



BOGAN SHIRE COUNCIL

Business Paper

23 March 2017

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16 March 2017

COUNCIL MEETING NOTICE

The next Ordinary Meeting of Council will be held in the Council Chambers, Nyngan on Thursday 23 March 2017 at 9.30am.

At 10.00am, Director of Children Services, Nichole Jenkins will address Council.

At 10.45am, after morning tea, a visit to the Water Treatment Plant has been arranged.

At 12 noon, Inspector Steve Munn and Sergeant Tony Wood have been invited to attend the meeting.

AGENDA

1. Opening Prayer
2. Remembrances
3. Apologies
4. Declarations of Interest
5. Confirmation of the Closed and Confidential Minutes of the Council Meeting held on 23 February 2017
6. General Manager's Confidential Report
 1. **Sale of Industrial Sites**
 2. **Rental 76A Pangee Street**

In accordance with the provision of Clause 10A (2) (c) of the Local Government Act 1993, the General Manager is of the opinion that consideration of these items is likely to take place when the meeting is closed to the public for the following reason: because information that would, if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
7. Confirmation of the Minutes of the Council Meeting held on 23 February 2017
8. General Manager's Report incorporating reports from:-
 - Community Services
 - Corporate Services
 - Engineering Services
 - Development and Environmental Services
9. Correspondence
10. Grants and Funding

Your attendance at this meeting would be appreciated.

Yours sincerely

Cathy Ellison

Executive Assistant



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 23 March 2017**

REPORT TO ORDINARY MEETING OF COUNCIL – GENERAL MANAGER'S REPORT

Mayor and Councillors

The following report is submitted for consideration:-

1 CHECKLIST

Item No.	Date	Minute No	Matter	Action Required	Officer	Status
1	13/12/2012 28/03/2013	418/2012 098/2013	Davidson Park Revitalisation Program	Establish paving pathways to the mural.	MDES	To be completed in conjunction with Landscaping of Medical Centre and reinstatement of mural wall.
2	24/09/2015	342/2015	Teamster Rest Area	Invite NHS to make suggestions for internal & external painting that the school could undertake. Dump point be relocated to Flood Memorial Car Park.	MDES	Confirmed with NHS that the signage is almost complete. Relocation of dump point scheduled to be completed by end of March.
3	22/06/2014	209/2014	Tourist Information Bay	On commencement of project, Council advise owners/apparent owners of existing highway signage that existing signs to be removed.	GM	Affected business owners identified and engagement process commenced.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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4	26/09/2014	363/2014	<p>Fire Safety Audit Program</p>	<p>Or maybe replaced by signs on the Information Bays. Council charge an annual fee and an initial fee.</p> <p>Further report on progress of compliance with Program.</p> <hr/> <p>Legal proceedings including the issuing of Notices and Orders to commence against the owner/occupier of any premises who fails to confirm their agreement to comply with the findings of the FSAR.</p>	<p>MDES</p>	<p>Fire Safety Audit Reports (FSARs) to all selected properties completed. Meetings held with several owners / Boards. Agreement on required works achieved with several owners / Boards.</p> <hr/> <p>Efforts still being made to have owners upgrade building voluntary.</p>
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**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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5	26/11/2015	440/2015	Show Day	<p>Joint approach from Nyngan Combined Schools & Council be made to the Dept of Education for schools to have a full day holiday.</p>	GM	<p>Discussions held with schools. Indications are that if designated a Local Event Day, schools could participate as an excursion.</p> <p>Advice from NSW Industrial Relations indicates that a Local Event Day is treated as an ordinary business day. Banks & shops do not have to close & schools have to remain open.</p> <p>Any leave granted /penalty rates are subject to industrial arrangements agreed to between employees & employers. In effect a Local Event Day is no more than a formal recognition that the declared day has special significance to the community.</p> <p>UPDATE: Follow-up ongoing whether the day could be half public holiday and half event day.</p>
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6	26/11/2015	457/2015	<p>Sports Insurance</p>	<p>Council continue to follow up correspondence with the Minister for Sport, Minister for Health, Minister for Finance, Dept of Fair Trading, Australian Competition & Consumer Commission and Icare Workers Insurance concerning inadequate reply to Council's enquiry on what local sports insurance fees are spent on.</p>	<p align="center">MPC</p>	<p>Ongoing.</p> <p>Letters sent 29 November 2016 to the following:-</p> <ul style="list-style-type: none"> • NSW Country Rugby League • NSW Netball Association • Cricket NSW <p>To date no replies have been received.</p> <p>UPDATE: All communication and documentation has been provided for submission to the CRL via Councillor Neill.</p>
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**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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7	25/02/2016 <hr/> 15/12/2016	022/2016 <hr/> 481/2016	<p>Bogan Bush Mobile</p>	<p>Delegation is planned to meet with Minister.</p> <hr/> <p>Council works together with MCSA & other Councils in Parkes Electorate to formulate a combined response to the proposed BBF funding changes, expressing grave concerns that a valuable service to our rural families will be lost.</p>	<p align="center">GM</p>	<p>Meeting held 1 December 2016.</p> <hr/> <p>Council's response report sent to PwC, with a copy to Mark Coultou on 27 Jan 2017.</p> <p>UPDATE: Submission has been made to Senate Enquiry. Director of Children Services will give an update at Council Meeting.</p>
8	24/03/2016	058/2016	<p>Dob in a Dealer Campaign</p>	<p>Make available at a number of locations in town, boxes that people can anonymously leave information, about: - suspected drug dealers & information about any dogs.</p>	<p align="center">GM</p>	<p>Noted that Darling River Command have confirmed Dob in a Dealer Campaign is a Crime stoppers Initiative.</p> <p>Recommended to be discussed with local Police at next Community Safety Precinct Meeting.</p>



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9	24/03/2016 15/12/2016	078/2016 485/2016	Bicentennial Wall & Ceramic Mural	The General Manager work with Peter Zanetti to undertake the necessary work to complete the reinstatement of the wall & mural.	GM	Peter Zanetti & his team have commenced the project. UPDATE: Broken tiles have been put together & now to be catalogued. Community workshop dates to be confirmed.
10	28/04/2016 <u>24/11/2016</u>	107/2016 <u>448/2016</u>	Village Tour	Entrance Signs into villages be pursued in conjunction with the villages' communities. Costing to be part funded from village allocation & part funded by Council. Council provides choice of two options. Council to fund half the cost, if two signs are required for each village. Council to fund the full cost of the villages only require one entrance sign.	MENG	Waiting for response from villages. Provide update at meeting. Senior staff held village meetings with Coolabah & Girilambone 6 December 2016.



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11	28/07/2016	266/2016	Signs at Ovals & Parks	Investigate the history of the former Nyngan residents and sportsmen, after whom parks and sportfields are named, with a suggested wording & cost for signage.	MPC	<p>In progress – on going.</p> <p>Have obtained complete information & decent portrait photos on the following:-</p> <ul style="list-style-type: none"> • Jack Vanges • Charles O'Reilly <p>Unable to find photos of the following people:-</p> <ul style="list-style-type: none"> • Ronald Larkin • Frank Smith • Mark Davidson <p>UPDATE: Sufficient information obtained to develop draft signs for Larkin & Smith Ovals & Vanges, O'Reilly & Davidson Parks.</p>
12	25/8/2016	321/2016	Operational - Roads	A report be presented to Council on the proposed locations for Roads Closed signs.	MENG	<p>\$18,600 be included in 2017/18 budget for Council's consideration for the installation of wet weather road closed signs.</p> <p>COMPLETED</p>



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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13	27/10/2016	423/2016	Seniors Living – Rental Units	Consult with community to gauge interest in the project before making a decision on which location & how many units to build & advise prospective tenants of what the highest rental payment will be & what they would receive for their payment.	GM	Public Information Meeting 14 December 2016. Community expressed a preference for the Cobar/Dandaloo site. A site plan is being prepared & will be costed & presented to Council for consideration at the April Council Meeting.
14	27/10/2016	406/2016	Albert Priest Channel Pipeline	The GM request Mike Brearley & Associates to develop an option 2 for the Business Case Study prioritising the construction of an additional 700Ml off-line storage adjacent to the first storage, & an additional 3000 Ml off-line storage on a site to be determined.	GM	Draft received, currently being reviewed by staff prior to presentation to Council in March. UPDATE Report refers. COMPLETED



**General Manager's Report to the Ordinary Meeting of Boganning Shire Council
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15	24/11/2016	442/2016	Mitchell Highway	<p>Council make urgent representation to RMS & Minister concerning the condition, safety & dangerous section of the Highway east of APC.</p> <hr/> <p>As a priority, further urgent representation to the Minister for Transport & RMS concerning the conditions, safety & dangerous section of the Highway.</p> <hr/> <p>Council advise RMS that it is not prepared to support work on the Mitchell Highway, between Adavale & the Shire boundary unless the full width of the pavement is rehabilitated.</p>	MES	<p>RMS District Works Manager advised RMS aware of issues raised by Council. Rehabilitation delayed as resources directed to flood repairs on the Newell Hwy. Being inspected and expecting to erect warning and temporary speed limit signs.</p> <hr/> <p>Letter sent, no response to date.</p> <hr/> <p>UPDATE: RMS advised that full width will be rehabilitated. COMPLETED</p>
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**General Manager's Report to the Ordinary Meeting of Bogán Shire Council
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16	15/12/2016	482/2016	Visitor Information Centre	Develop a Business/Marketing Plan & Operations Manual following which the General Manager makes applications for Level 2 Accreditation for the VIC.	MPC	Operations Manual currently in draft format and working on some of the application requirements before submission. Report to Council for March meeting. UPDATE: Report refers.
17	15/12/2016	494/2016	Proposed Amendment to the Bogán Development Control Plan 2012 for Outbuilding Height & Size	Council review the Bogán DCP 2012 & amend the current maximum outbuilding size & height. Council delegate the Plan & review to the General Manager & Mayor & permit the amended Plan to be placed on public exhibition for 28 days with a further report to February 2017 Council Meeting in order to adopt the Plan or make further amendments as required post exhibition.	MDES	Report refers with proposed table of amendments for Council consideration prior to placing plan on exhibition due to timing of the review undertaken. UPDATE: Exhibition for 28 days commenced 15 March 2017.



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18	23/02/17	003/2017	Bogán Shire Medical Centre	The General Manager takes the necessary steps to establish the Bogán Shire Medical Centre under the management and control of BSC.	GM	<u>UPDATE:</u> In progress.
19	23/02/2017	005/2017	William Carter	<p>Council investigate the cost of converting the Crown Road in question to a Shire Road and constructing the extension of Neeroc Road.</p> <p>Mr Carter be requested to provide Council with the wording for the proposed easement conditions, if he were to purchase the road.</p> <p>Report to March 2017 Council Meeting.</p>	MES	<p><u>UPDATE:</u> The estimated cost to clear 3km of timber and form a road is \$30,000. An additional \$50,000 would be required for a crushed rock pavement.</p> <p><u>UPDATE:</u> Conditions have been provided by Mr Carter for review.</p> <p><u>UPDATE:</u> Direction sought for preparation report in April 2017.</p>



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20	23/02/2017	027/2017	Lions Park	Council investigate replacing the road base with sand or a suitable alternate at the cricket nets.	MDES	UPDATE: Remaining works still to be completed. Budget to be reviewed after such time to investigate possible alternative material.
21	23/02/2017		Termites	Council investigate termites – trees Cobar Street.	MDES	UPDATE: Termite contractor to be engaged to inspect street trees and treat if necessary.
22	23/02/2017		Trees	Investigate condition of trees in Pangee Street.	MDES	UPDATE: Trees inspected and appear healthy. Foliage is discolouring with change in season as expected with deciduous trees. Trees will continue to be monitored. COMPLETED
23	23/02/2017		Waste Facility	Investigate opening hours. Report to March Council Meeting.	MDES	UPDATE: Report refers.



**General Manager's Report to the Ordinary Meeting of
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1.1 Recommendation

That the report relating to the Monthly Checklist be received and those items marked as "Completed" be removed from the checklist.

2 NYNGAN COBAR WATER SECURITY BUSINESS CASE

Summary:-

- *The purpose of this report is to present the 2017 Nyngan Cobar Water Security Business Case to Council for exhibition.*
- *It is recommended that the 2017 Nyngan Cobar Water Security Business Case be adopted.*

2.1 Introduction

The purpose of this report is to present the 2017 Nyngan Cobar Water Security Business Case to Council for approval for exhibition.

2.2 Background

At the October 2016 meeting, Council resolved that the Business Case be developed to prioritise the construction of an additional 700 MI off river storage adjacent to the first storage, and an additional 3000 MI off river storage on a site to be determined.

The document presents a business case for a staged approach to providing water security for Nyngan and Cobar. A 700 megalitre off river storage for Nyngan is funded and is due to commence construction in 2017. An additional 700 megalitre storage is planned, immediately adjacent to this storage. The most significant component of the water security package is the construction of a pipeline to replace the Albert Priest Channel.

While these elements significantly improve water security over the current situation, they alone are insufficient to provide water security for the region based on the "5/10/10" rule which defines the benchmark for water security in NSW. Therefore, the business case also includes investigation of a groundwater supply at Warren that could be connected to the pipeline, and an additional large storage.



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2.3 Discussion

The existing water supply of the Nyngan Cobar region is compromised and inadequate. In drought years, the availability of water in the towns is governed by allocation restrictions in the Macquarie River.

For the region to survive and prosper, the water supplies of both Nyngan and Cobar must be brought to an adequate level of water security. The Business Case has been based upon the findings of the May 2016 NSW Urban Water Services Pty Ltd report, which has analysed a number of future options to determine the secure yield of the system.

The recommended solution involves a staged approach to water security and is summarised below:

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Stages (in order of priority)	Water Security Infrastructure	Current Status	Approximate Capital Cost (2016 \$)
1a	Storage 1a - 700 MI off-line storage at Nyngan	<ul style="list-style-type: none"> • Design and documentation complete, • Tenders close March 2017 • Construction start Mid 2017 	\$10 M
1b	Storage 1b - Additional 700 MI off-line storage at Nyngan on adjacent site to Storage 1a	<ul style="list-style-type: none"> • Environmental studies early 2017 • Tender late 2017 subject to funding approval • Construction 2018 	\$6 M
1c	Storage 1c - Additional 3000 ML off-line storage on a site to be determined	<ul style="list-style-type: none"> • Investigations scheduled for 2018 	Capital cost not determined (could be up to \$30M). \$0.5M requested for investigation and preconstruction activities
2	Piping of the Albert Priest Channel	<ul style="list-style-type: none"> • Options report complete • 7 year project timeline 	\$75 M
3	Emergency bore supply at Warren and connection to pipeline	<ul style="list-style-type: none"> • Yields and locations not determined • Investigations scheduled for 2017 	Capital cost not determined. \$0.5M requested for investigation and preconstruction activities



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Affordability

- Financial modelling based on NSWPW pipeline and storage concept designs indicates that the proposed system can transport and store water at a long run cost of about \$67/ML (6.7c/kL) at current rates of demand, including providing funds for renewal. The unit cost of the pipeline and off-river storage varies strongly depending on how much the infrastructure is used.
- A high proportion of the cost of the pipeline and storage service is the funding of asset renewals generations into the future.
- It is recommended that any pricing model for the pipeline be based on recovering operating and maintenance costs on a usage basis, with major customers directly funding capital renewals.
- If the pipeline and off-line storage was constructed, high security water licence holders would effectively gain extra water as the evaporation and seepage losses of the Albert Priest Channel would be avoided. High security water licence holders may be able to offset their increased costs by trading the water saved, although they may gain greater benefits by using the water for their own production during years of high water availability. Local water utilities benefit through reduced water restrictions/ increased water security, leading to strong socioeconomic benefits.
- The Financial Plan prepared for Council assesses the impact of the ongoing costs associated with the water security projects, assuming a 100% grant is obtained. The water security infrastructure imposes additional operation, maintenance and depreciation costs, which are 32% attributable to Bogan Shire Council. If the water security infrastructure is constructed, the financial plan indicates that the current Typical Residential Bill for Bogan Shire Council can be maintained in real terms.



