



# **BOGAN SHIRE COUNCIL**

## **Business Paper**

**24 March 2016**



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**17 March 2016**

## **COUNCIL MEETING NOTICE**

The next Ordinary Meeting of Council will be held in the Council Chambers, Nyngan on Thursday 24 March 2016 at 9.30am.

At 10.00am, Mr Rodney Wright, Executive Officer, Far West Academy of Sport will address Council regarding the Academy.

At 10.15am, Jeanne Hansen – District Valuer LPI, James Dedman – Rating & Taxing Contract Valuer and Aspect Property Consultants Western, and Robyn Croxon – Team Leader LPI, representatives from Land & Property Information, Dubbo will provide Council with an updated General Valuation as at valuing date 1 July 2015.

At 10.30am, Nyngan High School SRC will join Councillors for morning tea and afterwards address Council.

## **AGENDA**

1. Opening Prayer
2. Remembrances
3. Apologies
4. Declarations of Interest
5. Confirmation of the Closed and Confidential Minutes of the Council Meeting held on 25 February 2016
8. Confirmation of the Minutes of the Council Meeting held on 25 February 2016
9. Committee Meeting Minutes
10. Mayoral Minute
11. General Manager's Report incorporating reports from:-
  - Manager Corporate & Community Services
  - Manager Engineering Services
  - Acting Manager Development and Environmental Services
12. Correspondence
13. Grants and Funding

Your attendance at this meeting would be appreciated.

Yours sincerely

**Cathy Ellison**

**Executive Assistant**





**Committee Meeting Minutes to the Ordinary Meeting  
of Bogan Shire Council held on 24 March 2016**

**COMMITTEE MEETING MINUTES**

**1 NYNGAN MUSEUM**

Attached are the Minutes of Museum Committee meetings held on:-

Wednesday 3 February 2016; and

Wednesday 2 March 2016.

**1.1 Recommendation:**

That the Minutes of the Museum Committee Meetings held on Wednesday 3 February 2016 and Wednesday 2 March 2016 be received and noted.

**Committee Meeting Minutes to the Ordinary Meeting  
of Bogan Shire Council held on 24 March 2016**

**Nyngan Museum Meeting**

**Date:** 3<sup>rd</sup> February 2016    **Venue:** Nyngan Railway Station

**Present:**

*Val Keighran, Donna Pumpa, Val Hartwig, Glad Eldridge, Margaret Sibbald, Hugh Sibbald, Sharon Thompson, Stewart MacKenzie, Shirley Biddulph, Collin Pardy, Bay Lovett, Yvonne Pardy,, Anna Corby*

**Apologies:**

*Tammy Trothe, Edna Boss*

**Guests:**

**Minutes last meeting:**    **Read:** *Yes*    **Moved:** *Anna*    **2<sup>nd</sup>:** Margaret Sibbald

**Business Arising from Minutes:**

*Mail. Was a letter sent to shire requesting mail not be opened? Tammy Trothe not present to answer.*

*Kourts sign. Was shire approached by Ray or Derek to come and check on structural stability? Sign still in situ. No progress yet made by shire.*

*Beef Jerky. No need for jerky to be sold at museum*

*Platform has not yet been cleaned by Shire. Donna will ask General Manager why it hasn't been done yet.*

**Correspondence In:**

*Invoice from Nyngan framing. \$66.00. Four museum posters laminated. Organised by Glad who offered to pay the bill. Meeting voted to pay as it was museum business. Invoice passed to Collin Pardy for payment.*

**Correspondence Out:**

**Co ordinators Report**

Very few visitors over January. Most business has come through sales. New blower and taps have been purchased.



**Committee Meeting Minutes to the Ordinary Meeting  
of Bogan Shire Council held on 24 March 2016**

Treasurers Report attached and read:                      2<sup>nd</sup>: Val Keighran

General Business:

- *The Cocky's Wife has closed for renovations. As part of this it is selling chairs at 10 for \$40.00 New chairs are needed at the museum. Glad moved to buy 20 chairs. 20 @ \$4.00= \$80.00 Move was seconded by Yvonne Pardy and agreed by the meeting. Donna will advise owners so they will keep us the chairs.*

*RSL nights    19<sup>th</sup> February                      Glad and Stewart  
                    20<sup>th</sup> May*

*Pots at the oval. A letter to be written by Tammy to the Shire, asking if the large concrete pots currently stored at the oval pots can be put outside the Museum and used by us.*

Guest Speaker's Report:

Meeting Closed: 9.48 am                      Next meeting Next Meeting 2<sup>nd</sup> March 2016

**Committee Meeting Minutes to the Ordinary Meeting  
of Bogan Shire Council held on 24 March 2016**

**Monthly Banking  
For February 2016**

Visitors Through Museum		Adults	Children
		11 \$ 33.00	2 \$ 2.00
		19 \$ 57.00	2 \$ 2.00
		5 \$ 15.00	
		12 \$ 36.00	
<b>TOTAL</b>		<b>47 \$ 141.00</b>	<b>4 \$ 4.00</b>

DATE	Sales	Visitors	Surplus/shortage
8/02/2016	\$ 2.00	\$ 35.00	\$ -
15/02/2016	\$ 31.00	\$ 59.00	\$ -
22/02/2016	\$ 19.90	\$ 15.00	\$ 3.60
29/02/2016	\$ 69.45	\$ 36.00	\$ -
<b>TOTAL</b>	<b>\$ 122.35</b>	<b>\$ 145.00</b>	<b>\$ 3.60</b>

**Visitors Through Museum 51**

**MONTHLY BANKING \$ 270.95**

**Monthly Surplus/Shortage \$ 3.60**

**Committee Meeting Minutes to the Ordinary Meeting  
of Bogan Shire Council held on 24 March 2016**

Nyngan Museum Meeting    Date: 2<sup>nd</sup> March 2016    Venue: Nyngan Museum

Present:

*Hugh Sibbald, Margaret Sibbald, Glad Eldridge, Shirley Biddulph, Donna Pumpa, Val Keighran, Anna Corby, Stewart MacKenzie, Collin Pardy, Yvonne Pardy*

Apologies:

*Sharon Thompson, Bay Lovett, Tammy Trothe*

Guests:

Business Arising from Minutes:

*Donna checked with Shire and mail will be delivered to us unopened. No mail has been received by them recently.*

*Kourts Sign: Shire has not been in touch with museum regarding the sign as yet. Donna reported that there has been a council resolution to remove the sign until a new place can be found for it.*

*Platform has been cleaned by the Shire.*

*Invoice from Innovations for laminating has been paid.*

*Anna to write to Shire to enquire again about concrete pots at the oval. Could they be moved to the museum?*

Correspondence In:

*Nomination form for Seniors Local Achievement Awards.    Tabled*

*Nyngan Show Society invitation to hold a stall at the show, \$44.00. Stewart to book tentatively until staffing can be organized. Need volunteers. Names taken next meeting. Trial to be reassessed after the show. Concerns: Will we sell enough to cover costs? What will we sell? What will we display? Finalise at April meeting.*

*Small Grants application:    Stewart to check and apply for mannequins, software etc.*

Correspondence Out:

*\*Get well card to Tammy.*

**Committee Meeting Minutes to the Ordinary Meeting  
of Bogan Shire Council held on 24 March 2016**

**General Business:**

*Chairs have not been purchased yet as circumstances have changed with owners and they are not yet contactable. Donna will check*

*Anna and Stewart will do RSL night on 20<sup>th</sup> May*

*Anna will act in the position of Secretary until Tammy returns. Letter to be written to Shire requesting 2 concrete pots be removed from the oval and placed at the museum.*

**Co Ordinators Report:**

*February was another quiet month*

*Would like to purchase*

*2 hose reels: moved Collin 2<sup>nd</sup> Anna*

*mannequin for WW1 uniform approx \$100.00*

*MP3 players for self tour stories*

*All approved. Motion moved that Stewart check Small Grants incase some items could be purchased through them. 2<sup>nd</sup> Val*

*Would like to put on a morning tea for visitors. End of May?*

**Meeting Closed: 9.58am**

**Next meeting 6<sup>th</sup> April 2016**

**Mayoral Minute to the Ordinary Meeting  
of Bogan Shire Council held on 24 March 2016**

## **REPORT TO ORDINARY MEETING OF COUNCIL – MAYORAL REPORT**

### **Councillors**

The following report is submitted for consideration:-

#### **1 DOB IN A DRUGGIE CAMPAIGN**

The State Government is planning to launch a state wide “Dob in a Druggie” campaign next week to encourage residents to inform Crime Stoppers or local Police about any suspected drug activity they know about or suspect. I believe we should consider leading and encouraging our community to participate in this campaign by either:-

- a. encourage residents to report anonymously to Crime Stoppers, or local Police any suspected local drug dealers and their locations, addresses etc; and or
- b. make available at a number of locations in the town boxes that people can anonymously leave information about suspected drug dealers, how drugs are trafficked into town, location, names and addresses. After a given time period, Police would gather this information; and or
- c. Council organise a public meeting with an experienced appropriate guest speaker / speakers to inform and warn our community about the dangers of ICE, how it effects people and other details about the rapid spread of this drug and how communities can combine and work together to minimise its use.

All of this is motivated by ongoing efforts to keep Nyngan and Bogan Shire a safe place to live.

If information boxes are considered a worthwhile action to pursue, it could also provide an opportunity for residents to provide information about any dogs (and owners) that threaten people safety, are dogs considered to be dangerous and are not securely housed, or are a nuisance for consistent barking.

#### **1.1 Recommendation: For Council’s Consideration.**

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

### Mayor and Councillors

The following report is submitted for consideration:-

### 2 CHECKLIST

Item No.	Date	Minute No	Matter	Action Required	Officer	Status
1	25/10/2012	315/2012	<b>Local Heritage Sites</b>	When new VIC commences, signpost heritage sites with heritage colour and erect sign with the history of each location.	<b>GM</b>	VIC accreditation approved.  Design of signs underway.
2	13/12/2012 28/03/2013	418/2012 098/2013	<b>Davidson Park Revitalisation Program</b>	Council remove the entire playground, equipment, associated ground cover, fencing & park-bench seating with shelter. Establish paving pathways to the mural.	<b>MDES</b>	Most works completed. Due to completing priorities and need to incorporate Medical Centre planning, majority of remaining works to be reprogrammed. <b>UPDATE:</b> <b>Remaining works to be completed in conjunction with Landscaping of Medical Centre.</b>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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3	19/12/2013	532/2013	<b>Rezoning of Rural Land Outside the Nyngan Township</b>	Report on estimated cost be provided to February 2014 Council meeting prior to progressing with the proposal	<b>MDES</b>	Deadline for completion of Planning Proposal is August 2016. Following meeting with Council's Flood Engineer contractor in February 2016 on the flooding issues, Planning Proposal is required to be modified and a further report to Council in April 2016.
4	24/09/2015	342/2015	<b>Teamster Rest Area</b>	Invite NHS to make suggestions for internal & external painting that the school could undertake.	<b>MDES</b>	<b><u>UPDATE:</u></b>  <b>Copy of draft sign at end of checklist.</b>
				Dump point be relocated to Flood Memorial Car Park.	<b>MDES</b>	Further report detailing options and costings to re-locate the dump point will be presented to Council.
5	22/06/2014	209/2014	<b>Tourist Information Bay</b>	On commencement of project, Council advise owners/apparent owners of existing highway signage that existing signs to be removed & may be replaced by signs on the Information Bays. Council charge an annual fee and an initial fee.	<b>GM / ENG</b>	<b><u>UPDATE:</u></b>  <b>Construction Completed.</b>

General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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6	26/09/2014	362/2014	<b>Nyngan Waste Management &amp; Resource Facility</b>	Cost analysis be presented to Council to compare costs of providing additional staff to man the facility against awarding a contract to an external party.	<b>MDES</b>	Due to significance of issues identified under the operational plan, report presented to Council February 2016 meeting following Council resolution 131/2015 to recruit a waste operator under a 12 month contract.
	25/02/2016	032/2016		Prepare a report to March Council Meeting containing a detailed implementation plan for the proposed measures, including proposed implementation dates & a communication / public strategy for consideration by Council prior to their implementation, including use of care & vouchers.		<b><u>UPDATE:</u></b>  <b>Further report to be presented in April 2016 following consultation with Netwaste on an effective communication / public strategy.</b>
7	26/09/2014	363/2014	<b>Fire Safety Audit Program</b>	Further report on progress of compliance with Program.	<b>MDES</b>	Fire Safety Audit Reports (FSARs) to all selected properties completed. Meetings held with several owners/Board of Directors.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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	26/02/2015	033/2015		Legal proceedings including the issuing of Notices and Orders to commence against the owner/occupier of any premises who fails to confirm their agreement to comply with the findings of the FSAR.		Efforts still being made to have owners upgrade building voluntary.
8	26/02/2015	024/2015	<b>Bogan Shire Early Learning Centre</b>	Loan be raised for Council's contribution to the project.	<b>MC&amp;CS</b>	Will be raised towards the end of 2015/16 financial year.
	24/09/2015	337/2015		Subject to checking the LG Act, Council proceed with constructing the project itself.	<b>MDES</b>	Site works commenced Monday 26 November.
	25/02/2016	031/2016		Establish a date for the opening & invite the Federal & Local members.	<b>MC&amp;CS</b>	Date suggested Mid-May.
9	26/02/2015	042/2015	<b>Chinese Portion – Nyngan Cemetery</b>	Repairs to the burner be carried out in the current year's program.  Other upgrading matters be considered in 2015/16 estimates.	<b>MDES</b>	Three quotes received and preferred consultant to be selected based on budget and inclusions within quotation.

