



BOGAN SHIRE COUNCIL

Business Paper

28 October 2021



Published Recording of Council Meeting

This Council Meeting is being recorded for publishing on Council's website as a public record. By speaking at the Council Meeting you agree to being recorded and for this recording to be published. Please ensure that if and when you speak at this Council Meeting that you are respectful to others and use appropriate language at all times. Bogan Shire Council accepts no liability for any defamatory or offensive remarks made during the course of this Council Meeting.

Table of Contents

| | |
|--|----|
| COMMITTEE MEETING MINUTES..... | 9 |
| REPORT TO THE ORDINARY MEETING OF COUNCIL – MAYORAL MINUTE | 11 |
| 1 RESOLUTION FOR LGNSW ANNUAL CONFERENCE – FINANCIAL ASSISTANCE GRANTS..... | 11 |
| REPORT TO ORDINARY MEETING OF COUNCIL – GENERAL MANAGER’S REPORT..... | 12 |
| 1 CHECKLIST..... | 12 |
| 2 AUDIT, RISK AND IMPROVEMENT COMMITTEE | 24 |
| 3 PECUNIARY INTEREST RETURNS..... | 34 |
| 4 COMMUNITY FINANCIAL REPORT | 35 |
| 5 CHRISTMAS – NEW YEAR CLOSURE..... | 37 |
| 6 DECEMBER / JANUARY MEETINGS OF COUNCIL | 38 |
| REPORT TO ORDINARY MEETING OF COUNCIL – DIRECTOR PEOPLE AND COMMUNITY SERVICES..... | 42 |
| 1 NYNGAN SHOW DAY | 42 |
| 2 BOGAN BUSH MOBILE – TERM 3 REPORT..... | 48 |
| 3 LIBRARY REPORT..... | 50 |
| 4 SECTION 355 COMMITTEE - BOGAN SHIRE YOUTH AND COMMUNITY CENTRE..... | 53 |
| REPORT TO THE ORDINARY MEETING OF COUNCIL – DIRECTOR OF FINANCE AND CORPORATE SERVICES | 55 |
| 1 INVESTMENTS SEPTEMBER 2021 | 55 |
| 2 SUMMARY OF RATE & ANNUAL CHARGES COLLECTION..... | 57 |
| 3 FIRST QUARTER 2021/2022 BUDGET REVIEW | 59 |
| 4 DELIVERY PROGRAM..... | 63 |
| 5 REVISION OF COUNCIL PUBLIC INTEREST DISCLOSURES – INTERNAL REPORTING POLICY | 65 |
| 6 PARTNERSHIP AGREEMENT WITH SERVICE NSW..... | 67 |
| 7 CREDIT CARD POLICY | 71 |
| 8 ANNUAL FINANCIAL REPORTS | 73 |
| 9 OUTSTANDING RATES & CHARGES AS AT 30/6/2021 | 74 |
| REPORT TO THE ORDINARY MEETING OF COUNCIL – DIRECTOR OF ENGINEERING SERVICES..... | 77 |
| 1 DEPARTMENTAL ACTIVITY REPORT | 77 |
| 2 JACK HARGREAVES PARK – SEALED PARKING AREA | 82 |

| | | |
|---|--|----|
| 3 | JACK HARGREAVES PARK SIGNAGE | 84 |
| 4 | COCKIES ROAD CONSTRUCTION..... | 86 |
| 5 | LINEMARKING WORKS UNDER THE RMCC | 87 |
| | REPORT TO ORDINARY MEETING OF COUNCIL – DIRECTOR OF DEVELOPMENT & ENVIRONMENTAL SERVICES REPORT | 89 |
| 1 | DEPARTMENTAL ACTIVITY REPORT | 89 |
| | PRECIS OF CORRESPONDENCE | 95 |
| 1 | THE HON. SHELLEY HANCOCK MP, MINISTER FOR LOCAL GOVERNMENT . | 95 |
| 2 | THE HON. MARK COULTON MP, FEDERAL MEMBER FOR PARKES | 95 |
| 3 | COUNTRY WOMENS ASSOCIATION - NYNGAN..... | 95 |
| 4 | NSW RURAL DOCTORS NETWORK..... | 95 |
| 5 | NSW RURAL FIRE SERVICE | 96 |

21 October 2021

COUNCIL MEETING NOTICE

The next Ordinary Meeting of Council will be held on Thursday 28 October at 5.30pm.

At 6.15pm staff of the Bogan Shire Medical Centre will attend the Council Meeting in recognition of their services to the Community in carrying out the COVID-19 Vaccination Program

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 September 2021
6. Engineering Services Closed and Confidential Report
 1. TENDER FOR CULVERT WORKS MITCHELL HIGHWAY

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: in accordance with the Local Government Act, 1993, Section 10A (2) (c) because it is 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 Ordinary Minutes of the Council Meeting held on 23 September 2021
9. Committee Meeting Minutes
10. Mayoral Minute
11. General Manager's Report incorporating reports from:-
 - People and Community Services
 - Finance and Corporate Services
 - Engineering Services
 - Development and Environmental Services
12. Correspondence

Your attendance at this meeting would be appreciated.

Yours sincerely

Melissa Salter
Executive Assistant

Committee Meeting Minutes to the Ordinary Meeting
of Bogan Shire Council held on 28 October 2021

COMMITTEE MEETING MINUTES

Nyngan Museum Meeting Date: 6th October 2021 Venue: Nyngan Museum

Present:

Hugh Sibbald, Glad Eldridge, Val Keighran, Anna Corby, Stewart MacKenzie, Leonie Montgomery, Veneta Dutton, Anne Quarmby, Vince Wren, Ray Donald, Gwen

Apologies:

Margaret Sibbald, Linda and Neville Kitt

Guests:

Derek Francis

Minutes last meeting: Move: Collin second: Vince

Business Arising from Minutes, and Leonie's report:

A tribute to Jack Hargraves and his success in the Tokyo Olympics, will be the Park at the corner of River Street and Cobar Street on the river bank.

Volunteer's badges that have not been picked up are on the front door of the filing cupboard in the research office.

Correspondence In:

Email to Museum to thank us for providing the correct information for their description of the Nyngan Cemetery on their website.

Draft family tree re David Priest

Correspondence Out:

Email to Robert Kennedy re David Priest sawmills

Information emailed to Lyndal Dwyer re Leslie Stone burial and military service.

Treasurers Report attached: read and moved: 2nd: Gwen

Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council held on 28 October 2021

General Business and Leonie's Report:

Covid continues to keep us closed, as many volunteers are unavailable for work. We did enquire of the council if we need to be double vaxed to be at work, but were assured that there is no reason for that as yet. Government rules may change on Monday 11th October as the state opens up.

The platform bench has been fully restored. It was taken apart, stripped back, sanded, painted and reassembled. Adjustment work was done to stabilize one of the sets of legs. Some of this work was done by Dan and the students from Nyngan High, but much of it was completed by Leonie and Stewart. Thankyou.

The pew has also been oiled and is only waiting for welding to be done.

The laundry copper is now up to the final row of bricks. It now needs a top collar of cement before it is ready for display. Thanks Stewart for your brick laying skills. Ray Burt has donated a glow mesh powder compact and a wicker baby bassinet belonging to Edward Johnstone from Williewarring. Edward was the brother of Maud, whose 113 year old wedding cake is already on display. He also donated the lolly scales from Bill Turley's shop. It needs a tall, strong wooden stool to display it. Leonie has fully scrubbed and cleaned it. Thank you. Rolf Marr has donated a mirror from the California café. It will be remounted and new clips purchased. And put on display with the other items.

Nine large glass cabinets from the jeweller will soon be delivered by Dawsons, and will hopefully give us much more display area.

New display bulbs have to be purchased again. They are not cheap, and we need at least twenty at this time. Fluctuations and flickering in power flow can cause this, so the long waited for power upgrade may solve this problem eventually.

The large reframed map to be hung in the exit foyer will have to be placed elsewhere, as the wall is unable to hold the weight.

The heavy rain on 29th September has leaked through the roof and poured down the wall and through the ceiling onto the wooden floors in the main area. The collection items on display were dried off, and were not damaged. The ceiling was quite wet and is now marked with muddy crack lines. Bogan Shire has been to review the damage and we are waiting to hear the result, and look forward to the ceiling being repaired and made safe and waterproof again. Ray will enquire about insurance responsibilities.

Dorothy Inglis has offered us several items to be delivered this week.

Derek's Report *The Shire is not able to share the \$5 admission fee with us. The Museum Committee runs the Museum on the Council's behalf. We are covered like all council workers under council insurance, health and safety rules and conditions. A committee meeting will be held with the council to reaffirm responsibilities of both parties. One option for money to consider is that a yearly amount of money be agreed upon for general everyday budgeting and local sales. Council rules would then decide what could and couldn't be bought within these rules. Strict auditing would continue as it does now. Perhaps we could use an order book? Maintenance issues need to be decided between John Holland and Bogan Shire. Any works that need to be done will come from meetings with Shire reps, Trevor Waterhouse is in charge. Go straight to him for advice. Museum committee need to know where jobs are up to so someone can be here when work is underway.*

Meeting Closed: 10.00

**Mayoral Minute to the Ordinary Meeting
of Bogan Shire Council held on 26 August 2021**

REPORT TO THE ORDINARY MEETING OF COUNCIL – MAYORAL MINUTE

Councillors

The following report is submitted for consideration:

1 RESOLUTION FOR LGNSW ANNUAL CONFERENCE – FINANCIAL ASSISTANCE GRANTS

That LGNSW review efforts to have more Federal Government money allocated to FAG for Councils and the State formula for distribution of FAG's be reviewed to allow more money to be allocated to small rural Councils.

Notes from Council:

1. It is acknowledged that efforts to achieve more FAG's for Councils has been ongoing LGNSW policy for many years.
2. With a Federal election due early in 2022, followed by a Federal Budget and a new Federal Local Government Minister, the timing of another approach by LGNSW and ALGA seems appropriate.
3. Small Rural Councils with a low rate base for income depend very heavily on FAG's for this income up to 40% for some). Increasingly the Federal allocation to States should allow a better formula to be created for distribution.
4. Smaller Rural Councils remain the main provider of essential services for their communities. More Federal tax revenue needs to be provided by FAG's to Councils to meet the increasing costs of these services.

1.1 Recommendation: For Councils Consideration.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

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 | 23/09/2021 | 249/2021 | Increase of train speed through Nyngan | Prior to the next state Election, Council raise the issue of the Hoskins Street Level Crossing & Train Speeds with Barwon candidates. | GM | Pending discussions closer to State Elections. |
| 2 | 24/04/2019 | 117/2019 | Cobar Water Board | Whilst Council is prepared to have discussion with CWB to explore options for delivery of water to minor users within the Bogan Shire LGA, it does not agree to the Board's proposal at this stage. | GM | Further correspondence sent to CWB. UPDATE: New water supply agreement sent to CWB. Meeting rescheduled, to be held in November. |

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

| | | | | | | |
|---|------------|----------|---|---|-----------|---|
| 3 | 28/11/2019 | 366/2019 | Regional Water Supply Pipe Network | <p>Council supports in principle the investigation of a Regional Water Supply Network servicing the communities currently supplied by the Macquarie River downstream of Burrendong Dam.</p> <hr/> <p>Council seeking urgent clarification from the Minister on: Issuing of the licence for the Nyngan Emergency Bore and licence. Size of the pipe from this bore to Nyngan. Response to be given to those who lodge objections to the bore. Cobar emergency water.</p> | GM | <p>Water NSW has advised Narromine/Warren pipeline project is on hold</p> <p><u>UPDATE:</u> No further action from NSW Government appears likely in the foreseeable future. Recommend mark as "Complete" for now.</p> <hr/> <p><u>UPDATE:</u> Awaiting determination from NRAR and direction from NSW Government.</p> |
| | 25/02/2021 | 010/2021 | | | | |

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

| | | | | | | |
|---|------------|----------|--|--|------------|---|
| | | | | What guarantee is there for the \$4.3M funding to be retained for this pipeline 2. | | |
| 4 | 28/11/2019 | 368/2019 | Repairs to Nyngan & Cobar Emergency Water Storage | The General Manager be authorised to procure sufficient quantities Geosynthetic Clay Liner & Geotextile material to complete the remediation works, according to specifications provided by NSW Public Works. The procurement be carried out by way of quotations. | DES | <p>Remediation work postponed due to wet weather and soft floor.</p> <p>Floor continues to be wet and soft from rain.</p> <p><u>UPDATE:</u> Requires warm weather to dry out sub- base</p> |

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

| | | | | | | |
|---|------------|----------|--|---|--------------------|--|
| 5 | 17/12/2020 | 373/2020 | <p>Lack of Vacation Care/Before and After School Care in Nyngan</p> | <p>Council approach both primary schools in Nyngan. Council bring this matter to the attention of local State Member and Hon. Sam Farraway MLC.</p> | <p>DPCS</p> | <p>Meetings held with Principals of Nyngan Public and St Joseph's Schools. Letter sent to Hon. Bronnie Taylor MLC, Minister for Mental Health, Rural Youth and Women.</p> <p>Response received from Hon. Bronnie Taylor, indicating support for funding application by Nyngan Public School to the Department of Education for the construction of a purpose built building for Before and After School Care.</p> <p>UPDATE: The Department of Education, BASC (Before and After School Care) Team have provided written confirmation to Principal of Nyngan Public School that the Community of Nyngan will have access to Before and After School Care by the</p> |
|---|------------|----------|--|---|--------------------|--|

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

| | | | | | | |
|---|------------|----------|--|---|-------------|--|
| | | | | | | <p>end of the school year. This may depend on if a standalone building is to be provided or if the program can be housed within the current school building.</p> <p>The BASC Team will communicate further with the principal of Nyngan Public School to determine if there is a need for a standalone building or if such a program can be accommodated within the current Nyngan Public School building.</p> |
| 6 | 25/02/2021 | 011/2021 | Bogan Shire Official Visitors Guide | To be funded from a budget review or included in next year's estimates. | DPCS | In Progress |

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

| | | | | | | |
|---|------------|----------|---------------------------------|--|-------------|--|
| 7 | 25/02/2021 | 012/2021 | Nyngan Railway Wool Dump | <p>A colour information sign be erected at the Nyngan Railway Wool Dump on a stand adjacent to the dump.</p> <p>A cement path from the existing walkway to the sign be constructed, with available funding</p> | DPCS | Pending commencement of grant- funded works. |
| | 25/02/2021 | 013/2021 | Honour Board | <p>That recipients of National Awards, prior to the 1980's, be recognised on an Honour Board. The board to include all National awards including recipients of the British Empire Medal (BEM), Australian Fire Service Medal (AFSM), and Victoria Cross.</p> | DES | <p>Pending commencement of grant- funded works.</p> |
| 8 | 25/02/2021 | 013/2021 | Honour Board | <p>That recipients of National Awards, prior to the 1980's, be recognised on an Honour Board. The board to include all National awards including recipients of the British Empire Medal (BEM), Australian Fire Service Medal (AFSM), and Victoria Cross.</p> | GM | <p><u>UPDATE:</u> Honour Board ordered.</p> |

General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021

| | | | | | | |
|----|------------|----------|---------------------------------------|--|-----------|--|
| 9 | 27/05/2021 | 126/2021 | Addressing Local Job Vacancies | Council delays the launch of the marketing campaign until progress is made with establishing more housing accommodation in Nyngan. | GM | Awaiting approval of funding for establishment of new residential subdivision. |
| 10 | 25/02/2021 | 040/2021 | Nyngan Cenotaph Location | A report be prepared for Council regarding the Nyngan Cenotaph location. | GM | Pending outcome of Nyngan Community Homes grant application UPDATE: Nyngan Community Homes has advised that their application under BBRF was unsuccessful. Report, as per Resolution 040/2021 to be prepared for Council. |

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

| | | | | | | |
|----|------------|----------|--|---|------------|---|
| 11 | 24/06/2021 | 149/2021 | Resources for Regions | General Manager negotiates the purchase of land consistent with discussions at June 21 Council meeting for Council's Resources for Regions project. | GM | Offers made to owners. Report to be prepared for future Council Meeting. |
| 12 | 24/06/2021 | 168/2021 | Safety Factors of Rehabilitation & Reconstruction Roadworks | Council request RMS consider the safety factor of all rehabilitation and reconstruction work, including the current Mitchell highway at the Mulla Road Intersection, and suggest the following action be taken: that where possible the table drains be extended out from the shoulder and that material be used to | DES | Letter sent to TfNSW advising of resolution. <u>UPDATE:</u> No reply to date |

