

NOTICE OF ORDINARY MEETING

Notice is hereby given that the next Meeting of Council will be held in the Council Chambers on **Tuesday, 18 February 2020 at 4.00pm.**

Agenda

- (1) Submission of Questions for Next Meeting
- (2) National Anthem
- (3) Prayer
- (4) Acknowledgement of Traditional Owners:
"I acknowledge the traditional custodians of the land on which we live, work and play. I pay my respects to our Elders past and present and thank them for the contribution they have made, and continue to make, in the cultural identity of our nation."
- (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 17 December 2019 (circulated previously)
- (8) Listing of matters to be considered in Closed Council

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

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

III. reveal a trade secret

- (e) information that would, if disclosed, prejudice the maintenance of the law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege information concerning the nature and location of a place or an item of Aboriginal significance on community land.

- Procedural Motion to close Council to Press and Public
- Reports from Servants to Closed Council Meeting
 - General Manager's Contract (a)
 - Request for rates-hardship relief
- Procedural Motion to re-open meeting to Press and Public

(9) Reports from Servants

(10) Correspondence



David Neeves
General Manager

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Procedural Motion – to exclude Press and Public

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

MAYORAL MINUTE - 2/20
MAYORAL COMMITMENTS

SUMMARY

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

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8/1/20	Castlereagh Macquarie County Council meeting, Coonamble
14/1/20	Castlereagh Macquarie County Council meeting, Walgett
17/1/20	Australia Day selection panel committee meeting
24/1/20	Meeting with Castlereagh Macquarie County Council General Manager
30/1/20	RDA Orana Inland Growth Summit, Dubbo
3/2/20	General Manager's Performance Review
11/2/20	Newell Highway Taskforce Committee meeting Jerilderee
13/2/20	Meeting with James McKechnie, CSU
25/1/20	Lunch with Aust Day Ambassador - Armatree
25/1/20	Aust Day Prelude Concert
25/1/20	Aust Day celebrations Hunter Park
4/2/20	Disability Services meeting
6/2/20	Meeting with new Community Services Director
12/2/20	Aged Care Meeting
17/2/20	Regional Roads of Strategic Importance consultation - Gilgandra
18/2/20	Council Workshop
18/2/20	Council Meeting

Principal Activity

Strategic Leadership

Policy Implications

Nil

Budget Implications

Nil

Delivery Program Actions

4.1.2.1

Conduct the business of Council in an open and transparent manner

RECOMMENDATION

That the report be noted.

D Batten
Mayor

CLASSIFICATION OF LAND

SUMMARY

To formally adopt the classification of Lot 2, DP262139.

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At its November 2019 meeting, Council resolved to classify Lot 2, DP262139 (the former Target Country building) as Operational Land and, in accordance with Section 34 of the Local Government, gave notice by advertisement in The Gilgandra Weekly for a minimum period of 28 days.

At the end of the advertising period, there were no submissions received relating to the classification of this parcel of land.

<u>Principal Activity</u>	Respected Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	3.1.2.5 Meet all statutory requirements in a timely manner

RECOMMENDATION

That Lot 2, DP262139, being 30-32 Miller Street, Gilgandra, be classified as operational land.

David Neeves
General Manager

BY-ELECTION EXEMPTION

SUMMARY

Request for an exemption to hold a by-election resulting from the resignation of former Councillor, Gina Johnson

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At the December meeting and in response to the resignation of Councillor Gina Johnson Council resolved;

RESOLVED 268/19	Cr Walker/Cr Mockler
1. That Council seek the Minister’s approval under section 294 of the Local Government Act to dispense with the need to hold a by-election.	
2. That Council support another member on the committee	

Subsequently, please refer to an extract from the response from Tim Hurst, Deputy Secretary from the Office of Local Government on behalf of Minsiter Shelley Hancock MP noting that a bi-election is not necessary to fill the vacancy. The vacancy will remain until the next general Council elections in September.

Dear Mr Neeves

Thank you for your letter of 2 December 2019 and email of 18 December 2019 regarding the resignation of Councillor Georgina Robinson, which I understand came into effect on 29 November 2019, creating a casual vacancy on Gilgandra Shire Council.

I understand Council at its meeting of 17 December 2019 resolved to seek an order from the Minister for Local Government that the casual vacancy in the office created by Clr Robinson's resignation not be filled.

I advise that the Minister has delegated to me the Minister's powers under section 294(2) of the *Local Government Act 1993* (Act). Having considered Council's request, I hereby, order pursuant to section 294(2)(a) of the Act, that the casual vacancy not be filled. Consequently, there is to be no by-election to fill the vacancy.

I shall notify the NSW Electoral Commissioner of my decision in this regard.

I trust this decision is of assistance to Council.

<u>Principal Activity</u>	Respected Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	3.1.2.5 Meet all statutory requirements in a timely manner

RECOMMENDATION

That the report be noted

David Neeves
General Manager

NEW POLICY – STAFF UNIFORM

SUMMARY

To seek adoption of a new Staff Uniform policy.

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The draft Staff Uniform policy is presented for adoption.

This policy is in line with Council's decision to fund a uniform allowance for Indoor Staff employees and encompasses some of the existing UV policy.

Operational procedures for Staff Uniform are yet to be finalised however these will include a selection of procedures currently contained in the UV policy.

Principal Activity

Respected Leadership

Policy Implications

- New Staff Uniform policy
- Deletion of existing UV policy

Budget Implications

Nil

Delivery Program Actions

4.1.2.3
Develop, implement and continually monitor a good governance plan

RECOMMENDATION

That the draft Uniform policy, as presented, be adopted.

David Neeves
General Manager

REVIEW OF POLICIES**SUMMARY**

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

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

All policies have been updated to reflect the change of position titles for Council's Directors and also the following updated legislation:

- Work Health & Safety Regulation 2017
- Local Government (State) Award 2017
- Environmental Planning & Assessment Act 2011 (changes to section references)

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

Policy/Policies	Amendment	Reason
<ul style="list-style-type: none"> • Alcohol and Other Drugs 	<ul style="list-style-type: none"> • Minor amendments to wording with no change to intent of policy • Addition of relevant legislation and associated documents 	<ul style="list-style-type: none"> • Detailed review of policy
<ul style="list-style-type: none"> • Donations 	<ul style="list-style-type: none"> • Increase in annual donation for Historical Society to \$1,000 per annum • Remove \$100 annual donation to Children's Hospital at Westmead 	<ul style="list-style-type: none"> • Request from Historical Society • Long standing policy; suggested removal during review process
<ul style="list-style-type: none"> • Street Trading 	<ul style="list-style-type: none"> • A change in the permit period from 3 years to 5 years. 	<ul style="list-style-type: none"> • Considered more workable
<ul style="list-style-type: none"> • UV Exposure and Sun Protection 	<ul style="list-style-type: none"> • Delete policy 	<ul style="list-style-type: none"> • Key points captured in new Uniform Policy

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

www.gilgandra.nsw.gov.au/council/your-council/council-policies

<u>Principal Activity</u>	Strategic Leadership
<u>Policy Implications</u>	Amendments, as outlined above, to Council's policy register
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	4.1.2.3 Develop, implement and continually monitor a good governance plan

RECOMMENDATION

That the various changes to the Alcohol and Other Drugs, Donations Street Trading, UV Exposure and Sun Protection detailed in Council's policy register, as outlined, be adopted.

David Neeves
General Manager

FUNDING OPTIONS FOR DEPOT UPGRADE

SUMMARY

To provide Council with the options available to fund the Shire Depot upgrade works.

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Background Information

Council has recently resolved to allocate \$4,000,000 to the Shire Depot upgrade project.

RESOLVED 233/19	Cr Mockler/Cr Peart
1. That the tender from Structen Pty Ltd be accepted. 2. That the budget estimate for the Works Depot upgrade be increased from \$2m to \$4m. 3. That the source of funding for the increased \$2m budget estimate be further considered at the March 2020 Quarterly Budget Review.	

It is timely that this matter be considered inline with the December review.

The previous budget allocation was \$2,000,000 which has been funded by way of a loan from TCorp over 15 years at 2.04%.

