



BOGAN SHIRE COUNCIL

Business Paper

24 November 2016

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17 November 2016

COUNCIL MEETING NOTICE

The next Ordinary Meeting of Council will be held in the Council Chambers, Nyngan on Thursday 24 November 2016 at **9.15am**.

Prior to the commencement of the meeting, Councillors and Senior Staff will inspect the Nyngan Swimming Pool Complex.

At 10.15am Nyngan High School Teachers and Students of the recent delegation to Tongling City No 15 Middle School will address Council.

At 12 noon the audited Financial Reports and Auditor's Report for the year ending 2016 will be presented to the public, in accordance with Section 418(3) of the Local Government Act 1993.

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 27 October 2016
6. Engineering Services Confidential Report
 1. **Budget Amendment – Switchboard and SCADA Installation – Nyngan Water Treatment Plant**
 2. **Tender for Design and Construction of Switchboard and SCADA Installation - Nyngan Water Treatment Plant 2016/04**

In accordance with the provision of Clause 10A (2) (d) (i) of the Local Government Act 1993, the General Manager is of the opinion that consideration of these items is likely to take place when the meeting is closed to the public for the following reason: because information provided and discussed involves commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
7. Confirmation of the Minutes of the Council Meeting held on 27 October 2016
8. Committee Meeting Minutes
9. Mayoral Minute
10. General Manager's Report incorporating reports from:-
 - Community Services
 - Corporate Services
 - Engineering Services
 - Development and Environmental Services
11. Correspondence
12. 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 November 2016**

COMMITTEE MEETING MINUTES

1 SHOWGROUND USERS ADVISORY GROUP

Attached are the Minutes of the Showground Users Advisory Group Meeting held in the Bogan Shire Council Chambers on 17 October 2016.

1.1 Recommendation: That the Minutes of the Showground Users Advisory Group Meeting held in the Bogan Shire Council Chambers on 17 October 2016 be received and noted.

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

**Minutes of the Showground Users Advisory Group Meeting held at Bogan Shire
Council Chambers on 17 October 2016**

The meeting opened at 5:00pm

Present: Mayor Ray Donald (Chair), Councillor Kevin Ryan, Kathy Korn, Bruce Cleaver, Rowan Cleaver, Vernetta Gibson, Rodney Robb, Robyn Harris, Will Marr, Derek Francis (General Manager), Jeff Leek (Supervisor - Civil Works and Community Facilities).

1. Apologies:

Lachlan Wallis, Rodney Dewhurst.

2. Previous Minutes:

The minutes of the previous meeting were adopted.
(Moved Rodney Robb, seconded Bruce Cleaver)

3. Matters Arising

a) Wye Pavilion

- Water ponding at both entrances in heavy rain.

b) Racecourse

- Centre of track – slashing was effective – should continue.
- Council to obtain quote for security fencing between track and Pavilion with a view to seeking contributions from Users.
- Toilets – no issues at Duck Creek event.
- Photo box key will be given to Jockey Club who will be responsible for safekeeping.
- Hard areas on the race track 900/1100 m area and 300m area still need to be done but needs to wait until weather conditions are right and track has dried off. (Rodney to liaise with Graeme).
- Duck Creek request to plant hedge behind toilets. (Shire to liaise with Bruce to ensure species suitability, adequate water supply and maintenance issues are addressed.)
- Duck Creek – confirmed police car driving around made a big difference to crowd behaviour. Suggested that Duck Creek uses Facebook to spread the word that no alcohol is permitted in Showground.

**Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council
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c) Showgrounds

- Arena rails (rodeo area) have not been painted yet. Rodney to obtain paint from Shire.
- Showground toilet septic tanks in close proximity to food and wine area for Ag Expo. Suggested that Shire investigate sealing outlet or installing riser.
- Boards on stands cut too short and not sticking, some were wet when Shire cleaned the Pavilion. Need to be redone please.
- Users to advise Shire if they can identify any areas for tree planting.
- More picnic tables – Shire to obtain quotes for consideration.

4. **Other Matters**

5. Racecourse

- Lights were left on for 3 weeks after event with unhelpful response from Shire when queried.
- Shire to demarcate and identify evacuation points for major events like Duck Creek and Ag Expo.
- Shire to investigate and obtain quote for 3-phase power to a mushroom near the fence for band.

a) Showgrounds

- Ag Expo requires road base walkways in the machinery section. Some concerns raised regarding impact of this on other users. Shire to investigate.
- Concerns about drain through food and wine area and lack of level ground generally.
- Wye Pavilion stands need reinforcing. Shire will attend to.
- Show needs somewhere to hang temporary sign at entrance gates. Shire will attend to.
- Complaint regarding parking around Wye Pavilion at the end of the Show. Shire to investigate barrier/s.
- Big Elders stand needs fixing to the ground.
- Issues with people on the gates having no shelter from the sun and rain. Shire to obtain quote to install permanent shelters.

Next meeting to be held prior to 2017 events in mid- March 2017.

The meeting closed at 6:30pm.

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

2 NYNGAN MUSEUM MEETING

Attached are the Minutes of the Nyngan Museum Meeting held on 2 November 2016.

2.1 Recommendation: That the Minutes of the Nyngan Museum Meeting held on 2 November 2016 be received and noted.

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

Nyngan Museum Meeting Date: November 2016

Present:

Val Keighran, Shirley Biddulph, Yvonne Pardy, Margaret Sibbald, Hugh Sibbald, Anna Corby, Glad Eldridge, Ray Donald, Stewart McKenzie, Kate

Apologies:

Collin Pardy, Bay Lovett, Veneta Dutton, Sharon Thompson

Guests:

Abigail McLaughlin

Minutes last meeting: Read and Moved: Yes 2nd: Margaret Sibbald

Business Arising from Minutes:

Chairs have arrived from Bogan Shire council, two are damaged so will be collected and replaced. Lights in the Museum that still don't work will be reviewed again by the shire when the SES room becomes available.

The bike man has been approached by the council to stay away from the bus stop while buses are loading and unloading passengers.

Letter from Bogan Shire Council re request to transfer money from Historical society to Garford Engine Fund.

Correspondence In:

Letter from the Cobar Museum that was sent to them by mistake. It contains school photos from the 1940s and was sent by Helen Vanges. We will put it with the other correspondence about her family. Letter from State Records about Windows into War Time Photographic Exhibition October 2016 – September 2017 at Western Sydney Records Centre or at www.records.nsw.gov.au

Correspondence Out:

*

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

Treasurers Report attached and read: yes

2nd: Yvonne Parady

General Business:

- *The Museum has no jurisdiction over the funds belonging to the Historical society. We think the Garford Engine is a worthwhile project for the funds to be put towards. We have no problem with the funds being directed into the Engine Account. Letter to be sent to the Sire to confirm this.*
- *The museum still pays monies into the Historical Society Account when copies of Nyngan on the Bogan are sold. Now that the society has folded, could the funds be put into the museum account for us to use for the purchase of storage and display items for the Museum ? Letter to the Shire.*
- *Glass cases have arrived for the Doll's Room, and have been filled with very experienced help from Val Hartwig, our "doll expert in residence."*
- *There is a set of old carriage wheels out in the weather in the Shire yard in Moonagee St. As they are deteriorating out in the weather is it possible to have them stored in the back of the shed housing the Cobb and Co Coach? They don't need to be repaired, renovated or displayed, just stored safely. Letter to the Shire*
- *Maintenance Issues: Hot water system has stopped working and this makes it difficult to get hot water for the floors.
Lights need to be fixed in the Museum as they don't work at all if weather is cool or wet*

Guest Speaker's Report:

There will be an audit of the Visitors Centre and the Museum in 2017

Bogan Shire has allowed in its budget for a flagpole to be erected at the Museum to flay an "i" flag to show where the Information Centre is housed.

Meeting Closed: 10.15am Next meeting December 1st

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

REPORT TO ORDINARY MEETING OF COUNCIL – MAYORAL MINUTE

Councillors

I submit the following report for consideration:-

1 REGIONAL ROADS

Council has again been successful in obtaining a Repair Grant to seal a further 2kms of the Hermidale Nymagee Road leaving approximately 9 kms left unsealed to the Shire boundary. We didn't expect to receive the Grant this year. I would like Council to consider not applying for another Repair Grant on this road next year, and direct some of our State Block Grant money onto sealing a section of Cockies Road. This regional road has a lot more Bogan Shire ratepayers using it then the remaining unsealed section of the Hermidale Nymagee Road. As mining increases in the Nymagee area, we may be able to get some money from this source to do further work on the unsealed section. I know it would be good to finish sealing the Hermidale Nymagee Road in our Shire, but Council draws a lot of rural rate revenue from the Coleraine area.

1.1 Recommendation: For Council's Consideration.

RL Donald OAM

Mayor

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

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

Mayor and Councillors

The following report is submitted for consideration:-

1 CHECKLIST

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

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				<p>Or maybe replaced by signs on the Information Bays.</p> <p>Council charge an annual fee and an initial fee.</p>		
4	26/09/2014	363/2014	Fire Safety Audit Program	Further report on progress of compliance with Program.	MDES	Fire Safety Audit Reports (FSARs) to all selected properties completed. Meetings held with several owners / Boards.
	26/02/2015	033/2015		<p>Legal proceedings including the issuing of Notices and Orders to commence against the owner/occupier of any premises who fails to confirm their agreement to comply with the findings of the FSAR.</p>		<p>Agreement on required works achieved with several owners / Boards.</p> <p>Efforts still being made to have owners upgrade building voluntary.</p>
5	26/11/2015	440/2015	Show Day	Joint approach from Nyngan Combined Schools & Council be made to the Dept of Education for schools to have a full day holiday.	GM	Discussions held with Schools and Local Member, awaiting feedback prior to sending another letter.

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						UPDATE: Meetings with School Principals to be held week commencing 21 November 2016.
6	26/11/2015	457/2015	Sports Insurance	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.	MPC	Ongoing.
	23/06/16	245/2016		Council forward a copy of the Manager of Corporate Services letter to the Minister of Sport to the Minister for Finance, Services & Property & the Department of Fair Trading.		Letters to Minister for Finance, Services & Property & Dept of Fair Trading sent. Dept of Fair Trading has advised that Council should refer this matter to the Australian Competition and Consumer Commission (ACCC). COMPLETED

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	29/09/2016	391/2016		Council write to the CRL & Associations for Netball and Cricket & enquire to what happens to the balance of fees after the insurance is paid.		COMPLETED
7	25/02/2016	022/2016	Bogan Bush Mobile	Delegation is planned to meet with Minister.	GM	Meeting held with Federal Member 25 October 2016. Meeting to be arranged with representative from Minister's office.
8	24/03/2016	058/2016	Dob in a Dealer Campaign	Make available at a number of locations in town, boxes that people can anonymously leave information, about: - suspected drug dealers & information about any dogs.	GM	To be done in liaison with Darling River Command Campaign.
9	24/03/2016	078/2016	Bicentennial Wall & Ceramic Mural	Be reinstated.	MDES	Around 70% of tiles on the damaged part of the wall are unbroken. However there is extensive old mortar adhering to them and all attempts at removing this have resulted in the tiles breaking.

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						<p>Unfortunately this is likely to mean having all the tiles remade.</p> <p>Quotations sent to Insurers concerned.</p> <p>Funds received from Insurer.</p> <p><u>UPDATE:</u> In consultation with artists regarding scheduling of project.</p>
10	28/04/2016	107/2016	Village Tour	Entrance Signs into villages be pursued in conjunction with the villages' communities. Costing to be part funded from village allocation & part funded by Council.	MENG	<u>UPDATE:</u> Report refers.

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11	26/05/2016	179/2016	NSW Container Deposit Scheme	Council investigate the establishment & operation of a CDS collection depot as more information is announced and the cost implications of this.	MDES	Submission lodged by NetWaste on behalf of Councils in September.
12	25/8/2016	321/2016	Operational - Roads	A report be presented to Council on the proposed locations for <i>Roads Closed</i> signs.	MENG	In progress.
13	27/10/2016	423/2016	Seniors Living – Rental Units	Consult with community to gauge interest in the project before making a decision on which location & how many units to build & advise prospective tenants of what the highest rental payment will be & what they would receive for their payment.	GM	<u>UPDATE:</u> Basic site plan being prepared, expression of interest sheets ready for distribution. Public Meeting proposed for early December 2016.

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 REVISION OF PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO THE MAYOR AND COUNCILLORS POLICY – AP002

Summary:-

- *The purpose of this report is to review policy AP002 Payment of Expenses and Provision of Facilities to the Mayor and Councillors.*
- *This Policy determines what expenses will be met by Council on behalf of Councillors when on Council business.*
- *The preparation and review of this Policy on an annual basis, is a mandatory requirement under Section 252 of the Local Government Act.*
- *The Policy has operated effectively over the past few years and therefore there seems no reason to change it.*

2.1 Introduction

The purpose of this report is to review Policy AP002 Payment of Expenses and Provision of Facilities to the Mayor and Councillors. The Policy was last adopted on 22 October 2015 and is now due to be reviewed.