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

| | | | | | | |
|----|------------|----------|--|---|-----------|---|
| | | | | widen and flatten the batters of the road shoulder. | | |
| 13 | 24/06/2021 | 158/2021 | New Showground Arena | Council seek the support of the Nyngan Pony Club and Show Committee to have this arena named "The Rodney Robb Arena". | GM | Positive correspondence received from Nyngan Pony Club. |
| 14 | 24/06/2021 | 162/2021 | Section 355 Committee – Nyngan Museum | General Manager to proceed with discussions to formalise a constitution and associated delegations for Nyngan Museum Committee as a Section 355 Management Committee of Council with a further report to Council. | GM | <u>UPDATE:</u> Initial meeting held with Museum Committee. Work on constitution can now progress. |

General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021

| | | | | | | |
|----|------------|------------------------|--|---|------------------------------------|---|
| 15 | 22/07/2021 | 210/2021 | Nyngan Rugby League Football Club | <p>Council proceed with the installation of heating under the awning of the new canteen area to be funded from savings identified at the first Budget Review.</p> <p>The General Manager investigate any grant funding that may be available.</p> | <p>DES</p> <p>GM</p> | <p>Completed</p> <p>UPDATE: No Funding identified. Completed</p> |
| 16 | 23/09/2021 | <u>262/2021</u> | Cockies Road/Tottenham Road | <p>Resolution:</p> <p><i>"261/2021 Council seal 1km of Cockies Road, in addition to the 1km provided for in the Capital Budget and approach Transport for NSW for additional funding for major repairs to Tottenham Road which is now becoming a major transport route for</i></p> | | <p>UPDATE: Director Engineering Services Report refers</p> |

General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021

| | | | | | | |
|----|------------|------------------------|-----------------------------|---|------------|--|
| | | | | <p><i>vehicles heading north."</i></p> <p>RESOLVED that resolution <u>261/2021</u> be deferred until after the next meeting of Council, at which a report from the Director of Engineering Services is to be presented on what effect this will have on other planned road works.</p> | | |
| 17 | 23/09/2021 | <u>264/2021</u> | Jack Hargreaves Park | Director of Engineering Services prepare a draft design, to a cost of between \$1000-\$3000, for Council to consider at its next meeting (28/10/21) | DES | <u>UPDATE:</u> Director Engineering Services Report refers |

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

| | | | | | | |
|----|------------|------------------------|-------------------------------------|---|-----------|--|
| 18 | 23/09/2021 | <u>260/2021</u> | Covid Vaccination Statistics | Council forward an urgent email to both Federal and State Members, pointing out the apparent discrepancy between NSW Health vaccination statistics and what Council believes they should be, as well as, the lack of data for Bogan Shire LGA in the Federal Government Operation Covid Shield Reports. | GM | <p>Information received 18//09/2021 from NSW Government indicates Bogan Shire LGA at 79% (1st dose) and 65% (2nd dose) which is less than Council believes is the case.</p> <p>Council estimates indicate over 90% and over 80% respectively.</p> <p><u>UPDATE:</u> Response received from Federal Member included in Precis. Acknowledgement received from State member, but no substantive response yet received.</p> |
|----|------------|------------------------|-------------------------------------|---|-----------|--|

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 AUDIT, RISK AND IMPROVEMENT COMMITTEE

Summary:

The purpose of this report is for Council to establish an Audit, Risk and Improvement Committee as required under section 428A of the Local Government Act.

2.1 Introduction

The purpose of this report is for Council to consider establishing an Audit, Risk and Improvement Committee as required under section 428A of the Local Government Act.

2.2 Background

The NSW Government released a discussion paper relating to an Internal Audit Framework just prior to Christmas 2019 with a further discussion document currently open for submissions until 26 November 2021.

Council relied on the expertise of LGNSW to make comment on the Internal Audit Framework and concerns were expressed around the composition of committees and the cost of compliance for smaller rural Councils.

2.3 Discussion

As expected the bar has still been set very high for small rural Councils with little ability to attract prequalified members of both chair and members of the committee. While fees are to be determined between Council and committee members it is unlikely the role will be undertaken on a voluntary basis given the responsibility and statutory compliance.

The guidelines are broken into three core requirements:

1. Audit, risk and improvement committees
2. Risk Management
3. Internal Audit Function

Core Requirement 1 - Audit, Risk and Improvement Committee (ARIC)

428A of the Local Government Act 1993 will require Councils to have audit, risk and improvement committee to independently review and advise on the following areas of Councils operations:

- i. compliance
- ii. risk management
- iii. fraud control
- iv. financial management
- v. governance
- vi. implementation of the strategic plan, delivery program and strategies
- vii. service reviews
- viii. collection of performance measurement data by the council
- ix. and any other matter prescribed by regulation

The ARIC must develop a strategic plan every four years and must develop an annual work plan. A report must be provided to Council after every committee meeting detailing its opinion and activities. A quarterly report must be provided to Council – the content to be determined by Council. The ARIC must also provide an annual assessment.

Composition of Committee

Bogan Shire Council falls into tier one general purpose Councils ie. Population less than 20,000 and predominately rural in nature.

Tier one Councils are required to have as a minimum:

- Three independent voting members, a Chair who must be prequalified under the NSW government scheme. Two voting committee members – who not being required to be prequalified are required to meet independence requirements, and eligibility requirements.
- One non-voting Councillor, who must also have the appropriate experience and exposure to business operations.

When a request was made for the list of prequalified people, NSW Treasury responded with "Councils do not have access to the Prequalification Scheme, therefore we do not have permission to share applicant information with you."

Councils are required to provide all resources for the operation of the committee.

Core Requirement 2 – Risk Management

Each Council and Joint Organisation must implement a risk management framework that is consistent with current Australian Standards for Risk Management.

Councils risk management framework must demonstrate the following six elements:

1. Leadership and commitment: - management must demonstrate strong leadership.
2. Integration: - risk must be managed in every part of Council's operations.
3. Design: - the design must be structured to meet Council's needs.
4. Implementation: - risk management activities must be understood and practiced.
5. Evaluation: - Councils must regularly evaluate the framework to ensure relevance.
6. Improvement: - each Council must continually adapt and improve the design of the framework

Councils must provide sufficient resources to deliver and implement the risk management framework. Council's provide strategic leadership, the General Manager operational leadership, Internal Function – provides review and assurance and the ARIC provides advice and assurance.

Core Requirement 3 – Internal Audit

Each Council must have an independent internal audit function that reports to the Audit, Risk and Improvement Committee and is consistent with current international standards for internal audit.

The Councils internal audit function must operate independently of the Council and cannot be subject to direction by Council. It reports administratively to the General Manager and functionally to the ARIC.

Each Council must have a head of in-house internal audit function. This must be a Council employee and cannot be outsourced, other than through a shared arrangement with another Council, and meet the eligibility and independence criteria for the position.

Internal audit documents can be accessed by the governing body (Council), subject to the approval of the Chair of the committee.

Council will be required to have an ARIC of some type by June 2022 and will then have two years, until 30 June 2024 to comply with the risk management and internal audit requirements under the guidelines, and five years to comply with the audit, risk and improvement committee requirements.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

The draft guidelines if mandated in the current form would be costly to Council, potentially \$100,000 per year, as well as logistically complex and potentially provide poor outcomes.

To try and obtain the most favourable outcome for Council in the circumstances, the General Manager and Director Finance and Corporate Services have discussed a collaborative arrangement with the General Managers of Carathool Shire Council and Hay Shire Council to meet the requirements on a joint basis.

The General Manager has agreed to be the chair of the Carathool Shire Council Audit and Risk Committee, the General Manager of Carathool Shire Council (Rick Warren) has been appointed as the chair of the Hay Shire Council Audit and Risk Committee and the General Manger of Hay Shire Council (David Webb) has agreed to be the chair of the Bogan Shire Audit and Risk Committee, subject to this Council appointing him as such.

Under this agreement the General Manger of Carathool Shire would be Bogan Shire Council's second committee member and no fees would be charged under this reciprocal arrangement by any of the three Councils involved for their General Manger's time.

It would be prudent to have a community-based person as the third member of the committee and advertisements could be placed in the newspaper and on Councils website following this meeting. This external appointee would be subject to nominal payment ie: \$250.00 per meeting. Any Internal Auditor proposed would be subject to consideration by Council.

An appropriate charter for the committee has been developed and is attached for Council consideration. This will provide the framework for the committee to meet and determine the path forward ie: an audit program, internal audit requirements for Council to consider and to get an overall appreciation of Councils operations.

2.4 Attachments

Bogan Shire Council Audit, Risk and Improvement Committee Charter.

2.5 Recommendation: That Council

1. Establish an Audit, Risk and Improvement Committee.
2. Appoint Mr David Webb as Chair of the committee.
3. Appoint Mr Rick Warren as a committee member.
4. Appoint one nominee as a community representative committee member, with their appointment to be confirmed at the November Council meeting.
5. Adopt the Bogan Shire Council Audit, Risk and Improvement Committee Charter.
6. Set the fee at \$250.00 per meeting for a community member of the committee.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

Attachment: Bogan Shire Council Audit, Risk and Improvement Committee Charter.

**BOGAN SHIRE COUNCIL
AUDIT, RISK & IMPROVEMENT
COMMITTEE CHARTER**

1. OBJECTIVE

This charter prescribes the structure, processes, roles and responsibilities for the Audit, Risk and Improvement committee (ARIC) prior to the implementation of the proposed framework as detailed in the Office of Local Government draft internal audit and risk management framework.

The objective of the Audit, Risk and Improvement Committee (ARIC) is to provide independent assurance and assistance to Bogan Shire Council on risk management, control, governance, improvement and external accountability responsibilities.

These will include but not limited to:-

- a) Compliance
- b) Risk management
- c) Fraud control
- d) Financial management
- e) Governance
- f) Implementation of the strategic plan, delivery program and strategies, annual operation plan
- g) Service reviews
- h) Collection of performance measurement data by the Council, and
- i) Any other matters prescribed by the regulations.

2. EXERCISE OF AUTHORITY

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- a) Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- b) Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- c) Request the attendance of any employee or Councillor at Committee meetings.
- d) Obtain external legal or other professional advice considered necessary to meet its responsibilities.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

3. COMPOSITION

The Committee will consist of:

3.1 Members (voting)

- a) Three independent representatives, one of whom will act as chairperson.

3.2 Attendees (non-voting)

- a) General Manager
- b) Director Finance and Corporate Services
- c) Business Services Officer (Governance)
- d) Other Staff by Invitation

3.3 Invitees (non-voting) for specific Agenda items

- a) Internal auditor
- b) Representatives of the external auditor
- c) Other officers may attend by invitation as requested by the ARIC.

4. ROLE AND RESPONSIBILITIES

The ARIC has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the ARIC must always recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the NSW *Local Government Act 1993*.

The responsibilities of the ARIC may be revised or expanded by the Council from time to time. The ARIC's responsibilities are:

4.1 Risk Management

- a) Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.
- b) Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- c) Review the impact of the risk management framework on its control environment and insurance arrangements; and
- d) Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

4.2 Control Framework

- a) Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- b) Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- c) Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- d) Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- e) Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

4.3 External Accountability

- a) Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- b) Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- c) Consider contentious financial reporting matters in conjunction with Council's management and external auditors.
- d) Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- e) Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- f) Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

4.4 Legislative Compliance

- a) Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- b) Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- a) The ARIC will have a role in recommending an Internal Auditor.
- b) Recommend an Internal Audit Program to Council based on the assessment of risks.
- c) Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- d) Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.
- e) Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- f) Review all audit reports and consider significant issues identified in audit reports and

General Manager's Report to the Ordinary Meeting of Bogan Shire Council held on 28 October 2021

action taken on issues raised, including identification and dissemination of better practices.

- g) Monitor the implementation of internal audit recommendations by management.
- h) Periodically review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place.
- i) Periodically review the performance of Internal Audit.

4.6 External Audit

- a) Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- b) Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- c) Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management.
- d) Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

4.7 Responsibilities of Members

Members of the ARIC are expected to:

- a) Understand the relevant legislative and regulatory requirements appropriate to Bogan Shire Council.
- b) Contribute the time needed to study and understand the papers provided.
- c) Apply good analytical skills, objectivity and good judgment.
- d) Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.
- e) Comply with the Council's Code of Conduct.

5. REPORTING

The ARIC may, at any time, consider any other matter it deems of sufficient importance to do so. In addition, at any time an individual ARIC member may request a meeting with the Chair of the ARIC.

The minutes of the ARIC meeting will be tabled at the next ordinary Council meeting (or as soon as practicable) and at least annually to the governing body of Council on the management of risk and internal controls.

6. ADMINISTRATIVE ARRANGEMENTS

6.1 Meetings

The ARIC will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the ARIC, though other ARIC members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the



General Manager's Report to the Ordinary Meeting of Bogan Shire Council held on 28 October 2021

ARIC each year. The forward meeting plan will cover all ARIC responsibilities as detailed in this Charter.

6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of ARIC members. Meetings can be held in person, by telephone or by video conference.

The Executive Officer will arrange executive assistance to the ARIC. The ARIC may also request other employees to participate for certain agenda items, as well as the external auditor.

The General Manager may attend each meeting but will permit the ARIC to meet separately with the External Auditor in the absence of management on at least one occasion per year.

6.3 Secretariat

The Director of Corporate and Community Services will be responsible for ensuring that the ARIC has adequate secretariat support. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained.

Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

6.4 Fees

Independent members of the ARIC will be entitled to claim a fee for each meeting attended. The fee is set by Council resolution. Claims for fees will be made in accordance with the Councillor Expenses and Facilities Policy. The fees will be reviewed annually.

6.5 Conflict of Interests

Councillors, Council staff and members of Council Committees must comply with the applicable provisions of Council's Code of Conduct and Code of Meeting Practice in carrying out the functions as Council officials. It is the personal responsibility of Council officials to comply with the standards in these Codes and regularly review their personal circumstances with these in mind.

ARIC members must declare any conflict of interests at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at ARIC meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from ARIC deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the ARIC.

6.6 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their ARIC responsibilities.

6.7 Assessment Arrangements

The Chair of the ARIC will initiate a review of the performance of the ARIC at least once



General Manager's Report to the Ordinary Meeting of Bogan Shire Council held on 28 October 2021

every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

6.8 Committee Tenure

The Council may, by resolution, terminate the appointment of a Committee member for any reason as they see fit. The appointment of any Committee will automatically expire at the end of June in the year following a general council election, however the members will be eligible for reappointment.

6.9 Review of Audit Committee Charter

The charter will be reviewed as required to ensure compliance with the proposed internal audit and risk management framework.

7. RELEVANT LEGISLATION AND GUIDANCE

- NSW Local Government Act 1993
- Internal Audit Guidelines (2010) NSW Department Premier and Cabinet, Division of Local Government. [External Link](#)
- Councillor Expenses and Facilities Policy
- Code of Conduct
- A new risk Management and Internal audit framework for Local Councils in NSW- Office of Local government.

3 PECUNIARY INTEREST RETURNS

Summary:

Tabling of the Pecuniary Interest Register is a requirement under Section 450A of the Local Government Act.

3.1 Introduction

The purpose of this report is to table the Pecuniary Interest Register.

3.2 Background

Tabling of the Register is a requirement under Section 450A of the Local Government Act.

3.3 Discussion

For noting.

3.4 Recommendation

That Pecuniary Interest Register in respect of the period 1 July 2020 to 30 June 2021 be received and noted.

4 COMMUNITY FINANCIAL REPORT

Summary:

The purpose of this report is to present to Council a Community Financial Report for the 2020/21 financial year.

4.1 Introduction

The purpose of this report is to present to Council a Community Financial Report for the 2020/21 financial year.

4.2 Background

The provisions of the Local Government Act, 1993 read together with the Australian Accounting Standards and NSW Office of Local Government guidelines, require Councils to prepare a very comprehensive set of Annual Financial Statements which are then independently audited each year by the Auditor-General of NSW.

Following receipt of the Auditor-General's report, Council is required to publicly advertise the financial statements and present them, including the report, to the public at a Council meeting.

4.3 Discussion

This is a very necessary process given that Councils are custodians on behalf of their communities of large sums of ratepayers and government monies and assets worth millions of dollars. The detail contained in the Annual Financial Statements and their rigorous audit helps ensure that the highest standards of financial accountability are maintained.

Unfortunately, by their very nature, a Council's Annual Financial Statements are complex and specialised and are not easy for people to interpret.

For this reason the attached Community Financial Report has been prepared. This Report is not required under any NSW legislation but has been compiled to try and communicate Council's financial result to our community. It is also not intended to replace Council's Annual Report which incorporates the Annual Financial Statements and also sets out our goals and achievements for the year.

Whilst based on figures extracted from Council's audited Annual Financial Statements, this Report is not audited as such.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

4.4 Attachment

Community Financial Report

4.5 Recommendation

That The Community Financial Report be received and noted.