**General Manager's Report to the Ordinary Meeting of
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Economic Analysis

- The economic analysis was conducted by a specialist sub-consultant, and is based on the pipeline project and 700ML of additional storage.
- The project benefits are based on the increased security of water leading to increased demand and increased economic activity.
- The analysis assumes that 10% of the demand increase will be used by the mining industry with a GVA/ML of \$75,000. The other 90% of the demand will be used by agriculture, with GVA/ML of \$2,000.
- The analysis does not quantify the avoided costs associated with recovering from a worst case scenario. Avoided costs include the social and economic consequences associated with a severe drought, when many in the towns may need to relocate out of the region until adequate water is again available. Quantifying the avoided costs will increase the benefit cost ratio, although the rarity of these events may mean this is less significant.

There are a number of points for further consideration, including:

- Liaison with the Cobar Water Board is required as the 68% attribution of ongoing costs and depreciation may impact their financial planning.
- Liaison with Albert Priest Channel Users is needed and, in fact, required as per Council's resolution that representatives be invited to be involved in any further steps.
- Further liaison with DPI Water to discuss project plans.
- Liaison with funding bodies to determine current expectations.
- Community Consultation Strategy.
- Commencing planning for the pipeline should funding become available for this project.



**General Manager's Report to the Ordinary Meeting of
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3.4 Attachment

Draft Version 2.0 Nyngan and Cobar Water Security Project: Business Case included in the mailout and on Council's web site.

3.5 Recommendation

That the 2017 Nyngan Cobar Water Security Business Case be exhibited for a period of 28 days.

Derek Francis

General Manager



Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017

REPORT TO THE ORDINARY MEETING OF COUNCIL – COMMUNITY SERVICES

Mayor and Councillors

The following reports are submitted for consideration:-

1 COMMUNITY STRATEGIC PLAN

Summary:-

The purpose of this report is to present a draft of the 2017/2027 Community Strategic Plan (CSP) for Council's consideration and approval for public exhibition as required under the provisions of the Local Government Act 1993.

1.1 Introduction

The purpose of this report is to present a draft of the 2017/2027 Community Strategic Plan (CSP) for Council's consideration and approval for public exhibition as required under the provisions of the *Local Government Act 1993*.

1.2 Background

The CSP is part of the Integrated Planning and Reporting framework documents, which all Councils are required to prepare. Attachment 1 to this report illustrates how the plans interrelate.

The CSP is the highest level plan that a Council prepares. The purpose of the plan is to identify the community's main priorities and aspirations for the future and to plan strategies for achieving these goals. Specific activities or actions under each strategy are being developed and these will be set out in the Delivery Program and the Operational Plan and Budget for consideration by Council in May and June.

Because the CSP is intended to be a whole-of-community plan it includes priorities and aspirations which fall to State or Federal Government agencies or the non-Government sector to meet. For example, health, education and policing are mentioned in our CSP. Council's role in this regard will most likely be to lobby for or drive these agendas locally on behalf of the community.



**Community Services' Report to the Ordinary Meeting of
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1.3 Discussion

In December 2016 Council adopted a Community Engagement Policy for use in engaging with the local community to develop the Community Strategic Plan.

This policy included communication with a wide variety of stakeholders including community groups, user groups, and AGL Solar Plant operating within the Bogan Shire Local Government area. All these stakeholders were invited to provide input into the Community Strategic Planning process.

Council has received significant community input into the development of our CSP from a variety of sources including:-

- a workshop attended by Bogan Shire Councillors and senior management,
- returned community survey forms,
- a community workshop evening,
- a workshop with the Nyngan High School SRC,
- a creative writing and drawing competition involving all the primary schools,
- direct feedback to the Councillors and the General Manager.

This input has been incorporated into the draft CSP organised under headings that reflect the main themes coming out of our community consultation.

In reviewing this document and considering it for approval, questions Councillors may wish to ask themselves include:-

- To what extent do these goals and outcomes reflect the long-term strategic priorities for Bogan Shire?
- Whether strategies listed cover all the major elements that will collectively achieve the outcomes and goals listed? (Bearing in mind that certain things Council does will be listed as actions under a relevant strategy in the Operating Plan and Budget.)
- Whether the extent of Council's involvement is correctly reflected and the indicators of success are appropriate?

All Councillors were provided with a draft CSP – in wording draft format at the Council workshop held on 9 March 2017.



**Community Services' Report to the Ordinary Meeting of
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Additional copies of this document are available on request at the Council Chambers front counter or from the General Manager.

The following amendments have been made to this document since that workshop.

New Strategy 1.3.6 and Activities i and ii

Strategy 1.3.6					
Identify and support the social services needs of older people and active seniors in the community and provide infrastructure to support assisted and independent living and social interaction.					
	Activities 2017/18	Activities 2018/19	Activities 2019/20	Activities 2020/21	Council Lead
i	Investigate housing options for seniors, including grants for building funding	Ongoing	Ongoing	Ongoing	Manager Development and Environmental Services
ii	Lobby service providers and government on behalf of the community	Ongoing	Ongoing	Ongoing	General Manager

New Activity iii

Strategy 3.3.3					
Provide a clean and pleasant streetscape, ensuring regular street sweeping and cleaning of public spaces.					
	Activities 2017/18	Activities 2018/19	Activities 2019/20	Activities 2020/21	Council Lead
i	Monitor Cleaning Program for all public areas	Ongoing	Ongoing	Ongoing	Manager Engineering Services
ii	Review street bin containers and emptying procedures	-	Review existing street bin containers and emptying procedures	-	Manager Development and Environmental Services
iii	Review existing garden beds in Pangee Street and investigate options for improvements	Ongoing	Ongoing	Ongoing	Manager Development and Environmental Services

New Strategy 4.2.2 and Activity i

Strategy 4.2.2					
Provide a welcoming aesthetic on the approaches to town.					
	Activities 2017/18	Activities 2018/19	Activities 2019/20	Activities 2020/21	Council Lead
i	Investigate options for beautification along main roads into town	Ongoing	Ongoing	Ongoing	Manager Engineering Services



**Community Services' Report to the Ordinary Meeting of
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1.4 Attachments

A diagram illustrating the Integrated Planning and Reporting process.

1.5 Recommendation

That the draft 2017/2027 Community Strategic Plan be considered and approved for public exhibition.

**Community Services' Report to the Ordinary Meeting of
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Attachment 1: Integrated Planning and Reporting process





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2 VISITOR INFORMATION CENTRE OPERATIONAL REPORT

Summary:-

The purpose of this report is to provide information to Council on the operations of the Visitor Information Centre (VIC).

2.1 Introduction

The purpose of this report is to provide information to Council on the operations of the Visitor Information Centre (VIC).

2.2 Discussion

Statistics

The total number of visitors through the Centre and / or enquiries for the December / January / February period is as follows:

Visitors: 247

Phone: 20

Email: 30

Historically this time of the year is quiet for the VIC and tourism in and throughout the region as people tend not to come this way during the hotter months. January in particular had a number of extremely hot days.

VIC staff attended a Visual Merchandising workshop, organised by Destination NSW in conjunction with TAFE NSW, which was held in Dubbo in February. The practical workshop style training program provided the staff with valuable, affordable techniques and skills to implement at the VIC.

The staff have already put in place some changes at the VIC, having changed the layout of the VIC floor space and display cabinets to maximise and improve on how they display and promote the merchandise we sell. Photos of the new layout are attached at the end of this report.



**Community Services' Report to the Ordinary Meeting of
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Accreditation

Council staff have been working on obtaining Level 2 Accreditation, which includes the development of a Business Plan/Operations Manual in readiness for the audit in May 2017. Level 2 Accreditation will also allow for Nyngan to be included on the currently installed Visitor Information Centre locations signage out on the highway, and for signage with the yellow italic "i" to be strategically placed around town.

Staff at the VIC have redesigned the sign in the book in order to collect more data and information on tourists coming to the area. This information has assisted with the Business Plan, and will continue to work in line with Council's priorities list and reviewing our advertising spends.

In order to meet Level 2 Accreditation, the following requirements have been fulfilled as listed in the table below:-

Criteria	Level 3 (current Nyngan VIC)	Level 2 (allowed yellow i signage)	Update
Opening hours	Open min 5 days / week including weekends for a minimum of 7 hours / day	Open 363 days per year for a minimum 43 hours per week	Open 363 days per year at 50 hours per week Level 2
Primary Function	A business or information centre where the provision of information may or not be the primary function, can be a mixed or private business e.g. museum or craft shop	An accredited Visitor Centre disseminating visitor information	Shared building with Museum, but run as two separate entities Level 2
Scope of information provision	Local information only	Local, regional and state-wide provision	Local and regional and some state-wide Level 2



**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

<p align="center">Staffing</p>	<p>May be staffed by volunteers</p> <p>Training to include staff induction, customer service and ongoing training for product familiarisation</p> <p>Maintenance of personnel records</p>	<p>A minimum of one full time permanent staff member with appropriate experience</p> <p>Ongoing training and professional development for staff.</p> <p>Training to include staff induction, customer service and ongoing training for product familiarisation</p> <p>Maintenance of personnel records</p>	<p>Two paid part time staff, equivalent to one full time employee</p> <p>Ongoing training and development opportunities provided to employees</p> <p>Both VIC Officers completing traineeships</p> <p>Personnel records maintained</p> <p align="center">Level 2</p>
<p align="center">Management Plan</p>	<p>Operates in accordance with both Business Plan and Operations Manual and with guidelines set up by the endorsing Level 1 or 2 AVIC of Local Council</p>	<p>Operates in accordance with a Business Plan and Operations Manual</p>	<p>Draft VIC Operations Manual completed – for Council's consideration and to be adopted at March 2017 meeting</p> <p align="center">Assists with application for Level 2</p>
<p align="center">Application Requirements</p>	<p>Application must be endorsed by a local Level 1 or 2 AVIC or local Council</p> <p>Requires the submission of a Business / Marketing Plan relevant to Visitor Information Centre component of the business</p>	<p>Application direct from the Visitor Information Centre to the Accredited Visitor Information Centre Network Secretariat.</p> <p>Requires the submission of a Business/Marketing Plan relevant to Visitor Information Centre component of the business</p>	<p>Currently endorsed by Bogan Shire Council.</p> <p>Would need to be endorsed directly by Accredited Visitor Information Centre Network Secretariat</p> <p>Draft Operations Manual (includes relevant information on Business / Marketing) for Council's consideration at March 2017 meeting</p> <p align="center">Assists with application for Level 2</p>
<p align="center">Annual accreditation fees</p>	<p>\$385 (incl. GST)</p>	<p>\$880 (incl. GST)</p>	<p>\$880 annual fee to be paid upon Level 2 Accreditation</p> <p align="center">Level 2</p>



**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

2.3 Attachments

1. Photos of Visitor Information Centre's new layout.
2. Draft Operations Manual / Business Plan for the Visitor Information Centre (Appendices are not included with this report, but copies will be made available at the Council Meeting).

2.4 Recommendation

1. The VIC Operational Report be received and noted.
2. Council adopts the Operations Manual / Business Plan for the Visitor Information Centre.

Nyngan Visitor Information Centre Operations Manual

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Operations Manual for Nyngan Visitor Information Centre 2017

Company Information

Nyngan Visitor Information Centre
Railway Square
P O Box 221
Nyngan NSW 2825

Bogan Shire Council
P O Box 221
Nyngan NSW 2825

Tel: 02 6832 1052
Fax: 02 6835 9011
Email: nynganvic@bogan.nsw.gov.au

Tel: 02 6835 9000
Fax: 02 6835 9011
Email: admin@bogan.nsw.gov.au

- Nyngan Visitor Information Centre was officially opened on Wednesday 6 March 2013.
- Nyngan Visitor Information Centre was granted Level 3 Accreditation on Thursday 9 April 2015.

Legal Compliance

- Bogan Shire Council ABN: 68 886 242 083
- No Licenses and permits are required by Nyngan Visitor Information Centre as the Centre does not currently operate a booking service.
- Nyngan VIC is operated by:

Bogan Shire Council
81 Cobar St
P O Box 221
Nyngan NSW 2825

Tel: 02 6835 9000
Fax: 02 6835 9011
Email: admin@bogan.nsw.gov.au
Website: www.bogan.nsw.gov.au

Insurance

Public Liability – minimum \$5 million (appendix a.)

Statewide Mutual
Class: Public Liability/Professional Indemnity
Statewide Certification Number: 000058
Expiry: 30 June 2017
\$20,000,000

General – property protection (appendix b.)

Statewide Mutual
Class: Property Protection
Statewide Certification Number: 000587
Expiry: 30 June 2017

Workers Compensation (appendix c.)

StateCover
Policy Number: WC01010
Expiry: 30 June 2017

Council Values

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:

Having respect for other people.

We treat everyone equally and work to build and maintain mutual respect amongst ourselves, as Shire staff and councillors, as well as with our customers.

Providing responsive customer service.

We recognise that our main function is to serve our local community and we make every effort to deliver quality services in a way that meets, or exceeds, their expectations.

Taking pride in Nyngan and the greater Bogan Shire.

We take pride in doing what we do well to make a difference for the benefit of the whole Bogan Shire community to preserve and improve our "comfortable country living".

Working together as a team to get things done.

We build teams that work together in a positive and supportive way to get the job done. Teams know that they rely on each individual to do their part and we encourage healthy two-way feedback.

Being accountable for our decisions and actions.

We accept responsibility for the decisions and actions that are taken on behalf of our community. Individually, all Council staff have ownership of their tasks and duties to make sure that we get the job done to the best of our ability.

Acting with integrity and honesty.

Our dealings are open and transparent. We can be trusted to do the right thing and we strive to provide the best value for money to the community, our customers.

Demonstrating strong leadership

Together with our community we have established a vision for the future of our Shire and we are committed to planning for and leading the achievement of our community's strategic goals.

Human Resource, Management and Training

- Personnel files: Staff have an individual personnel file containing current address, telephone number, person to contact in case of emergency, and any other specific information, including training and professional development activities.
- Rosters: Yearly volunteer rosters are printed onto a calendar and given to each volunteer.
- AVIC Staff are provided with copies of their weekend rosters as part of their contract.
- Staff recruitment: The Nyngan VIC adheres to the Bogan Shire Council's recruitment policy. A copy is attached (appendix 2)
- Organisational Responsibility and Authority Chart: A copy is attached (Appendix 3).
- Staff Induction: The Nyngan VIC adheres to the Bogan Shire Council's basic induction policy for staff. A copy is attached (Appendix 4).
- Uniform: The Nyngan VIC adheres to the Bogan Shire Council Uniform Policy. A copy is attached (Appendix 5)
- Staff Development: The Nyngan VIC adheres to the Bogan Shire Council Staff Development Policy. A copy is attached (Appendix 6).

Products / Services

Nyngan VIC Centre is open seven days a week, 363 days a year. It disseminates information on the region and other surrounding regions. It stocks brochures from regions and VIC's around NSW.

Nyngan VIC has a range of locally-themed merchandise for sale.

Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis

Business Area	Situation	Implications
Visitor Numbers	Approx. 120 per month, up to 250 in peak season (winter months are typically busier)	Uneven distribution of visitors. Climatic factors such as hot weather and local flooding can impede on numbers
Key Markets	<ul style="list-style-type: none"> • Grey Nomads • School holiday travellers • Families passing through for events • Backpackers • New residents • Miners • Water-skiers • Local people 	<ul style="list-style-type: none"> • Broader range of visitors
Length of Stay	1-2 nights	
Attractions & Activities	<ul style="list-style-type: none"> • River activities • Set events 	
Purpose of Visit	<ul style="list-style-type: none"> • Set events • Passing through • Recreation • Work 	<ul style="list-style-type: none"> • Lack of accommodation • No weekend trading
Information Needs	<ul style="list-style-type: none"> • Road conditions • Free camping knowledge • Local history • Local entertainment options 	<ul style="list-style-type: none"> • Mobile coverage poor/limited
Technological Change Factors	Most seeking information electronically	<ul style="list-style-type: none"> • No specific website • No free Wi-Fi • No electronic information provided by VIC
Funding	Wholly funded by the Bogan Shire Council	<ul style="list-style-type: none"> • Funding is limited
Council Priorities	Increasing tourism is a key priority of the current Bogan Shire Council (elected 2016)	<ul style="list-style-type: none"> • Currently no capacity for generation of steady and decent income from merchandising sales
Community Priorities	Boosting tourism and supporting small business have been raised as priorities at community consultation sessions	

Objective 1	Visitor Information Centre Operations
Strategies	<ul style="list-style-type: none"> • Operate the Centre in accordance with NSW Accredited Visitor Information Centre (AVIC) Network requirements • The Visitor Information Centre is to be open 363 days of the year (Closed Christmas Day and Good Friday) for a minimum of 43 hours per week • Sufficient staff, volunteers and resources must be available to provide a prompt, professional, knowledgeable and customer friendly service to visitors and residents • Adequate information available within the Centre on attractions, accommodation, and other businesses and services within Bogan Shire and surrounding areas • Adequate information available on local events and promotions • Provide impartial and objective information to all visitors • Encourage the use of Visitor Information Centre and its facilities by residents of the Bogan Shire
Objective 2	Tourism Promotion
Strategies	<ul style="list-style-type: none"> • Develop and maintain a website for the Visitor Information Centre as a key source of information on the region • Develop new products for Bogan Shire to encourage visitors • Design and maintain a current and professional Visitors Guide for Bogan Shire • Create awareness of events and assist in co-ordination and marketing • Implement a strategic plan for tourism in the Bogan Shire, including branding and marketing
Objective 3	Financial
Strategies	<ul style="list-style-type: none"> • Monitor income and expenditure against annual budget as well as overall performance against outlined performance measures • Develop and maintain alternative income streams for the VIC to supplement Council contributions and to provide additional funding for marketing and promotions
Objective 4	Training and Development
Strategies	<ul style="list-style-type: none"> • Develop volunteer and staff product knowledge to ensure excellent customer service and accurate information at the VIC • Encourage business operators and staff to become ambassadors for the region

MARKETING OBJECTIVES	STRATEGIES	ACTIVITY	BUDGET	TIMEFRAME	
Achieve AVIC Level 2 status in 2017	Apply for Nyngan VIC to be given Level 2 status	Create Operations Manual and Business / Marketing plan	-	2017	
		Prepare for audit by The Tourism Group (May 2017)	-	2017	
Better advertising of the VIC to visitors and locally	Improve signage on and around building	Install a flagpole with a yellow "I" flag at the VIC	\$2,500	2017	
	Complete tourism bays at the entrance and exit to Nyngan		\$33,000	Completed 2016	
	Website and social media profile		\$1,000	2017	
	Create a monthly newsletter to distribute to other VIC's		-	2017	
	Liaise with other VIC's in the region and work on collaborative projects	Outback Tourism group membership		-	2017
		Other relevant tourism group membership	\$1,000		
		Investigate membership of Greater Western Plains Tourism Group	\$5,000		
Improve the VIC experience	Install free Wi-Fi		\$300	2017	
	Tablets and electronic monitor		\$1,500	2018	
	Install Eftpos		\$500	2017	

- **First Aid Kit:** The First Aid kit is located on the wall near the main counter. There is a list of contents. Staff should note when something is used and contact the Bogan Shire Procurement Officer at the Council Stores for it to be restocked.
- **List of potential hazards and potential risks:** VIC Staff should inspect the premises for potential hazards and risks and contact the Bogan Shire Safety and Risk Coordinator for advice or to complete forms.

Administration and Operations

- **Visitor data collection:** A Visitor's Book is kept on the front counter of the VIC and all visitors should be encouraged to sign. It is used to collect data including where the person is from, where they are going, intended length of stay in Nyngan, and any compliments or criticisms. The VIC Coordinator will also take note of any verbal criticisms or compliments, and similarly, comments on social media.
- **Brochures:** The Nyngan VIC will accept and display tourism and related brochures from the surrounding region and also greater NSW. Brochures will be displayed on the wall in the dedicated holders. VIC staff will monitor all brochures on a monthly basis to ensure they remain relevant and well stocked. VIC staff are responsible for restocking the brochures. The VIC Co-ordinator is responsible for maintaining brochure stocks at other tourism venues within the Shire, and for ensuring any tourism material is appropriate and conducive to the image of the Bogan Shire.
- The Nyngan VIC Operations Manual is kept on the counter.
- **Customer feedback:** Customer feedback is encouraged. A visitor's book is kept on the front counter of the Nyngan VIC. VIC staff will meet with the Bogan Shire Community Development Officer monthly to discuss visitor numbers and to assess the criticisms and compliments.

Risk Management:

- **Disability Access:** The Nyngan VIC is wheelchair accessible. The nearest public toilets, in Davidson Park have a disabled toilet. Further information on disability accessible facilities can be found in the Bogan Shire Council Disability Inclusion Action Plan (draft 2017).

Nyngan VIC Opening Hours

- Monday to Friday, 9am to 4pm
- Saturday & Sunday, 9am to 4.30pm

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Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017



All maps together along the left hand wall at the entrance to the VIC.



Wall of brochures displayed all together along one wall.

Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017



New display case set up in the centre of the room, showing off merchandise.



New display case, well set up for the different merchandise that is on sale.

**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**



Easily accessible merchandise in the new display case.



**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

3 DISABILITY INCLUSION ACTION PLAN

Summary:

The purpose of this report is to present a draft of the Disability Inclusion Action Plan (DIAP) for Council's consideration and approval for public exhibition as required by the provisions of the Disability Inclusion Act 2014.

3.1 Introduction

The purpose of this report is to present a draft of the Disability Inclusion Action Plan (DIAP) for Council's consideration and approval for public exhibition as required by the provisions of the *Disability Inclusion Act 2014*.

Local government is required by the Disability Inclusion Act 2014 (DIA 2014) to undertake disability inclusion action planning (DIAP) by 1 July 2017.

3.2 Background

Rather than integrating the DIAP into the Community Strategic Plan, a standalone plan has been prepared which potentially becomes a more detailed document which can be referenced when Council applies for grant funding.

The following legislative requirements apply:-

1. Prepare a DIAP by 1 July 2017.
2. Consulting people with a disability must be undertaken and documented as part of the planning process.
3. Council must give a copy of the DIAP actions to the Disability Council NSW.
4. Council must report on implementation of the DIAP in its Annual Report and forward a copy to the Minister.
5. Council must review the DIAP every 4 years.



**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

The four key focus areas

1. Developing positive community attitudes and behaviours.
2. Creating Liveable Communities.
3. Supporting Access to meaningful employment.
4. Improve access to services through better systems and processes.

The 10 steps to achieving this plan

Step	BSC Action
1	Allocate who at Council is responsible for preparing the DIAP and participating in the development process
2	List Bogan Shire Council's functions, facilities, services and Information Services: identify barriers and opportunities for inclusion
3	Establish Governance and Accountability: ensure the actions can be implemented through IP&R
4	Undertake inclusive consultation: involve people with disability, carers and families, disability organisations and peak bodies in developing strategies and actions for inclusion
5	Develop Strategies and actions for inclusion: identify priority cross-council actions and incorporate into delivery and work programs
6	Undertake a Risk Assessment: identify issues that could affect the development and implementation of the DIAP. (use Council's existing risk assessment process)
7	Align key performance indicators with the IP&R framework to ensure actions can be evaluated through IP&R
8	Publish in an accessible format (To ensure adequate time for incorporating changes DIAPS should be exhibited by April 2017)
9	Promote to Staff and Community: Raise awareness of the DIAP process and implementation with councillors, council staff and the community
10	Implementation of Actions: facilitate cross-departmental accountability and community oversight during implementation. Plan for a four year review.



**Community Services' Report to the Ordinary Meeting of
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3.3 Discussion

In reviewing this document and considering it for approval, questions Councillors may wish to ask themselves include:

- To what extent can Bogan Shire Council reasonably undertake the identified activities in the Action Plan?
- Whether activities listed cover all the major elements that will collectively achieve the outcomes and goals listed?
- How does Council plan to manage and implement the activities listed in the Action Plan, bearing in mind budgeting and planning implications?
-

3.4 Attachments

The draft Disability Inclusion Action Plan.

3.5 Recommendation

That the draft Disability Inclusion Actin Plan be considered and approved for public exhibition.

Debb Wood

Manager People and Culture

Disability Inclusion Action Plan

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Vision for Inclusion

Bogan Shire Council's vision is "Comfortable Country Living". Our mission is to provide a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

Bogan Shire Council has seven corporate values that guide our thinking, actions and decision making:

1. Having respect for other people

We treat everyone equally and work to build and maintain mutual respect amongst ourselves, as Shire staff and councillors, as well as with our customers.

2. Providing responsive customer service

We recognise that our main function is to serve our local community and we make every effort to deliver quality services in a way that meets, or exceeds, their expectations.

3. Taking pride in Nyngan and the greater Bogan Shire

We take pride in doing what we do well to make a difference for the benefit of the whole Bogan Shire community to preserve and improve our "comfortable country living".

4. Working together as a team to get things done

We build teams that work together in a positive and supportive way to get the job done. Teams know that they rely on each individual to do their part and we encourage healthy two-way feedback.

5. Being accountable for our decisions and actions

We accept responsibility for the decisions and actions that are taken on behalf of our community. Individually, all Council staff have ownership of their tasks and duties to make sure that we get the job done to the best of our ability.

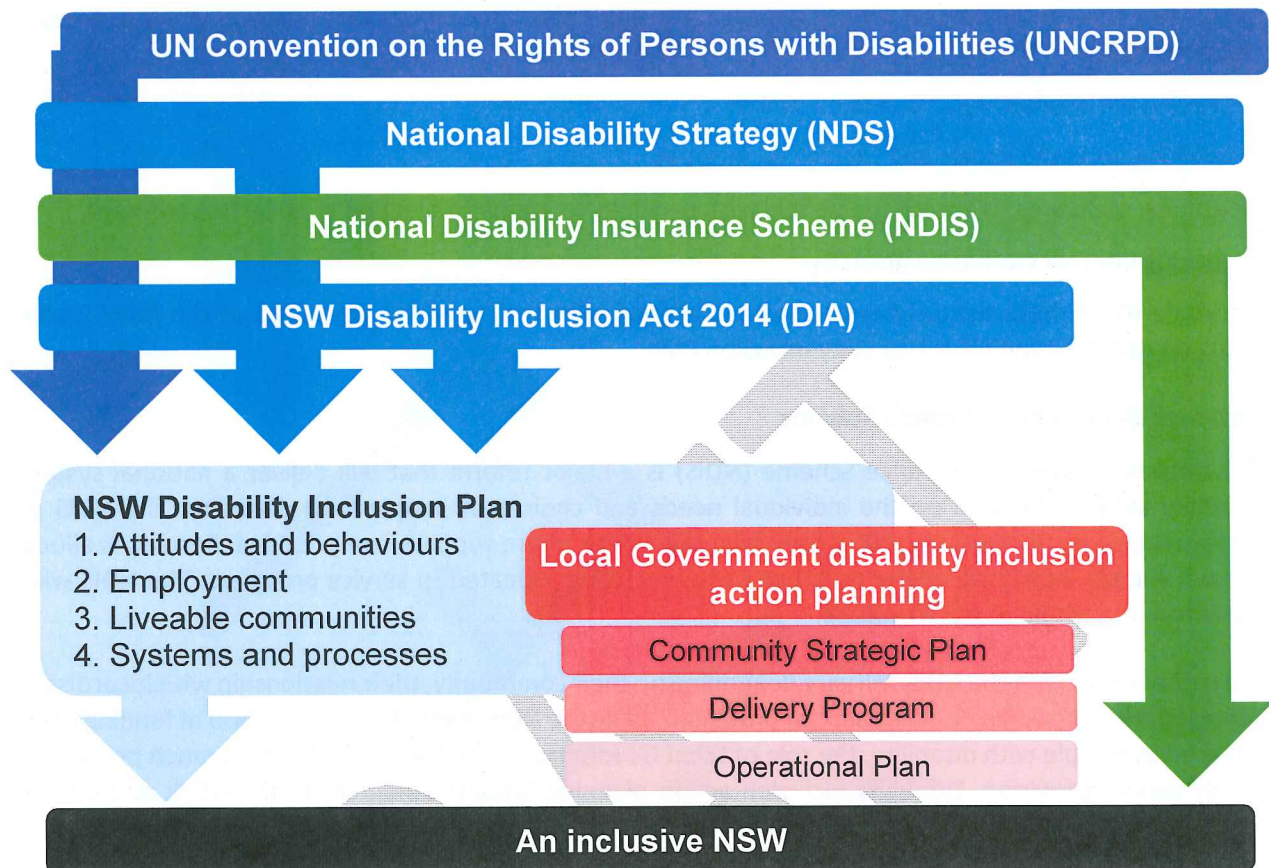
6. Acting with integrity and honesty

Our dealings are open and transparent. We can be trusted to do the right thing and we strive to provide the best value for money to the community, our customers.

7. Demonstrating strong leadership

Together with our community we have established a vision for the future of our Shire and we are committed to planning for and leading the achievement of our community's strategic goals.

Legislation and Policy



Source: Disability Inclusion Action Planning Guidelines Local Government.

International

United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), ratified by Australia in 2008, acknowledges that people with disability have the same human rights as those without disability.

This commits participating governments to ensure these rights can be exercised and that barriers are removed. The UNCRPD supports the social model of disability. This recognises that attitudes, practices and structures are disabling and can create barriers to people with disability from enjoying economic participation, social inclusion and equality which are not an inevitable outcome of their disability.

National

The NDS 2010-2020, developed in partnership by the Commonwealth, State, Territory and Local Governments, sets out a national plan for improving life for Australians with disability, their families and carers, to support the commitment made to the UNCRPD.

The NDS NSW Implementation Plan 2012-2014 was the NSW Government's initial two-year strategy to promote the principles of the NDS.

Local

The DIA also encourages planning and coordination across state and Local Government to reduce barriers for people with disability. It mandates Local Government to undertake disability inclusion action planning while recognising that disability action planning is not a new approach for some councils.

The DIA also builds on existing social equity requirements within the IP&R framework to strengthen Local Government commitment to inclusion, consultation and rights for people with disability.

It is essential to consider the diversity of people with disability in action planning for inclusion. 'People with disability' does not refer to a readily identifiable group, but to a wider community who may need support to fully participate in society, whether temporarily or throughout their lives. This might include, for instance, people with changing abilities due to ageing, people with a temporary illness or injury that affects their ability to participate, children with disability, Aboriginal and Torres Strait Islander people with disability, or people with disability from culturally and linguistically diverse backgrounds.

Bogan Shire CSP Goals

1. SOCIAL

GOAL:

An inclusive community that works together and is able to access services and opportunities to support our comfortable country living.

OUTCOMES:

- **Social and Cultural:** Our community enjoys and actively participates in our rich culture, social environment and communal vibe.
- **Community Centres:** Our community uses and values the educational, recreational and social opportunities provided by our community centres.
- **Inclusive Communities:** Children, older people and people with disabilities are supported, feel secure, valued and are engaged in our community.
- **Education:** Access to opportunities for education at all levels.
- **Public Health:** Our community has access to the medical services, facilities and programs it needs to enhance and protect our health.

STRATEGIES:

- Continue to support and create opportunities for community festivals, events and cultural activities through planning, marketing, direct involvement and various forms of assistance.
- Provide and maintain Nyngan Pool facilities to cater for a variety of users.
- Maintain and improve our parks, gardens and playgrounds to promote their use and enjoyment by the whole community and our visitors.
- Maintain and improve our sports grounds and active recreational facilities to promote the good health and well-being of the community through the diversity of sport and recreation on offer.
- Provide well maintained community halls and other similar facilities for community use.
- Provide well maintained Shire showground and equestrian facilities for community use.
- Provide opportunities for young people to be actively engaged in the development, design and planning of educational and other programs, services and infrastructure in which they are a stakeholder or user group.

5. CIVIC LEADERSHIP

GOAL:

Strong, transparent and effective governance with an actively engaged community to ensure we remain Fit For The Future.

OUTCOMES:

- Managing our Business: Effective and responsive management of Council's resources and activities to deliver on our goals and strategies.

STRATEGIES:

- Manage our people effectively to ensure Council meets its goals and can implement its mission and deliver on its vision.

Other legislation and standards informing council's work:

Commonwealth Disability Discrimination Act 1992

Commonwealth Disability (Access to premises-Buildings) Standards 2010

NSW Anti-Discrimination Act 1977

Carers Recognition Act 2012

Local Government Act 1993 and Local Government (General) regulation 2005.

Disability Snapshot Bogan Shire

According to the ABS Census 2011, 14.8 per cent of the population, or 309 people, living in the Bogan Shire identified as having a disability. Of that, 105 people, or 3.5 per cent of the population, identified as having a severe or profound disability.

101 of these people were living within the community; 43 of them were aged under 64 and 62 of them were aged 65 or over (comprising 11.5 pc of that population).