The following is a list of Council's current loan position:

Loan No	Name	Start Date	End Date	Principal	Rate	Subsidy	Term	Repayment
304	Terrabile Creek Bridge	11/01/2013	11/01/2023	1,200,000.00	5.90%	4.00%	10	160,572.88
306	Water & Sewer Infrastructure	21/03/2014	23/03/2024	300,000.00	5.99%	3.00%	10	40,320.08
307	Residential Subdivision	13/02/2015	13/02/2020	300,000.00	3.59%	n/a	5	66,085.02
308	Water & Sewer Infrastructure	13/02/2015	13/02/2025	760,000.00	3.85%	3.00%	10	92,298.46
309	Gumin Bridge	17/06/2016	17/06/2031	1,040,000.00	2.93%	n/a	15	86,180.42
310	Hunter Park Toilet, Wallumburrawang Bridge, Luckies Gully Bridge	05/05/2017	05/05/2027	1,312,000.00	3.05%	n/a	10	153,213.74
311	SES Premises	24/09/2019	24/09/2023	156,000.00	2.66%	n/a	4	41,352.00
312	Shire Works Depot	14/10/2019	14/10/2034	2,000,000.00	2.04%	n/a	15	155,445.72

The highlighted loans belong to the Water, Sewer and Cooee Villa Units funds while there remaining loans are all General Fund.

There are further proposed borrowings over the 10 years of the current LTFP and these are:

Loan No	Name	Start Date	End Date	Principal	Rate	Subsidy	Term	Repayment
313	Lucas Bridge	31/12/2020	31/12/2030	770,000.00	5.00%	n/a	10	94,181.00
314	Street Lighting	31/12/2021	31/12/2026	300,000.00	5.00%	n/a	5	69,292.44
315	Yarragrin Creek Bridge	31/12/2021	31/12/2026	205,000.00	5.00%	n/a	5	45,644.00
316	Water Treatment Plant	31/12/2022	31/12/2037	2,500,000.00	5.00%	n/a	15	240,855.72
317	Reservoir West Gilgandra	31/12/2024	31/12/2034	500,000.00	5.00%	n/a	10	64,752.00
318	Sewer Oxidation Ponds	31/12/2026	31/12/2041	1,365,000.00	5.00%	n/a	15	131,507.22
319	Wrigley St K&G	31/12/2023	31/12/2028	600,000.00	5.00%	n/a	5	138,584.88

Again, the highlighted loans are for the Water and Sewer funds.

The current Debt Service Ratios (DSR) for the next 10 years are listed for all Council and General Fund (in brackets):

- 19/20: 3.02% (4.86%)
- 20/21: 3.04% (4.92%)
- 21/22: 3.37% (5.58%)
- 22/23: 4.11% (5.42%)
- 23/24: 3.80% (4.88%)
- 24/25: 3.77% (4.74%)
- 25/26: 3.35% (4.58%)
- 26/27: 3.32% (3.78%)
- 27/28: 2.74% (2.73%)
- 28/29: 2.27% (1.90%)

As can be seen from the above list, Council as a whole remains below 5% for all years while General Fund goes slightly above 5% in just two years (21/22 and 22/23).

It should be pointed out that the proposed future borrowings have been forecast at a conservative interest rate of 5%.

The cash position of the General Fund as at 30th June 2019 was \$9,976,373 while the balance as at 31st January 2020 was \$12,015,224. As at 30th June 2019, there was \$9,343,081 allocated for reserves, of which, \$1,354,248 was externally restricted.

As at 31st January, there was \$9,647,046 allocated for reserves including \$2,044,408 that was externally restricted.

As at 30th June 2019, the unallocated funds for General Fund was \$633,292 and, as at 31st January 2020, the unallocated funds were \$2,368,178.

Based on the current LTFP, the forecast cash position for General Fund is as follows:

- 30th June 2019: \$9,976,373
- 30th June 2020: \$8,226,452
- 30th June 2021: \$7,443,448
- 30th June 2022: \$7,406,960
- 30th June 2023: \$7,380,656
- 30th June 2024: \$6,881,891
- 30th June 2025: \$7,021,266
- 30th June 2026: \$7,528,572
- 30th June 2027: \$7,700,000
- 30th June 2028: \$8,389,611
- 30th June 2029: \$9,055,468

Over the next 5 years, the cash position of the General Fund is forecast to reduce by \$3,094,482 and then steadily improve for the next 5 years.

Funding Required

The existing budget for the project is \$1,650,000 plus \$350,000 transferred to reserves. This equates to the \$2,000,000 that is already funded by borrowings.

The balance of the reserve is \$614,635 which is made up of the previously mentioned \$350,000 and \$264,635 from previous years allocations.

The amount that is required to be funded is calculated as follows:

- \$4,000,000 is the total allocation.
- Less \$268,365 which was spent in the previous year and funded from reserves.
- Total budget required for 19/20 is \$3,731,635.
- Current budget allocation is \$1,650,000.
- The additional budget allocation required is \$2,081,635.
- Less \$614,635 held in reserves.
- **Additional funding required is \$1,467,000.**

Funding Options

Council has two options available to fund the additional \$1,467,000 that is required. These options are either from existing cash reserves or from additional borrowings.

Cash Reserves

As can be seen from the cash position table previously listed in this report, the cash held within General Fund is forecast to be \$8,226,452 by the end of this financial year and then reduce to \$6,881,891 by 30th June 2024.

From the current budget reviews and the LTFP, it is forecast that the balance of the reserves (both internal and external) will be \$5,930,839 by the end of this financial year and \$5,885,879 by 30th June 2024. This leaves \$2,295,613 available by the end of the year but just \$996,012 by 30th June 2024.

While there is scope to fund the additional \$1,467,000 from cash reserves this year, it will leave General Fund short of available cash in the 2023/24 financial year according to the current LTFP.

Borrowings

A listing of the current and proposed borrowings according to the LTFP along with the projected DSR has been provided previously in this report. Should the additional \$1,467,000 be funded from borrowings, the projected DSR for all Council and General Fund (in brackets) would be as follows:

- 19/20: 3.48% (5.73%)
- 20/21: 3.48% (5.77%)
- 21/22: 3.79% (6.40%)
- 22/23: 4.53% (6.22%)
- 23/24: 4.20% (5.66%)
- 24/25: 4.16% (5.49%)
- 25/26: 3.73% (5.31%)
- 26/27: 3.68% (4.49%)
- 27/28: 3.09% (3.42%)
- 28/29: 2.61% (2.57%)

For the purposes of this exercise, the \$1,467,000 loan was calculated at 2.50% over 15 years with repayments of \$117,883.84 per year. Please note that the \$2,000,000 borrowed earlier this year was at 2.04% over 15 years with repayments of \$155,455.72 per year.

From the above listing, it is clear that Council as a whole remains under 5% while General Fund is above 5% from the start and does not go below that mark for 7 years.

While Council's policy is to maintain a DSR of 5% or below, the "Fit For the Future" benchmark is less than 20%. Based on that, Council does have the capacity to borrow additional funds.

Policy Implications

Nil

Budget Implications

An additional \$117,884 loan repayment expense for the year.

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

RECOMMENDATION

That Council formally resolve to borrow \$1,467,000 with TCorp over a 15 year fixed term with half yearly repayments to fund the balance of the Shire Depot Upgrade project

N J Alchin
Director Corporate & Business Services

QUARTERLY BUDGET REVIEW 31 DECEMBER 2019**SUMMARY**

To detail the variances to the original estimates for the 2019/20 financial year as presented in the Quarterly Budget Review as at 31 December 2019. In addition, to report as to whether the Quarterly Budget Review indicates that the financial position of Council is satisfactory, having regard to the original estimates adopted by Council.

.....