5 CHRISTMAS – NEW YEAR CLOSURE

Summary:

The purpose of this report is to obtain Council's approval for the closure of Council offices over the Christmas/New Year holiday period.

5.1 Introduction

The purpose of this report is to obtain Council's approval for the closure of Council offices over the Christmas/New Year holiday period.

5.2 Background

As a long-established practice in common with other Councils, Bogan Shire Council has closed its Council offices between Christmas and New Year.

5.3 Discussion

Christmas Day and Boxing Day fall on a Saturday and Sunday, with Monday 27 December 2021 and Tuesday 28 December being declared Public Holidays. (In place of Christmas Day and Boxing Day which fall on the Saturday and Sunday). New Years Day falls on a Saturday, with Monday 3 January 2022 being declared a Public Holiday.

Normal practice is to close the Shire offices, including Library and Bogan Shire Medical Centre, between Christmas and New Year.

Following past practice, this would mean that the Shire offices would be closed for what would otherwise be normal working days on Wednesday 29 December, 2021, Thursday 30 December 2021 and Friday 31 December 2021.

5.4 Recommendation

That Council closes the Shire Offices including Library and Bogan Shire Medical Centre on Wednesday 29 December, 2021, Thursday 30 December 2021 and Friday 31 December 2021 and advises the community accordingly.

6 DECEMBER / JANUARY MEETINGS OF COUNCIL

Summary:-

The purpose of this report is for Council to consider the timing of the first Ordinary Meeting following the election of new Councillors and the January recess of Council.

6.1 Introduction

The purpose of this report is for Council to consider the timing of the first Ordinary Meeting following the election of new Councillors and the January recess of Council.

6.2 Background

As part of a long-standing tradition the December meeting of Council has been held on the third Thursday of December followed by a year-end function to which all staff, Councillors and their partners are invited. The purpose of this function is to celebrate the year's successes and strengthen the good working relationships that already exist within the Bogan Shire Council team.

Also, Council has traditionally not held an Ordinary Monthly Meeting in January and it is common practise for Councils to go into recess over the holiday season. At that time of year a number of people, including Councillors and staff take holidays. Generally speaking, this is a quieter period for Government, suppliers and professional advisors as well, resulting in less need for Council decision-making than at other times of the year.

6.3 Discussion

This year the election of new Councillors is scheduled to take place on 4 December 2021. The General Manager has been advised by the NSW Electoral Commission that amended legislation now provides that the distribution of preferences to determine the elected candidates will only be conducted when all returned postal vote ballot papers received up to 6pm, Friday 17 December 2021 have been included in the count. This was previously 6pm on the Monday following election day.

As a consequence the NSW Electoral Commission has advised that the declaration of election results will only begin on Tuesday 21 or Wednesday 22 December 2021.

This has a number of implications including the timing for the first meeting of the newly-elected Council which includes the election of Mayor.

There are a number of issues to consider in setting a date for this first meeting:

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

- a. Section 367 of the Local Government Act requires the General Manager to send to each councillor, at least 3 days before each meeting of the council, a notice specifying the time and place at which, and the date on which, the meeting is to be held and the business proposed to be transacted at the meeting. (What we know as Council's Business Paper).

Assuming a Declaration on 22 December 2021, the Business Paper could be sent out to Councillors on 23 December 2021. Given the requirements of section 367 the earliest date for the first Council meeting would be Wednesday 29 December 2021, considering 27 and 28 December are public holidays.

In the event the Bogan Shire LGA is declared earlier than 22 December 2021, given our relatively small electorate numbers – say, on 20 December, a Business Paper could be distributed on 21 December and a meeting held on Friday 24 December 2021.

- b. Section 290(1)(a) of the Local Government Act requires the election of the new mayor by councillors within 3 weeks after the election is declared.

This implies that the first meeting of Council will need to take place before 11 January 2022, assuming a Declaration on 22 December 2021.

- c. The General Manager has been informed of a legislative amendment made in 2016 to section 234 of the Local Government Act that means that mayors elected by councillors no longer hold the office of mayor from the day of an ordinary election.

This means that the office of Mayor in Bogan Shire Council will be vacant from 4 December 2021 until such time as a new Mayor is elected at the first meeting of Council. Prior to this amendment, the mayor would remain in office until the next meeting of the council following the election, when the election of the mayor for the new term would occur.

Apart from any other considerations this means that Council will be without anyone to fulfil the role of Mayor under the Local Government Act which includes being the leader of council, exercising policy making functions between meetings of Council and providing strategic direction to the General Manager.

Whilst LGNSW has taken this matter up with the Minister for Local Government, at this stage the Minister has advised that the Government does not propose to revisit the amendment to section 234.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

It is suggested that Council takes all of the above into consideration in setting meeting dates for December and January including the need for recess in January to allow staff and Councillors some vacation time and time with family following what has been a very full year being the second year of pandemic following years of drought.

In summary, Council could consider a resolution based on the following scenarios:

Scenario 1 - Declaration of Results on or before 20 December 2021

- Ordinary Meeting of Council at 9am on Friday 24 December 2021
- Council in recess from then until 31 January – no January meeting. Date and times of February and subsequent meetings to be determined at the first meeting of the new Council

Scenario 2 - Declaration of Results between 21 and 24 December 2021

Option 1

- Ordinary Meeting of Council at 9am on Wednesday 29 December 2021
- Council in recess from then until 31 January – no January meeting. Date and times of February and subsequent meetings to be determined at the first meeting of the new Council

Option 2

- Ordinary Meeting of Council at 9am on Tuesday 4 January 2022 (Monday 3 January being a public holiday).
- Council in recess from then until 31 January – no further January meetings. Date and times of February and subsequent meetings to be determined at the first meeting of the new Council

Should Council resolve to go into recess during January it will be necessary to pass a resolution delegating decision-making to the Mayor, Deputy Mayor and General Manager as in the past:

Pursuant to and subject to the limitations of Section 377 of the Local Government Act, Council grants authority to the Mayor, Deputy Mayor and General Manager with Councillors to be contacted if practical, to make decisions on behalf of Council during this recess period.

A further consideration is whether or not to hold the traditional year-end function on 16 December 2021.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

6.4 Recommendation

That Council considers options provided in this Report for Ordinary meetings of Council to be held in December 2021 / January 2022.

**Derek Francis
General Manager**

REPORT TO ORDINARY MEETING OF COUNCIL – DIRECTOR PEOPLE AND COMMUNITY SERVICES

Mayor and Councillors

The following reports are submitted for consideration:-

1 NYNGAN SHOW DAY

Summary:

The purpose of this report is to advise Council of community response to the declaration of a local event day / public holiday for Nyngan Show Day in 2022 and for Council to determine their request to the Minister for Industrial Relations accordingly.

1.1 Introduction

The purpose of this report is to advise Council of community response to the declaration of a local event day / public holiday for Nyngan Show Day in 2022 and for Council to determine their request to the Minister for Industrial Relations accordingly.

1.2 Background

Traditionally Council has requested that the relevant State Minister declare a half-day public holiday for the Bogan Shire area on Monday afternoon of the Nyngan Show.

The NSW Government introduced legislation in 2010 which makes provision for the declaration of local event days as an alternative to local public holidays. Based on information provided by NSW Industrial Relations the potential impacts on business and the community for a public holiday as opposed to a local event day in a designated local government area are:

Public Holidays

- Banks are required to close unless they hold specific approval to remain open.
- Shops are free to open without restriction.
- All employees who work in the designated area are entitled to be absent from work.
- Those employees who work may have an entitlement to penalty rates.

Local Event Day

- Banks and shops are free to open without restriction.
- Entitlements to paid time off work or penalty rates for employees will only arise where they have been agreed at a workplace level.

1.3 Discussion

As part of the standard public consultation process for the 2022 Show Day, Council is required to consult with local banks and schools, Aeris Tritton Operations, Lawlab, and local transport companies, taking into consideration arrangements for students on the day and asking them to advise Council if they would prefer the declaration of a Local Event Day over a Public Holiday.

Council's application for a public holiday is due to the Minister for Industrial Relations by 19 November 2021. Letters were sent to the organisations named above with responses due by 15 October 2021, five of which have been received at time of writing this report. Additional correspondence to be tabled at the Council Meeting

1.4 Attachments

1. Correspondence from Nyngan Public School
2. Correspondence from Commonwealth Bank
3. Correspondence from Langley's Coaches
4. Correspondence from Nyngan High School.
5. Correspondence from Aeris Resources Tritton Operations

1.5 Recommendation

For Council's consideration.



**People and Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

Attachment 1. Correspondence from Nyngan Public School

From: Kylie Pearce [mailto:kylie.a.pearce@det.nsw.edu.au]
Sent: Wednesday, 20 October 2021 2:07 PM
To: Bogan Shire Council
Subject: Re: 2022 Nyngan Show Day Holiday

Good afternoon

Nyngan Public School is happy to support the Bogan Shire Council recommendation of a public holiday in support of Nyngan Show. Student transportation has not been a concern in the past as we communicate with parents and bus companies in preparation for the day.

Regards

Kylee

Kylie Pearce
Principal - Nyngan Public School
60 Cathundral St, Nyngan.
02 68 321 605

Attachment 2. Correspondence from Nyngan Commonwealth Bank

Email from Manager Nyngan Commonwealth Bank

Sorry I've been away on hols. I'd assume reply is possibly too late but the normal half day public holiday is the preference

Regards

Jodi Douglas

People and Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021

Attachment 3. Correspondence from Langley's Coaches

From: Langley's Coaches Accounts <accounts@langleyscoaches.com.au>
Sent: Thursday, 14 October 2021 3:24 PM
To: Admin
Cc: Langleys Coaches - Contact
Subject: 2022 Nyngan Shop Day

Dear Debby,

Thank you for your letter regarding the 2022 Nyngan Show Day Holiday.

We have no preference as to whether it is declared as a Local Event Day or a Public Holiday. We are contracted to run the school run on this day either way.

We are happy to fit in with whatever works best for the Nyngan Community.

Please do not hesitate to contact us if you require anything further.

Regards,

Fiona Langley



LANGLEY'S
Postal - PO Box 1190 Dubbo NSW 2830 Depot - 4 Jannali Road Dubbo NSW 2830
Phone - 02 6882 8977 Fax - 02 6882 8164
Email- accounts@langleyscoaches.com.au Web - www.langleyscoaches.com.au
ABN 97 002 890 691 Orana ABN 28 002 338 776



Pinetree
Tours
www.pinetreetours.com

We've got Norfolk Covered 

People and Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021

Attachment 4. Correspondence from Nyngan High School



NYNGAN HIGH SCHOOL

Principal: B Wright
Deputy: A Bush

PO Box 156
Telephone 02 68 321004
Facsimile 02 68 321769

Email: nyngan-h.schools@det.nsw.edu.au

Mrs Debb Wood
Director People and Community Services
Bogan Shire Council

Re: Nyngan Show Day Holiday

Dear Debb,

I am writing with regard to the Bogan Shire Council's application for a show day holiday, coordinated for the Nyngan Show.

Nyngan High School supports the Council's application to the Minister for Industrial Relations, for a Public Holiday to occur on this day.

Our school has many student, staff and parent members who annually take part in Nyngan Show events and as such would be absent from any normal school events to attend their duties at the show. Our school is also a large contributor to stalls and events such as the livestock judging and parading, artistic competitions and culinary commitments. These commitments draw our students and staff away from the normal school day to attend the Nyngan Show.

As such it would be advantageous for a full day Public Holiday to occur, whereby all school community members can attend the Nyngan Show in support of our local community and there would be no detrimental effect to educational delivery for our students or staff. Historically half day holidays have shown a considerable amount of absenteeism on the morning of the half day which disrupts the running of the school but is also detrimental to student attendance statistics collected by system measures. A full day Public Holiday would not result in a largely negative amount of unapproved leave occurring for the student body.

Yours Sincerely,



Benn Wright
Principal
Nyngan High School

People and Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021

Attachment 5. Correspondence from Aeris Resources Tritton Operations



20 October 2021

Debb Wood,
Director People and Community Services
Bogan Shire Council
PO Box 221
Nyngan NSW 2825

Re: 2022 Nyngan Show Day

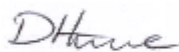
Dear Debb,

Thanks for your communication of 6th October giving us the opportunity to express a view about arrangements for the 2022 Nyngan Show Day, and please accept my apology for a late response.

Aeris Tritton Operations recognises the importance of the annual show day in the Bogan Shire calendar and we look forward to support the event in practical ways, including by promotion as well as active representation by our company which I understand has been our custom in previous years.

We intend to encourage attendance by Tritton employees and in order to facilitate this it would be our intention to allow eligible employees who are rostered to work on the day of the Show to work a half-day in order to attend in the afternoon. From our perspective this would align best with the definition of a local event and hence our preference would be for the event to be declared as such.

Yours sincerely



David Hume
General Manager – Aeris Tritton Operations
Email: dhume@aerisresources.com.au

Tritton Resources Pty Ltd - ABN 88 100 095
(A subsidiary of Aeris Resources Limited)
T: +61 2 6838 1100; **F:** +61 2 6838 110;
P: PO Box 386, Nyngan NSW 2825
Registered Office

Level 2, HQ South Tower, 520 Wickham Street, Fortitude Valley QLD 4006 Australia
Post: Box 14, 520 Wickham Street, Fortitude Valley, QLD 4006

E: info@aerisresources.com.au; **T:** +61 7 3034 6200; **F:** +61 7 3034 6290
www.aerisresources.com.au

2 BOGAN BUSH MOBILE – TERM 3 REPORT

Summary:

The purpose of this report is to advise Council on the Term 3 activities of the Bogan Bush Mobile service.

2.1 Introduction

The purpose of this report is to advise Council on the Term 3 activities of the Bogan Bush Mobile service.

2.2 Background

At the end of each term, an operational Bogan Bush Mobile report is provided for the information of Councillors.

2.3 Discussion

Term 3 2021:

July 12 – October 1, 2021

Statistics

Total children enrolled: 77 - official enrolments, 60 families

Term 3 attendance: 71 children

Term 3 sessions: 53 sessions scheduled, 25 sessions attended (due to COVID)

Vehicle kilometres: 4,697 km

Current venues visited in term 3:

Marthaguy, Marra, Hermidale, Trangie, Collie, Nyngan, Tottenham, Mungery, Duck Creek and Narromine

Term 3 Activities

The COVID-19 stay-at-home restrictions greatly impacted the operations of the Bogan Bush Mobile in Term 3, with the BBM team able to attend less than 50% of the scheduled sessions as a result. Families continue to show support for our Bogan Bush Mobile service and attended all available sessions when they were held.

A session at Duck Creek has been added to the schedule after requests from local families. This session replaces the Girilambone session due to lack of numbers attending there.



**People and Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

Due to very high demand in Nyngan, families attending the Collierreina session have combined with Nyngan families to attend here in town. Collierreina families were consulted and were happy for this change and have been travelling in to Nyngan to attend the session.

We are continuing our COVID-19 safe practices within our service and at all our venues, following strict cleaning procedures and wearing masks while travelling in the ute and during indoor sessions.

We look forward to a busy Term 4 to finish off the year of 2021.

2.4 Recommendation

That the Bogan Bush Mobile report be received and noted.

3 LIBRARY REPORT

Summary:

The purpose of this report is to provide Council with information both statistical and informative in regards to the Library's function.

3.1 Introduction

The purpose of this report is to provide Council with information both statistical and informative in regards to the Library's function.

3.2 Background

A quarterly operational Library report is provided for the information of Councillors.

3.3 Discussion

With amendments to the Public Health Order for Libraries, the Library was closed to the public on 12 August and re-opened on 20 September with a COVID-19 safety plan in place to ensure the safety of both staff and the public.

Fortunately the two school holiday periods fell outside of these times and regular school holiday activities were able to progress within COVID restrictions. Ten children attended the Belt Making workshops and 40 children with 12 adult chaperones attended the NAIDOC craft sessions in the June/July holiday period. Twenty four children with 8 adults attended the 2 painting sessions held in the September holidays.

Seven Story Time sessions have been held during this period, with 28 children and 16 carers in attendance. Staff made 4 visits to the Early Learning Centre to provide Story Time to 48 children. Library staff also worked with the Early Learning Centre staff to provide craft, activity and book packs to children who were staying at home during the recent lockdowns, helping those children and families to stay connected to their learning and the activities of those limited children attending the Centre at the time.

Foot traffic remains lower than usual since re-opening, however this appears to be a trend across most libraries, however staff are continuing to trial new ways of doing business and looking to implement new ideas to encourage in particular younger people into the Library and foster interaction with this highly valued service and to ensure we continue to meet the needs of our members.

