



# **BOGAN SHIRE COUNCIL**

## **Ordinary Business Paper**

**I hereby give notice that an Ordinary Council Meeting will be held on:**

**Date: Thursday, 26 October 2023**

**Time: 5.30pm**

**Location: Bogan Shire Council  
Council Chambers  
81 Cobar Street  
Nyngan**

**Derek Francis  
General Manager**





### **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.



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- 1 OPENING PRAYER**
- 2 REMEMBERANCES**
- 3 APOLOGIES**
- 4 DISCLOSURE OF INTERESTS**

**5 CONFIRMATION OF ORDINARY MINUTES****6.1 MINUTES OF ORDINARY MEETING - 28 SEPTEMBER 2023**

The minutes of the Ordinary Council Meeting held at the Bogan Shire Council, Council Chambers, 81 Cobar Street, Nyngan on 28 September 2023 have been circulated to Council.

**Recommendation**

That the minutes of the Ordinary Council Meeting held at the Bogan Shire Council, Council Chambers, 81 Cobar Street, Nyngan on 28 September 2023, be received and noted.





# **BOGAN SHIRE COUNCIL**

## **Ordinary Minutes**

**Date:** Thursday, 28 September 2023

**Time:** 5:30pm

**Location:** Bogan Shire Council  
Chambers  
81 Cobar Street  
Nyngan

**Derek Francis**  
General Manager



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- 1 OPENING PRAYER**
- 2 REMEMBERANCES**
- 3 APOLOGIES**
- 4 DISCLOSURE OF INTERESTS**

**MINUTES OF BOGAN SHIRE COUNCIL  
ORDINARY COUNCIL MEETING HELD AT THE BOGAN SHIRE COUNCIL,  
COUNCIL CHAMBERS, 81 COBAR STREET, NYNGAN  
ON THURSDAY, 28 SEPTEMBER 2023 AT 5.30PM**

**PRESENT:** Cr G Neill (Chairperson), Cr V Boag (Deputy Chairperson), Cr G Deacon, Cr J Douglas, Cr T Elias, Cr G Jackson , Cr D Menzies , Cr R Milligan

**IN ATTENDANCE:** D Francis (General Manager), D Wood (Director People and Community Services), G Bourke (Director Engineering Services), C Foley (Acting Director Development and Environmental Services), M Salter (Executive Officer)

**1 OPENING PRAYER**

**2 REMEMBRANCES**

John Hoare OAM

**3 APOLOGIES**

Cr Karl Bright

**Resolved 193/23**

Moved: Cr Menzies

Seconded: Cr Deacon

That the apology received from Cr Bright be accepted and leave of absence be granted.

**4 DISCLOSURE OF INTERESTS**

The following disclosures of interest were declared:

Cr Neill

- Federation Mine Agreement  
Reason: Due to position as a Director of Neill Earthmoving which carries out contract work for Aurelia Metals Limited.
- Precis Item - Nyngan Tigers  
Reason: Due to position as President of Nyngan Tigers
- Precis Item - Xmas Letter  
Reason: Due to family member being on the Bogan Christmas Committee

Cr Jackson

- Precis Item – Nyngan Tigers  
Reason: Due to position as committee member, Nyngan Tigers
- Precis Item – Nyngan Bowling Club  
Reason: Due to position as Administration Officer, Nyngan Bowling Club

Cr Douglas

- Checklist Item Banking Situation 10.1, if the Banking Situation in Nyngan were to be discussed further.

Reason: Due to position at Commonwealth Bank, Nyngan

The Mayor Left the Chair  
The General Manager now took the Chair.

Item 10.3 of the General Managers Report was discussed first at the meeting.

**10.3 ELECTION OF MAYOR AND DEPUTY MAYOR**Mayor:

The General Manager called for nominations of the office of Mayor. A nomination for Councillor Glen Neill was received.

As there were no further nominations, Councillor Glen Neill was declared elected to the office of Mayor until September 2024.

Deputy Mayor:

The General Manager called for nominations of the office of Deputy Mayor. A nomination for Councillor Victoria Boag was received.

As there were no further nominations, Councillor Victoria Boag was declared elected to the office of Deputy Mayor until September 2024.

The Mayor resumed the Chair.

The following discussions and resolutions arose from decisions made in the Closed and Confidential Section of the Meeting, 28 September 2023:

**EXCLUSION PRESS & PUBLIC**

**Resolved 194/23**

Moved: Cr Jackson

Seconded: Cr Elias

**EXCLUSION OF PRESS AND PUBLIC:** Council move into a closed session of Council with the public excluded, in accordance with the *Local Government Act 1993* section 10A(2).

**CONFIRMATION OF CONFIDENTIAL MINUTES - 24 AUGUST 2023**

**Resolved 195/23**

Moved: Cr Boag

Seconded: Cr Milligan

That the minutes of the Confidential Council Meeting held at the Bogan Shire Council, Council Chambers, 81 Cobar Street, Nyngan on 24 August 2023, be received and noted.

**Resolved 196/23**

Moved: Cr Milligan

Seconded: Cr Elias

**INCLUSION OF PRESS AND PUBLIC:** That the meeting move into open Council.

**6 CONFIRMATION OF MINUTES**

**6.2 CONFIRMATION OF ORDINARY MINUTES – 24 AUGUST 2023**

**Resolved 197/23**

Moved: Cr Douglas

Seconded: Cr Boag

That the minutes of the Ordinary Council Meeting held at the Bogan Shire Council, Council Chambers, 81 Cobar Street, Nyngan on 24 August 2023, be received and noted, with the following amendment:

Business Arising:

Resolution 184/23 **Water Security Projects**

The General Manager reported that due to an outstanding claim not being accounted for, the remaining available grant funding is \$6,673M.

**7 NOTICE OF MOTION**

Nil

**8 MAYORAL MINUTES**

Nil

**9 COMMITTEE MEETING MINUTES**

Nil

**5 GENERAL MANAGER'S REPORTS**

**10.1 GENERAL MANAGERS CHECKLIST**

Item	Date	Minute No	Matter	Action Required	Officer	Status
1	23/09/2021	249/2021	<b>Increase of train speed through Nyngan</b>	Prior to the next state Election, Council raise the issue of the Hoskins Street Level Crossing & Train Speeds with Barwon candidates.	<b>GM</b>	TfNSW has informed Council that it is considering trialing a Rail Active Crossing System at Hoskins Street crossing. This is a solar powered, wireless, flashing lights system.  Discussed with Roy Butler 07/06/2023.  Followed up with Roy Butlers' office 11/08/2023 who have requested a status update from the Minister.
2	27/05/2022	122/2022	<b>Nyngan Emergency Bore</b>	Council seeks advice from the Minister for Water, as to a mechanism for periodic extraction of water for maintenance purposes, given that it is understood that Council is unable to extract water from the bore at this stage.	<b>GM</b>	Letter written to new Minister for Water, advising them of resolution 122/2022 and seeking clarification on funding.  Minister for Water has advised that: <ul style="list-style-type: none"> <li>• Work has begun on amendments to the Water Sharing Plan.</li> <li>• No further funding is available for the bore project.</li> </ul>

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Item	Date	Minute No	Matter	Action Required	Officer	Status
	23/02/2023	010/2023	<b>Nyngan Emergency Bore</b>	Council vote for a 200mm pipe instead of 375mm pipe, on the basis of water consumption.  A decision on the request for a meeting be deferred until Council receives a response from the NSW Government on whether the emergency bore hole project is to be funded.	<b>GM</b>	Public Works have provided an alternative cost estimate of \$5.092M, based on the 200mm pipeline.  On hold pending response.
	27/04/2023	081/2023		Virginia and Richard Woodlock be requested to provide Council with specific concerns of concerned landholders and rate payers in writing, so that responses can be prepared, and arrangements made for appropriate NSW Government staff to be available.		Letter sent to Richard and Virginia Woodlock advising them of Council's resolution.

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28 September 2023

Item	Date	Minute No	Matter	Action Required	Officer	Status
	24/08/2023	184/23	<b>Nyngan Emergency Bore</b>	That Council prioritises remaining available grant funding of \$7,111,871 across the following projects: a. Water purchases b. Belaringar Creek Syphon c. Nyngan Emergency Bore pipeline		<b>UPDATE:</b> DPE advised accordingly.
3	25/02/2021	012/2021	<b>Nyngan Railway Wool Dump</b>	A colour information sign be erected at the Nyngan Railway Wool Dump on stand adjacent to the dump. A cement path from the existing walkway to the sign be constructed, with available funding.	<b>DES</b>	Pending commencement of grant-funded works.
4	27/05/2021	126/2021	<b>Addressing Local Job Vacancies</b>	Council delays the launch of the marketing campaign until progress is made with establishing more housing accommodation in Nyngan.	<b>DPCS</b>	Planning for new residential subdivision has commenced. <b>UPDATE:</b> Report to Council refers.

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Item	Date	Minute No	Matter	Action Required	Officer	Status
5	28/10/2021	162/2021	<b>Section 355 Committee – Nyngan Museum</b>	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.	<b>GM</b>	Initial meeting held with Museum Committee.  Referred to Audit & Risk Committee.
	15/12/2022	281/2022		Council progress investigations and discussion to progress to Section 355 or an incorporated body for the functions of managing and operating the Nyngan Museum.		Investigations commenced regarding benefits of incorporation. Discussion paper circulated to Museum executive.  Meeting held with Museum Executive on 20/07/2023 to progress discussions.  <b>UPDATE:</b> The General Manager to meet with the Museum Committee 04/10/2023.

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Item	Date	Minute No	Matter	Action Required	Officer	Status
6	25/11/2021	331/2021	<b>Recycling Bins in Town Main Street</b>	Recycling bins be made available in town main street.	<b>DDES</b>	Eight recycling bins received – considered in Council's best interest to delay installation until main street paving completed.  <b>UPDATE:</b> Bins installed September 2023. <b>COMPLETED</b>
7	23/06/2022  23/03/2023	126/2022  011/2023	<b>New Water Treatment Plant Site</b>	A further report to Council be considered for location of the New Water Treatment Plant, including the location as presented to Council, as well as other options outside/adjacent to the levy bank. Council request NSW Public Works to provide a report to Council on the relative cost of the proposed substation and existing pump station sites, including relative pros and cons.	<b>DES</b>	Public Works to discuss with Crown Lands use of site adjacent to electricity sub-station at the end of Dandaloo Street.  Public Works has been requested to prepare a report on comparing the Dandaloo Street site with the raw water pumpstation site when funding deed has been signed.  Funding Deed signed for Safe and Secure Water Grant for initial investigation and design of new water treatment plant.

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Item	Date	Minute No	Matter	Action Required	Officer	Status
8	15/12/2022	314/2022	<b>Pangee Street Paving</b>	The Pangee Street CBD footpath be completed with a coved trowel finish including rows of pavers installed across the path at regular intervals to break up the large areas of concrete.	<b>DES</b>	Scheduled to start 25/07/2023.  Final section due to be completed in week of 21/08/2023.  <b>COMPLETED</b>
9	26/07/2022	171/2022	<b>Hoskins Street Subdivision</b>	Council approves the draft subdivision layout, with following amendments Inclusion of a laneway between lots 18-23 and lots 28-33. Accordingly reduce the number of affected blocks to retain an average size of around 1000m <sup>2</sup> .  Strong representation is made to the Minister for Western New South Wales in relation to Biodiversity Fund contributions.	<b>DES</b>	Meetings between Alliance of Western Council and NSW Government held on 17/08/2022 and 19/08/2022 to discuss.  Alliance of Western Councils working with Urban Taskforce and making representation to Premier and Minister for Environment.

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Ordinary Council Meeting Minutes

28 September 2023

Item	Date	Minute No	Matter	Action Required	Officer	Status
10	27/10/2022	261/2022	<b>Proposed Amendment to Bogan Local Environmental Plan</b>	The General Manager investigates a process to identify suitable land, for large lot residential and undertakes community consultation, with a further report to Council.	<b>DDES</b>	<p>Following discussion with the Department of Planning and Environment (DPE), it has been identified that the additional R5 land creation could not be considered in isolation, and that it would need to be considered as part of a broader Housing Strategy for the Shire.</p> <p>DPE indicated funding maybe available after 30 June 2023, but that Council would have to prepare a scope of works for the strategy to be eligible for funding.</p> <p><b>UPDATE:</b> Grant submission in progress.</p>
11	24/11/2022	274/2022	<b>Voluntary Planning Agreement – Aurelia Resources</b>	The General Manager negotiates a VPA with Aurelia Resources in the best interest of Council in consultation with the Mayor and Deputy Mayor.	<b>GM</b>	<p>Negotiations completed.</p> <p><b>UPDATE:</b> Report to Council refers</p> <p><b>COMPLETED.</b></p>

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28 September 2023

Item	Date	Minute No	Matter	Action Required	Officer	Status
12	23/03/2023	053/2023	<b>Reclassification of Land – 8 Tabratong Street</b>	Council submits a planning proposal under Section 28 of the Local Government Act to reclassify Lot 1 DP102113, Lot 2 DP355559 and Lot 3 DP 945184 from Community Land to Operational Land.	<b>DDES</b>	<p>Council has requested Department of Planning to consider undertaking the reclassification as part of its Minor Amendments Project.</p> <p><b>UPDATE:</b> Awaiting DoP consideration and advice.</p>
13	27/04/2023	080/2023	<b>Precis – John and Penny Hoy</b>	Council request John and Penny Hoy to meet with the Mayor and General Manager to discuss their concerns.	<b>GM</b>	<p>Letter sent to John and Penny Hoy advising them of Council's resolution.</p> <p>Meeting held 01/06/2023. Agreement that Bogan Shire Council would seek comment from NSW Public Works as to action required.</p> <p>Response comments from NSW Public Works, which indicates that they don't believe the storage dams are the cause of undue flooding on their property, forwarded to John and Penny Hoy.</p> <p><b>COMPLETED</b></p>

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Item	Date	Minute No	Matter	Action Required	Officer	Status
14	25/05/2023	107/2023	<b>Temporary Workers Accommodation</b>	Report be prepared for Councils consideration regarding the costs and implications to change the land zoning using contents in RU1 – Primary Production under the Bogan Local Environmental Plan (LEP) 2011 from a 'closed zone' to an 'open zone'.	<b>DDES</b>	Report for future Council Meeting.
15	22/06/2023	139/2023	<b>Banking Situation in Nyngan</b>	Council write to the National Australia Bank regarding the future of the Nyngan Branch of the National Australia Bank.	<b>GM</b>	Letter written.
16	27/07/2023	160/23	<b>School Exchange Program</b>	The General Manager commence discussions around the future of the Tongling Exchange Program, with a report to Council.	<b>GM</b>	Not yet commenced.

**Resolved 198/23**

Moved: Cr Menzies

Seconded: Cr Deacon

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

**10 GENERAL MANAGER'S REPORTS**

**10.2 VOLUNTARY PLANNING AGREEMENT - FEDERATION MINE**

Clr Neill declared an interest and left the room  
Clr Boag took the Chair

**Resolved 199/23**

Moved: Cr Jackson

Seconded: Cr Douglas

That Council approves the Federation Mine Voluntary Planning Agreement for signature by the General Manager.

Clr Neill returned to the room and resumed the Chair.

**10.3 ELECTION OF MAYOR AND DEPUTY MAYOR**

Addressed at the commencement of the meeting.

**6 PEOPLE AND COMMUNITY SERVICES REPORTS****11.1 VISITOR INFORMATION CENTRE OPERATIONAL REPORT****Resolved 200/23**

Moved: Cr Jackson

Seconded: Cr Elias

That the Operational Report for the Visitor Information Centre be received and noted.

**11.2 AUSTRALIA DAY 2024 NOMINATIONS AND AWARDS****Resolved 201/23**

Moved: Cr Boag

Seconded: Cr Jackson

That Council approves the categories, nominations forms and guidelines with the date of Wednesday 6 December 2023 being the closing date for all nominations and Councillor votes to be received by Wednesday 13 December 2023.

Cr Milligan **MOVED** that that at additional category for First Nations Community Member of the Year be added.

Moved: Cr Milligan

Seconded: Cr Douglas

**LOST****11.3 DISABILITY INCLUSION ACTION PLAN****Resolved 202/23**

Moved: Cr Douglas

Seconded: Cr Elias

That Council:

1. Notes the legislative requirement for Council to remake its Disability Inclusion Action Plan (DIAP) by 30 November 2023.
2. Endorses the step-by-step plan for Disability Inclusion Action Plan (DIAP) development and implementation, which includes consultation and engagement processes required for the planning, preparing, approval and promotion of the DIAP.

**11.4 BOGAN SHIRE EARLY LEARNING CENTRE - CASUAL DAY VACANCIES****Resolved 203/23**

Moved: Cr Menzies

Seconded: Cr Deacon

That Council adopts a Casual Day Vacancy Allocation policy position to fairly and equitably manage and allocate access to casual day vacancies by:

- i. Requiring parents with enrolled and attending children to notify the ELC of the need for a casual day vacancy by a specified time, which is to be set by Council management taking into consideration business needs. If this requirement has been met, then the child's name will be included on the booking sheet for the following week,
- ii. Requiring waitlisted families to opt into the casual notification system to be eligible for casual days,
- iii. Requiring waitlisted children to be enrolled at the ELC prior to attendance, registered for the Child Care Subsidy with Services Australia and have complied with all other formalities such as providing immunisation records,
- iv. First allocating the casual day to children already on the booking sheet (enrolled and attending), whose parents have previously indicated a need, in order of priority,
- v. Then contacting families on the waitlist to offer them the casual day, in order of priority.

**11.5 WOMEN'S WEEK GRANT****Resolved 204/23**

Moved: Cr Menzies

Seconded: Cr Deacon

That the General Manager applies for the 2024 Women's Week grant to a maximum of \$50,000, with Council's co-contribution being in-kind.

**11.6 RELOCATION MARKETING CAMPAIGN - PROMOTIONAL VIDEOS**

**Resolved 205/23**

Moved: Cr Jackson

Seconded: Cr Boag

That Council produce 5 videos with the following themes:

- Employment
- Housing Development
- Community and Culture
- Recreational and Sporting Opportunities
- Healthcare and Education

**Resolved 206/23**

Moved: Cr Douglas

Seconded: Cr Elias

The key messages, priority and timing of the videos, as shown in the following table:

Theme	Key Message and Content	Priority for release	Timing for release
Employment	<p><b>Key Message:</b> Wide range of jobs available in areas of need.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Nurses</li> <li>• Early Childhood Educators/Teachers</li> <li>• Mechanics</li> <li>• Agricultural Labourers</li> <li>• Plant Operators</li> <li>• Apprentices</li> <li>• Disability Support Workers</li> <li>• Teachers</li> <li>• Government Services</li> <li>• Tradespeople</li> <li>• Miners</li> <li>• General Practitioners</li> </ul>	High	Estimated October 2024 (new residential sub-division complete and blocks available)
Housing Development	<p><b>Key Message:</b> Relocate to Nyngan – build your dream house.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Variety of housing options in Nyngan / Greater Bogan Shire</li> <li>• Examples of new houses</li> <li>• Promotion of new sub-division</li> <li>• Investment Opportunities</li> </ul>	High	Estimated October 2024 (new residential sub-division complete and blocks available)
Community and Culture	<p><b>Key Message:</b> Feel welcome and included.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• "Sense of Community"</li> <li>• Multiculturalism</li> <li>• Aboriginal culture</li> <li>• Diversity and inclusion</li> <li>• Various community groups</li> <li>• Various town events</li> </ul>	Medium	February 2025 (depends on sub-division completion)



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Theme	Key Message and Content	Priority for release	Timing for release
Recreational and Sporting Opportunities	<p><b>Key Message:</b> Plenty of sporting and recreational opportunities.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Bogan River (natural amenity and related activities/sports)</li> <li>• All sporting clubs</li> <li>• Nyngan Pool</li> <li>• O'Reilly Park</li> </ul>	Medium	April 2025 (depends on sub-division completion)
Healthcare and Education	<p><b>Key Message:</b> Priority areas of healthcare and education are well-catered for.</p> <p><b>Content:</b></p> <ul style="list-style-type: none"> <li>• Medical Centre</li> <li>• Nyngan MPS</li> <li>• Local Schools (incl. Villages)</li> <li>• TAFE</li> <li>• Dentist</li> <li>• Apprenticeships/Traineeships</li> </ul>	High	December 2024 (depends on sub-division completion)

**Resolved 207/23**

Moved: Cr Boag

Seconded: Cr Deacon

Council provides a budget of \$25,000 for production of videos for the relocation campaign.

**Resolved 208/23**

Moved: Cr Milligan

Seconded: Cr Douglas

Council agrees to the request from the Nyngan Local Aboriginal Land Council for acknowledgement that filming is done on Ngyiampaa Wangaaypuwan Country.

**Resolved 209/23**

Moved: Cr Milligan

Seconded: Cr Douglas

Council investigates creating an artwork that acknowledges Country that can be used in the videos and other purposes, with a report to a future meeting of Council.

Council adjourned for supper at 7.04pm and the meeting resumed at 7.30pm.

**7 FINANCE AND CORPORATE SERVICES REPORTS**

**12.1 INVESTMENTS AUGUST 2023**

**Resolved 210/23**

Moved: Cr Jackson

Seconded: Cr Deacon

That Council Investments Report be received and noted.

