not included).

The overall result for this review as at 30 September 2018 is a \$392,714 increase to the estimated deficit at year end for Council as a whole to an estimated result of a \$617,777 deficit (depreciation not included).

Details - Notes

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

GENERAL FUND

Note 1100 (page 2 QBR)

Corporate Support Income

\$8,000 additional income

Responsible Officer: Director Corporate Services

The additional income of \$8,000 is due to a roadworks contractor purchasing emulsion from Council. This is a one off transaction.

Note 1103 (page 2 QBR)

Administration Expenses

\$5,462 additional expense

Responsible Officer: Director Corporate Services

The additional expense of \$5,462 is the result of a slightly higher than estimated insurance premium cost for general insurance cover for the 18/19 year.

Note 1121 (page 2 QBR)

Wages & Other Employee Costs

\$110,000 less expense

Responsible Officer: Director Infrastructure

The reduced expenses of \$110,000 are made up of the following:

- a reduction of \$120,000 in wages, and
- an increase of \$10,000 in training costs.

The reduced wages is the result of the Water & Sewer Co-ordinator and the Director positions being vacant for part of the year and the increase in training costs is due to apprentice plant training. The reduction in wages partially offsets the additional costs in project management wages.

Note 1123 (page 2 QBR)

Project Management

\$340,000 additional expense

Responsible Officer: General Manager

The additional expense is to allow for the wages for the project management team. The original view was for the wages to be costed directly to the projects that were being worked on, however, a change in thinking is that the wages should be costed separately to the projects. As a result, the additional cost has been allowed for here and it is expected that savings will be achieved throughout the year.

Note 1124 (page 2 QBR)

Plant Running Costs

\$15,160 additional expense

Responsible Officer: Director Infrastructure

Additional expenditure is due to additional insurance costs for the plant fleet.

Notes 1125, 1126, 1127, 1128 & 1129 (page 2 QBR)

Employee Overhead Costs

\$29,381 less expense

Responsible Officer: Director Corporate Services

The workers compensation premium for the 18/19 year is less than estimated from an original budget of \$809,069 to an actual amount of \$779,688. It should be pointed out however that the premium has increased from \$585,450 in 17/18

Note 1202 (page 3 QBR)

Contribution to NSW Rural Fire Service

\$11,354 less expense

Responsible Officer: General Manager

The contribution to the NSW RFS for the 18/19 year is less than originally estimated.

Notes 1700 & 1701 (page 7 QBR)

Gilgandra Library Income & Expenses

\$3,914 less income

\$208,495 additional expense

Responsible Officer: Director Community Services

Reduced grant funding from the State Government to what was estimated.

Grant funding that was received the previous year has now been carried forward to be an expense in the 18/19 year. It is offset by a transfer from reserves on page 10.

Notes 1740 & 1741 (page 7 QBR)

Parks & Gardens Income & Expenses

\$12,446 additional income

\$10,000 additional expense

Responsible Officer: Director Infrastructure

Hazard reduction funding available to Council this year is \$69,096 which is \$12,446 greater than estimated.

The additional expense of \$10,000 is to allow for the anticipated maintenance of the Flora Reserve.

Note 1801 (page 7 QBR)

Building Control Expenses

\$50,000 additional expense

Responsible Officer: Director Planning & Environment

A \$50,000 allocation has been included due to Council's requirement to demolish the dwelling at 2 Wrigley Street.

Note 1911 (page 8 QBR)

Rural Roads Expenses

\$37,000 less expense

Responsible Officer: Director Infrastructure

Expense reduced by \$37,000 to allow for the costs of the Road Safety Officer.

Notes 1940 & 1941 (page 8 QBR)

Roads to Recovery Income & Expenses

\$349,611 less income

\$66,523 additional expense

Responsible Officer: Director Infrastructure

Council has been advised the funding allocation for the 18/19 year is \$346,689 as opposed to the original estimate of \$696,300. The revised income of \$346,689 less the revised expense amount of \$1,120,086 is a shortfall of \$773,397 which is offset by a transfer from reserves on page 10.

Note 1991 (page 8 QBR)

Other Transport & Communication Expenses

\$37,000 additional expense

Responsible Officer: Director Infrastructure

Council has resolved to continue with the Road Safety Officer position in conjunction with Dubbo Regional Council. This expense is offset by the Rural Roads allocation of the same amount.

Notes 2020 & 2021 (page 9 QBR)

Promotion & Economic Development Income & Expenses

\$17,000 additional income

\$28,000 additional expense

Responsible Officer: Director Corporate Services

The additional income of \$17,000 is due to Council being awarded grant funding for the business case for our Growing Local Economy Application. This is offset by additional expenses of \$28,000 for the same project. The shortfall of \$11,000 is Council's contribution.

Note 2801 (page 9 QBR)

Financial Assistance Grant

\$1,716,716 less income

Responsible Officer: Director Corporate Services

Council's estimate of \$3,688,981 has been reduced by \$1,716,716 to \$1,972,265 due to half of Council's allocation for 18/19 being prepaid in the 17/18 financial year.

The prepaid amount of \$1,871,223 is now transferred from reserves on page 10. The difference between the reduction of \$1,716,716 and \$1,871,223 of \$154,507 is additional income.

Note 2900 (page 10)

Transfers from Reserves

\$2,974,615 additional income

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

- Roads to Recovery (DInf): \$416,134 additional income is offset by additional Roads to Recovery expenses on page 8.
- Financial Assistance Grant (DCorp): \$1,871,223 additional income which is offset by reduced operating income on page 9.
- Library (DComm): \$208,495 additional income which is offset by additional expenses on page 7.
- Vacation Care (DComm): \$15,000 additional income which is offset by additional capital expenses on page 11.
- Aero Park Subdivision (DInf): \$57,022 additional income which is offset by additional capital expenses on page 11.
- Jordana Park (DInf): \$35,051 additional income which is offset by additional capital expenses on page 11.
- CWA Building (DInf): \$11,419 additional income which is offset by additional capital expenses on page 11.
- CBD Stage 2 (DCorp): \$45,621 additional income which is offset by additional capital expenses on page 11.
- Stormwater (DInf): \$189,927 additional income which is offset by additional capital expenses on page 11.
- Hunter Park Toilets (DPE): \$41,214 additional income which is offset by additional capital expenses on page 11.
- Walkway Works (DInf): \$8,509 additional income which is offset by additional capital expenses on page 11.
- Promotional Signage (DCorp): \$75,000 additional income which is offset by additional capital expenses on page 11.

Note 2901 (page 10 QBR)

Transfers to Reserves

\$231,010 additional expense

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

- Bridges Funding (DInf): \$231,010 additional expense which is offset by additional capital income on page 11.

Note 2903 (page 11 QBR)

Capital Income

\$1,957,327 additional income

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

- Grants – Bridges (DInf): Council has received additional capital income of \$231,010 in our final payment for the bridges that were constructed over the previous two years. There may be a requirement for Council to repay these funds due to the cost of the Webbs Crossing Bridge being less than the funding that was received. As a result it is deemed prudent to transfer these funds to reserves in case a repayment is required.
- Grants – Cricket Nets (DCorp): \$15,000 additional income due to Council being successful with a funding application for the erection of cricket nets at Tooraweenah Oval.
- Grants – SES Building Upgrade (DPE): \$12,000 additional income as unsure to the exact amount at the time of estimate.
- Grants – Drought Communities Programme (DCorp): additional \$1,000,000 in funding for the Drought Communities Programme which is offset by capital expenses of the same amount.
- Grants – Fixing Country Roads (DInf): \$279,317 additional funding to be received in 18/19 for the Federation Street Project and is offset by additional capital expense.
- Grants – CBD Stage 2 (DCorp): \$335,000 additional funding which is offset by additional capital expense.
- Grants – BBR Electronic Noticeboards (DCorp): \$75,000 additional funding, plus \$75,000 from reserves, is offset by additional capital expenditure of \$150,000.
- Grants – Community War Memorial for Tooraweenah Hall (DComm): \$10,000 additional funding which is offset by additional capital expenses of the same amount.

Note 2904 (page 11 QBR)

Capital Expenditure

\$2,464,386 additional expense

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

- Aero Park Subdivision (DInf): \$57,022 additional capital expense which is offset by a transfer from reserves.
 - Vacation Care (DComm): \$15,000 additional capital expense which is offset by a transfer from reserves.
 - Jordana Park (DComm): \$35,051 additional capital expense which is offset by a transfer from reserves.
 - Drought Communities Programme (DCorp): \$1,000,000 additional capital expenses offset by additional grant funding.
 - Hunter Park Toilet Block (DEnv): \$41,214 additional capital expense which is offset by a transfer from reserves.
 - Tooraweenah Hall (DComm): \$10,000 additional capital expense due to \$10,000 in funding received for the hall.
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- CWA Building Renewal (DComm): \$11,419 additional capital expense which is offset by a transfer from reserves.
- CBD Stage 2 (DInf): \$380,622 additional capital expense which is offset by \$335,000 capital income with the remainder transferred from reserves.
- Railway St Stormwater Wetlands (DInf): \$189,927 additional capital expense which is offset by a transfer from reserves.
- Kerb & Gutter Renewals (DInf): \$710 additional capital expense. The actual cost of the project is \$50,710 therefore a \$710 over run.
- Cricket Nets (DCorp): \$55,000 additional capital expense partly offset by \$15,000 grant funding, with the remaining \$40,000 being Council's contribution funded from reallocation of reserves.
- Walkway Works (DInf): \$8,759 additional capital expense which is offset by a transfer from reserves.
- Federation St Reconstruction (DInf): \$250,000 additional capital expense offset by additional capital income.
- Construct New SES Premises (DEnv): \$18,000 additional capital expense which is offset by additional capital income of \$12,000. The remaining \$6,000 is the additional contribution by Council.
- Stronger Country Communities Fund (DCorp): \$241,662 additional capital expense. The total allocation for SCCF Projects is \$2,056,471 therefore there is a funding shortfall of \$241,662. Council would be aware the funding that is approved under the SCCF is \$1,814,809.
- BBR Electronic Noticeboards (DCorp): \$150,000 additional capital expense which is offset by additional capital income of \$75,000 and a transfer from reserves of \$75,000.