The Local Priority Grant application was submitted to the NSW State Library for the 2021-2022 funding allocation of \$61,689 for Library expenditure.

**People and Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

Statistics

BorrowBox Statistics North Western Library for July to September 2021:

- Number of users: 2932
- Active users: 538
- Loans for eAudio: 1482
- Loans for eBooks: 1045
- Reserves/Renewals: 529
- Reserves/Renewals: 351

Statistics for the past quarter dating from 1.07.20 to 30.09.20 are as follows with a comparison of the previous year figures for the same period:

| July 1st – September 30th, 2020 | July 1st – September 30th, 2021 |
|--|--|
| Adult Fiction 393 | Adult Fiction 196 |
| Western Fiction 12 | Western Fiction 13 |
| Large Print 166 | Large Print 79 |
| Magazines 67 | Magazines 29 |
| Adult Non Fiction 68 | Adult Non Fiction 24 |
| Talking Books 95 | Talking Books 70 |
| Stories are magic items 15 | Stories are magic items 0 |
| Junior Fiction 175 | Junior Fiction 42 |
| Junior Non Fiction 7 | Junior Non Fiction 2 |
| Easy & Easy2 & RR 227 | Easy & Easy2 & RR 139 |
| Toys 7 | Toys 38 |
| Junior Talking Books 0 | Junior Talking Books 0 |
| Home Start Resources 0 | Home Start Resources 0 |
| Young Adult Fiction 22 | Young Adult Fiction 2 |
| Equipment 1 | Equipment 0 |
| DVD's 103 | DVD's 20 |
| TOTAL ISSUES 1351 | TOTAL ISSUES 654 |
| TOTAL MEMBERS 2512 | TOTAL MEMBERS 1125 |
| New Members 12 | New Members 3 |
| Internet Usage ½ hr sessions 37 | Internet Usage ½ hr sessions 271 |
| People Counter 736 | People Counter 961 |



**People and Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

There are 5 computers available for public use, in line with COVID-safe measures – the total number of people using computers was 30 over a period of 270 hours. A total 37 people required IT/computer HELP and 15 children used the eFun table.

Library staff have continued to adapt to the changing Public Health Orders on COVID-19 and adjust their service delivery over this period.

3.4 Recommendation

That the Library report be received and noted.

4 SECTION 355 COMMITTEE - BOGAN SHIRE YOUTH AND COMMUNITY CENTRE

Summary:

The purpose of this report is to recommend to Council the establishment of a constitution and associated delegations to create a Bogan Shire Youth and Community Centre as a Section 355 Management Committee of Council.

4.1 Introduction

The purpose of this report is to recommend to Council the establishment of a constitution and associated delegations to create a Bogan Shire Youth and Community Centre as a Section 355 Management Committee of Council.

4.2 Background

Section 355 Committees are a useful mechanism that benefits both Council and the community by providing interested persons with an opportunity to have an active role in the delivery / management of Council services / facilities.

So-called Section 355 Committees are established under Section 355 of the Local Government Act which allows Council to exercise its functions through such a committee and Section 377 of the Act which allows Council to delegate certain functions to others. Section 377 specifically prohibits the delegation of certain functions, such as the fixing of a fee which require a decision of the full Council.

4.3 Discussion

Construction of the Bogan Shire Youth and Community Centre should be completed on schedule during January 2022. Landscaping of the surrounds and fit-out of the Centre is planned for February / March with an opening in time for the Easter school holidays.

Discussions with experienced operators of Youth and Community Centres indicate that their success very much depends on genuine engagement with community members including giving them a say in how the facility is run which promotes a real sense of community ownership.

It is proposed that a Section 355 Committee be established to provide community input to Council on how the Centre is operated with recommendations for example, on opening hours and the nature of activities. The other function of the committee

**People and Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

would be to take limited operational decisions based on delegations from Council. This is similar to how Collierreina and Coolabah halls operate.

It is important to clearly establish respective roles and responsibilities for Section 355 community committees and Council. This is both to avoid confusion in day to day operations and, more importantly perhaps, to clearly set out responsibilities for insurance and legal matters. To achieve this Council needs to formally delegate certain responsibilities to the Committees and to have Committee constitutions that align with these.

It is proposed to begin a process to develop a constitution and delegations which will be presented to Council at a future meeting.

One of the matters for consideration will be the membership of the Committee. It is suggested that the committee comprises 7 members to include the Nyngan High School Captains and the Nyngan Community Hub Coordinator, with the remaining 4 members selected to represent our community.

If Council agrees to consider these suggestions and any others that Councillors propose at the Council meeting, staff can use this as a starting point for developing the Committee constitution and can approach individuals to see if they would be prepared to participate.

The General Manager and Director People and Community Services together with a nominated Councillor would also form part of this Committee.

4.4 Recommendation

1. That Council agrees in principle to the creation of a Section 355 Bogan Shire Youth and Community Centre Management Committee.
2. That Council nominates a preliminary membership of this Committee and that Council staff have initial discussions with individuals to gauge their interest.
3. That a draft constitution and associated delegations be prepared for the Bogan Shire Youth and Community Section 355 Management Committee of Council with a further report to Council.

Debb Wood
Director People and Community Services

REPORT TO THE ORDINARY MEETING OF COUNCIL – DIRECTOR OF FINANCE AND CORPORATE SERVICES

The following reports are submitted for consideration:-

1 INVESTMENTS SEPTEMBER 2021

Summary:

The report is to outline the performance of Council's Investment Portfolio for the month of September 2021.

At the 31st September 2021 Council had \$15.7 million invested. There has been an increase of \$462 thousand due to payments received from Transport for NSW for ordered works.

1.1 Introduction

The purpose of this report is to outline the performance of Council's investment portfolio for the month of September 2021.

1.2 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.

1.3 Discussion

The Investment Report for September 2021 is shown below. At the 31st September 2021 Council had \$15.7 million invested. There has been an increase of \$462 thousand due to a number of payments received from Transport for NSW for ordered works completed by Council last financial year.

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

**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Investment Movements for September 2021

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 | | | | | | |
|------------------------------------|-----------------------------------|------------|------|--------|----------------------|----------------------|
| REF | Source | Maturity | Days | % rate | Bal Aug 21 | Bal Sep 21 |
| 37908808 | Commonwealth | 02/03/2022 | 365 | 0.440% | 2,800,000.00 | 2,800,000.00 |
| 6894 | NAB - Professional Funds | At Call | | 0.200% | 12,483,864.26 | 12,945,959.69 |
| | | | | | | |
| | Balance securities held | | | | 15,283,864.26 | 15,745,959.69 |
| | | | | | | |
| | Balance Ledger 19010.8200.8200 | | | | 15,283,864.26 | 15,745,959.69 |
| | | | | | | |
| | Summary by institution | | | | | |
| | Commonwealth | | | | 2,800,000.00 | 2,800,000.00 |
| | NAB | | | | 12,483,864.26 | 12,945,959.69 |
| | | | | | | |
| | | | | | 15,283,864.26 | 15,745,959.69 |

1.4 Recommendation

That the Investments Report be received and noted.

**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

2 SUMMARY OF RATE & ANNUAL CHARGES COLLECTION

Summary:

The report is to provide a comparison of rate collections as at 31st September 2021, with the same period last year.

Total arrears have increased from \$803,445 as at the 31st September 2020 to \$1,010,724 as at 30th September this year.

2.1 Introduction

The purpose of this report is to provide a comparison of rate collections as at 30th September, 2021, with the same period last year.

2.2 Discussion

This report is provided for the information of Councillors.

| Rate Collections | 2021-2022 | 2020-2021 |
|--|------------------|------------------|
| Arrears Prior to 01/07/2021 | 818,958 | 622,548 |
| First Instalment Arrears as at 30/09/2021 | 191,766 | 180,897 |
| Second Instalment Outstanding as at 30/09/2021 | 1,032,496 | 1,025,606 |
| Third Instalment Outstanding as at 30/09/2021 | 1,074,505 | 1,073,605 |
| Fourth Instalment Outstanding as at 30/09/2021 | 1,088,446 | 1,083,205 |
| Total Arrears | 1,010,724 | 803,445 |
| Total Outstanding | 4,206,171 | 3,985,861 |
| Monthly Transactions | | |
| Amount Levied & B/Fwd | 6,157,720 | 6,051,011 |
| Add: Adjustments | 8,413 | 20 |
| Less: Payments to end of September | -1,883,040 | -1,986,501 |
| Less: Rebates | -76,922 | -78,669 |
| Gross Total Balance | 4,206,171 | 3,985,861 |
| Arrears of total amount levied % | 16% | 13% |

Total arrears have increased from \$803,445 at the 30th September 2020 to \$1,010,724 as at 30th September this year.

Each instalment amounts to approximately \$1,539,000
(Total Rates, Waste, Water & Sewer Access Charges)



**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

As at the 30th September 2021 Council had collected \$103,461 less than at the same time last year, an additional \$50,074 had been collected at the time of writing this report.

2.3 Recommendation

That the Rates and Annual Charges collection report be received and noted.

3 FIRST QUARTER 2021/2022 BUDGET REVIEW

Summary

Council remains in a sound financial position and is broadly on budget.

Cash Balance is still strong although expected to decrease over the next nine months as income received in advance is expended.

3.1 Introduction

The purpose of this report is to:

1. To review actual performance against budget for the first three months of the 2021/2022 financial year up to 30 September 2021.
2. To adjust the budget in response to changes in the financial landscape and changes to Council's corporate goals.

3.2 Background

Clause 203 (1) of the Local Government (General) Regulation 2005 requires that Council complete a budget review within 2 months of the end of each quarter. More importantly the review should be completed to enable good financial management of Council's resources. It is with this in mind that this report is presented within one month of the end of the first quarter.

Referring to Appendix A, the Projected Year End Result has been adjusted to allow for carry forward items and first quarter recommended changes. The items in the carry forward column are prior year capital projects and have already been approved by Council at previous meetings. The first quarter changes are shown in a separate column and discussed below and need to be approved at this meeting. A copy of the updated Capital Budget is shown in Appendix D.

The figures in the Projected Year End Result column are the estimate of income/spending at the end of the financial year. It is the sum of the originally adopted budget for 2021/2022, plus items carried forward from 2020/2021, plus or minus recommended changes made at this first quarter review.

3.3 Discussion

Performance Against Budget

The year to date performance against budget shows a \$133,644 change to the original projected balance. Council budgeted for a cash surplus of \$402,019 overall and the changes to the budget now show a cash surplus of \$268,375 across all funds. Council should note an amount of \$439,290 was transferred from cash reserves to balance the General Fund and \$310,873 to balance the Sewer Fund in the 2021/2022 original budget.

The general fund now shows a cash surplus of \$235,950 which is an increase of \$28,856 to the original surplus of \$207,094 due to adjustments by the Federal Government to the Financial Assistance Grant (FAG), the Emergency Services Levy budget, insurances and other expenditure Council has voted on since the original budget was adopted. It should be noted that part of the surplus \$217,100 is attributable to the Plant Fund and can only be used for these purposes the balance of \$18,850 can be used to reduce the transfer from cash reserves or to fund something else that may come up throughout the rest of the year.

Budget changes for this first quarter have all been offset against changes in other areas. Council received additional Financial Assistance Grant to what was originally budgeted, \$154,209 in the General Purpose component and \$18,037 in the Local Roads component of the grant. This \$154,209 has been used to offset an adjustment made to the Mining rate after a category review by a ratepayer resulting in a \$125,000 debit adjustment for 2021/2022 as well as additional adjustments.

The Sewer Fund has no changes to the original budget.

The Water Fund now shows a cash deficit of \$92,575. This is due to Council resolving to co-contribute 25% or \$162,500 of its own funds towards the pre-design and design documentation for a new Water Treatment Plant bringing the original surplus of \$69,925 into a deficit. The Water Fund does have sufficient Cash Reserves to fund this amount.

The state of the individual funds is shown in Appendix C:

As always Councillors and staff need to be aware of decisions made and there impact on Councils budget. It is always important that corresponding savings are found when making decisions on additional spending and this is not always possible therefore funds would need to come from surplus cash.

Council has received additional grant funding since the budget was prepared under the Fixing Local Roads Program Round 3 of \$999,900 and these funds will be spent on Neeroc Road \$99,900, Merryanbone Road \$250,000, Paynes Road \$200,000, Murrawombie Road \$250,000 and Warrah Road \$200,000. Council has also been successful in receiving funding for a Road Safety Program, School Zone

**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Infrastructure Sub Program Round 2 of \$39,156 which will see improvements to the three school zones being remarked and Dragons Teeth added.

The first quarter adjustments are divided into favourable and unfavourable and explained below:

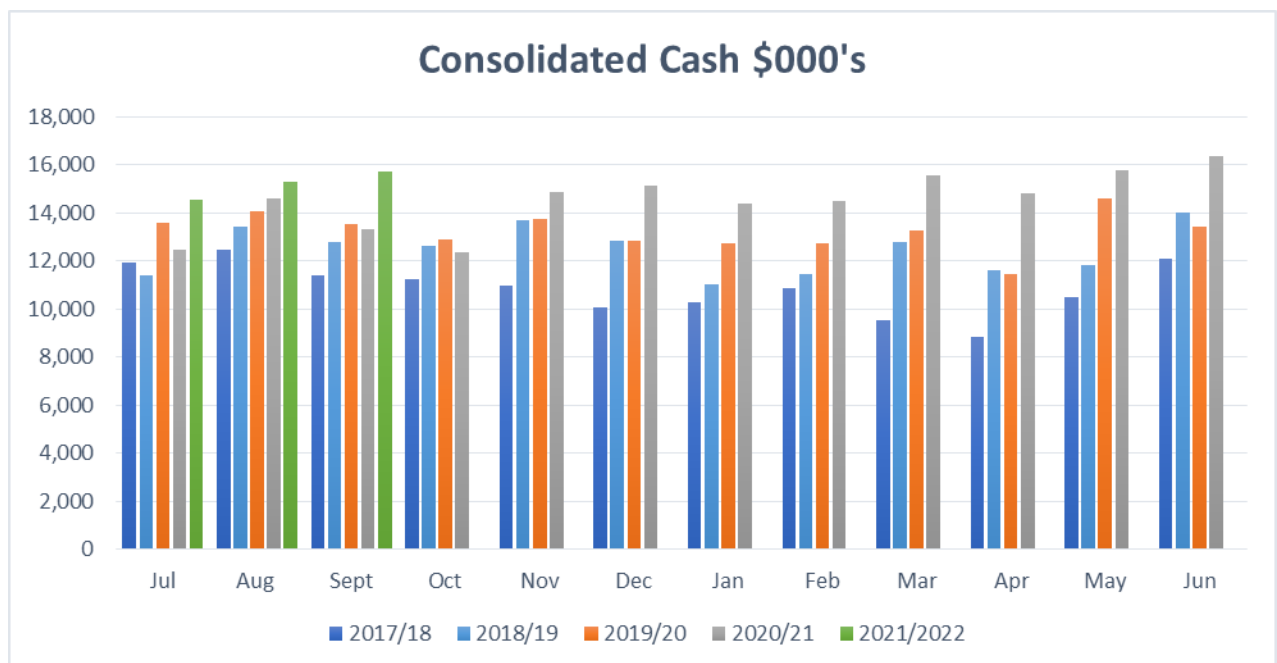
Favourable adjustments are where Council has found that it is going to get more income than budgeted or expects to spend less than originally budgeted. Unfavourable adjustments are the reverse. These are where the program is going to cost more than originally budgeted, income is going to be less or Council has resolved to spend additional funds to the original budget. The budget is therefore adjusted accordingly to reflect these changes.

These have been summarised in Appendix B.

Cash

Council is holding significant cash balances once again due to prepayment of 2021/2022 Financial Assistance Grant (FAG) as well as receiving the first quarterly instalments of FAG, Block Grant, Roads to Recovery (R2R) and the first instalment of rates being paid. Consequently the cash balance is expected to decrease over the next nine months.

At \$16 million the 2020/2021 year end cash balance has come in above Council's Long Term Financial Plan projection of \$9 million due to holding funds for grants and other funding that is yet to be expended.



**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Consulting and Legal Expenses

The budgeted and actual spending on consultants and legal expenses is shown below. The consultancy expenditure has been spent on Library, Medical Centre, Engineering Services, Environmental Services, Economic Development, IT Services, Water and Sewer services.