In June 2014, 6.1 per cent of the population, or 109 people, aged between 16 and 64 in the Bogan Shire received the disability support pension.

In September 2016 the Roads and Maritime Services had 77 registered holders of Mobility Parking Scheme permits, of which 64 were individual drivers and 11 belonged to organisations (2 were temporary).

Council Activity.

Council aims to ensure its services and events are accessible, and to provide opportunities for people with disabilities. Some examples include:

PAMP

Liberty Swing

Disability toilets and BBQ area at O'Reilly Park

Extra disability parking from six to a total of eight.

8. Showground and racecourse:

"Only one accessible toilet at the racecourse."

"More footpaths on the grassed area so wheelchairs can be pushed around."

9. Cycle ways:

"Uneven, grass and weeds growing or gravel, stones – tipping risk for wheelchairs"

"Bad access coming on and off pathways as wheelchair scrapes. Not a smooth area."

10. Designated parking for people with disability:

"In the main street not enough spots and in the bus the hoist opens and comes down onto the road, dangerous to take the wheelchair off"

"Not enough, difficult with nose in, particularly with the bus. The client in the wheelchair and the staff are on the road!"

"Not long enough space when unloading. I'm in the middle of the traffic lane to get off"

"Need more than just teamster's rest"

"There could be more parking, and shade over the area so when the wheelchair is getting organised the person doesn't get wet."

"Not always placed in the best spot. Still difficult to get out of the car, shut doors, access ramps. Need more spaces."

11. Footpaths:

"There is a real problem in the area north of the railway line. Many areas don't have footpaths, or only intermittent footpaths and there are elderly people with walking frames and gophers on the roads, with large trucks coming up behind them."

"Uneven, grass, weeds"

"Some are hard to access due to the gutter and the road meeting"

"These really need work! They need to be maintained so that we don't have to go on the roads"

12. Public toilets:

"Not enough length or width. Can't get a wheelchair in and shut door or staff can't get into help."

"Not big enough to cater for client, chair and designated support worker"

13. Airport:

"This is a disgrace. Nowhere to be able to sit and wait for a plane, no change tables etc. or suitable toilet facilities – there's a tin shack, that's about it. A vending machine for drinks and chips would be good as well."

More disabled parking, including parallel parking for larger vehicles which have back doors for access.
Sheltered disabled parking so wheelchairs can be organised without getting wet.

More seating in the main street.

3. Employment

Meaningful employment contributes to independence and feelings of self-worth. Opportunities to work in paid and volunteer roles are important. Local employment, especially for school leavers, is important for the long term future of the community.

Common themes and suggestion for change included:

Educate employers on the value of employing people with a disability

Provide more opportunities for meaningful employment for people with a disability

Provide accessible work places and volunteer opportunities

Ensure accessible recruitment practices – simple forms and language.

4. Service systems and processes

Some Council information is difficult to access and is only available in print format. Service information and processes don't allow for people with a range of disabilities.

Common themes and suggestion for change included:

Keep information simple

Ensure information is provided in a variety of formats

Utilise other information providers such as the Carer's Community Hub.

2. Liveable communities

Strategic Goal: To have safe and accessible community facilities.

Issue	Action	Activities	Measurement	Responsibility	Timeframe	Community Strategic Plan Link
No disabled access toilet and change facility at Larkin Oval	Review, evaluate and provide budget where required	Arrange for quotes to modify existing facilities or build new one.	Accessible toilet and change facilities at Larkin Oval	Manager Development & Environmental Services	2018	1.3.4 1.2.3
		Source funding for additional unisex public toilets and change facilities				
No disabled access toilet at Frank Smith Oval	Review, evaluate and provide budget where required	Arrange for quotes to modify existing facilities or build new one.	Accessible toilet and change facilities at Frank Smith Oval	Manager Development & Environmental Services	2018	1.3.4 1.2.3
		Source funding for additional unisex public toilets and change facilities				
No disabled access toilet at Rotary Park	Review, evaluate and provide budget where required	Arrange for quotes to modify existing facilities or build new one.	Accessible toilet and change facilities at Rotary Park	Manager Development & Environmental Services	2018	1.3.4 1.2.3
		Source funding for additional unisex public toilets and change facilities				
No disabled access toilet in Palais Theatre	Review, evaluate and provide budget where required	Arrange for quotes to modify existing facilities or build new one.	Accessible toilet and change facilities in Palais Theatre	Manager Development & Environmental Services	2018/19	1.3.4 1.2.4

			Source funding for additional unisex public toilets and change facilities Audit Council buildings and facilities to ensure accessibility requirements						
No ramp access into the Palais Theatre, or onto the stage.	Review, evaluate and provide budget where required	Arrange for quotes to modify existing facility.	Accessible entry point and stage	Manager Development & Environmental Services	2018/19	1.3.4 1.2.4			
No shade over the Liberty Swing	Review, evaluate and provide budget where required	Arrange for quotes to install shade cover over the Liberty Swing	Appropriate Shade over the Liberty Swing.	Manager Development & Environmental Services	2018	1.3.4 1.2.2 3.3.1			
Front counter in the Bogan Shire Council administration building too high for wheelchair users to see over	Review, evaluate and provide budget where required	Design and modify an accessible front counter	An accessible front counter	Manager Development & Environmental Services	2018	1.3.4 1.2.4			
Need more paths across grassed area at showground and racecourse for wheelchair access	Review, evaluate and provide budget where required	Investigate ways to make grassed areas more accessible and build pathways	An accessible showground and racecourse	Manager Engineering Services	2018-2020	1.3.4 1.2.5			
Uneven pathways, littered with grass and stones (wheelchair tipping risk), and dangerous exit/entry points (wheelchair scraping risk).	Review, evaluate and provide budget where required	Maintain and repair existing pathways.	Accessible and safe footpaths	Manager Engineering Services	2018/19	1.3.4 2.1.1			

3. Employment

Strategic Goal: Enhance employment of people with a disability within Council						
Issue	Action	Activities	Measurement	Responsibility	Timeframe	Community Strategic Plan Link
People with Disabilities are encouraged to apply for employment at Council and to feel included.	Review, evaluate and provide budget where required	Conduct and respond to staff disability inclusion survey	Survey completed by staff and results collated	Manager People & Culture	2017	1.3.4
	Review, evaluate and provide budget where required	Develop Council's Workforce Management Plan to include best practise guidelines for inclusion	Workforce Management Plan includes best practise guidelines for Inclusion	Manager People & Culture	2017	1.3.4 5.2.4
	Review, evaluate and provide budget where required	Review recruitment processes, forms and language for accessibility	Recruitment forms and processes are easy to understand by all.	Manager People & Culture	2017/18	1.3.4 5.2.2
	Review, evaluate and provide budget where required	Work with disability employment organisations and schools to identify opportunities for employment and work experience	Relationships established with local disability employment organisations and schools, and work experience offered where appropriate.	Manager People & Culture	ongoing	1.3.4 1.3.2 1.4.1 1.4.2 5.2.2

Risk Assessment

No.	Description of Risk	Potential Consequences	Initial Risk Rating (High, Medium, Low)	Control Measures	Residual Risk
1.	Councils Disability Inclusion Action Plan	Unattainable objectives Unrealistic timeframes	H	Councils DIAP should be realistic and reflect attainable strategic objectives. (SMART) Regular review and reporting on goals and targets by management executive	M
2.	Human Resourcing	Insufficient resourcing to deliver strategy Inexperienced staff Lack of technical expertise on subject matter Staff Turnover (loss of strategic, intellectual knowledge) Recruitment	H	Council to allocate sufficient staff so goals are achievable. Training options to be considered and provided if necessary. Council to engage third-party consultants if required. Knowledge of DIAP to be shared across departments Works program to consider need for additional staffing throughout project life.	L
3.	Financial	Inaccurate works estimates Limited budget allocation Costs exceeding usage (patronage)	H	Detailed costing estimates to be provided prior to commencement of any works Financial allocations for intended works to be budgeted in advance of financial year. All work costing to be regularly reviewed at budget review meetings Council should provide cost benefit analysis per venue	M
4.	Asset (existing structures)	Current asset conditions may require additional works Insufficient budget allocation Unlicensed Works Defective works	H	Detailed site inspections to be undertaken prior to works. CBA to be undertaken to establish whether refurbishment or replacement of existing structure is required	L
5.	Liability (public)	Works not constructed to BCA/ Australian Standards	M	Only licenced tradesperson to perform work Works to be inspected and cleared prior to use by community All works to be done in accordance with Codes and Standards. All designs and certifications to be recorded in TRIM	L



**Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

REPORT TO THE ORDINARY MEETING OF COUNCIL – CORPORATE SERVICES

Mayor and Councillors

The following reports are submitted for consideration:-

1 BANK RECONCILIATION

Summary:-

The report is to present the reconciliation of Council's Cash Book, Bank Statements and Ledger Bank Account as at 28 February 2017.

1.1 Introduction

The purpose of this report is to present the reconciliation of Council's Cash Book, Bank Statements and Ledger Bank Account as at 28 February 2017.

1.2 Background

The presentation of the reconciliation of Council's cash book, bank statements and ledger bank accounts is not a requirement of any Act, however historically it has been provided for the information of Councillors.



**Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

Bank Reconciliation for February 2017		
Council General Fund		
Bank Statement Balance	\$	100,000.00cr
Add Deposits not yet received	\$	2,918.01cr
Less Unpresented Payments	\$	25,971.00dr
Balance as per Council	\$	96,947.01 cr
Represented by the following in Council Ledgers		
Account		
19001.8000.8000	\$	96,947.01cr
Difference	\$	0.00

1.3 Recommendation

That the Bank Reconciliation Report as at 28 February 2017 be received and noted.



Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017

2 INVESTMENTS FEBRUARY 2017

Summary:-

- *The report is to outline the performance of Council's Investment Portfolio for the month of February 2017.*
- *At the 28 February 2017 Council had \$10.7 million invested. There has been a increase of \$502,288 to Council's investments since the January 2017 report due to receiving the third quarter FAG Grant instalment, RMS Flood grants being received and Council's third instalment of Rates being paid.*

2.1 Introduction

The purpose of this report is to outline the performance of Council's investment portfolio for the month of February 2017.

2.2 Background

In accordance with Clause 212 of the Local Government (General) Regulation 2005 a report must be presented to the Council setting out details of all the money that the Council has invested under section 625 of the Act.

2.3 Discussion

The Investment Report for February 2017 is shown below. At the 28 February 2017 Council had \$10.7 million invested. There has been a increase of \$502,288 to Council's investments since the January 2017 report due to receiving the third quarter FAG Grant instalment, Council's third instalment of Rates being due and RMS Flood Grant's being received.

All money has been invested in accordance with Council's Investment Policy.

Consideration of this report means that Council is complying with the Local Government (General) Regulation 2005.



**Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

Investment Movements for February 2017

It is hereby certified that these investments have been made in accordance with the Local Government Act 1993 and the Regulations thereto.

Bogan Shire - Investment movements for February 2017							
REF	Source	Maturity	Days	% rate	Interest	Bal 31/01/2017	Bal 28/02/2017
3204	NAB	11-Jun-17	270	2.650%	19,603	1,000,000.00	1,000,000.00
1203	NAB	17-Mar-17	180	2.650%	13,068	1,000,000.00	1,000,000.00
4608	NAB	1-Aug-17	180	2.600%	26,000	2,000,000.00	2,000,000.00
7985	NAB	08-Aug-17	365	2.850%	79,800	2,800,000.00	2,800,000.00
516	NAB	29-Aug-17	365	2.760%	27,600	1,000,000.00	1,000,000.00
6894	NAB Professional Funds		At Call	1.900%		2,428,666.80	2,930,955.09
	Balance securities held					10,228,666.80	10,730,955.09
	Ledger Balance					10,228,666.80	10,730,955.09
	Summary by institution						
	NAB					10,228,666.80	10,730,955.09

2.4 Recommendation

That the Investments Report for the month of February 2017 be received and noted.



**Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

3 SUMMARY OF RATES & ANNUAL CHARGES COLLECTION

Summary:-

- *The report is to provide a comparison of rate collections as at 28 February, 2017, with the same period last year.*
- *Total arrears have increased from \$463,851 at the 28 February 2016 to \$554,879 as at 28 February this year.*
- *Council has stepped up its debt collection processes to reduce these arrears in line with Council's Debt Collection Policy.*

3.1 Introduction

The purpose of this report is to provide a comparison of rate collections as at 28 February 2017 with the same period last year.

3.2 Discussion

This report is provided for the information of Councillors.

Rate Collections	2016-2017	2015-2016
Arrears Prior to 01/07/2016	249,636	227,034
First Instalment Outstanding as at 28/02/2017	42,290	26,486
Second Instalment Outstanding as at 28/02/2017	59,374	50,614
Third Instalment Outstanding as at 28/02/2017	203,579	159,717
Fourth Instalment Outstanding as at 28/02/2017	929,682	914,090
Total Arrears	554,879	463,851
Total Outstanding	1,484,561	1,377,941
Monthly Transactions		
Amount Levied & B/Fwd	5,002,959	4,955,347
Add: Adjustments	14,504	9,400
Less: Payments to end of January	-3,453,919	-3,506,253
Less: Rebates	-81,923	-83,599
Add: Postponed	2,940	3,046
Gross Total Balance	1,484,561	1,377,941
Arrears of total amount levied %	11%	9%



**Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

Total arrears have increased from \$463,851 at the 28 February 2016 to \$554,879 as at 28 February this year.

As at the 9 March 2017 the totals arrears have decreased to \$472,768 which is more in line with last years report. This is due to the timing of payments from ratepayers.

Council has continued to try to reduce these arrears in line with Council's Debt Collection Policy.

Each instalment amounts to approximately \$1,251,000.

(Total Rates, Waste, Water & Sewer Access Charges)

Council has collected \$22,602 less than at the same time last year, however by the 9 March Council had collected another \$86,349.

3% of rates were unpaid on the first instalment.

5% of rates were unpaid on the second instalment.

16% of rates were unpaid on the third instalment this has reduced to 10% by the 9 March.

3.3 Recommendation

That the Rates and Annual Charges Collection Report as at 28 February 2017 be received and noted.



Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017

4 WRITE-OFF UNRECOVERABLE DEBT

Summary:-

- *The purpose of this report is to request Council to write-off some unrecoverable debt.*
- *In Council's Delegation Policy AP006 all general bad debts required to be written off require a report to Council.*

4.1 Introduction

The purpose of this report is to request Council to write-off some unrecoverable debt.

In Council's Delegation Policy AP006 all general bad debts required to be written off require a report to Council.

4.2 Discussion

Debtor 389.01 Outstanding Account \$1106.38.

The original debt was for \$267.50 for the hire of a crane truck in 2013.

After not receiving payment during Council's normal collection processes, Council has had this debt in the hands of the Debt Collection Agent since March 2015 as per Council's Debt Recovery Policy.

The debt has now grown significantly due to legal costs incurred. Judgement was entered on the debt for \$806.18 in October 2015 and a Writ was issued to possess goods on the property. This has also been unsuccessful. Six months ago Council put a hold on any more debt collection processes to ensure the debt did not grow any further and to wait and see if the Debt Collection Agents were successful by any other means.

This has been an unsuccessful process and any further debt collection processes would only increase the debt and it still may be unrecoverable.

4.3 Recommendation

Council writes off the debt - Debtor 389.01 - \$1106.38.

Stephanie Waterhouse

Finance Manager



**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

REPORT TO THE ORDINARY MEETING OF COUNCIL – ENGINEERING SERVICES

Mayor and Councillors

I submit the following report for consideration:-

1 OPERATIONAL REPORT

1.1 Civil Works

Work undertaken during the reporting period of the 13 February 2017 to 10 March 2017 consisted of the following:

- Continuing construction of a concrete cycleway near Rotary Park and Railway Bridge.
- Assisted with the replacement of condemned power/light poles at the Nyngan Tennis Courts.
- Completed repairs to the Nyngan Cemetery Toilets.
- Completed levee drainage works near the Golf Club.

1.2 Community Facilities

Work undertaken by Council's Community Facilities during this reporting period consisted of the following:-

- Repairs to the irrigation system at the Junior League Oval.
- Mowing and maintenance of ovals and reserves.
- Cleaning of town facilities.
- Cleaning and sweeping of the Nyngan CBD.
- Preparing for private functions.
- Cleaning and maintenance of town streets and nature strips.
- Cleaning of town streets gutters and culverts.
- Digging and backfilling of graves.