List of Budget Changes Previously Adopted by Council

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

Note	Description	When Done	Income Change	Expense Change	Resp.
1100	Corporate Support Income	Sept	\$35,000		DCorp
1101	Wages & Other Employee Costs	Sept		\$10,000	DCorp
1105	IT Expenses	Sept		\$28,000	DCorp
1108	Civic Activities	Sept		\$2,000	DCorp
1311	Medical Centre Expenses	Sept		\$10,000	DCorp
1700	Gilgandra Library Income	Sept	\$47,304		DComm
1701	Gilgandra Library Expenses	Sept		\$110,724	DComm
1930	State Roads - Contract Income	Sept	-\$60,000		DInf
2801	Financial Assistance Grant	Sept	-\$2,004,720		DCorp
2900	Transfers from Reserves	Sept	\$2,526,228		Various
2901	Transfers to Reserves	Sept		\$584,150	Various
2903	Capital Income	Sept	\$2,164,960		Various
2904	Capital Expenses	Sept		\$2,645,098	Various
2905	Loan Income	Sept	350,000		DCorp
	General Fund Total		\$3,058,772	\$3,389,972	
3000	Water Supply	Sept	\$728,630	\$898,630	DInf
4000	Sewerage Services	Sept	\$187,090	\$187,090	DInf
5000	Orana Living	Sept	\$350,000	\$1,250,000	DComm
	Gilgandra Shire Council Total		\$4,324,492	\$5,725,692	

Result

The overall result for General Fund for this review as at 31 December 2019 is a \$249,633 increase to the estimated deficit at year-end to an estimated result of a \$701,281 deficit (depreciation not included).

Water Fund has no change to the estimated result at year-end of a \$374,068 deficit (depreciation not included).

Sewer Fund has no change to the estimated result at year-end of a \$122,583 surplus (depreciation not included).

Orana Living has a \$210,940 decrease to the estimated deficit at year-end to an estimated result of an \$800,859 deficit (depreciation not included).

Carlinda Enterprises has no change to the estimated result at year-end of a \$27,290 surplus (depreciation not included).

Cooee Villa Units has a \$2,837 increase to the estimated surplus at year-end to an estimated result of a \$4,241 surplus (depreciation not included).

Home Care Packages has no change to the estimated result at year-end of a \$31,817 surplus (depreciation not included).

Cooee Lodge Hostel has a \$330,388 decrease to the estimated surplus at year-end to an estimated result of a \$277,655 deficit (depreciation not included).

Jack Towney Hostel has no change to the estimated result at year-end of a \$15,803 surplus (depreciation not included).

The overall result for this review as at 31 December 2019 is a \$366,244 increase to the estimated deficit at year-end for Council as a whole to an estimated result of a \$1,952,129 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 1101 (page 2 QBR)

Corporate Support Wages & Other Employee Costs

\$82 additional expense

Responsible Officer: Director Corporate Services

The additional expense is made up of an additional \$106,082 required for the organisational review and a reduction to wage costs of \$106,000.

The redundancy payments made as part of the organisational review exceeded the original budget of \$150,000, by \$106,082. This additional expense is offset by a reduction to corporate services wages of \$38,292 and \$67,790 in engineering & works wages.

The reduction in wages is due to reduced staff numbers during the first half of the year.

Note 1102 (page 2 QBR)

Interest on Borrowings

\$36,167 additional expense

Responsible Officer: Director Corporate Services

The additional expense is the estimated interest on borrowings for the works depot upgrade - refer to separate report to Council.

Note 1120 (page 2 QBR)

Engineering & Works Income

\$5,000 additional income

Responsible Officer: Director Infrastructure

The \$5,000 additional income is a contribution from water and sewer for the enforceable undertaking training at note 1121.

Note 1121 (page 2 QBR)

Engineering & Works Wages & Other Employee Costs

\$57,790 less expense

Responsible Officer: Director Infrastructure

The reduced expense of \$57,790 is made up of the following:

- a reduction of \$117,790 in wages
- an additional \$100,000 for the enforceable undertaking training
- a reduction of \$30,000 in training costs
- a reduction of \$10,000 in other employee costs.

The reduction in estimated wage costs is due to the works co-ordinator role being made redundant and the water & sewer co-ordinator wages being costed directly to jobs. \$67,790 of this amount offsets the additional vote required as part of the organisational review at note 1101, with the balance being savings.

An additional vote of \$100,000 is required for the enforceable undertaking training. This is offset by \$30,000 reduced training costs, a \$10,000 reduction in other employee costs and a \$5,000 contribution from water & sewer.

The remaining \$55,000 of the enforceable undertaking expense is offset by various reductions across the infrastructure budget according to the wages distribution of employees involved in the training. These include:

- workshop \$9,340 (\$4,670 at notes 1122 & 1124),
- roads \$34,360 (\$14,360 at note 1811 on page 7 and \$20,000 (K&G) at note 1991 on page 8)
- parks & gardens \$11,300 (note 1961 on page 8).

Note 1122 (page 2 QBR)

Engineering & Supervision Expenses

\$4,670 less expense

Responsible Officer: Director Infrastructure

This is a reduction to labour costs to accommodate the enforceable undertaking training at note 1121.

Note 1124 (page 2 QBR)

Engineering & Works Plant Running Expenses

\$4,670 less expense

Responsible Officer: Director Infrastructure

This is a reduction to labour costs to accommodate the enforceable undertaking training at note 1121.

Notes 1200 & 1203 (page 3 QBR)

Fire Services Income & Expenses

\$50,132 less income

\$50,132 less expense

Responsible Officer: General Manager

The reimbursement from the RFS is \$50,132 less than estimated. By the same token, the expenses incurred by Council on behalf of the RFS will also be less than the estimate by the same amount.

Note 1301 (page 3 QBR)

Health Administration Wages & Other Employee Expenses

\$55,105 less expense

Responsible Officer: Director Planning & Environment

The reduced expenditure is due to the building surveyor position being vacant to date.

Note 1302 (page 3 QBR)

Health Administration Expenses

\$55,105 additional expense

Responsible Officer: Director Planning & Environment

The additional expense is due to the engagement of contract/consultancy services due to the building surveyor position being vacant. It is offset by reduced wage expenditure for the same amount.

Note 1311 (page 3 QBR)

Medical Centre Expenses

\$20,000 additional expense

Responsible Officer: Director Corporate Services

The additional expense is required for the replacement of the air conditioning at the Warren Road Medical Centre.

Note 1411 (page 4 QBR)

Other Waste Management Expenses

\$6,180 less expense

Responsible Officer: Director Planning & Environment

The reduced expense is due to the Scrap Steel Community Projects not running this year.

Note 1500 (page 5 QBR)

Community Services Wages & Other Employee Costs

\$20,000 less expense

Responsible Officer: Director Community Services

The reduced expenditure is due to the non-engagement to date of the Marketing Officer position.

Note 1501 (page 5 QBR)

Community Services Administration Expenses

\$5,189 additional expense

Responsible Officer: Director Community Services

The increased expense is the result of additional recruitment costs for the Director position.

Note 1640 (page 6 QBR)

Town Planning Income

\$12,000 additional income

Responsible Officer: Director Planning & Environment

The additional income is the result of development application fees being more than originally estimated due to higher development values from Council projects.

Notes 1700 & 1701 (page 7 QBR)

Gilgandra Library Income & Expenses

\$407 additional income

\$407 additional expense

Responsible Officer: Director Community Services

The additional income is due to increased funding for the tech Savvy Seniors Roadshow in November and is offset by additional expenses for the same amount.

Note 1800 (page 7 QBR)

Building Control Income

\$2,000 additional income

Responsible Officer: Director Planning & Environment

Sundry income is greater than originally estimated and is therefore increased based on actual income received to date.

Note 1811 (page 7 QBR)

Gravel Pit Expenses

\$14,360 less expense

Responsible Officer: Director Infrastructure

This is a reduction to labour costs to accommodate the enforceable undertaking training at note 1121 on page 2.

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

State Roads - Contract Income & Expenses

\$946,601 less income

\$600,012 less expense

Responsible Officer: Director Infrastructure

With the downturn in RMS work, the budget has been reduced based on currently planned work.

Notes 1940 & 1941 (page 8 QBR)

Roads to Recovery Income & Expenses

\$439,222 additional income

\$439,222 additional expense

Responsible Officer: Director Infrastructure

The Government has announced additional drought extension funding of \$439,222 to be spent this year. Refer to the separate report to Council.