A budget has been added for the 25% Council funded costs towards the pre-design of a new Water Treatment Plant.

| CONSULTING & LEGAL EXPENSES | | | |
|--|----------------------|-------------------------------|-----------------------|
| Expense | Budget \$ | Expenditure YTD \$ | Revised \$ |
| Consultancies | 415,689 | 156,628 | 590,189 |
| Legal | 48,500 | 8,302 | 53,000 |

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Bogan Shire Council for the quarter ended 30/09/2021 indicates that Council's projected financial position at 30/6/22 will be *satisfactory* at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.



Signed: _____ date: 15/10/2021

Stephanie Waterhouse
Responsible Accounting Officer, Bogan Shire Council

3.4 Recommendation

That Council:

1. Note the report on Actual compared to Budget for the quarter ended 30 September 2021.
2. Adopt the adjustments to the 2021/2022 budget as shown in the Budget Review Statement at Appendix A to this report.

Attachments:

- Appendix A – 2021/2022 First Quarter Budget Review Summary
- Appendix B – 2021/2022 Budget Review Statement
- Appendix C – 2021/2022 Cash Position of Funds Projected Operating Result
- Appendix D – 2021/2022 Capital Budget Updated

4 DELIVERY PROGRAM

Summary: *This report is to provide information regarding progress with respect to the principal activities detailed in Council's adopted Delivery Program.*

The General Manager is required under the provisions of Section 404(5) of the Local Government Act to provide Council with regular reports regarding progress with respect to the principal activities detailed in Council's Delivery Program.

Council previously resolved that these reports be provided in October and April.

Managers responsible for each of the activities listed under the Strategies and Outcomes have indicated the current status of the activity.

4.1 Introduction

The purpose of this report is to provide information regarding progress with respect to the principal activities detailed in Council's adopted Delivery Program.

4.2 Background

The General Manager is required under the provisions of Section 404(5) of the Local Government Act to provide Council with regular reports regarding progress with respect to the principal activities detailed in Council's Delivery Program.

Council previously resolved that these reports be provided in October and April.

4.3 Discussion

A full Delivery Program Report listing each strategy and activity in the Delivery Program is available on request from the General Manager or on Council's website. Attached to this report, however, is an extract of the full Delivery Program Report showing those activities which are marked as:-

- Not started (NS)
- Not progressing (NP)
- Progressing with issues (PWI)
- Completed (C)

All other activities are marked as "Progressing – No Issues".

The Report mirrors the layout of Council's Delivery Program and 2021/22 Operating Plan and Budget. Directors responsible for each of the activities listed under the Strategies and Outcomes have indicated the current status of the activity and, where appropriate, have included comments.



**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

4.4 Attachment

Extract of Delivery Program Report – 2021/2022 Activities.

4.5 Recommendation

That the Delivery Program Report be received and noted.

5 REVISION OF COUNCIL PUBLIC INTEREST DISCLOSURES – INTERNAL REPORTING POLICY

Summary:

The purpose of this report is to review AP001 Public Interest Disclosures – Internal Reporting Policy. The policy which was last reviewed on 27 February 2014 is now due to be reviewed again.

5.1 Introduction

The purpose of this report is to review AP001 Public Interest Disclosures – Internal Reporting Policy. The policy which was last reviewed on 27 February 2014 is now due to be reviewed again.

5.2 Background

The Public Interest Disclosures Act 1994 (PID Act) aims to encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration, serious and substantial waste and government information contravention in the public sector.

Under section 6D of the PID Act, public authorities are required to have a policy and procedures for receiving, assessing and dealing with public interest disclosures.

5.3 Discussion

The policy sets out who you can report wrongdoing to at Bogan Shire Council, what can be reported and how reports of wrongdoing will be dealt with.

The Policy is designed to complement normal communication channels between supervisors and staff and is not intended for staff grievances which should be raised through Councils Human Resources Department. This policy should:

1. Be strongly endorsed by the Mayor and General Manager
2. show the council's commitment to high standards of ethical and accountable conduct and confirm that it will not tolerate any form of wrongdoing
3. conform with the Code of Conduct and/or other relevant ethical codes
4. address the relevant provisions of the PID Act
5. state that staff who come forward and report wrongdoing are helping to promote integrity, accountability and good management within the council
6. outline the council's broader responsibilities under the PID Act, such as reporting on public interest disclosures
7. state that it is supported by procedures based on the Ombudsman's guidelines

**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

8. refer to any other relevant policies or procedures, such as the council's code of conduct and grievance policy, and provide information about how staff can access that information
9. be publicly available on your council's website
10. be implemented by the council through staff awareness training.

The policy details the five main categories of serious wrongdoing which should be reported. These categories are:

1. Corrupt conduct
2. Maladministration
3. Serious or substantial waste
4. Breach of the GIPA Act
5. Local Government pecuniary interest contravention

The above categories are explained in further detail in the policy document and examples given as to what could fall into each category.

There have been significant changes to the previously adopted policy which has been based on the Model internal reporting policy provided by the NSW Ombudsman and was updated and released by them in July 2020.

The revised policy is attached to this business paper for Council to consider.

5.4 Recommendation

That Council adopt the revised policy AP001 Public Interest Disclosures – Internal Reporting.

6 PARTNERSHIP AGREEMENT WITH SERVICE NSW

Summary:

The purpose of this report is to provide background information and seek support to enter into an agreement with Service NSW and to consider future business improvement initiatives.

6.1 Purpose

The purpose of this report is to provide background information and seek Council's support to enter into an agreement with Service NSW and to consider future business improvement initiatives.

6.2 Background

Council currently has an agreement in place with Service NSW to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy.

The support provided by Council to individuals and businesses to access these services has been invaluable, particularly during these challenging times.

By entering into the new Partnership Agreement with Service NSW it continues to enable Council to work with Service NSW to support economic outcomes for small businesses within our town at a broader level than the original agreement. The Covid 19 pandemic has seen the business services of Service NSW expand and they wish to continue to partner with Council to share information with Council and the businesses in the Bogan Shire area to achieve mutually beneficial outcomes.

Both Service NSW and Council want to see existing businesses grow and expand. Service NSW have already established concierge services to assist new businesses with licences and applications that might be required by Council when they are establishing, especially if those business are highly regulated. Service NSW help to ensure these businesses are submission ready when putting in applications to Council by collaborating with both business owners and Council.

Service NSW also advise Council when Grants and other assistance are available for the businesses in our area and work with Council on how to get that information out to businesses. Service NSW can also provide statistical

**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

information on Grants that have been applied for and assistance provided over a period of time if Council requires that information for any purpose.

6.3 Discussion

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.

Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

A new Partnership Agreement has been developed to provide consistency across all councils, reflect the broader focus of Service NSW for Business and provide the opportunity for Bogan Shire Council to engage with all services across Service NSW now and into the future.

The new Partnership Agreement includes further detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage and security of personal information.

The intention of the Partnership Agreement is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications.

For Bogan Shire Council, the process is to endorse the proposed recommendations and to inform Service NSW when this endorsement has occurred.

This program is at no cost to Bogan Shire Council to participate. Support material, training and advice is provided by Service NSW for Business at no cost. Implementation of the program should lead to reduced processing times and costs relating to applications to Council.



**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Council would still undertake all assessments as per appropriate legislation.

By Bogan Shire Council continuing to support this initiative, the local business community and potential business investors can maintain confidence that Bogan Shire Council is, as always, supportive of small business and actively trying to reduce the costs associated with small business startup.

A partnership with Service NSW is important and will help to support the creation of new businesses within the shire.

6.4 Attachment

Proposed Partnership Agreement from Service NSW.

6.5 Recommendation

1. That Council delegates authority to the General Manager to enter into an agreement with Service NSW.
2. That any necessary documents be authorised for execution under the Common Seal of Council.



**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

BLANK PAGE

7 CREDIT CARD POLICY

Summary:

The purpose of this report is to establish appropriate controls on the use of Council issued credit cards.

7.1 Introduction

The purpose of this report is to establish appropriate controls on the use of Council issued credit cards.

7.2 Background

Council currently has two credit cards in use. One issued to the General Manager and one issued to the Director Finance and Corporate Services. Each card has a \$10,000 limit with the overall limit being \$20,000. Council's facility limit is \$60,000.

It is recommended in the new policy that further cards be issued to the Business Services Officer (Finance & Corporate Services), the Administration Officer (Engineering) and the Executive Assistant (General Managers Office) each with \$5,000 limits.

Council has reviewed this in the current policy to ensure Audit requirements continue to be met around the sharing of credit cards and the availability of the General Manager and Director of Finance and Corporate Services when purchases need to be made. This is also a requirement in Council's agreement with their Bank.

7.3 Discussion

Council has always had strict controls on the use of credit cards and has reviewed the current Policy to be in line with newly released Guidelines on the Use and Management of Credit Cards issued by the Office of Local Government.

Corporate credit cards are useful, at times, for Council to be able to efficiently purchase some of the goods and services required for day to day operations. A minority of Councils suppliers require payment by credit card prior to releasing the goods to Council or they only have an online platform for purchasing which requires the use of a credit card.



**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Some of these suppliers include airlines when making travel bookings and motels that require a credit card to reserve bookings also a lot of Councils IT products are purchased online and directly with a credit card.

7.4 Attachment

Policy FIN003 Bogan Shire Council Corporate Credit Card Policy.

7.5 Recommendation

That Council adopt the attached reviewed policy FIN003 Corporate Credit Card Policy.

8 ANNUAL FINANCIAL REPORTS

Summary:

The purpose of this report is to table the 2020/2021 Financial Statements. In accordance with Section 418 Council is required to hold a public meeting in order to present the Financial Reports.

Notification of the meeting was advertised on Councils website on the 12th October 2021 and in the Nyngan Weekly on the 21st October 2021. The presentation of the audited financial reports is to occur at this meeting.

8.1 Introduction

The Financial Reports for the year ended 30 June 2021 have been completed. The Council's auditors conducted their final audit and Council has received their Audit Report.

A full set of the Financial Reports including the Auditor's Report is tabled at this meeting and is also available on Council's website. They will also be available for inspection from the Director Finance & Corporate Services prior to the meeting.

Consideration of this report means that Council is complying with the *Local Government Act 1993*.

8.2 Background

The Financial Reports for the year ended 30 June 2021 have been prepared in accordance with the *Local Government Act 1993* and the Regulations made there under, the Australian Accounting Standards and Professional Pronouncements and the Local Government Code of Accounting Practice and Financial Reporting.

8.3 Discussion

Section 418 to Section 421 of the *Local Government Act 1993* outlines the procedures that Council must follow with regards to the presentation of its Financial Reports.

In accordance with Section 418 Council is required to hold a public meeting in order to present the Financial Reports. Notification of the meeting was advertised on Council's website on 12th October 2021 and in the Nyngan Weekly on the 21st October 2021. The presentation of the audited financial reports is to occur at this meeting.

**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

In accordance with section 420 "any person may make submission to the Council with respect to the Council's audited financial statements". ***At the time of writing this report, no submissions had been received.***

8.4 Recommendation

That the Financial Reports and Auditor's Report for the period 1 July 2020 to 30 June 2021 be presented to the public and be received and noted.

9 OUTSTANDING RATES & CHARGES AS AT 30/6/2021

Summary:

The purpose of this report is to provide more details to Council on the Outstanding Rates and Charges owing as at 30/6/2021.

9.1 Introduction

The purpose of this report is to provide additional details to Council on the Outstanding Rates and Charges owing as at 30/6/2021 as requested at the September Ordinary Meeting of Council.

9.2 Background

Council's outstanding rates and charges position as at the 30th June, 2021 has increased due to many factors. The main factor being the ongoing effects of the drought with farmers being unable to produce an income from their land, from either crops or livestock, for at least a 3 year period in our region. This has improved over the last 12 months with the drought breaking and good crops having been produced in the 2020 season for most farmers and a good season is again expected in 2021. Livestock producers have also been able to restock where many had sold out due to the devastating effects of the drought.

The Covid-19 pandemic has also played its part in the ability of Council to be able to collect outstanding rates and charges. The State Government brought in a 0% interest rate on overdue rates and charges from 1/7/2020 to 31/12/2020. This meant that in addition to those suffering financial hardship, some other ratepayers had no incentive to pay their rates during this 6 month period as no interest was being charged and therefore a number of ratepayers deferred their payments.

The NSW Government also issued a Covid 19 Legislation Amendment (Emergency Measures-Miscellaneous) Act 2020 for a period of six months, ending 30 September 2020, to provide that a local council would not commence proceedings for the recovery of rates or charges against a person without first considering specific matters that relate to that person's individual circumstances.

**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Bogan Shire, as well as other areas in our Region, have also experienced a mice plague of epic proportions that has destroyed some stored crops and stock feed over the last summer and autumn months.

9.3 Discussion

Council can now, hopefully, expect things to slowly improve with above average crop yields and high stock prices anticipated.

The reconciliation below shows Council's current outstanding rates position and how Council expect to collect the outstanding amounts:

Council's total outstanding rates and charges as at the 30/06/2021 were \$930311.79, compared to \$899,734.27 as at 30/6/2020.

Payments amounting to \$112,581.55 have been received since the 30/06/2021 leaving an outstanding amount of \$817,730.24.

Breakdown of expected recovery action is as follows:

| Type of Debt Recovery | Amount | Description |
|------------------------------|---------------------|--|
| Legal Action | \$310,530.02 | Summons to be issued and followed up to payment in full. A large amount of this outstanding debt is owed by a small number of ratepayers. |
| Arrangements | \$ 83,661.75 | This amount is a little high due to some property owners still having financial and hardship difficulties. |
| Reminder Letters | \$225,793.98 | This category has the bulk of ratepayers with small outstanding considered not recoverable by legal action due to the excessive cost of summons. |
| Being Sold by Ratepayer | \$ 62,001.51 | These properties are made up of estates waiting to be transferred or sold. |
| Postponed Rates | \$ 19,521.42 | Postponed rates are an ongoing issue for Council. The Office of Local Government is looking at phasing out this allowance. |
| Sale of Land | \$130,301.06 | Staff were hoping to have had this sale by the end of 2021 but with NSW Public Health Orders due to Covid 19 we have been unable to undertake this. It is expected to be undertaken in 2022. |
| Credits/small Values | -\$ 14,079.50 | |
| Total Outstanding | \$817,730.24 | |



**Finance & Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

9.4 Recommendation

That the Outstanding Rates and Charges report be received and noted.

Stephanie Waterhouse
Director Finance and Corporate Services

**REPORT TO THE ORDINARY MEETING OF COUNCIL – DIRECTOR OF
ENGINEERING SERVICES**

Mayor and Councillors

I submit the following report for consideration:

1 DEPARTMENTAL ACTIVITY REPORT

Summary: *The purpose of this report is to provide Council with information that is both statistical and informative in regards to the activities of the Engineering Services Department.*

1.1 Introduction

The purpose of this report is to provide Council with information that is both statistical and informative in regards to the activities of the Engineering Services Department.

1.2 Background

A regular activity report is provided for the information of Councillors.

1.3 Discussion

Roads

Road work undertaken for the reporting period 13th September 2021, to the 15th October 2021 consisted of the following:

| No. | Name | Comments |
|-----|------------------|--|
| | Local Roads | |
| 48 | Fords Road | Emergency flood damage repairs completed. |
| 25 | Merryanbone Road | Emergency flood damage repairs continuing. |
| 92 | Colane Road | Maintenance grading completed. |
| 66 | Days Road | Emergency flood damage repairs commenced. |
| 61 | O'Neill's Road | Maintenance grading completed. |
| 24 | Canonba Road | Emergency flood damage repairs commenced. |
| 14 | Gilgai Road | Emergency flood damage repairs commenced. |
| 74 | Doney's Road | Emergency flood damage repairs completed. |

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

| | | |
|----|-----------------|---|
| 13 | Bourke's Road | Emergency flood damage repairs completed. |
| 21 | Gongolgon Road | Emergency flood damage repairs completed. |
| 16 | Yarrandale Road | Heavy patching commenced. |
| 12 | Coffil's Lane | Emergency flood damage repairs completed. |
| 5 | Piesley Road | Emergency flood damage repairs commenced. |
| 38 | Billandry Road | Emergency flood damage repairs completed. |
| 10 | Pangee Road | Re-sheeting completed. |

| | | |
|------|-----------------------|--|
| | Regional Roads | |
| 461 | Condo Cobar Road | Emergency flood damage repairs continuing. |
| 424 | Monkey Bridge Road | Emergency flood damage repairs continuing. |
| 7514 | Cockies Road | Flood damage repairs continuing. |
| | State Highways | |
| HW7 | Mitchell Highway | Pothole patching continuing. |
| HW7 | Mitchell Highway | Mulla Road rehabilitation continuing. |
| HW7 | Mitchell Highway | Tree trimming near Byrock commenced |

Council's jet patching truck has completed work on the following roads:

- Nyngan Town Streets
- Yarrandale Road
- Murrawombie Road
- Hermidale Nymagee Road
- Tottenham Road
- Pangee Road
- Buckingham Road
- HW7, HW8 & MR70

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

The upcoming works program for Council's Rural Works teams includes, but is not limited to the following works:

- Commencing, or continuing maintenance grading, re-sheeting, or flood damage repairs of the following roads:- Piesley Road, Mulla Road, Warrah Road, Drummy's Road, Gongolgon Road, Merryanbone Road, and Benah Road.
- Completing its annual crushing program for 2021-22.
- Completing line marking, & heavy patching on Yarrandale Road.
- Completing tree clearing on the Mitchell Highway ahead of the 2021-22 sealing program.
- Commencing heavy patching on the Mitchell, & Barrier Highways near Byrock.