General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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	25/06/2015	224/2015		<p>A Heritage Conservation &amp; Management Report be prepared by a selected Consultant within the allocated budget.</p> <p>Send a copy of the MDES report &amp; recommendations from the Heritage Conservation &amp; Management Report to Mr White.</p> <p>Send a letter to the Chinese Embassy with a copy of the Heritage Conservation &amp; Management Report.</p>		<p>All quotes exceed budget allocation. Grant funding sought from Heritage Office for Emergency Works to the State Heritage Item.</p> <p>Action pending completion of report.</p> <p>Action pending completion of report.</p>
10	23/07/2015	269/2015	<b>O'Reilly Park Toilet Facility Upgrade</b>	Upgrades to toilet facility, an access way, ramp and handrail.	<b>MDES</b>	<b><u>UPDATE:</u></b> <b>Works underway.</b>
11	24/09/2015	377/2015	<b>Baby Change Tables</b>	Baby Change Tables be made available in O'Reilly Park & Davidson Park.	<b>MDES</b>	<b><u>UPDATE:</u></b> <b>Works scheduled in conjunction with above.</b>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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12	22/10/2015	406/2015	<b>Maintenance Grading of Logans Road</b>	Council, in consultation with affected property owners, develops & communicates a policy in regard to gates on public roads so as to comply with the provision of the Roads Act.	<b>ENG</b>	<b>UPDATE:</b>  <b>Report refers.</b>
13	26/11/2015	436/2015	<b>Showground</b>	Remove fence to the north of the Pavilion & repair trackside fence in that area.  Duck Creek be required to advise Council by end of March 2016 on what crowd control measure they plan to have in place for stage access at the annual race meeting.	<b>ENG</b>	Scheduled for March 2016.  Duck Creek advised. Response to be received.
14	26/11/2015	440/2015	<b>Show Day</b>	Joint approach from Nyngan Combined Schools & Council be made to the Dept of Education for schools to have a full day holiday.	<b>GM</b>	Discussions held with schools and Local Member, awaiting feedback prior to sending another letter.

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15	26/11/2015	441/2015	<b>Lions Park</b>	Council consults with community, including Local Aboriginal Land Council & Bogan Aboriginal Corporation & submits a Social Housing Community Improvement Fund Grant Application for recreational facilities in Lions Park.	<b>GM</b>	Grant submitted.
16	26/11/2015	457/2015	<b>Sports Insurance</b>	Council write to Minister for Sport & Minister for Health concerning inadequate reply to Council's enquiry on what local sports insurance fees are spent on.	<b>MCCS</b>	Letters to be sent.
17	26/11/2015	454/2015	<b>Tree Risk Assessment – Town Streets</b>	33 trees (excluding any figs) be progressively removed over the next 2 to 3 years and replanted with appropriate mature species, subject to the necessary budget being approved each year.	<b>MDES</b>	Ongoing.

General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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				<p>Fig trees be selectively pruned / shaped, with bracing systems installed and stumps grinded, as appropriate by a qualified AQF Level 2 Arborist, subject to the necessary budget being approved each year.</p> <p>Council have a qualified Arborist attend in 24 months to reassess those trees which have been retained.</p> <p>Manager Development &amp; Environmental Services prepares a street tree planting program, including a diagram of the assessed trees within the next 12 months, ensuring that appropriate mature replacement tree species are included within the future program for Council's consideration.</p>		
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**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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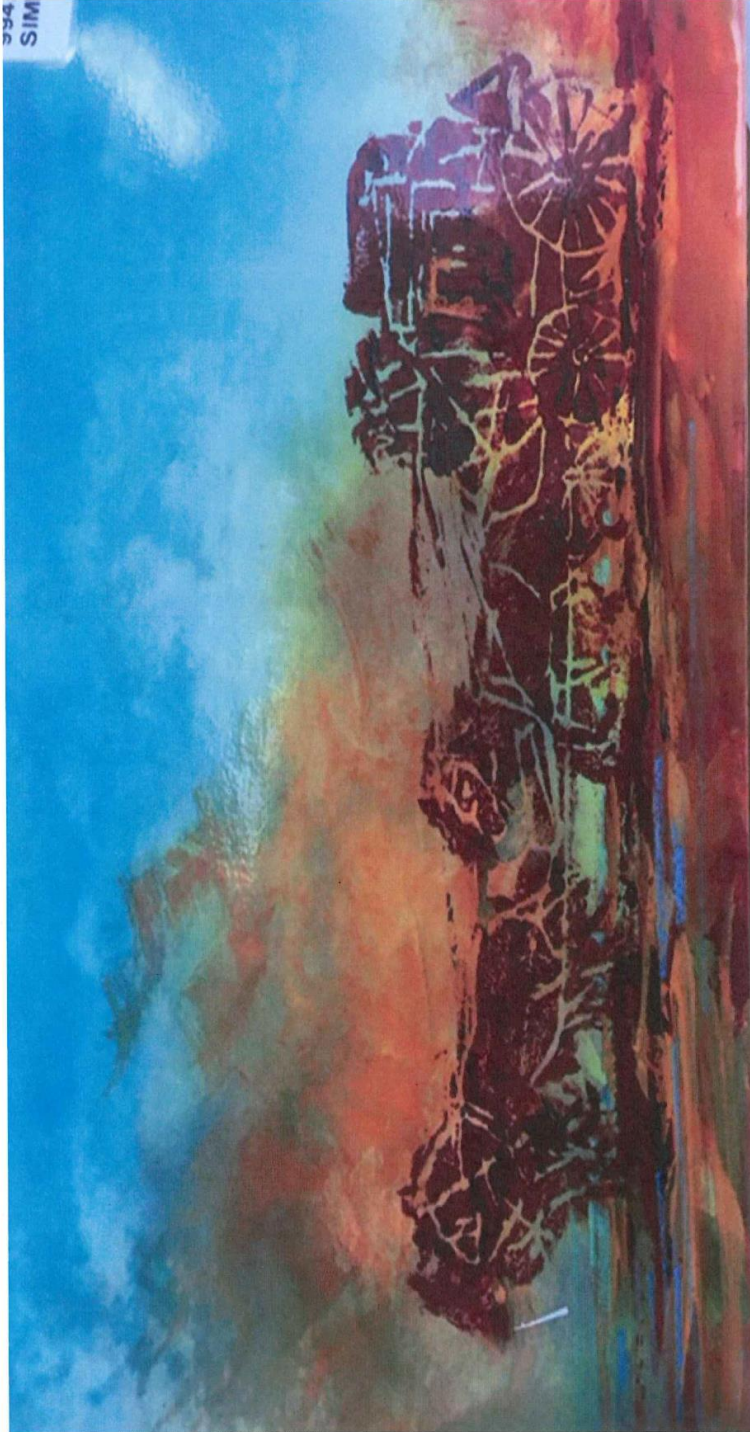
18	17/12/2015	500/2015	<b>Service Station Demolition</b>	Contact John Holland Rail & Dept Planning & Environment regarding zoning & usage of land:- between RSL & Hoskins Street Railway Crossing; & between State Rail Offices & Alamo Motel.	<b>MDES</b>	<b>UPDATE:</b>  Further consultation required with John Holland Rail regarding purchase of land.
	25/02/2016	008/2016		<p>Council investigate cost &amp; practically of rezoning the area from the former RSL Bowling Green to Hoskins Street to allow aged care units for a rental scheme to be constructed onsite.</p> <p>Approach the Nyngan RSL to support the construction of units.</p> <p>Council do some financial modelling on the cost implications to Council &amp; the community for an aged care unit development.</p>	<b>MC&amp;CS</b>	<b>UPDATE:</b> To hold discussion with Department of Planning and Environment about rezoning and costing.



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19	25/02/2016	022/2016	<b>Bogan Bush Mobile</b>	<p>Director of Children's Services prepare an email to Federal member, Mark Coulton to ensure the continuation of the Budget Based Funded Service, to avoid the severe impact of the rural families.</p> <p>Copy of the correspondence to other Children Services in electorate.</p>	<b>MC&amp;CS</b>	<p><b><u>UPDATE:</u></b> <b>Email sent 29 February 2016.</b></p> <p><b>Reply received from Mark Coulton that he is aware and will take on as an issue.</b></p> <p><b>COMPLETED</b></p>
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**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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Background is proposed to blend from the blue down into the orange similar to the picture above (which is taken from the cover of the "Cobb and Co Heritage trail Bathurst to Bourke" book).  
Have the horse and cart at the beginning of the sign, with the words Nyngan Couch House in the Cobb and Co font.

**Elvina Hughan**  
Visual Arts Teacher,  
Year 11 Year Advisor,  
Nyngan High School



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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## **1.1 Recommendation**

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

## **2 2016/17 RURAL FIRE SERVICE BIDS AND ESTIMATES**

### *Summary:-*

- *The purpose of this report is to advise Council of receipt of the 2016/17 Rural Fire Fighting Fund Estimates from the Rural Fire Service (RFS) for acceptance.*
- *Whilst the increase in costs provided, and therefore Council's contribution, has been kept to 1.56%, this cost figure does not include the state-wide Volunteer and Support Services (VASS) cost.*
- *Council's contribution in the current financial year towards the Bogan District Rural Fire Fighting Fund budget is \$127,618 (11.7% of \$1,090,756).*
- *Council resolved in December 2015 that it will only accept a 1.8% increase on the 2015/16 contributions for the 2016/17 financial year.*
- *If Council accepts the estimates for 2016/17, totaling \$749,089, which excludes VASS charges then the fact that this acceptance excludes VASS should be specified in the response to the RFS.*

### **2.1 Introduction**

The purpose of this report is to advise Council of receipt of the 2016/17 Rural Fire Fighting Fund Estimates from the Rural Fire Service (RFS) for acceptance.

### **2.2 Background**

As a signatory to the Bogan Rural Fire District Service Agreement, Council is required to indicate whether it accepts the Estimates prepared by the RFS for submission to the Minister for Police and Emergency Services.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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### **2.3 Discussion**

Whilst the increase in costs provided, and therefore Council's contribution, has been kept to 1.56%, this cost figure does not include the state-wide Volunteer and Support Services (VASS) cost. The VASS cost component increased by 7.6% (from \$328,209 to \$353,139) in 2015/16 and could have a significant impact on the final, overall increase in Council's contribution for 2016/17 - which was 4.86% in 2015/16.

Council's contribution in the current financial year towards the Bogan District Rural Fire Fighting Fund budget is \$127,618 (11.7% of \$1,090,756).

The Estimates figure for next financial year (2016/17) is \$749,089 – excluding VASS costs which are not available to Council at this stage, translating to a 1.56% increase in Council's contribution excluding VASS.

The General Manager is required under RFS protocols to certify the estimated district costs however can only do so based on advice and information provided by the RFS. This certification, which is attached (attachment 1), includes a commitment to comply with Sections 107 and 108 of the Rural Fires Act. These Sections relate to, amongst other things, Council's liability to pay 11.7% of the rural fire brigade contributions in a particular financial year. (Refer attachments 2 and 3).

Council resolved in December 2015 that it will only accept a 1.8% increase on the 2015/16 contributions for the 2016/17 financial year. This 1.8% is the same amount that Council is allowed to increase its rates by in 2016/17 via rate-pegging legislation. Any higher increase in RFS charges means that funding has to be withdrawn from other Council services to fund the RFS contribution.