**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

1.3 Roads

The work undertaken during this reporting period by Works Crews consisted of the following:-

No.	Name	Comments
7514	Cockies Road	Maintenance grading completed.
10	Pangee Road	Maintenance grading completed.
21	Gongolgon Road	Maintenance grading completed.
77	Tubbavilla Road	Resheeting continuing.
	Nyngan towns streets	Shoulder sealing/resealing continuing.
MR 228	Hermidale Nymagee Road	2km of construction completed.
78	Okeh Road	Patch grading completed.
17	Booramugga Road	Maintenance grading commenced.
81	Benah Road	Maintenance grading completed.
64	West Bogan Road	Flood Damage repairs completed.
39	Hickey's Road	Maintenance grading completed.
22	Moonagee Road	Flood Damage repairs commenced.
MR 424	Monkey Bridge road	Maintenance grading commenced.
40	Plummer's Road	Maintenance grading commenced.
77	Tubbavilla Road	Maintenance grading commenced.



**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

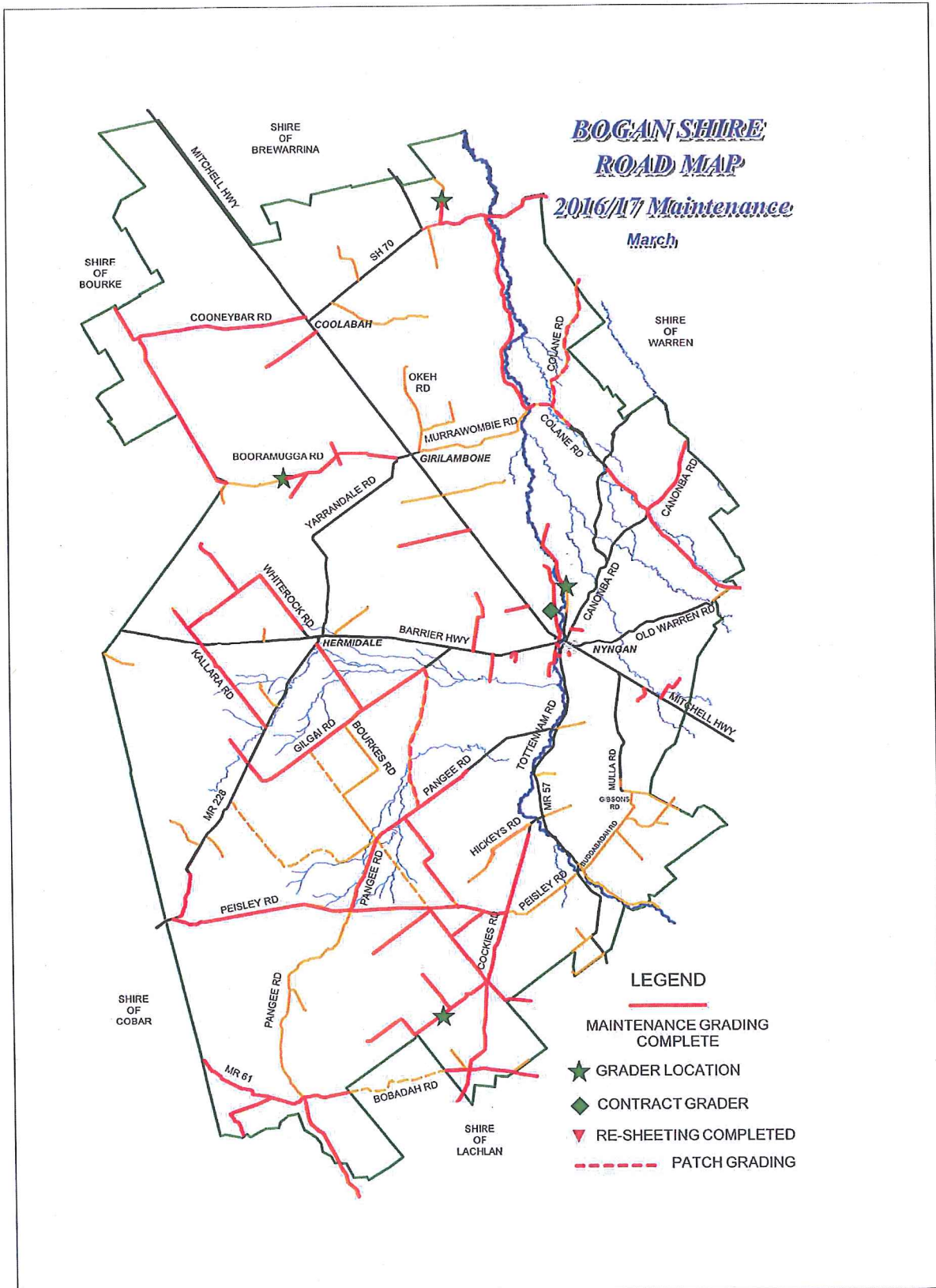
The works program for the remainder of March and the beginning of April includes but is not limited to the following works:-

- Completing the Rotary Park Cycleway.
- Commencing construction of the new dressing sheds at Larkin Oval.
- Completing the re-sheeting of the following roads - Monkey Bridge Road, Tubbavilla Road and Merryanbone Road.
- Heavy patching of flood damaged sections of Hermidale Nymagee Road and Tottenham Road.
- Commencing the rehabilitation of 1.9km of the Mitchell Highway near the property of Adavale Highway's.
- Rehabilitation of 2km of Colane Road.
- Shoulder grading on the Mitchell Highway Coolabah.

1.4 Recommendation

That the Operational Report for the reporting period of 13 February 2017 to 10 March 2017 be received and noted.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**





Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017

2 WATER SUPPLY & SEWERAGE BUSINESS: FINANCIAL PLAN

Summary:-

- *The purpose of this report is to present the 2017 Water Supply and Sewerage Business: Financial Plan to Council for adoption.*
- *It is recommended that the 2017 Water Supply and Sewerage Business: Financial Plan to Council be adopted.*

2.1 Introduction

The purpose of this report is to present the 2017 Water Supply & Sewerage Business: Financial Plan to Council for adoption.

2.2 Background

Council adopted the existing Strategic Business Plan for Water and Sewerage in April 2011. This Plan set out the capital works requirements for Council's water and sewerage infrastructure from 2011 to 2037 together with the associated level of billing from fees and charges required to fund these works.

The Plan indicated that typical bills for the water supply business needed to increase by 75% in real terms and was the basis for the significant increases in Council's water fees and charges between 2011/12 and 2013/14. Sewerage fees and charges were also increased during this period but not by as much.

One of the key infrastructure assets considered by the Plan was Nyngan's water treatment plant which was built in 1942 with an upgrade in 1983. Council's 2011 Plan indicated that the plant would reach the end of its operating life and need replacement by 2039 with some significant work needed by 2017 to keep it operational until then.

Given the passage of time since the 2011 Plan, and following discussion on the potential cost of piping the Albert Priest Channel, the General Manager arranged for the preparation of a new Strategic Business Plan for Water and Sewerage in late 2016. This draft Plan is attached to this report.



**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

2.3 Discussion

In preparing the 2017 Plan Council's consultants and engineering staff reviewed the required capital works and determined that estimated expenditure in the 2011 Plan could be reduced by \$3.3 million. This was achieved mainly by excluding new water treatment plants for the village water supplies and reviewing plans and estimates for automation of valves and the upgrading of mechanical and electrical equipment at the Nyngan Water Treatment Plant. Considerable renewal works are still being carried out this financial year at the Nyngan Plant with Council having approved a budget of \$830,000 for these works.

A key feature of the 2017 Plan is that it incorporates the various capital scenarios tabled in the draft Business Plan for the Nyngan and Cobar Water Security Project. These scenarios and the required median total residential bill to support them are included in the next section.

The 2017 Plan documents the outcomes of financial modelling of Council's water supply and sewerage 30 year capital works plans using FINMOD software. It is compliant with the Department of Primary Industries, Office of Water guidelines, and includes all foreseeable costs and income and achieves the lowest uniform level of stable typical residential bill to meet the levels of service required.

Water Supply Fund Modelling:

- Financial modelling shows that the current Typical Residential Bill (TRB) of \$1,168 per annum is sufficient to fund the reviewed current works program without the need for increases in water charges over the next five to six years. Thus the existing tariff can be held at its current level, subject to annual review, which will effectively reduce the TRB to \$1,004 (in 2016/17 dollars) over this period through the effects of inflation.
- Compared to this base case, modelling shows a significant increase in billing if the full range of additional water security infrastructure is constructed. Thus, the required TRB is between 2.6% & 16.4% higher than the base case, depending on what is built and when it is built. However, because the current TRB is already at the required level, if the full range of water security infrastructure is constructed the current TRB can be maintained in real terms with only inflation-based increases required.



**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

The following table illustrates this:

Capital Works Scenario	Description	Median TRB (2016/17 dollars)	% Increase above base case
A	Water Capex 2016 base case including Storage 1a	\$1,004	
B	Scenario A + Storage 1b	\$1,030	2.6%
C	Scenario B + Storage 1c	\$1,083	7.9%
D	Scenario B + APC Pipeline	\$1,125	12.1%
-	(Current TRB)	\$1,168	16.3%
E	Scenario C + APC Pipeline + Borefield Investigation	\$1,169	16.4%

Modelling Notes

The water fund modelling is very complex, and a number of assumptions were made:

- Modelling aims to fund depreciation.
- Renewals - The majority of works undertaken at the Water Treatment Plant are classified as renewals as existing equipment is being replaced and no real increase in treatment capacity is proposed.
- Asset base for future water security is only 32% attributable to Bogan Shire Council therefore Council funds only 32% of depreciation while 68% is attributable to Cobar Water Board.
- The high levels of cash and reserves being maintained in the FINMOD model are necessary to fund the longer-term depreciation that is forecast in the 125 year financial model in the business case.
- The FINMOD modelling differs from the modelling undertaken for the Water Security Business Case. The business case includes a 125 year long run financial model, which determines the long run price of raw water, funding the full renewal of assets.



**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

Compound interest from invested reserves contributes a significant proportion of the required funds. As such, the modelling in the business case applies to the water security infrastructure only and does not consider the total water business.

Sewerage Fund Modelling:

- Council is in the fortunate position that many renewals were undertaken following the 1990 flood, and are not required over the next 30 year life of the Plan.
- The modelling shows that for the current situation, the TRB is sufficient to fund the reviewed current works program without the need for increases in sewerage charges over the next six to seven years. Thus the existing tariff can be held at its current level, subject to annual review, which will effectively reduce the TRB to \$411 (in 2016/17 dollars) over this period through the effects of inflation.

2.4 Attachment

Draft 2017 Water Supply and Sewerage Business: Financial Plan – included in the mailout and on Council's web site.

2.5 Recommendation

That the 2017 Water Supply and Sewerage Business: Financial Plan be adopted.



**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

3 NYNGAN SHOWGROUND AND RACECOURSE IMPROVEMENTS

Summary:-

The purpose of this report is for Council to consider the requested improvements to the Nyngan Showground and Racecourse as discussed at the Showground Users Advisory Group Meeting held on 10 October 2016.

3.1 Introduction

The purpose of this report is for Council to consider the requested improvements to the Nyngan Showground and Racecourse as discussed at the Showground Users Advisory Group Meeting held on 17 October 2016.

3.2 Background

At the October 2016 Showground Users Advisory Group Meeting, Council was asked to consider various improvements to the facilities from all users. Council has allocated \$10,000 in this year's budget for improvements at the showground and racecourse along with a carry over of \$8,000 for improvements to hard sections of the race track.

3.3 Discussion

The requested items follow with estimated costs.



**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

Racecourse	Estimated Cost	Budget	Comment
Security fence from track to Wye Pavilion for Duck Creek Races	\$5,500		
Track improvements	\$8,000	\$8,000	Funded 2015/16
Extension of three phase power to race track fence for Duck Creek Races band.	\$2,000		
Summary			
Showground	Estimated Cost	Budget	Comment
Permanent shelter at the three entrance gates	\$7,200		
Reinforce Wye Pavilion stands	\$1,000		
Road base for Ag Expo machinery display area	\$3,000		
Unallocated		\$10,000	
	\$26,700	\$18,000	

More picnic tables were also requested and the average cost of a better quality table is between \$900 and \$1,200 each.

There were a few other requests that are of a minor nature and have been, or will be carried out under operational costs.

4.4 Recommendation

For Council's Consideration.

Graeme Bourke
Manager Engineering Services



**Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

REPORT TO THE ORDINARY MEETING OF COUNCIL – DEVELOPMENT AND ENVIRONMENTAL SERVICES

Mayor and Councillors

I submit the following reports for consideration:-

1 DEVELOPMENT APPLICATIONS

1.1 Introduction

Five (5) Development Applications have been approved since Council's February 2017 Meeting.

DA NUMBER	APPLICANT	ADDRESS	DESCRIPTION	VALUE (\$)	PROGRESS
2014/001	Dr Ryan Heggie	Canonba Road, NYNGAN	Hangar	64,000	Applicant advises that the DA will continue subject to lease negotiations.
2016/015	WR Nominees	Lot 101 Lawlor Street, NYNGAN	Change of Use	15,000	Additional report provided on Fire Safety Upgrades prior to Christmas. Under Assessment.
2016/016	Terry Lyons	Lot 2 DP 939430 Nyngan Street, Hermidale	Refurbishment of shed and extension	100,000	Additional information required from applicant.
2016/022	AGL c/- David Bloomfield	876 Barrier Highway, Nyngan	Viewing Platform for Solar Farm	350,000	Approved.
2016/031	Mr KD Murphy	50 Oatley Street, Nyngan	Shed	50,000	Significant variation to DCP 2012 – awaiting outcome from DCP amendments.
2016/036	Taylor Made Buildings	1881 Hermidale – Nymagee Road, Hermidale	Transportable Dwelling	121,580	To be finalised.



**Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

2017/002	Dr R Heggie	80-82 Pangee Street, Nyngan	Business Signage and Refurbishment	1,000	Approved.
2017/003	AS Couley & CL Hayes	56 Tottenham Road, Nyngan	Single Dwelling	6,000	Approved.
2017/004	SL Black & CL Sullivan	90 Cannonbar Street, Nyngan	Shed	13,300	Approved.
2017/005	Bruce Jordon	16-24 Old Warren Road, Nyngan	Shed	11,000	Approved.

1.2 Recommendation

That the Development Application Report since Council's February 2017 Meeting be received and noted.



**Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

2 OPERATIONAL REPORTS

2.1 Introduction

The purpose of this report is to outline the key works undertaken since Council's February 2017 meeting by the Parks and Gardens Team and the Noxious Weeds Officer.

2.2 Discussion

Key works that have been undertaken by the Parks and Gardens Team consisted of the following:-

- Routine maintenance duties including whipper snipping, mowing, weed removal, edging and manual watering of:-
 - Heritage Park (1 & 2)
 - O'Reilly Park
 - Davidson Park
 - Vanges Park
 - Teamsters Rest
 - Flood Memorial Rest Area
 - Nyngan Cemetery
 - Council Administration Building
 - Moonagee Street Park
 - Early Learning Centre
 -
- Completion of play equipment ("Chopper") to replace the older equipment within O'Reilly Park.
- Trimming of Pangee Street London Plane trees and Kangaroo Paw to maintain pedestrian and traffic safety.
- Reinstate grass on a grave in the lawn cemetery where vehicles were cutting the corner of the access road.
- Assist in rectifying the ELC irrigation system to increase coverage.
- Replacement of solenoid batteries and damaged sprinkler heads within the Pangee Street garden beds.



**Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

Key works that have been undertaken by the Noxious Weeds Officer consisted of the following:-

- Spaying of Tennis Courts and Council Chambers.
- Spraying of fire break around the Nyngan Aerodrome.
- Spraying of woody weeds off Budabadah Road.
- Spraying of woody weeds off Yarrandale Road.
- Spraying of woody weeds off Hermidale-Nymagee Road.
- Spraying of blue heliotrope off Hermidale-Nymagee Road.
- Attendance at the Macquarie Valley Weed Advisory Committee Meeting.
- Educational talk at Girilambone Public School.
- Road inspections.

2.3 Recommendation

That the Operational Report, including Parks and Gardens and Noxious Weed since Council's February 2017 Meeting be received and noted.



Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017

3 MOBILE FOOD AND DRINK VENDING VEHICLES LOCAL POLICY

Summary

- Following the Council resolution from 23 February 2017, a draft policy to control the establishment of mobile food vending vehicles is presented to Council for consideration.
- It is recommended that the policy be placed on public exhibition for a minimum of 28 days and Council consider any submission prior to final adoption.

3.1 Introduction

A report was presented to the 23 February 2017 Council Meeting with the resolution made as follows:-

031/2017 – RESOLVED that Council introduce a policy to control the establishment of mobile food and drink vending vehicles in the Shire and this policy be present at the March meeting for consideration.

3.2 Discussion

A policy to control the establishment of mobile food and drink vending vehicles in the Shire is provided for consideration.

In review of the policy, Council should consider the following:-

- Use of public land, parking areas and Council managed reserves;
- Location and time restrictions including the CBD area, if any;
- Environmental impacts on residential amenity, litter and traffic; and
- Public health control and approvals.

3.3 Attachments

Attachment 1 – Bogan Shire Mobile Food and Drink Vending Vehicles Local Approvals Policy.



**Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

3.4 Recommendation

It is recommended that Council proceed to place the Bogan Shire Mobile Food and Drink Vending Vehicles Local Approvals Policy on public exhibition for a period of not less than 28 days in accordance with s160 of the Local Government Act 1993 and once all submissions are received after this period, proceed to consider a further report on the policy.

POLICY DES005

BOGAN SHIRE MOBILE FOOD AND DRINK VENDING VEHICLES LOCAL APPROVALS POLICY



Adopted by Council Resolution xxxxx 2017

1. PURPOSE

The purpose of this Policy is to provide the framework for the operation of Mobile Food Vending Vehicles within the Bogan Shire Local Government Area. The Policy sets out the relevant legislative requirements for safe food handling and preparation practices and establishes vending parameters for applicants.

The purpose of the Policy is to supplement provisions of the *Local Government Act 1993*, the *Local Government (General) Regulation 2005*, and the *Food Act 2003*.

The Approvals Policy is divided into three parts in accordance with the requirements of the *Local Government Act 1993 (s158)*:

Section 3 of the Policy specifies any exemptions from this Policy;

Section 4 of the Policy specifies the criteria which Council must consider when determining whether or not to grant approval for a particular activity; and

Section 5 of the Policy specifies other matters relating to approvals not dealt with by the *Local Government Act 1993*, the *Local Government (General) Regulation 2005*, the *Food Act 2003* or the *Food Regulation 2010*.

1.1 Objective

The Policy aims to:

- (a) Ensure the Mobile Food Vending Vehicles operate in accordance with the rules and restrictions within lawful parking spaces on Council-owned roads;
- (b) Ensure Mobile Food Vending Vehicles operate in accordance with the approval for off-street trading sites in public places;
- (c) Ensure that food sold through Mobile Food Vending Vehicles is safe and fit for human consumption;
- (d) Provide guidance and assistance for people wanting to operate Mobile Vending Vehicles within the Bogan Shire Local Government Area;
- (e) Ensure the construction, fitting out and facilities for cleaning utensils, articles, fittings and appliances in vehicles are adequate for food preparation;

2.5 Definitions

- (a) A Mobile Food and Drink Vending Vehicle is any registered vehicle used on land that is either self-driven, or that can be towed down Council-owned roads and that is used in connection with the sale of food.
- (b) Mobile Food and Drink Vending Vehicles that are used for on-site food preparation (e.g. hamburgers and pizzas) and one-step food preparation (e.g. popcorn, fairy floss, coffee, fresh juice) and the sale of any type of food, including pre-packaged food and drink.
- (c) All Mobile Food and Drink Vending Vehicles requires Section 68 approval issued by its 'home' Council prior to operating in any public place.
- (d) The criteria for approval to be used in the assessment of a Mobile Food and Drink Vending Vehicles will include all the relevant provisions contained in the approved standards as set out in Part 2 & 3 of this Policy, the *Food Act 2003*, and the *Food Standards Codes*.

3. EXEMPTIONS FROM APPROVAL

3.1 Exemptions under the Policy

There are no exemptions from the necessity to obtain approval under this Policy for Mobile Food and Drink Vending that is used for the sale of food and drink in public places within the Bogan Shire Local Government Area.

4. COUNCIL APPROVAL REQUIREMENTS

Council must consider the criteria as outlined in this Policy when determining applications for Mobile Food and Drink Vending approvals to operate within the Bogan Shire Local Government Area.

- c) The vehicle must meet relevant design and layout standards to ensure food safety requirements are met. Examples food types include tea, coffee, drinks, cakes, sweets, frozen yoghurt, pre-packaged ice-cream, soft serve ice-cream or other similar foods.
- d) **Trading conditions:** Each Category 1 Food Vehicle can trade in public places in accordance with this policy. Please refer to section 4.5 "Locations" of this Policy for further details.
- e) **Public Liability Insurance** cover to the value of \$20,000,000.

Category 2 – Food Vehicles

- a) **Retail Items:** There are no restrictions to the menu for Category 2 food vehicle approval and includes the service of any potentially hazardous food. This vehicle can be a mobile kitchen and must have access to an approved fixed premises or commercial kitchen. Examples of the types of food this category can serve include pasta, pizzas, flame-grilled meats, stir fry noodles, grilled skewers, fish and chips, or other similar foods.
- b) **Trading conditions:** Each Category 2 food vehicle can trade in public places. Please refer to section 4.5 "Locations" of this Policy for further details.
- c) **Concept design:** Operators wishing to apply for a Category 2 approval must also submit a concept design of their vehicles including floor layout which must comply with the Food Act 2003.
- d) **Public Liability Insurance** cover to the value of \$20,000,000.

4.3 Applications for Approval

A completed Section 68 Application form with the accompanying fee and supporting documentation (including a completed Operational Plan of Management) must be provided to Council. This application must be approved by Council prior to operating either a Category 1 or 2 Food Vehicle in the Bogan Shire Local Government Area.

- (i) Failure to adhere to any condition of approval and/or legislative requirement may result in modification, suspension or revocation of the approval, in addition to prosecution or the issue of fines.

4.6 Locations

A Mobile Food and Drink Vending Vehicle (s68) approval entitles operators to trade in the following locations:

a) On and Off Street vending

- All approved Mobile Food and Drink Vending Vehicles are permitted to operate on Council-owned roads and public places within existing lawful car parking spaces, subject to the exclusions noted within this Policy. The operation of a Mobile Food and Drink Vending Vehicle must also comply with the local car parking restrictions of that parking space. Vehicles must not park on the footpath or on driveways.
- A maximum of two (2) Mobile Food and Drink Vending Vehicles are permitted to trade on the same lawful car parking space at different times within the same 24 hour period.
- Mobile Food and Drink Vending Vehicles must arrive fully equipped at all trading locations and are not permitted to receive any deliveries.

b) Excluded Locations

- Mobile Food and Drink Vending Vehicles are not permitted to trade on any land without prior consent from the landowner. This includes Road Reserves managed by Roads and Maritime Services and Bogan Shire Council, Council Managed Parks and Reserves as well as those sporting organisations/clubs (or equivalent) operating from time to time within these Reserve/s.
- Mobile Food and Drink Vending Vehicles are not permitted to trade within accessways / driveways into parks, reserves or private property.
- Mobile Food and Drink Vending Vehicles are not permitted to trade within 100 metres of existing food retail businesses during the normal operating hours of these business or as otherwise detailed within the conditions of approval.
- All areas outside of the Bogan Shire Local Government Area are excluded from any approval issued by Bogan Shire Council.

- Should food preparation or storage used in conjunction with the Mobile Food and Drink Vehicle be undertaken in a separate premises within the Bogan Shire Local Government Area, a Development Approval must also be obtained from Bogan Shire Council. This separate premises must also comply with the Food Act, Food Standards Code and AS4674.
- Food labelling requirements must be met and implemented at all times including food name, business details, batch ID, allergen/s, warning information and date marking. More information on labelling requirements can be obtained from the NSW Food Authority.
- Compliance with the NSW Food Act 2003 is mandatory and failure to comply may result in penalty infringement notices being issued or possible prosecution

6. IMPLEMENTATION

The Development & Environmental Services Division of Council will administer the Policy.

7. REVIEW

This policy will be reviewed by Council every 3 years.

4 NYNGAN WASTE AND RESOURCE RECOVERY FACILITY OPERATIONAL REPORT

Summary:-

The report is submitted for Council to consider the operations of the Nyngan Waste Facility and the hours of operation since commencement of trading with charges from 5 January 2017.

4.1 Introduction

The purpose of this report is for Council to review and consider the operations of the Nyngan Waste Facility including hours of operation since trading with charges from 5 January 2017. The report is supported by data captured during transactions onsite since 5 January 2017.

Current hours of operation adopted by Council are as follows:-

- Monday, Thursday & Friday: 9.00am - 12 noon & 2.00pm – 4.30pm
- Saturday & Sunday: 7.30am – 12 noon & 1.00pm – 4.30pm

Closed Tuesday, Wednesday and Public Holidays.

It is important to note that Council's EPA Licence permits operating only between 6am and 6pm Monday to Sunday.

4.2 Discussion

Following implementation of operating hours in November 2016 and charges in January 2017, data has been captured to enable Council staff to review usage of the Nyngan Waste Facility as well as common waste products brought to the facility.

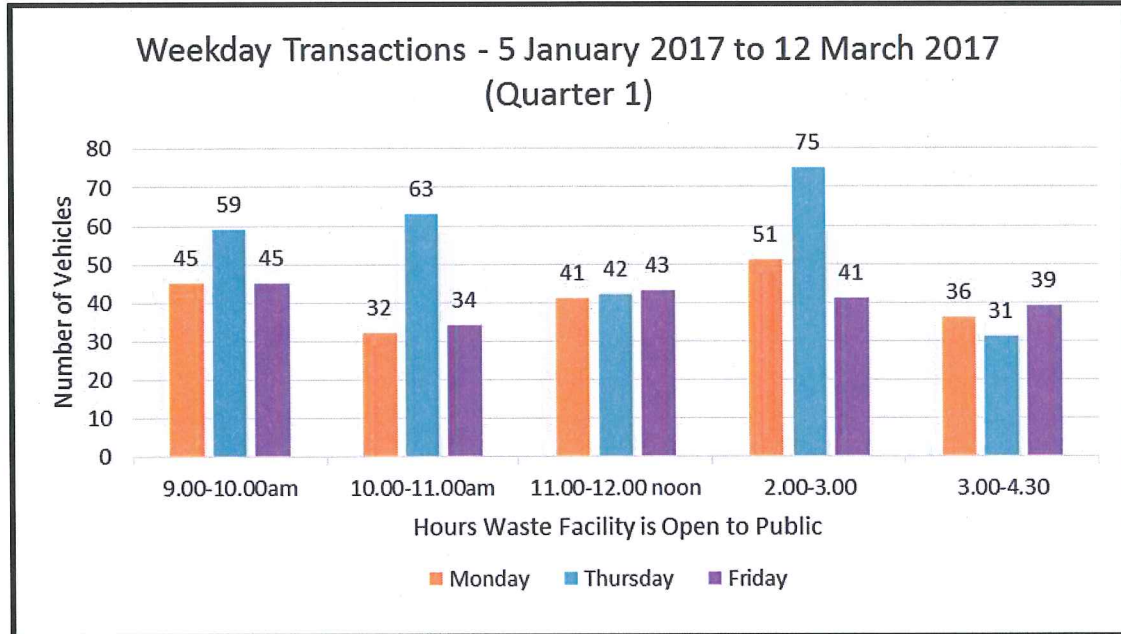
For the first quarter's operation (during summer months), two important findings are made:-

1. A total of 677 transactions (waste deliveries) were made during Monday, Thursday, and Friday trading days with Thursday between 2.00pm and 3.00pm the busiest, and
2. During weekend trading, a total of 445 transactions (waste deliveries) were made with 10.30am to 12 noon and 1.00pm to 2.30pm the busiest times.

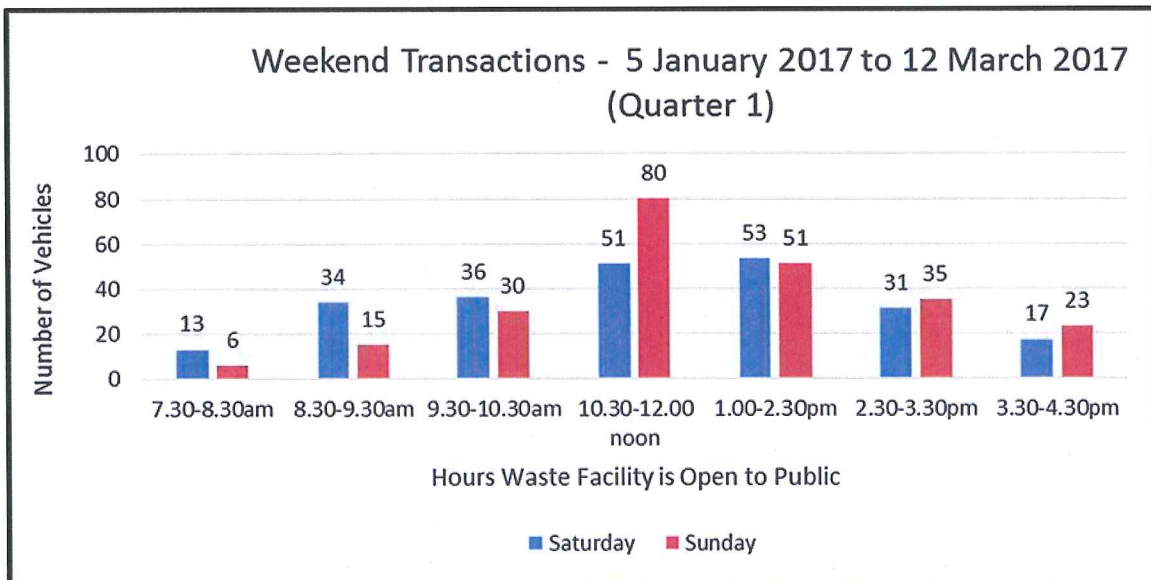
It is also important to note that Council's kerbside collection service (number of bins collected) has also increased significantly, particularly for recycling services.

**Development and Environmental Services Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

The below graphs represent the number of vehicles and times of attendance broken down for each operating day.



During the weekdays, it is evident that usage is generally consistent across the opening hours of 9.00am to 12 noon and 2.00pm to 4.30pm. This can be attributed to the condensed hours for deliveries to occur.



As demonstrated by the second graph, it is evident that for Council to be opening at 7.30am on a Saturday and Sunday for a total of 19 vehicles until 8.30am (over a 3 month period during summer) whilst incurring penalty rates, is a significant cost to Council.

**Development and Environmental Services Report to the Ordinary Meeting of
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As a comparison, the nearest licenced landfill (Narromine) was used as a comparison for hours of operation:

Narromine: 9am to 4pm Monday, Wednesday, Friday, Saturday & Sunday
Closed Tuesday and Thursday, Christmas Day and Good Friday – Operated by 2 permanent staff

(Unlicensed) Trangie: 9am to 4pm Saturday & Sunday
8am to 12pm Wednesday & Friday
Closed Monday, Tuesday and Thursday, and Christmas Day and Good Friday – Operated by 1 staff member

(Unlicensed) Warren: 9am to 6.15pm, 7 days per week (not manned).
Warren Shire is currently undergoing a review of the Waste Facility.

Also from an operational perspective and in response to community feedback, it has become evident that the facility under the current arrangements requires more than 1 person on-site daily to adequately run both office / internal functions such as customer service and data capture and external functions (management of waste at point of disposal) in order to safely manage the facility and adequately comply with the EPA licence, particularly once the new landfill cell is constructed.

As a result of the above, the following options are presented to Council:-

Option 1:

- Due to the lack of usage identified specifically on weekend mornings (graph 2), decrease the hours of operation by opening at 9.00am in lieu of 7:30am.
- Due to the required time needed to undertake landfilling duties and to comply with our EPA licence, increase the operating budget by 20 hours to enable a permanent part time employee to be located at the waste facility to process transactions for up to 50% (4 hours per day or 20 hours per week) of opening hours. This will ultimately provide additional manpower within the drop off areas to monitor waste disposal, to push waste, to compact and top the landfill area daily whilst transactions can be processed onsite.