Note 1951 (page 8 QBR)

Bridges Expenses

\$20,000 less expense

Responsible Officer: Director Infrastructure

The reduction in expenditure of \$20,000 is due to reduced maintenance required on local bridges.

Note 1961 (page 8 QBR)

Footpaths Expenses

\$11,300 less expense

Responsible Officer: Director Infrastructure

This is a reduction in labour costs to accommodate the enforceable undertaking training at note 1121 on page 2.

Note 1991 (page 8 QBR)

Other Transport & Communication Expenses

\$20,000 less expense

Responsible Officer: Director Infrastructure

This is a reduction in labour costs to accommodate the enforceable undertaking training at note 1121 on page 2.

Notes 2020 & 2021 (page 9 QBR)

Promotion & Economic Development Income & Expenses

\$48,650 additional income

\$75,768 additional expense

Responsible Officer: Director Corporate Services

The additional income is grant funding for the Building Better Regions Fund of \$7,882 as well as \$40,768 being reimbursement of costs associated with the Skilled to Qualified programme.

The additional expense comprises an estimate of \$40,768 for the hire of equipment for the Skilled to Qualified programme and an additional \$35,000 for the shop local promotion as resolved at the November meeting (249/19). \$20,000 was included in the original estimates for the shop local promotion.

Note 2803 (page 9 QBR)

Investment Income

\$795,714 additional income

Responsible Officer: Director Corporate Services

The additional income includes an estimated additional \$10,000 interest on overdue rates and \$785,714 being the proceeds from the sale of Council's Southern Phone share to AGL. This amount is offset by a transfer to reserves on page 10.

Note 2900 (page 10 QBR)

Transfers from Reserves

\$626,405 additional income

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

- Waste Facility (DP&E): \$11,770 additional income offset by additional capital expense on page 11.
- Council Depot (DInf): \$614,635 additional income offset by additional capital expenses on page 11.

Note 2901 (page 10 QBR)

Transfers to Reserves

\$785,714 additional expense

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

- Southern Phone Share Proceeds (DCorp): \$785,714 additional expense. It was resolved at the November meeting (245/19) that proceeds from the sale of Council's Southern Phone share be placed in reserves and considered in conjunction with the March 2020 Quarterly Budget Review.

Note 2903 (page 11 QBR)

Capital Income

\$100,000 additional income

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

- Grants - Drought Communities Program Extension (DCorp): \$100,000 additional income allocated to fund footpaths (\$50,000) and kerb & guttering renewals (\$50,000) that are already included under capital expenses in original budget.

Note 2904 (pages 11 & 12 QBR)

Capital Expenditure

\$2,114,147 additional expense

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

- Waste Facility (DP&E): \$11,770 additional expense is Council's contribution towards the erection of the litter fence and is offset by a transfer from reserves on page 10.
- Council Depot (DInf): \$2,081,635 additional expense. At the November meeting Council resolved to allocate \$4,000,000 to the Council Works Depot upgrade (233/19).

The existing budget for the project is \$1,650,000 plus \$350,000 transferred to reserves which equates to the original budget allocation of \$2,000,000.

Of the \$4,000,000 total allocation, \$268,365 has been spent in previous years and funded from reserves. Therefore the total budget required for 19/20 is \$3,731,635, which is an additional allocation of \$2,081,635.

This additional expense is offset by a transfer from reserves of \$614,635 and additional loan borrowings of \$1,467,000.

- Walkway Works (DInf): \$30,000 less expense due to no planned work for this year.
- Community Building Partnerships (DCorp): \$742 additional expense required to complete the Tooraweenah Tennis hit-up wall.
- CBD Activation (DCorp): \$50,000 additional expense for the Gilgandra Activation Blueprint as resolved at Council's November meeting (250/19).

Notes 2905 & 2906 (page 12 QBR)

Loan Income & Repayments

\$1,467,000 additional income

\$81,716 additional expense

Responsible Officer: Director Corporate Services

It is proposed additional borrowings of \$1,467,000 are required to fund the increased costs for the upgrade to the Council Works Depot. The additional expense is the principal repayment based on these borrowings. See separate report to Council detailing funding options for the depot upgrade.

Note 3000 (page 14 QBR)

WATER SUPPLY

Responsible Officer: Director Infrastructure

No changes

Note 4000 (page 15 QBR)

SEWERAGE SERVICES

Responsible Officer: Director Infrastructure

No changes.

Note 5000 (page 16 QBR)

ORANA LIVING

\$270,000 additional income

\$59,060 additional expense

Responsible Officer: Director Community Services

The additional income is the result of an increase in service fees due to a combination of a conservative budget calculation and an improved knowledge of the appropriate charging structure.

The additional expense is rent payable to the Department of Family and Community Services for 14 Wamboin Street. This cost will be eliminated once the new SDA is built.

Note 6000 (page 17 QBR)

CARLGINDA ENTERPRISES

Responsible Officer: Director Community Services

No changes.

Note 7000 (page 18 QBR)

COOEE VILLA UNITS

\$19,925 additional income

\$17,088 additional expense

Responsible Officer: Director Community Services

The additional income is the result of increased resident fee income of \$22,150, based on current occupancy, as well as reduced interest income of \$2,225 due to the decline in interest rates.

The increased expenditure is made up of \$2,088 additional insurance costs to that which was estimated; \$70,000 additional capital expense due to the quote to renovate two units being higher than originally estimated; and a \$55,000 reduction in capital expenses for projects that will not be completed this year, including a skillion for the men's work area, BBQ, seating and shading.

Note 7500 (page 19 QBR)

HOME CARE PACKAGES

Responsible Officer: Director Community Services

No changes.

Note 8000 (page 20 QBR)

COOEE LODGE

\$222,518 additional income

\$552,906 additional expense

Responsible Officer: Director Community Services

The additional income is a transfer from reserves of \$222,518 for Fire Protection carried over from 18/19 and is offset by additional capital expense for the same amount.

The additional expenditure includes additional wage costs of \$235,000 due to a high level of engagement of agency staff as a result of difficulties experienced in recruiting enough staff and in an increase in shift hours to manage the increasing resident high care needs. Costs were high as agency enrolled nurses were also engaged to cover for team leaders for twelve weeks. There are also additional costs for consultancy work to address staff issues.

There are various changes to the operating expenses resulting in a decrease in costs of \$11,972.

An additional capital vote of \$107,360 is required to cover additional costs associated with the kitchen upgrade. Some variations resulting from the construction and the inclusion of project management costs. The total cost of the project will be \$596,110 while the original budget was \$488,750.

Overall, the budget for Cooee Lodge has worsened by \$330,388 to an expected result of a \$277,655 loss for the year.

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 \$120,448 deficit (depreciation not included). This review indicates an estimated result of a \$701,281 deficit (depreciation not included) which is a worsening of \$580,833. This result should be viewed as being unsatisfactory compared to the original budget.

To offset the deficit result, it is recommended that the proceeds from the Southern Phone share sale not be transferred to reserves as part of this review.

Water Fund

The original budget estimate for Water Fund was an end of year result of a \$204,068 deficit (depreciation not included). This review indicates an estimated result of a \$374,068 deficit (depreciation not included) which is a worsening of \$170,000. This result should be viewed as being unsatisfactory compared to the original budget.

The additional \$170,000 is due to increased capital costs in the previous quarter. Should Council wish to address the worsening result, the capital costs should be reduced.

Sewer Fund

The original budget estimate for the Sewer Fund was an end of year result of a \$122,583 surplus (depreciation not included). This review indicates 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 \$111,799 deficit (depreciation not included). This review indicates an estimated result of an \$800,859 deficit (depreciation not included) which is a worsening of

\$689,060. This result should be viewed as being unsatisfactory compared to the original budget.

Should Council wish to address the worsening result, consideration should be given to borrowing funds for the SDA building project instead of using cash reserves.

Carlinda Enterprises

The original budget estimate for Carlinda Enterprises was an end of year result of a \$27,290 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 Villa Units

The original budget estimate for Cooee Villa Units was an end of year result of a \$1,404 surplus (depreciation not included). This review indicates an estimated result of a \$4,241 surplus (depreciation not included) which is an improvement of \$2,837. This result should be viewed as being satisfactory compared to the original budget.