2.2 Background

This Policy determines what expenses will be met by Council on behalf of Councillors when on Council business.

The preparation and review of this Policy on an annual basis is a mandatory requirement under Section 252 of the Local Government Act to ensure accountability and transparency in the reasonable and appropriate provision of expenses and facilities to Mayors and Councillors.



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2.3 Discussion

The Policy is based on the following principles:-

- That the Mayor and Councillors should be re-imbursed for for their expenses incurred in properly carrying out the duties of office as elected representatives of the community.
- Elected representatives should have the use of adequate facilities to enable them to appropriately fulfil their role as responsive and responsible community representatives.
- It is essential that a Policy is in place to ensure that such office is open to all eligible citizens.
- Councillors are encouraged to limit the use of the expenses and facilities provided for in this Policy to the minimum required to enable them to effectively and efficiently discharge their functions of civic office.

The Policy has operated effectively over the past few years and therefore there seems no reason to change it. It is therefore recommended that the current Policy be re-adopted for a further twelve months.

2.4 Attachment

Policy AP002 Payment of Expenses and Provision of Facilities to the Mayor and Councillors

2.5 Recommendation

That Council adopt the current Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy AP002 for a further 12 months.

Derek Francis
General Manager



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POLICY AP002

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES TO THE MAYOR AND COUNCILLORS





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Overview

The Local Government Act 1993 and the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW promote accountability and transparency in the payment of expenses and provision of facilities to Mayors and councillors to meet community expectations.

Under sections 252 of the Local Government Act 1993, Councils are required to have a policy and procedures for the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and Councillors in relation to their roles in discharging the functions of Civic Office.

Policy Statement

- It is reasonable and equitable that the Mayor, Deputy Mayor and Councillors should be reimbursed for their expenses incurred in properly carrying out the duties of office as elected representatives of the community.
- Elected representatives should have the use of adequate facilities to enable them to appropriately and adequately fulfil their role as responsive and responsible community representatives.
- It is essential that a policy is in place to ensure that such office is open to all eligible citizens.
- Councillors are encouraged to limit the use of the expenses and facilities provided for in this Policy to the minimum required to enable them to effectively and efficiently discharge their functions of civic office.

Applicability

This policy will apply to *the Mayor, Deputy Mayor and all Councillors*.

The policy may also apply to other people who attend public official functions as Spouse / Partner to public officials.

Claims for expenses and facilities not included in this policy will not be approved.

Purpose

The preparation and review of this policy on an annual basis by Councils is a mandatory requirement for all NSW Councils to ensure accountability and transparency in the reasonable and appropriate provision of expenses and facilities to Mayors and Councillors.

The objectives of Council's policy are to:-

- Ensure accountability and transparency in the payment of expenses and provision of facilities.
- Ensure that Councillors are reimbursed for all expenses legitimately incurred in performing that role up to agreed levels.
- Establish clear guidelines regarding the provision of reasonable facilities and equipment to Councillors and the permitted use of such facilities and equipment.
- Ensure equity and access for Councillors regardless of their background, role in the community, or any special needs an individual may have.

Definitions

Reasonable: Council must make sound judgment and consider what is prudent, responsible and acceptable to the community when determining levels of facilities and expenditure, so there is no excessive use or abuse of public funds.

Facility: Facilities provided by Council to Councillors are the "tools of trade" required to enable them to perform their duties with relative ease and at a standard appropriate to fulfil their professional role for the community.

Expenses: These are payments made by Council to reimburse Councillors for their reasonable expenses incurred or to be incurred, when discharging their duties as Councillors. These payments are not regarded as salary and may be either reimbursed to Councillors or paid direct by Council, for something that is deemed a necessary cost or charge when performing their roles.

Conferences: Conference for the purpose of this policy is defined as conferences, seminars, congresses, sister city relationships, forums, workshops, courses, meetings, deputations, information and training sessions, events etc related to the Local Government industry and where the Mayor and Councillor has been appropriately authorised to attend as a participant, delegate or observer.

Principles

1. Expenses

To assist Councillors, including the Mayor and Deputy Mayor, in carrying out the duties of their office, they are, if they request, entitled to receive the following benefits subject to conditions, without reduction (unless otherwise stated) of the fees payable under Section 248 of the Act.

1.1 General Provisions relating to Councillor Expenses

Approval for all expenses and facilities provided should where practical occur at a full meeting of Council. Where that is not possible or appropriate then approval should be given jointly by the Mayor and the General Manager. If the Mayor requires approval it should be given jointly by another Councillor and the General Manager.

No General Expense Allowance is allowed . A General Expense Allowance is defined as a sum of money paid by a Council to a Councillor to expend on an item or a service that is not required to be receipted and/or otherwise reconciled according to a set procedure and within a specific timeframe.

Where the Councillor is accompanied by his/her spouse/partner the Councillor concerned or his/her spouse/partner will pay for any additional travel, accommodation, sustenance and other costs.

Payment In Advance - It is recognised that the nature of expenses necessarily incurred by the Mayor and Councillors are such that the expenses may need to be prepaid on occasions. Councillors may request payment in advance in anticipation of expenses to be incurred in attending conferences, seminars and training away from home.



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Requests for an advance payment for the cost of any other service or facility covered by this policy may be made, however Councillors must fully reconcile all expenses against the cost of the advance within the above time limit. Allowance type payments are not payable in any circumstances.

If a Councillor does not claim a particular expense or use a particular facility, this cannot be offset against a claim for an additional amount of some other expense or facility.

A public record, open for scrutiny, is to be kept concerning all facilities provided to Councillors and of the total expenses reimbursed to Councillors.

The annual budget for Councillor expenses for 2012/13 is \$112,000.

1.2 Seminar / Conference Costs

Requests for attending conferences should generally be in writing outlining the benefits for Council. After returning from the conference, Councillors or a member of Council staff accompanying the Councillor/s, should provide a written report to Council on the aspects of the conference relevant to Council business and/or the local community. (NOTE: No written report is required for the Annual Conferences of the Shires Association).

1.2.1 Registration

Council will pay all normal registration costs for the Councillor which are charged by the organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council or to assist the Councillor to discharge the functions of his/her civic office.

1.2.2 Accommodation

Council will pay reasonable accommodation costs (including meals) including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

1.2.3 Attendance at dinners and other non-Council functions

Consideration may be given to meeting the cost of Councillors' attendance at dinners and other non-Council functions which provide briefings to Councillors from key members of the community, politicians and business.



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Approval to meet expenses should only be given when the function is relevant to the Council's interest. Only the cost of the service provided will be met. No payment will be reimbursed for any component of a ticket that is additional to the service cost of the function, such as a donation to a political party or candidate's electoral fund, or some other private benefit. An additional payment to a registered charity may be acceptable as part of the cost of the function.

This payment to be approved by Council.

1.3 Training and Education

This section relates to the provision of appropriate training courses approved by the General Manager or Council.

Council will make separate provision for the payment of relevant training and educational expenses incurred by Councillors in the budget. These expenses will support and encourage an active learning process and skills development in addition to attending seminars and conferences related to Council functions.

It is essential where Council is paying these expenses that the training or educational course is directly related to the Councillor's civic functions and responsibilities.

1.4 Travel

Council will meet the reasonable travel expenses for local travel relating to defined Council business.

All travel by Councillors should be undertaken by utilising the most direct route and the most practicable and economical mode of transport subject to any personal medical considerations.

Where travel by motor vehicle is used it should be undertaken by Council vehicle where available, or by private vehicle subject to approval by the General Manager. Councillors using private vehicles in accordance with this Policy may claim the "kilometre" allowance in accordance with ATO rates.

NOTE: The driver is personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles on council business.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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1.4.1 Local Travel Arrangements and Expenses

Councillors may claim kilometre allowance for use of private vehicles when used to travel (including return) between their place of residence and:-

- i. to attend Council or Committee meetings of which they are a member;
- ii. inspections within the Council's area undertaken in compliance with a resolution of the Council;
- iii. attending public meetings convened by the Council;
- iv. kilometre rates for such travel will be paid at the rate set by the ATO;
- v. Council will meet the cost incurred of authorised travel by public transport or taxi in the circumstances listed above; and
- vi. Payment is subject to a formal claim form being lodged with attached receipts, if appropriate.

1.4.2 Travel outside the LGA including interstate travel

Prior approval of travel should generally be required for interstate travel. The application for approval should include full details of the travel, including itinerary, costs and reasons for the travel.

1.4.3 Travel relating to Seminars / Conferences

All reasonable travel costs for Councillors/delegates to and from the conference location and venue will be met by the Council.

Where appropriate, travel will be provided by air (economy class). Depending on the location or circumstances, it may be more appropriate for travel to be undertaken by car or train.

Costs of vehicle hire, taxi fares and parking which are reasonably required and incurred in attending conferences, will be reimbursed by the Council upon presentation of official receipts and completion of the necessary claim forms.

1.4.4 Overseas Travel

Council should avoid international visits unless direct and tangible benefits can be established for the Council and the local community.

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If Council is proposing any overseas travel, detailed proposals should be developed, including nomination of the Councillors undertaking the trip, purpose of the trip and expected benefits. The duration, itinerary and approximate total costs of each proposed visit should also be provided.

Overseas travel must be approved by a meeting of the full Council prior to a Councillor undertaking the trip. Travel must be approved on an individual trip basis. Council will not allow the retrospective re-imburement of overseas travel expenses unless prior authorisation of the travel has been obtained.

Travel proposals should be included in the business papers. The use of a Mayoral minute to obtain Council approval for travel is not appropriate as it is not consistent with principles of openness and transparency.

After returning from overseas, Councillors, or an accompanying member of Council staff, should provide a detailed written report to Council on the aspects of the trip relevant to Council business and/or the local community. Councillors are also strongly encouraged to report back on their overseas travel to a full meeting of the Council. Details of overseas travel must also be included in Council's annual reports. Council is also required to report on the benefits of any proposed overseas sister city relationships.

1.5 Incidental Expenses

1.5.1 Out of pocket expenses

Council will meet the reasonable out of pocket or incidental expenses associated with attending conferences, seminars or training courses that Councillors incur, (excluding expenses of a personal nature) which may be reimbursed upon the presentation of official receipts and completion of the necessary claim forms. Only reasonable amounts are claimed or accepted towards necessary out-of-pocket expenses. Incidental expenses are taken to include items such as:-

- (i) hotel/motel charges other than accommodation;
- (ii) telephone or facsimile calls;
- (iii) meals not included in the registration fee;
- (iv) any optional activity in a Conference program; and
- (v) taxi fares and parking fees.

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The cost of meals not included in the registration fees for conferences or similar functions may be reimbursed after reconciliation. All advanced payments are required to be reconciled.

1.5.2 Provision of suitable meals and refreshments

Council will meet the reasonable expenses associated with Council and Council Committee meetings, Working Parties, Councillor Briefing Sessions, other functions and meetings arranged by Council, and meetings of Councillors with Parliamentary representatives, guests, visiting dignitaries and other delegations.

1.5.3 Stationery

Council will meet the reasonable expenses associated with use of business cards, name badges, Christmas cards, envelopes, postage, etc. for Council related business.

1.5.4 Council promotional apparel

Council will meet the reasonable expenses associated with tie/scarf, blazers, corporate clothing and protective clothing and equipment.

1.6 Care and Other Related Expenses

Council will make provision for the payment of other related expenses associated with the special requirements of Councillors such as disability and access needs, to allow them to perform their normal civic duties and responsibilities

1.7 Insurance

Council will provide Councillors' insurances required in carrying out their civic office functions.

1.7.1 Personal injury

Whenever on Council business, which Council shall become legally liable to pay arising out of bodily injury caused by accidental, violent, external and visible means. Such insurance shall also cover permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses.

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This provision is subject to any limitations or conditions as set out in the Council's policy of insurance which is, at the discretion of the Council, taken out.

1.7.2 Professional Indemnity

For matters a Councillor shall become legally liable to pay arising out of the Councillor's performance of civic duties or exercise of his/her functions as a Councillor, provided the performance or exercise of the relevant civic duty or function is in the opinion of Council, bona fide and/or proper. This provision is subject to any limitations or conditions as set out in the Council's policy of insurance which is, at the discretion of the Council, taken out.

1.7.3 Public Liability

For matters that a Councillor shall become legally liable to pay arising out of Councillor's performance of civic duties or exercise of his/her functions as Councillor, subject to any limitations or conditions as set out in the Council's policy of insurance, which is at the discretion of the Council, taken out.

1.7.4 Travel Insurance

For approved interstate and overseas travel on Council business. All insurances are to be subject to any limitations or conditions set out in the Council's policy of insurance.

Note: It should be noted that all of the above insurances exclude acts of gross and criminal negligence.

1.8 Legal

That in the event of an inquiry, investigation or hearing by any of:

- the Independent Commission Against Corruption;
- the Office of NSW Ombudsman;
- the Division of Local Government, Department of Premier and Cabinet;
- the NSW Police Force;
- the Director of Public Prosecutions;
- the Local Government Pecuniary Interest and Disciplinary Tribunal;
- Council's Conduct Review Committee/ Reviewer; or

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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- other legally constituted investigatory bodies having proper jurisdiction into the conduct of a Councillor.