**Development and Environmental Services Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

- With the additional part time employee, increase weekday operating hours by virtue of not closing during lunchtime, modifying the operating times to:-
 - Monday, Thursday, Friday – 9.00am to 4.30pm = 7.5 hours open to public (open during lunch)
 - Saturday & Sunday – 9.00am to 4.30pm = 7.5 hours open to public (open during lunch)
 - Closed Tuesday, Wednesday, Christmas Day and Good Friday

Benefits of Option 1:

By decreasing the opening hours on weekends to the public (making times consistent with weekday trading) would also allow for the waste facility to be open public holidays and during the current lunch hour from a budgetary perspective.

The condensed hours on weekends would also concentrate users in comparison to the current arrangement which may see one or two users arrive in the first two hours of operation, subsequently resulting in an ineffective use of Council resources.

It is important to note that there is also possible that weekend use will further decline in winter time with sporting activities and the like. It is also proposed to open on public holidays with the exception of Christmas Day and Good Friday in response to community feedback.

The total additional cost to Council to implement Option 1 above will be approximately \$39,000.

This will result in an increase to the waste depot charge of \$30.50 per assessment (total charge of \$318) at the commencement of the 2017/2018 year. Before this figure is finalised, it also is considered important to investigate the inclusion of properties within a 10-15km radius of the Nyngan township, who do not currently have a waste collection service or access to vouchers for use at the facility. This has been included within feedback received from areas including Temples Lane, Peppers Lane, and Moonagee Road, for example.

**Development and Environmental Services Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

Option 2:

If additional resources are not allocated as discussed within Option 1, the current opening hours would need to be significantly reduced in order to provide the single full-time operator sufficient time to complete both internal (customer transactions & data capture) and external (management of waste at point of disposal) tasks.

A minimum of 3 hours is estimated to be required for the employee to complete all necessary external landfilling tasks. Meaning, should Option 1 not be preferred, the current waste facility opening hours to the public would need to be reduced by 3 hours each day to permit completion of necessary tasks.

The current operating times would need to be modified to:-

- Monday, Thursday, Friday – 9.00am to 12:30pm
- Saturday & Sunday – 9.00am to 12:30pm
- Closed Tuesday, Wednesday, Christmas Day and Good Friday

This is the least preferred option.

4.3 Recommendation

That:

1. Council adopt Option 1 as the preferred option being:-
 - decrease the hours of operation on weekends only by opening at 9.00am instead of 7:30am;
 - increase the operating budget by 20 hours to enable a permanent part time employee to be located at the waste facility to process transactions for up to 50% (4 hours per day or 20 hours per week) of opening hours
 - with the additional part time employee, increase weekday operating hours by virtue of not closing during lunchtime, modifying the operating times to:-

**Development and Environmental Services Report to the Ordinary Meeting of
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- Monday, Thursday, Friday – 9.00am to 4.30pm = 7.5 hours open to public (open during lunch)
 - Saturday & Sunday – 9.00am to 4.30pm = 7.5 hours open to public (open during lunch)
 - Closed Tuesday, Wednesday, Christmas Day and Good Friday
2. Investigate the proportion of rate assessments currently incurring the waste depot charge on rates to increase this levy to access a possible 10-15km radius from the Nyngan township and therefore enabling these properties to be entitled to vouchers for waste disposal.
3. Implement the changes identified within recommendation 1 above by the 31 May, 2017.

5 DELETION OF CAPITAL BUDGET ITEM AND REALLOCATION OF FUNDS TO ALTERNATE PROJECTS

Summary:-

This report is submitted for Council to consider the deletion of the capital budget item known as Pangee Street (Lease Opposite Shell Service Station) Irrigation and reallocate the funds totally \$10,228 with a split of \$4,700 to the Dog Off Leash Area (irrigation) and \$5,528 to the Pangee Street Garden Beds.

5.1 Introduction

The Capital Budget Item known as Pangee Street (Lease Opposite Shell Service Station) Irrigation was included in the 2014-15 Capital Budget. The identified need has since ceased with alternate open spaces throughout Nyngan considered a higher priority.

5.2 Discussion

In the 2014-15 Capital Budget, Council elected to install irrigation to the vacant land it currently leases from John Holland Rail opposite the Shell Service Station. The total budget dedicated is \$10,228. The item has been carried over during the past two Capital Budgets with other open spaces taking priority.

Council during the past two to three years has directed its focus to beautifying open space areas closer to the central business district (CBD) for example, Heritage Park, Teamsters Rest, Vanges Park and so on. Furthermore, Council has elected to install the waste dump point in Flood Memorial in order to capture the passing traffic enhancing tourism with prolonged stays which again is closer to the CBD. There does not appear to be the need to irrigate an open space area which receives minimal to no use with current vegetation well established and not in need of specific irrigation system

In the 2016-17 Capital Budget, Council elected to allocate \$40,000 towards a dog-off leash area in order to satisfy its legal requirements under the Companion Animals Act. To date, a total of \$36,183 has been spent on the area which includes fencing, bench seating, water lines to service dog drinking troughs and two waste bin enclosures with additional dog waste bag dispensers. The only outstanding component to complete the project is irrigation.

**Development and Environmental Services Report to the Ordinary Meeting of
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Initial internal discussions amongst Council staff involved a proposal to irrigate the area utilising treated town water given its proximity to the main water tower. Council could afford to do this system with the current budget (expected cost approximately \$4,000). However, after further discussions were held with Council's assisting water and pump contractor, an alternate system was proposed which would make use of the raw water supply currently servicing O'Reilly Park and Larkin Oval.

The contractor who installed the systems at O'Reilly Park and Larkin Oval has provided a quotation to irrigate the entire dog off leash area totally \$8,500.

The current system servicing O'Reilly Park and Larkin Oval is performing extremely well however, the most benefit to Council in installing this system to the dog off leash area is the long term saving in not having to use/pay for treated water. It is proposed to make use of existing infrastructure (main solenoid) where possible providing further cost savings all whilst installing a superior irrigation system.

In relation to the Main Street Garden Beds, recent community consultation has identified the need to increase the visual amenity of the garden beds.

Current issues which require addressing include:-

- Initial plant species installed within the garden beds do not appear to be growing coherently, each requiring different levels of care, water etc. with a near impossibility of satisfying the needs of each species.
- No geotech fabric was previously installed which permits the excessive growth of unwanted weeds, grasses and the like.
- Current irrigation system within each bed is subject to a high level of vandalism.

It is proposed that with the transfer of funds, one garden bed will be renewed with the installation of geotech fabric, subsurface irrigation, as well as alternative plant species. This will be conducted under a trial basis to establish a level of success. A further report will be tabled to Council before proceeding with the remaining garden beds and utilising the remainder of the funds.

It is proposed that the garden bed on the corner of Pangee and Dandaloo Streets (opposite IGA) be used for the trial.

**Development and Environmental Services Report to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

5.3 Recommendation

That:-

1. The Capital Budget Item Pangee Street (Lease Opposite Shell Service Station) Irrigation be deleted.
2. Funds totalling \$10,228 be reallocated with a split of \$4,700 to the Dog Off Leash Area (irrigation) and \$5,528 to the Pangee Street Garden Beds.
3. Further report be presented to Council on the success of the trial garden bed.

Ty Robson

Acting Manager of Development and Environmental Services

PRECIS OF CORRESPONDENCE

1 NYNGAN GOLF CLUB

Attached is a copy of correspondence received from the Committee of the Nyngan Golf Club seeking sponsorship or donations to assist in holding the Western District Ladies Rose Bowl Golfing event on 15 and 16 July 2017. The Club is anticipating 120-160 lady golfers attending this event. Council is advised that since the flooding last year, the maintenance of the course to bring it back to its original condition has resulted in severe financial restraints on the Club. Sponsors will receive recognition of the event.

General Manager's Note: This item was deferred from the February 2017 Council Meeting for discussion at this meeting. The Club is seeking a prize to be donated, a cash prize, or financial assistance to purchase a prize.

1.1 Recommendation: For Council's Consideration.

2 LODGE OXLEY No 225

Attached is a copy of correspondence received from the Lodge Oxley Worshipful Master, advising Council that the Lodge Oxley will cease to exist from 17 May 2017, due to a lack of interest.

2.1 Recommendation: That the correspondence received from the Lodge Oxley Worshipful Master, advising Council that the Lodge Oxley will cease to exist from 17 May 2017 be received.

3 STEWART MACKENZIE

Attached is a copy of Stewart MacKenzie's resignation as Coordinator of the Nyngan Museum effective 31 March 2017.

3.1 Recommendation: That Stewart MacKenzie's resignation as Coordinator of the Nyngan Museum be received.

4 DEPARTMENT OF INDUSTRY

Attached is a copy of correspondence, advertisement and map received from the Department of Industry regarding proposed road closings. Council is asked to consider whether it has any interest which may be affected by the closing of the roads.

4.1 Recommendation: For Council's Consideration.

**Précis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

5 UPDATE ON THE FIRE AND EMERGENCY SERVICES LEVY (FESL)

Attached is a copy of an email received from Local Government NSW providing an update on the Fire and Emergency Services Levy (FESL). A table outlines the key issues LGNSW pursued during confidential FESL negotiations with the NSW Government and the outcomes which can be largely seen in the legislation the NSW Government has now introduced into the NSW Parliament. Council is to provide landowners in conjunction with the April rates instalment notice of their FESL classification. If the landowner does not receive an instalment notice a standalone notice of FESL classification should be provided. LGNSW will continue to advocate the removal of the 11.7% Council contribution and more transparent funding for emergency services overall.

5.1 Recommendation: For Council's Information.

6 NYNGAN SHOW SOCIETY

Attached is a copy of correspondence received from the Nyngan Show Society Inc concerning the removal of waste, recyclable bins and Council's number of tables and chairs. Also attached is a list of equipment requested from the Show Society.

General Manager's Note: Council provided in-kind financial assistance to the Nyngan Show Society of \$10,679.25 for the two day event in 2016. Council has approximately 220 chairs, 25 tables and 3 marquees available to hire for functions.

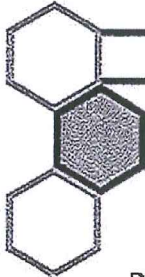
6.1 Recommendation: For Council's Consideration.

7 WEEKLY CIRCULARS

Weekly Circulars 06/17 to 09/17 are tabled for Council's information. Copies of the Circulars Indices and Summary of Items have been dispatched to Councillors.

7.1 Recommendation: That the Local Government Weekly Circulars be noted.

Précis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017



NYNGAN GOLF CLUB LTD

P.O. Box 149
Nyngan, NSW 2825
Phone: (02) 68321127 or 0428321839
ABN: 44 001 063 449
Email: nyngangolfclub@westnet.com.au
or debbiem@joblinkplus.com.au

Dear Sir/Madam

Re: Sponsorship/Donation

I would like to introduce myself my name is Debbie Matheson and I am on the Committee of the Nyngan Golf Club (Not for Profit Organisation).

The town of Nyngan has a population of approximately 3,500 residents which includes surrounding Villages and provides as much sporting opportunities as possible for the Community of Nyngan.

During the middle of last year Nyngan was on the receiving end of a tremendous quantity of rain including water which resulted in flooding of the Bogan River. The Golf Course is situated on the bank of the Bogan River and subsequently resulted in completely flooding the Course for over 3 months. As you can appreciate we had to keep the Club House open and operational during this period and without any golf been played provided extremely limited income to maintain operational costs. The maintenance of the course since flooding has required significant amount of money to bring the course back to its original condition resulting in sever financial restraints placed on remaining funds available.

Over the last 10 years we have noticed the reduced numbers of golfers and as a Committee the Nyngan Golf Club is committed to providing a sporting venue for the Community even during these trying times.

We have the good fortune to host the Western District Ladies Rose Bowl which has been allocated to us this year and as you can appreciated we are not in a very financial position to provide prizes for the 2 Day Event. This will be held on the 15th and 16th of July 2017 and we are hoping that you would be able to assist us with sponsorship (We are looking for a major Sponsor as well for the Weekend) or donations of any kind. We anticipate 120-160 lady golfers to attend this Event with some ladies coming from Sydney and towns along the way and as far west as Wanaaring. This weekend provides good repour between Clubs and promoting the Game and with this hoping to gain new golfing members along the way.

We will promote our Sponsors by way of Radio, Local Paper, and Prime TV Community Calendar to ensure that you receive the recognition that you deserve.

I would like to thank you for taking the time to read this and look forward to a favourable response at your earliest convenience

Yours sincerely



Debbie Matheson
Committee member
20th January 2017

BOGAN SHIRE COUNCIL	
FILE	R/N
20 JAN 2017	
ASSIGNEE	

Précis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017



Lodge Oxley No 225
Masonic Centre
Terangion Street
P.O.Box 53
Nyngan 2825

The General Manager
Bogan Shire Council
Cobar Street
Ntngan. 2825

Dear Derek,

I am writing to advise you that Lodge Oxley will cease to exist from the 17th May 2017.

This is due to lack of interest, a malady that sees organisations such as ours which try to uplift the human spirt thourgh Education and Charity, in which the community cannot be bothered to participate.

All future communications should from that date be directed to the

Grand Secretary

United Grand Lodge of NSW ans ACT

P.O.Box A259

Sydney South 1235

Yours Sincerely,



Ver. Wor. Bro Keith White

Worshipful Master

Lodge Oxley 225

BOGAN SHIRE COUNCIL	
FILE	R/N
21 FEB 2017	
ASSIGNEE	

17/2 /2017



**Précis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

Stewart MacKenzie

79 Wambiana st

Nyngan NSW 2825

Ph: 0428 966 380

20th February 2017

Derek Francis

General Manager

Bogan Shire Council

To Mr Francis

Please accept my letter as formal notice that I am resigning from the position of Museum Coordinator. My last day will be Friday 31st March which provides you with six weeks' notice.

Yours sincerely

A handwritten signature in blue ink, appearing to read "S MacKenzie", is written over the typed name.

Stewart MacKenzie

Précis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017



Department
of Industry
Lands

File Reference: 16/10817
Account No: 577558

PO Box 2215, DANGAR NSW 2309
Phone: 1300 886 235 (Option 2)
Fax: (02) 4925 3517
roads.newcastle@crowland.nsw.gov.au
www.crowland.nsw.gov.au

23 February 2017

Authority / Department
Via Email

RE: PROPOSED ROAD CLOSINGS

PARISH	Lynch, Coreen & Gilgoenbon
COUNTY	Canbelego
SHIRE	Bogan

The Minister for Lands and Forestry proposes to consider the closing of the roads as indicated by black hatch on orange fill, orange, yellow or black hatch on yellow fill on the attached diagram.

The proposal will be advertised in the Nyngan Observer on 1st March 2017 and a copy of the advertisement is attached for your information.

Would you please consider whether your Department/Authority has any interests which may be affected by the closing of the roads?

If a reply is not received within the specified 28 day period it will be assumed that you have no objections to the proposal.

Should your Department/Authority require additional time in which to consider its position in the matter, please advise this office in that regard within the 28 day period.

Enquiries in relation to this matter can be directed to Mick Barnier, who can be contacted on 02 4925 4136 or via email at mick.barnier@crowland.nsw.gov.au.

Yours faithfully



Mick Barnier
Department of Industry - Lands Business Centre

Précis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017

**Proposed Road Closing Section 35
Roads Act 1993 and Notice of Intention to
Sell Crown Lands Section 34(3)
Crown Lands Act 1989**

In pursuance of the provisions of the *Roads Act 1993*, notice is hereby given that the Minister for Regional Infrastructure and Services proposes to consider closing the public roads listed in Schedule 1.

Schedule 1:

- Crown roads at Nyngan and Miandetta, bounded by Mitchell Highway to the east, Barrier Highway to the south, Munda Road to the west and Days Road to the north (File Ref: 16/10817, Cluster No: 577558)

All interested persons are hereby invited to make submissions concerning the proposal to Department of Industry - Lands, PO Box 2215, DANGAR NSW 2309 within twenty-eight (28) days of the date of this advertisement. Please note that under the provisions of the *Government Information (Public Access) Act*, such submissions may be referred to third parties (such as council or the closure applicant) for consideration.

In the event of closing of the road proving to be unobjectionable it is further notified that, on a date not less than fourteen (14) days after the date of notification in the Government Gazette of the closing of such roads, consideration may be given to the sale/vesting of the included area of Crown Land under the *Crown Lands Act 1989*.