Note 3000 (page 14 QBR)

WATER SUPPLY

\$156,761 additional income

\$180,321 additional expense

Responsible Officer: Director Infrastructure

The additional income is transfers from reserves for projects that have been carried over from the previous year. They are the No. 9 Bore (\$153,491) and the DPI Safe & Secure Water Program (\$3,270). The transfers are offset by additional capital expenses.

The changes to the expenses are as follows:

- Bore No. 9 Establishment: \$153,491 additional capital expense offset by a transfer from reserves.
 - DPI Safe & Secure Water Program: \$6,830 additional capital expense offset by a transfer from reserves of \$3,270. The difference between the additional expense and the transfer from reserves of \$3,560 is to be worn by Council.
 - Training Costs: \$20,000 additional operating expense. A new allocation of \$20,000 is required to allow for training costs within the water supply area.
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Note 4000 (page 15 QBR)

SEWERAGE SERVICES

\$5,630 additional income

\$5,630 additional expense

Responsible Officer: Director Infrastructure

The \$5,630 additional capital expense is for the DPI Safe & Secure Water Program and is offset by a transfer from reserves.

Additional operating expenses of \$29,522 are offset by operating savings of the same amount.

The capital works expense of \$50,000 estimated for Pump Station No.15 in Stockings Cres is no longer required and the allocation is transferred to the Wamboin St Gravity Main.

Note 5000 (page 16 QBR)

ORANA LIVING

Responsible Officer: Director Community Services

No changes.

Note 6000 (page 17 QBR)

CARLGINDA ENTERPRISES

Responsible Officer: Director Community Services

No changes.

Note 7000 (page 18 QBR)

COOEE VILLA UNITS

Responsible Officer: Director Community Services

No changes.

Note 7500 (page 19 QBR)

HOME CARE PACKAGES

Responsible Officer: Director Community Services

No changes.

Note 8000 (page 20 QBR)

COOEE LODGE

Responsible Officer: Director Community Services

No changes.

Note 8500 (page 21 QBR)

JACK TOWNEY HOSTEL

Responsible Officer: Director Community Services

No changes.

Finance Manager's Comments / Recommendations

General Fund

The original budget estimate for General Fund was an end of year result of a \$201,350 deficit (depreciation not included). This review indicates an estimated result of a \$570,504 deficit (depreciation not included) which is a worsening of \$369,154. This result should be viewed as being unsatisfactory compared to the original budget.

The main points of difference is the inclusion of an additional \$340,000 for the project management team and an additional \$241,662 in capital works for the Stronger Country Communities Fund. Should Council wish to address the worsening result, these items need to be reconsidered.

Water Fund

The original budget estimate for Water Fund was an end of year result of a \$317,213 deficit (depreciation not included). This review indicates an estimated result of a \$340,773 deficit (depreciation not included) which is a worsening of \$23,560. This result should be viewed as being unsatisfactory compared to the original budget.

Considering that the worsening result is \$23,560 which represents just 1.24% of the total budget, no remedial action is considered necessary.

Sewer Fund

The original budget estimate for the Sewer Fund was an end of year result of a \$20,806 deficit (depreciation not included). This review indicates no change to the estimate. This result should be viewed as being satisfactory compared to the original budget.

Orana Living

The original budget estimate for Orana Living was an end of year result of a \$21,398 surplus (depreciation not included). This review indicates no change to the estimate. This result should be viewed as being satisfactory compared to the original budget.

Carlginda Enterprises

The original budget estimate for Carlginda Enterprises was an end of year result of a \$3,322 deficit (depreciation not included). This review indicates no change to the estimate. This result should be viewed as being satisfactory compared to the original budget.

Cooee Villa Units

The original budget estimate for Cooee Villa Units was an end of year result of an \$82,790 surplus (depreciation not included). This review indicates no change to the estimate. This result should be viewed as being satisfactory compared to the original budget.

Home Care Packages

The original budget estimate for Home Care Packages was an end of year result of a \$28,923 surplus (depreciation not included). This review indicates no change to the estimate. This result should be viewed as being satisfactory compared to the original budget.

Cooee Lodge

The original budget estimate for Cooee Lodge was an end of year result of a \$165,457 surplus (depreciation not included). This review indicates no change to the estimate. This result should be viewed as being satisfactory compared to the original budget.

Jack Towney Hostel

The original budget estimate for Jack Towney Hostel was an end of year result of a \$19,060 surplus (depreciation not included). This review indicates no change to the estimate. This result should be viewed as being satisfactory compared to the original budget.

Overall Position

The original budget estimate for Gilgandra Shire Council was an end of year result of a \$225,063 deficit (depreciation not included). This review indicates an estimated result of a \$617,777 deficit (depreciation not included) which is a worsening of \$392,714. This result should be viewed as being unsatisfactory compared to the original budget.

Remedial action has been addressed in the General Fund comments listed previously.

Estimated Financial Performance Indicators

The ratios for 2016/17 and 2017/18 are actual ratios for Council's information while those for 2018/19 are an estimate only to the end of the year and may be subject to change.

	Benchmark	2018/19	2017/18	2016/17
Operating Performance Ratio	> 0.04%	1.25	4.66%	19.35%
Own Source Revenue Ratio	> 60.00%	64.28%	62.39%	63.50%
Unrestricted Current Ratio	> 2.00:1	4.21:1	3.57:1	4.32:1
Debt Service Cover Ratio	> 3.00 x	8.52 x	8.49 x	18.36 x
Rates & Charges Outstanding	< 10.00%	6.50%	6.54%	6.51%
Cash Expense Cover Ratio	> 6.00 x	10.22 x	10.35 x	9.74 x
Building & Infrastructure Renewal Ratio	> 100.00%	105.25%	138.64%	192.90%
Renewal Backlog Ratio	< 2.00%	2.10%	2.14%	2.33%
Required Maintenance Ratio	> 1.00	1.00	1.20	1.02
Capital Expenditure Ratio	> 1.00	1.00	2.15	1.72

Principal Activity

Strategic Leadership

Policy Implications

Nil

Budget Implications

Review of Annual Budget

Delivery Program Actions

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

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

RECOMMENDATION

That, subject to any decisions on the recommendations as reported, the Quarterly Budget Review document and report as at 30 September 2018 be adopted.

N J Alchin
Director Corporate Services

RESERVES REVIEW

SUMMARY

To provide information on Council reserves currently held and to seek approval to vary some of those reserves.

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Reserves are cash funds held by Council that have been determined to be internally or externally restricted for a future specific purpose. An internal restriction is a hold placed on cash funds by Council itself while an external restriction is a hold placed on cash funds for legal reasons.

The following is a current list of Council reserves for the General Fund (in alphabetical order):

Reserve	Balance	Year	Reason
Bridges Funding	\$231,010	18/19	Remaining bridge construction funding that may be required to be repaid.
Cemetery	\$73,122	15/16	Balance of \$80,000 capital allocation for water supply.
CENTROC Funds (Swimming Pool)	\$10,165	14/15	Balance of \$23,000 for wind up of joint agreement. To be used for the pool.
Community Homes	\$60,000	14/15	Started in 14/15, now \$20,000 per yr.
Computer Purchases	\$97,544	Yearly	\$50,000 per yr and used regularly.
Cooee Heritage Centre	\$7,036	15/16	\$5,000 in 15/16 & \$2,036 in 16/17.
Cooee Lodge	\$17,785	11/12	From oncosts, started at \$132,916.
Dog Pound	\$30,000	16/17	Unused capital allocation.
Economic Development	\$39,375	17/18	Unused capital allocation.
ELE	\$1,452,387	Yearly	\$25,000 per yr plus extra when available.
Emergency Services	\$10,000	13/14	Unused allocation for an SES plan.
Footpaths	\$55,276	15/16	Unused capital allocations that started at \$23,000.
Gilgandra Aerodrome	\$59,046	13/14	Unspent operations allocations that started at \$20,000.
Gilgandra Community Care	\$232,071	Yearly	Restricted funds to be used for future vehicle replacement.
Gilgandra Community Transport	\$184,620	Yearly	Restricted funds to be used for future vehicle replacement.
Gilgandra Youth Services	\$52,741	Yearly	Restricted funds to be used for youth services only.

Gravel Pits	\$230,051	Yearly	Funds from gravel sales (internal and external) to be used for future pit reinstatement costs.
Gymnasium	\$15,636	16/17	Balance of unused capital allocation. \$10,000 per year.
Infrastructure Contributions	\$110,146	Yearly	Restricted funds collected from development contributions for future infrastructure requirements.
Jack Towney Hostel	\$78,092	11/12	From oncosts, started at \$40,000.
Library Capital	\$5,000	17/18	Unused capital allocation.
Lucas Bridge	\$24,488	15/16	Balance of unused capital allocation.
McGrane Oval Amenities	\$8,085	17/18	Unused capital allocation.
Office Equipment / Building	\$18,000	12/13	Unused capital allocations that started at \$10,000.
Orana Living	\$1,019,478	11/12	From both oncosts and surplus funds.
Plant	\$98,898	14/15	Balance of unused capital allocations that started at \$331,000.
Regional Roads Block Grant	\$45,904	Yearly	Restricted funds being unspent grant allocation from the previous year,
RMS Profit (Local Roads)	\$195,575	13/14	Left over allocation from RMS contract works profit policy that ended in 13/14.
RMS Profit (Plant)	\$423,394	13/14	Left over allocation from RMS contract works profit policy that ended in 13/14.
RMS Profit (Staff Training)	\$69,490	13/14	Left over allocation from RMS contract works profit policy that ended in 13/14.
Rural Roads	\$991,252	17/18	Unused maintenance allocation.
Safety Improvement Program	\$75,800	16/17	Unspent allocation from last year.
Sand Quarry Grant	\$30,000	17/18	Restricted funds – unspent grant.
Scrap Steel Sales	\$80,045	Yearly	Funds collected from scrap steel sales to be used for future projects.
Shire Depot	\$421,411	15/16	Unspent capital funds from 15/16 to 17/18.
Shire Hall	\$25,000	Yearly	Unspent capital allocations each year.
Sports Council	\$6,741	Yearly	Council policy of 50% of the sporting grounds rental to this reserve for future use.