If Council accepts the estimates for 2016/17, totaling \$749,089, which excludes VASS charges then the fact that this acceptance excludes VASS should be specified in the response to the RFS. Council has the option to reduce the \$749,089 in anticipation of an increase of more than 1.8% in VASS for 2016/17.

For 2015/16, Council's resolution also included the following amendment to the RFS's standard certification: "That the General Manager's certification be prefaced with the following qualification *'Based on the information provided by the RFS'*".



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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**2.4 Attachment**

2016/17 Rural Fire Service Bids and Estimates (excluding VASS contributions).

**2.5 Recommendation**

That the 2016/17 Rural Fire Fighting Fund Estimates – excluding VASS charges - presented by the NSW Rural Fire Service totalling \$749,089 be considered.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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**NSW RFS District Bids and estimates for 2016-2017**

REGION: West

DISTRICT: BOGAN SHIRE COUNCIL

YEAR: 2016-2017

GL Code	Account	Amount
	<b>District Staff Estimates</b>	
513120	Network Provision	\$3,329
	Vehicle New	\$0
	Vehicle changeover	\$0
511010	Fuel	\$9,150
521000	Repairs and Maintenance (WF)	\$2,745
511000	Registration	\$1,098
511015	CTP	\$1,464
511020	Insurance White Fleet	\$1,098
511030	Other MV Charges	\$2,745
518005	Freight/Transport	\$0
514100	Travel	\$2,200
513111	Telephone	\$1,560
560145	Equipment General	\$10,500
560150	Equipment Computers	\$0
515010	Information Services	\$11,583
513205	GRN Fees	\$27,672
560510	Red Fleet Insurance	\$13,316
560160	Radio Base Station Site Fees	\$4,000
516005	Photocopying	\$2,000
518060	DSE - Other	\$850
	<b>Total:</b>	<b>\$95,310</b>
	<b>Equipment</b>	
560100	AED Maintenance	\$0
560100	Other Fire Fighting Equipment	\$52,449
560105	PPE-Personal Protective Equipment	\$15,000
560155	Community Safety	\$1,750
	<b>Total:</b>	<b>\$69,199</b>
	<b>Maintenance/Repairs</b>	
	Maint/Repairs/Running	\$56,990
	Telephone Charges	\$7,275
	Utility Charges	\$5,000
	Insurance	\$3,000
	Other	\$10,500
560310	<b>Total:</b>	<b>\$82,765</b>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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**NSW RFS District Bids and estimates for 2016-2017**

**REGION:** West

**DISTRICT:** BOGAN SHIRE COUNCIL

**YEAR:** 2016-2017

GL Code	Account	Amount
	<b>Hazard Reduction</b>	
	Hazard Reduction	\$32,500
560130	<b>Total:</b>	<b><u>\$32,500</u></b>
	<b>Reimbursable Items</b>	
	VASS Reimbursement	\$19,835
560135	<b>Total:</b>	<b><u>\$19,835</u></b>
	<b>Brigade Stations</b>	
	FCC	\$0
	Stations	\$70,000
	Water Tanks	\$0
560125	<b>Total:</b>	<b><u>\$70,000</u></b>
	<b>Appliances</b>	
560115	New	\$0
560120	Used	\$210,598
560140	Other	\$0
	<b>Total:</b>	<b><u>\$210,598</u></b>
560120	<b>Trade/Dispose</b>	<b><u>\$0</u></b>
560510	Salaries Trainees	\$0
560510	Salaries (Inc oncosts)	\$168,882
	<b>Total:</b>	<b><u>\$168,882</u></b>
	<b>Equipment Total (net of Trade/Disposal)</b>	<b><u>\$580,207</u></b>
	<b>Grand Total:</b>	<b><u>\$749,089</u></b>

I hereby certify that above figures are true and fair estimate of the anticipated expenditure from the Rural Fire Fighting Fund in respect of this council for this financial year. The council will comply with Section 107 and 108 of the Rural Fires Act, when meeting its statutory contribution.

\_\_\_\_\_  
General Manager  
Date:

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

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**Rural Fires Act 1997 No 65**

Current version for 15 January 2016 to date (accessed 15 March 2016 at 11:43)

[Part 5](#) → [Division 4](#) → [Section 107](#)

<< page >>

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**107 Who is liable to pay rural fire brigade contributions**

- (1) The following persons (*contributors*) are liable to pay rural fire brigade contributions:
- (a) the Treasurer,
  - (b) relevant councils,
  - (c) insurance companies.
- (2) The total amount of rural fire brigade contributions to be paid for a financial year is to be paid in the following proportions by contributors:
- (a) the Treasurer, 14.6%,
  - (b) relevant councils, 11.7%,
  - (c) insurance companies, 73.7%.

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**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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## **Rural Fires Act 1997 No 65**

Current version for 15 January 2016 to date (accessed 15 March 2016 at 11:42)

[Part 5](#) » [Division 4](#) » [Section 108](#)

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### **108 When rural fire brigade contributions are to be paid**

- (1) The rural fire brigade contribution payable by a contributor for a financial year must be paid in 4 instalments (each of which is a *rural fire brigade contribution instalment*).
- (2) A contributor must, in accordance with an instalment notice given to the contributor by the Commissioner, pay a rural fire brigade contribution instalment on or before each of the following days in a financial year:
  - (a) 1 August,
  - (b) 1 October,
  - (c) 1 January,
  - (d) 1 April.
- (3) If a relevant council or an insurance company fails to pay a rural fire brigade contribution instalment within 30 days of it being payable, the council or insurance company is guilty of an offence.

Maximum penalty: 50 penalty units.

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**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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### **3 NEW SES FACILITY**

*Summary:-*

- *The purpose of this report is to seek Council's commitment to additional funding for the construction of new premises for the Nyngan State Emergency Services (SES) unit.*
- *Council has provided \$75,000 in its 2015/16 budget as a contribution to the construction of new offices and vehicle shed for the Nyngan unit.*
- *An acceptable design for the new facility has been agreed on, however additional funds will be required from Council and the SES.*

#### **3.1 Introduction**

The purpose of this report is to seek Council's commitment to additional funding for the construction of new premises for the Nyngan State Emergency Services (SES) unit.

#### **3.2 Background**

Council has provided \$75,000 in its 2015/16 budget as a contribution to the construction of new offices and vehicle shed for the Nyngan unit. The SES has contributed \$100,000.

#### **3.3 Discussion**

Extensive discussions have been held between Council management, Council's architect and SES management regarding the layout, construction method and cost of constructing the new facility. These discussions culminated in a meeting involving the Mayor, Deputy Mayor and management of Council and the SES in December last year.

At this meeting an acceptable design for the new facility was agreed on with a few strategies being agreed to contain costs of construction. It was acknowledged, however, that even with these strategies it would not be possible to erect the buildings to lock-up stage with the current, approved, budget. It was anticipated that a further \$40,000 would be required – contributed jointly by Council and the SES.





**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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An additional in kind commitment from Council could also be required by the use of Council staff to complete some of the work.

Apart from the benefit to the SES in obtaining new fit-for-purpose premises, the Nyngan Museum will also benefit by being able to extend into the space currently occupied by the SES.

**3.4 Recommendation**

That Council commits an additional \$20,000 for the construction of the new Nyngan State Emergency Services premises, provided the SES matches this contribution, recognising that some additional in kind commitment from Council could be required by Council in the form of the use of Council staff to complete some of the work.

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#### **4 REVISION OF COUNCIL POLICY AP004 TONGLING EXCHANGE PROGRAM**

*Summary:-*

- *This report is to review Policy AP004 Tongling Exchange Program.*

##### **4.1 Introduction**

The purpose of this report is to review Policy AP004 Tongling Exchange Program. The Policy was last reviewed on 27 March 2014, with amendments made to the Policy on 27 November 2014, and is now due to be reviewed.

##### **4.2 Background**

Council resolved at its December 2011 meeting to formulate policy guidelines in relation to funding, interviews, programs and all other aspects for planning future Tongling delegations.

##### **4.3 Discussion**

Although the current focus of the agreement is on a schools exchange program, the original intention of the agreement was for wider community participation and the revised Policy has been worded to allow for some flexibility to cover this situation should the need arise.

##### **4.4 Attachment**

The revised Tongling Exchange Program Policy AP004.

##### **4.5 Recommendation**

That Council adopt the revised AP004 Tongling Exchange Program until March 2018.

**Derek Francis  
General Manager**



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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## **POLICY AP004**

# **TONGLING EXCHANGE PROGRAM**





**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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## **Overview**

An agreement on “establishing and developing friendly cooperation” was signed by Tongling City and Bogan Shire in 2000 (refer Appendix). The original intention of the agreement was to collaborate and promote exchanges for mutual social and cultural benefit as well as economic benefit, particularly in the areas of agriculture, tourism and mining, given the similarity in our respective economies.

Since 2003 the focus of the agreement has been on a friendship and schools exchange with students and teachers from Nyngan High School and No 15 Middle School, Tongling participating in annual exchanges.

## **Policy Statement**

Council wishes to continue and strengthen the relationship with Tongling City as participants in exchanges have derived significant social and cultural benefit from it.

Notwithstanding the current focus on schools exchange the principal local body in the relationship with Tongling City is Bogan Shire Council as signatory to the cooperation agreement.

## **Applicability**

This policy applies to all agreements that Bogan Shire Council Councillors and staff make with external parties as well as to internal arrangements in relation to the ongoing Tongling agreement.

## **Purpose**

The purpose of this policy is to express and clarify Council's role in managing the Tongling agreement and to set out certain principles for managing exchanges.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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## **Principles**

### **1 Agreement Lead**

Bogan Shire Council as lead agency and signatory to the cooperation agreement with Tongling City will issue exchange invitations to Tongling City / No 15 Middle School following consultation with Nyngan High School and other stakeholders.

### **2 Frequency**

Bogan Shire Council will support one exchange visit per year alternating, annually, between a visit to China and a visit to Australia. (In other words an Australian delegation visits China in Year 1, a Chinese delegation visits Australia in Year 2, an Australian delegation visits China in Year 3 and so on.)

Council considers that this is the optimal frequency for exchanges given the cost of exchanges and the desire to preserve the freshness of the experience and the sense of occasion for delegates and the community.

### **3 Composition of Delegations**

Each year, Bogan Shire Council will work with Nyngan High School and other stakeholders to determine the size and composition of delegations and agree on funding strategies to meet the cost involved.

School students for the delegation shall be selected by a panel which includes two Council representatives being the Mayor and General Manager or their delegates, and the Principal and one teacher from the Nyngan High School. Council's representatives shall have input into the criteria used in the selection process.

### **4 Funding**

To meet part of the delegation costs, currently estimated at approximately \$25,000, Bogan Shire Council will consider an allocation for the exchange program in its annual budget. For the 2016/17 financial year this allocation is \$8,500.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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## **5 Financial Report**

After future visits to Tongling City and reciprocal visits to Bogan Shire Council, a Financial Report on all costs and monies raised be submitted to Council in conjunction with the Nyngan High School.

Council's allocation is to fund part or all of the following costs:-

 Delegation to China:-

- Airfares – Sydney to China return for students and teachers
- Airfares -Dubbo to Sydney return, or other alternate transport, such as coach and XPT Rail Services for students and teachers
- Visas for students and teachers
- Insurance for students and teachers
- Costs of internal China itinerary, students only, teachers pay own costs
- Gifts to – School / Council and students, main gift alternate each year, Bogan Shire Council/ Nyngan High School

 Delegation to Nyngan:-

- Cost of formal dinner
- Cost of any meals / expenses incurred by delegation
- Gifts – School / Council and students main gift alternate each year, Bogan Shire Council/ Nyngan High School
- Accommodation

With regard to the current school exchange program, Council strongly believes that no deserving school student from Years 9, 10 and 11, should be excluded from participating in the school exchange program as a result of their inability to meet the costs involved. To avoid any perception that ability to pay influences the choice of students, Council does not favour allowing "additional" paying students to join delegations.

Tritton Mines and other service clubs have traditionally made a contribution towards the cost of the delegations and Bogan Shire Council will continue to request their support for future delegations.

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Any remaining shortfall in funding for the Nyngan High School delegation will be met by fundraising activities carried out by the Nyngan High School.

## **6 Coordination**

A considerable amount of time and effort is required to develop and carry out a successful exchange program. Key to this is the coordination of efforts which is to be by a coordinating committee comprising:-

- Mayor, Bogan Shire Council
- General Manager, Bogan Shire Council
- Executive Assistant to the Mayor and GM, Bogan Shire Council
- Principal, Nyngan High School
- The assisting teacher who will travel with the delegation.

Depending on the composition of delegations, members representing other organisations may be brought onto the committee.