Council shall reimburse such Councillor, at the conclusion of such inquiry, investigation, hearing or proceeding (including any appeal), for all legal expenses properly and reasonably incurred, given the nature of the inquiry, investigation, hearing or proceeding, on a solicitor/client basis, including the costs of proceedings for the recovery of costs against the other party to the proceedings.

This is provided that the subject of the inquiry, investigation or hearing arises from the performance in good faith of a Councillor's functions under the Act and the matter before the investigative or review body has proceeded past any initial assessment phase to a formal investigation or review.

In the case of a conduct complaint made against a Councillor, legal costs should only be made available where a matter has been referred by a General Manager to a conduct reviewer/conduct review committee to make formal enquiries into that matter in accordance with the procedures in the Model Code of Conduct. In the case of a pecuniary interest or misbehaviour matter legal costs should only be made available where a formal investigation has been commenced by the Division of Local Government.

In addition, legal costs must only be provided where the investigative or review body makes a finding that is not substantially unfavourable to the Councillor. This may include circumstances in which a matter does not proceed to a finding. In relation to a Councillor's conduct, a finding by an investigative or review body that an inadvertent minor technical breach had occurred may not necessarily be considered a substantially unfavourable outcome.

The Councillor will diligently pursue the recovery of any costs which he/she is awarded in the proceedings.

The amount of such reimbursement shall be reduced by the amount of any moneys that are recovered by the Councillor on any basis and upon any recovery being made after reimbursement from the Council, the amount recovered shall be paid to the Council.

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The Councillor is required to submit a Statutory Declaration which details his/her contributions to legal bills and any contributions received by the Councillor in respect to such matters.

Council will not meet the legal costs of legal proceedings initiated by a Councillor under any circumstance. Council will not meet the legal costs of a Councillor or Council employee seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation.

A Council may disburse money only if the disbursement is authorised by the Local Government Act 1993, either expressly or because it is supplemental or incidental to or consequential upon the exercise of its functions.

In the particular circumstances outlined below, a council may therefore indemnify or reimburse the reasonable legal expenses of a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act (section 731 refers) provided the outcome to the legal proceedings is favourable to the Councillor.

NOTE: Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act should be distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. An example of the latter is expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain. This latter type of expense should not form part of a policy adopted under section 252 of the Act.

1.9 Reimbursement Of Expenses

- (a) Only reasonable amounts are claimed or accepted towards necessary out-of-pocket expenses;
- (b) Out-of-pocket expenses for which amounts are claimed relate only to the verified costs and upon submission of copies of all relevant dockets, receipts and the like being attached to the appropriate form, for payment or reimbursement;
- (c) The claim is made not later than three (3) months after the expenses were incurred.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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2. Facilities

To assist Councillors, including the Mayor and Deputy Mayor, in carrying out the duties of their office, they are, if they request, entitled to receive the following benefits subject to conditions, without reduction (unless otherwise stated) of the fees payable under Section 248 of the Act.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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Facility	Mayor	Deputy Mayor	Councillors
	Provision for facilities for Council Business only - Any equipments remains the property of Council		
Laptop	Available	Not Available	Not Available
Facsimile machine	Available	Available	Available
Dedicated Vehicle	Available	Not Available	Not Available
Mayoral Office	Available	Not Available	Not Available
Secretarial / Administrative Support	Available	Available - Discretion of GM	Available - Discretion of GM
Stationary / office supplies / postage / business cards	Available	Available	Available
Meals / refreshments relating to Council Meetings/Functions	Available	Available	Available
Ceremonial Garb	Available	Not Available	Not Available
Use of Council Chambers	Available by Booking	Available by Booking	Available by Booking
Mobile phone	Available	Not Available	Not Available
Council promotional apparel [Tie/Scarf, Corporate and Protective Clothing & Equipment]	Available	Available	Available
Provision of Council Vehicle to attend Council Functions	Dedicated	Pre-arranged Booking	Pre-arranged Booking
Equity of Access - Disabled, hearing and sight impaired	Reasonable Resources	Reasonable Resources	Reasonable Resources



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

Requests for issues of stationery, and/or equipment shall be made to the General Manager or Executive Assistant. All approved requests will be provided by the Council.

2.1 Equipment

Any equipment provided to Councillors shall remain the property of the Council, and shall be returned to the Council within one week of the Councillor leaving office.

The equipment is for the exclusive use of the Councillor on Council business and the Councillor shall not loan the equipment to a third party.

The Councillor shall be responsible for the good care and proper use of such equipment and to promptly report any faults, malfunctions or needs for service/repair to the Council.

Councillors may purchase Council equipment previously allocated to them at the cessation of their duties if the item is for sale. The sale price to be at an agreed fair market price or written down value.

2.2 Private Benefit – Use of Council Resources

Council will allocate resources to Councillors on the basis of majority Council use with a private use declaration provided and cost recovery for private use on a proportional basis of the cost to Council.

2.3 Telephone Calls

In order for a Councillor to be entitled to the reimbursement of telephone calls, the Councillor must

- (a) make his/her telephone and facsimile numbers available to the public to ensure that he/she is accessible to the residents and ratepayers of the Shire.
- (b) identify all mobile telephone calls associated with his/her duties as Councillor on his/her mobile telephone account
- (c) meet the cost of any private usage (eg not business calls on Council's behalf).

2.4 Facilities provided to the Mayor

In addition to those facilities provided to the Councillors the Mayor, in carrying out the duties of that office, is entitled to receive the benefit of the following facilities subject to conditions without reduction of fees payable under s248 and/or 249 of the Act:

2.4.1 Appropriate furnished office within the Civic Centre.

2.4.2 Secretarial Services including word processing, photocopying, printing, postage, facsimile and telephone facilities.

2.4.3 Administrative Assistance associated with any Council functions, organisations, meetings, publications and the like by the General Manager's Department and other appropriate staff as determined by the General Manager.

2.4.4 Office refreshments – as provided in the Mayoral Office for entertainment purposes.

2.4.5 Stationery – Mayoral letterhead, envelopes and stationery generally.

2.4.6 Office Equipment – provision of appropriate office equipment such as desktop computer or laptop computer, facsimile machine, photocopier either within the Mayoral Office or shared with the Administration.

2.4.7 Mayor - Mobile Telephone & Motor Vehicle

A motor vehicle and mobile telephone is provided for the Mayor. Private use costs are the responsibility of the Mayor.

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

Council Resolution No. 399/2015 – 22 October 2015

Policy Owner / Further Assistance

Manager - Corporate Services

Related Information

- Local Government Act 1993
- Division of Local Government Guidelines
- Circular 08/24 Misuse of Council resources
- Circular 08/37 Council decision making prior to ordinary elections
- Model Code of Conduct for Local Councils in NSW (DLG)
- Councillor Induction and Professional Development Guide (DLG)
- No excuse for misuse, preventing the misuse of Council resources (ICAC)

Review Date

October 2016

Revision History

Date	Description of Change	Sections Affected
24/11/2011	New policy drafted and adopted	All
22/11/2012	Approved by Council for exhibition	All
28/2/2013	Adopted by Council	All
28/11/2013	Adopted by Council	All
23/10/2014	Adopted by Council	All
22/10/2015	Adopted by Council	All



Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 24 November 2016

REPORT TO THE ORDINARY MEETING OF COUNCIL – COMMUNITY SERVICES

Mayor and Councillors

The following reports are submitted for consideration:-

1 ANNUAL REPORT 2015/16

Summary:-

- Within 5 months after the end of each year, a council must prepare its annual report for that year reporting as to its achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed.
- The purpose of this report is to update Council on the Annual Report for the financial year 1 July 2015 to 30 June 2016.

1.1 Introduction

In accordance with Section 428 of the *Local Government Act 1993* Council must, within 5 months of the year end, prepare an Annual Report. This report must be submitted to the Minister.

2.1 Discussion

The Annual Report has been prepared and will be tabled at this meeting. This report showcases Council to the public and is another mechanism by which a Council is made accountable for its actions. It was compiled after all Senior Officers had provided input and updated their respective sections of the report.

The report is available for inspection from the Manager People and Culture prior to the Council meeting.

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

2.2 Recommendation

That the Annual Report 2016/16 report be received and noted.



Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 24 November 2016

2 BOGAN SHIRE EARLY LEARNING CENTRE

Summary:-

The purpose of this report is to advise Council of the activities and statistics of the operation of the Bogan Shire Early Learning Centre.

2.1 Introduction

The purpose of this report is to advise Council of the activities and statistics of the operation of the Bogan Shire Early Learning Centre.

2.2 Discussion

Statistics

Total children enrolled as at 14/11/2016: 86

Total children scheduled to attend the centre for the week ending 20/11/2016: 113

Capacity continues to increase steadily with an 8% average increase in usage since July 2016.

The Early Learning Centre is continuing to run smoothly, with children and Educators settling in well.

A Quality Improvement Plan (QIP) has been established, with Quality Area 1: Educational Program and Practice and Quality Area 2: Children's Health and Safety, currently the main focus areas. Every staff member has the opportunity and is encouraged to actively contribute to the ongoing improvement of the service.

Recent highlights for the service

Grandparents Day: Grandparents and Senior Citizens of the community were invited to visit the ELC. The day was well supported and feedback was positive from all involved.

Melbourne Cup Day: Children celebrated this culturally significant day by participating in a variety of novelty races and decorating hats for the occasion.



**Community Services' Report to the Ordinary Meeting of Bogan Shire Council
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Book Fair: The ELC facilitated a very successful book fair that delivered age appropriate reading material to families. The book fair generated over \$1,000 in revenue which equated to \$250 worth of valuable reading resources for the ELC and a cash commission of \$130.

Upcoming events

The ELC Family Christmas Party will be held on Tuesday 20 December 2016, from 6:15pm to 8pm. ELC families will be invited to enjoy a relaxed evening with songs and Christmas fun and a visit from Santa.

2.3 Attachment

Photos from Grandparents Day, Melbourne Cup Day and ELC Book Fair.

2.4 Recommendation

That the Early Learning Centre report be received and noted.

Grandparents Day



Community Services' Report to the Ordinary Meeting of Bogan Shire Council
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Cup day fun!



ELC Book Fair



3 OUTBACK ARTS MEMBERSHIP 2016/2017

Summary:-

The purpose of this report is to present, for Council's consideration, an approach from the Acting Executive Director of Outback Arts for Council to become a contributing member of the state-wide Regional Arts Development program supported by Arts NSW in 2016/17.

3.1 Introduction

The purpose of this report is to present, for Council's consideration, an approach from the Acting Executive Director of Outback Arts for Council to become a contributing member of the state-wide Regional Arts Development program supported by Arts NSW in 2016/17.

3.2 Background

Council has previously taken a decision not to join Outback Arts and is currently not a member.

During deliberations for the 2012/13 budget, Council considered an invitation from Outback Arts to join the organisation but resolved that the membership cost, some \$9,300, was better spent directly on local arts and culture programs and activities undertaken within the Bogan Shire community. Since 2013, Council has set aside \$10,000 per year in the budget for a Community Arts and Culture Fund to be used solely for these purposes.

Following the 2012/2013 budget decision, letters were sent to the schools within the Shire advising them of the establishment of the Fund and public notices are periodically placed in the Nyngan Observer for the information of the broader community.

Various local community arts and culture programs and activities have been funded in Nyngan. Some of those include:-

- St Joseph's Art Exhibition
- Nyngan High School MADD Concert
- Nyngan Girl Guides
- Roman Rudnytsky Piano Recital
- Nyngan High School Spectacular



**Community Services' Report to the Ordinary Meeting of Bogan Shire Council
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- Western Studio of Performing Arts Tap Dance Workshop

3.3 Discussion

Council has recently been approached by Outback Arts for Council to become a contributing member for 2016/2017 at a cost of \$10,232.80.

The local community has benefitted from Council's Community Arts and Culture Fund, however a more structured program, like that provided by Outback Arts, may be beneficial to the whole community.

Paper outlining Outback Arts programs and activities included in the mailout.

3.4 Attachment

1. Letter from Acting Executive Director – Outback Arts

3.5 Recommendation

For Council's consideration.



Community Services' Report to the Ordinary Meeting of Bogan Shire Council held on 27 October 2016



8 November 2016
65-67 Castlereagh Street
Coonamble
NSW 2829

Bogan Shire Council
81 Cobar Street
Nyngan
NSW 2825

Outback Arts would like to approach the Bogan Shire Council to become a contributing member of the state-wide Regional Arts Development program supported by Arts NSW.

There are 14 Regional Arts Development Organisations (RADOs) across NSW, with Outback Arts currently servicing the Coonamble, Warren, Cobar, Bourke, and Walgett Shire Council areas. Bogan Shire and Brewarrina Shire are considered part of the Outback Arts region, but are currently not contributing financial members of our organisation, and therefore we are unable to provide services to your community.

Membership councils with Outback Arts receive a number of significant benefits including access to a range of arts and cultural workshops and events, support for local community organisations and individual artists, and greater access to funding opportunities.