Stormwater, Kerb & Guttering	\$77,313	16/17	Unspent capital allocation from last year.
Swimming Pool	\$22,899	Yearly	Unspent capital allocations each year.
Town Planning	\$38,133	17/18	Unspent allocation from last year.
Waste Facility	\$188,594	Yearly	Restricted unspent funds from the collection of the domestic and commercial waste charges.
Walkway - Tooraweenah	\$10,000	17/18	Unspent capital allocation,
Youth Club	\$37,500	14/15	Unspent capital allocations from 14/15 to 17/18.
	\$6,850,040		

From the above table, the following reserves are externally restricted and cannot be varied:

- Gilgandra Community Care: \$232,071
- Gilgandra Community Transport: \$184,620
- Gilgandra Youth Services: \$52,741
- Infrastructure Contributions: \$110,146
- Regional Roads Block Grant: \$45,904
- Sand Quarry Grant: \$30,000
- Waste Facility: \$188,594

From the above table, the following reserves are surplus wages oncosts collected from other areas of Council to fund their employee costs:

- Cooee Lodge: \$17,785
- Jack Towney Hostel: \$78,092
- Orana Lifestyle Directions: \$1,019,478

From the above table, the following reserves are previous unspent capital and/or maintenance allocations and are being held for a future purpose:

- Aerodrome: \$18,760
- Cemetery: \$73,122
- Community Homes: \$60,000
- Computer Purchases: \$97,544
- Cooee Heritage Centre: \$7,036
- Dog Pound: \$30,000
- Footpaths: \$55,276
- Gilgandra Aerodrome: \$59,046
- Gravel Pits: \$230,051
- Gymnasium: \$15,636
- Library: \$5,000

- Lucas Bridge: \$24,488
- McGrane Oval Amenities: \$8,085
- Office Equipment / Building: \$18,000
- Rural Roads: \$991,252
- Shire Depot: \$421,411
- Shire Hall: \$25,000
- Stormwater, Kerb & Guttering: \$77,313
- Swimming Pool: \$22,899
- Walkway - Tooraweenah: \$10,000
- Youth Club: \$17,500

The following are the remaining reserves that have been created through a decision of Council:

- Bridges Funding: \$231,010
- ELE: \$1,452,387
- Economic Development: \$39,375
- Emergency Services: \$10,000
- RMS Profit (Local Roads): \$195,575
- RMS Profit (Plant): \$423,394
- RMS Profit (Staff Training): \$69,490
- Safety Improvement Program: \$75,800
- Scrap Steel Sales: \$80,045
- Sports Council: \$6,741
- Town Planning: \$38,133

Of all the reserves listed, following is a list of those that are deemed to no longer be required as their purpose has changed or is no longer needed:

- Emergency Services: \$10,000
- RMS Profit (Local Roads): \$195,575
- RMS Profit (Plant): \$423,394
- RMS Profit (Staff Training): \$69,490
- Town Planning: \$38,133
- Cemetery: \$73,122
- Cooe Heritage Centre: \$7,036
- McGrane Oval Amenities: \$8,085
- Walkway – Tooraweenah: \$10,000

As at 30 September 2018, the total value of the General Fund reserves held was \$6,850,040 and the total amount of cash and investments held was \$9,458,741. This left an amount of cash and investments that was unrestricted of \$2,608,701.

All of the reserves listed in this report, other than those that are externally restricted, are able to be varied by Council.

<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	4.2.2.1 Provide financial planning and reporting to ensure Council maintains accurate and timely financial records that facilitate sound decision making

RECOMMENDATION

1. That the following reserves totalling \$834,835 be cancelled and balances of those reserves then become unrestricted funds:
 - a. Emergency Services: \$10,000
 - b. RMS Profit (Local Roads): \$195,575
 - c. RMS Profit (Plant): \$423,394
 - d. RMS Profit (Staff Training): \$69,490
 - e. Town Planning: \$38,133
 - f. Cemetery: \$73,122
 - g. Cooee Heritage Centre: \$7,036
 - h. McGrane Oval Amenities: \$8,085
 - i. Walkway – Tooraweenah: \$10,000
2. That the remaining reserves remain in place for future use or until they are no longer required.

N J Alchin
Director Corporate Services

(A1652)

**GILGANDRA CULTURAL PRECINCT (GSP) STRATEGIC PLAN 2018/19 –
2027/28**

SUMMARY

To adopt a Strategic Plan for the Gilgandra Cultural Precinct that guides the future direction for the precinct.

.....

At a workshop held on 18 September 2018, Council considered a presentation in relation to the Draft Gilgandra Cultural Precinct (GCP) Strategic Plan (separately attached).

The draft plan has been prepared taking account of Cultural Planning Workshops held in June, July and August 2018 with participation from Councillors, staff and relevant stakeholders along with a community survey conducted in July 2018.

<u>Principal Activity</u>	Sense of Place
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Costs associated with strategies and actions to be considered in future budgets from 2018/19 onwards.
<u>Delivery Program Actions</u>	1.3.9.1 Design a museum, keeping place and cultural centre for Gilgandra and district which supports and develops a range of travelling and local exhibitions to attract diverse audiences.

RECOMMENDATION

That the draft Gilgandra Cultural Precinct (GSP) Strategic Plan 2018/19 – 2027/28 be adopted.

N J Alchin
Director Corporate Services

DROUGHT COMMUNITIES PROGRAMME – COMMUNITY APPLICATIONS

SUMMARY

To present the community applications received through the consultation process regarding the Federal Government’s Drought Communities Programme and determine those projects for which Council will submit applications.

.....

At its September meeting, Council was advised that it had been allocated up to \$1m under the Drought Communities Programme.

Council in this meeting resolved to allocate \$25,000 in sponsorship to the Tooraweenah P A & H Association for the Tooraweenah Show to be held on 20 October, 2018.

RESOLVED 202/18	Cr Johnson/Cr Baker
That Council pledge \$25,000 cash sponsorship to the Tooraweenah P A & H Association to be funded from the Australian Government’s Drought Communities Program.	

At its October meeting, the guidelines were discussed along with the process to be followed to determine those projects that will be submitted by Council.

The following resolutions were made, including that \$64,500 be allocated to Gilgandra Show Society to conduct the event on 17 November 2018.

RESOLVED – 226/18	Cr Mockler/Cr Peart
<ol style="list-style-type: none">1. That Council advertise and invite applications from community organisations for infrastructure projects, events, activities or initiatives deemed eligible under the guidelines for consideration at a future Council meeting.2. That Council determine the closing date as 9 November 2018 and assessment criteria for assessing such applications be in accordance with the criteria put forward in the workshop.3. That Council give preference to those projects with a high local labour content.4. That Council, noting the spirit of the guidelines, agree to support fully the application of the Gilgandra Show Society of \$64,500 to conduct a community event on 17 November 2018.5. That, where possible, community applications be given priority in the selection process over Council events and projects.	

Council also resolved a commitment of \$50,000 towards the Shop Local program and to include a submission under the Drought Communities Programme.

RESOLVED 239/18	Cr Batten/Cr Johnson
1. That Council commit \$50,000 to the 2018 Shop Local project.	
2. That Council give consideration to an application through Council's Drought Communities Programme \$1m allocation for the 2018 Shop Local project, noting that the application may not be successful.	
3. That the Economic Development Committee be authorised to determine the details of the 2018 Shop Local project, noting that Council would like the process to commence as soon as possible.	

Community groups and organisations were invited to submit infrastructure projects, events, activities or initiatives deemed eligible under the Drought Communities Programme guidelines.

Submissions closed Friday, 9 November at 5pm.

There were 24 submissions received, totalling \$1.565m competing for inclusion in Council's grant application. It should be noted that Council's total application is for up to \$1m, less \$139,500 previously allocated to the Tooraweenah PA&H Association, Gilgandra Show Society and the Shop Local Program, leaving \$860,500 to be considered.

A summary has been included below, and a details of the applications and their budgets have been included as attachments.

The funding is subject to grant applications with a minimum of \$25,000 per application and can include multiple unrelated activities up to a total of \$1m per Council.

Each project must meet at least one of the following project requirements:

- expected to lead to the employment of locals
- expected to contribute to the economic activity of communities/regions
- expected to lead to the retention of businesses, services and facilities

Community Group Name	Project Title	Total Cost (ex GST)
Gular Rugby Club	Gular Rugby Club 2019 Season Launch and Mental Health Event	\$24,000
Tooraweenah Preschool Association Inc.	Under 5 Playground Equipment for Tooraweenah Recreation Ground	\$35,000
Tooraweenah Lions Club	Installation of dump point in Tooraweenah	\$19,000
Curban Community Hall & Tennis Management Committee	Shelters, Steps & Steel Seating	\$17,545
Tooraweenah PA & H Association Inc.	Tooraweenah PA&H Association Drought Communities Fund Application	\$198,931
Gilgandra High School	School agriculture department water tank	\$22,727
Gilgandra Showground Trust	Luncheon Pavilion & Functions	\$211,394
Gilgandra and District Cricket Association	Replacement of the Tooraweenah Oval Cricket Wicket and erection of seating with shade shelter	\$34,170
Gilgandra Junior Rugby League and Netball Association	Gilgandra junior league & netball	\$89,000
Gilgandra Pony Club Inc.	Renovations to club house , installation of toilet and horse arena	\$293,613
Gilgandra High School	Wellness Learning Centre	\$50,000
Coonamble and Castereagh District Landcare	Family Dustbuster Days	\$16,650
Gilgandra Sporting Club Co-op Limited	Replace pump on Castlereagh River	\$6,364
Gilgandra District Speedway Club Inc	Upgrade Toilet and Shower Facilities	\$64,536
Gilgandra Basketball Association	Youth Club	\$66,207
Gilgandra Youth Services - Community Breakfast Club	Community Breakfast Fund	\$2,500
Gilgandra Racecourse and Recreational Reserve Trust	Gilgandra Racecourse and Recreational Reserve Trust Secure Water Project	\$30,000
Gilgandra Golf Club	Extension, upgrade and completion of existing watering system	\$56,364
Gilgandra Show Society Inc	Gilgandra Show Society Annual Show 2019	\$74,000
Gilgandra Jockey Club	GJC New Year Carnival Promotion/ Facility Upgrade	\$46,000
Gilgandra Park Tennis Club	Fresh Start	\$9,565
Gilgandra Little Athletic Club	Supply of LED lights and power points to the storage sheds and the construction of a concrete apron	\$11,007
Cooee Village Committee	Cooee Village Hall Extension Project	\$175,000
CWA Tooraweenah	CWA Renovation	\$11,000
TOTAL		\$1,564,573

***Please note: Due to some applications providing quotes and others estimates, as well as submissions with amounts both including and excluding GST, these figures may vary slightly.**

Council previously determined criteria to use to assist in the decision making process, this criteria is as follows:

- Local business engagement and level of local employment 60%
- Community support and benefit of the project 25%
- Realistic timeframes and milestones 10%
- Level of co-contribution *(not required, may include in-kind)* 5%

A detailed assessment against these criteria for each of the projects is being carried out to assist Council in its discussions at the workshop to be held prior to the Council meeting.