**12.2 SUMMARY OF RATE & ANNUAL CHARGES COLLECTION**

**Resolved 211/23**

Moved: Cr Douglas

Seconded: Cr Milligan

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

**12.3 ADOPTION OF THE 2022/2023 DRAFT ANNUAL STATEMENTS**

**Resolved 212/23**

Moved: Cr Jackson

Seconded: Cr Boag

That:

1. Council adopts the 2022/2023 Draft Annual Statements.
2. Council delegates authority to the General Manager to authorise the Year End Accounts for issue.

**8 ENGINEERING SERVICES REPORTS**

**13.1 DEPARTMENTAL ACTIVITY REPORT**

**Resolved 213/23**

Moved: Cr Boag

Seconded: Cr Milligan

That the Engineering Departmental Report be received and noted.

**13.2 VINNIES SCREENING FENCE**

**Resolved 214/23**

Moved: Cr Deacon

Seconded: Cr Elias

That Council approves a combination of current and historic photos incorporating points of interest for the theme of the mural.

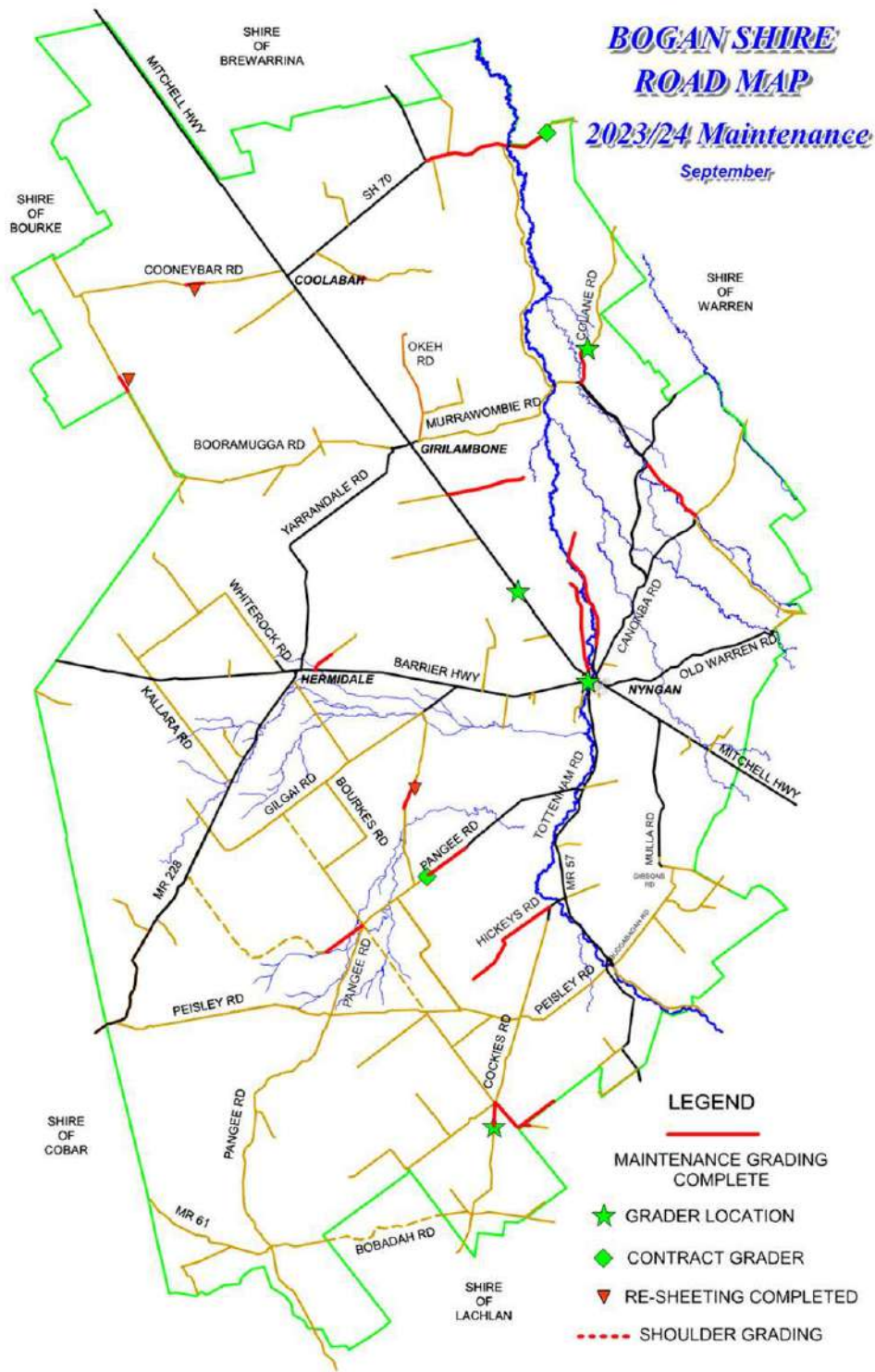
**13.3 NEW WATER TREATMENT PLANT INVESTIGATION AND DESIGN**

**Resolved 215/23**

Moved: Cr Jackson

Seconded: Cr Douglas

That Council agrees to consider the allocation of \$30K at the 2024/25 Budget.



**14 DEVELOPMENT AND ENVIRONMENTAL SERVICES REPORTS**

**14.1 DEPARTMENTAL ACTIVITY REPORT**

**Resolved 216/23**

Moved: Cr Jackson

Seconded: Cr Deacon

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

**14.2 AGRITOURISM - AMENDMENT TO LEP**

**Resolved 217/23**

Moved: Cr Boag

Seconded: Cr Elias

That Council note the amendments made to the Bogan Local Environmental Plan by the State Environmental Planning Policy Amendment (Agritourism) 2023.

**14.3 MOBILE FOOD VENDOR POLICY**

**Resolved 218/23**

Moved: Cr Milligan

Seconded: Cr Deacon

That Council adopt the Policy - DDES006 Mobile Food Vendor Policy.

**14.4 SKATE PARK TENDER**

**Resolved 219/23**

Moved: Cr Douglas

Seconded: Cr Menzies

That:

1. Council notes that no tenders have been received for the construction of a new skate park at O'Reilly Park.
2. The General Manager enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender.

**9 PRECIS OF CORRESPONDENCE****15.1 THE HON. RON HOENIG MP, MINISTER FOR LOCAL GOVERNMENT****Resolved 220/23**

Moved: Cr Boag

Seconded: Cr Milligan

That the correspondence received from The Hon. Ron Hoenig MP, Minister for Local Government regarding the 2023/24 Emergency Services Levy be received and noted.

**15.2 HERMIDALE PUBLIC SCHOOL, HERMIDALE FUTURE FARMERS****Resolved 221/23**

Moved: Cr Boag

Seconded: Cr Jackson

That Council is currently looking at a new donations policy and consideration may be given in the future.

**15.3 KHANS SUPA IGA NYNGAN****Resolved 222/23**

Moved: Cr Boag

Seconded: Cr Douglas

That Council not agree to the request from Khans Supa IGA Nyngan to prune the trees outside the Khans Supa IGA Nyngan.

**15.4 NYNGAN RUGBY LEAGUE FOOTBALL CLUB**

Cr Neill declared an interest and left the room.

Cr Jackson declared an interest and left the room.

Cr Boag took the Chair.

**Resolved 223/23**

Moved: Cr Milligan

Seconded: Cr Douglas

That Council is currently looking at a new donations policy and consideration may be given in the future.

Cr Neill returned to the room and resumed the Chair.

**15.5 NYNGAN BOWLING CLUB****Resolved 224/23**

Moved: Cr Milligan

Seconded: Cr Boag

That Council is currently looking at a new donations policy and consideration may be given in the future.

Cr Jackson returned to the room.

**15.6 BOGAN CHRISTMAS COMMITTEE**

**Resolved 225/23**

Moved: Cr Douglas

Seconded: Cr Menzies

That:

1. Council grants a temporary closure of Pangee Street in front of Davidson Park for the set up, pack up and duration of the event.
2. Council provides insurance or guidance around insurance requirements for the event.
3. Council agrees to provide assistance for setting up and packing up the event.
4. Council consults with the Bogan Christmas Committee on how the remaining budget funds are to be spent.
5. Council provides equipment and resources from the Bogan Shire Early Learning Centre/Bogan Bush Mobile for younger children attending the event.

**10 MAYORAL MINUTE**

**Resolved 226/23**

Moved: Cr Jackson

Seconded: Cr Menzies

That Council prohibits the issuing of fire permits from the commencement of harvest in the Bogan Shire until harvest is complete, as well as from 22 December 2023 through to 3 January 2024 inclusive. **(Jackson/Menzies)**

**MEETING CLOSURE**

There being no further business, the meeting closed at 9.05pm

These minutes were confirmed by resolution at a meeting on ..... and were signed as a true record.

.....

**GENERAL MANAGER**

.....

**MAYOR**



**6 NOTICE OF MOTION**

Nil

**8 ORDINARY MAYORAL MINUTE**

Nil

**9 COMMITTEE MEETING MINUTES**

Nil

**10 GENERAL MANAGER’S REPORTS**

**10.1 GENERAL MANAGERS CHECKLIST**

Item	Date	Minute No	Matter	Action Required	Officer	Status
1	23/09/2021	249/2021	<b>Increase of train speed through Nyngan</b>	Prior to the next state Election, Council raise the issue of the Hoskins Street Level Crossing & Train Speeds with Barwon candidates.	<b>GM</b>	TfNSW has informed Council that it is considering trialing a Rail Active Crossing System at Hoskins Street crossing. This is a solar powered, wireless, flashing lights system.  Discussed with Roy Butler 07/06/2023. Followed up with Roy Butlers’ office 11/08/2023 who have requested a status update from the Minister.
2	27/05/2022	122/2022	<b>Nyngan Emergency Bore</b>	Council seeks advice from the Minister for Water, as to a mechanism for periodic extraction of water for maintenance purposes, given that it is understood that Council is unable to extract water from the bore at this stage.	<b>GM</b>	Letter written to new Minister for Water, advising them of resolution 122/2022 and seeking clarification on funding. Minister for Water has advised that: <ul style="list-style-type: none"> <li>• Work has begun on amendments to the Water Sharing Plan.</li> <li>• No further funding is available for the bore project.</li> </ul>

Item	Date	Minute No	Matter	Action Required	Officer	Status
	23/02/2023	010/2023		<p>Council vote for a 200mm pipe instead of 375mm pipe, on the basis of water consumption.</p> <p>A decision on the request for a meeting be deferred until Council receives a response from the NSW Government on whether the emergency bore hole project is to be funded.</p>	<b>GM</b>	<p>Public Works have provided an alternative cost estimate of \$5.092M, based on the 200mm pipeline.</p> <p>On hold pending response.</p>
	27/04/2023	081/2023		<p>Virginia and Richard Woodlock be requested to provide Council with specific concerns of concerned landholders and rate payers in writing, so that responses can be prepared, and arrangements made for appropriate NSW Government staff to be available.</p>		<p>Letter sent to Richard and Virginia Woodlock advising them of Council's resolution.</p>

Item	Date	Minute No	Matter	Action Required	Officer	Status
	24/08/2023	184/23		<p>That Council prioritises remaining available grant funding of \$7,111,871 across the following projects:</p> <ul style="list-style-type: none"> <li>a. Water purchases</li> <li>b. Belaringar Creek Syphon</li> <li>c. Nyngan Emergency Bore pipeline</li> </ul>		DPE advised accordingly.
3	25/02/2021	012/2021	<b>Nyngan Railway Wool Dump</b>	A colour information sign be erected at the Nyngan Railway Wool Dump on stand adjacent to the dump. A cement path from the existing walkway to the sign be constructed, with available funding.	<b>DES</b>	<b>UPDATE:</b> Research underway for information sign in collaboration with Nyngan Museum.

Item	Date	Minute No	Matter	Action Required	Officer	Status
4	27/05/2021  28/09/2023	126/2021	<b>Addressing Local Job Vacancies</b>	<p>Council delays the launch of the marketing campaign until progress is made with establishing more housing accommodation in Nyngan.</p> <p>Council provides a budget of \$25,000 for production of videos for the relocation campaign.</p>	<b>DPCS</b>	<p>Planning for new residential subdivision has commenced.</p> <p>Scheduled for 2024/25.</p>
5	28/10/2021	162/2021	<b>Section 355 Committee – Nyngan Museum</b>	<p>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.</p>	<b>GM</b>	<p>Initial meeting held with Museum Committee.</p> <p>Referred to Audit &amp; Risk Committee.</p>

Item	Date	Minute No	Matter	Action Required	Officer	Status
	15/12/2022	281/2022		Council progress investigations and discussion to progress to Section 355 or an incorporated body for the functions of managing and operating the Nyngan Museum.		<b>UPDATE:</b> The General Manager met with the Museum Committee 04/10/2023 who have elected to progress formalisation of a Section 355 Committee.
6	23/06/2022	126/2022	<b>New Water Treatment Plant Site</b>	A further report to Council be considered for location of the New Water Treatment Plant, including the location as presented to Council, as well as other options outside/adjacent to the levy bank.	<b>DES</b>	Public Works to discuss with Crown Lands use of site adjacent to electricity sub-station at the end of Dandaloo Street.
	23/03/2023	011/2023		Council request NSW Public Works to provide a report to Council on the relative cost of the proposed substation and existing pump station sites, including relative pros and cons.		Public Works has been requested to prepare a report on comparing the Dandaloo Street site with the raw water pumpstation site when the funding deed has been signed.



Item	Date	Minute No	Matter	Action Required	Officer	Status
7	28/07/2022	171/2022	<b>Hoskins Street Subdivision</b>	<p>Council approves the draft subdivision layout, with following amendments Inclusion of a laneway between lots 18-23 and lots 28-33.</p> <p>Accordingly reduce the number of affected blocks to retain an average size of around 1000m<sup>2</sup>.</p> <p>Strong representation is made to the Minister for Western New South Wales in relation to Biodiversity Fund contributions.</p>	<b>DES</b>	<p>Meetings between Alliance of Western Council and NSW Government held on 17/08/2022 and 19/08/2022 to discuss.</p> <p>Alliance of Western Councils working with Urban Taskforce and making representation to Premier and Minister for Environment.</p>

Item	Date	Minute No	Matter	Action Required	Officer	Status
8	27/10/2022	261/2022	<b>Proposed Amendment to Bogan Local Environmental Plan</b>	The General Manager investigates a process to identify suitable land, for large lot residential and undertakes community consultation, with a further report to Council.	<b>DDES</b>	<p>Following discussion with the Department of Planning and Environment (DPE), it has been identified that the additional R5 land creation could not be considered in isolation, and that it would need to be considered as part of a broader Housing Strategy for the Shire.</p> <p>DPE indicated funding may be available after 30 June 2023, but that Council would have to prepare a scope of works for the strategy to be eligible for funding.</p> <p>Grant submitted.</p>
9	23/03/2023	053/2023	<b>Reclassification of Land – 8 Tabratong Street</b>	Council submits a planning proposal under Section 28 of the Local Government Act to reclassify Lot 1 DP102113, Lot 2 DP355559 and Lot 3 DP 945184 from Community Land to Operational Land.	<b>DDES</b>	<p>Council has requested Department of Planning to consider undertaking the reclassification as part of its Minor Amendments Project.</p> <p>Awaiting DoP consideration and advice.</p> <p><b>UPDATE:</b> Awaiting DoP Advice.</p>

Item	Date	Minute No	Matter	Action Required	Officer	Status
10	25/05/2023	107/2023	<b>Temporary Workers Accommodation</b>	Report be prepared for Councils consideration regarding the costs and implications to change the land zoning using contents in RU1 – Primary Production under the Bogan Local Environmental Plan (LEP) 2011 from a 'closed zone' to an 'open zone'.	<b>DDES</b>	Report for future Council Meeting.
11	22/06/2023	139/2023	<b>Banking Situation in Nyngan</b>	Council write to the National Australia Bank regarding the future of the Nyngan Branch of the National Australia Bank.	<b>GM</b>	Letter written.
12	27/07/2023	160/23	<b>School Exchange Program</b>	The General Manager commence discussions around the future of the Tongling Exchange Program, with a report to Council.	<b>GM</b>	Not yet commenced.

Item	Date	Minute No	Matter	Action Required	Officer	Status
13	28/09/2023	209/23	<b>Relocation Marketing Campaign – Promotional Videos</b>	Council investigates creating an artwork that acknowledges Country that can be used in the videos and other purposes, with a report to a future meeting of Council.	<b>DPCS</b>	Not yet commenced.
14	8/09/2023	219/23	<b>Skate Park Tender</b>	The General Manager enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender.	<b>DDES</b>	Not yet commenced.

**1. Attachments**

Nil

**2. Recommendation**

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

## **10.2 CHRISTMAS - NEW YEAR CLOSURE**

### **1. Introduction**

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

### **2. Background**

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

### **3. Discussion**

Christmas Day and Boxing Day fall on a Monday and Tuesday, with Monday 25 December and Tuesday 26 December 2023 being declared Public Holidays. New Years Day falls on a Monday, with Monday 1 January 2024 being declared a Public Holiday.

Customary practice is to close the Shire administration offices as well as the Library, Bogan Shire Medical Centre, and Bogan Shire Youth and Community Centre between Christmas and New Year. The Bogan Shire Early Learning Centre closes for this week, part of the week before and the week after for their annual shutdown and clean.

Following past practice, this would mean that the Shire administration offices and the services mentioned above would be closed for what would otherwise be normal working days on Wednesday 27 December 2023, Thursday 28 December 2023 and Friday 29 December 2023.

For Council's information, this year as a once-off it will be necessary for the Bogan Shire Early Learning Centre to close for an extra week, until 15 January 2024 to allow for finalisation of building works. During this time staff will also be moving furniture and equipment around and preparing the new spaces for 2024.

It has previously been suggested that the December Council Meetings be held at 9.00am, and the most suitable date in December 2023 is Thursday 14 December.

It has been the practice in the past to have a combined Councillor/Staff Christmas Party from 12.00pm to 3.00pm on the day of the December Council Meeting, with Council covering the cost of this event.

### **4. Attachments**

Nil

### **5. Recommendation**

1. That Council closes the Shire administration offices as well as the Library, Bogan Shire Medical Centre and Bogan Shire Youth and Community Centre on Wednesday 27 December 2023, Thursday 28 December 2023 and Friday 29 December 2023 and advises the community accordingly.
2. That Council closes the Bogan Shire Early Learning Centre between Wednesday 20 December 2023 and Friday 12 January 2024 and informs the community accordingly.

3. That the Bogan Shire Council Christmas Party take place between 12.00pm and 3.00pm on Thursday 14 December 2023, involving all Councillors, Staff and their partners, and that Council covers the cost of this event.

## **10.3 DECEMBER 2023/JANUARY 2024 RECESS**

### **1. Introduction**

The purpose of this report is for Council to consider the option of going into recess during December 2023/January 2024.

### **2. Background**

Council has in the recent past not held an Ordinary Monthly Meeting in January.

### **3. Discussion**

It is common 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.

Not having regular meetings can result in delays in decision-making. Council has previously, subject to the limitations in Section 377 of the Local Government Act 1993, delegated certain Council functions, including making decisions that would otherwise be made by Council, to the Mayor, Deputy Mayor and General Manager collectively for this period – with Councillors to be contacted and consulted if practical. These decisions should be reported to the Council at its first meeting in the New Year.

### **4. Attachments**

Nil

### **5. Recommendation**

That Council:

1. Goes into recess from Friday 22 December 2023 until 31 January 2024 and consequently does not have an Ordinary Meeting during January 2024.
2. 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, to collectively make decisions on behalf of Council during this recess period, with Councillors to be consulted if practical.
3. Any such decisions are to be reported to the Council at its first meeting in 2024.

## 10.4 DAVIDSON PARK UPGRADES

### 1. Introduction

The purpose of this report is to seek Council's views and direction in response to potential changes to the appearance of Davidson Park.

### 2. Background

Council developed a masterplan for Davidson Park in 2020 as part of grant funded works which included the new terraced area, new pathways, painting of the gazebo, new shelters, toilet upgrades and renovations to the CWA Hall. These improvements are now nearing completion.

### 3. Discussion

The upgrades mentioned tend to draw attention to other areas / assets in the park that could do with improvement. These include the avenue of six palm trees along the main pathway and the street facing garden beds.

#### Palm Trees

The palm trees have grown up to the extent that their foliage is beyond (above) the normal line of sight when entering the Park which diminishes their visual impact. As such they have also grown long, thin trunks and are arguably past their best.



It is suggested that these trees be removed and replaced with another species, possibly Queensland Bottle Trees which whilst much lower-growing have considerable visual impact and are drought tolerant.





Garden Beds

The garden beds require repairs to the original blockwork which also provides an opportunity to modify the design / layout of the beds to improve their visual appeal and facilitate maintenance and irrigation.



The beds were constructed with recesses, as shown below, and also include several plaques which, if the gardens were planted up to full effect, would be obscured.



It is suggested that the garden beds be modified to remove the recesses and that all the plaques be relocated, possibly to either the northern or southern end of the Bicentennial Mural wall. It is suggested that the empty sign frame be replaced with a map, such as is located at the Nyngan Museum which shows town attractions and facilities.



Other areas for improvement include replacing the faulty irrigation system for the lawns and garden beds, renewing the soil in the garden beds and replanting them.

Some areas of the lawn may need to be re-turfed.

Should Council support these suggestions funding may be available within the scope of existing grants to cover the resulting cost or, depending on the extent of costs, they could be accommodated within the existing operating budget.

Once the extent of Council's support is known the works can be costed to determine if this is possible or, if necessary, an increase in the operating budget may be required.