Throughout the past year Outback Arts has funded and managed a range of highly successful projects including Hats Off to Outback Women (Hat making workshop with international artist Waltraud Reiner), Let the Beats Flow (Desert Pea Media working with Aboriginal youth in Bourke, Walgett and Warren), Drumming workshops for Mental Health Month, Silversmith workshops by a regionally based artist making beautiful silver jewellery, and the Outback Archies Exhibition and Art Prize. So far in 2016 Outback Arts have presented a range of workshops and events totaling more than \$170,000 in investment to our current member communities.

Outback Arts core funding is provided through the State Government and Arts NSW. This funding allows for the employment of two full-time employees, an Executive Officer and a Communications Officer. Membership from each Shire Council supports the running costs of the organisation and gives access to the services that we offer. The additional funding for projects and programs is sourced and applied for by Outback Arts with the support of the communities and member Councils involved.

We have initiated some strong development programs in our communities that have enriched the lives of the people who live there. For example, in 2015 we sourced and funded an Artist in Residence program in Coonamble which supported the Coonamble Ceramics Collective in building their membership by providing a ceramics teacher on a weekly basis. This term in Warren we have employed a young man to engage Aboriginal youth in a cultural program that includes language, dance, and song. So far this program has exceeded expectations and we are planning to deepen our engagement by working with the community to further develop this program in the future. Our focus is to develop programs initiated by the local community and support local people in their creative aspirations.



Community Services' Report to the Ordinary Meeting of Bogan Shire Council held on 27 October 2016

Each year Outback Arts administers the Country Arts Support Program (CASP) through Regional Arts NSW with devolved funding from Arts NSW and available to community groups in our member councils. This year over \$17,000 went to small local community groups in our region funding arts and cultural programs in 2017. Next year there will be circus workshops, millenary workshops, night-light photography workshops, and crafty afternoons all of which utilize strong partnerships Outback Arts have developed or go directly to employing local artists as facilitators in these workshops. Member organisations also have access to and support in writing Regional Arts Fund (RAF) grants where up to \$40,000 over 2 years is available for projects that identify potential for development of creative partnerships, community festivals, supporting regional artists, and broadening community engagement in the arts.

Outback Arts is governed by a volunteer board with each member Council having two representatives (one from community and one representative from Council). The Outback Arts Board meets three times a year in Coonamble and is central to the future planning and decision-making processes of the organisation. The Board is integral to Outback Arts operations. It oversees the governance and ensures that all aspects of operations are transparent and accountable to the communities that we service.

In 2017 we have big plans! We will continue to strengthen our existing programs and partnerships while broadening our outreach in communities. We have recently teamed up with Outback Theatre for Young People in Deniliquin and will be working with them on a long-term residency project in 2017 and 2018. We will continue to support artists in our region through skills and business development workshops. We will further develop vital programs with the Greater Western Area Health Service Mental Health Unit through the Love Your Life program and outreach to regional centers. And we have over \$400,000 submitted in grants for 2017 projects still waiting for notification of success.

We are a hard working team who are passionate and dedicated to developing vibrant creative communities. We love working grass-roots with local people in developing creative programs for their towns. We understand the challenges and benefits of living in regional NSW. For a small investment, member organisations get big rewards; in support, information, and projects/workshops. Bogan Shire has not been a member of Outback Arts for 10 years. We regularly drive through the Shire on our way to Cobar and Bourke for workshops and events. We would enjoy working in with the Bogan Shire community again! Membership for Councils in 2016-2017 was \$10,233.

For more information about Outback Arts, visit our website www.outbackarts.com.au or contact our office on 68222484.

I look forward to hearing from you soon.

Best wishes,

A handwritten signature in black ink that reads 'M Ryan'.

Melissa Ryan
Acting Executive Director
Outback Arts

4 ORANA ARTS MEMBERSHIP 2016/2017

Summary:-

The purpose of this report is to present, for Council's consideration, an approach from the Partnerships and Programs Manager of Orana Arts for Council to become a contributing member for one year, commencing January 2017.

4.1 Introduction

The purpose of this report is to present, for Council's consideration, an approach from the Partnerships and Programs Manager of Orana Arts for Council to become a contributing member for one year, commencing January 2017.

4.2 Background

Since 2013, Council has set aside \$10,000 per year in the budget for a Community Arts and Culture Fund to be used solely on local arts and culture programs and activities undertaken within the Bogan Shire community.

Following the 2012/2013 budget decision, letters were sent to the schools within the Shire advising them of the establishment of the Fund and public notices are periodically placed in the Nyngan Observer for the information of the broader community.

Various local community arts and culture programs and activities have been funded in Nyngan. Some of those include:-

- St Joseph's Art Exhibition
- Nyngan High School MADD Concert
- Nyngan Girl Guides
- Roman Rudnytsky Piano Recital
- Nyngan High School Spectacular
- Western Studio of Performing Arts Tap Dance Workshop

4.3 Discussion

Council has recently been approached by Orana Arts for Council to become a contributing member from January 2017 at a cost of \$8,000 for the first year. Council can trial a second year for \$8,000.

**Community Services' Report to the Ordinary Meeting of Bogan Shire Council
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If Council is happy to continue membership it would then be a lock in period of two years at a cost of \$8,000 per year. Should Council decide to become a member, a part time office will be set up in Nyngan.

Some of the projects available through Orana Arts include:-

- Aboriginal Arts Development Program:
Supporting artists working in the region, providing opportunities for Aboriginal people to participate in creative activities and creating creative and professional development opportunities through project funding.
- Country Arts Support Program (CASP):
Grants of up to \$3,000 are offered once a year and are available for short term, locally initiated arts and community projects delivered in the Orana region.
- Fire Station Arts Centre:
Located in Dubbo, the aim of the space is to connect arts, artists and community with audiences, peers and opportunities.
- HomeGround:
Emerging regional artists prepare a proposal for an exhibition that is assessed by a panel of experts. Successful applicants are given a minimum of twelve months to develop new work for an exhibition. The applicants work closely with the team of curators at WPCC to realise the exhibition. Once the work is complete, the artists are involved in the installation of the exhibition, giving invaluable experience of showing their work in a public gallery.
- Left Field Project:
The aim of LFP2 is to build the skills and confidence of local Aboriginal artists, providing them access to professional Aboriginal artists who work in a contemporary way.
- Portraits of Language:
Photographer Mervyn Bishop will take photographic portraits of Elders living and working in the Dubbo region. The State Library will record interviews with the participants about their experiences with language, the importance of language, and its future. Students and teachers from the Language NEST and the Yarradamarra Centre will translate quotes from the interviews into language which will then accompany the portraits.

**Community Services' Report to the Ordinary Meeting of Bogan Shire Council
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- **Staging Stories:**

Staging Stories worked in partnership with Playwriting Australia and Mooghalin Performing Arts to develop and provide support for Aboriginal playwrights and performers across the whole of regional NSW.

Orana Arts supports and advocates for arts and culture in the region through programs and projects that help communities participate in the arts and provide opportunities for artists. Events include:-

- At the Exhibition: Dhuuloo – Yala (talk straight)
- Orana Artists: Justine Kuhner
- Biding Time
- Orana Artists: Kellie Jennar
- Social Saturdays: Get Crafty
- Creative Minds at Coolah Library
- Arts Around the Region
- Keen to start writing? Join Mudgee Valley Writers!
- The Clay Makers
- HomeGround Exhibition: Family Gold Pass
- Waste to Art: Dubbo
- Waste to Art: Gilgandra
- Sculptures in the Garden
- AFTRS Stop Motion Animation Workshop
- Rosby Art Workshops: Large Floral Paintings

The local community has benefited from Council's Community Arts and Culture Fund, however a more structured program, like that provided by Orana Arts, may be beneficial to the whole community.

4.4 Attachment

Letter from Partnerships and Programs Manager – Orana Arts

4.5 Recommendation

For Council's consideration.

Debb Wood
Manager People and Culture



**Community Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 27 October 2016**

Dear Mr Francis,

I along with the Orana Arts Executive Officer would like to discuss the possibility of Bogan Shire Council joining Orana Arts for a fixed one year trial period commencing in January 2017.

This fixed trial period would be accompanied by an agreement with kpi's with specific projects and opportunities available for the community of Nyngan.

I am not sure if you are aware but my background includes cultural policy officer at the LGSA then at a senior level within the Australia Council for the Arts. I also have a very close working relationship with a number of key institutions including Casula Powerhouse, Joan Sutherland in Penrith, Parramatta Artist studios as well as MCA and Carriageworks and I am well known within both the State and National arts networks .

Recently we have achieved success with programs developed and led by myself including Left Field exhibition which will soon be travelling through the regional museums and galleries network in NSW and then will have a stint in New York . Also we have a devised work being created from a story in Narromine that will feature in Sydney Festival in 2018.

By undertaking to be a part of Orana Arts you would be supporting a local in achieving employment within her community and gaining access to numerous opportunities including funding, capacity building, policy development, community digital engagement activities and creative industries. Within the last 2 years we have been successful in gaining over 750k in funding for programs within the Orana Arts region. More information on Orana Arts can be found here www.oranaarts.com

We would love to discuss the possibilities available with the elected representatives at your council meeting on 24 November 2016.

I will prepare a paper outlining key objectives with outcomes and kpis for inclusion in the business papers and discussion at the meeting.

I look forward to hearing from you

Regards

Michelle Hall

Partnerships and Programs Manager / Orana Arts



Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 24 November 2016

REPORT TO THE ORDINARY MEETING OF COUNCIL – CORPORATE SERVICES

Mayor and Councillors

The following reports are submitted for consideration:-

1 BANK RECONCILIATION

Summary:-

The report is to present the reconciliation of Council's Cash Book, Bank Statements and Ledger Bank Account as at 31 October 2016.

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 31 October 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.

Bank Reconciliation for October 2016

Council General Fund

Bank Statement Balance	\$	100,000.00cr
	\$	
Add Deposits not yet receipted		8853.39cr
	\$	
Less Unpresented Payments		11328.21dr
	\$	
Balance as per Council	\$	97,525.18cr

Represented by the following in Council Ledgers

Account	\$	
19001.8000.8000	\$	97,525.18cr
Difference	\$	0.00



Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 24 November 2016

1.3 Recommendation

That the Bank Reconciliation Report as at 31 October 2016 be received and noted.

2 INVESTMENTS October 2016

Summary:-

- The report is to outline the performance of Council's Investment Portfolio for the month of October 2016.
- At the 30th October 2016 Council had \$11.1 million invested. There has been a decrease of \$156,000 to Council's investments since the September 2016 report due to the payment of accounts associated to the Medical Centre and Staff Housing developments.

2.1 Introduction

The purpose of this report is to outline the performance of Council's investment portfolio for the month of October 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 October 2016 is shown below. At the 31st October 2016 Council had \$11.1 million invested. There has been an decrease of \$156,000 to council's investments since the September 2016 report due to the payment of accounts associated to the Medical Centre and Staff Housing developments .

All money has been invested in accordance with Council's investment policy.

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

Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 24 November 2016

Investment Movements for October 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 October 2016							
REF	Source	Maturity	Days	% rate	Interest	Bal 30/09/2016	Bal 31/10/2016
3204	NAB	11-Jun-17	270	2.650%	19,603	1,000,000.00	1,000,000.00
1203	NAB	17-Mar-17	180	2.650%	13,068	1,000,000.00	1,000,000.00
4608	NAB	1-Mar-17	180	2.650%	26,137	2,000,000.00	2,000,000.00
7985	NAB	08-Aug-17	365	2.850%	79,800	2,800,000.00	2,800,000.00
516	NAB	29-Aug-17	365	2.760%	27,600	1,000,000.00	1,000,000.00
6894	NAB Professional Funds		At Call	1.900%		3,468,258.40	3,311,825.13
	Balance securities held					11,268,258.40	11,111,825.13
	Ledger Balance					11,268,258.40	11,111,825.13
	Summary by institution						
	NAB					11,268,258.40	11,111,825.13
						11,268,258.40	11,111,825.13

2.4 Recommendation

That the Investments Report for October 2016 be received and noted.

3 SUMMARY OF RATE & ANNUAL CHARGES COLLECTION

Summary:-

- *The report is to provide a comparison of rate collections as at 31 October, 2016, with the same period last year.*
- *Total arrears have decreased from \$371,817 at the 31 October 2015 to \$340,832 as at 31 October this year.*

3.1 Introduction

The purpose of this report is to provide a comparison of rate collections as at 31 October, 2016, with the same period last year.

3.2 Discussion

This report is provided for the information of Councillors.

Rate Collections	2016-2017	2015-2016
Arrears Prior to 01/07/2016	274,471	296,812
First Instalment Outstanding as at 31/10/2016	66,361	75,005
Second Instalment Outstanding as at 31/10/2016	886,991	908,604
Third Instalment Outstanding as at 31/10/2016	949,934	940,988
Fourth Instalment Outstanding as at 31/10/2016	962,554	947,438
Total Arrears	340,832	371,817
Total Outstanding	3,140,311	3,168,847
Monthly Transactions		
Amount Levied & B/Fwd	5,003,999	4,956,752
Add: Adjustments	2,968	-2,251
Less: Payments to end of August	-1,788,491	-1,707,929
Less: Rebates	-81,073	-80,734
Add: Postponed	2,908	3,009
Gross Total Balance	3,140,311	3,168,847
Arrears of total amount levied %	7%	8%



**Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
held on 24 November 2016**

Total arrears have decreased from \$371,817 at the 31 October 2015 to \$340,832 as at 31 October this year.