<u>Principal Activity</u>	Strategic Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	1.2.1.1 Assist village community committees to maintain their public facilities. 1.2.1.3 Support community organised events, festivals and celebrations. 4.2.3.2 Apply for grants that assist Council to achieve identified projects. 4.2.3.3 Assist community groups to apply for grants. 4.2.3.4 Provide information to Council and the community regarding grant funding opportunities.

RECOMMENDATION:

1. That Council determine the projects to be included in its applications to the Federal Government under the Drought Communities Programme.
2. That Council acknowledge community groups for their submissions and provide feedback as appropriate.

N J Alchin
Director Corporate Services

RISING SUN STRUCTURE

SUMMARY

To further consider an appropriate location and/or use for the Rising Sun Structure following completion of renovations by the Gilgandra Men’s Shed.

.....

Council resolved at its April 2018 meeting:

RESOLVED 63/18	Cr Baker/Cr Johnson
That the rising sun structure be purchased at a cost of \$8,000 (delivered) and community consultation be undertaken to determine a suitable location and/or use.	

Community consultation by way of an online survey was conducted in May/June 2018 with 109 responses received. The survey asked respondents to provide feedback in relation to a list of potential locations along with any other suggestions/feedback. The results of this survey were reported to Councils June 2018 meeting.

Summary of Survey Results

Option	Percentage	Number of Respondents
Memorial Precinct – on the hill behind GK Rohr Memorial Garden (note: will need stabilising structure)	27.78%	25
Other (please specify)	27.78%	25
Coo-ee Memorial Park – mounted on the back wall of the sound shell	11.11%	10
Coo-ee Heritage & Visitor Information Centre	11.11%	10
Incorporated into public open space on the eastern side of the Gilgandra Shire Library	8.89%	8
Transportable – to be utilised for different events in different locations	4.44%	4
External wall of Gilgandra Shire Hall – fronting Wamboin Street	4.44%	4
Internal wall in Gilgandra Shire Library	4.44%	4

These options were researched in terms of estimated costs associated with each and the relevant challenges or considerations.

Please note, that due to the nature of the structure, the required stabilising and security measures are not off the shelf options and therefore are difficult to determine exact pricing on various elements. Given the size and exposure of the structure, engineering, design and construction would be required for options to ensure the safety and security of the structure in placement.

Option	Considerations	Estimated Cost
Memorial precinct	Security inc. flammability Engineering Life span Protection against elements Aesthetics Maintenance/cleaning Heritage	\$75,000.00 Engineered Frame Perspex/glass Awning
Sound shell	Security Engineering Increase to wall height Relevance Elements	\$15,000.00 Engineered Frame Wall increase Labour
Library external eastern wall	Security Elements Heritage Parking and view	Costs Unknown with library extensions Awning required
CHC internal	Logistics significant challenge to get inside & mounted 3 rd party (Historical Society) manage the gallery Aesthetics & view	\$15,000.00 Engineered – load bear Frame
Transportable	Storage Life span Management + ongoing costs Maintenance + hire Security Registration – weight	\$10-15,000.00 Trailer Shed Engineered Frame
GSC Hall internal	Logistics significant challenge to get inside Relevance – eg. Hall hire Angled walls	\$15,000.00 Engineered – load bear Frame
GSC Hall external	Security Elements Life span Maintenance Asbestos	\$30,000 Awning Asbestos removal Engineered Frame

The General Manager's comments from the report to the June 2018 meeting are reproduced below:

“It was encouraging to see the community interest in this project noting both the supporters and the detractors. It is evident from the responses that there is no standout location for the structure and particularly no standout location that won't require considerable other funds to be spent on this project. Staff are unable to recommend to the Council a location based on community responses nor the practicalities of how this structure is to be showcased to the community.”

To progress this project I would encourage the Council to refine the project by outlining the objectives Council is aiming to achieve. The estimates above indicate the additional costs to be between \$15,000 - \$75,000 on top of the purchase price and the significant time consumed by staff on this project to date.

I don't believe the project is at a stage where it is fully understood and the project can't be progressed until such time as the scope is refined. Council has no clear brief or outlined objectives as to what is trying to be achieved. It's an imposing structure however Council is potentially committing to something without fully understanding what it is that the community want to achieve.

It is also concerning that the outcome after all the costs and work may not meet the community's expectations and could be seen as an add on regardless of where it goes.

Therefore I recommend that Council takes a step back and defines what it is that they would like this project to achieve prior to selecting a location. Once the objectives are established then I would feel comfortable in directing staff knowing the outcomes will at least address the objectives. The unbudgeted costs are a concern but at this stage clear objectives is what is missing. "

After considering the survey results, challenges associated with each location and General Manager's comments, Council resolved:

RESOLVED 126/18	Cr Baker/Cr Wrigley
That the Men's Shed continue to restore the structure and Council further consider the matter after the restoration works have been completed.	

The Men's Shed have done an outstanding job in completing the restoration works and the structure has now been relocated to Council's Depot.



It should be noted that there has been no existing Council facility identified as suitable for the long term storage of the structure in terms of size security and accessibility.

It is suggested that the desired outcomes would be for the Rising Sun Structure Project to:

- Be available and prominent for community events that commemorate our military involvement
- Capture the attention of visitors to our community and those passing through
- Provide an opportunity for the rising sun to promote our military history story and help to preserve this history for our community
- Provide an appropriate photo opportunity that adds to the visitor experience

To achieve these outcomes a location in the Memorial Precinct would be preferred. Some of the outcomes could be achieved through a transportable solution or an indoor location at the Cooe Heritage Centre.

There are currently opportunities to apply for small grants to potentially assist with projects of this nature with funding up to \$4000 under the Saluting Their Service Commemorative Grants with the Department of Veterans Affairs. This funding also has a major stream, however this stream is currently closed.

<u>Principal Activity</u>	Sense of Place / Economic Development
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Additional \$15,000 - \$70,000 subject to location chosen
<u>Delivery Program Actions</u>	Project outside of current Delivery Program

RECOMMENDATION

1. That Council note the cost implications and other considerations identified in this report for each of the location options.
2. That Council support the desired outcomes of the Rising Sun Structure Project as suggested in this business paper.
3. That Council determine the preferred location for the Rising Sun Structure based on these outcomes.
4. That detailed costing and plans for the installation of this Structure in the preferred location be prepared and reported to Council for consideration.

N J Alchin
Director Corporate Services

REQUEST FROM GILGANDA LITTLE ATHLETICS CLUB FOR FREE OR DISCOUNTED ENTRY TO GILGANDRA SWIMMING POOL

SUMMARY

To consider a request from Gilgandra Little Athletics for free or discounted entry to Gilgandra Swimming Pool for the Zone Athletics Carnival.

.....

Mr Chris Riley, President of the Gilgandra Little Athletics Club, has written to Council as follows:

“Just like to know for our Zone Carnival, on the Saturday if the Council are able to offer free entry or discounted entry into the swimming pool for athletes. This just usually happens at other meets. Athletes may use the pool in between events if it’s going to be a hot day, a wrist band is usually handed to athletes that want to go the pool as a way of identifying those kids.”

Pool entry fees this season are \$3 per person with school programs \$1 per person.

This is the first time Gilgandra has hosted the Little Athletics Zone Carnival and up to 350 athletes from 19 towns across the region are expected to compete over the weekend.

<u>Principal Activity</u>	Sense of Place
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Potential for lost revenue to the Pool
<u>Delivery Program Actions</u>	1.1.1.2 Encourage, support and lead participation in local, state and national physical and mental health programs and initiatives 1.2.1.3 Support community organised events, festival and celebrations

RECOMMENDATION

That Council accede to the Gilgandra Little Athletics Club’s request and allow athletes competing in the Little Athletics Zone Carnival to attend the Gilgandra Swimming pool free of charge for the period of the Carnival.

N J Alchin
Director Corporate Services

POOL AGE – KEEP WATCH POLICY

SUMMARY

To provide a report on Councils policy and procedure relating to pool access and subsequent supervision of swimmers including risk assessment.

.....

Current policy and practice at the Gilgandra pool requires swimmers under the age of ten to be accompanied by a responsible person. Specifically the Gilgandra Public Swimming Pool policy states

1. *For the safety of patrons using the pool, children under ten (10) years of age will not be allowed to enter unless under the active supervision of a person 16 years or older*
2. *That additional supervising staff be engaged where patronage reaches levels requiring additional resources.*

Under this policy anyone over the age of ten who is a competent swimmer may enter and use the pool without supervision – other than that provided by GSC lifeguard staff.

The Royal Life Saving Society recently issued revised ‘Keep Watch’ guidelines which now need to be considered in the context of the Gilgandra Swimming Pool and its operations.