Current logistical arrangements are:


### **5.1 Bogan Shire will organise:-**

#### **Delegation to China:-**

- Extend formal invitation to No 15 Middle School
- Liaise with No 15 Middle School
- Flights
- Visas
- Insurance
- Liaise with No 15 Middle School re internal China itinerary
- Main gift to School/ Council
- Gifts for delegations.



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 Delegation to Nyngan:-

- Accommodation whilst in Nyngan
- Main gift to School/ Council
- Gifts for delegations
- Formal dinner
- Media – photos.

6.2 Nyngan High School will organise:

 Delegation to China:-

- Student delegation
- Transport – Nyngan to Dubbo return
- Main gift to School / Council
- Gifts to students
- Fund raising.

 Delegation to Nyngan:-

- Availability of school bus – transport to and from Dubbo airport / pick up and drop offs in Nyngan, if school bus not available, alternate transport
- Students to accompany bus to pick up and drop off at Dubbo airport
- Students to farewell delegation at accommodation
- Teachers to inspect and ensure accommodation is left in an appropriate condition
- Main Gift for School /Council
- Gifts for delegation
- Itinerary in Nyngan
- Fund raising.

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Items for discussion when planning an exchange include:

 Delegation to China

- Delegation representatives, number of delegates
- Dates, including length of stay
- Flights (including Dubbo to Sydney return)
- Visas
- Insurance
- Passports
- Gifts
- Transport – to and from Dubbo airport.

 Delegation to Nyngan:-

- School Bus (or alternate transport if school bus not available)
- Driver for bus – forward and return journey to Dubbo airport and pickups in Nyngan
- School activities
- Gifts
- Other meals / menus, including formal meal
- Itinerary for delegation, including visits to Museum, Council etc
- Welcome parcel (fruit tray etc) at accommodation.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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## **Authority**

Council Resolution No. 072/2014 dated 27 March 2014.

## **Policy Owner / Further Assistance**

General Manager

## **Related Information**

- Tongling Agreement (attached)

## **Review Date**

March 2016

## **Revision History**

<b>Date</b>	<b>Description of Change</b>	<b>Sections Affected</b>
23/02/2012	New policy drafted and adopted	All
27/03/2014	Revised policy drafted	All
27/11/2014	Amendment to Policy	All

**Agreement on Establishing and Developing Friendly  
Cooperation between Tongling City, Anhui Province,  
PR.China and Bogan Shire of NSW, Australia**

At the invitation of Mr. Ray Donald, mayor of Bogan Shire, NSW, Australia, a five-member delegation from Tongling City, Anhui Province, PR.China, headed by Mr. Shu Qingtao, vice mayor of Tongling, and acting as the plenipotentiary of Mr. Chen Songlin, mayor of Tongling City, pay a friendly visit to Nyngan from May 19<sup>th</sup> to May 23<sup>rd</sup>, 2000. Mr. Shu Qingtao, representing Tongling Municipal Government, and Mr. Ray Donald, representing Bogan Shire Council, after an in-depth talk, expressed the common wish of forming a formal friendly link between Tongling and Nyngan, an agreement was reached as follows:

1. The economies of Tongling & Nyngan are remarkably similar, given the abundant resources of mining, agriculture and tourism in both and a strong complementarity in products mix exists, therefore, a progressive exchange and collaboration in such fields is rather conducive to mutual economic growth and friendly partnership.
2. Apart from the intended exchange and cooperation, both agree to further their relations for the social & cultural benefit of residents of both their areas, and to deepen their mutual understanding and friendship, leading to a formal twinning arrangement.
3. Bogan Shire agrees to pay a reciprocal visit to Tongling in the year 2001, renewing the friendly relationship between Tongling & Nyngan, and carrying out the agreed cooperative items.
4. For daily liaison and future projects, it is decided that acting as the liaison officer of each authority, Mr. Zhang Shanglian, director of Tongling Foreign Affairs Office, and Mr. Paul Wearne, general manager of Bogan Shire Council, shall continue to execute them accordingly. It is also agreed that

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council  
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both authorities will retain their contacts through Australian Consulate General in Shanghai and the Chinese Consulate General in Sydney.

5. This agreement is produced in Chinese & English and signed on 19th, May 2000 in Bogan Shire, each side retaining one original.

For

For

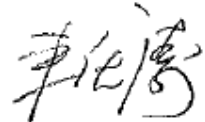
Representative of Bogan Shire

Representative of Tongling City



Councillor Ray Donald

Mr. Shu Qingtao



Mayor of Bogan Shire Council

Plenipotentiary of mayor of Tongling



Manager of Corporate and Community Services' Report to the Ordinary Meeting of Bogan Shire Council held on 24 March 2016

**REPORT TO ORDINARY MEETING OF COUNCIL – MANAGER CORPORATE & COMMUNITY SERVICES**

**Mayor and Councillors**

The following reports are submitted for consideration:-

**1 BANK RECONCILIATION**

**1.1 Introduction**

The purpose of this report is to present the reconciliation of Council's Cash Book, Bank Statements and Ledger Bank Account as at 29 February 2016.

**1.2 Background**

The presentation of the reconciliation of Council's Cash Book, Bank Statements and Ledger Bank Accounts is not a requirement of any Act, however historically it has been provided for the information of Councillors.

<b>Bank Reconciliation for February 2016</b>	
<b>Council General Fund</b>	
Bank Statement Balance	\$ 1,237,239.61cr
Add Deposits not yet receipted	\$ 22,336.76cr
Less Unpresented Payments	\$ 157,576.69dr
<b>Balance as per Council</b>	<b>\$ 1,372,479.54cr</b>
<b>Represented by the following in Council Ledgers</b>	
Account	
<b>19001.8000.8000</b>	<b>\$ 1,372,479.54cr</b>
<b>Difference</b>	<b>\$ 0.00</b>

**1.3 Recommendation**

That the Bank Reconciliation Report as at 29 February 2016 be received and noted.



**Manager of Corporate and Community Services' Report to the Ordinary Meeting of Bogan Shire Council held on 24 March 2016**

## **2 INVESTMENTS FEBRUARY 2016**

### **2.1 Introduction**

The purpose of this report is to outline the performance of Council's Investment Portfolio for the month of February 2016.

### **2.2 Background**

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

### **2.3 Discussion**

The Investment Report for February 2016 is shown below. At the 29 February 2016 Council had \$9.2 million invested. There has been a decrease to Council's investments since the January 2016 report due to the Early Learning Centre and Medical Centre Carpark invoices being paid.

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

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

**Manager of Corporate and Community Services' Report to the Ordinary Meeting of Bogan Shire Council held on 24 March 2016**

**Investment Movements for February 2016**

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

Bogan Shire - Investment movements for February 2016							
REF	Source	Maturity	Days	% rate	Interest	Bal 31/01/2016	Bal 29/02/2016
4493	CBA	11-Feb-16	365	3.250%	32,500	1,000,000.00	0.00
6784	NAB	06-May-16	180	2.830%	7,309	500,000.00	500,000.00
5189	NAB	08-May-16	180	2.860%	14,619	1,000,000.00	1,000,000.00
3204	NAB	11-Mar-16	180	2.900%	14,460	1,000,000.00	1,000,000.00
1203	NAB	17-Mar-16	180	2.950%	14,943	1,000,000.00	1,000,000.00
7202	NAB	17-Aug-16	180	3.030%	12,206	800,000.00	800,000.00
4608	NAB	01-Sep-16	180	3.050%	30,249	2,000,000.00	2,000,000.00
	BankWest	10-Aug-16	180	3.000%	14,795	0.00	1,000,000.00
802	Westpac - Maxi direct	n/a	n/a	Variable		2,126,196.70	1,878,188.08
	Balance securities held					9,426,196.70	9,178,188.08
	Ledger Balance					9,426,196.70	9,178,188.08
	<b>Summary by institution</b>						
	CBA					1,000,000.00	0.00
	NAB					6,300,000.00	6,300,000.00
	Westpac					2,126,196.70	1,878,188.08
						9,426,196.70	9,178,188.08

**2.4 Recommendation**

That the Investments Report be received and noted.



### 3 SUMMARY OF RATE & ANNUAL CHARGES COLLECTION

#### 3.1 Introduction

The purpose of this report is to provide a comparison of rate collections as at 29 February, 2016, with the same period last year.

#### 3.2 Discussion

This report is provided for the information of Councillors.

<b>Rate Collections</b>	<b>2015-2016</b>	<b>2014-2015</b>
Arrears Prior to 01/07/2015	227,037	226,888
First Instalment Outstanding as at 29/02/2016	26,486	34,217
Second Instalment Outstanding as at 29/02/2016	50,615	48,444
Third Instalment Outstanding as at 29/02/2016	159,717	209,586
Fourth Instalment Outstanding as at 29/02/2016	914,208	904,036
<b>Total Arrears</b>	<b>463,855</b>	<b>519,135</b>
<b>Total Outstanding</b>	<b>1,377,941</b>	<b>1,424,101</b>
<b>Monthly Transactions</b>		
Amount Levied & B/Fwd	4,955,347	4,758,208
Add: Adjustments	9,400	29,227
Less: Payments to end of February	-3,506,253	-3,288,893
Less: Rebates	-83,599	-77,443
Add: Postponed	3046	3,002
<b>Gross Total Balance</b>	<b>1,377,941</b>	<b>1,424,101</b>
<b>Arrears of total amount levied %</b>	<b>9%</b>	<b>11%</b>

Total arrears have decreased from \$519,135 at the 28<sup>th</sup> February 2015 to \$463,855 as at 29<sup>th</sup> February this year.

Each instalment amounts to approximately \$1,240,000.

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

Council has collected \$217,360 more than at the same time last year.

2.2% of Ratepayers are in arrears for their first instalment.

4.0% of Ratepayers are in arrears for their second instalment.

12.9% of Ratepayers are in arrears for their third instalment.

#### 3.3 Recommendation

That the Rates and Annual Charges Collection Report as at 29 February 2016 be received and noted.

## 4 WRITE –OFF UNRECOVERABLE DEBT

### Summary:-

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

### 4.1 Introduction

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

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

### 4.2 Discussion

**Debtor 428.01 Outstanding Account \$365.00** - \$200 was for a commercial premises food inspection in 2014/2015 and \$165 was for 2014/2015 Trade Waste Disposal Fee.

At the time the invoices were raised the premises were being leased by another party other than the owner of the building. The other party left town owing this debt and the owner of the building has since taken over the business and believes that the debt is not theirs to pay but the prior lessee. Council does not have contact details for the prior lessee nor do we believe if we did we would be successful in recovering the debt from them.

The 2015/2016 Trade Waste Disposal Fee has been paid in full by the owner of the building.

**Debtor 313.01 Outstanding Account \$282.70** - \$200 was for a commercial premises food inspection in 2014/2015 and \$82.70 was for 2014/2015 Trade Waste Disposal Fee.

At the time the invoices were raised the premises were being leased by another party other than the owner of the building. The other party left town owing this debt and the owner of the building has since sold the building and believes that the debt is not his to pay but the prior lessee. Council has not been successful in recouping this amount from the lessee or the prior owner of the building. Current contact details are not available for the prior owner or the lessee nor do we believe if we have these we would be successful in recovering the debt from them.

The 2015/2016 Trade Waste Disposal Fee has been paid in full by the new owner of the building.

**Debtor 508.03 Outstanding Account \$40.00 – Private Job Hire of Lawn Mower.**

This invoice was raised on the 23/1/2015 for the hire of a lawnmower. Council has sent monthly statements to a new address as the debtor has moved from Nyngan. There has been no contact from the debtor. Due to the low amount involved it is unrealistic to send this to Council's debt collection agency.

**4.3 Recommendation**

1. Council writes off the following debts:-

- a. Debtor 428.01     \$365.00
- b. Debtor 313.01     \$282.70
- c. Debtor 508.03     \$40.00.

2. The Trade Waste Disposal Fee is charged on rates notices so that the owner knows that it is a debt on the actual premises not to the lessee.

3. The Manager of Corporate and Community Services investigates a way to charge the commercial premises food inspection fee that can more easily be recouped from the owner of the business.

## 5 REVISION OF PROCUREMENT POLICY

*Summary:-*

- *The purpose of this report is to review policy FIN004 Procurement Policy. The Policy was adopted in July 2010 and is due to be reviewed.*
- *It is important that Council staff have clear guidelines in purchasing and tendering to ensure procedures are followed and compliance with the Local Government Act 1993.*

### 5.1 Introduction

The purpose of this report is to review policy FIN004 Procurement Policy. The Policy was adopted in July 2010 and is due to be reviewed.