#### **4. Attachments**

1. Davidson Park Plaques

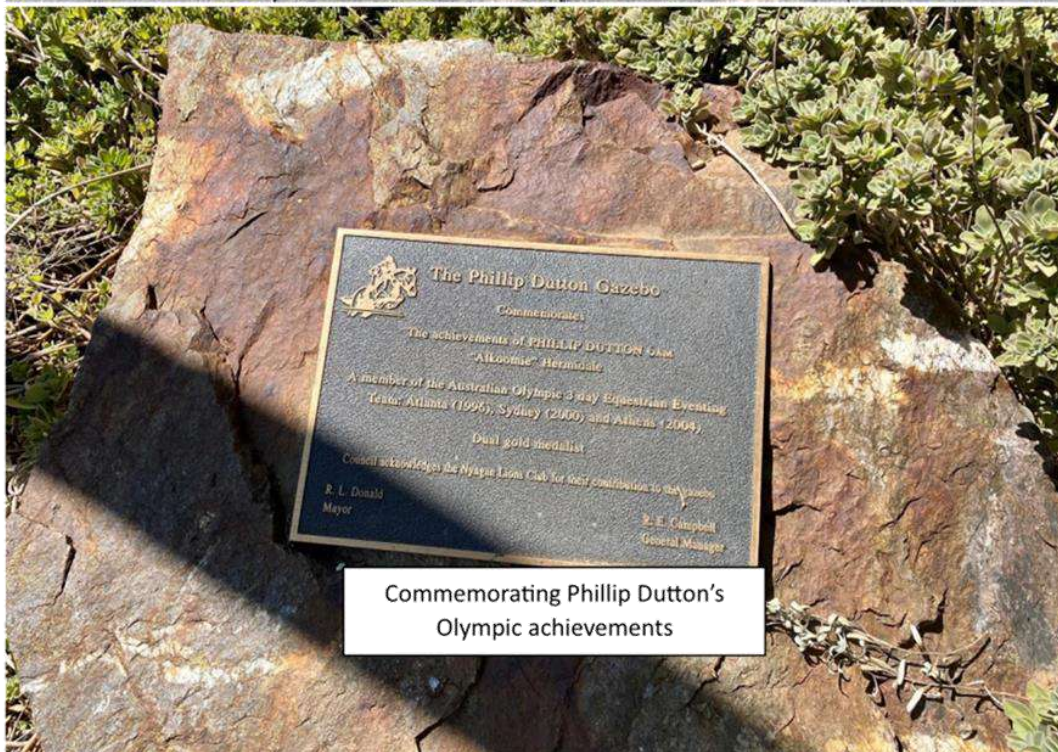
#### **5. Recommendation**

1. That Council supports:
  - a. The removal and replacement of the six palm trees in Davidson Park
  - b. The reconstruction of the raised garden beds along the street in Davison Park, including the relocation of existing plaques to the Bicentennial Mural wall.
  - c. Replanting of garden beds and new areas of turf as required.
2. That costs incurred as a result of these works be covered as far as possible from existing grant funds and operating budget. If further funding is required, this is to be sought through the budget review process.

**Attachment 1 - Davidson Park Plaques**



Commemorating Albert Priest's contributions to Nyngan and District



Commemorating Phillip Dutton's Olympic achievements



Commemorating Nyngan's Bicentennial projects



Commemorating Nyngan's Water and Sewerage Supply Augmentation and Stage 1 of the Nyngan Levee



## 11 PEOPLE AND COMMUNITY SERVICES REPORTS

### 11.1 NYNGAN SHOW DAY

#### 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 2024 and for Council to determine their request to the Minister for Industrial Relations accordingly.

#### 2. Background

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.

In 2021 and 2022, following many years of representation from Nyngan schools and the general community who wished to fully participate in the Nyngan Show, Council resolved to apply for a full day Public Holiday for the Nyngan Show Days, which were held on Monday 23 May 2022 and Monday 15 May 2023.

#### 3. Discussion

As part of the standard public consultation process for the 2024 Show Day, Council is required to assess community sentiment by specifically targeted consultation with local banks, schools, major employers, and local transport companies, taking into consideration arrangements for students on the day as well as consideration of the costs and benefits to business and community.

Council requested that submissions include a preference on whether the declaration of a Local Event Day over a Public Holiday was preferred.



Council's application for a public holiday is due to the Minister for Industrial Relations by 10 November 2023. Broad community consultation has included a Facebook post, Public Notice in the Nyngan Weekly and a Public Notice on Council's website. Letters were also sent to local business and organisations.

Council received seven response letters/emails in response to targeted consultation which have been included as attachments to this report for Council's consideration in determining its application to the Minister for Industrial Relations.

Council also received an email from a community member which indicated a preference for a half day holiday. No other correspondence was received at the time of writing the report.

#### **4. Attachments**

1. Email from Girilambone Public School
2. Email from Nyngan High School
3. Email from Nyngan Public School
4. Email from Vanes Bus Service
5. Email from Commonwealth Bank
6. Letter from St Josephs School
7. Letter from Lawlab

#### **5. Recommendation**

For Council's consideration.

**Olivia Ashton**

---

**From:** Angela Lewis <angela.lewis@det.nsw.edu.au>  
**Sent:** Tuesday, 17 October 2023 11:58 AM  
**To:** Olivia Ashton  
**Subject:** RE: Nyngan Show Day Holiday 2024

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Olivia,

We have written letters in the past saying that Girilambone supports the concept of a Public Holiday rather than the declaration of a Local Event Day. This is still the case!

Regards

*AM Lewis*

Angela Lewis  
Principal Girilambone Public School  
T 68331039 M 0427 332 123

## Olivia Ashton

---

**From:** Benn Wright <Benn.Wright@det.nsw.edu.au>  
**Sent:** Tuesday, 17 October 2023 12:53 PM  
**To:** Olivia Ashton  
**Subject:** Re: Nyngan Show Day Holiday

Hi Olivia,

Nyngan High School supports a full day public holiday.

I have been away for a few days so have not had a chance to write anything substantial in support at this stage.

Kind regards,

**Benn Wright**

Principal

Nyngan High School

Ph: 02 6832 1004

*Ngini ngurrampaa Wangaaypuwan*

This is Ngiyampaa Wangaaypuwan country

*Ngini thirripakirri wara-dhunma-nha*

We are learning here together

**Olivia Ashton**

---

**From:** Kylie Pearce <kylie.a.pearce@det.nsw.edu.au>  
**Sent:** Tuesday, 17 October 2023 12:34 PM  
**To:** Olivia Ashton  
**Subject:** Re: Nyngan Show Day Holiday

Thank you for your email Olivia. Nyngan Public School is supportive of a Public Holiday, allowing community to support the tradition of the local show.

Kind Regards

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

**Olivia Ashton**

---

**From:** Vanes Bus Services <vanesbusservices@hotmail.com>  
**Sent:** Tuesday, 17 October 2023 1:49 PM  
**To:** Olivia Ashton  
**Subject:** Re: Nyngan Show Day Holiday

Hi,  
We are happy with the Public Holiday.  
Many thanks,  
Sam Vane

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**Olivia Ashton**

---

**From:** Jodi (Branch Manager) Douglas <jodi.douglas@cba.com.au>  
**Sent:** Wednesday, 18 October 2023 4:18 PM  
**To:** Olivia Ashton  
**Subject:** Fwd: Nyngan Show Day Holiday 2024

You don't often get email from jodi.douglas@cba.com.au. [Learn why this is important](#)

[ CBA Information Classification: Customer and Personal ]

[ CBA Information Classification: Customer and Personal ]

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**EXTERNAL EMAIL:** Do not click links or open any attachments unless you trust the sender and know the content is safe.

Hi Derek

Thank you for the letter. A local event day would allow the bank to remain open to serve our clients. However if a public holiday is declared we do always take steps to minimise inconvenience to our customers including advance notice with signage, organising cash/change arrangements prior with our regular businesses and maintaining our ATM to minimise outages .

In addition our staff are usually involved with the show in a voluntary capacity.

Regards

Jodi Douglas  
CBA Nyngan  
109 Pangee St  
Nyngan



## St Joseph's School

23 Terangion Street  
P.O. Box 142  
NYNGAN NSW 2825  
Phone: (02) 68321588  
Fax: (02) 68321454  
Email: [admin.nyngan@wf.catholic.edu.au](mailto:admin.nyngan@wf.catholic.edu.au)

17th October, 2023

Derek Francis  
General Manager  
Bogan Shire Council  
P.O. Box 221  
NYNGAN NSW 2825

Dear Derek,

RE: 2024 NYNGAN SHOW DAY HOLIDAY

The Nyngan Show is an important event for the people of Nyngan and surrounding districts. All attempts should be made to allow full participation by the community and enable our townsfolk to enjoy this time and to appreciate the talents of our local exhibitors. It is also an occasion for interacting with family and friends, where they can come together and enjoy all that the show has to offer.

We, at St Joseph's School, fully support the council's decision to declare a public holiday as the most appropriate option for the Nyngan Show Day. As many people as possible should be encouraged to participate in the Nyngan Show.

I do hope that the opinions of our school community will be taken into consideration.

Yours sincerely,



Sharon Grimmond  
Principal



Conveyancing. Ready when you are™

The General Manager  
Bogan Shire Council  
PO Box 221  
Nyngan NSW 2825

11 October 2023

Dear Derek,

RE: 2024 Nyngan Show Day Holiday

In response to your letter dated 10 October 2023 relating to the '2024 Nyngan Show Day Holiday', please see my thoughts below.

As local business owners we take the impact of all public holidays very seriously, in terms of both business disruption and our staff obligations. As a business which does not receive revenue from tourism of any kind there is no financial benefit to us in a local public holiday, with a negative financial impact in that we are required to pay wages despite being closed for the day. There is also an impact on our wider business, as we operate nationally and need to back-fill the local roles to compensate.

As long-term residents and supporters of the local community we would be happy to support a public holiday if there is evidence that it has a positive impact on local economy and businesses. Therefore our preference would be to declare 2024 show day as a local event day, then compare data collected to the 2023 public holiday. In our experience people are more inclined to take advantage of a long weekend to depart from the local area, rather than stay local to attend events. If this is proven to be untrue then would be happy to review our position in 2025 based on evidence provided that the positive impact outweighs any negative financial impact.

Yours faithfully

Ian C Perkins  
Director

[www.lawlab.com.au](http://www.lawlab.com.au)

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Registered Office 103 Pangee Street  
Nyngan NSW 2825

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## 11.2 BOGAN BUSH MOBILE TERM 3 REPORT

### 1. Introduction

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

### 2. Discussion

#### Term 3 Dates

17 July 2023 – 6 October 2023

#### Statistics

Total children enrolled: 90 official enrolments, 71 families.

Term 3 attendance: 189

Term 3 sessions: 53

Venues visited in term 3: 10

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

#### Term 3 Activities

Term 3 saw the appointment of Brittany Robb as BBM Service Leader and Hayley Simpson as BBM Educator. Both employees have worked at the BBM/ELC for over twelve months and have made important connections with our rural and remote families during this time.

With recent vacancies in Childrens Services, communication was sent out to all BBM families noting the cancellation of some sessions due to the staffing shortages as well as seeking interest from parents who might like to volunteer to assist with running playgroup sessions. Staff also spoke to families at each session to ascertain whether anyone would be able to assist with running some of the sessions to minimise cancellations during this period.

From this communication, we had a parent who is a qualified Educator contact Council expressing her interest in working with our BBM team at the Marra Long Day care sessions. The parent has since been employed by Council and will be included in the staffing ratios when required to meet Educator to Child ratios. This will eliminate the need to cancel future Marra sessions due to lack of staffing.

The BBM Team once again took part in the Nyngan Ag Expo in August which was a very successful day for them with a lot of families visiting their play area throughout the day. They also celebrated NAIDOC Day in early August, where children engaged in NAIDOC activities within sessions.

Bogan Bush Mobile continues to provide opportunities for engaging children in learning that would otherwise be unattainable for isolated children. Following the Early Years Learning Framework and National Quality Standards, BBM provides continued learning through following the children's interests and developmental needs.



***BBM set up at the Nyngan Ag Expo***

### **3. Attachments**

Nil

### **4. Recommendation**

That the Bogan Bush Mobile report be received and noted.

## **11.3 PURCHASE OF ULTRASOUND MACHINE**

### **1. Introduction**

The purpose of this report is for Council to consider the purchase of a new ultrasound machine to improve the quality of imaging and expand the types and number of sonography services at the Bogan Shire Medical Centre.

Council's existing ultrasound machine has reached the end of its contract period and there are sound reasons for replacing it as set out in this report. These include improved patient outcomes and increased revenue for Council.

### **2. Background**

Council was successful in obtaining grant funding for the purchase of an ultrasound machine in 2020. This was an excellent all-round machine at the time and has since offered a range of ultrasound services to the community, meaning less travel and wait times for medical imaging and more affordable/comparable fees to other service providers.

Ultrasound is a highly specialised diagnostic allied health service which is provided to the Bogan Shire community by a post graduate qualified and accredited sonographer to meet the Australian Government's Diagnostic Imaging Accreditation Scheme standards and Medicare legislation.

In addition to diagnostic ultrasound services, Bogan Shire Medical Centre (BSMC) also provides so-called Entertainment Ultrasound (Pregnancy) services, which include elective 3/4D pregnancy ultrasounds for keepsake purposes and to share with family and friends and which don't require a referral.

Our Sonographer works with a reporting physician who has responsibility for reading and interpreting the results of the examination and providing the final report to the referring practitioner.

Our Sonographer not only maintains her accreditation through continuing professional development but is also dedicated to researching latest developments in ultrasound, ensuring our service reaches its full potential and we offer our patients the very best in medical imaging – enhancing patient's overall care and medical treatment outcomes.

The most requested service is in pregnancy and women's imaging, however numerous referrals are received for a very broad load of cases across all fields of ultrasound including musculoskeletal, paediatric, vascular and general imaging.

Our service has gained the trust of many specialists in these modalities and therefore our diagnosis directly affects our patient's care - doctors now feel so confident in our imaging in some cases that they do not require further testing before making management and even surgical decisions. This is excellent feedback but produces tremendous pressure to be accurate to a very high degree.

Medical ultrasound is now well-established and well-utilised at the BSMC with service growth reaching patients, referring doctors and specialists from outside the Bogan Shire area.

### **3. Discussion**

Three years of ultrasound operations at the BSMC along with the existing ultrasound machine reaching the end of its contract period now presents Council with an opportunity to invest in a new machine.

Sound reasons for purchasing a new ultrasound machine include improved patient outcomes due to significant improvements in technology and increased revenue for Council. These are detailed below.

#### *Improved patient outcomes*

The proposed new ultrasound machine has multiple probes to offer higher quality imaging, meaning the majority of patients, would be less likely to be referred to another more expensive modality (MRI) for confirmation or further evaluation.

The purchase of a new machine will address deficiencies in our existing machine which have arisen due to technological advancements in newer ultrasound machines. Our Sonographer has recently been prevented from providing some imaging to patients due to the risk of missing a difficult pathology which would be easily identifiable using the latest technology. Examples include:

- Breast imaging - unable to offer breast imaging to our female patients as there is a risk that the current machine cannot demonstrate tiny pathology, whereas newer models can. This presents too great a risk for patients which could be life threatening in breast cancer cases. The result is that all female patients requiring breast imaging are now required to travel for this service which adds time to their diagnosis and prolonged periods of uncertainty.

Locally available breast imaging for our female patients would be able to easily and accurately demonstrate tiny pathology, reducing diagnosis and potential treatment times, alleviating need for more expensive imaging (MRI) and negating the need to travel long distances.

- Vascular imaging - for emergency cases of deep vein thrombosis. This type of imaging is requested and performed quite frequently, however desired image quality from the reporting physician has also now surpassed our machine. Our Sonographer can continue to provide this service, however at a greater pressure on her clinical skills and time than is required on a better machine.

The proposed new ultrasound machine will produce the desired higher quality vascular images for the reporting physician, especially for emergency cases such as deep vein thrombosis. This type of ultrasound can also help in the diagnosis of various conditions, such as blood clots, damaged or dysfunctional valves in the vessels of the legs, and defects of the heart valve.

- Liver imaging - one of our most requested imaging services. In chronic liver disease patients this imaging is used to investigate complications such as hepatocellular carcinoma (HCC) which is a leading cause of cancer deaths in Australia. This is particularly so for at-risk populations such as Indigenous Australians with 2.4-fold higher rates of diagnosis and mortality compared with non-Indigenous populations.

Surveillance for HCC in at-risk populations allows diagnosis at an early stage, when potentially curable. Currently, the amount of pathology identifiable on our existing machine is very limited, especially for larger patients, however the proposed new machine can scan these patients with ease, increased accuracy and with higher resolution.

- Intricate muscular ultrasounds – are now increasingly being referred for imaging. Images of tiny finger and toe ligaments are visible but harder to achieve on our current machine which is unable to define the degree or severity of a tear.

These intricate muscular ultrasounds produced by the new machine can define a tear as partial or full thickness and its exact location with greater clinical confidence, saving patients time and money and getting them on the road to recovery sooner.

The proposed new ultrasound machine also produces superior imaging across all other modalities. The pregnancy imaging it produces has always been considered the benchmark amongst obstetric specialists and reporting radiologists.

Pregnancy related diagnoses made at BSMC are often relied on directly by the managing specialists for care and surgical consideration. These are our most concentrated exam type and align most closely with our Sonographer's area of sonographic expertise and skill. Scanning of these patients must be kept to the highest possible standard and leave no room for doubt.

Pregnancy imaging of foetal heart settings from the proposed new ultrasound machine are remarkable, with the ability to easily pick up defects in a heart septum it is so sensitive.

#### Increased revenue

It is expected that a new ultrasound machine would result in growth in the types and number of services currently available. Patient numbers would therefore increase, resulting in greater revenue from fees.

Further details are contained in Confidential Attachment 1, which is to be discussed in the closed and confidential section of the Council meeting.

Costs of purchasing a new machine

In determining the choice of new ultrasound machine, our Sonographer contacted all ultrasound machine producers in Australia and trialled several machines on actual patients, varying in age, medical history, exam type (i.e., pregnancy or vascular etc.) and body type over the past six months.

The proposed new ultrasound machine is the correct fit for our community's needs to not only keep up with technological advances, but to ensure our community receives the highest quality and safest imaging services available.

The total cost of the proposed new ultrasound machine including necessary accessories is expected to be \$153,500 (excl. GST) inclusive of five-year warranty.

Further details are contained in Confidential Attachment 2, which is to be discussed in the closed and confidential section of the Council meeting.

The new ultrasound machine can be financed through Council's Plant Fund, with a repayment each year for five years which will result in savings over commercial financing arrangements.

**4. Attachments**

1. Estimate of Income and Expenditure (confidential)
2. Acquisition and Disposal of Ultrasound Machines (confidential)

**5. Recommendation**

That:

1. Council increases the Capital Budget by \$153,500 to allow for the purchase of a new ultrasound machine to be funded through Council's Plant Fund.
2. The General Manager purchases a new ultrasound machine in the best interests of Council to a maximum of \$153,500.
3. The General Manager disposes of the current ultrasound machine in the best interests of Council.

## **12 FINANCE AND CORPORATE SERVICES REPORTS**

### **12.1 INVESTMENTS SEPTEMBER 2023**

#### **1. Introduction**

The purpose of this report is to outline the performance of Council's investment portfolio for the month of September 2023.

#### **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.

#### **3. Discussion**

The Investment Report for September 2023 is shown below. At the 30th September 2023 Council had \$25.5 million invested. There has been a decrease of \$2.2 Million due to expenditure of current year grants as well as outstanding claims for TfNSW flood grants.

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

#### **Investment Movements for September 2023**

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

REF	Source	Maturity	Days	% rate	Bal Aug 23	Bal Sep 23
37908808	Commonwealth	15/12/2023	360	4.690%	6,000,000.00	6,000,000.00
87-912-8864	NAB	22/02/2024	365	5.050%	2,000,000.00	2,000,000.00
88-392-4994	NAB	29/05/2024	365	4.900%	2,000,000.00	2,000,000.00
43-308-2777	NAB	21/05/2024	365	4.900%	2,800,000.00	2,800,000.00
6894	NAB - Professional Funds	At Call		4.300%	14,986,459.00	12,764,221.68
	Balance <u>securities held</u>				<b>27,786,459.26</b>	<b>25,564,221.68</b>
	Balance Ledger 19010.8200.8200				<b>27,786,459.26</b>	<b>25,564,221.68</b>
	<b>Summary by institution</b>					
	NAB				21,786,459.26	19,564,221.68
	COMMONWEALTH				6,000,000.00	6,000,000.00
					<b>27,786,459.26</b>	<b>25,564,221.68</b>

**4. Attachments**

Nil

**5. Recommendation**

That Council receive and not the Investments Report for September 2023.



## 12.2 SUMMARY OF RATE & ANNUAL CHARGES COLLECTION

### 1. Introduction

The purpose of this report is to provide a comparison of rate collections as at 30 September 2023, with the same period last year.

### 2. Background

This report is provided for the information of Councillors.