These new guidelines are set out below:

0-5 Year Olds & Non-Swimmers:	Parents <i>must</i> stay within arms' reach
6-10 Years Olds & Weak Swimmers:	Parents <i>must</i> be close, be prepared & maintain constant visual contact
11-14 Year Olds:	Parents <i>should</i> maintain visual contact

*italics added for this report.

The guideline for the 11-14 year olds did not previously exist. In response to these new guidelines we have consulted with relevant staff as well as representatives from Statewide Mutual (our insurer).

We have then developed a formal risk assessment which is set out in the attached document. Based on this assessment and the control measures considered, the view is that we should continue to allow unaccompanied access to the pool for 10 to 14 year olds.

This will be monitored regularly and reviewed should there be a significant change in circumstances. This would include a sustained increase in patronage, an inability to provide adequate staffing or the occurrence of incidents or near misses which indicate the assessment to continue as is not justified.

Principal Activity

Sense of Place

Policy Implications

Potential change to pool access

Budget Implications

Nil

Delivery Program Actions

1.1.1.1

Provide a range of recreational sporting facilities which enable the residents of the Shire to pursue active recreational pursuits.

RECOMMENDATION

1. That Council note the recommendations provided by the Royal Life Saving Society.
2. That Council endorse the outcome of the risk assessment and the outcome that no changes are required at this stage, with management to report on any material change in circumstances that would require review of this assessment.

M Wilson
Director Community Services

DROUGHT RELIEF HEAVY VEHICLE ACCESS PROGRAM

SUMMARY

To advise of an opportunity for additional road maintenance funding under the Drought Relief Heavy Vehicle Access Program.

.....

The Drought Relief Heavy Vehicle Access Program has been introduced and offers an additional \$15 million toward the cost of maintenance and minor improvement work on council roads and roadsides, where those improvements will contribute to heavy vehicle access, in support of the drought relief freight task.

Roads and Maritime will contribute up to \$300,000 per council for all projects. Submissions are merit based and assessed by an evaluation panel consisting of representatives from Roads and Maritime and Local Government NSW.

Work that will be considered, but not limited to:

- shoulder repairs and improvements such as widening to address edge-break and edge drop-off. May be sealed or unsealed
- heavy patching
- seals that contribute to minimising long term maintenance costs
- pavement rehabilitation
- grading of unsealed roads to reduce roughness and rutting
- tree trimming to improve access for 4.6 metre high vehicles
- installing infrastructure monitoring equipment and/or facilities
- signage.

Council has made application to undertake shoulder widening works on segment 18 and 20 on the Berida-Bullagreen Road. The works will consist of forming up shoulders out to 8.5m and add correction to pavement where needed, add 1.5% slag/lime and pulvi to a depth of 200mm compact and trim and seal out to 6m with C240 bitumen with a 10mm aggregate.

The existing bitumen seal of road is only 3.6m wide with edge drop off and shoulder damage with weak natural unmodified gravel pavement requiring high maintenance and is in need of an upgrade. An assessment by staff determined this segments most in need.

Successful applicants must commence work within thirty days of being notified, with works to be completed within a further twenty days, the estimated cost is \$298,736.18.

<u>Principal Activity</u>	Asset management and service delivery
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil, the works are fully funded
<u>Delivery Program Actions</u>	6.2.1.2 Provide and maintain road access for all residents except during periods of extreme weather

RECOMMENDATION

That the report be noted.

Mark Linton-Harland
A/Director Infrastructure

HERITAGE MATTERS

SUMMARY

To provide Council with an update on Heritage matters.

.....

Following the adoption of council's budget each year, Council writes to the owners of Heritage items listed in the *Gilgandra Local Environmental Plan 2011* and also places an advertisement in *The Gilgandra Weekly* inviting interested residents to apply for a grant from Council's Local Heritage Fund. These grants are to assist with conservation and restoration work of heritage items.

The information provided to property owners indicates that grants of up to \$2,000 are available from the Gilgandra Shire Local Heritage Fund to assist owners undertake conservation and maintenance works on heritage buildings and places. Owners are required to at least match Council's contribution.

This current financial year, a total of 13 projects were submitted. Each application has been assessed by Council's Heritage Advisor, Tanya Cullen, and from her assessment, 9 projects are recommended for approval and 4 projects are to be declined.

The projects recommended for approval are as follows:

Property	Applicant	Works	Project Cost	Request	Recommended
Target Country building	Rino Conte	Repainting of building	\$3,980	\$1,980	\$1,980
15 Hall Street	Lois Foran	Re-flooring	\$6,000	\$2,000	\$2,000
Post Office building	Stuart Border	Repainting of building	\$2,200	\$1,100	\$1,100
Feetham House	Anglican Church Committee	Repairs to Feetham House	\$6,500	\$2,000	\$2,000
Chinook	Laurie McGrath	Painting of roof	\$3,000	\$1,000	\$1,000
Gilgandra CWA	Gilgandra CWA	Internal painting of verandah meeting room	\$3,740	\$1,870	\$1,870
Heartland Church	Craig Barden	Repairs to front awning	\$20,713	\$2,000	\$2,000
Lah Café	Doug Clouten	Repairs to front awning	\$5,181	\$2,000	\$2,000
CRT building	Peter Rohr	New front store window	\$6,457	\$2,000	\$2,000
			\$57,771	\$15,950	\$15,950

Unsuccessful projects were:

- Armatree War Memorial Community Hall – replacement of 2 windows.
Total Project Cost: \$3,704.25

The Heritage Advisor has spoken with the owner about potentially engaging a structural engineer to set out a defined program of works for the building. The ongoing cosmetic works for this building are of minimal value if there are possible structural issues not being addressed.

- 3 Wrigley Street – undefined works
Total Project Cost: Unspecified

The owner did not complete his application on time.

- Curban Community Hall – hanging of picture rails
Total Project Cost: \$1,096.00

The application fell outside the parameters of the funding program which specifies funds are not to be used for decorative works.

- 23 Morris Street
Total Project Cost: \$2,500.00

The proposed works would provide minimal heritage aesthetic street appeal.

Corduroy Road

As previously reported to Council, an application was submitted to the Office of Environment & Heritage to have the Corduroy Road Historic Ruins listed on the State Heritage Register

A Notice pursuant to 37(1)(a) of the Heritage Act 1977 (NSW) has been received stating “The item known as the Corduroy Road Ruin Historic Site has been listed on State Heritage Register as approved by the Minister on the 5 October 2018”.

This presents Council with an opportunity to actively promote the site and encourage tourism within the Shire. Listing of a heritage item on the State Heritage Register also allows Council to apply for state heritage funding to actively manage and preserve the site. Future funding opportunities are unknown at this stage although such funding is normally on a dollar-for-dollar basis requiring a 50% contribution from Council.

As Council's Heritage Strategy is due for review in 2019, Council Staff will liaise with Council's Heritage Advisor and undertake community consultation to identify the key priorities for the community and Council. A further report will be presented to Council in 2019 outlining the community's response and review of the current strategy for adoption.

<u>Principal Activity</u>	Land Use Planning and Sustainable Environment
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Expenditure is within the established budget of \$18,000 for the Local Heritage Fund
<u>Delivery Program Actions</u>	3.1.2.2 Develop heritage initiatives that provide support and financial assistance to property owners

RECOMMENDATION

1. That the nine (9) recommended projects be approved for Council heritage funding.
2. That the applicants of the four (4) unsuccessful projects be notified in writing accordingly.
3. That Council note the listing on the State Heritage Register of the Corduroy Road Ruin Historic Site.

Lindsay Mathieson
Director Planning & Environment

WASTE TO ENERGY

SUMMARY

A request for financial assistance to complete a feasibility study on waste to energy

.....

Cr Katrina Humphries as the Chairperson of the Country Mayors Association of NSW has written to regional and rural Councils seeking a contribution of \$15,000 from each Council to undertake a comprehensive feasibility to determine whether a pilot plant being built is warranted.

Waste to energy has been a topic of discussion by government and industry for some time now with more than 2,200 facilities across 35 countries (none in Australia).

A proposed \$700million waste incinerator and energy plant for western Sydney has been put on ice as the Department of Planning recommended against the project. Advice from the Environmental protection Authority, NSW Health and independent experts have concluded the proposal was inconsistent with the NSW EPA's energy from waste policy statement (2015), and the air quality impacts and risk to human health were unknown.

The idea of a feasibility study may be the way forward for Councils to explore options in reducing waste going to landfill, however there needs to be a commitment from the EPA and Government in terms of dollars and policy to support local government in managing waste and recycling into the future.

As Council has recently developed a market with Australian Recycled Plastics (ARP) in Narrabri I believe there is an opportunity for Local Government to provide support to ARP in developing and expanding their business as a regional hub to cater for a broader range of recycling products, thus reducing products going to landfill and providing employment within the region. This should be a discussion for Mayors and General Managers going forward.

A copy of the request and feasibility study outline are separately attached.

General Manager's Comments: There is already significant industry interest in developing Waste incinerators and perhaps the motivation will come from the waste industry once the EPA review its policy position. Based on the information in the report, I recommend against supporting this request.

<u>Principal Activity</u>	Land Use Planning and Sustainable Environment
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	\$15,000 additional expenditure
<u>Delivery Program Actions</u>	3.2.1.1 Promote community awareness of waste avoidance programs that focus on reduce, reuse and recycling of wastes. 3.2.1.2 Assess the potential environmental risks and optimise positive environmental outcomes as part of developing a landfill master plan.

RECOMMENDATION:

That Council not contribute to a comprehensive feasibility study into Waste to Energy initiatives.

Lindsay Mathieson
Director Planning & Environment

MINUTES – COMMITTEE MEETINGS FOR ADOPTION

SUMMARY

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

.....