### 5.2 Background

The Procurement Policy is one of the most important Council Policies. It is important that Council staff have clear guidelines in purchasing and tendering to ensure procedures are followed and compliance with the Local Government Act 1993.

The objectives of this policy are to:-

- To ensure best practice policies and procedures are followed in relation to internal purchasing for the Council.
- To ensure compliance with the *Local Government Act 1993* ("the Act").
- To ensure compliance with the *State Records Act 1998* and associated records management practices and procedures of the Council.
- To undertake purchasing processes that ensures value for money for the Council by delivering the most advantageous outcome possible.
- To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.
- To ensure that efficient and consistent purchasing processes are implemented and maintained across the organisation.
- To ensure wherever possible that Council buys locally if the quoted prices are competitive or within 10% and the goods are of at least the same quality.
- To ensure Value for Money and encourage competition between potential suppliers.

### **5.3 Discussion**

There are several changes to the provisions of the Procurement Policy with the main changes as follows:-

1. The renaming of the Policy from Purchasing Policy to Procurement Policy.
2. The inclusion of tendering processes in line with the Local Government (General) Regulation 2005.
3. The inclusion of authorised delegation as per Bogan Shire Council Policy AP006.

### **5.4 Attachment**

Policy FIN004.

### **5.5 Recommendation**

That Council adopt the revised Procurement Policy FIN004.



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**POLICY FIN 004**

**PROCUREMENT POLICY**

## 6 INNOVATION FUND GRANT APPLICATION

*Summary:-*

*Seeking additional support to apply for a joint grant through the Innovation Fund.*

*This will allow Council to implement a joint Strategic Asset Management System which it otherwise wouldn't be able to afford.*

*Council commitments will be an additional \$46,000 of in-kind support to the \$30,000 already committed.*

*This meets strategies 2.1.1, 2.1.3, 3.1.4 and 6.1.3 of Council's Operational Plan.*

### 6.1 Introduction

The purpose of this report is to seek an additional \$46,000 of in-kind Council support for this project. The additional in-kind support will be in the form of time charged to the project by the Asset Manager and the Manager Corporate and Community Services. No more cash will be committed. It simply means that time spent by staff on this implementation project will be recognised as a contribution to the project.

In September 2015 Council committed \$30,000 (cash and in-kind) to support an application through the Fit for the Future Innovation Fund to purchase a Strategic Asset Management System (SAMS) with Gilgandra, Warren and Coonamble Shires. This figure is likely to increase to \$40,000 (cash and in-kind) through an agreement between the General Managers of each Shire. All Councils will be contributing an equal cash amount to the project which is expected to be about \$20,000.

Broad agreement on the content of the grant application has been reached by the four participating Councils. The application is nearing completion and is expected to be submitted by Tuesday 29 March 2016.

### 6.2 Background

Bogan Shire Council have identified an opportunity to seek funding under the Fit for the Future Innovation Fund to purchase and implement a SAMS and invited the other identified "Rural Councils" in our area being Coonamble, Warren and Gilgandra to be involved. Bogan Shire is the applicant with support being provided by the other Councils.

The Innovation Fund is a \$4m grants program established under the NSW Government Fit for the Future Reforms, will be allocated in two stages of \$2 million each. Stage one closes on 1 April 2016.

Innovation Fund Grants are available to local Councils in regional NSW with a population less than 10,000 that have completed Fit for the Future template two or three along with those Councils in the Far West Region who are not required to complete a Fit for the Future proposal.

Councils can apply individually or as a group with priority given to those Councils that are assessed as Fit for the Future.

The program provides one off grants of:

- up to \$150k for individual Councils; and
- up to \$400k for projects involving more than one Council

For each grant a co-contribution of at least 30% is required (cash or in kind, such as labour, equipment, facilities, land/property or other resources).

### **6.3 Discussion**

The joint application proposed is for the purchase and implementation of the software and hardware associated with a SAMS that will assist our Councils in meeting the demands of Total Asset Management into the future.

Three potential providers of Strategic Asset Management Systems (SAMS), that have a proven track record, have provided detailed demonstrations of their products to the working group. Visits to Bathurst, Parkes and Narromine Councils, who are currently using these systems, have also occurred.

Council needs a SAMS in order to manage the usage, maintenance and upgrading of its assets in the most efficient and effective manner. However, these systems are expensive and Council cannot justify the cost implementing one on its own. By implementing a joint system it allows Council to make a strong joint grant application and to defray the cost of implementation and running the system over several Councils.

Council's Asset Manager, will oversee Council's involvement in this project. His time will be charged to the project.





**Manager of Corporate and Community Services' Report to the Ordinary Meeting of Bogan Shire Council held on 24 March 2016**

A well implemented working SAMS will help Council attain many of the strategies agreed on in its Operational Plan , but will particularly meet Strategy Numbers 2.1.1 and 2.1.3 in relation to maintenance and management of Shire roads, 3.1.4 in relation to the management and maintenance of buildings and 6.1.3 in relation to statutory reporting.

It is envisaged that the maximum level of Council's contribution would be about \$20,000 in cash and \$56,000 in-kind (labour). As mentioned above, cash contributions from each Council will be equal.

**6.4 Recommendation**

That Bogan Shire Council commit a total of \$76,000 (cash and in-kind) to the joint Fit for the Future Innovation Grant Application for the purchase of a Strategic Asset Management System (SAMS).

## 7 BOGAN SHIRE EARLY LEARNING CENTRE

*Summary:-*

*Update on the current status of Licensing, Marketing, Enrolments, Staffing and proposed official opening of the Centre.*

### 7.1 Introduction

The purpose of this report is to inform Council of the progress of critical issues in relation to the Bogan Shire Early Learning Centre.

### 7.2 Background

Director's Report: - The Building of Bogan Shire Early Learning Centre is really taking shape! It is very exciting to see such a beautiful learning space being built. I highly commend the BSC team and especially the Acting Manager of Development and Environmental Services for their hard work and commitment to what they are creating on site. In addition I appreciate the additional work load this project has created for administration staff and would like to acknowledge my appreciation to all who are working towards a quality Education and Care Service.

### 7.3 Discussion

#### **Expressions of interest in Enrolling**

Expressions of interest in enrolling (we legally can't call them enrolments until we have a licence) are at a neat 40 to date. With 215 spaces per week and the presumption of these 40 children they would come an average of 2 days per week we could presume we have 80 odd places filled. Almost half full with very little marketing at this stage, I am very happy with this.

In addition both the 0-3 year and 3-5 year rooms are equally full which is also pleasing as the older room is more profitable due to the child staff ratios.

## **Licensing**

All licensing paperwork was submitted to the Department in February. With this process underway we now wait for the building to be complete and an occupation certificate to be granted, this will then be submitted to the Department, which will activate the process of a compliance visit. Compliance officers will visit and go through the building and playground checking space and safety requirements in line with Education and Care Services National Regulations. The service needs to be fully set up ready for children when this occurs.

Once this visit is complete and we are deemed "compliant" our licence will be granted by the Education and Care Office, this may take up to 14 days after the compliance visit. Once we receive our licence we are able to open our doors to children.

## **Staffing**

We are carefully building the staff team for the ELC. All positions with the exception of 4 educators will be filled in the next month, the remainder of educators required will depend on numbers and will be filled in due course.

## **Marketing**

As previously mentioned we are not permitted to market the Centre and enrol children until our licence has been granted (I was not aware of this late last year). We will however hold a parent information morning and evening in the last week of March where I will explain the service, our philosophy and routines, introduce the team and explain the confusing Child Care Benefit so families have an understanding of what child care will cost them. I plan on having our Parent Handbooks ready to share and will be able to arrange appointments for any parents who may need assistance with enrolling or completing the Child Care Benefit and Child Care Rebate process.

Once our licence is granted I propose we market the Centre by:-

- Doing a mailbox drop with a flyer detailing the new ELC
- Marketing ELC on the Shire FB page and website
- Council Colum in the Nyngan Observer
- Radio and Newspaper Editorial
- Place posters in Shire, Library, Supermarkets, Doctors and other Children's Services
- Place Ads in School newsletters
- Email all BBM and ELC contact list.



**Manager of Corporate and Community Services' Report to the Ordinary Meeting of Bogan Shire Council held on 24 March 2016**

## **Grand Opening**

Having sought advice from Julia Ham, EC Consulting, I recommend contacting the Minister Birmingham's (Minister for Education and Training) office with three dates. We can have the opening at the Centre with the children there, Julia recommended this as it gives a much nicer feel for the place. We have compiled a list of who may need to be invited and I would be comfortable with setting dates from mid-May once we are settled and to allow for any hold ups in opening. Finer details can be worked through with the General Manager.

### **7.4 Recommendation**

For Noting.

**Luke Taberner**

**MANAGER CORPORATE & COMMUNITY SERVICES**

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

## **REPORT TO ORDINARY MEETING OF COUNCIL – MANAGER ENGINEERING SERVICES**

### **Mayor and Councillors**

I submit the following report for consideration:-

## **1 OPERATIONAL REPORT**

### **1.1 Civil Works**

Work undertaken between the reporting period of 15 February 2016 to 11 March 2016 consisted of the following:-

- Assisting with the continuing construction of the Early Learning Centre;
- Commenced installation of the Liberty Swing in O'Reilly Park;
- Removed part of the brick wall from Davidson Park Playground to allow for installation of the new railway fence;
- Continued assisting contractors with the installation of an automatic gate at the works depot;
- Removed sections of dangerous footpath near 'FoodWorks' in Cobar Street;
- Installed plaques at the cemetery;
- Continued construction of headwalls on a culvert on the Mitchell Highway (HW7);
- Began installing new surfacing in the practise nets at Larkin Oval;
- Completed culvert repairs on Merryanbone Road; and
- Installed a pipe culvert at the entrance to "Adavale".

### **1.2 Community Facilities**

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

- Mowing and maintenance of ovals and reserves;
- Cleaning of town facilities;
- Cleaning and sweeping of the Nyngan CBD;
- Preparing for private functions;
- Cleaning and maintenance of town streets and nature strips;
- Cleaning of town streets gutters and culverts; and
- Digging and backfilling of graves.

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

**1.3 Roads**

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

<b>No.</b>	<b>Name</b>	<b>Comments</b>
71	Ferguson's Road	Maintenance grading completed
15	Kallara Road	Gravel carting completed
84	Budgery Road	Gravel carting completed
47	Parker's Road	Maintenance grading completed
MR 7514	Cockies' Road	Roadside slashing completed
MR 57	Tottenham Road	Shoulder grade completed
5	Peisley Road	Maintenance grading continuing
18	Elmore Road	Grading of causeways completed
10	Pangee Road	Maintenance grading continuing
43	Kelly's Road	Maintenance grading completed
19	Cooneybar Road	Maintenance grade commenced
17	Booramugga Road	Maintenance grading completed
7	Warrah Road	Maintenance grading completed
HW8	Barrier Highway	Shoulder grading continuing
60	Whiterock Road	Re-sheeting continuing

Council's Jet-Patcher during this reporting period has carried out routine maintenance on the following roads:-

- Colane Road;
- Booramugga Road;
- Old Warren Road;
- Canonba Road;
- Nyngan town streets;
- Mulla Road;

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

- Mitchell Highway; and
- Barrier Highway.