### 3. Discussion

<b>Rate Collections</b>	<b>2022-2023</b>	<b>2022-2023</b>
Arrears Prior to 30/06/2023	593,312	672,209
First Instalment arrears as at 30/09/2023	257,351	164,821
Second Instalment outstanding as at 30/09/2023	1,033,196	1,057,792
Third Instalment outstanding as at 30/09/2023	1,079,327	1,098,412
Fourth Instalment outstanding as at 30/09/2023	1,094,826	1,115,118
<b>Total Arrears</b>	<b>850,663</b>	<b>837,030</b>
<b>Total Outstanding</b>	<b>4,058,012</b>	<b>4,108,352</b>
<b>Monthly Transactions</b>		
Amount Levied & B/Fwd	6,241,728	6,014,753
Add: Adjustments	45,863	11,048
Less: Payments to end of May	-2,157,637	-1,839,159
Less: Rebates	-71,942	-78,290
Add: Postponed	0	0
<b>Gross Total Balance</b>	<b>4,058,012</b>	<b>4,108,352</b>
<b>Arrears of total amount levied %</b>	<b>13.6%</b>	<b>13.9%</b>

Total arrears have increased from \$837,030 at the 30<sup>th</sup> September 2022 to \$850,663 as at 30<sup>th</sup> September this year.

Each instalment amounts to approximately \$1,560,000

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

As at the 30<sup>th</sup> September 2023 Council had collected \$318,478 more than at the same time last year, an additional \$140,507 had been collected at the time of writing this report.

16% of rates remain outstanding on the first instalment however this had reduced to 11.6% at the time of writing this report.

Included in the arrears are approximately 14 ratepayers with amounts owing above \$10,000. Of these 14 ratepayers 12 are included in the upcoming sale of land for unpaid rates which is scheduled to take place on the 21<sup>st</sup> February 2024 via auction at the Youth and Community Centre at 1pm. Interested buyers need to register by 12pm on the day. Properties to be

included in the sale of land for unpaid rates will be advertised in the local newspaper and the NSW Government Gazette.

Some payments have been made since the prior report to Council on sale of land for unpaid rates, and some arrangements have been entered into with ratepayers to pay their outstanding amounts and avoid their properties being sold. However, if ratepayers' default on these arrangements the property will be able to go directly to a sale of land for unpaid rates.

Council will receive a further report and update once the amounts are finalised, and the General Managers certificates are signed.

#### **4. Attachments**

Nil

#### **5. Recommendation**

That Council receive and note the Rate and Annual Charges collection report for September 2023.

## **12.3 FIRST QUARTER 2023/2024 BUDGET REVIEW**

### **1. Introduction**

The purpose of this report is to:

1. To review actual performance against budget for the first three months of the 2023/2024 financial year up to 30 September 2023.
2. To adjust the budget in response to changes in the financial landscape and changes to Council's corporate goals.

### **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 2023/2024, plus items carried forward from 2022/2023, plus or minus recommended changes made at this first quarter review.

### **3. Discussion**

#### **Performance Against Budget**

The year-to-date performance against budget shows a \$311,527 positive change to the original projected balance. Council budgeted for a cash surplus of \$279,568 overall and the changes to the budget now show a cash surplus of \$591,095 across all funds. Council should note an amount of \$67,648 was transferred from cash reserves to balance the Sewer Fund in the 2023/2024 original budget.

The general fund now shows a cash surplus of \$361,216 which is an increase of \$311,527 to the original surplus. This is due to adjustments by the Federal Government to the Financial Assistance Grant (FAG) which has increased to what was originally budgeted, as well as increases to insurances and other expenditure Council has voted on since the original budget was adopted.

Council will receive additional Financial Assistance Grant in 2023/2024 to what was originally budgeted. \$382,754 in the General Purpose component and \$106,951 in the Local

Roads component of the grant. The \$106,951 has been allocated to unsealed local roads maintenance and part of the \$382,754 has been used to fund the shortfall in the budget for insurance premiums for 2023/2024 as well as additional required adjustments.

The Sewer Fund has no changes to the original budget.

The Water Fund has no changes to the original budget.

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

As always Councillors and staff need to be aware of decisions made and their 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 any available surplus cash.

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

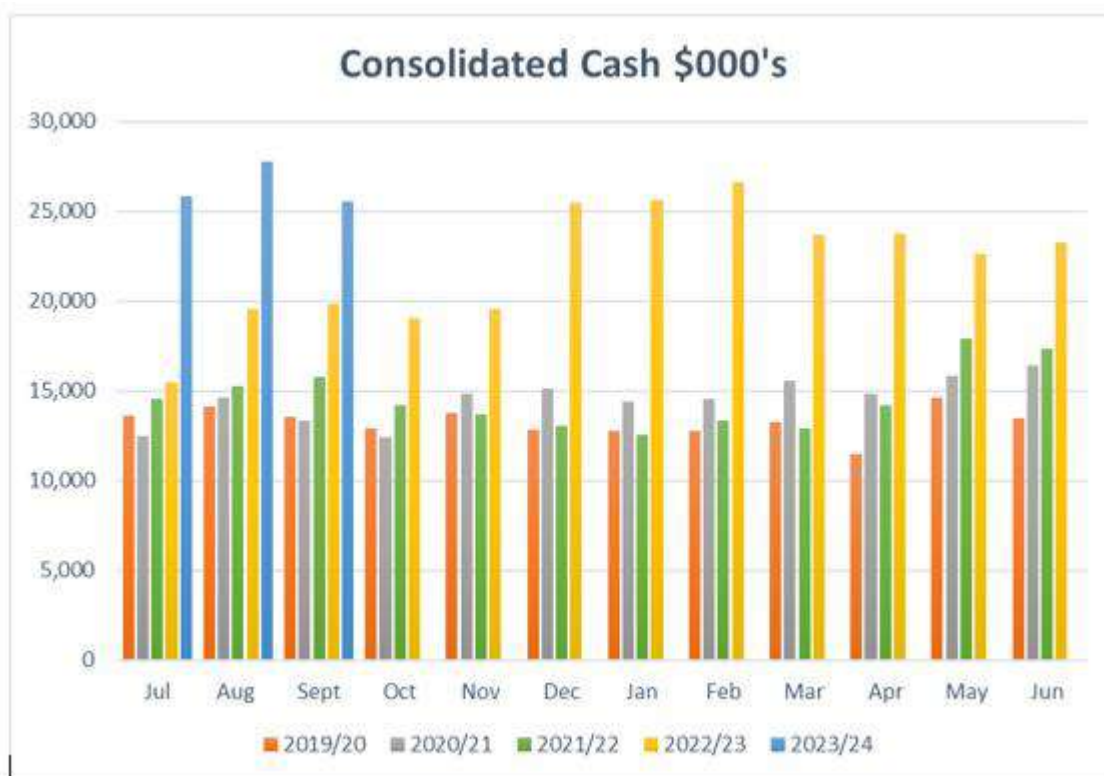
Favourable adjustments are where Council has found that it is going to get more income than budgeted or expects to spend less than originally budgeted. Unfavourable adjustments are the reverse. These are where the program is going to cost more than originally budgeted, income is going to be less or Council 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 almost 100% of the 2023/2024 Financial Assistance Grant (FAG) as well as receiving the first quarterly instalments of the FAG, as well as the majority of the first instalment of rates having been paid. Consequently, the cash balance is expected to decrease over the next nine months as grant funds are expended.

Council needs to also remember that the majority of the cash is restricted for specific purposes and cannot be used. As of 30th June 2023 Council had only \$392,000 in unrestricted cash.



**Consulting and Legal Expenses**

The budgeted and actual spending on consultants and legal expenses is shown below. The consultancy expenditure has been spent on Engineering Services, Environmental Services, Economic Development, Town Planning Services, Financial Services, Work Health and Safety services, Water and Sewer services. The revised budget for consultancies is due to the money allocated in the budget review for professional video services.

CONSULTING & LEGAL EXPENSES			
Expense	Budget \$	Expenditure YTD \$	Revised \$
Consultancies	367,805	136,308	392,805
Legal	47,000	1,700	47,000

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 30/09/2023 indicates that Council's projected financial position at 30/6/24 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: 10/10/2023

Stephanie Waterhouse

Responsible Accounting Officer, Bogan Shire Council

#### **4. Attachments**

1. Appendix A - 2023/2024 First Quarter Budget review Summary (under separate cover)
2. Appendix B - 2023/2024 Budget Review Statement (under separate cover)
3. Appendix C - 2023/2024 Cash Position of Funds Projected Operating Balance (under separate cover)
4. Appendix D - 2023/2024 Capital Budget Updated (under separate cover)

#### **5. Recommendation**

1. That Council note the report on Actual compared to Budget for the quarter ended 30 September 2023.
2. That Council adopt the adjustments to the 2023/2024 budget as shown in the Budget Review Statement at Appendix A to this report.

**Bogan Shire Council\***  
**Budget Review**  
**as at 30th September 2023**

Outcome	Full Year Original Budget	2023/24 Carry Forwards	2023/24 Sep Recommended Changes	2023/24 Sep Projected Year End Result	YTD Actuals (incl Oncosts/Commit)
<b>Grand Total</b>	<b>4,424,092</b>	<b>7,940,789</b>	<b>-311,527</b>	<b>12,053,354</b>	<b>-577,558</b>
<b>Operating</b>	<b>1,903,251</b>	<b>5,125,361</b>	<b>-331,345</b>	<b>6,697,267</b>	<b>1,641,310</b>
<b>Social</b>	<b>2,631,239</b>	<b>1,125,999</b>	<b>14,080</b>	<b>3,771,318</b>	<b>277,451</b>
Social & Cultural	141,410	16,180	0	157,590	37,424
Community Centres	1,100,585	0	8,080	1,108,665	-70,254
Inclusive Communities	237,195	307,899	0	545,094	97,890
Education	1,800	0	0	1,800	0
Public Health	914,366	721,370	6,000	1,641,736	166,869
Emergency Services	235,883	80,550	0	316,433	45,523
<b>Infrastructure</b>	<b>1,902,913</b>	<b>3,500,873</b>	<b>6,437</b>	<b>5,410,223</b>	<b>3,337,888</b>
Transport Networks	2,363,132	3,500,873	916	5,864,921	4,177,488
Plant System	-653,988	0	5,521	-648,467	-301,237
Water	-24,879	0	0	-24,879	-405,304
Sewer	218,648	0	0	218,648	-133,058
<b>Environmental</b>	<b>2,228,368</b>	<b>498,489</b>	<b>11,145</b>	<b>2,738,002</b>	<b>362,835</b>
Built Environment	1,572,645	106,892	17,002	1,696,539	854,322
Waste & Recycling	-113,609	0	0	-113,609	-701,767
Natural Environment	295,908	301,097	0	597,005	85,462
Health Safety & Regulation	473,424	90,500	-5,857	558,067	124,818
<b>Economic</b>	<b>265,540</b>	<b>0</b>	<b>38,444</b>	<b>303,984</b>	<b>107,756</b>
Local Industries and Business	69,970	0	29,089	99,059	58,775
Tourism	125,615	0	0	125,615	24,548
Public Transport and Air Services	69,955	0	9,355	79,310	24,433
<b>Civic Leadership</b>	<b>-5,124,809</b>	<b>0</b>	<b>-401,451</b>	<b>-5,526,260</b>	<b>-2,513,956</b>
Leadership, Advocacy & Governance	875,776	0	-478	875,298	228,578
Managing Our Business	-6,007,585	0	-400,973	-6,408,558	-2,743,779
Disaster Management	7,000	0	0	7,000	1,244
<b>Labour Overheads</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>69,336</b>
Labour Overheads System	0	0	0	0	69,336
<b>Capital</b>	<b>2,520,841</b>	<b>2,815,428</b>	<b>19,818</b>	<b>5,356,087</b>	<b>-2,218,869</b>
<b>Social</b>	<b>149,120</b>	<b>434,005</b>	<b>19,818</b>	<b>602,943</b>	<b>-627,040</b>
Social & Cultural	0	0	7,573	7,573	0
Community Centres	66,000	279,390	8,000	353,390	-130,760
Inclusive Communities	54,440	154,615	0	209,055	-514,762
Public Health	28,680	0	4,245	32,925	18,481
Emergency Services	0	0	0	0	0
<b>Infrastructure</b>	<b>2,100,227</b>	<b>1,388,033</b>	<b>0</b>	<b>3,488,260</b>	<b>-1,722,811</b>
Transport Networks	104,227	1,388,033	0	1,492,260	-3,723,525
Plant System	1,587,000	0	0	1,587,000	629,585
Water	335,000	0	0	335,000	1,280,231
Sewer	74,000	0	0	74,000	90,897
<b>Environmental</b>	<b>142,494</b>	<b>886,078</b>	<b>0</b>	<b>1,028,572</b>	<b>304,859</b>
Built Environment	69,876	695,970	0	765,846	225,806
Waste & Recycling	45,618	190,108	0	235,726	-46,715

\*Report Contains Filters

Natural Environment	27,000	0	0	27,000	6,290
Health Safety & Regulation	0	0	0	0	119,478
<b>Economic</b>	<b>89,000</b>	<b>107,312</b>	<b>0</b>	<b>196,312</b>	<b>-181,921</b>
Local Industries and Business	24,000	107,312	0	131,312	-183,794
Tourism	5,000	0	0	5,000	1,873
Public Transport and Air Services	60,000	0	0	60,000	0
<b>Civic Leadership</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>8,044</b>
Managing Our Business	40,000	0	0	40,000	6,370
Disaster Management	0	0	0	0	1,674



OPERATING BUDGET		September Budget Review Statement of Adjustments 2023/2024				APPENDIX B
		Favourable	Unfavourable	Neutral Transfers	Net	Notes
		- 410,770	86,998	- 7,573	- 331,345	
<b>1 Social</b>		-	<b>14,080</b>	-	<b>14,080</b>	
Revenue						
	Social & Cultural			- 8,000	-	Spring Holiday Break Grant
	Community Centres			- 30,000		Boating Asset Maintenance Grant
	Community Centres			- 1,200		Library - Tech Savvy Seniors Grant
Expenditure						
	Community Centres		1000		1,000	Tennis Clubhouse - Electricity
	Community Centres		7080		7,080	Town Hall - Engineers Report
	Public Health		6000		6,000	Medical Centre - Bush Bursaries
	Social & Cultural			8,000	-	Spring Carnival at Youth Centre
	Community Centres			30,000	-	Upgrades to Rotary Park Boat Ramp
	Community Centres			1,200	-	Tech Savvy Program
<b>2 Infrastructure</b>		-	<b>3,000</b>	-	<b>9,437</b>	<b>6,437</b>
Revenue						
	Transport Networks			- 106,951	-	Financial Assistance Grant - RLR Component
	Transport Networks	- 3,000			- 3,000	Apprentice/Trainee Wage Subsidy
Expenditure						
	Transport Networks			106,951	-	Maintenance - Unsealed Roads
	Transport Networks		2,416		2,416	Software Licence and Subscription Increases
	Transport Networks		7,021		7,021	Insurance Increase - Plant
<b>3 Environmental</b>		-	<b>1,813</b>	-	<b>20,531</b>	<b>7,573</b>
Revenue						
	Built Environment	- 1,813			- 1,813	Reduction in Public Liability Insurance Premiums
	Health Safety & Regulation			- 7,573	-	Income from Development Application
Expenditure						
	Built Environment		18,815		18,815	Additional Insurance premiums - property
	Health Safety & Regulation		1,716		1,716	Software Licences & Advertising VPA
<b>4 Economic</b>		-	<b>38,444</b>	-	<b>38,444</b>	
Revenue						
Expenditure						
	Commercial Undertakings		4,089		4,089	Increase in rates
	Economic Development		25,000		25,000	Promotional Videos
	Public Transport and Air Services		9,355		9,355	Temporary Airport Lighting
<b>5 Civic Leadership</b>		-	<b>405,957</b>	-	<b>4,506</b>	<b>401,451</b>
Revenue						
	Managing our Business	- 382,754			- 382,754	Additional Financial Assistance Grant
	Managing our Business	- 21,725			- 21,725	Workers Compensation Premium Rebate
	Civic Leadership	- 1,478			- 1,478	Apprentice/Trainee Wage Subsidy
	Civic Leadership		1,000		1,000	Advertising 2WEB
Expenditure						
	Managing our Business		746		746	Software Licences
	Managing our Business		2,760		2,760	Cyber Security Subscription

CAPITAL BUDGET	Budget Review Adjustments				
	Favourable	Unfavourable	Neutral Transfers	Net	Description
	-	12,245	7,573	19,818	
<b>1 Social</b>	-	12,245	7,573	19,818	
Revenue					
Expenditure					
Social & Cultural			7,573		Community Project from Development Contribution
Community Centre		8,000			Bogan River Informational Signage x 4
Public Health		4,245			New Vaccination Fridge
<b>2 Infrastructure</b>	-	-	-	-	
Revenue					
Expenditure					
<b>3 Environmental</b>	-	-	-	-	
Revenue					
Expenditure					
<b>4 Economic</b>	-	-	-	-	
Revenue					
Expenditure					
<b>5 Civic Leadership</b>	-	-	-	-	
Revenue					
Expenditure					

**Cash Position of Funds - 2023-2024 projected operating result**

Appendix C

*(Note: The cash position reflected takes into account cash transfers to and from Council's Reserves (Investments) to fund capital expenditure.)*

	<b>General Fund (Incorporating Waste and Plant) (Columns A+B+C)</b>	<b>September Recommended Changes</b>	<b>General Fund Total Budget after First Quarter Changes</b>
<b>1 General Fund</b>			
Operating Income	23,345,183	1,595,660	24,940,843
Less: Operating Expenditure	25,053,165	1,264,315	26,317,480
	- 1,707,982	331,345	- 1,376,637
Add back depreciation	3,676,500		3,676,500
<b>Cash from current year available to fund Capital</b>	<b>1,968,518</b>	<b>331,345</b>	<b>2,299,863</b>
Add Capital Grants to fund Capital Projects	1,361,524		1,361,524
Add Sale of Capital Plant Items	339,000		339,000
Less Gross Capital Spending as per Draft Capital Budget	3,652,024	19,818	3,671,842
Less loan repayments used to fund capital projects	160,341		160,341
	- 143,323		168,204
Transfer from loan funds	-	-	-
Transfer from Reserves	193,012		193,012
<b>Cash Balance</b>	<b>49,689</b>	<b>311,527</b>	<b>361,216</b>
<b>2 Sewer Fund</b>			
Operating Income	619,091		619,091
Less: Operating Expenditure	837,739		837,739
	- 218,648		- 218,648
Add back depreciation	225,000		225,000
<b>Cash from current year available to fund Capital</b>	<b>6,352</b>		<b>6,352</b>
Gross Capital Spending as per Draft Capital Budget	74,000		74,000
Transfer In from Sewer Reserve	67,648		67,648
<b>Cash Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>3 Water Fund</b>			
Operating Income	2,203,522		2,203,522
Less: Operating Expenditure	2,178,643		2,178,643
	24,879	-	24,879
Add back depreciation	540,000		540,000
<b>Cash from current year available to fund Capital</b>	<b>564,879</b>	<b>-</b>	<b>564,879</b>
Add Capital Grants to fund Capital Projects	-		-
Gross Capital Spending as per Draft Capital Budget	335,000		335,000
<b>Cash Balance</b>	<b>229,879</b>	<b>-</b>	<b>229,879</b>
<b>4 Consolidated</b>			
Operating Income	26,167,796	1,595,660	27,763,456
Less: Operating Expenditure	28,069,547	1,264,315	29,333,862
	- 1,901,751	331,345	- 1,570,406
Add back depreciation	4,441,500	-	4,441,500
<b>Cash from current year available to fund Capital</b>	<b>2,539,749</b>	<b>331,345</b>	<b>2,871,094</b>
Add Capital Grants to fund Capital Projects	1,361,524	-	1,361,524
Add Sale of Plant	339,000	-	339,000
Gross Capital Spending as per Draft Capital Budget	4,061,024	19,818	4,080,842
Less loan repayments used to fund capital projects	160,341	-	160,341
Transfer from Sewer Fund Reserve	67,648	-	67,648
Transfer from unrestricted cash	193,012	-	193,012
<b>Cash Balance</b>	<b>279,568</b>	<b>311,527</b>	<b>591,095</b>

Description	Carryover from 2022/2023 (Operating Revenue)	Proposed Adopted New Items 2023/2024	September Budget Review	SOURCE OF FUNDING					Totals
				Grants	Plant Fund	2023/24 General Fund Operating Revenue	2023/24 Sewer Fund Operating Revenue	2023/24 Water Fund Operating Revenue	
<b>WATER</b>									
<b>Maintenance &amp; Renewals</b>									
Water main renewal		80,000						80,000	80,000
Household Meter Replacement		10,000						10,000	10,000
APC Channel desilting (68% funded by Cobar Water Board)	177,596	100,000						100,000	100,000
APC Annual Channel Structures Renewal program (68% funded by CWB)	124,642	80,000						80,000	80,000
Tools & Equipment - Water		5,000						5,000	5,000
Raw Water to Junior League Oval/Moonagee Park	25,500								-
Extend Raw Water to Race Course	5,000								-
Depot Improvements	50,788								-
Work at Villages	49,623	20,000						20,000	20,000
<b>Water Storage</b>									-
535ML Water Storage	3,447,916								-
700ML Storage 1a - Rectification Works	2,283,109								-
700ML Storage 1a - Rectification Purchase of Materials	122,440								-
700ML Storage 1a - Rectification Design Tendering & Construction Mgmt	3,723								-
New Water Treatment Plant - Planning, Investigation & Design (\$600,000)	599,200								-
<b>Bore Pipeline</b>									-
Project Management	282,236								-
Construction of Pipeline	3,877,750								-
<b>Raw Water</b>									-
Replace Belaringar Syphon - Grant Funded	546,441								-
APC- Leak Repairs - Grant Funded	849,620								-
Upgrades to WTP - RNSW 1794	987,240								-
Replace Powdered Activated Carbon Plant	80,000	40,000						40,000	40,000
<b>Pump Stations</b>									-
Raw Water Pumping Station Pump Renewal	94,268								-
Instal scada to off river storage pumps	20,000								-
<b>Subtotal - Water Fund</b>	<b>13,627,092</b>	<b>335,000</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>335,000</b>	<b>335,000</b>
<b>SEWER</b>									
<b>Renewals</b>									
Replace lids & ladder & valves No 1 pump station	15,150								-
Tools & Equipment - Sewer		3,000					3,000		3,000
Fit out confined space trailer with safety gear, fall arrest, tripod etc		16,000					16,000		16,000
Inspect Pump Stations and Reline	25,000								-
Replace asbestos roofs 1 & 2 Pump Stations		30,000					30,000		30,000
Reline Sewer Mains - R4R9 (\$699,993.25)	699,900								-
<b>Treatment Works</b>									-
Upgrade Existing aeration & circulation system		25,000					25,000		25,000
<b>Subtotal - Sewer Fund</b>	<b>740,050</b>	<b>74,000</b>			<b>0</b>	<b>0</b>	<b>74,000</b>	<b>0</b>	<b>74,000</b>
<b>PLANT FUND</b>									
Additions of Plant as per spreadsheet		1,911,000				1,911,000			1,911,000
Disposal of Plant as per spreadsheet		-339,000				-339,000			-339,000
Small Plant Purchases		15,000				15,000			15,000
		<b>1,587,000</b>				<b>1,587,000</b>			<b>1,587,000</b>
<b>GENERAL FUND</b>									
<b>Buildings and Community Facilities</b>									
Showground Capital Works	7,875	10,000				10,000			10,000
Nyngan Showground - Shelter over Grandstand near broadcast box (Donation \$15,000)	6,505								-
Cemetery - Memorial Ashes Wall		6,000				6,000			6,000
Cemetery - Water Tank/Pump and connections		5,000				5,000			5,000