Each instalment amounts to approximately \$1,251,000.
(Total Rates, Waste, Water & Sewer Access Charges)

Council has collected \$80,562 more than at the same time last year.

5% of rates were unpaid on the first instalment.

3.3 Recommendation

That the Rates and Annual Charges Collection Report as at 31 October 2016 be received and noted.



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4 ANNUAL FINANCIAL REPORT

Summary:-

- *The purpose of this report is to table the 2015/2016 Financial Statements.*
- *In accordance with Section 418 Council is required to hold a public meeting in order to present the Financial Reports.*
- *Council's Auditors have stated in their report that Council's overall financial position was in their opinion sound.*

4.1 Introduction

The Financial Reports for the year ended 30 June 2016 have been completed. The Council's auditors conducted their final audit and we have received their Audit Report.

A full set of the Financial Reports including the Auditor's Report will be tabled at the meeting. They will be available for inspection from the Finance Manger prior to the meeting.

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

4.2 Background

The Financial Reports for the year ended 30 June 2016 have been prepared in accordance with the *Local Government Act 1993* and the Regulations made there under, the Australian Accounting Standards and Professional Pronouncements and the Local Government Code of Accounting Practice and Financial Reporting.

4.3 Discussion

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

In accordance with Section 418 Council is required to hold a public meeting in order to present the Financial Reports. Notification of the meeting was advertised in the local newspaper and the presentation is scheduled to occur at a meeting of Council on Thursday 24 November 2016.



**Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
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In accordance with section 420 “any person may make submission to the Council with respect to the Council’s audited financial statements”. ***At the time of writing this report, no submissions had been received.***

Council’s Auditors have stated in their report that Council’s overall financial position was in their opinion sound.

4.4 Recommendation

That the Financial Reports and Auditor’s Report for the period 1 July 2015 to 30 June 2016 be presented to the public and be received and noted.

5 REVISION OF COUNCIL'S INVESTMENT POLICY – FIN002

Summary:-

- *The purpose of this report is to review Policy FIN002 Investment Policy.*
- *Investment Policy is one of the most important Policies that Council has.*
- *It has a major effect on how Council invests ratepayers' money from a viewpoint of both risk and return.*
- *A requirement of the Policy is that it be reviewed at least once per year.*

5.1 Introduction

The purpose of this report is to review Policy FIN002 Investment Policy. The Policy was last adopted on 22 October 2015 and is now due to be reviewed.

5.2 Background

The Investment Policy is an important Policy of Council that has an effect on how Council invests ratepayers' money from a viewpoint of both risk and return.

The objective of this Policy is to govern how staff invests Council's money so as to obtain the highest possible return for a given level of risk.

5.3 Discussion

There is a positive correlation between risk and return when placing investments. Council wants the highest return possible but only at an acceptable level of risk. The Investment Policy governs how much risk Council staff can take when investing Council funds.

The current Investment Policy was adopted in October 2015 in a moderately uncertain economic environment with low interest rates. It allows only conservative investments allowed by the most current investment order that has been issued by the Minister for Local Government.

A requirement of the Policy is that it be reviewed at least once per year.



**Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
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The economic environment is very similar to one year ago, however the policy has changed a little from the previous one in the following areas.

- A list of approved investments, in line with the Ministerial Investment Order, have been included.
- Council's attitude to risk and investment guidelines strategy has been updated. Diversification Risk has been updated as well. Given the uncertainty and concern surrounding the security of Investments in the wake of the fallout of the Global Financial Crisis, Councils Investment Strategy is based on a conservative approach. This has been based on comparisons with several other Councils policies however this Council is able to amend this to reflect their attitude to risk.
- An Investment Advisor clause has been included.

5.4 Attachment

FIN002 Investment Policy.

5.5 Recommendation

That Council adopt the current Investment Policy FIN002 for 12 months.



Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
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POLICY FIN 002

INVESTMENT POLICY





**Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
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Introduction

To assist Councillors, General Managers and the Responsible Accounting Officers of councils to invest surplus funds in a prudent and appropriate manner, all councils are required to develop an investment policy. The Division of Local Government released new *Investment Policy Guidelines* in May 2010 to provide assistance with the preparation of a policy and the prudent and appropriate management of a council's surplus funds. These guidelines have been used in the production of this policy.

Objectives

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. To prevent any loss to the amount invested, while gaining the most advantageous rate of return with minimum risk. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1993;
- Local Government (General) Regulation 2005 (LGGR);
- Trustee Act 1925 (NSW)
- Ministerial Investment Order;



**Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
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- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Division of Local Government Circulars.

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the Minister for Local Government (Attachment 1).

Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

- Preservation of Capital - preventing losses in the investment portfolio's total value (considering the time value of money);
- Diversification - limiting amounts invested with a particular financial institution or government authority to reduce credit risk. Guidelines in relation to diversification / credit risk are attached (Attachment 2);
- Credit risk - the risk that council has invested in fails to pay the interest and or repay the principal of an investment;
- Market Risk - the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity Risk - the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

The documentary evidence must provide Council legal title to the investment.

**Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
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Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and market value.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of that Council and in the spirit of this policy. Any amendment to the Investment Policy must be reported to Council at the next Council meeting.

Diversification / Credit Risk Guideline

Managed Investments

The total amount invested with any one financial institution should not exceed 40% of average annual funds invested by Council.

Direct Investments

The amount invested with any one financial institution should not exceed the following percentages of average annual funds invested by Council: -

Long Term Rating (Standard & Poors)	Short Term Rating (Standard & Poors)	Percentage of Total Investments
AAA to AA-	A1+	40% Minimum
A+ to A-	A1	60% Maximum
BBB+ to BBB-	A2	20% Maximum

Credit Ratings

If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.



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Authority

Council Resolution No. 400/2015 – 22 October 2015

Policy Owner / Further Assistance

Manager – Corporate Services

Related Information

DLG – Circular No. 11-01 / Date 17 February 2011 / Doc ID. A232163 – attached

Review Date

October 2016

Revision History

Date	Description of Change	Sections Affected
26 September 2013	Adopted by Council	All
23 October 2014	Adopted by Council	All
22 October 2015	Adopted by Council	All



Circular No. 11-01
Date 17 February 2011
Doc ID. A232163

Contact Finance Policy Section
02 4428 4100
dlg@dlg.nsw.gov.au

REVISED MINISTERIAL INVESTMENT ORDER

A revised Investment Order pursuant to section 625 of the *Local Government Act 1993* has been issued. The Minister for Local Government signed the revised Order on 12 January 2011 and it was published in the NSW Government Gazette on 11 February 2011. It replaces the Order dated 31 July 2008. The revised Order is attached to this circular.

Changes to the Investment Order include:

- the removal of the ability to invest in the mortgage of land (part (c) of the Investment Order dated 31 July 2008)
- the removal of the ability to make a deposit with the Local Government Financial Services Pty Ltd (part (f) of the order dated 31 July 2008)
- the addition of "Key Considerations" in the revised Investment Order, which includes a comment that a council's General Manager, or any other staff, with delegated authority by a council to invest in funds on behalf of the council must do so in accordance with the council's adopted investment policy.

Councils are reminded that on 25 May 2010 the Division of Local Government issued Investment Policy Guidelines (Circular to Councils 10-11 refers). It is expected that all councils will by now have adopted an Investment Policy in accordance with the Guidelines.

Attachment:- 26/9/2013



Subject: Investment Policy

Keyword: Investment

Minute adopted:

Next Review: 25 September 2014

Introduction

To assist Councillors, General Managers and the Responsible Accounting Officers of councils to invest surplus funds in a prudent and appropriate manner, all councils are required to develop an investment policy. The Division of Local Government released new *Investment Policy Guidelines* in May 2010 to provide assistance with the preparation of a policy and the prudent and appropriate management of a council's surplus funds. These guidelines have been used in the production of this policy.

Objectives

To provide a framework for the investing of Council's funds at the most favourable rate of interest available to it at the time whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. To prevent any loss to the amount invested, while gaining the most advantageous rate of return with minimum risk. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

Legislative Requirements

All investments are to comply with the following:

- Local Government Act 1993;
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- Trustee Act 1925 (NSW)



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- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards; and
- Division of Local Government Circulars.

Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

The General Manager may in turn delegate the day-to-day management of Council's Investment to the Responsible Accounting Officer or senior staff, subject to regular reviews.

Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager.

Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the Minister for Local Government (Attachment 1).

Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

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- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria:

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- Maturity Risk - the risk relating to the length of term to maturity of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

Investment Advisor

Investment Advisors engaged by Council must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.



Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council held on 24 November 2016

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.

The documentary evidence must provide Council legal title to the investment.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

A monthly report will be provided to Council. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and market value.

This Investment Policy will be reviewed at least once a year or as required in the event of legislative changes. The Investment Policy may also be changed as a result of other amendments that are to the advantage of that Council and in the spirit of this policy. Any amendment to the Investment Policy must be reported to Council at the next Council meeting.

DIVERSIFICATION / CREDIT RISK GUIDELINES

Managed Investments

The total amount invested with any one financial institution should not exceed 40% of average annual funds invested by Council.

Direct Investments

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Long Term Rating (Standard & Poors)	Short Term Rating (Standard & Poors)	Percentage of Total Investments
AAA to AA-	A1+	40% Minimum
A+ to A-	A1	60% Maximum
BBB+ to BBB-	A2	20% Maximum

Credit Ratings

If any of Council's investments are downgraded such that they no longer fall within these investment policy guidelines, they will be divested as soon as is practicable.

Signed: _____ Signed: _____
General Manager Chairperson

Date: ____/____/____

Date: ____/____/____

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Circular No. 11-01
Date 17 February 2011
Doc ID. A232163

Contact Finance Policy Section
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dlg@dlg.nsw.gov.au

REVISED MINISTERIAL INVESTMENT ORDER

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Changes to the Investment Order include:

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- the removal of the ability to make a deposit with the Local Government Financial Services Pty Ltd (part (f) of the order dated 31 July 2008)
- the addition of "Key Considerations" in the revised Investment Order, which includes a comment that a council's General Manager, or any other staff, with delegated authority by a council to invest in funds on behalf of the council must do so in accordance with the council's adopted investment policy.

Councils are reminded that on 25 May 2010 the Division of Local Government issued Investment Policy Guidelines (Circular to Councils 10-11 refers). It is expected that all councils will by now have adopted an Investment Policy in accordance with the Guidelines.



Ross Woodward
Chief Executive, Local Government
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6 LOCAL PURCHASING

Summary:-

This report is to recommend changes to Council's Procurement Policy and for Council to consider implementing a local purchasing comparative price advantage system.

6.1 Introduction

The purpose of this report is to recommend changes to Council's Procurement Policy and for Council to consider implementing a local purchasing comparative price advantage system.

6.2 Background

At its meeting held on 27 October 2016 Council confirmed its current policy to shopping locally wherever possible in the best interests of Council.

The General Manager was requested to present a Local Purchasing Policy to this meeting for consideration.

It is worth noting that in 2015/16 Council spent over \$3.3 Million with local (Nyngan) businesses for goods and services. The amount that was spent with businesses outside the Shire included amounts that were in respect of goods and services not available locally – for example, \$1.7 Million on bitumen sealing and \$1.2 Million on the purchase of specialised plant.

6.3 Discussion

It has previously been suggested that Council could introduce a system whereby local suppliers are given a price advantage over other suppliers. These systems are justified by the fact that Councils play a significant role in local economic development and that local ratepayers' funds should be returned to the local economy. The implementation of any such system does carry risks in terms of anti-competitiveness and the maintenance of defensibility, accountability and probity.



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Apart from pricing, it is also important to note that a range of factors including after-sales service, quality and ready availability of products affect Council's procurement decisions.

Should Council favour the implementation of such a system it is recommended that it be straightforward enough to be readily understood and applied. Such a system could allow for a price advantage to be given to local suppliers whereby an amount of, say, 2% is nominally deducted from the local supplier's price for the purpose of price comparison only. This price advantage would only apply where written quotes are required to be obtained for purchases, under Council's Procurement Policy, currently for any purchases between \$5,000 and \$150,000. Any purchases over \$150,000 are subject to tendering processes and Council can tailor local content to specific tenders if it chooses to.

A suggested framework is included as paragraph 5 in the attached Procurement Policy document.

In addition to the content of paragraph 5, staff have taken the opportunity to streamline the Procurement Policy with respect to the process for monthly orders (paragraph 6.2.4) and Delegations (paragraph 8).

6.4 Attachment

Procurement Policy – FIN 004

6.5 Recommendation

1. That Council consider whether to introduce a Local Purchasing Comparative Price Advantage System as contained in paragraph 5 of the attached Procurement Policy, FIN 004.
2. That Council approve the revisions to the Procurement Policy, FIN 004.