For the Manager, Business Centre Newcastle

A05432

For more information: Visit our website on www.crownland.nsw.gov.au or contact Mick Barnier on (02) 4925 4136 or at mick.barnier@crownland.nsw.gov.au (quote the file reference above)

Précis of Correspondence to the Ordinary Meeting of Bogan Shire Council held on 23 March 2017

**Proposed Closure of Public Roads
Cluster 577558**

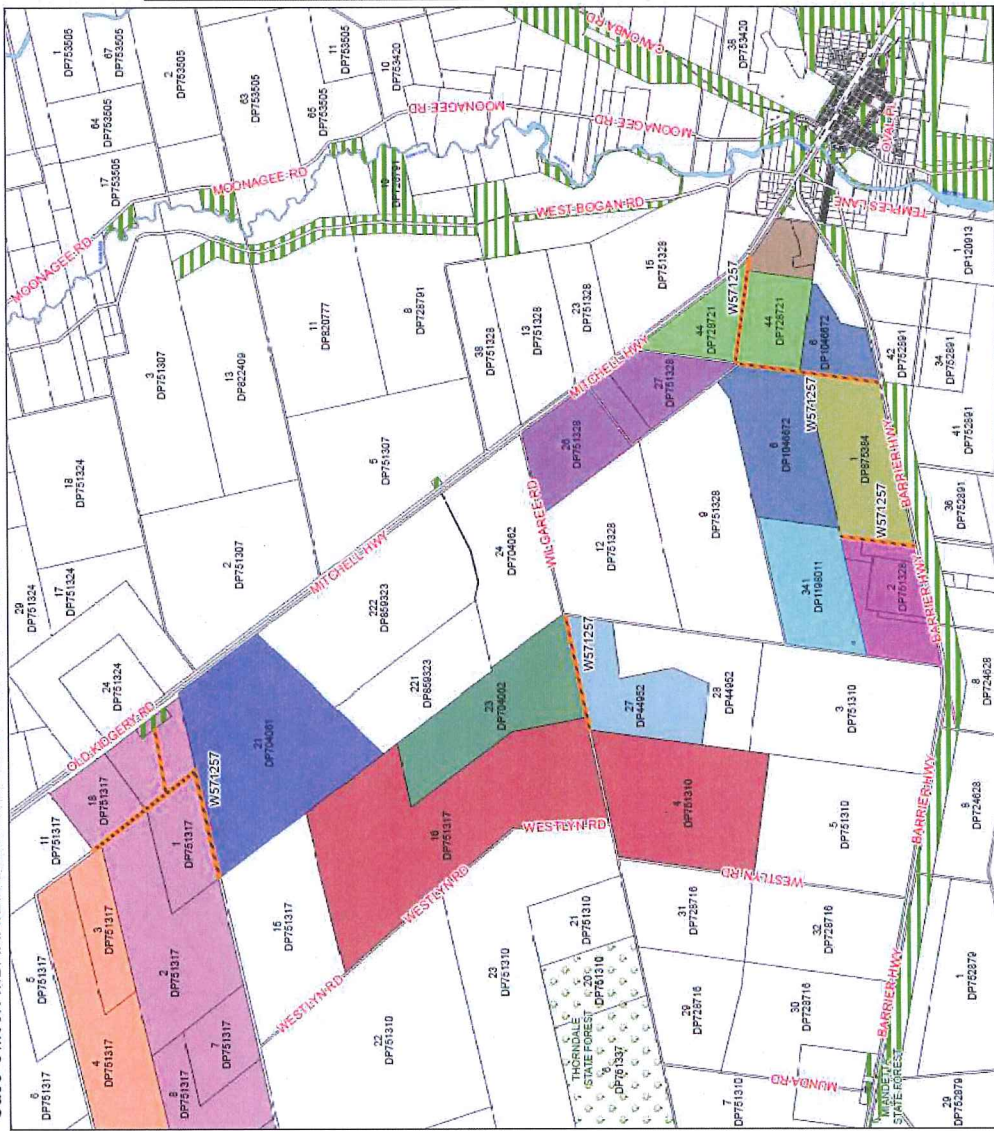
LGA: BOGAN
LOCALITY: NYNGAN & MIANDETTA
PARISH: LYNCH, COREEN & GILGOENSON
COUNTY: CANBELEGO

Legend	
[Green]	JOHN & DIONE CARTER
[Light Blue]	WILLIAM CARTER
[Blue]	JOHN & DIONE CARTER
[Purple]	TERESE & DAVID CARTER
[Dark Blue]	PARF COMPANY'S PTY LIMITED
[Light Green]	JOHN & DIONE CARTER
[Yellow]	JOHN & DIONE CARTER
[Orange]	JOHN & DIONE CARTER
[Red]	TREVOR DONNELLY
[Pink]	JOHN & DIONE CARTER
[Light Purple]	JOHN & DIONE CARTER
[Light Blue-Grey]	DAVID CARTER
[Brown]	ROGER & FRANCES SHEATHER
[Orange/Black Hatched]	CROWN ROADS UNDER APPLICATION & PROPOSED FOR CLOSURE
[Orange]	CROWN ROADS NO APPLICATION & PROPOSED FOR CLOSURE
[Green with Dots]	STATE FOREST
[Green with Stripes]	CROWN LAND



Department of Industry
NSW
LANDS
GOVERNMENT
Copyright © NSW Government of Industry - Lands, 2016

Case Officer: MBARNIER Date: 21/02/2017 File ref: 16/10817



Disclaimer: The information contained in this map has been provided in good faith. Whilst an effort has been made to ensure the accuracy and completeness of this information, the data providers shall be responsible for errors or omissions, for any loss of or damage to property resulting from the use of this information.

RDCLAB11

**Précis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017**

Email from LGNSW

Dear Mayors, Administrators, General Managers, Councillors, Interim General Managers and Deputy-General Managers

Introduction

This week the Treasurer, the Hon Dominic Perrottet MP, tabled legislation in the NSW Parliament to establish the Fire and Emergency Services Levy (FESL - formerly the Emergency Services Property Levy or ESPL), to be collected by councils alongside council rates from 1 July 2017

As previously advised, the levy will have a significant impact on councils.

The Bill and Regulation as tabled in Parliament were sent to all councils by Treasury on 7 March 2017. The Treasury email included implementation advice as well as two extracts showing tracked changes between the draft redacted Bill and Regulation that was provided to councils in November 2016 and the tabled Bill and Regulation. I encourage you to closely examine the changes.

Differences in November draft and tabled Bill

There are a number of minor changes in the tabled Bill compared to the draft provided in November, none of which appear to be of concern to the sector.

Most notably, the Bill introduces hardship provisions that allow persons liable to pay the levy to apply to the Office of State Revenue (OSR) for a waiver or reduction of the levy payable. Councils will be required to give effect to an OSR decision by waiving or reducing the levy payable and writing off the amount waived or the amount of the reduction. This will not affect councils financially and is preferable to earlier options LGNSW commented on.

LGNSW's role and how we assisted councils

While dissatisfied with the NSW Government's failure to remove the 11.7% levy on councils, LGNSW has taken steps to help ensure that the introduction of the FESL proceeds smoothly and councils' concerns are addressed as far as possible.

Since March 2016 LGNSW has hosted an implementation working group which included representatives from councils, NSW Treasury and the NSW Government, to help protect councils' interests.

While the working group discussions were confidential and some government policy decisions non-negotiable, LGNSW chose to take the opportunity to be at the table and influence the legislation as it was being drafted. Strong and ongoing advocacy by LGNSW as well as representatives from councils and NSW Revenue Professionals on the working group resulted in numerous wins for the sector. We headed off significant issues.

We successfully achieved our priorities: securing full cost recovery for councils, requiring the FESL to be separately identified on rates notices and achieving a NSW Government commitment to clearly informing the public about the FESL in advance via a communications campaign making it clear that it was a NSW Government levy (not a council one).

Key outcomes of FESL negotiations

The following table outlines the key issues LGNSW pursued during confidential FESL negotiations with the NSW Government, and the outcomes, which can be largely seen in the legislation the NSW Government has now introduced into the NSW Parliament.

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FESL: What LGNSW sought	Outcome
Full cost recovery	<ul style="list-style-type: none"> • Legislation states NSW Government must make collection payments to councils (win) • Legislation wording changed to “reimburse” councils rather than “defray” costs (win) • Formula for ongoing collection payments to councils to be developed with LGNSW (win) • LGNSW sought agreement on “cost heads” for reimbursement (to be finalised) • The NSW Government rejected LGNSW’s request for councils to be paid a fee – over and above cost recovery – for being a tax collection agent
FESL to be clearly identified as a NSW Government tax	<ul style="list-style-type: none"> • The levy must be separately listed on rates notices as the NSW Government’s FESL (win) • NSW Government will undertake a public information campaign, to minimise enquiries to councils (win)
Debt recovery of council rates should have higher priority than FESL debts	<ul style="list-style-type: none"> • Councils will not have to remit FESL to Government where no payment is made (win) • Councils can enter into a levy recovery arrangement with the Office of State Revenue (OSR) to have FESL debts for non-rateable land referred to, and recovered by, the OSR (win) • The NSW Government rejected giving council rates and charges debts priority. Any payments will be apportioned equally to a council’s rate and charges and the NSW Government’s FESL (oldest debt paid first), consistent with other Australian states • OSR responsible for hardship process (win)
No changes to current land valuation notification processes for FESL	<ul style="list-style-type: none"> • Options to drastically change land valuation notification processes rejected on LGNSW advice (key win)
Clarification of definitions, processes etc	<ul style="list-style-type: none"> • Majority of changes requested to simplify implementation for councils’ benefit made (win) • Harmonisation with the <i>Local Government Act</i> achieved wherever possible (win) • While LGNSW requested council rating categories to be used for land classification, the range of categories settled on was smaller than proposed (win)
Support and training for councils	<ul style="list-style-type: none"> • Up-front payment for land classification by 31 December 2016 (win) • Government committed to, and already provided, ESPL training for councils (e.g. webinars) (win) • NSW Government recognises remote councils may require tailored support (win) • FESL council web portal with guidance material and support network established by NSW Government (win)

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<p>Sector-wide consultation required on FESL</p>	<ul style="list-style-type: none"> • LGNSW and council representatives on the implementation working group (win) • Treasury did not agree to early full consultation with all councils and all discussions were under strict confidentiality agreements, however NSW Treasury held early webinars for councils, at LGNSW's request (win) • Working group and LGNSW saw draft legislation, and secured revisions (win)
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Next key date - FESL classification notification

The legislation requires that councils notify all landowners of their FESL classification by 30 April 2017. Notifications of FESL classifications should be provided to landowners in conjunction with councils' April rates instalment notices. If a landowner does not receive an April rates instalment notice, a standalone notice of FESL classification should be provided.

Treasury has also asked councils to conduct a final review of their land classifications, to ensure consistency with the Bill.

Next Steps

Please ensure your council closely examines the material sent by Treasury and is fully aware of the NSW Government's timetable, including what it is asking councils to do by when.

We understand that a public awareness campaign for the levy will begin once legislation is enacted, with digital, search and display advertising from March. The FESL website will be refreshed and updated from this time. A key aim of the campaign is to emphasise that the FESL is a NSW Government Levy designed to fund fire and emergency services paid alongside council rates. The advertising will comprise mainstream media as well as direct mail sent along with council rates notices. It will direct queries to the FESL website and call centre – rather than to council customer service centres.

Treasury advises that comprehensive FAQs will be posted to the FESL council portal very shortly. Further, Treasury will be posting a webinar geared toward customer service staff in early April 2017.

Councils should look at the format of their rate notices, and in addition to the separately listed FESL, should separately and clearly identify the 11.7% ESL in the general rates area wherever possible.

LGNSW will continue to be involved in implementation including the development of the methodology for reimbursement of ongoing costs.

We will, of course, continue to advocate for the removal of the 11.7% council contribution and more transparent funding for emergency services overall. We are continuing to represent councils on this issue. Please provide your feedback to LGNSW, so we can continue to advocate on your behalf.

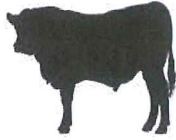
Please send any comments to Shaun.McBride@lgnsw.org.au

Yours sincerely



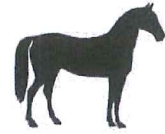
Cr Keith Rhoades AFSM LGNSW.ORG.AU

Précis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 23 March 2017



NYNGAN SHOW SOCIETY Inc.

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NYNGAN NSW 2825
ABN: 23 533 966 730*



*President: Mr Will Marr
Secretary: Ms Kathy Korn
Treasurer: Mrs Cathy Lewis*

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Mr Derek Francis
General Manager
Bogan Shire Council
Cobar Street
NYNGAN NSW 2825

Dear Derek

At our General Meeting held on the 2nd March there was some discussion on what costs will be involved for the Show Society this year in regards to the disposal of waste.

In the past we have received tenders for the removal of waste during the two day event. If we needed to change the requirements in the tender could you please advise us of the additional costs involved in the disposal of the waste, such as,

- will we need to provide vouchers to our contractor for waste disposal? Or
- will we be charged a set fee for waste disposal? Or
- will we be exempt of chargers as a community event?

Also it was brought up at our meeting to ask Council if there will be any recyclable bins supplied for everyone to use.

We have also been advised by Alli Jenkins that the Council does not have the number of tables and chairs that we have ordered. As we have not increased the amount of chairs and tables from last year we were hoping that the Council would restock their supply of these items before our Show which will be held on the 21st & 22nd May.

Thank you to Council for your continued support of our event.

Yours sincerely



Kathy Korn
SHOW SECRETARY

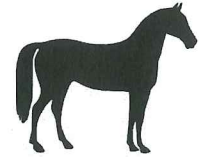
9 March 2017

BOGAN SHIRE COUNCIL	
FILE	R/N
10 MAR 2017	
ASSIGNEE	

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Treasurer: Mrs Cathy Lewis
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15 February 2017

General Manager
Bogan Shire Council
Mr Derek Francis
81 Cobar Street
NYNGAN NSW 2825

Dear Derek

I would like to make a booking for the Nyngan Showground for Sunday 21st and Monday 22nd May 2017. As this is a major event to showcase and promote our town and community we would like to request that the Council waiver any fees that may be incurred in using the Showground, facilities and equipment.

I would also like to request that we be allowed access to the Arts & Crafts Pavilion from the Friday evening prior to the commencement of the Show until the Monday evening following. Also we will require access of the Racecourse Pavilion for the same times.

Could we also book the following equipment:-

The Lectern - To be placed in the Secretary's Office
Pens - For the Animal Nursery to be delivered 10 days prior to the Show
Tables - In the Wool Pavilion
100 Chairs - For the Racecourse Bar
5 Tables - For the Walker Pavilion
100 Chairs, cutlery, crockery & 10 tables - For Dining Room

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15 Tables & 15 Chairs - For Wye Pavilion
Cool room, Chairs & tables – For the bar
Install shearing floor & 1 grandstand
25 chairs for the shearing competition
Grandstands around the arena & Sheep Counting
Portable cool room, caravan, 4 trestles, 8 chairs & shade tent - for BBQ area
Roving Microphone
Sound check of the PA systems prior to the Show
Check lighting at gates prior to the Show
Clean the pavilions & toilets prior to the Show
Shade Shelter & table/chairs for the children's face painting
Microwave and Bain-marie for kitchen

Yours sincerely

KAKorn

Kathy Korn
SECRETARY



**Grants and Funding to the Ordinary Meeting
of Bogan Shire Council held on 23 March 2017**

GRANTS AND FUNDING

LG Weekly 08/17 – 03 March 2017

Festivals Australia Funding

Councils in regional and remote areas are eligible to apply for Festivals Australia program funding for high-quality arts and cultural heritage projects.

Heritage Near Me Incentives Program

Councils are encouraged to apply for nearly \$15 million in grants under the Office of Environment's Heritage Near Me Incentives Program.

Volunteer Museum Grants

Museum and Galleries NSW has small grants of up to \$2000 available for community museums and Aboriginal Keeping Places under its Volunteer Museum Grant Program.

Community War Memorials Fund

Councils are invited to apply for grants under the Community War Memorials Fund.

LG Weekly 09/17 – 10 March 2017

Boost for Regional Growth – New Environment and Tourism Fund

Councils and Aboriginal Land Councils in regional NSW are invited to submit expression of interest in the new \$300 million Regional Growth – Environment and Tourism Fund for infrastructure project funding.