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

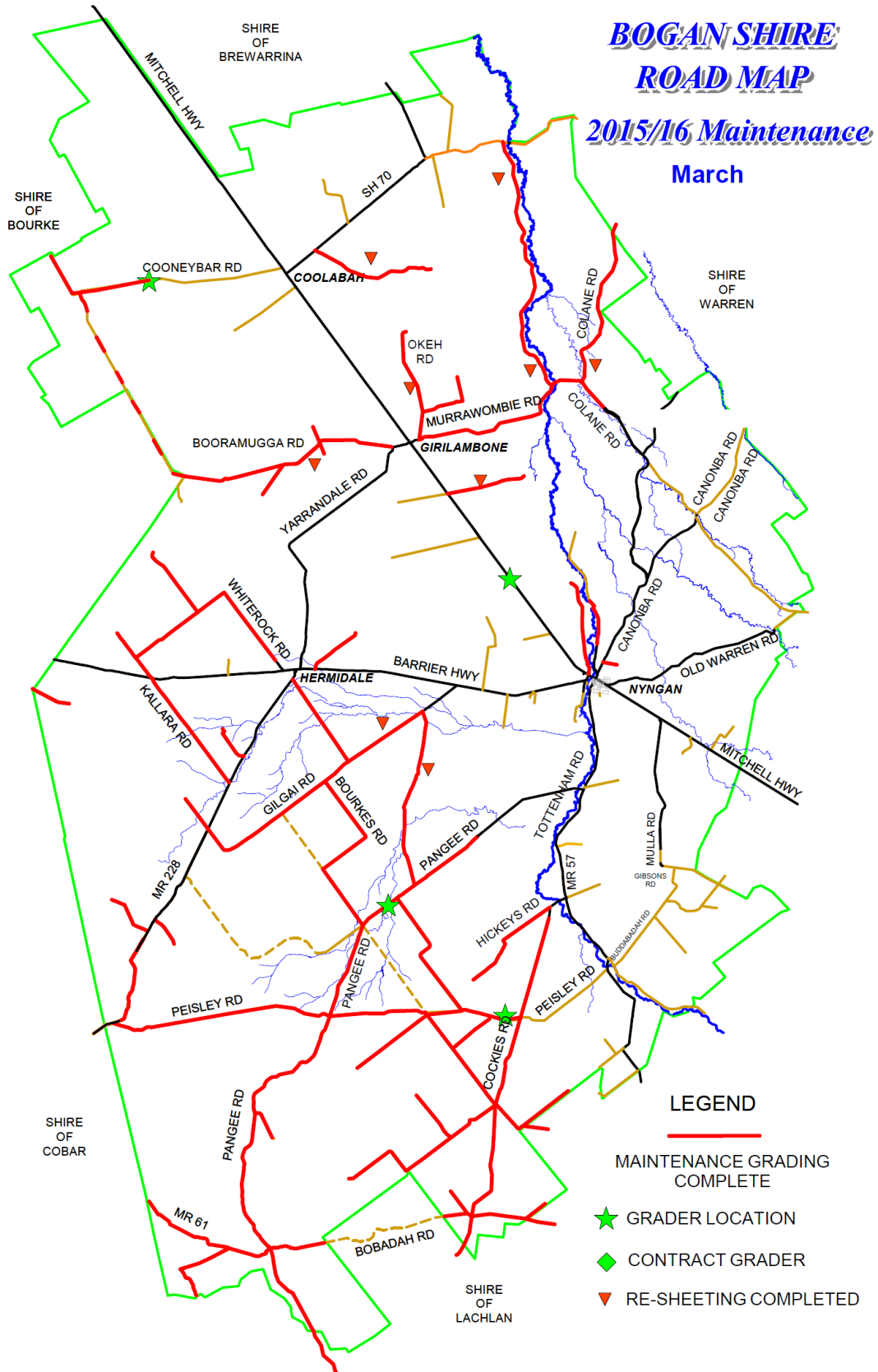
- Maintenance grading and re-sheeting of the following roads:- Cooneybar Road, Pangee Road, Kallara Road, Whiterock Road, Budgery Road, Glengariff Road, Merryanbone Road and Canonba Road;
- Construction and sealing of 1km of Pangee Road;
- Continuing slashing of its rural road network;
- Resealing segments of the Barrier Highway and Mitchell Highways;
- Resealing of sections of the Mulla Road and Tottenham Road;
- Rehabilitation of the sections of the Canonba Road and Colane Road;
- Rehabilitation of approximately 1.4km of the Mitchell Highway east of Nyngan near the property "Adavale"; and
- Shoulder grading of the Barrier Highway.

Roads and Maritime Services have confirmed by email that *based on projected funding levels, there is currently no pavement rehab projects locked in for the Mitchell Highway in Bogan Shire in 2016/17. There is still a possibility of a smaller project being included (near the eastern boundary) following finalisation of the program, but there is no guarantee at this stage.*

#### **1.4 Recommendation**

That the Operational Report for the reporting period 15 February 2016 to 11 March 2016 be received and noted.

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**





**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

## **2 GATES ON PUBLIC ROADS POLICY**

*Summary:-*

- *The purpose of this report is to seek direction from Council on the development of a Gates on Public Roads Policy.*
- *A member of the public is entitled, as of right, to pass along a public road.*
- *A public gate can be permitted on an unfenced public road but it cannot be locked.*

### **2.1 Introduction**

The purpose of this report is to seek direction from Council on the development of a Gates on Public Roads Policy.

### **2.2 Background**

Council resolved at the October 2015 meeting that *Council, in consultation with the affected property owners, develops and communicates a policy in regard to Gates on Public Roads so as to comply with the provision of the Roads Act.*

### **2.3 Discussion**

As discussed previously, some property owners have been locking gates on a no through road in an attempt to stop poachers from accessing their properties via the public road. Although the reason for locking the gates is understandable, it is not permitted on a public road.

The *Roads Act 1993* states:-

#### **Section 3 Objects of Act**

The objects of this act are:-

- (a) to set out the rights of members of the public to pass along public roads, and
- (b) to set out the rights of persons who own land adjoining a public road to have access to the public road.

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

**Section 5 Right of passage along public road by members of the public**

(1) A member of the public is entitled, as of right, to pass along a public road (whether on foot, in a vehicle or otherwise) and to drive stock or other animals along the public road.

The need to have a gate on a public road can be dealt with under the *Roads Act* by Council issuing a Public Gate Permit. The following applies to Public Gates:-

- A roads authority may permit the occupier of any land through which an unfenced public road passes to erect a gate across the road at any place at which the road intersects a boundary fence.
- A roads authority must cause notice of the granting of the permit to be published in a local newspaper.
- The holder of a public gate permit may, at any time after one month from the publication of the notice of the granting of the permit, erect a gate in accordance with the permit.
- The holder of a public gate permit must ensure that:-
  - (a) a notice is attached to both sides of the gate bearing the words "PUBLIC GATE" in letters at least 75 millimetres high, and
  - (b) both the gate and the notice are maintained in good condition.
- While a public gate permit is in force, the public gate to which it relates is taken not to constitute a public nuisance and does not give rise to an offence against this or any other Act.
- A person must not cause any damage to a public gate or to any notice attached to the gate.
- A person who opens a public gate must cause it to be closed again immediately after it has been used.
- A person who fails to cause a public gate to be closed is liable for any loss or damage suffered by the occupier of the land adjoining the public road on which the gate is situated as a result of the gate having been left open.
- Any such gate would have to be able to be accessed by the public and therefore **would not be able to be locked**.

Locked gates on no through roads would likely result in less damage caused to the roads with property owners keeping off them in the wet and other vehicles not being able to access them.

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

In some circumstances the far end of a public road could be closed by Council but this would then make it a private access road that is no longer maintained by Council.

Although having locked gates on some no through roads would not cause any major problems for maintaining the road (if suitable arrangements are made for access), it cannot be done if we are to comply with the Roads Act.

## **2.4 Recommendation**

For Discussion.

## **3 MITCHELL HIGHWAY BATTERS**

*Summary:-*

- *The purpose of this report is to advise Council of the outcome of the RMS inspection of the steep batters on the Mitchell Highway east of Nyngan.*
- *RMS has inspected the site and recommends culvert work before the batters can be improved.*
- *Shoulders to remain closed until funding is available for the improvement works.*

### **3.1 Introduction**

The purpose of this report is to advise Council of the outcome of the RMS inspection of the steep batters on the Mitchell Highway east of Nyngan.

### **3.2 Background**

Council wrote to the RMS Project Engineer for Regional Asset Delivery to express concerns over the steepness of the batters in a couple of locations through the recently completed section of rehabilitation works.

**Manager of Engineering Services' Report to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

### **3.3 Discussion**

RMS was asked to inspect the site and advise Council that the batters were to their standards and satisfactory for a motorists safety if they were to run off the shoulder.

The RMS Area Maintenance Manager has advised that the site was inspected and batter slope measurements recorded. He said the ideal batter slope is 1 in 4 where possible but, they do not have that in many parts of their network or in this location.

As the steep batters are located at two bridge sized culverts, the concrete headwalls and wingwalls require raising before batter slopes can be improved. Our Maintenance Manager has forwarded this issue to the RMS Bridge Section who are aware of the problem and it will be addressed when funding is available.

RMS have recommended that "Shoulder Closed" signs and additional delineation remain in place until the culvert and batter work is carried out.

### **3.4 Recommendation**

That the report be received and noted.

**Graeme Bourke**

**MANAGER ENGINEERING SERVICES**

**Acting Manager of Development and Environmental Services' Report to the Ordinary Meeting  
of Bogan Shire Council held on 24 March 2016**

**REPORT TO ORDINARY MEETING OF COUNCIL – ACTING MANAGER  
DEVELOPMENT AND ENVIRONMENTAL SERVICES**

**Mayor and Councillors**

I submit the following reports for consideration:-

**1 DEVELOPMENT APPLICATIONS**

**1.1 Introduction**

One (1) Development Applications has been approved since Council's February 2016 Meeting.

DA NUMBER	APPLICANT	ADDRESS	DESCRIPTION	VALUE (\$)	PROGRESS
2014/001	Dr Ryan Heggie	Cannonbar Road, NYNGAN	Hangar	64,000	General Manager awaiting further advice from Applicant
2014/013	Peter Groeger	'Killawarra' COOLABAH	Extracting sand and gravel	5,000	Still waiting on consent from Crown Land Office 24/7/2014 – a 4 week extension of time to provide consent of CL has been permitted.
2015/004	Tritton Resources Pty Ltd	Mitchell Highway GIRILAMBON E Lot 10 DP 751315 & Lot 3 DP 751342	Underground mine – "Avoca Tank"	20,000,000	Additional Information required from Applicant to satisfy Government Agencies
2015/021	KJ Halal Meats Pty Ltd	Old Warren Road, NYNGAN	Alterations and Additions to Abattoirs	250,000	Stop the Clock Issued – EPA requires more information
2016/006	Sheds Out West	40 Nymagee Street, Nyngan	Shed	19,000	Approved

**1.2 Recommendation:** That the Development Applications Report since Council's February 2016 Meeting be received and noted.

## **2 OPERATIONAL REPORT – PARKS AND GARDENS TEAM**

### **2.1 Introduction**

The purpose of this report is to outline the key works undertaken since Council's February 2016 meeting by the Parks and Gardens Team.

### **2.2 Discussion**

Key works that have been undertaken consisted of the following:-

- Routine maintenance duties including whipper snipping, mowing, weeding (as required), tree branch and litter removal (as required), and edging of Heritage Park, Teamsters Rest, O'Reilly Park, Centennial Park, Council Administration Building, Moonagee Park, Lions Park, Vanges Park, Davidson Park and Nyngan Cemetery;
- Litter removal, whipper snipping and mowing of Rotary Park;
- Landscaping including new turf, tree and shrub planting, irrigation installation, new garden beds and paving at the Bogan Shire Early Learning Centre;
- Vegetation trimming for new railway boundary fencing to the rear of Davidson Park;
- Construction of watering system for the Bogan Shire Early Learning Centre; and
- Assisting in the operation of the Nyngan Tip.

### **2.3 Recommendation**

That the Operational Report – Parks and Gardens Team since Council's February 2016 Meeting be received and noted.

### **3 OPERATIONAL REPORT - WEEDS**

#### **3.1 Introduction**

The purpose of this report is to outline the key works undertaken since Council's February 2016 Meeting by the Noxious Weeds Officer.

#### **3.2 Discussion**

Key works that have been undertaken consisted of the following:-

- Routine property inspections;
- Routine roadside inspections;
- Water Course inspections;
- Spraying of noxious weeds at Old Warren Road edge break;
- Spraying of noxious weeds at Nyngan Cemetery;
- Spraying of noxious weeds at the Nyngan Showground;
- Spraying of noxious weeds at the Nyngan Racecourse;
- Control of woody weeds at Highway 7 – Bourke Highway; and
- Educational Workshop at St Joseph's Catholic School.

#### **3.3 Recommendation**

That the Operational Report – Weeds since Council's February 2016 Meeting be received and noted.

#### 4 NYNGAN LONG DAY CARE CENTRE – MONTHLY REPORT

*Summary:-*

- *Monthly report on the construction status of the Bogan Shire Early Learning Centre (BSELC)*

#### **Project Status Summary**

On Time?	On Estimate?	Any Scope Changes?	Any Emerging Issues?
Yes	Yes	Yes	No

#### **1. Project Status Summary Explanations and Comments**

With the opening date approaching fast, works have progressed as planned and on schedule.

The building has reached 'lock-up' stage, meaning all external works to the building have been completed, with exception to a few minor touch-ups.

Since the last Council meeting and as of 14 March 2016, internally, the tiling and joinery have been installed and completed. The flooring and fit-out (i.e. electrical, plumbing) are scheduled to be completed by the 18 March.