Stephanie Waterhouse
Finance Manager



Corporate Services' Report to the Ordinary Meeting of Bogan Shire Council
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POLICY FIN 004

PROCUREMENT POLICY





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1. INTRODUCTION

The Bogan Shire Council is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance. Procurement processes and practices to be complied with are defined within this Policy.

2. OBJECTIVES

- 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 providing all the other objectives and principles of this policy are adhered to, in the best interests of Council.
- To ensure Value for Money and encourage competition between potential suppliers.

3. ETHICS & INTEGRITY

Code of Conduct

All officers and employees of the Council undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Council must act in an honest and professional manner at all times which supports the standing of the Council.

Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties: -

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Council Policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Council by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. VALUE FOR MONEY

Council seeks best value for money in procurement, recognising that this does not necessarily equate to the lowest price to specification. Reasons for selecting other than the lowest price must be recorded, referenced to the purchase order and retained.

The best value for money principle embraces the total cost of the product or service over the life of the requirement, fitness for purpose, timely delivery, and local support.

Evaluation criteria reflecting best value for money may include:-

- Readily available spare parts and servicing support;
- Reliable warranty service;
- Shorter supply lines;
- Convenient communications for contract administration;
- Knowledge of Australian design manufacturing and quality standards;
- Local supplier that would alleviate transportation costs.

5. LOCAL PURCHASING

5.1 Introduction

Bogan Shire Council is committed to shopping locally wherever possible in the best interests of Council. Paragraph 5 of this Policy deals with allowing a price advantage to local suppliers however pricing is only one factor in Council's procurement decision-making. A range of factors including after-sales service, quality and ready availability of products will affect Council's procurement decisions.

A Local Purchasing arrangement seeks to encourage spending with approved local suppliers through a price advantage when Council is procuring goods or services in the Bogan Shire Council Local Government area. A consistent direction is required for the application of the Local Purchasing arrangement and this is set out below.

5.2 Policy

5.2.1 Limits

For all quotations and tenders for the supply of goods, materials and / or services for Bogan Shire Council above \$5,000 and below \$150,000 a price advantage is given to approved local suppliers where the resultant comparative price of the quotation does not exceed \$150,000. In the process of determining the successful supplier, an amount of 2% will be nominally deducted from the local supplier quotation for the purpose of price comparison only.

5.2.2 Annual Submission

Specifications for the calling of quotations for services, goods or materials will indicate that Council has a preferential Local Purchasing arrangement. It will be noted that any supplier that wishes to be considered as a "Local Supplier" must request and complete appropriate paperwork at least once every 12 months and nominate on their quotation that this supplier is to be considered a "Local Supplier". This puts the onus of proof onto the supplier.

5.3 Local Supplier

A "Local Supplier" will be defined as one meeting both (a) and (b) below:-

- a. An organisation that operates from premises within the boundaries of the Bogan shire Council Local Government Area (LGA) and has operated from those premises for a minimum period of three (3) months before submitting the quotation, and
- b. An organisation that is more than 49.9% owned by an individual (or individuals) that reside within the boundaries of the Bogan Shire Council LGA and has done so for a minimum period of three (3) months before the organisation submits the quotation. It is assumed that the individual/s reside/s at their address on the electoral roll.
- c. The appropriate paperwork required to be submitted to be considered a "Local Supplier" would include:-
 - The address of the business premises within the Bogan Shire Council LGA.
 - The number of full time staff that operate from that premises.
 - The name of the owner (or owners) of the organisation (and how they legally own more than 49.9% of the organisation submitting a quotation) as well as their address/es with the Bogan shire Council LGA.
- d. If subsequent investigations by Council prove that false declarations were made and this organisation should not be considered a "Local Supplier" then the Local Purchasing Policy will not apply and that supplier will not be able to supply goods, materials and / or services to Bogan Shire Council for a period of 12 months.

5.4 Tenders

No local purchasing price comparison advantage is given under this policy when the resultant comparative price of a tender exceeds \$150,000. Council may determine local purchasing requirements for each tender on a case by case basis.

6. PURCHASING THRESHOLDS AND PROCESSES

Council's major purchasing objectives are:-

- Consistent application of procurement policy;
- Efficient and effective purchasing controls;
- Authorised purchasing only;
- Goods and services received are consistent with the purchasing order and invoice for payment;
- Value for money;
- Maximise savings available through joint procurement arrangements; and
- Procurement decisions based on full and complete knowledge of total cost and other attributes of goods and services.

6.1 Key purchasing controls

Procurement controls are specified throughout the Policy. However, the key purchasing controls are:-

- Completion of a purchase requisition authorised as per Council delegations, prior to requesting a purchasing officer to raise a purchase order. The employee completing the requisition, even if authorised to do so, is unable to both requisition and authorise. Another authorised person must be sought to authorise the requisition in these circumstances.
- Restriction of access to the purchasing system to authorised personnel who are registered within the system by the Corporate and Community Services Department, each department has an assigned purchasing officer who is able to raise purchase orders within the Authority system. If the assigned purchasing officer from your department is unavailable use one of the other officers listed.

In addition to this the Store person has the ability to raise purchase orders and also has purchasing authority for purchases within his delegation.

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Purchasing officers for each Department are:-

- General Manager's Office – Executive Assistant to the Mayor and General Manager, Administration Officer
- Corporate Services – Records Officer and Trainee;
- Engineering – Administration Officer;
- Environmental Department – Administration Officer; and
- Children's Services – Administration Officer.

Authorisation of purchasing only in accordance with the Delegations of Authority Policy AP006 adopted by Council 2 January 2014.

Enforceability of purchase order terms and conditions:-

- Restriction of Council credit cards to General Manager and Manager of Corporate and Community Services;
- Purchasing restricted to Council's purchasing system or credit cards, in accordance with Council's purchasing policy;
- Channelling of all supplier invoices through Council's mailing address direct to Accounts Payable or email to admin@bogan.nsw.gov.au; and
- Independent certification of invoices for payment in accordance with Delegation of Authority in limited instance when purchase orders aren't raised.

6.2 Planning the purchase

6.2.1 Purchase Order

Purchase orders generated through Council's Authority purchasing system are the predominant and preferred method of ordering goods and services for Council.

The following planning is required before raising a purchase order:-

- Ensure an approved budget exists;
- Obtain quotes in line with procedures listed below;
- Identify the correct general ledger number;
- Determine what authority is required to approve the purchase;
- Consider whether the item can be procured by Council's preferred suppliers or recognised procurement arrangements;

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- Raise a requisition order with attached quotes and relevant authorising signatures according to delegations;
- Pass requisition on to a purchasing officer who will then raise the purchase order. This ensures funds are committed within the financial system; and
- Once goods are received return purchase order to purchasing officer for goods receipting then to the Accounts Payable Officer for payment.

6.2.2 Direct Invoicing

Certain costs are incurred without the raising of purchase requisitions. Examples include, rent, rates, electricity, telephone, gas, postage, loan repayments, subscriptions, membership, travel advances, legal fees, labour hire, freight, sanitary and sharps disposals and reimbursements. These type of payments require the invoice be signed by a manager in line with the delegated authorities published below.

6.2.3 Petty Cash

Transactions with a total cost of less than \$50 may be paid from petty cash. Petty cash reimbursements must be approved by an authorised delegate. Accounts payable officer will balance petty cash and ensure all payments are authorised regularly.

6.2.4 Monthly Orders

Minor items may be purchased from regular suppliers through a process of monthly orders.

The procurement officer will raise a reserved order at the start of the week and all employees are to follow procedures as approved by the General Manager for the use of these orders from time to time.

Employees making use of the monthly order system are required to ensure that processes are in place to adhere to budgets.

For purchasing of goods and services, other than the engagement of consultants, the following minimum requirements will apply. Except for purchases above \$150,000 that are required to go to tender, in circumstances where the number of quotations listed is unobtainable, due to circumstances beyond our control, documentation should be kept to show evidence of such e.g. Letters, Emails, Phone Calls etc.:

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Purchasing Thresholds (ex GST)	Requirements
\$0 - \$500	<p>Officers with sufficient financial delegations are granted discretionary authority to purchase directly from suppliers without quotations. Officers are required to observe the principles described in this Policy.</p> <p>Petty cash purchases have a maximum limit of \$50.</p>
\$501 - \$5,000	<p>Obtain at least two (2) verbal quotations properly documented as to details of each quote detailing prices and names of contacts and phone numbers.</p> <p>These quotes are kept as an official record for Audit. An officer with sufficient financial delegation shall select the most advantageous to Council. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p>
\$5,001 - \$10,000	<p>Obtain at least two (2) written quotations (eg email, fax or original copy). These quotes are kept as an official record for Audit. An officer with sufficient financial delegation shall select the most advantageous to Council. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p>

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<p>\$10,001 - \$150,000</p>	<p>Obtain at least three (3) written quotations (eg email, fax or original copy) containing price and specification of goods and services. These quotes are kept as an official record for Audit. An officer with sufficient financial delegation shall select the most advantageous to Council. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p>
<p>\$150,000 and above incl. GST</p>	<p>Formal tenders are to be invited in accordance with Section 55 of the Local Government ACT (1993) and Part 7 of the Local Government (General) Regulation (2005). Conduct a public tender process in accordance with Councils Policy.</p>

7. TENDERING

Tendering must comply with the requirements of the Local Government Act 1993, the Local Government (General) Regulation 2005 and Bogan Shire Council's policies.

Tenders shall be clearly marked as "Confidential" and will be received in the Tender Box at the Bogan Shire Council office until the closing date and time as advertised. The tender box is to be held by the Records Officer until the Tender Assessment Panel, as a group, open the tenders. The tender box should be put in the front office daily by the records officer when a tender is in progress for those wishing to personally deliver their tender applications: Tenders are accepted by Council in the following forms:-

- By hand to the tender box at 81 Cobar Street NYNGAN
- By post to PO Box 221, NYNGAN NSW 2825
- Where a tender is sent by fax it must be securely printed by the records officer and placed in a sealed envelope and placed in the tender box immediately after it is printed out, prior to the closing date and time of the tender.

Local Government (General) Regulation 2005

Clause 173 Submission of tenders

(1) A tender must be submitted in writing, by facsimile transmission or (subject to subclause (2)) by electronic means.

(2) A tender may not be submitted by electronic means: -

(a) if guidelines are in force under section 23A of the Act with respect to the transmission of tenders by electronic means—unless its submission by electronic means is authorised by, and effected in accordance with, those guidelines; and

(b) in any other case—unless its submission by electronic means is effected by a secure mechanism (such as an encryption-based technology) that ensures that it cannot subsequently be altered.

(3) Unless sent by facsimile transmission or electronic means, a tender must be sent or delivered in a sealed envelope.

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(4) If a tender is sent by facsimile transmission or electronic means (other than the means referred to in subclause (2) (b)), it must be printed out on receipt, and an appropriate person must place the tender in a sealed envelope immediately after it is printed out.

It is the responsibility of the Tenderer to ensure that the tender is received by Council before the closing time and date advertised. It is suggested that the Tenderer contact Council by telephone to ensure that their tender has been received and placed in the tender box.

The Council officer nominated in the specification or cover letter will take inquiries during normal office hours.

Contact details are:-

- Telephone: (02) 6835 9000
- Facsimile: (02) 6835 9011
- Email: admin@bogan.nsw.gov.au
- Website: www.bogan.nsw.gov.au

Methods of Tendering

Council will use one of the following methods when calling for Tenders:-

- a. Open tendering - by which tenders for the proposed contract are invited by public advertisement;
- b. Selective tendering - by which invitations to tender for a particular proposed contract are made following a public advertisement asking for expressions of interest; and
- c. Selective tendering - by which recognised contractors selected from a list prepared or adopted by the council are invited to tender for proposed contracts of a particular kind.

For Contracts less than \$150,000 a "Request for Quotation" may be invited by public advertisement.

Extension of Tender Period

Council may in certain circumstances shorten or extend the minimum 21 day tender advertising period in accordance with Clause 171 and 172 of the Local Government (General) Regulations 2005.

Reasons for shortening a tender advertising period must be provided in the tender documentation.

Advertising of Tenders

Tenders are to be advertised both in a Sydney metropolitan daily newspaper as well as the Nyngan Observer. Requests for Quotations and Expression of Interest are to be advertised at least in a newspaper circulating in the local area.

Electronic Tendering

In addition to newspaper advertising Tenders, Request for Quotations and Expression of Interest may be invited through Council's website.

Record Maintenance

Access to tender documents will be restricted to only those persons involved in the tender process including the tender evaluation panel. The procedures should also state how access to tenders submitted by secure electronic means would be regulated. Records required to be maintained by Council include the following:-

- an evaluation report on each tender;
- a final report that documents the reasons, based on the tender criteria, for selecting the successful tender or, not accepting any of the submitted tenders; Ensure that documents about the tenders and the evaluation process are stored and handled securely;
- Retain complete and comprehensive records of all tenders, evaluations and any negotiations as well as the contract itself; and
- Ensure compliance with the *State Records Act 1998*.