<u>Aged Care Committee (No quorum)</u>	1 November 2018
<u>Disability Services Committee</u>	13 November 2018
<u>Economic Development Committee</u>	24 October 2018
<u>Sports Council</u>	29 October 2018

Please note that the Aged Care Committee meeting

<u>Principal Activity</u>	Respected Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	3.1.1.2 Recognise the importance of and encourage community members on to Council committees
	3.4.1.1 Offer opportunities for community members and groups to have input into strategic planning to ensure the community are informed and empowered

AGED CARE

1 November 2018

PRESENT

Cr G Peart (Chairman)
Cr N Mudford
Mrs R Frost
Mr M Cain

IN ATTENDANCE

Mr M Wilson (Director of Community Services)
Mrs A Thompson (Manager Aged Care Services)
Ms N Rodway (Manager Community Services)
Mrs S Temple (Administration)
Mrs J Weir (Administration)

Proceedings of the meeting commenced at 5.00pm

APOLOGIES

Cr D Batten (Mayor)
Cr N Wrigley
Mrs A Bunter
Mr P Mann
Mr P Morris

COMMITTEE'S RECOMMENDATION:	
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That the apologies submitted be noted.	
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DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION:	
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That the minutes of the meeting held on 2 August 2018 be noted.	
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QUARTERLY OPERATIONAL PLAN REVIEW 1 JULY TO 30 SEPTEMBER 2018

SUMMARY

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

Proceedings in Brief

Discussion took place on the anonymous complaint to the Aged Care Complaints Department.

COMMITTEE'S RECOMMENDATION:	
That Progress with the Operational Plan be noted.	

QUARTERLY BUDGET REVIEW SEPTEMBER 2018

SUMMARY

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

COMMITTEE'S RECOMMENDATION:	
That the September 2018 quarterly budget review be noted.	

IMPACT OF FINANCIAL REFORMS FOR COOEE LODGE HOSTEL

SUMMARY

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

COMMITTEE'S RECOMMENDATION:	
That the report be noted.	

DIRECTORS UPDATE

SUMMARY

To update the Aged Care Committee of the activities of Gilgandra Lifestyles.

COMMITTEE'S RECOMMENDATION:	
That the report be noted.	

AGED CARE MANAGER'S REPORT

SUMMARY

To provide an update to the Aged Care Committee on hostel activity.

Proceedings in Brief

Pain Check program – The Manager advised she is disappointed with the background reporting of this program. She has contacted the provider and they will be working on improving this aspect of the program with feedback from Cooee Lodge Hostel.

The staff and external volunteers were acknowledged for their assistance on Grandparents day. Their time was much appreciated to make the day such a success. External volunteers were Max & Marg Zell, Frank Zell, Stephen Horan, Evan Kew, Brendan Foran, Veronica Hannelly, Luke Johnson, Steve Hiscox, Darryl McKenzie, Mark Walker, Noel and Dawn Deed, the WAR FM team, Ralph Naden and his Aboriginal dancers along with the Orana Lifestyle dancers.

COMMITTEE'S RECOMMENDATION:	
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That the report be noted.	
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GENERAL BUSINESS

Village Hall Extension

A letter was received from the Village Residents' Committee requesting the project for the Village Hall extension be included in considerations for the Drought fund deliberations. The approximate cost of the project is 120K – 180K.

Christmas Party

A mid-term meeting around 14 December with Christmas drinks was suggested. This will depend on availability of everyone and will be confirmed.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.10PM.

Cr G Peart
Chairperson

DISABILITY SERVICES COMMITTEE

13 November 2018

PRESENT

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

IN ATTENDANCE

Mr D Neeves (General Manager)
Mr M Hodge (Carlinda Operations Manager)
Mrs J Lummis (Manager Orana Living)
Mrs J Prout (Executive Assistant)

Proceedings of the meeting commenced at 4.00pm.

APOLOGIES

Mr P Mann (Community Representative)
Matthew Wilson (Director Community Service)

COMMITTEE'S RECOMMENDATION 18/18	Cr Baker/T Stevenson
That the apologies submitted be accepted.	

ABSENT

Nil

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 19/18	L Townsend/T Stevenson
That the minutes of the meeting held on 7 August 2018 be confirmed.	

REPORTS

QUARTERLY BUDGET REVIEW SEPTEMBER 2018

SUMMARY

To present the quarterly budget review for September 2018 and associated commentary.

COMMITTEE'S RECOMMENDATION 20/18	Cr Naden/G Easman
That the 2018/19 September budget review reports be noted.	

DISABILITY SERVICES INTEGRATED PLANNING AND REPORTING

SUMMARY

To present the Integrated Planning and Reporting for Disability Services.

COMMITTEE'S RECOMMENDATION 21/18	Cr Naden/L Townsend
That the report be noted.	

CLIENT REPRESENTATIVE REPORT

SUMMARY

To present a report from client representative Stuart Skelly.

Proceedings in Brief

It was noted that John Quayle is retiring however will be coming back to organise the Men's outings on a monthly basis.

COMMITTEE'S RECOMMENDATION 22/18	Cr Baker/G Easman
That the report be noted.	

CARLGINDA NURSERY BUSINESS CASE

SUMMARY

To consider a report on the business case for a nursery operation at Carlginda Enterprises.

COMMITTEE'S RECOMMENDATION 23/18	T Stevenson/L Townsend
That the report be noted and the Committee authorise management to continue preliminary work relating to this initiative with further reports at subsequent meetings.	

GENERAL BUSINESS

Woolpacks

Stuart Skelly requested new woolpacks for use at Carlginda and Michael Hodge agreed to follow up.

Grant Application for New Shed at Waste Facility

It was noted that a grant had been lodged through Netwaste for a storage shed to cover the recycled materials.

Christmas Parties

The Carlginda Christmas party is to be held on Friday, 14 December at 1pm and the Orana Living Christmas party will be a pool party from 10am-3pm on Monday, 17 December.

Client Cruise

Nancy Johnson and Andrew Townsend accompanied a group of four clients on a cruise and the clients reported having a wonderful time.

NEXT MEETING

The next meeting to be held on Tuesday, 5 February 2019 at 4.00pm in the Council Chambers.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.30PM.

Cr D Batten
Chairman

ECONOMIC DEVELOPMENT COMMITTEE

24 October 2018

PRESENT

Mrs E McAllister – Acting Chairperson
Mr W Morris
Mrs M King
Mr D Clouten
Mrs K Reynolds

IN ATTENDANCE

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

Proceedings of the meeting commenced at 5.30pm.

APOLOGIES

Cr G Johnson
Cr D Batten (Mayor)
Cr N Wrigley
Mr J Jones
Ms G Babbage

Proceedings in Brief

It was noted that Keith Ambrose had sold his business in Gilgandra and relocated and therefore would no longer be serving on the Committee.

COMMITTEE'S RECOMMENDATION 20/18	K Reynolds/D Clouten
That the apologies submitted be accepted noting the resignation of Mr K Ambrose.	

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 21/18	M King/D Clouten
That the minutes of the meeting held on 22 August 2018 be confirmed as a true and correct record of the meeting.	

BUSINESS ARISING

Nil

ECONOMIC DEVELOPMENT MANAGER'S REPORT

DROUGHT COMMUNITIES FUNDING – SHOP LOCAL PROJECT

SUMMARY

To present the Committee with options regarding a program for a Shop Locally project using \$50,000 from the Federal Government Drought Communities Fund

COMMITTEE'S RECOMMENDATION 22/18	D Clouten/W Morris
That the promotion commence on Monday 12 November 2018 and the first draw of twenty \$500 Cooee Cash Cards be held on Monday 19 November 2018 with a further ten \$1,000 Cooee Cash Cards each week draws to be held in the lead up to Christmas 2018.	

Proceedings in Brief

It was noted that entry envelopes would be available for businesses to collect from Council's offices in Warren Road and 3D's Butchery in Miller Street.

CBD TRAFFIC MANAGEMENT FEEDBACK

SUMMARY

To seek the Committee's position on both an additional pedestrian crossing in Miller Street and the opportunity to apply for funding to assist with a speed reduction to 40km per hour in Miller Street.

COMMITTEE'S RECOMMENDATION 23/18	W Morris/D Clouten
<ol style="list-style-type: none">1. That the Economic Development Committee not support the implementation of a second pedestrian crossing in Miller Street as the loss of carparking spaces would have a significant impact on CBD businesses.2. That the Committee support further investigation and funding applications to reduce the speed in Miller Street with the condition that traffic calming devices that reduce parking in Miller Street are not part of the requirements to facilitate the 40km per hour speed limit.	

GENERAL BUSINESS

CBD Riverbank Development

Mr D Clouten congratulated Council on the development of the area behind the shops on the riverside of the CBD.

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 22 NOVEMBER 2018

Perimeter Fence Ernie Knight Oval

Mr W Morris asked if consideration could be given to altering the perimeter fence on the northern side of Ernie Knight Oval to create rest areas for visitors.

Gilgandra Garden Club

The Committee requested that a letter of thanks be sent to the Gilgandra Garden Club for their efforts with the public gardens in Gilgandra

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.31PM.

Mrs E McAllister
Acting Chairperson

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 22 NOVEMBER 2018

SPORTS COUNCIL

29 October 2018

PRESENT

K Reynolds – (Vice President) Park Tennis Club
Marg Stewart – Gilgandra Senior Basketball Association
M Ferguson – Gilgandra Swimming Club
D Ferguson – Gilgandra Junior Cricket
J Kilby – Gulargambone Rugby League
C Riley – Gilgandra Little Athletics
N Alchin – (Secretary) Gilgandra Shire Council

Proceedings of the Meeting commenced at 5.30 pm

IN ATTENDANCE

M Linton-Harland – Acting Director of Infrastructure

APOLOGIES

J Quayle – (Vice President) Gilgandra Junior Basketball Association
B Luff – (President)
A Newstead – Gilgandra Senior Cricket
Cr D Batten – (Mayor) – Gilgandra Shire Council

COMMITTEE'S RECOMMENDATION – 11/18	Marg Stewart/M Ferguson
That the apologies submitted be accepted.	

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION – 12/18	M Ferguson/Marg Stewart
That the Minutes of the Sports Council Meeting held on 27 August 2018 be confirmed as a true and correct record of the meeting.	

BUSINESS ARISING

Ernie Knight & Don O'Connor Ovals

It was noted that Ernie Knight Oval is in a satisfactory condition for use by Senior Cricket and that the Juniors are currently using makeshift pitches at McGrane Oval. It was further noted that Don O'Connor Oval is not required for cricket at this stage.