Home Care Packages

The original budget estimate for Home Care Packages was an end of year result of a \$31,817 surplus (depreciation not included). This review indicates 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 \$52,733 surplus (depreciation not included). This review indicates an estimated result of a \$277,655 deficit (depreciation not included) which is a worsening of \$330,388. This result should be viewed as being unsatisfactory compared to the original budget.

Whilst there have been some previously explained exceptional items which has led to the expected loss with the staffing issues being addressed and a one off capital project increase, the overall loss can be sustained through existing cash reserves.

Jack Towney Hostel

The original budget estimate for Jack Towney Hostel was an end of year result of a \$15,803 surplus (depreciation not included). This review indicates 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 \$184,685 deficit (depreciation not included). This review indicates an estimated result of a \$1,952,129 deficit (depreciation not included) which is a worsening of \$1,767,444. This result should be viewed as being unsatisfactory compared to the original budget.

Recommendations to address the worsening result have been provided within the individual fund comments.

Estimated Financial Performance Indicators

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

	Benchmark	2019/20	2018/19	2017/18
Operating Performance Ratio	> 0.00%	1.08%	1.21%	4.66%
Own Source Revenue Ratio	> 60.00%	65.00%	66.48%	62.39%
Unrestricted Current Ratio	> 2.00:1	4.25:1	4.35:1	3.57:1
Debt Service Cover Ratio	> 3.00 x	9.00 x	8.96 x	8.49 x
Rates & Charges Outstanding	< 10.00%	9.50%	9.24%	6.54%
Cash Expense Cover Ratio	> 6.00 x	10.50 x	10.80 x	10.35 x
Building & Infrastructure Renewal Ratio	> 100.00%	105.00%	119.77%	138.64%
Renewal Backlog Ratio	< 2.00%	2.00%	1.30%	2.14%
Required Maintenance Ratio	> 1.00	1.00	0.94	1.20

Principal Activity

Strategic Leadership

Policy Implications

Nil

Budget Implications

Review of Annual Budget

Delivery Program Actions

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

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

RECOMMENDATION

and may be subject to change.

That, subject to any decisions on the recommendations as reported, the Quarterly Budget Review document and report as at 31 December 2019 be adopted.

N J Alchin
Director Corporate Services

2019/20 QUARTERLY OPERATIONAL PLAN REVIEW TO 30 DECEMBER 2019

SUMMARY

To consider progress with Council's 2019/20 Operational Plan as at 30 December 2019.

.....

Separately enclosed with this business paper is the 2019/20 Operational Plan Review document for the quarter 1 September to 30 December 2019.

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

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

RECOMMENDATION

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

N J Alchin
Director Corporate Services

**ARMATREE COMMUNITY PROJECT - EARLY CONSIDERATION
DROUGHT COMMUNITIES PROGRAMME EXTENSION**

SUMMARY

To seek Council endorsement of the Armatree Black Dog Ride event under an application for the Drought Communities Programme (DCP) Extension application.

.....

The Armatree Progress association has approached Council for early consideration of an application for submission to the Federal Government's Drought Communities Programme (DCP) Extension.

Due to the critical timing, an early consideration of the project has been requested to ensure the community can benefit from the opportunities this event presents.

Armatree Black Dog Institute Ride

On Sunday, 15 March 2020, the Armatree community has been selected to host the annual Central West NSW Black Dog Institute Ride. The Black Dog Institute aims to "reduce the incidence of mental illness and the stigma around it, to actively reduce the suicide rates and empower everyone to live the most mentally healthy lives possible".

The Armatree Progress Association is seeking a DCP grant of \$10,000 to be used to provide entertainment, a low-cost meal and a family fun day to be held at the Armatree Hotel. It is envisaged that it is a community event for the greater Armatree district whilst enjoying the company of over 150 motorcycle riders.

The event meets the DCP guidelines, where funding will target infrastructure and other projects that:

- provide employment for people whose work opportunities have been impacted by drought
- stimulate local community spending
- use local resources, businesses and suppliers
- provide a long-lasting benefit to communities and the agricultural industries on which they depend.

Due to the tight timeframes, and after contacting Councillors to seek their support the Mayor and General Manager have advised the Progress Association that they should proceed to organise their event on the basis that it will be included in Councils DCP extension application.

<u>Principal Activity</u>	Strategic Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	<p>1.2.1.1 Assist village community committees to maintain their public facilities.</p> <p>1.2.1.3 Support community organised events, festivals and celebrations</p> <p>1.2.1.5 Provide assistance to community organisations where appropriate to ensure their future sustainability.</p> <p>4.2.3.4 Provide information to Council and the community regarding grant funding opportunities.</p>

RECOMMENDATION

That Council endorse the early approval of Armatree Black Dog Institute Ride event and a \$10,000 grant application by the Armatree Progress Association to be included in the DCP extension submission.

N J Alchin
Director Corporate Services

ECONOMIC DEVELOPMENT COMMITTEE VACANCY

SUMMARY

To consider action to be taken to fill a vacancy on the Economic Development Committee following the resignation of Cr Johnson

.....
The recent resignation of Cr Gina Johnson has left a vacancy on Councils Economic Development Committee. Council is currently represented on this committee by the Mayor along with Councillors Walker and Wrigley.

The committee meets quarterly with three meetings scheduled prior to the Council elections in September 2020 after which Council will determine its committee structure for the next term and invite nominations.

Given the timing Council may wish to leave this position vacant until after the elections in September 2020.

<u>Principal Activity</u>	Strategic Leadership
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	Nil
<u>Delivery Program Actions</u>	4.1.2.1 Conduct the business of Council in an open and transparent manner ensuring Council and committee meetings are conducted regularly.

RECOMMENDATION

That Council determine if the vacancy on the Economic Development Committee as a result of the resignation of Cr Johnson is to be filled at this time.

N J Alchin
Director Corporate Services

LOCAL STRATEGIC PLANNING STATEMENT (LSPS)**SUMMARY**

To advise changes to the *Environmental Planning & Assessment Act* in 2017 requiring NSW Councils to prepare and adopt a Local Strategic Planning Statement (LSPS) by June 2020.

.....

Essentially a LSPS sets out a 20-year vision for land use in the local area, the special character and values that are to be preserved and how change will be managed into the future.

The draft LSPS has been prepared with Department of Planning staff to ensure that it meets the necessary legislative requirements. Assessment of this draft by the Department of Planning has found it to be “generally consistent with the EP&A Act section 3.9, the Central West & Orana Regional Plan and the Departments LSPS Guideline.”

Once the Draft LSPS has been considered by Councillors, the plan will go on display for public feedback for 28 days. After this period any necessary changes will be made to the draft and the LSPS will return to the April Council meeting for final adoption.

Coonamble, Warrumbungle, Bogan, and Bourke Councils have all either adopted their LSPS or it is currently on public display.

Deadline for the LSPS to be adopted is June 2020.

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

RECOMMENDATION

That, pending feedback at the meeting, Council adopt the draft LSPS and place on public display for feedback for 28 days.

Lindsay Mathieson
Director Planning & Environment

DROUGHT EXTENSION – ROADS TO RECOVERY PROGRAM

SUMMARY

To advise that the Federal Government has provided an additional \$878,444 funding under the Roads to Recovery program for the 2020 calendar year.

.....
In November, the Federal Government announced additional funding for drought affected councils to be used in the 2020 calendar year. Gilgandra Shire Council's allocation has been increased to \$5,270,664 over the five year program, which includes an additional \$878,444 to be used over the 2019/20 and 2020/21 financial years.

Last year Council achieved significant rehabilitation of the Berida Bullagreen road with 6.7km renewed utilising the Roads to Recovery and Drought Relief Heavy Vehicle Access Programs. This allowed Segment 10 through to the intersection of Bullagreen Bourbah Rd to be renewed or resealed.

The next priority sections of this road for rehabilitation are Segments 6 and 8, followed by 4 and 2. Rehabilitation of Segments 6 and 8 were submitted for funding under the Fixing Local Roads Program with announcements on successful submissions expected within the next month.