The carpark has been sealed and line marking is to be scheduled.

Landscaping to the front portion of the building is expected to be completed by 18 March 2016. External landscaping works commenced on Monday 13 March.



## 2. Project Cost Management

Task	15/16 YTD Actuals (incl Oncosts)	15/16 Commitments
07490 : Buildings Capital Works	879,468	84,011
3170 : Early Learning Centre Capital Budget - 2015/2016 \$700,000	833,170	84,011
3171 : Early Learning Centre - Car Parking Capital Budget - 2015/2016 \$15,000	32,243	0
3172 : Early Learning Centre - Street Access Capital Budget - 2015/2016 \$20000	14,055	0

## 3. Project Schedule and Milestones

Week ending 18 March

- Flooring completed
- Electrical fit off completed
- Front landscaping completed
- Rear landscaping commenced

Week ending 24 March

- Plumber fit off completed
- Rear landscaping continue
- Essential fire measures fit off completed
- Security services fit off completed
- Painting (touch-ups) commence

Week ending 1 April

- Painting (touch-up) completed
- Rear landscaping continue
- Building minor details commence

Week ending 8 April

- Rear landscaping completed
- Carpark line marking commence and completed
- Building minor details completed.

#### **4. Project Communication and Engagement**

Nil.

#### **5. Project Issues**

##### **Resource Management**

As reported to Council in November, Council's Civil Works Team has been heavily involved in many facets in the construction of the building. This has not changed through the months of December, January and February.

Whilst their involvement is coming to end, it shall be noted that their significant contribution to the Early Learning Centre has affected other Capital Project items.

**Ty Robson**

**ACTING MANAGER OF DEVELOPMENT & ENVIRONMENTAL SERVICES**

## **PRECIS OF CORRESPONDENCE**

### **1 SES VOLUNTEERS JOURNAL**

Attached is a copy of an email received from the Support Program Facilitator of the SES The Volunteer Journal asking Council to sponsor the Journal by taking out a Supporter Sponsorship advertisement. A list of the advertising rates is shown on the brochure.

**1.1 Recommendation:** For Council's Consideration.

### **2 NRL – WESTERN NSW**

Attached is a copy of correspondence received from the NRL – Western NSW asking to use office space in the Town Hall for the Far West NSW Game Development Officer with the NRL.

**2.1 Recommendation:** For Council's Consideration.

### **3 AUSTRALIAN RED CROSS**

Attached is a copy of correspondence received from the Australian Red Cross asking for financial support for the Red Cross Calling Fund Raising Appeal, which raises vital funds to support people in times of hardship.

**3.1 Recommendation:** For Council's Consideration.

### **4 MINISTER FOR LOCAL GOVERNMENT**

Attached are copies of correspondence received from The Hon Paul Toole MP, Minister for Local Government:-

- a. In reply to Council's letter about Rural Councils and the Joint Organisations Model; and
- b. Thanking Council for its continued involvement in the process of the 35 original proposals on the Government's Fit for the Future reforms.

**4.1 Recommendation:** That the correspondence received from the Minister for Local Government be received.

## **5 SBS FM RADIO RETRANSMISSION FOR NYNGAN**

Attached is a copy of an email received from Australian Communications Authority regarding Council's SBS Licence. Council received a \$16,115 subsidy in May 2010 for the installation of equipment to transmit SBS FM radio on FM 103.9 to Nyngan. The annual cost to Council is approximately \$150 for the apparatus licence and electricity. The licence expired last year but can still be reinstated at minimal cost if Council wishes to continue broadcasting SBS Radio.

**5.1 Recommendation:** For Council's Consideration.

## **6 NYNGAN LOCAL ABORIGINAL LAND COUNCIL**

Attached is a copy of correspondence received from the Nyngan Local Aboriginal Land Council seeking permission to place signage or plaques at Aboriginal sites for tourist and people within the community. Two sites have been identified:-

1. The Scarred Trees which are caged on Tottenham Road; and
2. Aboriginal Men's Site – see map.

**6.1 Recommendation:** For Council's Consideration.

## **7 WEEKLY CIRCULARS**

Weekly Circulars 07/16 to 10/16 are tabled for Council's information. Copies of the Circulars Indices and Summary of Items have been dispatched to Councillors.

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

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

**Hi Cathy and Derek,**

Thank you for allowing me to send this information on Our SES Volunteers official Journal "The Volunteer".

You've seen Our SES Volunteers, haven't you? All year long they're out at terrible and frightening events like fighting fires or floods. They could even be finding your lost son, up on your mother's roof in a storm or cutting a friend out of a car. Our Volunteers are out there helping you, your family, friends and the whole community. I'd like to think you can help.

We've currently working with their Editorial Team and getting out the JUNE, 2016, official Journal "The Volunteer". Please help and become a very valued and warmly welcomed sponsor by taking a Supporter Sponsorship Advertisement. We will display all your business details and a tag line "Very proud to support Our Local SES Volunteers". The Journal is full of pictures and stories of their rescue activities, plus safety articles and emergency procedures. There's a special kids section for potential new volunteers and much more. They'll support you and tell their family and friends. You could become "even more famous" in your own area. Can you PLEASE help? Will you find it in your heart to give your support? It's just your agreement to proceed, today. Can we count you in?

[Right Click here for Information as Requested for support sponsorship. Then click top line Open Link in New Tab.](#)

THE GOOD NEWS IS WE DON'T WANT YOUR MONEY NOW. If we just book a good spot for you now, we can get the paperwork out to you in the next week. You'll receive a "CERTIFICATE of APPRECIATION" from Our Volunteers President to display and show people you CARE and your own copy of "The Volunteer" JUNE, 2016, official Journal. Plus, it's totally tax detuctable. (So at least Scott does pay something - we reckon it should be the lot) If we do that for you, could you please help the guys and girls in your area? Can we count you in?

Thank you very much for your interest and please help at the level that best suits you.

Kind Regards,

Jim Squire.

Support Program Facilitator.

Information as requested, more information at [nswsesva.org.au](http://nswsesva.org.au)

the **Volunteer** **NSW SESVA**  
Volunteers Association  
The Official Journal of the New South Wales State Emergency Service Volunteers Association



## Advertising Rates

Size	Amount	Width	Height
Inside Front Cover	\$3,450	210	297
Inside Back Cover	\$3,450	210	297
Outside Back Cover	\$3,450	210	297
Full Page	\$2,660	210	297
1/2	\$2,080	190	131
1/4	\$1,320	93	131
1/6	\$800	93	86
1/8	\$700	93	63.5
1/10	\$500	93	50
1/12	\$400	93	41

All prices ex. 10% GST. Agency fees extra. Artwork images and logos must be supplied in EPS, TIFF, JPEG or PDF format, at 300 dots per inch resolution. For PDF and EPS ensure all fonts are imbedded. Word documents with imbedded images are unacceptable.

**Copies:** 8,500

**Readership:** 25,000 (approx.)

**Size:** A4 - 210mm x 297mm Stock 100gsm A4 throughout.

**Format:** up to 10 different sponsor inserts to support local members with corporate sponsors in all copies.

**Distribution:** All NSWSESVA Members & Emergency Service Organisations.

- 4 editions per year (Apr, Jun and Sep - Dec electronic only)
- Artwork required 6 weeks prior to delivery date. (Last deadline)
- 10% discount applies to an annual commitment of 3 editions.

**The Volunteer Journal is the official journal of the New South Wales State Emergency Service Volunteers Association (NSWSESVA) which is the representative body for the volunteers of the New South Wales State Emergency Service.**

It is used by NSWSESVA to co-ordinate activities and air its viewpoints to members and volunteers Statewide. The Volunteer contains a variety of information from rescue and lifesaving techniques, bushfire prevention, water safety and road accident rescue etc.

It is strategically produced for your area to support your local members and without funding from business like yours, it would be impossible to produce this quality publication. All advertising is essential for the ongoing support of this publication and to continue the communication between NSWSESVA members.

**Thanking you  
in anticipation of  
your support.**

For all enquiries contact:  
**countrywideaustral**

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Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016

BOGAN SHIRE COUNCIL	
FILE	R/N
01 MAR 2016	
ASSIGNEE	



Dear Alister,

I am pleased to announce that Byron Warren will now take on the role as Far West NSW Game Development Officer with the NRL. Byron has an extensive background in Rugby League Development and will bring new passion and enthusiasm into region allowing the game to grow and prosper to its full potential.

The last development officer was based in Dubbo and while it was convenient to be based at Apex Oval as most of competitions are played out of the facility it wasn't practical to service the needs of the communities in the Far West region. Having a development officer based in Nyngan will satisfy those needs of the region but also be an asset to the town of Nyngan as Byron will easily be accessible for school and club clinics as well as delivering coach education. Speaking on the phone you mentioned there is office space available in the town hall which also has internet access available to set Byron up, if we were able to take this up it would be greatly appreciated.

Byron is due to start working on the 29<sup>th</sup> February and will spend the first week travelling out to the communities he will manage and on the 7<sup>th</sup> March will be looking to set up his office in Nyngan.

Look forward to hearing from you and if you have any further questions please don't hesitate in contacting me.

Regards,

Kyle Myers

**NRL – Western NSW**

Apex Oval JRL Clubhouse  
Dubbo, NSW, 2830

PO BOX 2427  
Dubbo, NSW, 2830

M 0400 367 558  
F 6881 6611

kmyers@nrl.com.au  
ABN 23 082 088 962

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016



29 February 2016

Clr Ray Donald  
Mayor  
Bogan Shire Council  
81 Cobar Street  
Nyngan NSW 2825

Dear Clr Donald,

**Red Cross Calling 2016**

For more than a century now, Red Cross has played a unique role helping people and communities in need in virtually every town and community across Australia. 2016 has barely begun and already our staff and volunteers have been on the ground helping people to recover from devastating fires, floods and cyclones around the country. Red Cross has also launched the Tropical Cyclone Winston Appeal to provide humanitarian support to the people and communities in Fiji and across the region who have been affected by the devastating category 5 cyclone.

But Red Cross does much more than that. Every day we are working with vulnerable people in your community – making daily phone calls to elderly Australians living alone, providing a healthy breakfast to thousands of children who might otherwise go hungry, and supporting people who are isolated, or seeking asylum from war and persecution.

This critical work would not be possible without generous donations from members of the public to fundraising appeals like Red Cross Calling.

For over 66 years the annual Red Cross Calling campaign has been held each March to raise vital funds to support people in times of hardship. Through Red Cross Calling, we ask individuals and families around Australia, including local communities across regional and metropolitan New South Wales, to volunteer their time to collect valuable donations for our work in the community. Hundreds of schools, community service groups and local businesses also get involved.

We would like to ask for the support of Bogan Shire Council for this initiative. Your financial contribution to Red Cross Calling will help us transform the lives of vulnerable families and communities. Please find enclosed a form showing payment options.

We recognise that many Councils are already Red Cross champions, providing significant support to our Branch network. This local level support is deeply appreciated. Without it Red Cross would not have the capacity to provide much needed support to those in need. If you would like information on opportunities to engage with Australian Red Cross at a local level, please call me directly on 02 9229 4219 or email [jbroun@redcross.org.au](mailto:jbroun@redcross.org.au)

For your information I have also enclosed a copy of the latest issue of our Red Cross magazine 'Humanitarian'.

CRISIS | CARE | COMMITMENT

[redcross.org.au](http://redcross.org.au) follow us    

St Andrews House, Level 4, 464 Kent Street  
Sydney NSW 2000  
T 1800 812 028 F 1800 855 240  
ABN: 50 169 561 394



**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

Thank you in advance for your support.

Yours sincerely,

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a long, horizontal stroke that tapers to the right.

**Jody Broun  
Executive Director  
Australian Red Cross**

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016



**The Hon Paul Toole MP**  
Minister for Local Government

Clr Ray Donald  
Mayor  
Bogan Shire Council  
PO Box 221  
NYNGAN NSW 2825

BOGAN SHIRE COUNCIL	
FILE	R/N
14/376	16/1918
11 MAR 2016	
ASSIGNEE	
Mayor	

Ref:  
MIN: 2015-14433  
Doc ID: A455294

2 MAR 2016

Dear Clr Donald

Thank you for your letter of 25 January 2015 to the Deputy Premier, the Hon. Troy Grant MP, about Rural Councils and the Joint Organisations model. As this matter falls within my portfolio, the Deputy Premier has asked that I respond on his behalf.

I note your advice that Rural Councils should be given the flexibility to deliver their functions in a way which meets the particular needs of their region, with the option to receive support as part of a Joint Organisation where necessary.