Works and Services

The work undertaken during this reporting period consisted of the following:

Civil Works

- Replaced culvert head walls Pangee St
- Carried out vermin control council buildings (ongoing)
- Installed four heaters under canteen awning Larkin oval
- Assisted in annual fire extinguisher inspection
- Installed shelter and seating in front of Hospital
- Installed new head stone wall at cemetery
- Repaired automatic gate water supply
- Carried out maintenance on Telemetry systems Village water supplies
- Carried out annual play equipment inspections all Parks
- Assisted in works Girilambone railway station (ongoing)
- Repaired damaged fence Wilga Tank pump station
- Installed culvert for access to John Holland bridge repair site
- Commenced upgrades Hermidale sports ground (ongoing)

Community Facilities

- Mowing and maintenance of ovals, reserves and highway approaches to Nyngan
- Cleaning of town facilities
- Cleaning and sweeping of the Nyngan CBD
- Cleaning and maintenance of town streets and nature strips
- Cleaning of town streets gutters and culverts
- Laid turf Jack Hargraves Park
- Removed Rubbish and general clean up behind flats Wambiana St
- Assisted in filling and preparing pool for opening
- Weed spraying carried out in lane ways (ongoing)
- Native tree planting carried out upper weir

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

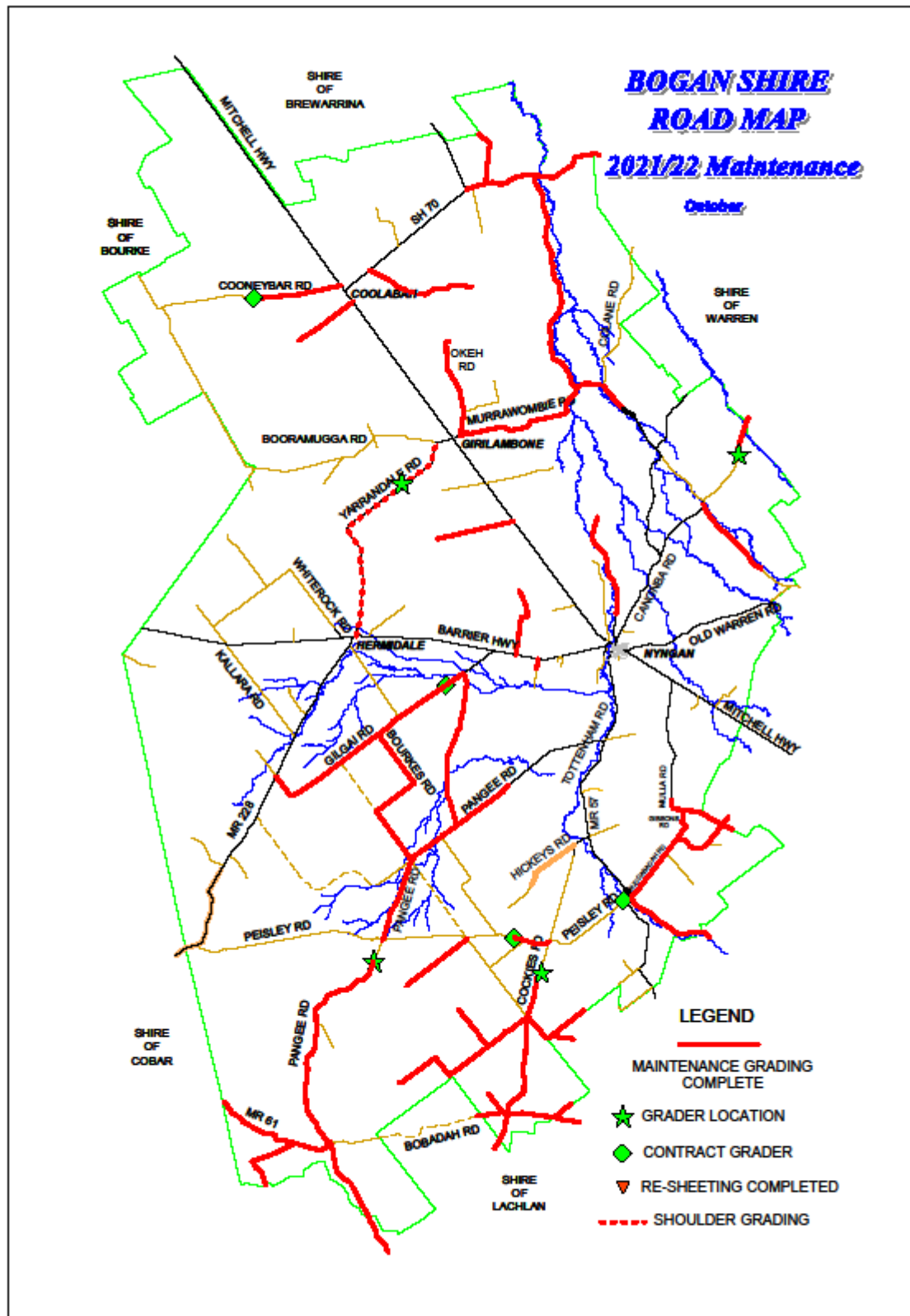
Water & Wastewater

- Carrying out ongoing sewer sampling for Covid testing
- Weeds spraying carried out APC (ongoing)
- Repaired raw water line to showground & cemetery
- Carried out quarterly water meter reads
- Repaired sewer main Collins St
- Repaired leaking pipes Larkin oval canteen
- Additional water treatment required due to high turbidity & colour in Bogan River at present (on going)
- Flushing of reticulation system being carried out (ongoing)
- Repaired foot valve for rotary park watering system
- Repaired broken main Girilambone reticulation system
- Carrying out painting and cleaning of fire hydrants town streets

1.4 Recommendation

That the Engineering Services Departmental Activity Report be received and noted.

Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021





Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021

2 JACK HARGREAVES PARK – SEALED PARKING AREA

Summary:

The purpose of this report is for Council to consider a request to construct and bitumen seal the western end of Cobar Street between Nyngan Street and the levee bank at Jack Hargreaves Park.

2.1 Introduction

The purpose of this report is for Council to consider a request to construct and bitumen seal the western end of Cobar Street between Nyngan Street and the levee bank at Jack Hargreaves Park.

2.2 Background

Council has received a request to construct and seal the western end of Cobar Street providing access and parking for Jack Hargreaves Park for users of the facilities.

2.3 Discussion

The sealed road would be 85 metres in length constructed at 6.5 metres wide with a 3 metre wide grassed shoulder either side. A gravelled area could be provided at the end to provide a total of 10 parallel parking spaces.

It would be necessary to install a safety fence either side of the road for pedestrians as there is a steep drop to an open drain.

The estimated cost of the work including bollard type fencing is \$16,000.

The cost of this project could be funded from any savings made in the Roads to Recovery re-sheeting program.

2.4 Recommendation

That the western end of Cobar Street between Nyngan Street and the levee bank at Jack Hargreaves Park be constructed and bitumen sealed at an estimated cost of \$16,000, to be funded from the Roads to Recovery re-sheeting program.

Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021



3 JACK HARGREAVES PARK SIGNAGE

Summary:

The purpose of this report is to present to Council options for signage at Jack Hargreaves Park.

3.1 Introduction

The purpose of this report is to present to Council options for signage at Jack Hargreaves Park.

3.2 Background

Following an options report presented to Council's September meeting it was resolved that the Director of Engineering Services prepare a draft design to a cost of between \$1000 - \$3000, for Council to consider at its October meeting

3.3 Discussion

Attached to this report are two options for an information sign and plaque highlighting Jack Hargreaves achievements.

Either sign would be appropriate but is considered option 2 would be less prone to vandalism.

3.4 Recommendation

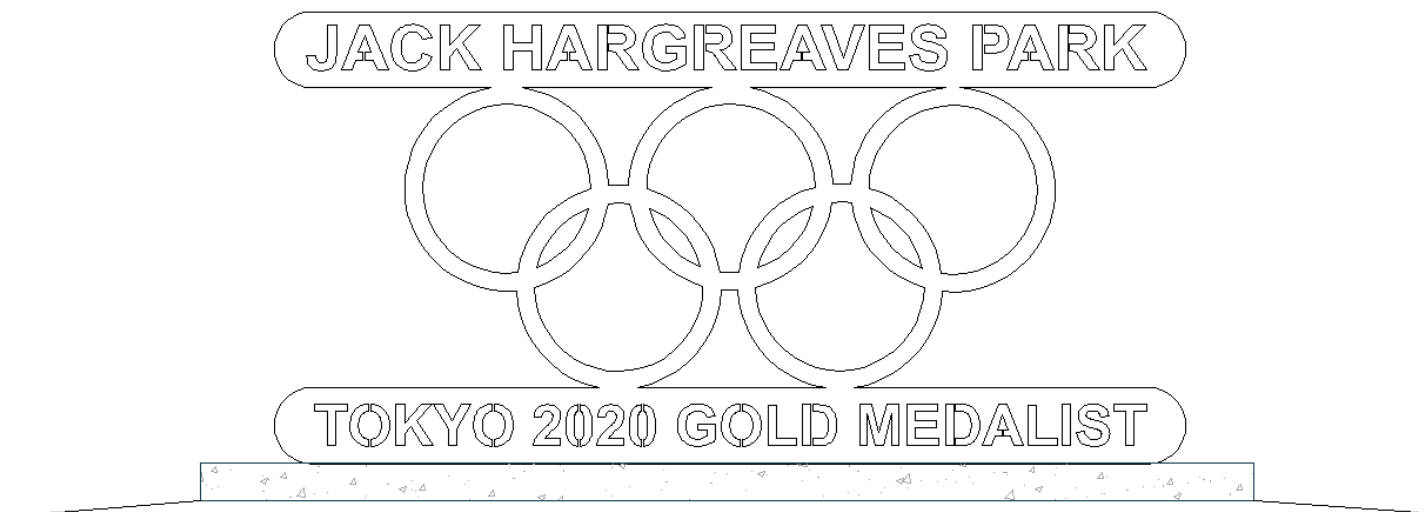
That a 2400mm wide X 1200mm high plate steel sign with separate plaque listing Jack Hargreaves achievements be installed at Jack Hargreaves Park at an estimated cost of \$2,500.

Option 1



A 1200mm wide x 1800mm high sign with a printed digital image with a separate plaque listing Jack's achievements at an estimated cost of \$1,500.

Option 2



A design cut out of a 2400mm wide x 1200mm high sheet of plate steel with a concrete footing with a separate plaque listing Jack's achievements at an estimated cost of \$2,500.

4 COCKIES ROAD CONSTRUCTION

Summary:

The purpose of this report is to provide Council with options for funding the construction and bitumen sealing of 1km of Cockies Road which is additional to the funding of 1km provided for in Council's Capital Budget.

4.1 Introduction

The purpose of this report is to provide Council with options for funding the construction and bitumen sealing of 1km of Cockies Road which is additional to the funding of 1km provided for in Council's Capital Budget.

4.2 Background

Council resolved at its meeting of 23 September 2021 to carry out the additional work but deferred its implementation until consideration of a report detailing the effect on other planned road works.

Council had programmed to construct 2km of Cockies Road with a commitment of \$150,000 in the Capital Budget to be matched by a regional road REPAIR grant from Transport for NSW.

The grant application was unsuccessful as Cockies Road did not meet the relevant needs criteria as assessed by Transport for NSW.

4.3 Discussion

The normal source of funding for the additional 1km of construction would be the Regional Road Block Grant which is predominantly used for road maintenance and bitumen resealing of the regional road network.

Out of a total grant of \$1.107M, expenditure under this program is \$575,500 for the first quarter of the 2021/2022 funding year.

Council has \$244,000 unallocated in the 2021/2022 Roads to Recovery programme. It is considered this grant source would be more suitable if Council resolves to proceed with this work.

Using these funds would mean that Council has a reduced capacity to undertake ad-hoc repairs such as re-sheeting that may arise later in the year.

The proposed construction and sealing work would be programmed for the third quarter of the financial year to give Council some flexibility in this regard.

4.4 Recommendation

That Council construct an additional 1km of Cockies Road at an estimated cost of \$150,000 to be funded from the 2021/2022 Roads to Recovery program.

5 LINEMARKING WORKS UNDER THE RMCC

Summary: *The purpose of this report is to request that Council consider only using TfNSW Linemarking crew for linemarking for ordered works on its state highways under the RMCC.*

5.1 Introduction

The purpose of this report is to request that Council consider only using Transport for NSW (TfNSW) Linemarking crew for linemarking for ordered works on its state highways under the Roads Maintenance Council Contract (RMCC).

5.2 Background

When Council engages a subcontractor under the RMCC it has to complete a review of their management systems including:

- WHS Management
- Quality Management
- Environmental Management

This process takes considerable time and has to be completed on a yearly basis, or each time there is a change in a subcontractors management systems. Council's yearly expenditure with TfNSW for linemarking is generally between \$50,000 - \$80,000, well below the tender threshold of \$250,000.

5.3 Discussion

Pricing comparison between suppliers of linemarking services for Council are, when all things are considered, very similar. The TfNSW linemarking department submits its rates on a yearly basis to Council and are very competitive in their pricing. There is also no requirement to review the TfNSW linemarking crew's management systems as they are already approved. TfNSW look after the entire western regions state highways. This allows TfNSW to do their program with other works in the area, reducing establishment costs to Council.

In addition to the above, the review of an organisations management systems does not have to be completed for TfNSW, which means Council do not have to use time and resources in doing this and it can be directed to more constructive projects.



**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Council would still obtain quotes from other line marking companies for our own line marking projects to ensure rates remain competitive.

5.4 Recommendation

That Council engages TfNSW Linemarking department for works on the state highways under the RMCC without the need to seek additional quotes as long as the TfNSW Linemarking rates remain competitive.

Mike Ryan

Acting Director Engineering Services

**REPORT TO ORDINARY MEETING OF COUNCIL – DIRECTOR OF
DEVELOPMENT & ENVIRONMENTAL SERVICES REPORT**

Mayor and Councillors

I submit the following report for consideration:

1 DEPARTMENTAL ACTIVITY REPORT

Summary: *The purpose of this report is to provide Council with information that is both statistical and informative in regards to the activities of the Development and Environmental Services Department.*

1.1 Introduction

The purpose of this report is to provide Council with information that is both statistical and informative in regards to the activities of the Development and Environmental Services Department.

1.2 Background

A regular activity report is provided for the information of Councillors.

1.3 Discussion

Development Application Statistics

Two (2) applications have been approved, two (2) applications require additional informational to be provided since Council's meeting of 23 September 2021 as indicated in the table below:

| DA NUMBER | APPLICANT | ADDRESS | DESCRIPTION | VALUE (\$) | PROGRESS |
|-----------|-------------------------------|----------------------------|---------------------------------|------------|---------------------------------|
| 2021/017 | Mr Darren Semmler | 33-39 Oval Pl, Nyngan | New Single Storey Dwelling | \$350,000 | Approved |
| 2021/018 | AWB Grainflow | 386 Barrier Hwy, Nyngan | Temporary Grain Storage Bunkers | \$100,000 | Approved |
| 2021/019 | Taylor Made Buildings Pty Ltd | 4026 Cockies Rd, Five Ways | New Transportable Dwelling | \$266,235 | Additional Information Required |
| 2021/020 | Barnson Pty Ltd | 8-10 Lawlor St, Nyngan | New Concrete Batching Plant | \$300,000 | Additional Information Required |



**Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Included as Attachment 1 is statistical/historical information in relation to applications received including Development Applications, for information.

Council's Development and Environment Officer has taken a number of pre-Development Application enquiries during the reporting month. Assistance continues to be provided to the community regarding lodgment of applications on the NSW Planning Portal.

Waste Management

COVID-19 restrictions meant the Gilgandra Materials Recycling Facility remained closed therefore no recycling collections were taken there for processing.

The Nyngan waste facility re-opened to the public during the reporting period and is operating as normal, following the required NSW Health protocols.