It is recommended that if Council's submission to Fixing Local Roads is unsuccessful, Council allocate \$439,222 towards rehabilitation of Segments 6 and 8 of the road in this financial year. Alternatively, if the funding application is successful Council allocate the funds to rehabilitation of Segments 2 and 4 of the road. The remaining \$439,222 to be used in 2020/21 financial year will form part of the normal budgetary process.

<u>Principal Activity</u>	Asset management and service delivery
<u>Policy Implications</u>	Nil
<u>Budget Implications</u>	No worsening, the \$439,222 be allocated to rehabilitation of the Berida Bullagreen Rd from the R2R Program
<u>Delivery Program Actions</u>	6.2.1.06 Undertake annual Roads to Recovery Program.

RECOMMENDATION

That Council allocate \$439,222 to rehabilitation of 4km of the Berida Bullagreen Rd from the R2R Program this financial year.

Daryl Colwell
Director Infrastructure

MINUTES – COMMITTEE MEETINGS FOR ADOPTION

SUMMARY

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

.....

Aged Care Committee
Disability Services Committee

12 February 2020
4 February 2020

Principal Activity

Community Engagement

Policy Implications

Nil

Budget Implications

Nil

Delivery Program Actions

2.1.1.1

Offer opportunities for community members and groups to have input into strategic planning to ensure the community are informed and empowered

2.1.1.4

Recognise the importance of and encourage community members on to Council committees

AGED CARE COMMITTEE MEETING

12 February 2020

PRESENT

Cr D Batten (Acting Chair)
Cr N Mudford
Mrs R Frost
Mr P Mann
Mrs A Bunter
Mr M Cain
Mr B Malone (from 5.15pm)

IN ATTENDANCE

Mr D Neeves (General Manager)
Jo Manion (Director Community Services)
Ms N Rodway (Assistant Manager Cooee Lodge)
Ms M Smith (Acting Manager Community Care)
Mr G McAnally Elwin (Finance Manager)
Ms D Gordon (Jack Towney Hostel Supervisor/HCP/CHSP Manager)
Ms R Chibanda (Registered Nurse)

Proceedings of the meeting commenced at 5.00pm

APOLOGIES

Cr G Peart
Cr N Wrigley
Mrs A Thompson (Aged Care Manager)
Mrs S Temple (Administration)

COMMITTEE'S RECOMMENDATION 1/20	Mrs R Frost/ Cr Mudford
That the apologies be accepted.	

ABSENT

Nil

DECLARATIONS OF INTEREST

Nil

Introductions and welcomes were extended to the new staff Ms Jo Manion (Director Community Services) and Ms Rose Chibanda (Registered Nurse)

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 2/20	Mrs R Frost/ Cr Mudford
That the minutes of the meeting held on 7 November 2019 be confirmed with the amendment to change the reference from Coolah to Coolamon.	

BUSINESS ARISING

Fire Protection Tanks

Brief discussion was had on the progress of the installation of the fire tanks, Mr David Neeves provided an update that Mr Brian Irvin will be providing further details at the Cooee Villa meeting next week.

QUARTERLY OPERATIONAL PLAN REVIEW 30 SEPTEMBER to 31 DECEMBER 2019

SUMMARY

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

COMMITTEE'S RECOMMENDATION 3/20	Mrs A Bunter/ Mr Paul Mann
That progress with the Operational Plan be noted.	

DECEMBER 2019 QUARTERLY BUDGET REVIEW

SUMMARY

To present the Quarterly Budget Review report for the Aged Care facilities for the December 2019 quarter.

COMMITTEE'S RECOMMENDATION 4/20	Mrs R Frost/ Cr Mudford
That the December Quarterly Budget Review be noted.	

ADDITIONAL CAR PARKING SPACE REPORT

SUMMARY

To seek Instructions from the Aged Care Committee on preferred sites for additional car parking

Proceedings in brief

A question was raised as to why the parking restrictions were introduced on Townsend Drive, which was responded to by Management as it was request of the

residents in the Villas in Townsend Drive as it was restricting safe vehicular access to and from their properties.

COMMITTEE'S RECOMMENDATION 5/20	Mrs A Bunter/ Mrs R Frost
1. That the report be noted	
2. That the matter will be progressed in consultation with residents and be considered in conjunction with installation of the new fire tanks	
3. That a further consideration be given in line with the development of the 2020/21 budget development.	

AGED CARE MANAGER'S REPORT

SUMMARY

To provide an update on hostel activity.

Proceedings in Brief

- It was suggested Council do more work with the High School to promote the career opportunities working in Aged Care. It was noted that Council already has a number of school leavers working with traineeships already provided.
- The committee raised concerns with the high amounts of overtime and agency staff required to run the facility

COMMITTEE'S RECOMMENDATION 6/20	Cr Mudford/Mrs A Bunter
That the report be noted.	

JACK TOWNEY HOSTEL/ HOME CARE PACKAGES/ COMMONWEALTH HOME SUPPORT PROGRAM

SUMMARY

To provide an update and overview of Jack Towney Hostel, Home Care Packages and Commonwealth Home Support Programs.

Proceedings in Brief

Discussion were had on findings from Keogh Bay Consulting report and the need to develop new policies to meet the current standards.

COMMITTEE'S RECOMMENDATION 7/20	Mr P Mann/ Mrs A Bunter
That the report be noted.	

COMMUNITY CARE CENTRE

SUMMARY

To provide an update to the activities in Community Care.

Proceedings in Brief

- Discussed the demands on and accessing enough volunteers as the service continues to grow.

COMMITTEE'S RECOMMENDATION 8/20	Mr B Malone/ Cr Mudford
That the report be noted and a further report be submitted outlining the financial impacts if the services were to be supported by paid Council staff	

GENERAL BUSINESS

Podcast

The Committee listened to a podcast from Pride Living on Aged Care industry opportunities and the 5 points of success and why some aged care facilities are successful and whilst others were not.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.20 PM.

Cr D Batten
Acting Chairperson

DISABILITY SERVICES COMMITTEE

4 February 2020

PRESENT

Cr D Batten (Chair)
Mr G McAnally-Elwin (Acting Director Community Services)
Mr M Hodge (Carlinda Operations Manager)
Mr P Mann (Community Representative)
Mrs J Lummis (Manager Orana Living)
Cr D Naden
Cr S Baker

IN ATTENDANCE

Nil

Proceedings of the meeting commenced at 4.09pm.

APOLOGIES

Ms Tracy Stevenson (Community Representative)

COMMITTEE'S RECOMMENDATION 1/20	Cr S Baker / Cr D Naden
That the apologies be accepted.	

ABSENT

Nil

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

COMMITTEE'S RECOMMENDATION 2/20	P Mann / Cr D Naden
That the minutes of the meeting held on 13 August 2019 be confirmed.	

BUSINESS ARISING

Proceedings in Brief

Mr Mann asked about the arrangement with Bathurst Return and Earn and Mr Hodge advised that it is going well with both parties benefitting.

Ms Lummis advised that there is no client report for this meeting due to the client representative election taking place this week. Mr Hodge advised that Leah Bartlett is the new employee representative.

Cr Batten asked about the NDIS registration process for Will Herbert and Mr Hodge advised that it is now complete.

Mr Mann asked about the progress on the SDA build and Mr McAnally-Elwin advised that it has been held up due to the certification process with Council and a private certifier. Staff are working through the issues.

DISABILITY SERVICES COMMITTEE VACANCIES

SUMMARY

To advise of vacancies on the Disability Services Committee and to seek instruction for replacements.

COMMITTEE'S RECOMMENDATION 3/20	P Mann / Cr S Baker
1. That Cr Doug Batten be endorsed as the chairperson and Council defer from appointing a representative until nominations are called in September.	
2. That the community representative position remain unfilled until the Council elections in September unless an appropriate person is identified before then.	

QUARTERLY BUDGET REVIEW DECEMBER 2020

SUMMARY

To present the quarterly budget review for December 2019 and associated commentary.

COMMITTEE'S RECOMMENDATION 4/20	P Mann / Cr S Baker
That the 2019/20 December budget review reports be noted.	

DISABILITY SERVICES INTEGRATED PLANNING & REPORTING 2019/20

SUMMARY

To present the Integrated Planning and Reporting for Disability Services.