GENERAL BUSINESS

Melanie Ferguson enquired about the process for applying for funding under the Drought Communities Programme and whether an application from the Gilgandra Swimming Club would be eligible.

The Secretary outlined the process and the eligibility criteria to the Committee and advised that applications to Council close on Friday 9 November 2018.

Gilgandra Swimming Pool Flags & Lane Ropes

Melanie Ferguson enquired as to the responsibility for purchase of flags and lane ropes for the Gilgandra Swimming Pool which are in need of replacement.

COMMITTEE'S RECOMMENDATION – 13/18	M Ferguson/Marg Stewart
That Council purchase the replacement flags and lane ropes for the Gilgandra Swimming Pool.	

Ernie Knight Oval Perimeter Fence

The Secretary advised that a possible relocation of the northern side perimeter fence at Ernie Knight Oval to encourage visitors to stop in the area had been put forward as a suggestion at a recent Economic Development Committee meeting.

COMMITTEE'S RECOMMENDATION – 14/18	
That Council investigate the potential for altering the northern side boundary fence at Ernie Knight Oval to cater for visitors, subject to any alterations not impacting on the primary use of Ernie Knight Oval as a sporting ground.	

Tooraweenah Cricket Club

Jon Kilby advised that there is a section of concrete on the highway side of the oval surface which should be removed while the cricket net project is taking place.

Storage Sheds at McGrane Oval – Power

Chris Riley requested that power be extended to the Little Athletics storage shed at McGrane Oval.

COMMITTEE'S RECOMMENDATION – 15/18	C Riley/J Kilby
That power be extended to the storage sheds at McGrane Oval.	

Storage Sheds McGrane Oval – Ramps

Chris Riley requested that concrete ramps be constructed at the front of the storage sheds at McGrane Oval to allow for ease of access with equipment.

COMMITTEE'S RECOMMENDATION – 16/18	C Riley/J Kilby
That access ramps be constructed at the front of the storage sheds at McGrane Oval.	

Little Athletics Requests

- Tracks being made by Council vehicles on the southern side of McGrane Oval be levelled out prior to the Zone Carnival
- Marking of lines for the Zone Carnival be carried out in liaison with Little Athletics.
- Approval be granted to operate a 'gator' on McGrane Oval during the Zone Oval.

It was noted that Mark Linton-Harland would liaise with Chris Riley in relation to the first two requests and that the request in relation to the use of the 'gator' would require a risk assessment to be carried out.

Windmill Basketball Carnival

It was noted that the Windmill Basketball Carnival would be held on 16, 17 and 18 November 2018.

Upgrades to Amenity Blocks McGrane Oval

It was noted that these works are scheduled for February and March 2019 and it was requested that some toilet facilities be available at all times if possible.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.15PM.

K Reynolds
Vice President

RECOMMENDATION

That the above listed Committee minutes be adopted.

David Neeves
General Manager

MINUTES – COMMITTEE MEETINGS FOR NOTATION

SUMMARY

To present the following minutes of Committee meetings for notation.

.....

<u>Consultative Committee</u> (extraordinary)	17 October 2018
<u>Consultative Committee</u>	13 November 2018
<u>Health & Safety Committee</u>	1 November 2018

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

CONSULTATIVE COMMITTEE

17 October 2018 (Extraordinary)

PRESENT

Mr N Alchin, Management Representative (Acting Chair)
Mrs M Welsh, HR Manager
Mr C Marchant, USU Outdoor Staff Representative
Mr L Mathieson, Management Representative
Mrs A Wieland, USU Carlinda Staff Representative
Mr M McLaughlin, USU Staff Representative
Mr M Wilson, Management Representative
Mr G McAnally-Elwin, Indoor Staff Representative
Mr D Neeves, General Manager

IN ATTENDANCE

Ms J Campbell, Administration Assistant

Proceedings of the meeting commenced at 9.34am
with Mr Alchin chairing the meeting.

APOLOGY

Ms K Fisher, Indoor Staff Representative

ABSENT

Nil

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION – 11/18	M Wilson/M McLaughlin
That the apology submitted be accepted.	

HR MANAGER'S REPORT

INFRASTRUCTURE MAINTENANCE

SUMMARY

To present the revised position description of the Tooraweenah Maintenance Officer.

Proceedings in Brief

Mrs Welsh advised that the name of the position (previously Tooraweenah Maintenance) had been changed and been to the Quality Control Panel. Mr Linton-Harland advised that this job was previously 20 hours per week and now will be full time at 38 hours per week and this position will be fully utilised working across Council eg Parks and Gardens, Roads, Concreting, Water and Sewer work. The position description has been clarified to reflect its flexibility.

Mr McLaughlin advised the Committee that as it was a job redesign that the position description should have come to the consultative committee before advertising.

It was also noted that Confined Spaces was in Step 2 but not listed in either the Desirable or Essential sections.

COMMITTEE'S RECOMMENDATION – 12/18	N Alchin/L Mathieson
That the revised position description be noted as presented.	

LATE REPORT

MAINTENANCE ASSISTANT

SUMMARY

To provide the information on proposed recruitment in Planning and Environment.

Proceedings in Brief

Mr Neeves advised that the job will be advertised under both positions eg Maintenance Officer and Maintenance Assistant/Relief Ranger with only one position to be filled.

COMMITTEE'S RECOMMENDATION – 13/18	M McLaughlin/M Wilson
That report be noted.	

Proceedings in Brief

Mr McLaughlin advised that Jason Ritchie will take up the Outdoor Position on the Committee. Mr McLaughlin also asked about training for the Consultative Committee and advised that the Union would do it much cheaper than Local Government NSW and would be happy to come to Gilgandra.

COMMITTEE'S RECOMMENDATION – 14/18	M McLaughlin/A Wieland
That refresher training be including in the training plan.	

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.45AM

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 22 NOVEMBER 2018

CONSULTATIVE COMMITTEE

13 November 2018

PRESENT

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

IN ATTENDANCE

Ms J Campbell, Administration Assistant

Proceedings of the meeting commenced at 9.31am

APOLOGIES

Mr M Wilson, Management Representative
Mr D Neeves, General Manager

COMMITTEE'S RECOMMENDATION – 11/18	M McLaughlin/K Fisher
That the apologies submitted be accepted.	

ABSENT

Nil

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION – 12/18	M McLaughlin/K Fisher
That the Minutes of the meeting held 1 May 2018 be confirmed as a true and correct record.	

BUSINESS ARISING

Nil

HR MANAGER'S REPORT

WASTE FACILITY OFFICER

SUMMARY

To present the position description of Waste Facility Officer.

Proceedings in Brief

Mrs Welsh spoke to her report informing the Committee that this position had been to a Quality Control Panel with the main objective of the position to man the gate on weekends at the Waste Facility. It is proposed that this position be advertised internally.

Mrs Wieland on behalf of Mr Hodge advised that a forklift license should be moved from desirable criteria to essential criteria and after discussion it was decided that it stay where it is as many of the existing outdoor staff possess this licence and if not they will be 'fast tracked' to acquire.

SAFETY IMPROVEMENT PROGRAM

SUMMARY

To present the following for the Committee's information.

Proceedings in Brief

Mrs Welsh spoke to her report noting that feedback had been very positive and that forms were going out this week to gauge further feedback.

ITEMS FOR NOTATION

SUMMARY

To provide the Committee with information on the following issues.

Proceedings in Brief

The HR Manager spoke to her report on recent recruitment and training that has taken place. It was also noted that there is and will be intensive recruitment advertising taking place due to the resignation of staff and long term absence.

COMMITTEE'S RECOMMENDATION – 13/18	M McLaughlin/K Fisher
That report be noted.	

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 22 NOVEMBER 2018

GENERAL BUSINESS

Outdoor Representative Vacancy

Mr McLaughlin mentioned Consultative Committee training and Mrs Welsh advised that they were looking into this training.

Mr McLaughlin has asked the outdoor staff but is finding it difficult. Jason Ritchie has since indicated that he would be interested in being on the Committee.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.40AM

G McAnally-Elwin
Chairman

HEALTH & SAFETY COMMITTEE

1 November 2018

PRESENT

M Welsh – Acting Chair
T Melville – Indoor
J Quayle – Orana Living
M Wilson – Management

K Gibson – Carlinda
J Watling – Cooe
S Wilkins – Jack Towney
H Krysztoforski – Jack Towney

Proceedings of the meeting commenced 2.37pm

IN ATTENDANCE

J Campbell – Administration Assistant

APOLOGIES

L Mathieson – Management
J Lummis - Management
C Horan – RMO
D Bouchier – Supported Worker Rep
Nargiz – Cooe
M Gwyn – Orana Living

Proceedings in Brief

It was noted that Mr Hodge has resigned from the Committee due to a position change and an election will be held for a new Chairperson at the next meeting.

COMMITTEE'S RECOMMENDATION – 11/18	T Melville/J Quayle
That the apologies submitted be accepted.	

ABSENT

Nil

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION – 12/18	K Gibson/S Wilkins
That the minutes of the meeting held on 2 August 2018 be confirmed.	

BUSINESS ARISING

Nil

RISK MANAGEMENT OFFICER'S REPORT

(CM.ME.1)

ITEMS FOR NOTATION

SUMMARY

To present information for the Committee's notation.

Proceedings in Brief

OranaSafe Conference

Mrs Welsh advised that Gilgandra held this conference with 140 delegates attending. Feedback after the conference was positive and Gilgandra Shire will be holding another conference in 2019.

PerForm

Mrs Horan has been conducting this training forming pilot groups from Parks and Gardens

Plant Safety Audit

Regular meetings are held to ensure audit is kept up to date.

First Aid Kits

The checklist has been reviewed. A memo will be distributed to remind staff to audit and restock their first aid kits.

COMMITTEE'S RECOMMENDATION – 13/18	M Wilson/J Watling
That the information presented be noted	

GENERAL BUSINESS

Nil

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.40PM.

Inspections were then carried out at:

- Jack Towney Hostel – Kylie Gibson and Helena H Krysztoforski
- Carlinda – John Quayle

M Welsh
Acting Chairperson

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 22 NOVEMBER 2018

RECOMMENDATION

That the above listed Committee minutes be noted.