Statistics relating to the Council waste management functions are contained in Attachment 2.

Compliance

Council's Waste and Compliance Officers activities resumed during the month with the easing of COVID-19 restrictions. Statistics relating to these functions are contained in Attachment 3.

Biosecurity

Council's Biosecurity and Weeds Officers activities resumed during the month with the easing of COVID-19 restrictions. Statistics relating to these functions are contained in Attachment 3.

Town Gardens

Easing of COVID-19 restrictions during the month has enabled the team to fully return to their routine areas of responsibility. Regular works and maintenance were carried out during the reporting period.

1.4 Attachments

1. Development Application Statistic
2. Waste Management Statistics
3. Compliance and Biosecurity Statistics

1.5 Recommendation

That the Development and Environmental Services Departmental Activity Report be received and noted.

James Boyce

**ACTING SENIOR MANAGER DEVELOPMENT AND ENVIRONMENTAL
SERVICES**

**Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Attachment 1

Building Statistical / Historical Information

Table 1: Building and Development

| | ApplicationType | | | | | | | Application Value |
|----------------------|-----------------|----------|-----------|------------------------------|----------|------------------|-----------|-------------------------|
| | DA | CDC | Dwellings | Shed/Garage/ Patio/Awning | Pool | Sub- division | Other | |
| July 2021 | 5 | | 2 | 2 | | | 1 | \$ 800,620.00 |
| August 2021 | 1 | | | | | | 1 | \$ 100,000.00 |
| September 2021 | 2 | | 1 | | | | 1 | \$ 566,200.00 |
| October 2021 | | | | | | | | \$ - |
| November 2021 | | | | | | | | |
| December 2021 | | | | | | | | |
| January 2022 | | | | | | | | |
| February 2022 | | | | | | | | |
| March 2022 | | | | | | | | |
| April 2022 | | | | | | | | |
| May 2022 | | | | | | | | |
| June 2022 | | | | | | | | |
| Total 2021/22 | 8 | 0 | 3 | 2 | 0 | 0 | 3 | \$ 1,466,820.00 |
| Total 2020/21 | 34 | 3 | 5 | 14 | 3 | 5 | 9 | \$ 4,107,610.00 |
| Total 2019/20 | 24 | 0 | 0 | 10 | 1 | 3 | 10 | \$ 11,294,300.00 |

**Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Attachment 2

Waste Management Statistics

Table 2: Kerbside Waste Collection

| | No of Premises with Service | Services Provided (Bins Emptied) | Tonnes Collected |
|----------------|-----------------------------|----------------------------------|------------------|
| July 2021 | 1,031 | 5,398 | 41.10 |
| August 2021 | 1,031 | 6,883 | 94.50 |
| September 2021 | 1,031 | 5,903 | 98.20 |
| October 2021 | | | |
| November 2021 | | | |
| December 2021 | | | |
| January 2022 | | | |
| February 2022 | | | |
| March 2022 | | | |
| April 2022 | | | |
| May 2022 | | | |
| June 2022 | | | |
| Total 2021/22 | 1,031 | 18,184 | 233.80 |
| Total 2020/21 | 1,029 | N/A | 302.10 |

Note 1 - August figures are higher than usual due to temporary closure of Gilgandra MRF for two weeks of the reporting period.

Note 2 - September figures are higher than usual due to temporary closure of Gilgandra MRF for the whole of the reporting period.

Table 3: Kerbside Recycling Collection

| | No of Premises with Service | Services Provided (Bins Emptied) | Tonnes Collected | Tonnes Recycled | % Contam-ination |
|----------------|-----------------------------|----------------------------------|------------------|-----------------|------------------|
| July 2021 | 898 | 1,062 | 10.30 | 3.08 | 29.89 |
| August 2021 | 898 | 158 | 5.20 | 1.54 | 29.60 |
| September 2021 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| October 2021 | | | | | |
| November 2021 | | | | | |
| December 2021 | | | | | |
| January 2022 | | | | | |
| February 2022 | | | | | |
| March 2022 | | | | | |
| April 2022 | | | | | |
| May 2022 | | | | | |
| June 2022 | | | | | |
| Total 2021/22 | 898 | 1,220 | 0.00 | 0 | 29.75 |
| Total 2020/21 | 896 | N/A | 117.50 | 90.92 | 22.53 |

Note 1 - August figures are lower than usual due to temporary closure of Gilgandra MRF for two weeks of the reporting period.

Note 2 - September figures are nil due to temporary closure of Gilgandra MRF for the whole of the reporting period.

**Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Table 4: Nyngan Landfill - Disposal, Recycling and Resource Recovery

| | Mixed Waste (Tonnes) | Recoverable Materials (Tonnes) | | | Recyclable Materials (Tonnes) | | |
|----------------------|----------------------|--------------------------------|---------------|----------|-------------------------------|----------------|--------------|
| | | Organic | Masonry | Soil | Paper / Cardboard | Metal / eWaste | Other |
| July 2021 | 112.97 | 100.47 | 36.00 | - | 4.14 | 12.67 | 0.80 |
| August 2021 | 146.74 | 33.71 | 4.58 | - | 3.06 | 3.30 | 1.58 |
| September 2021 | 146.54 | 17.76 | 21.60 | | 4.32 | 6.53 | 0.93 |
| October 2021 | | | | | | | |
| November 2021 | | | | | | | |
| December 2021 | | | | | | | |
| January 2022 | | | | | | | |
| February 2022 | | | | | | | |
| March 2022 | | | | | | | |
| April 2022 | | | | | | | |
| May 2022 | | | | | | | |
| June 2022 | | | | | | | |
| Total 2021/22 | 406.25 | 151.94 | 62.18 | - | 11.52 | 22.50 | 3.31 |
| Total 2020/21 | 1,921.52 | 680.78 | 452.54 | - | 56.28 | 78.96 | 34.84 |

Note 1 - Other materials recycled include: used engine oil, batteries, gas bottles, fire extinguishers and cleaned chemical drums.

Note 2 - All weights are nominal weight converted from CuM or assumed tare weights.

Table 5: Vouchers and Expected Resource Recovery

| | Vouchers | | | Out for Recycling / Recovery | | | |
|----------------------|---------------|--------------|------------------|------------------------------|--------------|-------------|----------|
| | No Issued | No Redeemed | Value Redeemed | Metal / eWaste | Matresses | Tyres | Other |
| July 2021 | | 312 | \$ 12,113 | - | 5.26 | - | - |
| August 2021 | | 489 | \$ 7,446 | - | - | - | - |
| September 2021 | | 423 | \$ 9,557 | | 4.68 | 3.86 | |
| October 2021 | | | | | | | |
| November 2021 | | | | | | | |
| December 2021 | | | | | | | |
| January 2022 | | | | | | | |
| February 2022 | | | | | | | |
| March 2022 | | | | | | | |
| April 2022 | | | | | | | |
| May 2022 | | | | | | | |
| June 2022 | | | | | | | |
| Total 2021/22 | 14,604 | 1,224 | \$ 29,116 | - | 9.94 | 3.86 | - |
| Total 2020/21 | N/A | 4,015 | N/A | 185.54 | 16.68 | 7.52 | - |

**Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Attachment 3

Compliance and Biosecurity Statistics

Table 6: Compliance

| | Animals Impounded | Animals Released | | Complaints |
|----------------------|-------------------|------------------|-----------|------------|
| | | To Owner | Rehomed | |
| July 2021 | 2 | 3 | 4 | 16 |
| August 2021 | 4 | 2 | 2 | 10 |
| September 2021 | 3 | 1 | 4 | 14 |
| October 2021 | | | | |
| November 2021 | | | | |
| December 2021 | | | | |
| January 2022 | | | | |
| February 2022 | | | | |
| March 2022 | | | | |
| April 2022 | | | | |
| May 2022 | | | | |
| June 2022 | | | | |
| Total 2021/22 | 9 | 6 | 10 | 40 |

Note - Includes dog, cat, straying stock, dead animals, and general matters

Table 7: Biosecurity

| | Inspections (Weeds Action Program) | | | | | Weed Control Spraying |
|----------------------|------------------------------------|--------------|--------------|-----------|-----------|-----------------------|
| | Private Land | Council Land | Roads (Km) | Waterways | Rail (Km) | |
| July 2021 | 14 | 6 | 715 | 1 | | 25 |
| August 2021 | 3 | 0 | 535 | 3 | | 18 |
| September 2021 | 9 | | 143 | | 25 | |
| October 2021 | | | | | | |
| November 2021 | | | | | | |
| December 2021 | | | | | | |
| January 2022 | | | | | | |
| February 2022 | | | | | | |
| March 2022 | | | | | | |
| April 2022 | | | | | | |
| May 2022 | | | | | | |
| June 2022 | | | | | | |
| Total 2021/22 | 26 | 6 | 1,393 | 4 | 25 | 43 |

PRECIS OF CORRESPONDENCE

1 THE HON. SHELLEY HANCOCK MP, MINISTER FOR LOCAL GOVERNMENT

Attached is correspondence received from The Hon. Shelley Hancock MP, Minister for Local Government.

1.1 Recommendation: Correspondence be received and noted.

2 THE HON. MARK COULTON MP, FEDERAL MEMBER FOR PARKES

Attached is correspondence received from received from The Hon. Mark Coultton MP, Federal Member for Parkes.

2.1 Recommendation: Correspondence be received and noted.

3 COUNTRY WOMENS ASSOCIATION - NYNGAN

Attached is correspondence received from Country Women's Association Nyngan.

General Managers Note: Cost of previous installations of defibrillators was \$2800 each.

3.1 Recommendation: For Council's Consideration.

4 NSW RURAL DOCTORS NETWORK

1. Attached is correspondence received from NSW Rural Doctors Network regarding the 'Rural Communities at the Centre' Event.

General Managers Comment:

The General Manager has accepted the RDN's invitation for him and the Director People and Community Services to present at this event on the basis that it will showcase, nationally to around 1,000 people, Bogan Shire Council's commitment to primary health care in a rural community. Apart from the deserved recognition this will give Bogan Shire Council, the publicity generated will potentially help the Practice to attract health care professionals. Already the General Manager has been contacted by an organisation called the National Rural Health Alliance and asked to join a delegation to the Federal Minister for Regional Health, David Gillespie to present the need for further government support to help sustain our type of business model.



**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

4.1 Recommendation: Correspondence be received and noted.

2. Attached is correspondence received from NSW Rural Doctors Network regarding the "Rural Positive Campaign" to thank and praise rural health professionals

4.2 Recommendation: Correspondence be received and noted.

5 NSW RURAL FIRE SERVICE

Attached is correspondence received from The NSW Rural Fire Service regarding 2021-22 Allocations – NSW Rural Fire Fighting Fund.

4.1 Recommendation: Correspondence be received and noted.

Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021



The Hon. Shelley Hancock MP
Minister for Local Government

Ref: A792407

Mr Derek Francis
General Manager
Bogan Shire Council
Email: admin@bogan.nsw.gov.au

5 October 2021

Dear Mr Francis

I am pleased to advise you that Independent Pricing and Regulatory Tribunal (IPART) has completed its review of the local government rate peg methodology to include population growth.

It is vital that local communities in areas experiencing population growth across the State receive adequate infrastructure and services. With that in mind, the Government committed to allowing councils to align their income with population growth and asked IPART to review the methodology used to determine the rate peg to enable the Government to deliver that outcome.

I am pleased to have received IPART's Final Report, which has now been publicly released. In that report, IPART has proposed that a rate peg be established for each council that will permit it to increase its notional general income by a population factor. This factor will reflect estimated residential growth less revenue from supplementary valuations.

IPART has estimated that over the past four years this methodology would have increased total general income for the local government sector by 1.5%, or \$287 million.

Importantly, as required by the Government, no council will be worse off.

Having considered that report, together with advice from the Office of Local Government and others, I have advised IPART that I endorse the new rate peg methodology it has recommended and asked that IPART make arrangements to give effect to it from 2022-23. To prepare for this reform, an amendment to the *Local Government Act 1993* was made earlier this year to ensure that multiple rate pegs may be set, if required.

In accordance with the review Terms of Reference, IPART consulted local government and other stakeholders. I understand that as part of this process many councils provided valuable feedback in response to both an Issues Paper and Draft Report as well as at an Online Public Hearing held on 20 July 2021. I would like to take this opportunity to acknowledge those councillors and staff who took the time to provide input to this process.

If you have any questions about the new rate peg methodology, please contact IPART in the first instance on 02 9290 8400 or by email to ipart@ipart.nsw.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read "Shelley Hancock".

The Hon. Shelley Hancock MP
Minister for Local Government

**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**



Ref: jw/mc

The Hon Mark Coulton MP

Federal Member for Parkes

30 September 2021

Derek Francis
General Manager
Bogan Shire Council
PO Box 221
NYNGAN NSW 2825

Dear Derek

Thank you for your letter of 24 September 2021 requesting clarity on reported COVID-19 vaccination data for the Bogan Local Government Area.

I made enquiries with the Office of the Federal Minister for Health and Aged Care, The Hon Greg Hunt MP regarding Operation Covid Shield reports and sought an explanation as to why Bogan LGA data is not available.

Minister Hunt's office provided the following explanation:

Local Government Areas are dependent on the process of geocoding (converting a person's Medicare address to longitude and latitude coordinates to match their location to geographic boundaries). Some addresses fail to geocode, which means a person address cannot be 'pinpointed' to a specific location. This can happen due to poor quality of the address fields (for example, a street name being misspelt), or non-standard addresses.

Addresses in remote and very remote LGAs are more likely to fail to geocode into their respective geographical areas, which can lead to a significant under-representation of these residents. Vaccine rates are not provided for these areas as they are inaccurate due to the impacts of geocoding. Providing vaccine rates would be an underestimation of the actual rates.

The concern in providing the rates by LGA for those areas that remote and very remote is that the data would be interpreted as low community rates. Making LGA data public for remote and very remote LGAs does not support public confidence in ensuring the data is representative of the real-life circumstances and not mis-interpreted.

Email mark.coulton.mp@aph.gov.au

Website www.markcoulton.com.au

Dubbo
Suite 3, 153 Brisbane Street
Dubbo NSW 2830
ph 02 6882 0999

Moree
69 Heber Street
Moree NSW 2400
ph 02 6751 1251

Broken Hill
275 Argent Street
Broken Hill NSW 2880
ph 08 9067 7649



**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

The Minister's office also advised that under the Modified Monash Model (MMM) the Bogan LGA is classified as Category 6; with Category 1 being a city and Category 7 being very remote.

Yours sincerely

A handwritten signature in black ink, appearing to read "Mark Coulton", followed by a horizontal line extending to the right.

Mark Coulton

Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021

Jenifer Milligan



Secretary CWA Nyngan
9 Cobar Street
Nyngan 2825
jeni@exemail.com.au

24 September 2021

Mr Derek Francis
General Manager
Bogan Shire
81 Cobar Street
Nyngan 2825
admin@bogan.nsw.gov.au

RE: INSTALLATION OF DEFIBRILLATORS

Dear Mr Francis,

Following a resolution at a meeting of Nyngan CWA, I am writing to request that the Shire install defibrillators in various locations in town to increase safety for residents and visitors.

We are convinced that research has shown this equipment to be highly effective.

We request that the strategic location of equipment and any training needed, be determined in consultation with our local ambulance paramedics.

Yours faithfully,

Jeni Milligan
Secretary



**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

15/09/2021

Hi Debb and Derek,

I hope you are well despite the lockdown measures. RDN is planning a 'Rural Communities at the Centre' event as part of its Rural Health 21 series of sessions and we would like to invite you to present the Bogan shire's commitment to primary care through operating the GP practice.

Very briefly, the Rural Communities at the Centre is virtual session (and available on-demand) that will profile community development initiatives that have or are working towards supporting access to health services across NSW. We expect the audience to include both the rural health and rural communities' sectors. The format is a number of short presentations, i.e. 15 mins including questions, followed by a panel discussion. This event is scheduled for 9-1:00, Friday 5 November. More information about this session is at this link (note it will be a circa two-hour event and timing adjusted once the program is finalised).

I feel it is a very relevant to profile Bogan shire's commitment and the efforts at this event and potentially garner support for the concept.

Thank you for considering this opportunity and please don't hesitate to get in touch with me if you would like to progress this or have any questions about the event.

Kind regards,

Mark Muchiri

Regional Manager - Western NSW



NSW Rural Doctors Network
Suite 1, 53 Cleary Street,
Hamilton NSW 2303
T 02 4924 8000
F 02 4924 8010





**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021**

Tues 21/09/2021

Dear Mayor

Rural Positive campaign to thank and praise rural health professionals

I am writing to advise you of a new and exciting campaign, Rural Positive, which the NSW Rural Doctors Network will be facilitating during the month of November to thank and praise our rural health professionals.