TENDERING PROTOCOL

Ethics and Probity

General - The Council's tendering activities are to be performed with integrity and in a manner able to withstand the closest possible scrutiny.

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Conduct of Council Staff - Council staff at all times are to conduct business that is ethical and of the highest integrity and are required to:

- treat potential and existing suppliers with equality and fairness;
- not seek or receive personal gain;
- maintain confidentiality of Commercial in Confidence information;
- present the highest standards of professionalism and probity;
- deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- provide all suppliers and tenderers with the same information and equal opportunity;
- be able to account for all decisions and provide feedback on them;
- not be involved in any activity such as performing work with suppliers, consultants or contractors;
- ensure adherence to the Local Government Act 1993, (Section 55); Local Government (General) Regulation 2005, (Part 7); and Council's Code of Conduct Policy;
- not engage in the practice of so-called "order splitting" with suppliers, consultants or contractors.

Governance

Responsible Financial Management - The principle of responsible financial management is to be applied to all procurement activities. Council funds are to be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this Policy.

Record Keeping – All substantive communications with potential suppliers in respect of tender evaluations and quotations should be in writing or in formal minuted meetings. Records for all Procurement activities must be kept and recorded in the Council Record Management System.

Lobbying

Lobbying of Councillors and staff by tenderers or their agents is not permitted and shall result in their disqualification from the tender process on that occasion. For the purposes of this clause "lobbying" shall include seeking to influence, seeking to obtain support or assistance, and urging or persuading.

Tender Specifications and Assessment Criteria

Specifications

Tender specifications will be written in a way that will encourage open and effective competition by providing the best possible opportunity for potential suppliers to develop solutions capable of satisfying predetermined requirements.

Specifications will not include any feature which discriminates, either directly or indirectly, against any supplier or group of suppliers. Specification of any feature that could be perceived as discriminatory, such as items that are specific to a particular technology or brand, should be avoided. Specifications should encourage suppliers, wherever possible, to offer alternative options which can reasonably be adapted to meet requirements. Each specification is to be authorised and endorsed by the appropriate officer under Council Delegations.

Assessment Criteria for Tenders

Every tender called by Council will be assessed using the following standard assessment criteria as a minimum. Whilst other criteria may be used which are more specific to each tender, the following criteria must be applied to all assessments:

Financial Assessment must include identification of all relevant costs, individual analysis of costings contained in each submission, and cost comparisons between all competing submissions. The initial (once only), and ongoing costs, must be identified and calculated in the process of assessment of tender submissions.

Capability Assessment shall include the experience of the tenderer and the experience and qualifications of the key personnel who will be operating the contract, including management and supervision, and the capability of the contractor to work within the relevant policies of Council.

A Work Health and Safety Assessment must be performed where the tender involves the completion of works of any description. When purchasing goods, materials or services for Council, the provisions of the Work Health and Safety Act 2011 should be adhered to. This includes:-

- ensuring that any plant or substance provided for use by the employees at work is safe and without risks to health when properly used;
- providing such information, instruction, training and supervision as may be necessary to ensure the employees' health and safety at work;

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- all safety aid operating information must be supplied with all products and equipment; and
- a work method statement must be completed before any plant items are purchased.

Environmental Assessment is essential where environmental issues may be involved. All persons or organisations responding to public calls for tenders, quotations or expressions of interest shall be asked to provide the following information within their submissions:-

- a copy of their environmental policy or equivalent;
- details of their environmental management strategy (where appropriate);
- their commitment to due diligence in regard to environmental legislation;
- documentation outlining past performance in regard to environment protection; and
- evidence of selection and use of products based on a principle of 'value for money' over their life cycle, and consideration of other issues such as low wastage levels and use of recycled content and usability of those products.

Weighting of Assessment Criteria

Assessment criteria shall be weighted in order of importance and relevance to the specified tender. The weightings applied to criteria shall be determined by the Manager overseeing the tender in consultation with the tender panel convened to assess and select a tender. The assessment criteria and their weightings should then be included in the tender documentation.

Factors may include but are not limited to:-

- whole of life costs, including capital, operational and disposal costs;
- innovation offered;
- delivery times offered;
- quality offered;
- previous performance of tenderer;
- experience of tenderer and their personnel;
- capability of tenderer, including technical, management, staff, organisational and financial capability and capacity;
- tenderer's work health and safety management practices and performance; and
- tenderer's workplace and industrial relations management practices and performance.

Key Considerations in Assessing Tenders

Impartiality

Impartiality must be observed throughout the entire tendering process so as not to exclude or favour any tenderer.

Insurance

The type and level of insurances required, particularly public liability insurance, will be investigated when arranging a specification for the particular contract.

Achieving Value for Money

Purchasing decisions should be made on the basis of value for money over the life cycle of products, rather than just the cheaper up-front purchase price.

This means minimising the total cost of ownership over the lifetime of the requirement consistent with acceptable quality, reliability, safety, risk and delivery considerations. Price is not the sole determinant of value for money. Where choices are made on the basis of cost, reasons for not purchasing recycled or environmentally preferable products may be required. It is recognised that in some cases the selection of environmentally preferable products and materials may be less competitive.

Transparency of Process

Principles of transparency, consistency and probity will be applied to all processes in the preparation, advertisement, assessment and management of tenders and quotations by Council.

Conflict of Interest

Any conflict of interest must be reported to the General Manager and dealt with immediately. This will apply to Councillors, Council staff and tenderers.

Accountability

Accountability is important as funds must be used in the most cost effective and efficient manner.

Risk Management

Risk Management is to be appropriately applied at all stages of the procurement process which must be properly planned and carried out in a manner that will protect and enhance the Council's capacity.

Monitor and Evaluate Performance

To ensure probity, on completion of each tender a formal performance review must be completed and documented by the Manager overseeing the tender.

Non-Conforming Tender

A tender is non-conforming when there is an absence of any requirement clearly detailed in the Conditions of Tendering. If a tender received is non-conforming, the report to Council must state the reason why the tender was classed as non-conforming and not considered.

Tender Assessment Panels

The Manager overseeing the tender will convene a Tender Assessment Panel to oversee and assist in the calling, assessment and selection of specific tenders and quotations. The composition of the tender panel will be determined by the Manager using Council staff expertise relevant to the area associated with the tender, however must be approved by the General Manager.

From time to time it may be necessary to utilise external expertise to assist the panel in development of specifications, assessment and selection. In these instances, the same standards of declaration of interests apply as those that apply to consultants and professional services. Any appointment of a consultant or professional services in a tender process must be approved by the General Manager.

All staff involved in preparing and/or assessing tenders are required to complete a Declaration of a Conflict of Interest / Pecuniary Interest Disclosure.

Tender Review Officer

The General Manager will appoint an officer, not involved in the Assessment of the Tender to review all processes relating to the Tender as per Council's Procurement Policy and Guidelines, and Section 55 of the Local Government Act 1993, particularly for:

- Probity ;
- Ethics ;
- Transparency ;
- Price ;
- Work Health and Safety: and
- Adherence to Bogan Shire Council and Local Government Act requirements.

8. AUTHORISED DELEGATIONS

Delegations relating to procurement are contained within Council Policy AP006 - Delegation of Authority from the General Manager to Council Staff.

Authority

Council Resolution No.

Policy Owner / Further Assistance

Finance Manager

Related Information

Bogan Shire Council Policy AP006 – Delegations of Authority from the General Manager to Staff.

Code of Conduct.

Review Date

November 2018 or as required by any changes to legislation.

Revision History

Date	Description of Change	Sections Affected
July 2010	Adopted by Council	All
March 2016	Adopted by Council	All
November 2016	Additional of Local Purchasing Policy, streamlining monthly orders and delegations	Paragraphs 5, 6.2.4 and 8

REPORT TO THE ORDINARY MEETING OF COUNCIL – ENGINEERING SERVICES

Mayor and Councillors

I submit the following report for consideration:-

1 OPERATIONAL REPORT

1.1 Civil Works

Work undertaken during the reporting period of 17 October 2016 to 11 November 2016 consisted of the following:-

- The plating of culvert joints on 3 box culverts on the Mitchell Highway.
- The continuing construction of the new Engineering Offices at the Works Depot in Nymagee Street.
- Repairs and maintenance to the Council administration building in Cobar Street.
- Repairs to the Town Hall.
- Repairs and maintenance to the Council Chambers in Cobar Street.
- Completing the backfilling of drainage earthworks in River Street.
- Maintenance on the paving in Pangee Street.
- Repairs to culvert headwalls in Wambiana Street.
- Maintenance at the Nyngan Early Learning Centre.

1.2 Community Facilities

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

- Commencing the top dressing of Larkin, Junior League and Frank Smith Ovals.
- Mowing and maintenance of ovals and reserves.
- Cleaning of town facilities.
- Cleaning and sweeping of the Nyngan CBD.
- Preparing for private functions.
- Cleaning and maintenance of town streets and nature strips.
- Cleaning of town streets gutters and culverts.
- Digging and backfilling of graves.

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1.3 Roads

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

No.	Name	Comments
12	Coffil's Lane	Emergency storm repairs carried out.
24	Canonba Road	Re-sheeting continuing.
25	Merryanbone Road	Emergency storm repairs carried out
7	Warrah Road	Patch grading completed.
MR228	Hermidale Nymagee Road	Emergency storm repairs carried out.
14	Gilgai Road	Maintenance grading completed.
20	Murrawombie Road	Patch grading completed.
11	Honeybugle Road	Emergency storm repairs carried out.
10	Pangee Road	Maintenance grading commenced.
92	Colane Road	Patch grading continuing.
461	Condo Cobar Road	Maintenance grading continuing.
66	Day's Road	Maintenance grading commenced.
54	Jeffery's Road	Maintenance grading completed.
15	Kallara Road	Maintenance grading completed.
HW7	Mitchell Highway	Heavy patching completed.
HW8	Barrier Highway	Heavy patching completed.

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During this reporting period the Jetpatcher has carried out routine maintenance and repairs on the following roads:-

- Tottenham Road
- Colane Road
- Town Streets
- Yarrandale Road
- Mitchell Highway; and
- Barrier Highway.

During October and November Council's rural works crews have been completing a combination of emergency flood repairs and maintenance to the rural road network. This is to help ensure that all roads will be trafficable during the upcoming harvest while trying not to put a risk any potential Natural Disaster Relief & Recovery Claims.

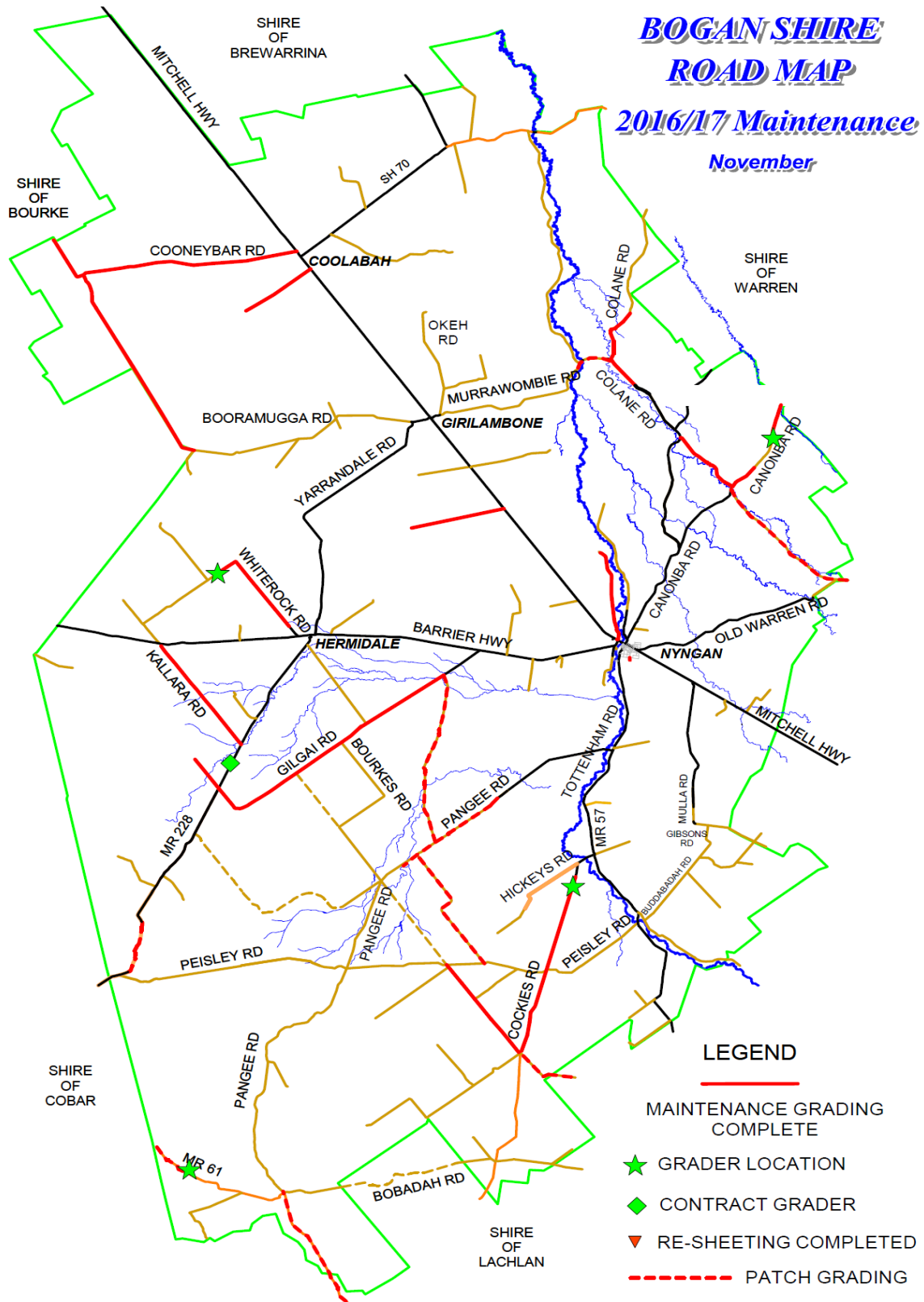
The works program for the remainder of November and the beginning of December includes but is not limited to the following works:-

- Maintenance grading and flood damage repairs on the following roads - Whiterock Road, Cobar-Condo Road, Curran's Road, Kallara Road, Cockies Road, Gongolgon Road, Hermidale Nymagee Road and Canonba Road.
- Re-sheeting of the following roads - Monkey Bridge Road, Tubbavilla Road and Merryanbone Road.
- Heavy patching of damaged sections of Hermidale Nymagee Road and Tottenham Road.
- Commencing construction and sealing of 2km of Hermidale Nymagee Road.
- Slashing the Albert Priest Channel.
- Shoulder grading of the Barrier Highway.
- Resealing of the Mitchell and Barrier Highways.
- Shoulder grading on the Mitchell Highway Coolabah.