David Neeves
General Manager

REPORTS FOR INFORMATION AND NOTATION

SUMMARY

To present reports for information and notation.

.....

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

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

STATEMENT OF BANK BALANCES AND INVESTMENT BALANCES

SUMMARY

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

.....

1. Statement of Bank Balances (Local Government Financial Management Regulation No. 19) - Month of October 2018.
2. Certificate of Bank Reconciliation – Month of October 2018.
3. Details of investments as at 31 October 2018 (Local Government Financial Management Regulation No. 19).

CASH BOOK BALANCE AS AT	30-Sep-18	\$1,941,351.70
Plus: Receipts		\$2,233,310.85
Less: Payments		\$2,812,276.98
CASH BOOK BALANCE AS AT	31-Oct-18	\$1,362,385.57

STATEMENT BALANCE AS AT	30-Sep-18	\$1,810,504.80
Plus: Receipts		\$2,328,839.10
Less: Payments		\$2,776,925.87
STATEMENT BALANCE AS AT	31-Oct-18	\$1,362,418.03

Plus: Unpresented Receipts		\$9,241.63
Less: Unpresented Payments		\$9,274.09
RECONCILED BALANCE AS AT	31-Oct-18	\$1,362,385.57

Cashbook balance as at 31 October 2018:	\$1,362,385.57
Investments held as at 31 October 2018:	\$22,033,318.48
Total Cash & Investments Held as at 31 October 2018:	\$23,395,704.05

The bank balances in each of the funds as at 31 October 2018 are:

General Fund	\$7,861,549.45
Water Fund	\$2,474,606.54
Sewer Fund	\$1,131,522.39
Orana Lifestyle Directions	\$2,971,039.48
Carlinda Enterprises	\$331,071.19
Cooee Villa Units	\$1,381,235.38
Cooee Lodge	\$5,090,249.65
Jack Towney Hostel	\$850,914.00
Trust Fund	\$303,515.97

Balance as per Total Cash & Investments Held: \$22,395,704.05

Details of Council's investments are as follows:

(a)	\$1,000,000.00	For 183 days @	2.80%	Due on 12-Mar-19	With AMP Bank
(b)	\$1,000,000.00	For 275 days @	2.65%	Due on 01-Dec-18	With AMP Bank
(c)	\$500,000.00	For 182 days @	2.75%	Due on 05-Apr-19	With AMP Bank
(d)	\$1,500,000.00	For 270 days @	2.65%	Due on 23-Nov-18	With AMP Bank
(e)	\$1,000,000.00	For 214 days @	2.85%	Due on 22-Jan-19	With AMP Bank
(f)	\$500,000.00	For 180 days @	2.70%	Due on 06-Mar-19	With Bankwest
(g)	\$1,000,000.00	For 180 days @	2.70%	Due on 28-Nov-18	With Bankwest
(h)	\$1,000,000.00	For 183 days @	2.70%	Due on 05-Mar-19	With Bankwest
(i)	\$500,000.00	For 275 days @	2.45%	Due on 03-Dec-18	With Bendigo
(j)	\$1,000,000.00	For 273 days @	2.70%	Due on 06-May-18	With Bendigo
(k)	\$1,000,000.00	For 274 days @	2.71%	Due on 04-Apr-19	With Bendigo
(l)	\$500,000.00	For 182 days @	2.55%	Due on 04-Apr-19	With Bendigo
(m)	\$500,000.00	For 274 days @	2.70%	Due on 11-Apr-19	With Bendigo
(n)	\$1,000,000.00	For 181 days @	2.70%	Due on 18-Mar-19	With BoQ
(o)	\$1,000,000.00	For 184 days @	2.75%	Due on 10-Jan-19	With BoQ
(p)	\$500,000.00	For 182 days @	2.70%	Due on 05-Nov-18	With IMB
(q)	\$1,000,000.00	For 365 days @	2.70%	Due on 28-May-19	With IMB
(r)	\$1,000,000.00	For 186 days @	2.72%	Due on 19-Nov-18	With ME Bank
(s)	\$1,500,000.00	For 184 days @	2.65%	Due on 27-Feb-19	With ME Bank
(t)	\$500,000.00	For 180 days @	2.67%	Due on 29-Jan-19	With NAB
(u)	\$1,000,000.00	For 90 days @	2.60%	Due on 04-Dec-18	With NAB
(v)	\$1,000,000.00	For 180 days @	2.73%	Due on 04-Dec-18	With NAB
(w)	\$1,000,000.00	For 272 days @	2.70%	Due on 06-May-19	With NAB
(x)	\$1,000,000.00	For 182 days @	2.78%	Due on 21-Dec-18	With NAB
(y)	\$533,318.48		1.99%	At Call	With TCorp
Total Investments:					
\$22,033,318.48					

OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

SUMMARY

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

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<u>Res. No.</u>	<u>Subject</u>	<u>Action</u>
<u>August 2014</u>		
233/14	Aero Park Shed Lease	Being followed up
<u>February 2016</u>		
26/16	Industrial Subdivision Stormwater - Pines Industrial Subdivision	In progress – with solicitor
<u>September 2017</u>		
264/17	Mudfords Road	Awaiting response from the Minister.
<u>March 2018</u>		
55/18	Flora Reserve	Local service clubs, community organisations and interested individuals to be canvassed for their willingness to provide assistance following creation of a plan of management for the site.
<u>June 2018</u>		
117/18	Rural Fire Service Zoning Agreement	Agreement to be reviewed
126/18	Rising Sun Structure	Report to this meeting
<u>August 2018</u>		
165/18	Lease - Gilgandra Caravan Park	New lessees on site
181/18	Curban Hall Committee request	Awaiting further information on grant application

September 2018

203/18 152/18	Request for Boundary Change between Gilgandra and Coonamble	Application progressing; Coonamble Council to be advised accordingly
204/18	Racecourse Road Encroachment	New fencing completed
205/18	Staff Uniform	To be in place by 1 July 2019 and associated policies to be reviewed
223/18	Offer to host future LG Aboriginal Conference	Expressions of interest invited for future conferences just prior to next conference. Gilgandra's interest to host has been noted.
224/18	Stronger Country Communities Fund	Agreement signed
226/18	Drought Communities Programme	Report to this meeting
228/18	Request for Land Access – Inland Rail	Further report to this meeting
229/18	Annual Financial Statements	Statement signed
231/18	Hargraves Lane Water Standpipe	Change to hours of access advertised
236/18	WWI Diggers Commemorative Book	Report to this meeting – QBR
238/18	Fixing Country Roads	Letter sent to Coonamble Shire Council

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 22 NOVEMBER 2018

DEVELOPMENT APPLICATIONS

The following application was received from 1-31 October 2018.

DA Number	Received	Applicants Name	Application Description of Work	Property Address	Decision	Decision Date
2018/260	08/10/2018	GILGANDRA SHIRE COUNCIL	INSTALLATION & OPERATION OF AN ON SITE SEWAGE MANAGEMENT SYSTEM	1864 CASTLEREAGH HIGHWAY MENDOORAN		
2018/261	10/10/2018	PAUL JOSEPH MARGERY	SHED/WORK AREA	6291B NEWELL HIGHWAY GILGANDRA	APPROVED	11/10/2018
2018/262	22/10/2018	AMANDA OWENS	PROPOSED PATIO AND DECK	36 FARRAR STREET GILGANDRA	APPROVED	26/10/2018
2018/263	25/10/2018	PETER STANLEY HAZELTON	ENCLOSED PATIO TO EXISTING CONCRETE SLAB	2 TOWNSEND DRIVE GILGANDRA	APPROVED	05/11/2018
TOTAL FOR OCTOBER 2018				\$60,654.00		
TOTAL FOR 2018				\$2,458,839.00		

RECOMMENDATION

That the reports be noted.

David Neeves
General Manager

**CATEGORY A – REQUEST FOR ASSISTANCE FROM GILGANDRA
PRESBYTERIAN WOMEN’S ASSOCIATION**

SUMMARY

To advise of a request from the Presbyterian Women’s Association for funding additional expenses incurred in the 100th annual Flower Show on 12 October 2018.

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The following letter has been received from Mrs Margaret Schier on behalf of the Presbyterian Women’s Association:

On behalf of the committee for the 100th Presbyterian Flower Show, I wish to thank you for your support in attending on the day, together with councillors representing the Shire during the day and at both the Luncheon and High Tea. \It was a very successful day and well worth the extra effort put in by so many folk.

I am writing to you following on from your conversation with Dianne Peart and earlier Shirley Marks, re Council maybe supporting the day with some financial assistance.

Shirley has sent through a list of additional expenses not usually incurred for previous Flower Shows which I will include with this letter.

We are still to make a donation to the Dubbo Pipe Band as they do not charge for their services. We were entertained by two pipers in the evening, which capped off a special day.

Thank you for your interest on behalf of Gilgandra Shire Council.

**List of Additional Expenses incurred
for 100th Flower Show – 12 October 2018**

• Donation to Dubbo & District Pipe Band for attendance of 2 bagpipers	\$ 200.00
• Trophies for Exhibitors	\$ 200.00
• Judges – extra cost as we had 1 Judge from Coonabarabran and 1 Judge from Narromine. These were accompanied by family members therefore there were additional costs, travelling costs and gifts and additional meals provided	\$ 275.00
• Special Centenary Prize Cards were printed by Gilgandra Weekly	\$ 115.00
• Additional postage as extra Flower Show Schedules were posted	\$ 55.00
Total	<u>\$845.00</u>

MEETING OF: GILGANDRA SHIRE COUNCIL
HELD ON: 22 NOVEMBER 2018

<u>Principal Activity</u>	Strategic Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	The Presbyterian Women's Association is requesting a contribution of \$845.00 which could be funded from Council's Contributions and Donations Budget (unallocated).
<u>Delivery Program Actions</u>	4.1.1.1 Support Councillors in their role by providing information regularly and training as required.

SUBMITTED FOR COUNCIL'S DETERMINATION

David Neeves
General Manager