The NSW Government recognises that retaining flexibility in service delivery is critical for Rural Councils, reflecting their unique circumstances and challenges. In this context, the Government will continue to refine the Joint Organisations model through the current series of pilots, with the aim of enabling councils to better capture economies of scale and collaborate on regionally-significant projects.

I note your view that Rural Councils should be able to draw upon the resources of their Joint Organisation, while not being compelled to use them.

A principle of the Government's reform agenda is that councils should have the opportunity to source services in a way which provides the best return for their communities. I encourage Bogan Shire Council to put forward its views on this matter during the review of the Joint Organisations Framework Paper, which I expect to be released shortly.

I note that Bogan Shire Council has been assessed as 'Fit for the Future' as a Rural Council, and I look forward to seeing Council implement its improvement proposal.

The Government is investigating ways to improve Rural Councils' access to funding, including through the distribution of Financial Assistance Grants. This work is part of the Government's broader commitment to ensure that Rural Councils are able to provide necessary services and infrastructure for their communities in the long run.

I trust this information has been of assistance.

Yours sincerely



Paul Toole MP  
Minister

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016



**The Hon Paul Toole MP**  
Minister for Local Government

Clr Ray Donald  
Mayor  
Bogan Shire Council  
PO Box 221  
NYNGAN NSW 2825

BOGAN SHIRE COUNCIL	
FILE	R/N
14/376	16/1903
11 MAR 2016	
ASSIGNEE	
mayor	
cc: CE	

Dear Clr Donald

The deadline for submissions to delegates on the Government's 35 original merger proposals has now closed, so it is timely to provide an update on the Government's Fit for the Future reforms. Thank you for your continued involvement in this process, particularly to those who are directly participating in the council boundary review process.

The public inquiries conducted by delegates have provided councils and the community with the opportunity to have direct input into this process and delegates have met with each council affected by a merger proposal. The delegates will prepare their reports having regard to the factors outlined in the *Local Government Act 1993*.

These reports will be provided to the Local Government Boundaries Commission for review and comment. I recently announced the appointment of Mr Bob Sendt as Chairman of the Boundaries Commission. Mr Sendt, who has served as the Auditor-General of NSW, is an experienced senior public servant. He will be joined by Ms Natasa Mitic of the Office of Local Government (OLG) and two nominees of Local Government NSW, Clr Rick Firman OAM of Temora Shire Council and Clr Lesley Furneaux-Cook of Burwood Council.

Once I have considered the delegates' reports and the comments of the Boundaries Commission, I will consider whether to make recommendations to the Governor for any new local government areas.

In addition to the Government's 35 original proposals, a number of councils have made their own proposals under the Local Government Act. These have been referred to the Chief Executive of OLG for examination and report, which will occur in the same way as the Government's proposals. As a consequence of these council-initiated proposals, I have put forward three additional proposals in adjacent areas for examination and report in the event that a council-initiated proposal proceeds. If any of these proposals replace a Government proposal, consideration will be given to funding them in the same way.

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

The Government anticipates that these additional proposals may be reported on by the delegates, and Boundaries Commission comments provided, in a timeframe that may enable the Government to keep its commitment of commencing any new local government areas covered by these proposals by around the middle of 2016. Should any further proposals be made by councils, the Government will continue to assess whether they satisfy the requirements for a proposal under the Local Government Act and if so, refer them for examination and report as required under the Act. The timeframe during which they are then considered under the Act is a matter for the Chief Executive of OLG or his delegate and then the Boundaries Commission. It may be likely that consideration of any further proposals may occur subsequent to the proposals under current consideration.

The Government's consideration of council-initiated proposals demonstrates our desire to work with councils on local government reform and underscores the fact that no final decision has been made about any proposal. The Government is committed to doing what is in the best interest for ratepayers through sustainable councils that can deliver the services and infrastructure that ratepayers deserve.

The Government remains committed to allowing councillors that are supportive of making the new council a success the opportunity to shape the future of the new council.

If you have any further questions, please do not hesitate to contact Corin Moffatt on 02 8574 7016.

Yours sincerely

A handwritten signature in black ink that reads "Paul Toole". The signature is written in a cursive, flowing style.

Paul Toole MP  
**Minister**

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016

Subject **SBS FM Radio Retransmission for Nyngan**

Thank you for your advice earlier today, that the above radio service is presently operating but without audio modulation.

The licence for this service expired on 1 March 2015.

Bogan Shire Council will need to either switch off the FM radio transmitter or apply for a new licence.

As I indicated to you, if a new application is received in the next few weeks, the licence can be reinstated promptly and for very little cost.

A later application would involve a full reassessment of the proposed technical specifications of the service and very substantially greater costs to Council.

The licence application forms can be found here:

<http://www.acma.gov.au/theACMA/information-about-form-acma-b12>

On the form you should indicate whether you wish to retransmit the SBS Radio or alternative programming such as one of the ABC radio networks etc.

If you decide to proceed with the licence application and encounter difficulties in completing the form, please give me a call and I will walk you through the task.

By the way, satellite delivery of the SBS Radio programme stream changed from the Aurora to VAST platform about 2 years ago.

It is possible that the SBS Nyngan satellite program input was never updated to VAST input & that is the reason for loss of programming.

You would need a communications technician to establish the cause of the problem.

Kindest Regards

Sam Dellit  
Broadcast Planning Engineer

Broadcast Spectrum Planning Section  
Spectrum Planning and Engineering Branch  
Communications Infrastructure Division  
Australian Communications and Media Authority  
Red Building, Benjamin Offices,  
Chan St., PO Box 78,  
Belconnen ACT 2616 AUSTRALIA

Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016



Bogan Shire Council  
PO BOX 221  
Nyngan NSW 2825

12<sup>th</sup> February 2016

Dear Mayor Donald and Councilors,

**RE: Signage**

Nyngan Local Aboriginal Land Council would like to seek permission from Bogan Shire Council to place signage or plaques at Aboriginal site for tourist and people within the community.

Attached is the two sites which have been identified that need signage to allow people to develop an understanding of why trees are cages or certain areas are named men's and women's business.

Nyngan Local Aboriginal Land Council is more than happy to visit these areas with the Bogan Shire Council and explain the importance.

Nyngan Local Aboriginal Land Council aim is to ensure people are educated about our History and to protect the sites from damage, as best we can.

If you require further information please contact the CEO Veneta Dutton on 02 68 322 639

Yours sincerely

Veneta Dutton  
CEO  
Nyngan LALC

**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

Site 1- The scared trees which are caged on Tottenham Rd

We acknowledge the traditional custodians of the land the Wongiabon people, we pay our respects to Elders both past and present. Please stay a moment to allow the ancestral spirits to welcome you.

These trees were cut down along the edge of the road you have travelled on behind you, in \_\_\_\_ (year/date to be confirmed) to make the road safer and wider and have been placed in the cages for protection.

The band around the tree is to prevent to tree from splitting.

Aboriginal Culture within the Bogan Shire is acknowledged and protected. Please report damage to the Police, Bogan Shire Council or Nyngan Local Aboriginal Land Council.



**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**

Site 2- Aboriginal Men's Site

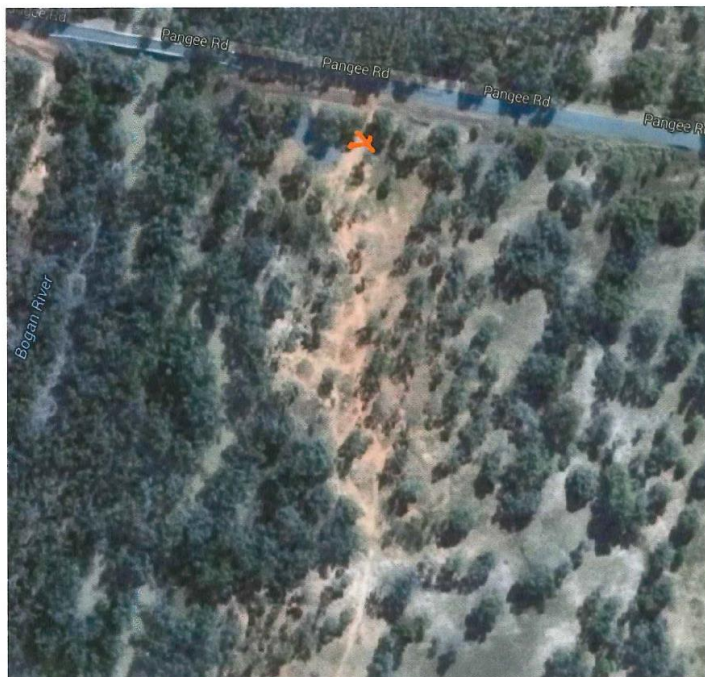
Public Notice

Warning from the Aboriginal Community

Beyond this point has been noted as Aboriginal men's sites (men's business) by National Parks and Wildlife which are forbidden to women.

The Aboriginal Community suggest women should not be here, as they were traditionally forbidden from men's sites.

Aboriginal Culture within the Bogan Shire is acknowledged and protected. If you notice or see damage please report to the Police, Bogan Shire Council or Nyngan Local Aboriginal Land Council.

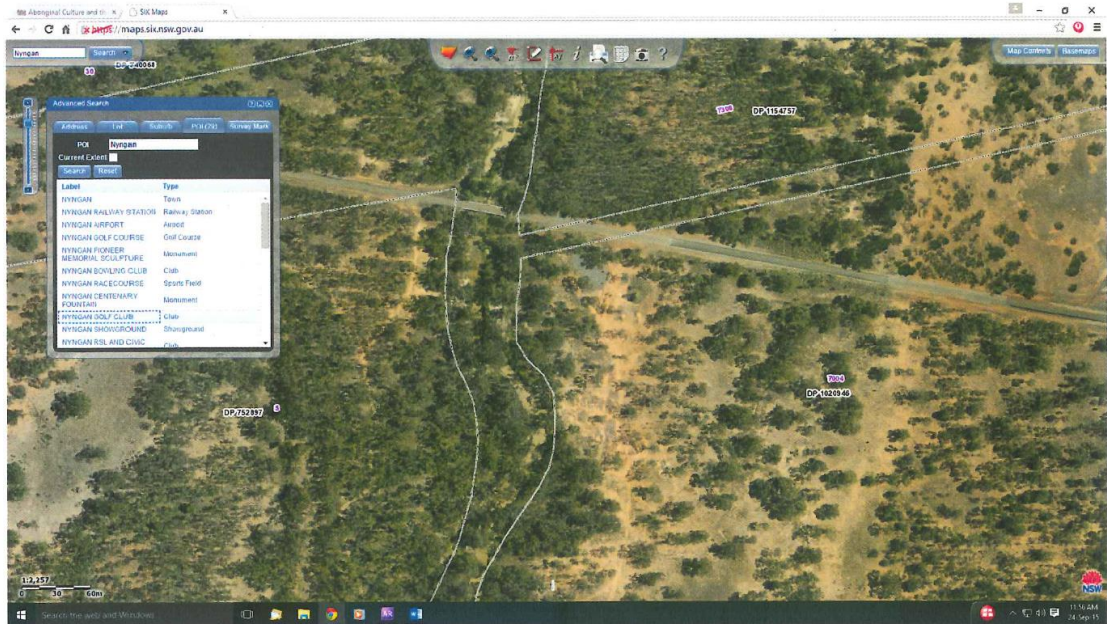


Please note: X is the approximately the entrance of the area.

It can also be accessed along tottenham road, and we are waiting on National Parks and Wildlife to identify the area so the same sign or plague could be erected



**Precis of Correspondence to the Ordinary Meeting of Bogan Shire Council  
held on 24 March 2016**



## **GRANTS AND FUNDING**

### **LG Weekly 07/16 – 19 February 2016**

#### **2016 Councillor Pat Dixon Training Support Program**

LGNSW is calling for applications from Aboriginal or Torres Strait Islander Local Government Councillors or staff for the Pat Dixon training support program.

### **LG Weekly 08/16 – 26 February 2016**

#### **ClubGRANTS for Arts and Cultural Infrastructure**

Expressions of Interest are sought for \$2.5 million in grants under the ClubGRANTS Category 3 program to help organisations build arts and cultural infrastructure in their local communities. Councils are eligible to apply.

### **LG Weekly 09/16 – 4 March 2016**

#### **Local Government Sector Women's Leadership Grants**

Women and Leadership Australia is administering a national initiative to support the development of female leaders across the public sector and Local Government.

#### **Applications for Festivals Australia Grants**

Councils are invited to apply for grants under the Festival Australia funding program.