After a long period dealing with drought, bushfires, floods, mice infestations and the COVID-19 pandemic, the stress and strain on the ground is real and we feel it is time to say thank you.

In parallel with RDN's Rural Health Month (RH21), the aim of Rural Positive is to bring health and industry partners together, along with the general public, to acknowledge and celebrate the great work our rural health workforce is doing and their positive contributions to community.

Please find attached an overview of the Rural Positive campaign in more detail. We would be most grateful if you could lend your support to this initiative as the campaign rolls out.

We will be in touch with more information soon.

If you are keen to learn more and get involved, please have your communications/media team reach out to Jo Hocking – Project Manager, Rural Positive at jhocking@nswrdn.com.au or on 0410 615 570.

Yours sincerely

Richard Colbran

Chief Executive Officer



NSW Rural Doctors Network

Suite 1, 53 Cleary Street, Hamilton NSW 2303

T +61 2 4924 8086 F +61 2 4924 8010



Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021



RURAL POSITIVE CAMPAIGN

During the month of November, in parallel with RDN's Rural Health Month (RH21), RDN will be facilitating a positive messaging campaign to thank and praise rural healthcare professionals.

After a long period dealing with drought, bushfires, floods, mice infestations and the COVID-19 pandemic, the stress and strain on the ground is real. It is time to say thank you.

The aim of **Rural Positive** is to bring health and industry partners together, along with the general public, to acknowledge and celebrate the great work our rural health workforce is doing and their positive contributions to community.

One of RDN's key roles is to support workforce capability which includes our rural health professionals feeling valued. This plays a big part in workforce retention and recruitment. We hope **Rural Positive** will help boost morale and foster the wellbeing of our rural GPs, nurses, allied health practitioners, nurses, midwives, Aboriginal health practitioners, practice managers, carers, health administrators, pharmacists and paramedics – everyone who is part of the rural workforce.

Rural health professionals are at the heart of most remote, rural and regional communities and play an integral part in helping Australians thrive. By coming together and saying thank you, lets tell them how proud we are of the work they do.

We feel a 'jab of positivity' is just what is needed to help keep the workforce strong, capable and well during these challenging times and reinforce that their commitment and resilience has not gone unnoticed.

"Our GPs and rural health professionals have been doing it tough for a while now. The extra effort I've seen my staff put in at Woolgoolga is extraordinary. Rural Positive is a great way to say thank you and show our appreciation," RDN Chair, A/Professor John Kramer OAM.

We would love your support!

While we are in the early planning stages, we thought we would reach out to key partners and stakeholders. We would love you to be part of **Rural Positive** to thank our rural healthcare workers through messages of support.

We also welcome any ideas or stories you or your team may have, to promote the good work our rural health professionals are doing and the positive impact they are having on their local communities.

As things roll out, we'd be grateful if you could share these positive stories across your social channels and help get the public behind our thank and praise initiative. We'll let you know more about this soon as we update our webpage www.nswrdn.com.au/ruralpositive.

If you are keen to get involved please have your communications/media team reach out to Jo Hocking – Project Manager, Rural Positive – jhocking@nswrdn.com.au or 0410 615 570.

Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021



Rural Positive Partners

Thank you to the following partners who have already jumped on board with Rural Positive:



RDN's Rural Health Month

RH21 is a month of online training and industry networking events bringing together the diverse multi-disciplinary nature of rural health with targeted streams for eight workforce groups – medical, allied health, nursing, practice management, Aboriginal health workforce, pharmacy, students and health managers and administrators.

You're invited to learn, connect and celebrate the strength and positivity that underpin rural life. RH21 online events include:

- [2021 Rural GPs Conference](#)
- [Rural Practice Manager Conference](#)
- [Rural Primary Care Nurses Workshop](#)
- [Rural Pharmacists Workshop](#)
- [Rural Communities at the Centre - using evidence to implement health service and workforce innovations](#)
- [Emerging Rural Research](#)

To register go to: ruralhealthpro.org/s/rh21





Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 October 2021

Email from Operational.Business@rfs.nsw.gov.au

For the attention of the General Manager

Good afternoon
2021-22 Council Allocations

Please find attached your Council District Estimate letter for **2021-22 FY**.

Attachments:

- **Appendix A** is a schedule of key allocations including firefighting appliances, infrastructure, equipment and grants that will be provided directly to your Council in the 2021-22 year.
- **Appendix B** for relevant councils, is a schedule of approved Hazard Reduction works funding.

Your attention to completing and claiming reimbursement for the outlined infrastructure and hazard reduction works listed in Appendix A & B during the 2021-22 year is requested.

If you have any questions or would like further information, please contact Mr Myles Foley, Director, Finance and Procurement on (02) 8741 5523 or at myles.foley@rfs.nsw.gov.au.

Kind regards



NSW RURAL FIRE SERVICE

Headquarters 4 Murray Rose Avenue Sydney Olympic Park NSW 2127 | Locked Bag
17 Granville NSW 2142

www.rfs.nsw.gov.au | www.facebook.com/nswrfs | www.twitter.com/nswrfs

PREPARE. ACT. SURVIVE.

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021



NSW RURAL FIRE SERVICE

Mr Derek Francis
General Manager
Bogan Shire Council
PO Box 221
NYNGAN NSW 2825

30 September 2021

Dear Mr Francis

2021-22 ALLOCATIONS – NSW RURAL FIRE FIGHTING FUND

The Minister for Police and Emergency Services, the Honourable David Elliott MP, has approved allocations for the 2021-22 Rural Fire Fighting Fund, which supports volunteer brigades who protect your local community.

Following amendments to the *Rural Fires Act 1997* during 2017, the statutory contribution by relevant Councils is now determined by reference to the 'rural fire brigade funding target' defined in section 103 of the Act. For 2021-22 the funding target is \$411.200 million, a decrease of \$151.989 million or a reduction of 27% from the prior year. This decrease predominantly arises from a reduction in presumptive cancer legislation costs offset by funding for purchases of emergency supplies inventory and NSW Bushfire Inquiry Recommendations.

As you are aware the NSW Government commissioned an independent NSW Bushfire Inquiry into the 2019/20 fires, which examined the causes, preparation and response to the devastating bushfires. The Inquiry handed down its recommendations in August 2020 and the Government has accepted all 76 recommendations, announcing a number of funding packages to improve our preparedness and response to bush fires and support our volunteers, these include:

- > \$69.1 million over 3 years for an additional 420 new appliances and 140 refurbished appliances;
- > \$20.6 million over 3 years to modify safety components on NSW RFS appliances;
- > \$42.9 million over 3 years to employ an additional 100 mitigation work crew;
- > \$24.9 million over 5 years to implement a new risk-based multi-tenure hazard reduction planning and upgraded audit and compliance functions;
- > \$36 million over 5 years for a new first responder mental health strategy for emergency services;
- > \$3.4 million over 5 years to increase the number of Fire Behaviour Analysts and enhanced training;
- > \$8.3 million over 5 years to enhance the integrated dispatch capability;

Postal address

NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address

NSW Rural Fire Service
4 Murray Rose Ave
SYDNEY OLYMPIC PARK NSW 2127

T (02) 8741 5555
F (02) 8741 5550
www.rfs.nsw.gov.au

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

- > \$15 million over 5 years for additional personal protective clothing for frontline firefighters;
- > \$43.9 million to fund initial priority works for the fire trail network;
- > \$2.5 million improvements to NSW RFS's Fires Near Me app;
- > \$3.1 million over 4 years to develop an integrated Heavy Plant management and training system;
- > \$21.6 million over 5 years to upgrade the NSW RFS aviation capability;
- > \$10.6 million to implement the new National Fire Danger Rating system;
- > \$15 million over 2 years for upgrades to Fire Control Centres;
- > \$3 million for improvements to bush fire risk management modelling tools.

These programs will also create hundreds of manufacturing and other jobs for regional economies, which have been hit hard by drought, fire and now a global pandemic. There are 17 regionally based vendors who provide maintenance and refurbishment of appliance services. These vendors are located across NSW from Inverell to Tumut and out to Cudal. This investment benefits the whole community as each vendor engages local services to support the refurbishment and maintenance activities.

The Mitigation Crew program provides employment within regional areas with 81% of the positions being located regionally. These crews carry out mitigation works focusing on local outcomes, Councils across the State have been supported by mitigation crews delivering essential hazard reduction works protecting their local communities. There are two recent projects which exemplify the support the mitigation crews can provide:

NSW RFS has worked closely with Gwydir Shire Council to provide a whole of community bushfire risk reduction solution for the town of Warialda in North Western NSW. Engaging with all stakeholders including land owners and managers to identify a plan that will provide a high level of protection to the community. Both Gwydir Shire Council and NSW RFS share a common purpose in ensuring all that can be done is being done to protect local communities. This has resulted in ongoing regular work in Warialda including increased bushfire protection zones and hazard reduction mitigation work being both mechanical and burning.

The community at Coolah has benefited from increased bushfire risk reduction and protection thanks to a project to create an Asset Protection Zone adjacent to the Coolah Hospital and residential properties. Warrumbungle Shire Council identified this opportunity and partnered with NSW RFS to plan and complete the works. NSW RFS Mitigation teams undertook the planning and carried out the works that are now completed, which will provide additional significant protection for important and vulnerable assets such as the Coolah Hospital. NSW RFS will continue to work with Warrumbungle Shire Council to maintain this important community protection and continue to identify additional opportunities to protect the community.

Should Councils need assistance in carrying out mitigation works you should contact your local Fire Control Centre who will arrange crews through the Area Commands.

It has been just over 12 months since we first launched our priority projects. I am proud of what we have achieved so far and am committed to continue to deliver these initiatives. Our nine priorities were developed to establish our future capability by focusing on how we communicate and engage with members, the equipment that is provided, and ensuring our people can effectively respond to incidents and get home safely.

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council held on 28 October 2021

Across all priority projects we have kept you, our members, at the heart of what we do. We have continued to consult and engage directly with our membership to ensure what we are doing is the best practice for you. In some instances, we have paused on projects to take feedback from members and rework areas which didn't meet the needs or the standards we want.

In the past 12 months we have successfully:

- Launched RFS ACTIV, our new member availability system, which has enhanced our response process for volunteers;
- Implemented a new Computer Aided Dispatch (CAD) system for a more seamless response across all Districts on Centralised Dispatch and we are working to include the remaining Districts;
- Called tenders, which are in the final stages of contract negotiation for supply, for Mobile Data Terminals (MDT) for firefighting vehicles;
- Delivered more than 22,000 brand new BR9 helmets to nearly 800 brigades, along with 8,000 new torches. We are on track for delivery of 6,000 new hearing protection units to distribute to brigades;
- Conducted two successful studies with members to test respiratory PPE for matters including thermo-regulatory impacts, which will inform our next steps for rollout of better protection;
- Engaged Monash University Accident Research Centre to conduct a review of our appliances and how we can greater protect our members in the event of falling objects and roll overs. The project team has commenced capturing data on significant incidents involving appliances from the last five years;
- Engaged with regionally based members, farmers and farming communities to develop an updated Draft Operational Guide and flyer for Farm Fire Units;
- Developed a new eMembership application system, digitising and streamlining our application and transfer system;
- Collaborated with members to develop a new One NSW RFS Member Website to replace our outdated MyRFS.

I would like to also acknowledge the NSW RFS and Brigades Donations Fund Trust (DGR), which contributed too many of these programs using donated funds received from the various communities during the 2019-20 fire season. This has allowed us to accelerate work and deliver benefits to volunteers that otherwise may not have occurred for many years.

The DGR provided \$30 million to support the roll out of Mobile Data Terminals (MDTs) across the firefighting fleet, \$15 million to support the helmets and respiratory protection program, \$1.5 million to support the development of the eMembership portal and \$2.5 million to support the development of the RFS ACTIV member availability system. In addition the DGR provided \$38 million in grants to directly support volunteers in Districts and Brigades and \$3 million for volunteer training programs.

To continue the development of our future capability by focusing on how we communicate and engage with members, the equipment that is provided, and ensuring our people can effectively respond to incidents and get home safely, I have initiated a number of new projects commencing this year.

➤ Australian Fire Danger Rating System

The Australian Fire Danger Rating System is a new approach to forecasting and communicating fire danger across Australia. It will improve public safety and reduce the impact of bush fires.

➤ Benevolent Fund

To better support our members when they need it most, we will establish a fund to distribute money to injured or deceased firefighters and their families, and create other safe connections to support

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

families in distress. This is a step towards our longer term vision to provide broader support for NSW RFS families suffering from financial hardship and distress.

- > **Brigade connectivity**
We will explore opportunities to further connect Brigades to the organisation through internet connectivity, member e-mail addresses, and telephony services for key roles.
- > **Mapping Software**
Quality in-field mapping helps us make better operational decisions and is critical for situational awareness, fire spread predictions and warnings. We will explore and scope what is needed to allow our members in the field to undertake mapping and easily transmit this to each other, incident management teams and the community.
- > **Digital ID**
We will introduce a new digital identity system, where you can identify yourself as a NSW RFS member as needed, and into the future use it to replace authority cards.
- > **Mental Health**
We are committed to providing the highest standard of support so members can cope with the effects and lessen the impact of stressful and potentially traumatic experiences associated with their role. To achieve this, we will implement a new Mental Health Strategy, Framework and Action Plan.
- > **Workplace Conduct**
Every person has a fundamental right to a physically and psychologically safe workplace - we are steadfast in our resolve to ensuring every member feels safe and respected in the RFS. We will improve our approach to the management of grievance and disciplinary issues and put in place preventative programs to encourage an inclusive and 'speak-up' workplace.
- > **Next Generation Fleet**
To identify the needs of the NSW RFS for our next generation of firefighting appliances, we will engage with all stakeholders including our members, industry, and the sector to inform the design of our future firefighting fleet.
- > **Emergency Logistics Program**
By enhancing our emergency logistics systems and processes, we will ensure our firefighters and IMTs are supported with an end to end, user-friendly procurement and logistics approach that enables us to get what we need where we need it.

The Office of State Revenue has previously provided each Council with an Annual Assessment Notice that identified the amount of statutory contribution in respect of 2021-22.

As previously advised, the NSW Rural Fire Service moved to a percentage based allocation of the Rural Fire Fighting Fund in 2016-17. This has been used to determine the allocation by Council.

Shown at Appendix A is a schedule of key allocations including firefighting appliances, infrastructure, equipment and grants that will be provided directly to your Council in the 2021-22 year. Attached at Appendix B, for relevant councils, is a schedule of approved Hazard Reduction works funding. Your attention to completing and claiming reimbursement for the outlined infrastructure and hazard reduction works listed in Appendix A & B during the 2021-22 year is requested.

RFS will seek to make payments to Council for the Maintenance and Repairs grant towards the end of 2021, provided Council has made all Rural Fire Fighting Fund contributions due to the Office of State Revenue at that time.

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council
held on 28 October 2021**

Council will continue to receive ongoing additional support to Rural Fire Districts including:

- > **Training and Volunteer Support**
Costs associated with volunteer relations including the cadets program, work health and safety programs for volunteers, critical incident support, Chaplaincy, learning and development, volunteer training and competency.
- > **Fire Mitigation Works**
Bush fire mitigation works including the Mitigation crews that operate across Local Government areas completing mitigation works, fire trail and hazard management works.
- > **Insurances**
Volunteer workers compensation insurance and other insurances (excluding red fleet insurance).
- > **Radio Communications**
Costs associated with communication assets, the private mobile radio network, the paging network and the Government Radio Network.
- > **Emergency Fund**
Costs associated with responding to bush fire emergencies including out of area assistance.
- > **Aviation and Other Operational Support**
Provision of the State Air Desk and aviation resources for emergency events, training and support of volunteers in aircraft operations and other operational support services such as Neighbourhood Safer Places, RART team and vulnerable communities support.
- > **Engineering and Other Infrastructure**
Design and development of mobile infrastructure including tankers, other vehicles and firefighting equipment. Insurance of the red fleet of firefighting appliances. Development of designs and standards for the construction of brigade stations and fire control centres.
- > **Communications and Public Awareness**
Management of media and corporate communications including the community advertising campaign, social media monitoring and provision of emergency messaging in emergency events.

If you have any questions or would like further information, please contact Mr Myles Foley, Director, Finance and Procurement on (02) 8741 5523 or at myles.foley@rfs.nsw.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rob Rogers', with a horizontal line underneath.

Rob Rogers AFSM
Commissioner

cc: Mayor
General Manager
NSW RFS Area Director
NSW RFS Area Commander
NSW RFS District Manager