Description	Carryover from 2022/2023 (Operating Revenue)	Proposed Adopted New Items 2023/2024	September Budget Review	SOURCE OF FUNDING					Totals
				Grants	Plant Fund	2023/24 General Fund Operating Revenue	2023/24 Sewer Fund Operating Revenue	2023/24 Water Fund Operating Revenue	
Cemetery - Improvements		20,000				20,000			20,000
Tools - Building		5,000				5,000			5,000
Renewal to 8A & B Dandaloo St - (Funded by Internal loan)	24,479								-
ELC Extensions and CCTV - LRCI Rnd 3 (\$260,000)	245,677								-
Nyngan Pool Upgrades - LRCI Rnd 3 (\$76,000)	74,654								-
Tennis Courts and Club House Works LRCI Rnd 3 (\$102,048)	21,861								-
Outdoor Drinking Recreation Fountains (4) - LRCI Rnd 3 (\$24,000)	13,076								-
Pony Club Amenities Block - SCCF4 (\$200,000)	76,659								-
ELC Extensions - R4R8 (\$615,443)	554,056								-
Larkin Oval - Female amenities block - R4R8 (\$436,189)	417,376								-
Tennis Courts and Club House Improvements - R4R9 (\$318,079.38)	234,655								-
GP Accommodation (Furnishings)	10,000								-
Amenities Block Nyngan Lower Weir - R4R9 (\$127,000)	88,417								-
Resurrection of the Old Nyngan Fire Station and Antique Fire Engine - SCCF5 (\$156,029)	156,029								-
Bullock Wagon Display shed at Nymagee St Wool Ramp	15,000								-
Pool Improvements - Disable Toilets & Showers & Shade Shelter - R4R9 (\$196,000)	189,700								-
Waste Facility - Hermidale purchase site	20,000								-
Waste Facility	24,414								-
Waste Facility - Recycling	76,233								-
Waste Facility - Waste Drop Off and Skip Bin	45,000								-
Waste Facility Upgrade - R4R8 (\$340,592)	157,990								-
Additional Kennels & Flood light at Pound facility	28,409								-
BSYCC Improvements - R4R9 (\$723,556.75)	631,128								-
ELC Commercial Dishwasher/ Oven and Cooktop		9,500				9,500			9,500
Nyngan golf Club - Improve ladies amenities - SCCF4 (\$63,500)	63,500								-
Brightening Up Nyngan Community Spaces with Art - SCCF5 (\$136,967)	136,967								-
<b>Managing Our Business</b>									
Extensions to Welding Area of Workshop	30,463	10,000				10,000			10,000
Environmental Services Building - Petition Walls, Doors and air conditioning		21,000				21,000			21,000
Key System for Council buildings - Stage 4	14,872								-
Aerodrome - Exclusion fence 2Km		40,000				40,000			40,000
Aerodrome - Security Camera near fuel bowsers		20,000				20,000			20,000
Magiq Budgeting Software - Migrate to Cloud	6,370								-
IT Equipment	10,625	20,000				20,000			20,000
PC Upgrades	3,859	20,000				20,000			20,000
Improve Main Street for Xmas		5,000				5,000			5,000
Village Improvement Fund - Collierreina	31,484	6,000				6,000			6,000
Village Improvement Fund - Coolabah	14,483	6,000				6,000			6,000
Village Improvement Fund - Girilambone	18,874	6,000				6,000			6,000
Village Improvement Fund - Hermidale	28,785	6,000				6,000			6,000
Village Improvements - R4R8 (\$314,387)	101,483								-
Village Improvements - Coolabah - R4R9 (\$100,035)	89,214								-
Village Improvements - Girilambone - R4R9 (\$100,035)	99,942								-
Village Improvements - Hermidale - R4R9 (\$100,035)	94,126								-
Development Contribution - Community Asset			7,573			7,573			7,573
New Vaccination Fridge - Medical Centre			4,245			4,245			4,245
<b>Parks and Reserves</b>									
Garden Small Plant & Tools		4,000				4,000			4,000
Parks and Reserves Small Plant & Tools		5,000				5,000			5,000
Bush Care Nursery Small Plant & Tools		5,000				5,000			5,000
Bush Care Nursery Shade for Benches		15,000				15,000			15,000
Bush Care Nursery Irrigation		3,000				3,000			3,000



Description	Carryover from 2022/2023 (Operating Revenue)	Proposed Adopted New Items 2023/2024	September Budget Review	SOURCE OF FUNDING					Totals
				Grants	Plant Fund	2023/24 General Fund Operating Revenue	2023/24 Sewer Fund Operating Revenue	2023/24 Water Fund Operating Revenue	
Bogan River Nature Trail - Re-Establishment (\$25,000)	18,557								-
Bogan River Nature Trail - Native Plants (\$10,000)	8,620								-
Additional Permanent Signage (\$10,000)	10,000								-
<b>Own Works</b>									-
Mulla Road - Construct & seal 0.95km to bend	137,294								-
Extend Information Bays advertising sign frames	5,000								-
Wyes Road Box Culvert	12,682								-
Ground Tanks	22,984								-
Pipe Culvert Renewals Rural roads	120,000	20,000				20,000			20,000
Bridge Repair Program	100,000	20,000				20,000			20,000
Footpath Repair Program	42,371	20,000				20,000			20,000
Kerb & Gutter Repair Program	51,560	20,000				20,000			20,000
Grid Removal - Rural Roads Grid Removal Subsidy (as per Policy)	12,000	12,000				12,000			12,000
Civil Works Tools		5,000				5,000			5,000
<b>Subtotal - General Fund</b>	<b>14,185,913</b>	<b>1,726,024</b>	<b>19,818</b>	<b>1,361,524</b>	<b>1,587,000</b>	<b>384,318</b>	<b>0</b>	<b>0</b>	<b>1,745,842</b>
<b>Capital portion of Loan Repayments</b>		160,341				160,341			160,341
<b>TOTAL - ALL FUNDS</b>	<b>28,553,055</b>	<b>3,882,365</b>	<b>19,818</b>	<b>1,361,524</b>	<b>1,587,000</b>	<b>544,659</b>	<b>74,000</b>	<b>335,000</b>	<b>3,902,183</b>
<b>Available Funds</b>		<b>3,901,273</b>		1,361,524	1,393,988	905,875	6,352	564,879	
Cash Transferred in from Reserves		260,660			193,012	-	67,648		
<b>Excess of/ Shortfall in Capital Funding</b>		<b>- 279,568</b>		<b>0</b>	<b>0</b>	<b>361,216</b>	<b>0</b>	<b>229,879</b>	

## **12.4 DELIVERY PROGRAM**

### **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.

### **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.

### **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 2023/2024 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.

### **4. Attachments**

1. Extract of Delivery Program Report - 2023/2024 Activities (under separate cover)

### **5. Recommendation**

That Council receive and note the Delivery Program report.



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**Key - Status****NS:** Not Started**NP:** Not Progressing**PWI:** Progressing with Issues**C:** Completed

Strategy 1.1.1				
Continue to support and create opportunities for community festivals, events and cultural activities through direct involvement and various forms of assistance.				
	Activities 2023/24	Status	Action Comments	Council Lead
i	Hold Australia Day and ANZAC Day events and activities.	NS	Promotion underway - Australia Day will be held in Q3 and Anzac Day will be held in Q4	Director People and Community Services
ii	Seek sponsorship for and organise the Christmas Lights and Rural Mailbox Competitions	NS	Will be progressed and held in Q2	Director People and Community Services
Strategy 1.1.3				
Identify, respect and preserve sites and items of historical significance.				
	Activities 2023/24	Status	Action Comments	Council Lead
i	Maintain and preserve Council owned historic buildings	PWI	Some rooms in Nyngan Town Hall affected by leaking roof and are becoming more unusable.	Director Development and Environmental Services
Strategy 1.1.4				
Develop and support volunteer groups to carry out functions and projects for the benefit of the community and volunteers.				
	Activities 2023/24	Status	Action Comments	Council Lead
iv	Administer and support Section 355 Committees of Council	PWI	Arrangement under review by Internal Auditor	General Manager
Strategy 1.2.1				
Provide and maintain Nyngan Pool facilities to cater for a variety of users.				
	Activities 2023/24	Status	Action Comments	Council Lead
i	Operate the Nyngan Pool and maintain best practice standards	PWI	Main circulation pump and the pool filter media both replaced September 2023. Cause of significant water leak yet to determined and addressed.	Director Development and Environmental Services
Strategy 1.3.1				
Provide childcare facilities, preschools, after hours care and playgroups that meet the needs of the whole community.				
	Activities 2023/24	Status	Action Comments	Council Lead
iii	Lobby Government to address the need for before and after school care	NP	Initial Provider withdrew from process, matter has been forwarded to Roy Butler's office for follow up.	Director People and Community Services
Strategy 1.3.4				
Identify and support a range of recreational, sporting and other opportunities for personal development, interaction and healthy lifestyle for seniors through education, support networks and facilities.				
	Activities 2023/24	Status	Action Comments	Council Lead
i	Work with community organisations to develop a program of workshops and/or events in Seniors Week, depending on funding.	NS	Will commence in Q3	Director People and Community Services
ii	Sponsor and organise Senior Citizen of the Year Awards, Morning Tea and Concert in Seniors Week	NS	Will commence in Q3	Director People and Community Services
Strategy 1.3.5				
Identify and support the social services needs of older people and active seniors in the community and provide infrastructure to support assisted and independent living and social interaction.				
	Activities 2023/24	Status	Action Comments	Council Lead

ii	Lobby service providers and government on behalf of the community	PWI	Significant issue relating to closed beds at Mick Glennie Hostel. Community Committee, initiated by Local Member, Roy Butler has been meeting to discuss ways this can be addressed.	General Manager
<b>Strategy 1.5.1</b>				
<b>Work with the community and governments to ensure health services and facilities meet the needs of residents and visitors.</b>				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
i	Work closely with community groups to lobby on behalf of the community	PWI	Significant issue relating to closed beds at Nyngan MPS / Mick Glennie Hostel. Community Committee, initiated by Local Member, Roy Butler has been meeting to discuss ways this can be addressed.	General Manager
ii	Liaise with Western LHD to resolve relevant issues	PWI	Significant issue relating to closed beds at Nyngan MPS / Mick Glennie Hostel. Community Committee, initiated by Local Member, Roy Butler has been meeting to discuss ways this can be addressed.	General Manager
<b>Strategy 1.6.1</b>				
<b>Protect people and property from fire related incidents.</b>				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
ii	Implement hazard reduction program for villages and rural properties	PWI	Changes to the program mean Council are unaware upfront of what funding they will receive. The first quarter was only for Village Waste Facilities, no roads, which makes it harder to plan works.	Director Engineering Services
<b>Strategy 2.1.1</b>				
<b>Efficient local and regional transport networks that meet community and business needs.</b>				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
i	Adopt and implement the asset management plan for all shire roads	NS	Current asset management plan requires review and updating	Director Engineering Services
ii	Maintain Shire Roads in accordance with standards expressed in our asset management plan and our annual maintenance program	PWI	Maintenance standards being progressively updated	Director Engineering Services
vi	Investigate funding for development of Active Transport Plan and develop the plan	C	New Plan prepared and adopted	Director Engineering Services
<b>Strategy 2.2.1</b>				
<b>Encouraged increased use of rail for transporting agricultural and mining products.</b>				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
ii	Work with UGL Linx, the RMS and NSW Police to ensure current standards of rail and crossing safety are maintained and promoted within the community	NP	The safety of the Hoskens Street level crossing remains a concern. Issue has been referred to Local Member, Rou Butler.	General Manager
<b>Strategy 2.3.2</b>				
<b>Enhance the security of our water supply, ensuring long term drought management plans are developed and water losses are minimised.</b>				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
i	Continue construction of infrastructure to ensure security of Nyngan's water supply, subject to government funding	C	New ground storages completed	Director Engineering Services
<b>Strategy 2.4.1</b>				
<b>Provide a financially viable and efficient sewerage system that meets best practice and has sufficient capacity for current and projected growth requirements.</b>				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
ii	Monitor and review the development of a database of all sewerage management systems within the Local Government Area	NS	Not currently resourced to undertake this activity.	Director Development and Environmental Services
<b>Strategy 2.4.2</b>				
<b>Ensure effective management of liquid trade waste.</b>				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
i	Continue implementation of Trade Waste Policy, including licencing practices and inspections	NS	Not currently resourced to undertake this activity.	Director Development and Environmental Services

Strategy 3.1.1				
Conduct periodic reviews of Council's planning instruments to ensure that land use planning supports the long term sustainability of our local communities and our economy.				
	Activities 2023/24	Status	Action Comments	Council Lead
i	Implement and monitor the operations of the LEP 2011 and DCP 2012, proposing amendments where necessary	PWI	LEP amended by Dept. of Planning to allow Agritourism in RU1 Zones with Consent	Director Development and Environmental Services
iii	Develop Rural Residential Strategy	PWI	In Progress	Director Development and Environmental Services
Strategy 3.1.3				
Ensure our community's buildings are safe, healthy and maintained.				
	Activities 2023/24	Status	Action Comments	Council Lead
i	All essential services measures to be inspected and the register maintained	NS	Not currently resourced to undertake this activity.	Director Development and Environmental Services
Strategy 3.1.4				
Develop and implement flood management plans for all urban flood plain areas.				
	Activities 2023/24	Status	Action Comments	Council Lead
ii	Review requirements under LEP and DCP for Flood Management	NS	Not currently resourced to undertake this activity.	Director Development and Environmental Services
iii	Develop, review and implement Flood Risk Management Plan in accordance with NSW Government Guidelines	NS	Not currently resourced to undertake this activity.	Director Development and Environmental Services
Strategy 3.2.2				
Provide Bogan Shire waste facilities to comply with standards, regulations and licence requirements.				
	Activities 2023/24	Status	Action Comments	Council Lead
iii	Operate village landfill sites to meet requirements	PWI	Unmanned site. The disposal and sorting of waste is not monitored.	Director Development and Environmental Services
Strategy 3.4.1				
Liaise with Local Liquor Accord to ensure compliance strategies are maintained to maximise public health and safety.				
	Activities 2023/24	Status	Action Comments	Council Lead
ii	Provide advisory services to the Liquor Accord	NS	As required.	Director Development and Environmental Services
Strategy 3.4.2				
Ensure compliance with Safe Foods Standards.				
	Activities 2023/24	Status	Action Comments	Council Lead
ii	Undertake annual food premises Inspections to ensure food handlers compliance with standards	PWI	Scheduled for 3rd Q	Director Development and Environmental Services
Strategy 4.1.1				
Support and promote our local business and industry, to identify gaps and develop initiatives for sustainable economic growth and local employment opportunities.				
	Activities 2023/24	Status	Action Comments	Council Lead
iii	Prepare an Economic Development Plan for Bogan Shire	NS	BSC operates under the Western RED Strategy	Director People and Community Services
Strategy 4.2.1				
Develop and implement a tourism strategy which includes the identification of potential opportunities for growth and new tourism products through consultation with stakeholders.				
	Activities 2023/24	Status	Action Comments	Council Lead

i	Develop a tourism strategy	NS	Scheduled for development in 2024.	Director People and Community Services
<b>Strategy 5.2.2</b>				
Manage our people effectively to ensure Council meets its goals and can implement its mission and deliver on its vision.				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
i	Develop Council's Workforce Plan	C		Director People and Community Services
<b>Strategy 5.2.3</b>				
Implement sound asset management practices to ensure adequate provision is made for the maintenance and long-term replacement of Council's infrastructure assets.				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
i	Develop and adopt Council's Asset Management Strategy and Asset Management Policy	C		Director Finance and Corporate Services
ii	Develop and implement Asset Management Plans for the major categories of Council's assets: Transport and Stormwater, Water Supply and Sewerage and Buildings	C		Director Finance and Corporate Services
iii	Provide periodic asset management reports to inform decision-making	NS	Asset management systems reports are still under development	Director Finance and Corporate Services
<b>Strategy 5.2.4</b>				
Manage Council's operations effectively and on business-like principles to maximise service delivery for the community.				
	<b>Activities 2023/24</b>	<b>Status</b>	<b>Action Comments</b>	<b>Council Lead</b>
ii	Initiate a customer service training program	NS	Preparations underway	General Manager

## 12.5 ANNUAL FINANCIAL REPORTS

### 1. Introduction

The Financial Reports for the year ended 30 June 2023 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*.

### 2. Background

The Financial Reports for the year ended 30 June 2023 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.

### 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 9th October 2023 and in the Nyngan Weekly on the 12th and 19th October 2023. The presentation of the audited financial reports is to occur at this meeting.

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.*

### 4. Attachments

Nil

### 5. Recommendation

That Council receive and note that the Financial Reports and Auditor's Report for the period 1 July 2022 to 30 June 2023 be presented to the public.

## 12.6 WRITE OFF OUTSTANDING DEBTS - BOGAN SHIRE MEDICAL CENTRE

### 1. Introduction

The purpose of this report is to submit for write-off debt considered irrecoverable.

### 2. Background

As part of a process of analysing long outstanding debt, Bogan Shire Medical Centre staff have prepared the list below of debt considered irrecoverable.

Clause 213 of the Local Government (General) Regulations allows the write off of a debt where “the Council or the General Manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective”.

Council’s Debt Recovery Policy states that “Rates, charges and other debts (including accrued interest) may only be written off by resolution of Council or under Delegated Authority”.

### 3. Discussion

Attempts have been made to recover these amounts, but the General Manager considers that it would not be cost effective to pursue the following debts any further: -

	Amount	Date Raised	
1	\$162.05	13/09/2022	Dispute with patient over EFTPOS transaction.
2	\$ 60.00	25/08/2021	Dispute with patient over charge.
3	\$ 81.00	17/02/2020	Company no longer in operation.
	<b>\$303.05</b>	<b>(Total debt)</b>	

### 4. Attachments

Nil

### 5. Recommendation

That Council write-off the debts of \$303.05 and the debtors be marked as finalised in Council’s Medical Centre financial records.

## **12.7 DRAFT FINANCIAL ASSISTANCE POLICY**

### **1. Introduction**

The purpose of this report is to present a draft Financial Assistance Policy AP015 to Council for feedback at this meeting.

### **2. Background**

Council has in the past dealt with community requests for financial assistance/donations from Council on an ad-hoc basis or as requests were received.

Recently the quantity of requests has increased for financial assistance to community organisations. In order to be fair and equitable to the community it was considered that Council should have a Policy in place for Council to follow.

Council already has a resolution in place that allows bonafide community organisations in the Bogan Shire area to use Councils facilities free of charge which can add up to a considerable sum with preparation of the facility both before and after use.

### **3. Discussion**

As there is a limited Annual Budget for financial assistance/donations staff have prepared a draft Financial Assistance Policy AP015 for Council to consider adopting as a basis for selection as to what community organisations may be eligible to receive additional financial assistance by way of a monetary contribution.

The draft policy is just that, a draft, and is seen only as a starting point to enter discussions as to what Council might consider appropriate for this policy.

### **4. Attachments**

1. Draft Financial Assistance Policy AP015

### **5. Recommendation**

That Council reviews the Draft Financial Assistance Policy and recommends any changes they would to be included or omitted from the policy.



**FINANCIAL ASSISTANCE POLICY AP015**

Bogan Shire Council Policy AP015 (Financial Assistance)

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## Bogan Shire Council Policy AP015 (Financial Assistance)

**Policy Outcomes Statement**

Under section 356 of the Local Government Act 1993 (NSW) (LG Act), the Bogan Shire Council is able to, in accordance with a resolution of the Council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

**Overview**

This policy will provide guidelines, conditions, and information on the Council's provision of financial assistance under section 356 of the NSW Local Government Act 1993 (**LG Act**).

Council has limited funding available in their Annual Budget for the purpose of financial assistance and this Policy seeks to provide guidance to the Non-for-Profit Organisations that wish to apply for Financial Assistance.