COMMITTEE'S RECOMMENDATION 5/20	Cr S Baker / Cr D Naden
That the 2019/20 September budget review reports be noted.	

CONTAINER DEPOSIT SCHEME

SUMMARY

To present a report advising of the withdrawal of Carlinda Enterprises (and Gilgandra Shire Council) from participating in the Container Deposit Scheme (CDS).

COMMITTEE'S RECOMMENDATION 6/20	P Mann / Cr S Baker
That the report be noted.	

GENERAL BUSINESS

Ms Lummis presented a brochure to the Committee for Orana Living and the services offered. The brochure was developed from an audit by NDIA. Ms Lummis asked for feedback from the Committee. It was agreed that wording to the effect of "NDIS approved provider" be displayed prominently on the front of the brochure.

Ms Lummis advised that the NDIA required details of all key personnel and committee members. The details that are required are name, title, position, date of birth, email address and phone number. Ms Lummis sought approval from the committee members to supply the information to NDIA and that was given.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.55PM.

Mayor Doug Batten
Chairman

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.

.....

Interagency

30 January 2020

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

4.1.2.3

Develop, implement and continually monitor a good governance plan

INTERAGENCY

30 January 2020

PRESENT

Barnardos – Gina Johnson (Chair)
Gilgandra Community Care – Maree Smith
Gilgandra Public School – Tricia Howard
Gilgandra Shire Library – Liz McCutcheon
Mission Australia/NDIS – Ellen Mahne
St Vincent de Paul – Paul Dolan
Sureway – Naomi Gwyn, Sheralee Player
Transport for NSW – Belinda Roberts
Western NSW Local Health District Drought Support – Angela Copeland

IN ATTENDANCE

Julie Prout – Executive Assistant
Kristy Cosier – Community Engagement Officer

Proceedings of the meeting commenced at 12.08pm

APOLOGIES

FACS – Raymond Quigley
Gilgandra High School – Neal Reed
Gilgandra Housing & Homelessness - Greg Winter
Gilgandra Shire Council – Doug Batten
Gilgandra Youth Services - Monica Mudford
Jack Towney Hostel – Del Gordon
RFDS – Leyna Howard
St Joseph’s School – Dominica Banks
WACHS – Jinnaya Tyson

COMMITTEE’S RECOMMENDATION 1/20	M Smith/P Howard
That the apologies be accepted.	

CONFIRMATION OF MINUTES

COMMITTEE’S RECOMMENDATION 2/20	M Smith/P Dolan
That the proceedings of the previous Interagency meeting held on 28 November 2019 be confirmed.	

BUSINESS ARISING

Nil

SERVICE UPDATES

Western NSW Local Health District – Drought Support Team

Angela Copeland advised of her employment as a farmer as part of this Pilot Program. The position, based in Dubbo and supporting families in Gilgandra area, is currently funded until June 2020.

The service is usually on a one-to-one basis. They are unable to cold-call people but able to provide support to friends and family to provide guidance on how they can assist. Angela noted there a lot of people who won't ask for help. Peer worker, Matt, available to work with youth

Gilgandra Public School

Tricia Howard advised they have good kinder enrolments this year.

Mission Australia

Ellen Mahne has now been in the role for 18 months and noted good outcomes in Gilgandra. Suzie Welch has finished up and a new community engagement facilitator is in the pipeline. Please let Ellen know if Mission can partner with any other organisations.

Transport for NSW

Belinda Roberts' role covers a huge area of western NSW. Funding is available to assist with gaps in community Transport or public transport under funding available "TARP" - Transport Access Regional Partnerships (transport costs only). There is a wide scope for suitable projects with funding available for a two year period.

Belinda will contact Birrang to see if they can assist with driver licences for the general community in Gilgandra.

St Vincent de Paul

Paul Dolan advised they are currently assisting with a lot of drought relief in Gilgandra and further north. They are always looking for more volunteers, particularly younger volunteers.

Barnardos

Playgroups starting Term 1 – community pop-ups. All welcome to the office in Gilgandra to discuss any issues or referrals.

Sureway

Sheralee Player advised they are currently servicing 146 clients in Gilgandra and she has a roving role, which includes relief at other sites. Naomi Gwyn advised her role is to engage with employers and then work with clients to identify currently skills and upskill. Wage subsidy incentives available for 26 week placements.

Community Care

Maree Smith advised their role is mainly transport and meals on wheels with great support from volunteers. Clients are expected to subsidise the service. Social outings are organised a couple of times a month.

It was noted there would be an opportunity for Sureway to work with Community Care to assist with volunteering and a further opportunity for funding through Community Care for upgrade of truck licences.

Library

Librarian Liz McCutcheon advised school holiday activities went well and they are back in the swing of after school activities now school is back. Family history sessions are held monthly.

NEXT MEETING

Thursday, 26 March 2020 – 12 noon

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12.55PM.

G Johnson
Chair

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.

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

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

STATEMENT OF BANK BALANCES AND INVESTMENT BALANCES

SUMMARY

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

.....

1. Statement of Bank Balances (Local Government Financial Management Regulation No. 19) - Month of December 2019.
2. Certificate of Bank Reconciliation - Month of December 2019.
3. Details of investments as at 31 December 2019 (Local Government Financial Management Regulation No. 19).

CASH BOOK BALANCE AS AT	30-Nov-19	\$3,511,146.52
Plus: Receipts		\$3,549,217.91
Less: Payments		\$3,280,282.46
CASH BOOK BALANCE AS AT	31-Dec-19	\$3,780,081.97

STATEMENT BALANCE AS AT	30-Nov-19	\$3,464,856.53
Plus: Receipts		\$3,565,535.08
Less: Payments		\$3,256,568.43
STATEMENT BALANCE AS AT	31-Dec-19	\$3,773,823.18

Plus: Unpresented Receipts		\$9,426.58
Less: Unpresented Payments		\$3,167.79
RECONCILED BALANCE AS AT	31-Dec-19	\$3,780,081.97

Cashbook balance as at 31 December 2019:	\$3,780,081.97
Investments held as at 31 December 2019:	\$26,045,203.15
Total Cash & Investments Held as at 31 December 2019:	\$29,825,285.12

The bank balances in each of the funds as at 31 December 2019 are:

General Fund	\$12,505,957.44
Water Fund	\$2,889,341.59
Sewer Fund	\$1,600,499.41
Orana Living	\$4,414,966.22
Carlinda Enterprises	\$388,112.56
Cocee Villa Units	\$1,462,520.08
Cocee Lodge	\$5,435,687.35
Jack Towney Hostel	\$763,829.06
Trust Fund	\$364,371.41

Balance as per Total Cash & Investments Held: \$29,825,285.12

Details of Council's investments are as follows:

(a)	\$1,000,000.00	For 365 days @	1.70%	Due on 11-Dec-20	With AMP Bank
(b)	\$1,000,000.00	For 189 days @	2.00%	Due on 10-Mar-20	With AMP Bank
(c)	\$500,000.00	For 182 days @	1.80%	Due on 08-May-20	With AMP Bank
(d)	\$1,500,000.00	For 189 days @	1.90%	Due on 05-Jun-20	With AMP Bank
(e)	\$1,000,000.00	For 188 days @	2.20%	Due on 28-Jan-20	With AMP Bank
(f)	\$500,000.00	For 181 days @	1.90%	Due on 06-Jan-20	With Bankwest
(g)	\$1,000,000.00	For 120 days @	1.35%	Due on 25-Mar-20	With Bankwest
(h)	\$1,000,000.00	For 091 days @	1.30%	Due on 20-Mar-20	With Bankwest
(i)	\$500,000.00	For 182 days @	1.70%	Due on 03-Mar-20	With Bendigo
(j)	\$1,000,000.00	For 183 days @	1.50%	Due on 06-Jun-20	With Bendigo
(k)	\$1,000,000.00	For 275 days @	2.50%	Due on 04-Jan-20	With Bendigo
(l)	\$500,000.00	For 183 days @	1.55%	Due on 04-Apr-20	With Bendigo
(m)	\$500,000.00	For 183 days @	1.45%	Due on 11-Apr-20	With Bendigo
(n)	\$1,000,000.00	For 182 days @	1.75%	Due on 17-Mar-20	With Macquarie
(o)	\$2,000,000.00	For 91 Days @	1.60%	Due on 15-Jan-20	With Macquarie
(p)	\$1,000,000.00	For 122 Days @	1.60%	Due on 17-Apr-20	With Macquarie
(q)	\$1,000,000.00	For 217 days @	1.90%	Due on 13-Feb-20	With BoQ
(r)	\$500,000.00	For 182 days @	1.55%	Due on 06-May-20	With IMB
(s)	\$1,000,000.00	For 182 days @	1.45%	Due on 25-Mar-20	With IMB
(t)	\$1,000,000.00	For 182 days @	1.55%	Due on 20-May-20	With ME Bank
(u)	\$1,500,000.00	For 365 days @	1.50%	Due on 15-Dec-20	With ME Bank
(v)	\$500,000.00	For 182 days @	1.86%	Due on 27-Jan-20	With NAB
(w)	\$1,000,000.00	For 182 days @	1.65%	Due on 02-Mar-20	With NAB
(x)	\$1,000,000.00	For 210 days @	2.00%	Due on 28-Jan-20	With NAB
(y)	\$1,000,000.00	For 210 days @	1.83%	Due on 02-Mar-20	With NAB
(z)	\$1,000,000.00	For 272 days @	2.45%	Due on 20-Jan-20	With NAB
(1)	\$500,000.00	For 152 Days @	1.60%	Due on 06-Apr-20	With NAB
(2)	\$1,045,203.15		0.91%	At Call	With TCorp
Total Investments:					\$26,045,203.15

STATEMENT OF BANK BALANCES AND INVESTMENT BALANCES

SUMMARY

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

.....

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

CASH BOOK BALANCE AS AT	31-Dec-19	\$3,780,081.97
Plus: Receipts		\$3,443,180.42
Less: Payments		\$3,895,030.88
CASH BOOK BALANCE AS AT	31-Jan-20	\$3,328,231.51

STATEMENT BALANCE AS AT	31-Dec-19	\$3,773,823.18
Plus: Receipts		\$3,417,603.44
Less: Payments		\$3,862,607.52
STATEMENT BALANCE AS AT	31-Jan-20	\$3,328,819.10

Plus: Unpresented Receipts		\$2,130.20
Less: Unpresented Payments		\$2,717.79
RECONCILED BALANCE AS AT	31-Jan-20	\$3,328,231.51

Cashbook balance as at 31 January 2020:	\$3,328,231.51
Investments held as at 31 January 2020:	\$26,045,203.15
Total Cash & Investments Held as at 31 January 2020:	\$29,373,434.66

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

General Fund	\$12,015,224.07
Water Fund	\$2,901,511.85
Sewer Fund	\$1,577,258.55
Orana Living	\$4,433,482.90
Carlinda Enterprises	\$388,112.56
Cocee Villa Units	\$1,468,269.31
Cocee Lodge	\$5,457,709.98
Jack Towney Hostel	\$767,494.03
Trust Fund	\$364,371.41

Balance as per Total Cash & Investments Held: \$29,373,434.66

Details of Council's investments are as follows:

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(j)	\$1,500,000.00	For 213 days @	1.55%	Due on 04-Aug-20	With Bendigo
(k)	\$500,000.00	For 183 days @	1.55%	Due on 04-Apr-20	With Bendigo
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(w)	\$1,000,000.00	For 120 days @	1.58%	Due on 27-May-20	With NAB
(x)	\$1,000,000.00	For 210 days @	1.83%	Due on 02-Mar-20	With NAB
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(z)	\$500,000.00	For 152 Days @	1.60%	Due on 06-Apr-20	With NAB
(1)	\$1,045,203.15		0.91%	At Call	With TCorp
Total Investments:					\$26,045,203.15

OUTSTANDING MATTERS FROM PREVIOUS MEETINGS

SUMMARY

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

<u>Res. No.</u>	<u>Subject</u>	<u>Action</u>
<u>February 2016</u>		
26/16	Industrial Subdivision Stormwater - Pines Industrial Subdivision	All owners have now signed. With solicitors to finalise.
<u>September 2017</u>		
264/17	Mudfords Road	Still 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>		
126/18 248/18	Rising Sun Structure	Report to future meeting
<u>February 2019</u>		
7/19	Possible land exchange	Offer made – awaiting response from interested party
9/19	Fire damaged dwelling	Legal Advice obtained, report to the March Meeting
16/19	Ecotourism/Geotourism Accommodation project	To be further considered as time permits
<u>May 2019</u>		
117/18 73/19	Rural Fire Service Zoning Agreement	Following research and discussion, determined no further action to be taken

September 2019

178/19	Gilgandra Industrial Estate	Report to future meeting
190/19	Gilgandra Garden Club – seat	Seat has been installed

November 2019

239/19	Classification of Land	Advertised; report to February Meeting
246/19	Tooraweenah CWA – Telstra Tower	Details of the NSW Governments Digital Connectivity programs has not been forth coming, report to future meeting
251/19	Aerodrome	Grant application submitted for Aerodrome lighting. Grant opportunities for fencing being explored.
218/19 256/19	Water saving initiatives	Report to March meeting

December 2019

261/19	General Manager's Contract	Report to this meeting
263/19	Electric Vehicle Fast Charging Station	Progressing
270/19	2020 National General Assembly of Local Government Motions	No motions proposed
273/19	Drought Communities Program Extension Program	Program advertised and applications invited

DEVELOPMENT APPLICATIONS

The following development application were approved during December 2019 & January 2020:

DA Number	Received	Applicants Name	Application Description of Work	Property Address	Decision	Development Value
2019/327	17/02/2019	Naden	Shed	Balladoran	Approved	52,000
2019/328	18/12/2019	Gaff	Shed	Federation Street	Approved	13,667
2020/329	09/01/2020	Gale	Shed	Federation Street	Approved	18,000

**Dec/Jan
Total** **\$83,667
\$6,637,562**

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

DECEMBER 2019

DA Number	Actual Days	Stopped Days	Total Days	Working Days	Stopped Work Days	Total Work Days
2019/320	16	0	16	12	0	12
2019/328	2	0	2	2	0	2
2019/327	4	0	4	4	0	4

Summary Statistics	
No of Applications	3
Total Actual Days	22.00
Mean Actual Days	7.33
Mean Stopped Days	0.00
Mean Total Days	7.33
Mean Work Days	6.00
Mean Work Stop Days	0.00
Mean Total Work Days	6.00
Median Actual Days	4.00

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

JANUARY 2020

DA Number	Actual Days	Stopped Days	Total Days	Working Days	Stopped Work Days	Total Work Days
2020/329	5	0	5	3	0	3
2019/324	48	39	9	34	29	5

Summary Statistics	
No of Applications	2
Total Actual Days	53.00
Mean Actual Days	26.50
Mean Stopped Days	19.50
Mean Total Days	7.00
Mean Work Days	18.50
Mean Work Stop Days	14.50
Mean Total Work Days	4.00
Median Actual Days	26.50

APPLICATIONS UNDER ASSESSMENT

- DA2019/306 – Liquid Fuel Depot, Hargraves Lane
- DA2020/330 – Demolition Toilet Block, Warren Road
- DA2020/331 - Shade shelter, Armatree

RECOMMENDATION

That the reports be noted.

David Neeves
General Manager

PRECIS OF CATEGORY B CORRESPONDENCE

SUMMARY

To pass on relevant information from correspondence received.

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Documents mentioned are available upon request for any interested Councillors.

1. **ST JOSEPH'S SCHOOL**

Thank you for donation and advising the 2019 Gilgandra Shire Council Citizenship Award was presented to Will Spora.

2. **KAREN WILSON**

Thanking Council wholeheartedly for organising the 12 days of Christmas at "the Gil" and suggesting the possibility of ongoing similar arrangements.

3. **WARRUMBUNGLE SHIRE COUNCIL**

Thank you for copy of Gilgandra and District WW1 Diggers Book.

RECOMMENDATION

That receipt of the Category B correspondence be noted.

David Neeves
General Manager