Council has a long standing resolution that waives all booking fees for the use of Council facilities and security bonds on such bookings for bonafide community organisations within the Bogan Shire Council. This may already be a donation to the community organisation requesting financial assistance from Council.

**Applicability**

This Policy applies to any organisation (or individual on behalf of such organisation) based within the Bogan Shire who requests from the Council financial assistance in the form of a donation of funds for any purpose.

**Principles**

Bogan Shire Council recognises that community organisations play an important role in our community. As a result, Council supports community organisations through the provision of in-kind services, allocation of equipment and strategic advice and from time-to time, taking the budget into consideration, financial assistance.

**Policy****1. The following conditions shall apply to all applications for Financial Assistance**

- 1.1. Requests for funding under this Policy will only be considered on application, on completion of the Public Donations Application Form (in either hard copy form or electronically).
- 1.2. Funding will only be advanced under this Policy to an organisation on one (1) occasion each financial year.

## Bogan Shire Council Policy AP015 (Financial Assistance)

- 1.3. The amount available for distribution by the Council each financial year under this Policy will be as set out in the Council's annual budget and once this amount has been utilised in any year, the Council will not entertain any further applications for funding in that year.
- 1.4. The maximum amount of financial assistance permitted to be granted by the Council in relation to any application for financial assistance under this Policy is \$2,000.
- 1.5. An application in relation to any of the following is ineligible for financial assistance under this Policy (and is accordingly, an Ineligible Application) and such applications will not be considered by the Council):
  - 1.5.1 an application where a completed Public Donations Application Form is not submitted;
  - 1.5.2 an application where a completed Public Donations Application Form is not received within the timeframes specified by this Policy;
  - 1.5.3 retrospective funding of any activity;
  - 1.5.4 a request from a political party or other party affiliated or associated (either directly or indirectly) with any political party, whether registered or not;
  - 1.5.5 a project, event, service or activity which should be funded by the State or Federal Government, if so eligible;
  - 1.5.6 a request from a government agency and/or authority;
  - 1.5.7 a request for funding to support an enterprise for private gain;
  - 1.5.9 a request for funding which will be directed to payment of rates;
  - 1.5.10 a request from an individual on their own behalf or on behalf of another individual, whether for private gain or not;
  - 1.5.11 a request for funding for construction of, or upgrading, infrastructure on private land;
  - 1.5.12 a request for funding of construction of, or upgrading, infrastructure on public land which is not accompanied by an asset maintenance plan (including an explanation of how such maintenance is proposed to be funded);

**2. Responsibility**

Council is responsible for determining the successful applicants. All eligible applications for financial assistance will be presented to Council at the September Council meeting each year for Council to consider the applications and make a resolution as to the recipients of the financial assistance.

## Bogan Shire Council Policy AP015 (Financial Assistance)

**3. Applicants**

- 3.1. An application for financial assistance under this Policy will only be considered when the applicant satisfies the following criteria:
  - 3.1.1 the application must not be an Ineligible Application;
  - 3.1.2 the financial assistance must be used for a purpose which benefits the community and is consistent with, and supports, the strategic priorities of the Bogan Shire Council;
  - 3.1.3 the organisation must be based in and/or actively working within the Bogan Shire or, if located outside the Bogan Shire, the organisation must provide a service that primarily impacts upon residents of the Bogan Shire (evidence of this may be required, on request).
- 3.2. Applications will be favourably considered where:
  - 3.2.1 the applicant demonstrates it has considered inclusion and accessibility having regard to Council's Disability Inclusion Action Plan; and/ or
  - 3.2.2 contributions are being made by the applicant itself (financially or in kind) or a contribution has been secured through another grant or partnership. In respect of a financial contribution by the group itself or other grant or partnership secured, full details of the monetary amount are required to be disclosed. In the case of an in-kind contribution, full details of the contribution should be included including a reasonable estimate of the financial cost that contribution accounts for.
- 3.3 Applications for financial assistance will be considered by the Council on an annual basis, in accordance with the following procedure:
  - 3.3.1 All applications for financial assistance in relation to events, functions and sponsorship taking place during the financial year must be received by the Council no later than four (4) weeks prior to the September Council meeting and applications received outside this timeframe will not be considered;
  - 3.3.2 within a reasonable time of receipt, the General Manager will review each completed Financial Assistance Application Form and determine whether the application is eligible or not; and
  - 3.3.3. the Executive Assistant to the General Manager will notify all applicants as to whether their application for financial assistance is eligible or not and if so, that the application will be considered by the Council at the September meeting.
  - 3.3.4 Ineligible Applications will not be considered by the Council.

## Bogan Shire Council Policy AP015 (Financial Assistance)

**4. Conditions of Funding**

- 4.1. The Council does not guarantee to fund any eligible application and also does not guarantee to fund any application to the full amount requested.
- 4.2. Where an application for funding is approved by the Council, the financial assistance is provided subject to the following conditions:
  - 4.2.1 the recipient will be required to give public recognition to the funding provided by the Council and acknowledge the Council's financial assistance on any promotional documentation, correspondence or other material (an electronic copy of the Council's logo will be provided for this purpose);
  - 4.2.2 the funding must be expended within nine (9) months of approval by the Council and any funds not so expended must be returned to the Council as soon as practicable thereafter;
- 4.3. Where funding is approved by the Council, this is not to be taken as an ongoing commitment of financial assistance for future years.
- 4.4. The General Manager is authorised, pursuant to Section 377 of the LG Act, to allow a matter that does not conform with a Policy to proceed if the General Manager is of the opinion that the variation from the Policy is of a minor nature.

**5. Dispute Procedure**

- 5.1. In relation to any application for financial assistance considered by the Council, the decision of the Council will be final, with no further correspondence to be entered into.
- 5.2. Subject always to paragraph 5.1, should any dispute or difference (dispute) arise between the Council and an applicant in relation to an application for financial assistance (for example, because the application has been determined to be an Ineligible Application), the following procedure shall be followed to resolve the dispute:
  - 5.2.1 at the written request of the aggrieved applicant, the applicant and the General Manager shall meet at the Council office at a mutually convenient time with a view to resolving the dispute through effective and constructive consultation (such meeting to take place within a reasonable time of the Council's receipt of the applicant's written request);
  - 5.2.2 should the applicant and the General Manager not resolve the dispute within ten (10) business days of their meeting, the General Manager will consult with the Mayor in relation to the matter; and
  - 5.2.3 the Mayor may, in his/her discretion, determine that the application for financial assistance be put before the Council for consideration.

Bogan Shire Council Policy AP015 (Financial Assistance)

**Authority**

Council resolution no                      dated                      .

**Policy Owner / Further Assistance**

XXXXXXXXXXXXXXXXXXXX

**Related Documents**

Application for Financial Assistance

**Related Information**

Council's legislative requirements include, but are not limited to the following instruments of legislation:

- Local Government Act 1993
- Local Government (General) Regulation 2005

**Review Date**

March 2025

**Revision History**

Date	Description of Change	Sections Affected
30/8/2023	New policy drafted	All

## **12.8 SECTION 355 COMMITTEE MANUAL**

### **1. Introduction**

The purpose of this report is to present to Council a Section 355 Committee Manual for adoption at this meeting.

### **2. Background**

Council's internal auditor recently undertook a review of the s355 Committees of Council and made several recommendations for improvements.

One of the recommendations was that the s355 Committees of Council should be formally managed by a Manual / Guideline.

The attached Manual has been prepared to assist Council responsibly manage all existing and future s355 Committees of Council.

### **3. Discussion**

The Manual has been developed to assist committee members in the ongoing operation of a s355 Committee. They are provided as a general overview of requirements that may apply to individual s355 Committees, depending on the function(s) being performed and/or the asset(s) that are being managed.

Every s355 Committee and each individual member of those committees, acts on behalf of Bogan Shire Council so they are bound by the same legislation that binds Council.

Section 8 of the Manual discusses Risk. As part of this, committees are required to complete a pre-hire checklist before hiring out any of Council's facilities. A sample of the required checklist is attached and will be attached to the Manual for use by the Committees.

Section 9 of the Manual relates to sales of merchandise and entry fees collected on behalf of Council. Council will also attach to the Manual the expected cash and eftpos procedures to assist Committees and ensure standardisation of the approach across all Committees of Council.

### **4. Attachments**

1. Section 355 Committee Manual
2. Section 355 Committee Agenda Template
3. Section 355 Committee Minutes Template
4. Section 355 Event Risk and Safety Checklist
5. Bogan Shire Cash and Eftpos Procedures

### **5. Recommendation**

That Council adopt the Section 355 Committee Manual, including attachments.



# SECTION 355 COMMITTEE MANUAL



**SUMMARY**

Bogan Shire Council recognises and appreciates the important work done by volunteers through Section 355 (s355) Committees.

This Manual has been developed to assist committee members in the ongoing operation of a s355 Committee. They are provided as a general overview of requirements that may apply to individual s355 Committees, depending on the function(s) being performed and/or the asset(s) that are being managed.

The Manual should be read in conjunction with s355 Committee Delegations that set out the boundaries within which Council has authorised committees to operate. Every s355 Committee and each individual member of those committees, acts on behalf of Bogan Shire Council so they are bound by the same legislation that binds Council.

Contact with Council s355 Committees are encouraged to communicate with Council at any time, particularly if urgent matters that may affect their facility.

Contact details are below;

Director Financial and Corporate Services (for Committee general advice and assistance)	02 6835 9000
WHS Officer (for WHS Matters)	02 6835 9000

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## 1. COMMITTEE MEMBERSHIP

S355 Committees need to have a minimum of four members. Committee members are approved by Council and become registered volunteers of Council to ensure that they are covered by Council's insurances. Committees can be appointed for a specific or indefinite term but are usually re-elected with each new Council term.

Members are eligible for re-appointment unless they:

- fail to attend meetings without reasonable explanation;
- become bankrupt;
- fail to disclose any pecuniary interest in any matter with which the committee is concerned and take part in discussions or votes on any question relating to the matter. (Refer Section 442 of the NSW Local Government Act);
- while holding office, are convicted of an offence referred to part 4 of the NSW Crimes Act 1900; and
- becomes unfit to hold a position

Or if

- Council passes a resolution to remove the member from the committee.

If a vacancy occurs, the committee should inform Council in writing regardless of whether it wishes to recommend a replacement. Council may call for nominations by way of public advertisement to fill a vacancy.

### 1.1 Office Bearers and Duties

Based on their needs and size, S355 Committees can elect the following office bearers:

#### 1.1.1 Chairperson

The Chair of a committee is responsible for:

- providing coordination, guidance, and leadership to ensure the successful functioning of the committee.
- representing the committee in the public.
- ensuring the administrative and other tasks from meetings are carried out. During meetings, the chairperson should ensure that:
  - meetings are correctly convened,
  - a quorum is present for all decisions,
  - meeting decisions are recorded properly in meeting minutes,
  - order is maintained,
  - and, the business of the meeting is conducted and completed properly.

The Chairperson may vote on any motion and if a vote is tied, the chairperson may exercise a casting vote. If the Chairperson is absent, the committee may appoint another member to temporarily act as Chair.

### 1.1.2 Secretary

The secretary is responsible for the administration work of the committee including:

- taking and distributing meeting minutes.
- maintaining all records and correspondence.
- managing correspondence to and from the committee.
- preparing notices of meetings, agendas, reports, and copies of correspondence for committee members.
- liaising with the chairperson between meetings.

### 1.1.3 Treasurer (if the committee handles funds)

The Treasurer is responsible for keeping the committee's financial records in good order. The Treasurer does not have to be a financial professional. Duties include:

- maintaining a bank account in the name of the committee (once approved by Council).
- ensuring signatories to the account are the chairperson, treasurer, and secretary (or one other office bearer) with any two to sign.
- recording and banking money received.
- paying accounts as authorised by the committee.
- keeping all invoices, receipts, and bank statements etc. for audit purposes.
- reporting on bank balances, transactions, current financial position, and other financial information the committee may require at each meeting.
- preparing an annual financial report.

### 1.1.4 General Committee Members

Non-office bearing members' duties include:

- actively participating in committee activities and business
- attending committee meetings and participating in decision making
- bringing to the committee's attention any problems or issues.

## 1.2 Election of Office Bearers

Positions should be declared vacant and re-elected at each Annual General Meeting. Members of the public are encouraged to attend s355 Committees and consider becoming a volunteer member at any time. The committees should advise Council of any new members so that they may be formally approved by Council.

## 2. COMMITTEE MEETINGS

Each committee will decide its own meeting frequency. The aim is to meet as often as is necessary for good management of the Council asset. As a minimum, one meeting should be held each quarter.

s355 Committee meetings are open to the public because the committee is representing the community in the management of a public asset. Therefore, visitors should be able to attend meetings if they wish. They can take part in discussions only at the invitation of the chairperson and cannot propose motions or vote.

The committee should determine the dates and venues for its meetings and provide adequate notice to the local community via newsletters, noticeboards, letter-drops and/or printed advertisements in local newspapers, newsletters and/or by electronic means.

Each committee should advise Council of its meeting schedule to enable this to be publicised on Council's website as public information. The business that a committee deals with at the regular meeting will be largely determined by its level of activity. The basics that need to be covered should include reports from the:

- Chairperson,
- Treasurer,
- Secretary, including a list of correspondence received and sent,
- Progress reports on any works being done.

## 2.1 Holding Committee Meetings

### 2.1.1 Notice of the meeting

Reasonable notice of meetings should also be provided to both committee members and the public. This may be by publishing annually a schedule of meetings on Council's website, community newsletters, or publishing a notice of meeting prior to each meeting or by appropriate electronic means.

### 2.1.2 Agenda

Prior to any meeting, an agenda is prepared. The agenda is a short document that sets out the business to be dealt with at the meeting. It is usually prepared by the Secretary in consultation with the Chairperson, but any committee member can nominate items of business to be included. The agenda is circulated with the minutes of the previous meeting and any reports to be considered at the meeting at least one week prior to the meeting.

At the start of the meeting the Chairperson may ask if there are any additional items to be added to the agenda. New items of business are generally acceptable however, if they are contentious or if some members are absent, the meeting may decide to defer discussion of these issues.

The prescribed form of the agenda is included as Attachment 1.

### 2.1.3 Quorum

A quorum is the minimum number of committee members that must be present and remain present for the duration before a meeting is valid. For BSC s355 Committees a quorum is a majority of members, i.e. half the members, plus one (e.g. for a 12-person Committee, seven members will need to be present for a quorum).

If, after 15 minutes from the start of the meeting, a quorum has not been obtained, the chairperson may decide to postpone the meeting, or conduct the meeting but refer all decisions and motions to a subsequent meeting when a quorum is present for reconsideration and/or ratification.

### 2.1.4 Decision Making

Committee decisions are made through motions. Any committee member may move a motion and the chairperson accepts the motion for consideration. Motions should be moved by one committee member and seconded by another. They are then discussed and voted on by the committee (i.e. all in favour/ all against).

If a vote is tied, the Chairperson can exercise a casting vote. Motions can be simple i.e. 'I move that the Treasurer's report be accepted' through to motions that are complicated and contentious. In such cases, it may be useful for the motion to be written down and read out or circulated prior to voting, so that everyone is clear about what is being decided. Decisions can only be made at a meeting where a quorum is in attendance.

### **2.1.5 Public Participation**

Public participation at any committee meeting is at the discretion of the committee and may range from simply allowing the public to witness the committee's proceedings to actively encouraging input into the discussion of items of general business.

This could include:

- Allowing question time at the start of any meeting,
- Accepting questions in writing for consideration either at the start of the meeting or as part of general business, and
- Encouraging deputations and petitions.

If a committee attracts a high level of public interest, it can develop and circulate some simple rules on how members of the public are expected to conduct themselves in committee meetings. These rules can detail any limits on participation such as limiting questions to two per person, giving the chairperson the right to eject any person disrupting the meeting etc. Members of the public cannot vote on any matter before the committee.

### **2.1.6 The Annual General Meeting (AGM)**

The AGM is a public meeting where the committee reports to its community. It must be held no later than 30 September annually.

The AGM agenda includes:

- ratification of the minutes of the previous AGM and signing by the chairperson
- the chairperson's report on the committee's activities of the past 12 months
- presentation of financial statements by the Treasurer or Secretary
- an outline of the committee's proposed activities for the 12 months
- the ratification/election of office-bearers for the ensuing term.

The AGM should be advertised at least seven clear days in advance in local newspapers, on public notice boards, in community newsletters, by electronic means and/or via a mail-out to users of the asset.

Committee members should receive the agenda, reports, and minutes from the last AGM at least one week before the meeting. Attendees can ask questions of the committee (at the appropriate time), but it is not a forum for taking motions from the floor or voting on proposals.

The minutes of the AGM are to be forwarded to Council, along with notification of changes to names, addresses and contact numbers of office bearers (general meeting minute requirements are discussed at clause 4 below).

### **3. CODE OF CONDUCT**

Councillors, members of staff and delegates, including members of S355 Committees must abide by Council's Code of Conduct. This Code is available on Council's website and hard copies can be obtained from Council's Director of Finance and Corporate Services on 02 6835 9000.

#### **3.1 Purpose of the Code of Conduct**

The Code of Conduct assists councillors, members of staff, committee members and delegates to:

- understand the standards of conduct expected of them,
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence,
- act in a way that enhances public confidence in the integrity of local government.

#### **3.2 Conflicts of interest**

A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty. A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of financial gain or loss to you or someone close to you. Where the interest is pecuniary, the person with the interest must comply with the NSW *Local Government Act 1993* as amended.

Committee members must avoid and appropriately manage any conflict or incompatibility between their private or personal interests and the impartial performance of their public or professional duties. They must declare any pecuniary interest or conflict of interest they may have with any matters on the agenda.

The declarations should be stated at the start of the meeting and be recorded in the minutes, including the reason given for such interest. Any member declaring such interests must not take part in discussion or voting on the relevant item.

#### **3.3 Bribes, Gifts, and Benefits**

A councillor, member of staff, committee member or delegate must not:

- seek or accept a bribe, or other improper inducement
- take advantage of their official position to improperly influence other councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing a private benefit for themselves or for some other person
- by virtue of their official position accept or acquire a personal profit or advantage of a pecuniary value other than as permitted by the Act.

Committee members should avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you, the committee or from the Council,



through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

Gifts of a token value (up to \$100) may be accepted provided the description of the gift and the circumstances under which it was accepted are reported to the Director of Corporate Services for inclusion in Council's Gift Register.

### **3.4 Use of Council Resources**

A Councillor, member of staff, committee member or delegate must:

- use Council resources effectively in the course of their public duties, and must not use them for private purposes; and
- not convert to their own use any property of the Council.

## **4. MEETING MINUTES**

In accordance with the *Model Code of Meeting Practice for Local Councils in NSW 2021*, each committee of Council must ensure that full and accurate minutes of their meetings are kept. Minutes are a formal, written record of a meeting and must be kept for all meetings of the committee. They should record decisions, rather than a detailed account of the discussion.

### **4.1 What to include**

At a minimum, the minutes should record:

- The time the meeting started and finished
- The place of the meeting
- The names of the committee members present and those who are absent, noting those who provided apologies
- Disclosure of any pecuniary interest or conflict of interest of any member.
- The time of any arrivals and departures of members during the meeting
- A list of all items of business considered
- The exact wording of any motions moved, including the name of the mover and seconder, and the mover and seconder of any amendments to the motion
- A record of all members who supported or opposed the motion if requested by any member
- The results of consideration of any motions – carried, lost, withdrawn, lapsed, amended
- Details of any questions taken on notice
- Details of any deputations made to the committee, or any guest speakers.

The minutes should enable a committee member who was not present at the meeting to be informed of all actions and decisions arising, and the reasons for those actions and decisions.

### **4.2 Other Details**

- All payments should be approved at a meeting of the committee and recorded in the minutes.
- Each recommendation passed by the committee must have a sequential identifying number and the year, e.g. 1/2024, 2/2024 etc.
- Members may have their name recorded against or for a motion if the motion is carried contrary to the way they voted.

- Every page of the minutes should be numbered and bear the date of the meeting.
- Minutes of a meeting should be endorsed at the following meeting as being a true and accurate record. They can also be confirmed by consensus via email to all members. The motion endorsing the minutes should only be moved by a member who attended that meeting.
- Minutes of meetings should be forwarded to the Director of Finance and Corporate Services. If a recommendation is required to go to Council, a councillor may submit a notice of motion for consideration or alternatively the committees can contact the Director of Corporate Services requesting a committee recommendation be reported to Council.
- Minutes are a permanent record of the committee's decisions and proceedings.
- The secretary should keep a Minute Book or an appropriate record that will be passed on to the incoming secretary at the end of the committee's term. The minutes are public records of Council and should be sent annually to the Director of Finance and Corporate Services and stored and archived in accordance with the State Records Act.

The prescribed form of the minutes is included as Attachment 2.

## 5. FINANCIAL MANAGEMENT

The following financial records/information are required to be kept by the s355 committees:

- Receipt or Cash books (hard copy or electronic) to record all monies received. Where a hard copy is used, it should consist of pre-numbered receipts and duplicates, so that the original may be detached, and the duplicates remain in the book. Where an error is made in writing out a receipt both the original and duplicate should be cancelled and both copies retained in the book.
- Expenditure – Disbursements All payments should be authorised by any two committee office bearers. Where possible, accounts should be submitted to a meeting for approval prior to payment so that particulars can be recorded in the minutes. Where payment must be made before the next committee meeting, particulars are to be recorded in the minutes of the next committee meeting to confirm the payment. All payments must be also recorded separately either in the cashbook or by electronic means.
- Banking - Committees should open an account with drawing facilities in the name of the committee at an approved bank within the Bogan Shire local government area. All monies received should be banked in the form they were received.
- Petty cash - Payments must be supported by receipts/dockets. The total of receipts and cash in the container must equal the total cash float. Receipts must be attached to the cash withdrawal receipt.
- Annual reports - Should contain brief details of:
  - Membership
  - office-bearers
  - achievements for the past 12 months
  - plans for the next 12 months
  - Income and expenditure including the sources of income and any expenditure.
  -

## **6. CONTROL AND MANAGEMENT OF COUNCIL FACILITIES**

Committees operate with minimum Council intervention or involvement. However, the facilities involved represent an investment of public funds and Council bears ultimate responsibility for the facility. Regular liaison between s355 Committees and Council staff is encouraged to resolve any problems before they escalate.

Committees are responsible for the management of the facilities, arranging, and paying for electricity, cleaning, and other items in the general maintenance of the facilities, except items such as rates and property insurance.

### **6.1 Fees and Charges**

Based on S355 Committee recommendations, Council fixes all fees and charges annually when developing its budget for the following year. Committees should forward their recommended fees and hire charges before 1 March each year, to the Director Finance and Corporate Services. Fees and charges recommended (including any bonds) should be calculated to cover the costs of managing and maintaining the facility including periodic maintenance such as repainting, furniture replacement (if applicable), running of events, etc.

Council retains the right to set or increase fees and charges to secure a reasonable income for the facility. Committees cannot make changes to their fees and charges after adoption of the annual Operational Plan and Fees and Charges unless they have been publicly exhibited and approved by Council.

Section 355 Committees do not have the financial delegation to waive fees for external hirers, therefore all bookings are to be charged in accordance with the Council's adopted Fees and Charges.

If, for any reason, a committee ceases to function, all funds held at that date should be transferred to Council forthwith and without deduction and all assets, improvements and equipment will revert to Council's custody.

### **6.2 Access**

Council encourages the use of facilities by members of the public. Subject to the payment of relevant fees and charges and other such considerations, the public has a right to seek the use of the facility.

Committees should exercise due diligence when hiring out Council's facilities to minimise the risk of damage and negligence. An appropriate bond should be charged for all public events. Care should be taken to ensure that one group or one section of users/hirers do not unduly subsidise others and that all users contribute on an equitable basis.

Committees must ensure that the premises and surroundings of the facility are safe. If committees are unable to make their facilities safe, they must immediately notify Council. Council's buildings must not be used for any purpose that may conflict with any relevant Council planning and health requirements, or Work Health and Safety Act 2011 and Regulations. Committees should inspect premises after hire to enable them to determine that the facility is returned to its pre-hire state.

### 6.2.1 Keys to facilities

Keys to all Council buildings and facilities are kept on a master register by Council. Staff will provide a key to each S355 Committee executive. Any additional keys may be requested by the committee, the allocation of these must be recorded on a suitable key register. Each key must be signed for by the recipient and returned to the committee upon cessation of membership for any reason.

Keys issued to members other than the executive office-bearers are the responsibility of the committee. Any replacement of lost or misplaced keys will be charged to the committee.

### 6.2.2 Hire of Facility

Committees must utilise the approved/standard Halls, Grounds and Council Owned Facilities Hire Agreement which incorporates the prescribed terms and conditions for any external hire arrangement of the facility. Copies of the standard agreement are available from Council's Director of Corporate Services.

Executed agreements are records of BSC Council and must be retained by the Committee and sent to the Director of Corporate Services by 30 June each year.

## 7. **INSURANCES**

### ***Council Property Damage or Theft***

Council maintains insurance cover for its own assets.

If any damage or theft occurs in relation to Council's property, the Committee should:

- Formally report the damage/theft to the Director of Corporate Services as soon as is practicable.
- Take photos of the damage and submit these to the Director of Corporate Services as soon as is practicable.

### ***Volunteer injury:***

Volunteer injury should be reported directly to the Director of Corporate Services as soon as practicable. Volunteers are covered by Council's Personal Accident Cover (when acting in their approved roles). The cover is subject to terms and conditions which may vary from year to year. Please note that general insurers are not permitted by law to provide medical expenses cover in Australia, this policy does not extend to cover medical expenses. Medical expenses are insured by either Medicare or private health insurance.

### ***Third-party injury:***

Any incident on Council property involving injury to a third-party should be reported to the Director of Corporate Services as soon as practicable. When an accident occurs, members of the s355 committee are instructed to **NOT** admit liability.

### ***Casual hirers liability:***

This covers casual hirers of facilities owned by Council being any person or group of persons who hires a Council facility for non-commercial or non-profit making purposes and the hire in question is compliant with the BSC prescribed Hire terms and Conditions (as provided with the prescribed Hire Agreement see above).

## 7.1 Casual Hirers Council maintains Casual Hirers Liability.

A casual hirer is one who hires a facility for non-commercial or non-profit making purposes (less than 10 times per year).

Sporting bodies, clubs, association, corporations, or incorporated bodies are **not** covered. As per the prescribed hire form, bodies not covered must have, and show proof that they have current insurance coverage for \$20 million.

Record of the hire form and proof of the insurance cover should be retained. All short-term, unincorporated users of Council facilities (e.g. for weddings, birthdays etc.) are covered by Council's Hirers Policy. Please check with Council's Director Corporate Services to ensure the facility is covered.

Council must be notified of any potential claims as soon as practicable. Should a claim occur from negligence of Council as facility owners (e.g. a third party breaks a leg after tripping on a broken step) then Council's Public Liability – Professional Indemnity Policy is the policy to respond to the claim. However, if a claim occurs from the negligence of the Hirer, (e.g. a third party breaks a leg after slipping on a drink spilt on the floor) the Casual Hirers Policy is to respond.

The Casual Hirers Policy provides cover for the *ad hoc* hiring of Council-owned facilities, including sports facilities. However, it does not provide cover to permanent hirers of the facilities, incorporated associations, sporting bodies or associations of any kind.

## 7.2 Permanent Hirers and Incorporated Associations Etc

A permanent hirer of Council-owned and managed facilities is one who hires a facility for more than 10 days over any 12-month period.

Incorporated associations, sporting bodies, or association of any kind are to provide their own Public Liability Insurance cover, indemnifying Council against any claims that may arise as a result of their activities. The hirer must take out and maintain a Public Liability insurance policy with a reputable insurance office indemnifying Council and in the case of the facility being on a Crown Reserve indemnifying the Minister in the sum of not less than \$20,000,000 in respect of every claim.

The hirer must provide Council with proof of evidence of this by providing a current Certificate of Currency issued by the Insurer. The s355 Committee **MUST** ensure that all incorporated or profit making bodies have adequate public liability cover. Committee members must also ensure that the correct licences and approvals are held by facility users (where relevant).

## 8. RISK

### 8.1 Risk Management

A risk is the chance of something occurring that has the potential to cause loss, damage. or injury. Most activities have risk associated with them. Risk management is setting in place practices and processes that enable risks to be identified, minimised, and dealt with. Risk management seeks to minimise the impact of undesirable events, without discouraging appropriate risk taking and initiative.

**8.2 Identification of Risk**

There are many ways to identify risks including checklists, judgments based on experience, records, expert opinion etc.

The aim of risk identification is to generate a list of events that might affect the Committee's operations or objectives.

These risks are then considered in more detail to identify the potential impact of each risk. The identification process should be broad, so that all possible risks, no matter how small, are considered. Steps should then be taken to reduce the risk as much as possible to try to eliminate loss, damage, or injury. The risk identification process should be recorded and documented and kept as a record of Council.

Council's insurer has advised that where a facility is hired out, the responsible Committee should have a Pre-Hire Checklist this would need to be completed by a Committee member prior to the hirer taking possession of the facility to identify and deal with any items that may be a risk of causing loss, damage, or injury. The prescribed form of the checklist is included as Attachment 3.

The checklist is also helpful as it can prove that the facility was in good order before the hire, therefore the damage must have been inflicted during the hire period. Where the Committee identifies a major risk and/or reducing the risk is outside the scope of the Committee, a report should be forwarded to the Director of Corporate Services as soon as is practicable.

In relation to maintenance activities conducted by volunteers/committee members at the facilities, physical tasks (such as lifting, working at height etc) and the operation of machinery (mowers, power tools, cutting implements etc) Council's Work Health and Safety Officer should be contacted to assist with a risk assessment and the provision of suitable safe working methods and processes (where required). The WHS Officer should be contacted directly on 02 6835 9000 for any WHS information and assistance.

**9. FACILITIES – SALES OF MERCHANDISE & ENTRY FEES**

s355 Committees that manage cash and EFTPOS takings, via sales of merchandise and/or entry fees, should undertake accounting processes for the takings in question in compliance with Council's formal *Cash and EFTPOS Procedure*. This Procedure is available from Council's Director of Corporate Services on 02 6835 9000 and is included as Attachment 4.

Date Adopted by Council	26 October 2023
Resolution No	TBA
Next Review Date	October 2026
Directorate Ownership	Finance and Corporate Services



# **BOGAN SHIRE COUNCIL**

**[INSERT COMMITTEE NAME]**

Section 355 Committee Agenda

Date: **[INSERT DATE]**

Time: **[INSERT TIME]**

Location: **[INSERT LOCATION]**

[INSERT COMMITTEE NAME] Section 355 Committee Agenda

[INSERT DATE]

**MEMBERS:** [INSERT NAME] (Chairperson), [INSERT NAME] (Secretary), [INSERT NAME] (Treasurer), [INSERT NAMES OF OTHER MEMBERS]

#### **AGENDA**

1. Welcome
2. Apologies
3. Declaration of Interest
4. Minutes of Previous Meeting
5. Business Arising from Previous Minutes
6. Report from the Chairperson
7. Report from the Treasurer
8. Report from the Secretary (including correspondence)
9. Progress Report on works/activities
10. General Business
11. Next meeting

*Note: Any relevant attachments/reports to be included.*





**[INSERT COMMITTEE NAME]**

**Minutes of the Section 355 Committee  
held at [INSERT LOCATION] on [INSERT DATE]**

The meeting opened at [INSERT TIME]

**Present:**

**MEMBERS:** [INSERT NAME] (Chairperson), [INSERT NAME] (Secretary), [INSERT NAME] (Treasurer), [INSERT NAMES OF OTHER MEMBERS]

**Apologies:**

**Declarations of Interest:**

**1. Minutes of the Previous Meeting**

**Example resolution:** 355001/2023 **RESOLVED** that the minutes of the previous Section 355 Committee Meeting held [INSERT DATE] are true and correct.  
**(MOVER/SECONDER)**

**2. Business Arising from Previous Minutes**

**3. Report from the Chairperson**

**4. Report from the Treasurer**

**5. Report from the Secretary (including correspondence)**

**6. Progress Report on works/activities**

**7. General Business**

**8. Next meeting**

[INSERT DATE, TIME, AND LOCATION]



**[INSERT COMMITTEE NAME]**

**Minutes of the Section 355 Committee  
held at [INSERT LOCATION] on [INSERT DATE]**

There being no further business the meeting closed at **[INSERT TIME]**

These Minutes were confirmed by resolution at a meeting held on

..... and were signed as a true record.

.....

**Chairperson**



**EVENT RISK AND SAFETY CHECKLIST**

Hirers Name:			
Name of person completing this form:			
Phone number for person completing this form:			
Email address for person completing this form:			
Role for person completing this form:			
Event Name:			
Date of Event:			
Location(s) event to be held at:			
Expected Attendance Numbers:			
Is the event being held (tick box):	<input type="checkbox"/> Indoor	<input type="checkbox"/> Outdoor	<input type="checkbox"/> Both
Do all/any third-party contractors have their own public liability insurance:	<input type="checkbox"/> Yes		<input type="checkbox"/> No

Any actions or further comments		
<b>Floor, surfaces, and stairs</b>		
Are floors free of water, ice, oil or other fluids	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are floor surfaces even? (any loose, torn tiles, carpet or holes)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any trip hazards, such as, tread and foot space on stairs adequate to minimise slipping?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are walkways, stairs, doorways and exits clear of boxes, extension cords and other obstructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are changes in surface or height visible or clearly marked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are handrails adequate?	<input type="checkbox"/> Yes	



	<input type="checkbox"/> No	
<b>Lighting</b>		
Are work areas, walkways and stairs well lit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the lighting enable volunteers to move between indoor and outdoor tasks safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Emergency Procedures</b>		
Does the venue management have their own emergency procedures that you can follow?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you identified what emergencies may require evacuation? – i.e. fire, flooding, explosion, civil.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you identified what will signal the start of an evacuation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are the volunteers/attendees made aware of the emergency procedures and exits for the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there procedures for volunteers/attendees when they are leaving to ensure they leave safely? Including shortest and direct route and how people with mobility aids and needs will evacuate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you nominated a person(s) to manage an evacuation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have an assembly place after an evacuation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you identified checks to ensure everyone is accounted for after an evacuation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have volunteers/members been made aware only to re-enter once emergency services have advised it is safe to do so?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are the emergency procedures clearly visible?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there adequate First Aid available at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there exit signs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there smoke alarms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there fire extinguishers or fire blankets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Security		
Does your event need security?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>YES</b> , please provide details of who will be responsible for providing security
Are power points, switches, light fittings, extension cords, and electrical equipment, such as urns or kettles in a safe place away from high traffic & free from obvious defects?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there procedures in place for emptying hot water at the end of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If volunteer/members need to lift or carry equipment to set up for event i.e. tables, chairs, resources are they light and easily carried?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there aids such as a trolley, trolley jacks for heavier lifting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are work benches at a comfortable height?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a rotation of repetitive tasks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the barbeque managed by experienced people?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the workplace near the barbeque allowing for ease of movement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are gas connections and equipment in good condition and regularly checked?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Food Handling		
Is all food handling conducted in accordance with Food Handling Standards and guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are food preparation areas clean and regularly disinfected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is cooking equipment in good condition and well maintained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Are there guidelines in place to ensure only people involved in cooking are in work areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
All food is within the used by date?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need to organise for the disposal of garbage or waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Alcohol being served at the event? (If Yes you will need someone with an RSA present at the event)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Outdoor Events</b>		
Is the weather appropriate for volunteers/attendees to be working outdoors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are volunteers/attendees working in a shaded area?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do volunteers/attendees have access to water and other sun protection?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there adequate numbers of toilet facilities, including disabled facilities available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do firework or pyrotechnics, mechanical amusement rides, rides involving animals or event provided seating, staging or stands form part of this event? (If YES you will need to ensure that you are covered by insurance for these activities)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you need to have a traffic management plan for your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Volunteers</b> *We should be mindful of roles allocated to volunteers/members at events and gatherings, e.g.,		
All participating volunteers will be recorded in a Volunteer Event Attendance Register.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Incidents		
Any incidents will be reported to Council	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Regulations		
All events will be undertaken in a COVID safe manner and adhere to all government regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Further Comments or notes on event		

## CASH HANDLING AND EFTPOS PROCEDURES

### Purpose

This procedure defines the actions and responsibilities of officers that are involved in cash handling on behalf of the Bogan Shire Council (Council).

### Scope

This policy applies to Council employees and Bogan Shire Council Committee Members who are involved in the handling of cash.

#### 1. Cash receipting

Cash receipting for the purpose of this procedure, encompasses the following:

- Accounting for cash as it is received.
- Pre-numbered receipts to be provided for cash received.
- Refunds, Voids, 'No-Sale' and Cash discrepancies.
- Collection, depositing and reconciling.

##### 1.1 Accounting for cash as it is received.

Cash received at a cash receipting site must be entered immediately via the cash register, approved security drawer and/or the cash receipting system and placed into the cash drawer.

EFTPOS transactions must be recorded concurrently with a corresponding entry in the cash receipting system/cash receipt book. Cash should not be received at any location other than a designated cash receipting site without prior approval of the Director Finance and Corporate Services.

##### 1.2 Pre-numbered receipts to be provided for cash received

Receipts must be issued for cash received. Such receipts should be cash register or computer generated and pre-numbered where available. Copies of the receipts are to be retained to support the daily cash collection totals.

For those cash sites where a cash register is not available, an official Bogan Shire Council manual receipt should be issued to the customer (these receipt books are available from the Finance Department). The Finance Department will maintain a register of receipt books. All used receipt books must be returned to the Finance Section in order to obtain a new receipt book.



### 1.3 Refunds, voids, 'no-sale' and cash discrepancies.

All refunds, voids, 'no-sale' and cash discrepancies (additional cash/shortfall) transactions are to be reported to the employee's supervisor who will report the matter to the Director of Finance and Corporate Services.

**NOTE:** A reconciliation process for cash takings and EFTPOS has been provided (see below) that should be used to assist with reconciliation processes.

### 1.4 Depositing of cash

Cash is to be deposited into Council's bank account by the administration office with the National Australia Bank (NAB) daily or at the Nyngan Post Office when the branch is closed. The Medical Centre, Early Learning Centre, Waste Facility, Library and the Visitor Information are to bring any cash takings into the administration office at least once a week to be receipted and then banked by the main administration office. If necessary, the frequency of deposits is to be increased to ensure the cash held on the premises does not exceed the amount of \$500.

The nominated staff member or nominated committee member is to deposit their takings to the customer service area at Council's main office.

## 2. Safeguarding of cash

The safeguarding of cash relates to the processing, storing and transporting of cash and also to the safekeeping of keys and safe combinations.

### 2.1 Processing of cash

A secure area for processing and safeguarding funds received is to be used and restricted to authorised personnel where possible. When cash is being counted by Council staff or Committee Members it is to be conducted out of sight of the general public.

All cash income should be held intact. Under no circumstances should deductions be made. Under no circumstance are personal or other cheques to be cashed with Council funds.

### 2.2 Storing of cash

All cash and cheques are to be protected using a cash register, safe or other secure place until they are deposited.

Where cash is kept in a locked cash tin, the cash tin is to be kept out of sight in a locked cabinet or drawer. If cash is to be held for a length of time, it should be stored in a Council's strong room. The cash drawer or cash box must be closed and secured immediately after completing the transaction.

### 2.3 Keys and safe combinations

Keys to the till, cashbox or safe should be provided to a designated person, who should keep the keys secure and ensure that they are not left unsecured in the office overnight.

Sensible precautions should be taken to ensure that any room in which cash is regularly stored is locked when unoccupied. A register should also be kept by Council that records the allocations of keys and combinations details etc.

### 3. Reporting

Supervising officers should ensure that variance reports, detailing refunds, voids, 'no-sales' and overs/shortfalls are provided to the Director of Finance and Corporate Services on a monthly basis.

If there are variances which exceed \$5 this is to be reported as soon as is practicable to the Director of Finance and Corporate Services. Such reports should provide information on the frequency of use of void, refunds, 'no-sale' and cash overs/shortfalls for the location. Where the variance relates to additional or shortfall of cash, an explanation should be provided on the report by the supervising officer or committee member, advising of the steps taken to attempt to prevent similar situations occurring in the future.

### 4. Reconciliation Procedure

- All cash collected must be reconciled to supporting documentation including relevant cash receipting systems or cash register, daily and/or at change of shifts.
- Total cash received must be documented and signed by the relevant officer or committee member and where possible checked and signed by a supervising officer.
- This reconciliation must be supported by system generated reports, cash receipts or cash register 'reports.
- At the end of day/shift, the designated officer/committee member is responsible for balancing and reconciling the physical cash takings to the takings recorded in the system (as evidenced by a system generated report). Or the cash receipting process if a manual system.
- For EFTPOS transactions, a reconciliation sheet should be completed and the system generated report should be attached to the reconciliation sheet as evidence.
- The cash takings should also be cross-checked and signed by another member of Council staff Or Committee (preferably a supervising officer where resources permit).

- Reconciliation sheets are to retained in a secure location by a member of the Finance Section.
- The reconciliation form must be signed by the Employee or Committee Member performing the count.
- Where practical, reconciliations and cash counts should be verified (signed) by a second Officer/ Member at the site.
- At the completion of the reconciliation, the cash received must be placed in a secure cash box or drawer out of sight and secured as stated above.

**13 ENGINEERING SERVICES REPORTS**

**13.1 DEPARTMENTAL ACTIVITY REPORT**

**1. Introduction**

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

**2. Background**

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

**3. Discussion**

**Roads**

Road work undertaken for the reporting period 18 September 2023 to 13 October 2023 consisted of the following:

No.	Name	Comments
	Local Roads	
81	Benah Road	Improvements to formation & drainage completed
81	Benah Road	Re-sheeting continuing
67	Paynes Road	Re-sheeting continuing
20	Murrawombie Road	Re-sheeting completed
92	Colane Road	Improvements to formation & drainage completed
92	Colane Road	Re-sheeting continuing
8	Bobadah Road	Re-sheeting completed
7	Warrah Road	Maintenance grading completed
25	Merryanbone Road	Improvements to formation & drainage commenced
10	Pangee Road	Flood damage repairs continuing
24	Canonba Road	Heavy patching of sealed section completed
61	O'Neill's Road	Re-sheeting continuing
18	Elmore Road	Flood damage repairs commenced

	Regional Roads	
7514	Cockies Road	Flood damage repairs continuing
7514	Cockies Road	Maintenance grading completed
7514	Cockies Road	Re-sheeting completed
424	Monkey Bridge Road	Flood damage repairs completed
	State Highways	
HW7	Mitchell Highway	Yarran Hut rehabilitation continuing

Council has completed pothole repairs on the following roads:

• Nyngan Town Streets	• HW8
• Colane Road	• MR70
• Canonba Road	• Tottenham Road

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 on the following local roads Merryanbone Road, Pangee Road, Moongee Road, & Cockies Road.
- Continuing heavy patching to repair the damaged sealed sections of Colane Road, and Cockies Road.
- Completing stage 4 of 10km’s of shoulder widening of the Mitchell Highway 14km north of Nyngan near the property Yarran Hut.
- Completing with re-sheeting of Colane, and Benah Roads.

**Works and Services**

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

**Civil Works**

- Installed keyed door locks on new toilet blocks
- Carried out final works on Girilambone Railway Station
- Constructed new head walls for cemetery (ongoing)
- Assisted with the Nyngan CWA building restoration (ongoing)
- Removed black mould boards Racecourse Grandstand (contractors)

- Remove asbestos sheets and replaced with colourbond iron on sewer pump stations (contractors)
- Carried out demolition of the male & female toilet blocks Larkin Oval (contractors)
- Installed ballast to prevent scouring on culvert at Jack Hargreaves Park

#### Community Facilities

- Mowing/slashing and maintenance of ovals, reserves and highway approaches to Nyngan (ongoing)
- 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.
- Carried out slashing and maintenance of all Villages
- Weed spraying lane ways and culverts (ongoing)
- Assisted in pest inspections Council buildings
- Carried out illegal dumping clean-up of the Hospital Reserve (ongoing)

#### Water & Wastewater

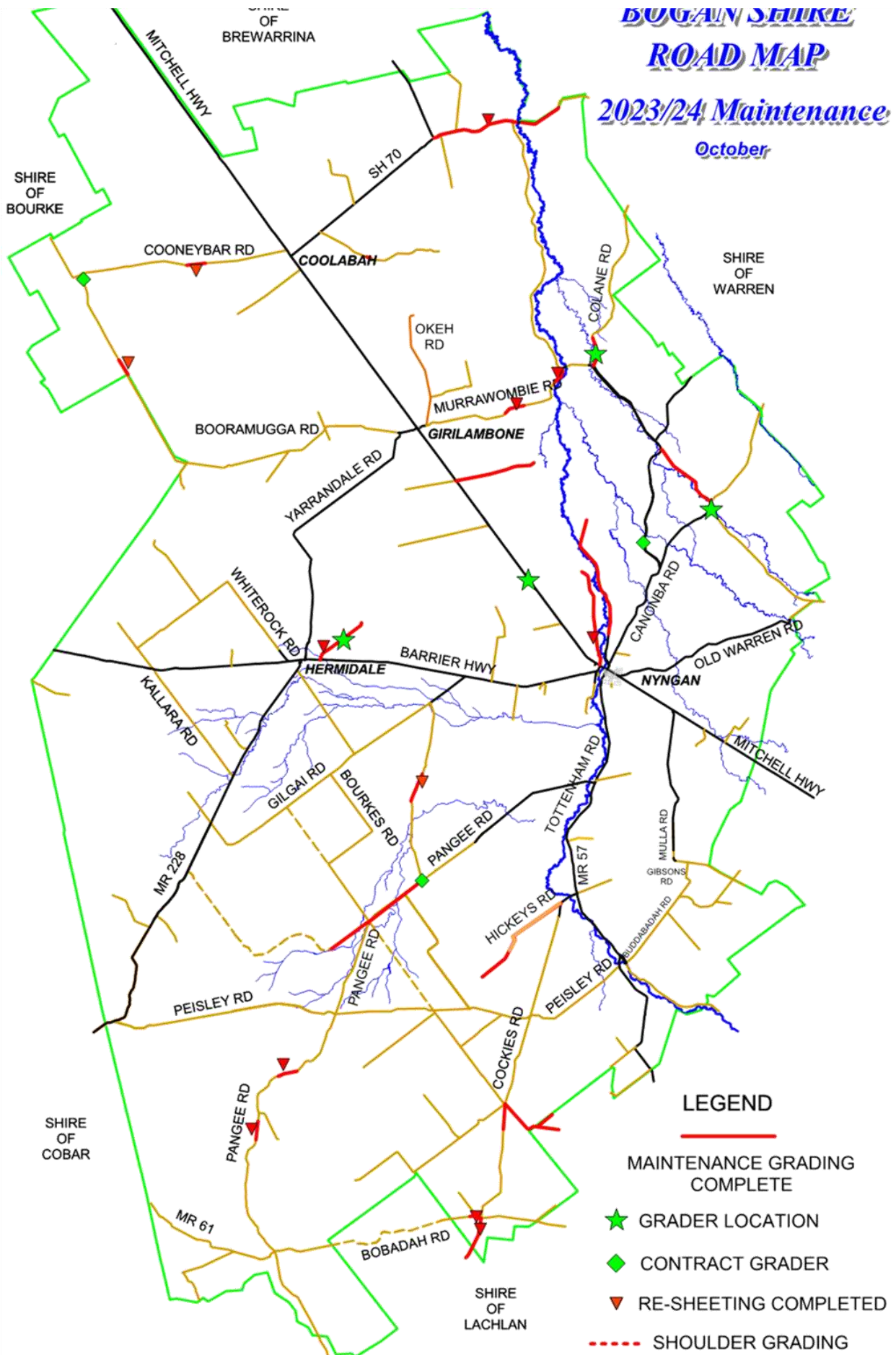
- Repaired broken water main at Hermidale
- Repaired broken main at the corner of Collins & Oxley Street
- Pumping from Wilga Tank to Girilambone ground tank (ongoing)
- Albert Priest Channel commenced running 18<sup>th</sup> September (ongoing)
- Carried out works to rectify pressure related issues with Hermidale water supply
- Removed blockage from Albert Priest Channel
- Carried out cleaning of the sewer mains Racecourse end of Oxley Street

#### **4. Attachments**

1. Road Maintenance Map

#### **5. Recommendation**

That the Engineering Departmental Report be received and noted.



## **13.2 COBAR WATER BOARD RAW WATER SUPPLY**

### **1. Introduction**

The purpose of this report is to advise Council of a preliminary proposal by the Cobar Water Board aimed at investigating alternative options to the existing water supply arrangements for Cobar. This report is for information only at this stage.

### **2. Background**

The Cobar Water Board is in the process of designing new raw water pumping stations to supply Cobar and have requested Public Works NSW to review the existing arrangement and potential alternative options to improve efficiency during a drought. As any variation to the existing arrangements has potential impacts on Council's raw water infrastructure and the health of the Nyngan Weir Pool, Council staff have engaged with both Public Works and Cobar Shire Council (representing the Water Board) to ensure that any such proposals take full consideration of the views and concerns of Bogan Shire Council and avoid any negative consequences for Shire residents.

### **3. Discussion**

Options canvassed in the proposed scope of the review are aimed at minimising losses through seepage and evaporation, and thus increase the delivered volume of water through the Nyngan to Cobar pipeline. While Council is sympathetic to this objective, it must not negatively impact Council's own infrastructure or the health of the Bogan Weir Pool. This has been communicated firmly to both Public Works and Cobar Shire Council.

Of particular importance is the role of the Bogan Weir Pool, which is highly valued as a drought refuge for endangered species found to survive the Millennium Drought, when most others were lost. This importance is reflected in conditions placed on the Water Management Works Approval for the Nyngan Off-Stream storages that require the height of the Bogan Weir pool to be maintained.

As all the "headworks" infrastructure for the supply of raw water to both towns – the Albert Priest Channel, the Nyngan Weir Pool and the recently completed Off-Stream storage dams – are assets of Bogan Shire Council, it follows that Council will have to approve any modifications to the supply arrangements upstream of the existing Cobar pumping station on the western side of the river. At this stage, therefore, Council remains effectively in control of this issue while also wishing to act responsibly to ensure that water losses are minimised during future drought events.

The issues are made more complex by the lack of a current Water Service Agreement between the parties, setting out the respective rights and obligations of Bogan Shire Council and the Cobar Water Board. Several attempts have been made at concluding an Agreement with the Cobar Water Board over the years, including protracted discussions involving the Bogan Shire Council Mayor and Chair of the Cobar Water Board but these have been unsuccessful. Developing such an Agreement is considered critical to any future arrangements (whether the status quo or some variation). The detail of any such Agreement



will be brought to a future meeting of Council for approval, along with further information arising from discussions between the parties as they evolve.

**4. Attachments**

Nil

**5. Recommendation**

That Council note this Report.

**14 DEVELOPMENT AND ENVIRONMENTAL SERVICES REPORTS**

**14.1 DEPARTMENTAL ACTIVITY REPORT**

**1. Introduction**

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

**2. Background**

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

**3. Discussion**

Development Application Statistics

Three applications require additional information, and one application was approved since Council’s meeting of 28 September 2023, as indicated in the table below:

DA NUMBER	APPLICANT	ADDRESS	DESCRIPTION	VALUE (\$)	PROGRESS
2022/040	A.T & B.M Burton	24 Pangee Street, Nyngan	New Serviced Apartments	\$700,000	Additional Information Required
2023/007	Bloomfield Elliot Architects	11-13 Pangee Street, Nyngan	Extension to Existing Pre-School	\$249,500	Approved
2023/013	Nyngan Local Aboriginal Land Council	100-102 Pangee Street Nyngan	Carport	\$24,398	Additional Information Required
2023/016	Deanna Stephens	Unit B, 60 Cobar Street Nyngan	New Patio & Private shed	\$40,000	Additional Information Required

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

Council has taken a number of pre-Development Application enquiries since Council’s meeting of 28 September 2023. Assistance continues to be provided to the community regarding the complexity in lodgment of applications on the NSW Planning Portal.

### Waste Management

Kerbside recycling has been transported to the Gilgandra Materials Recycling Facility for processing as normal in September and the Nyngan Waste Facility has also had an uninterrupted month of operations. Delivery of the new shed for the 'reuse shop' is due on 18 October and will be erected as soon as the contractor can schedule the works.

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

### Compliance

Rehoming of animals continues to be challenging as the agencies Council deals with are experiencing increased numbers across the region due to Post Covid surrendering. Extra patrols were undertaken during the reporting period and social media was used to promote responsible pet ownership and to remind residents they are to ensure pets are microchipped and registered.

Compliance duties continued and are reflected in the statistics relating to these functions in Attachment 3.

### Biosecurity

Biosecurity and Weed duties are reflected in the statistics outlined in Attachment 3.

### Town Gardens

Regular works and maintenance were carried out during the reporting period across all routine areas of responsibility with particular attention to high priority areas.

### Bush Care

Work continues to set up the Bush Care nursery and the establishment of a plant base which includes propagation of cuttings and seedlings and purchase of tube stock. Four community volunteers have submitted expressions of interest following the NAIDOC week display, and further advertising for community volunteers is currently being finalised. Investigation of potential rehabilitation sites has commenced with planting and site work to follow.

## **4. Attachments**

1. Development Applications Statistics
2. Waste Management Statistics
3. Compliance and Biosecurity

## **5. Recommendation**

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

**Table 1: Building and Development**

	Application Type							Application Value
	Totals		Breakup					
	DA	CDC	Dwellings	Shed/Garage/ Patio/Awning	Pool	Sub- division	Other	
July 2023	5	-	2	3	-	-	-	\$1,993,252.00
August 2023	1	-	-	1	-	-	-	\$40,000.00
September 2023	0	0	0	0	0	0	0	\$0.00
October 2023								
November 2023								
December 2023								
January 2024								
February 2024								
March 2024								
April 2024								
May 2024								
June 2024								
<b>Total 2023/24</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$2,033,252.00</b>
<b>Total 2022/23</b>	<b>33</b>	<b>1</b>	<b>7</b>	<b>12</b>	<b>5</b>	<b>2</b>	<b>8</b>	<b>\$ 7,443,708.00</b>
<b>Total 2021/22</b>	<b>26</b>	<b>0</b>	<b>13</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>\$ 6,354,396.00</b>
<b>Total 2020/21</b>	<b>34</b>	<b>3</b>	<b>5</b>	<b>14</b>	<b>3</b>	<b>5</b>	<b>9</b>	<b>\$ 4,107,610.00</b>
<b>Total 2019/20</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>3</b>	<b>10</b>	<b>\$ 11,294,300.00</b>

**Table 2: Kerbside Waste Collection**

	<b>No of Premises with Service</b>	<b>Services Provided (Bins Emptied)</b>	<b>Tonnes Collected</b>
July 2023	1,035	5,551	91.00
August 2023	1,039	5,531	95.70
September 2023	1,039	5,265	87.00
October 2023			
November 2023			
December 2023			
January 2024			
February 2024			
March 2024			
April 2024			
May 2024			
June 2024			
<b>Total 2023/24</b>	<b>1,035</b>	<b>16,347</b>	<b>273.70</b>
<b>Total 2022/23</b>	<b>1,035</b>	<b>46,420</b>	<b>1,042.10</b>
<b>Total 2021/22</b>	<b>1,036</b>	<b>65,737</b>	<b>1085.64</b>
<b>Total 2020/21</b>	<b>1,029</b>	<b>N/A</b>	<b>302.10</b>

**Table 3: Kerbside Recycling Collection**

	No of Premises with Service	Services Provided (Bins Emptied)	Tonnes Collected	Tonnes Recycled	% Contamination
July 2023	891	1,076	11.10	8.55	22.97
August 2023	894	1,422	13.50	10.42	22.80
September 2023	894	1,182	11.50	9.00	21.75
October 2023					
November 2023					
December 2023					
January 2024					
February 2024					
March 2024					
April 2024					
May 2024					
June 2024					
<b>Total 2023/24</b>	<b>891</b>	<b>3,680</b>	<b>36.10</b>	<b>27.97</b>	<b>22.51</b>
<b>Total 2022/23</b>	<b>891</b>	<b>5,812</b>	<b>92.50</b>	<b>71.84</b>	<b>21.99</b>
<b>Total 2021/22</b>	<b>898</b>	<b>7,635</b>	<b>110.10</b>	<b>78.62</b>	<b>21.72</b>
<b>Total 2020/21</b>	<b>896</b>	<b>N/A</b>	<b>117.50</b>	<b>90.92</b>	<b>22.53</b>

**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 2023	79.98	22.38	6.60	-	5.70	12.30	0.41
August 2023	112.42	30.30	55.54	-	4.92	8.57	1.76
September 2023	106.70	24.92	4.22	-	5.58	13.08	0.22
October 2023							
November 2023							
December 2023							
January 2024							
February 2024							
March 2024							
April 2023							
May 2024							
June 2024							
<b>Total 2023/24</b>	<b>299.10</b>	<b>77.60</b>	<b>66.36</b>	<b>-</b>	<b>16.20</b>	<b>33.95</b>	<b>2.39</b>
<b>Total 2022/23</b>	<b>1,325.62</b>	<b>617.09</b>	<b>440.40</b>	<b>-</b>	<b>45.46</b>	<b>100.27</b>	<b>13.28</b>
<b>Total 2021/22</b>	<b>2,025.65</b>	<b>601.71</b>	<b>192.74</b>	<b>-</b>	<b>55.02</b>	<b>73.18</b>	<b>14.84</b>
<b>Total 2020/21</b>	<b>1,921.52</b>	<b>680.78</b>	<b>452.54</b>	<b>-</b>	<b>56.28</b>	<b>78.96</b>	<b>34.84</b>

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

Table 5: Vouchers and Actual Resource Recovery

	Vouchers			Out for Recycling / Recovery				
	No Issued	No Redeemed	Value Redeemed	Cardboard*	Metal / eWaste	Mattresses	Tyres	Other
July 2023		240	\$ 10,456	44.85	-	-	-	-
August 2023		277	\$ 13,222	58.65	2.92#	-	-	1.35**
September 2023		293	\$ 14,710	48.30	-	-	-	-
October 2023								
November 2023								
December 2023								
January 2024								
February 2024								
March 2024								
1/04/2024								
May 2024								
June 2024								
<b>Total 2023/24</b>		<b>810</b>	<b>38,388</b>	<b>151.80</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2022/23</b>	<b>14,604</b>	<b>2,851</b>	<b>\$ 141,845</b>	<b>369.15</b>	<b>94.76</b>	<b>13.64</b>	<b>9.42</b>	<b>3,300.64</b>
<b>Total 2021/22</b>	<b>14,604</b>	<b>12,710.00</b>	<b>140,590.00</b>	<b>203.55</b>	<b>153.78</b>	<b>17.18</b>	<b>6.16</b>	<b>0.12</b>
<b>Total 2020/21</b>	<b>N/A</b>	<b>4,015</b>	<b>N/A</b>	<b>639.98</b>	<b>185.54</b>	<b>16.68</b>	<b>7.52</b>	<b>-</b>

\* Includes from Works Depot

# Metal from Village landfill

\*\*drumMUSTER



**Table 6: Compliance**

	Animals Impounded	Animals Released		Complaints/ Enquires
		To Owner	Rehomed	
July 2023	11	3	7	13
August 2023	4	0	4	11
September 2023	4	1	6	7
October 2023				
November 2023				
December 2023				
January 2024				
February 2024				
March 2024				
April 2024				
May 2024				
June 2024				
<b>Total 2023/24</b>	<b>19</b>	<b>4</b>	<b>17</b>	<b>31</b>
<b>Total 2023/24</b>	<b>73</b>	<b>36</b>	<b>26</b>	<b>228</b>
<b>Total 2021/22</b>	<b>62</b>	<b>28</b>	<b>35</b>	<b>185</b>

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 2023	3	4	170	0	0	25
August 2023	8	3	607	0	64	30
September 2023	6	8	442	0	27	16
October 2023						
November 2023						
December 2023						
January 2024						
February 2024						
March 2024						
April 2024						
May 2024						
June 2024						
<b>Total 2023/24</b>	<b>17</b>	<b>15</b>	<b>1219</b>	<b>0</b>	<b>91</b>	<b>71</b>
<b>Total 2022/23</b>	<b>82</b>	<b>21</b>	<b>4515</b>	<b>168</b>	<b>118</b>	<b>222</b>
<b>Total 2021/22</b>	<b>95</b>	<b>16</b>	<b>4247</b>	<b>9</b>	<b>200</b>	<b>228</b>

**15      PRECIS OF CORRESPONDENCE**

**15.1    ST JOSEPHS PARISH SCHOOL**

Attached is a copy of correspondence received from St Joseph's Parish School, Nyngan.

**Attachments**

1. St Joseph's Parish School Nyngan - Correspondence

**Recommendation**

Correspondence be received and noted.

Year 4/5J  
 St Joseph's Parish School  
 23 Terangian Street  
 Nyngan NSW 2825

Dear Mayor Neill and Bogan Shire Council Staff,

The Year 4/5J students at St Joseph's Parish School wish to express our heartfelt gratitude for allowing us to visit your council offices. We are truly grateful for the opportunity to learn about local government and gain insights into its day-to-day operations.

Our visit to the Bogan Shire Council was an incredible experience for all of us. We were captivated by the wealth of knowledge and information that you shared with us. It was truly enlightening to understand how local government functions and the important role it plays in our community.

We would like to extend a special thank you to Mayor Neill for his generosity in allowing each of us to have a turn at wearing the mayoral chain. It was an unforgettable moment for all of us and a highlight of our visit. We felt a great sense of pride and responsibility while wearing the chain, and it made us appreciate the dedication and hard work that goes into being a mayor.

The visit to Bogan Shire Council has left a lasting impression on our young minds. We have gained a deeper understanding of the importance of local government and the impact it has on our daily lives. We are inspired to become active and responsible citizens who contribute positively to our community.

Once again, we would like to express our sincere gratitude to Mayor Neill and all the staff at Bogan Shire Council for their warm welcome and for taking the time to educate us. We are truly grateful for this enriching experience.

Yours sincerely,

LUKE	Eliza	Tamika	Bonnie
Amity	Anniesha	Chace	Seini
Thomas	Alannah	Laylah	Lipe
Max	Libby	Klaire	

Year 4/5J, Miss James and Mrs Grimmond

BOGAN SHIRE COUNCIL	
FILE	R/N
22 SEP 2023	
ASSIGNEE	

**15.2 ST JOSEPHS PARISH SCHOOL P & F FETE**

Attached is a copy of correspondence received from St Joseph's Parish School P & F, regarding their Fete.

General Managers Note: Previously Council have donated the use of equipment for St Joseph's Parish School Annual Fete, and Council have donated a family season pass to the Swimming Pool. The cost for the family season pass is \$215.00.

**Attachments**

1. St Josephs Parish School P&F Fete request

**Recommendation**

For Council's Consideration.

From: sarah <sarahvictoriawilliams@hotmail.com>  
Sent: Friday, 22 September 2023 8:45 AM  
To: Derek Francis  
Cc: Melissa Salter  
Subject: St Joseph's school fete

St Joseph's school P and F  
PO Box 142  
Nyngan NSW 2825

22nd September 2023

Mr Derek Francis  
General Manager  
Bogan Shire Council  
NYNGAN NSW 2825

Dear Derek,

Our Annual fete is to be held on Saturday 4th of November 2023. The fete is the major fundraiser for our school. It is also a wonderful way for our community to get together.

In previous years, the Council has very generously donated the hire of 12 trestle tables, 150 chairs, 12 garbage bins and 1 cool room to be used at the fete. We are hoping that the Council would kindly assist by making the donation again this year.

In addition to the above would the Council be kind enough to consider donating a family season pass to the Nyngan Swimming Pool as they have previously. This would be a very generous prize to be won at the fete.

St Joseph's P and F greatly appreciates the ongoing support of the Bogan Shire Council.

I look forward to hearing from you at your convenience.

Kind regards  
Sarah Williams  
President

Sent from my iPhone

**16 MEETING CLOSURE**