1.4 Recommendation

That the Operational Report, including Civil Works, Community Facilities and Roads, for the reporting period 17 October 2016 to 11 November 2016 be received and noted.

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2 UPGRADING OF LIGHTING IN FLOOD MEMORIAL PARK

Summary:-

- The purpose of this report is to advise Council of a request from the Nyngan Garden Club to upgrade the lighting at the eastern end of Flood Memorial Park.
- It is recommended that the cost of upgrading of the flood lighting in Flood Memorial Park be considered at the 2017/18 budget meeting.

2.1 Introduction

The purpose of this report is to advise Council of a request from the Nyngan Garden Club to upgrade the lighting at the eastern end of Flood Memorial Park to cater for the expansion of the annual Christmas markets.

2.2 Background

The Garden Club has advised that the existing street lights and parking area do not adequately illuminate the Heritage Park end of the markets. They have in previous years had the use of a portable light tower provided by Neill Earthmoving but are requesting Council consider permanent lighting.

2.3 Discussion

A preliminary cost estimate from an electrician is that the installation of an additional two flood lights on the existing street poles would be around \$2,000 and if an additional post to mount the lights on was installed in the park, the cost would be significantly higher.

Council would also be charged for the cost of running the lights all year.

As an alternative, Council may consider hiring a portable light tower at an estimated cost of \$550 to \$750 (per event), depending on the pickup and return method used.

2.4 Recommendation

That the cost of upgrading of the flood lighting in Flood Memorial Park be considered at the 2017/18 budget meeting.

3 WATER AND DROUGHT SECURITY REPORT

Summary:-

The purpose of this report is to advise Council of the report prepared by the Lower Macquarie Water Utilities Alliance to investigate potential solutions to improve water supply security within our region.

3.1 Introduction

The purpose of this report is to advise Council of the report prepared by the Lower Macquarie Water Utilities Alliance to investigate potential solutions to improve water supply security across the twelve member Council's of the LMWUA.

3.2 Background

The Study focuses on two levels of water security:-

- Improving reliability of supply in the worst case scenarios of interruption to supply or extreme drought conditions in order to minimise transporting water and to avoid evacuation of urban centres.
- Improving reliability of supply in order to reduce the frequency and severity of water restrictions.

3.3 Discussion

The Study is based on the work and consultant studies undertaken by the individual and groups of councils as well as studies carried out by the Office of Water. This report brings together the recommendations of these various studies into a consolidated water security strategy.

This report has been prepared as far as possible in consultation with Council staff and the Office of Water.

The relevant water-sharing plans are considered within the broader context of the Murray-Darling Basin Plan.

The primary focus of this Study is water security and drought preparedness for the urban communities. The issues of water security for irrigation and other water users (such as mining companies) that access water outside the local water utility infrastructure is considered only in relation to where it directly impacts on urban water supplies.

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Likewise, infrastructure downstream of the water sources also has an impact on water security; however, this issue is not considered in detail and has been addressed separately in other documents prepared by the Alliance councils and is therefore not considered again in this report.

This Study was proposed by the Alliance to avoid the town-by-town approach on which the existing reports used to prepare this Study may have been based. By highlighting opportunities for cooperation on a regional scale, this Study has the potential to identify water supply options that may benefit numbers of towns, or provide mutually benefits for other sectors such as irrigation and mining for example. This could include the sharing of water sources or water entitlements, or provide economies of scaled for works required to be undertaken in a number of member council areas where this is feasible and not affected by significant geographical distance.

Summary of Recommendations:-

3.3.1 Regional Recommendations

- a. Commence discussion with DPI Water regarding the implications of current water-sharing plans, with a view to improving security of supply to urban centres leading into severe droughts.
- b. Prepare a report regarding the proposed pipeline from Burrendong Dam to Dubbo.
- c. Prepare a report regarding the proposed pipeline from Warren to Nyngan.
- d. Analyse where water conservation measures can be implemented economically without unduly affecting the lifestyles of communities and the appearance of urban centres.
- e. Carry out analysis of unaccounted-for water losses, especially with regard to identifying leakage in reticulation systems with a view to lobbying for another round of funding to identify leakage in pipe networks.
- f. Carry out a condition survey of bores.

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3.3.2 Recommendations for Bogan Shire Council

In order to improve emergency supplies:-

- a. Investigated Macquarie River and Great Artesian Basin recharge zone aquifers in the Warren area to establish quantity and reliability of supply for a potential emergency supply for Nyngan and Cobar (for when the Albert Priest Channel is piped).
- b. Carry out preliminary design and environmental studies for the construction of a pipeline from Warren to Nyngan.
- c. Obtain funding to construct a pipeline from Warren to Nyngan.
- d. Investigate and reduce unaccounted for water losses in the pipe networks in Nyngan.

In order to improve reliability of supply in normal drought periods:-

- a. Investigate and construct water storage facilities at Nyngan adjacent to the existing weir pools using the \$10,000,000 in Water Security for Regions funding.
- b. Further investigate the feasibility and any environmental impacts of establishing a drought time operating water level in the weir pool at Nyngan in order to reduce evaporations and seepage losses.

Bogan Villages:-

- a. Investigate feasibility of supplying raw water from Gunningbar Creek to Coolabah and Girilambone villages schemes.
- b. Investigate feasibility of a permanent raw water supply from the Nyngan-Cobar Pipeline to the Hermidale village scheme.
- c. Works as required for Coolabah, Girilambone, Miandetta and Hermidale.

A copy of the full report is available for Councilors on request..

3.4 Recommendation

That the Water and Drought Security Report be received and noted.

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4 VILLAGE ENTRANCE SIGNS

Summary:-

The purpose of this report is to present to Council some options for designs of a village entrance sign that is uniform for the three villages.

4.1 Introduction

The purpose of this report is to present Council with some options for designs of a village entrance sign that is uniform for the three villages.

4.2 Background

It was discussed at the village meetings with Council in April 2016 to investigate the idea of providing an entrance sign with a uniform design for each village.

4.3 Discussion

It is intended to take the designs to the mid year village meetings, to be held on 6 December, with a recommendation from Council.

It is proposed that the cost of construction and installation of the signs be partly funded from the village allocations and by Council.

Designs and estimates are currently being finalised and will be presented at the Council meeting

4.4 Recommendation

For Council's consideration

Graeme Bourke

MANAGER ENGINEERING SERVICES

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

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

Mayor and Councillors

I submit the following reports for consideration:-

1 DEVELOPMENT APPLICATIONS

Three (3) Development Applications have been approved since Council's October 2016 Meeting.

DA NUMBER	APPLICANT	ADDRESS	DESCRIPTION	VALUE (\$)	PROGRESS
2014/001	Dr Ryan Heggie	Canonba Road, NYNGAN	Hangar	64,000	Applicant advises that the DA will continue subject to lease negotiations
2016/015	WR Nominees	Lot 101 Lawlor Street, NYNGAN	Change of Use	15,000	Further information required from applicant regarding Fire Safety Compliance
2016/016	Terry Lyons	Lot 2 DP 939430 Nyngan Street, Hermidale	Refurbishment of shed and extension	100,000	Additional information required from applicant.
2016/022	AGL c/- David Bloomfield	876 Barrier Highway, Nyngan	Viewing Platform for Solar Farm	350,000	1 submission received. Place on hold until negotiations with objector and applicant are completed.
2016/025	Ms E Carter	Barrier Highway, Nyngan	Rural Dwelling	500,000	Assessment finalised. Report refers.
2016/026	Mr TJ Glennie	Terangion Street, Nyngan	Shed	15,900	Approved.
2016/027	Picton Bros C/- Bogan Shire Council	26 Flashman Avenue, Nyngan	Awning	14,980	Approved.

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2016/028	Mr KJ Martin	24 Oatley Street, Nyngan	Shed and Dwelling	25,000	Approved.
2016/029	Mr Z Waterhouse	74 Bogan Street, Nyngan	Shed	20,000	Under Assessment.
2016/030	Mr PW Pearce	64 Hoskins Street, Nyngan	Additions and Alterations to Dwelling	40,000	Recently lodged.
2016/031	Mr KD Murphy	50 Oatley Street, Nyngan	Shed	50,000	Recently lodged.

1.1 Recommendation

That the Development Applications Report since Council's Council Meeting be received and noted.

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2 OPERATIONAL REPORTS

2.1 Introduction

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

2.2 Discussion

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

- Routine maintenance duties including whipper snipping, mowing, litter removal, and edging of the Early Learning Centre, O'Reilly Park, Moonagee Park, Lions Park, Davidson Park, Heritage Park, Vanges Park, Centennial Park, Teamsters Rest, Nyngan Cemetery and Rotary Park;
- Spraying of weeds in Hermidale Park;
- Spraying of weeds at the Girilambone Cemetery;
- Tree planting within Heritage Park Stage 2;
- Commencement of street tree replanting;
- Tree replanting in O'Reilly Park; and
- Laying of turf at the staff houses.

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

- Road Inspections;
- River crossing inspections;
- Spraying of Blue Heliotrope and Woody Weeds on the Arthur Hall VC Way;
- Spraying of Blue Heliotrope on Pangee Road;
- Spraying of St Johns; and
- Attendance at the Macquarie Valley Committee Meeting in Mudgee.

2.3 Recommendation

That the Operational Report, including Parks and Gardens and Noxious Weed, since the October Council Meeting be received and noted.

3 DEVELOPMENT APPLICATION 10/2016/025/001 – PROPOSED RURAL DWELLING

Summary:-

- *The purpose of this report is for Council to determine a Development Application for a Rural Dwelling on land located off the Barrier Highway, approximately 6km from the Nyngan Township.*
- *The proposal is referred to Council for determination on the basis of the application containing a minor variation to the minimum lot size for the construction of a dwelling on the allotment. The proposal represents an 8.7% variation to the minimum lot size requirement of 600 hectares in the RU1 zone under the Bogan Local Environmental Plan 2011.*
- *The application is recommended to Council for approval due to the minor variation sought and the objectives of the zone being achieved despite the numerical variation.*

3.1 Introduction

This report is presented to Council for determination of a Development Application for a Rural Dwelling on land located off the Barrier Highway, approximately 6km from the Nyngan Township, legally identified as Lot 1 DP 875384.

The application is presented to Council as the proposal seeks a variation to clause 4.2B(3)(a) of the Bogan Local Environmental 2011 as the subject land is less than the minimum lot size specified for land zoned RU1 Primary Production to enable the construction of a dwelling. The applicant, however, has included an 'exceptions to development standards' justification report which is permitted under clause 4.6 of the Bogan Local Environmental Plan 2011.

3.2 Discussion

The applicant seeks approval from Council for the construction of a single storey 4 bedroom brick rural dwelling upon Lot 1 DP 875384 with access via the existing crossing from the Barrier Highway (site plan and elevations of the proposed development provided in **Attachment 1**). The site location is also shown by **Figure 1** which is approximately 6km from Nyngan's town centre.

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The subject land is identified to have an area of 547.8 hectares and contains an existing access crossing from the Barrier Highway which is considered to be suitable for the proposed use of the site. A riparian corridor bisects the subject site from the eastern to the western boundary.

Development and Environmental Services' Report to the Ordinary Meeting of
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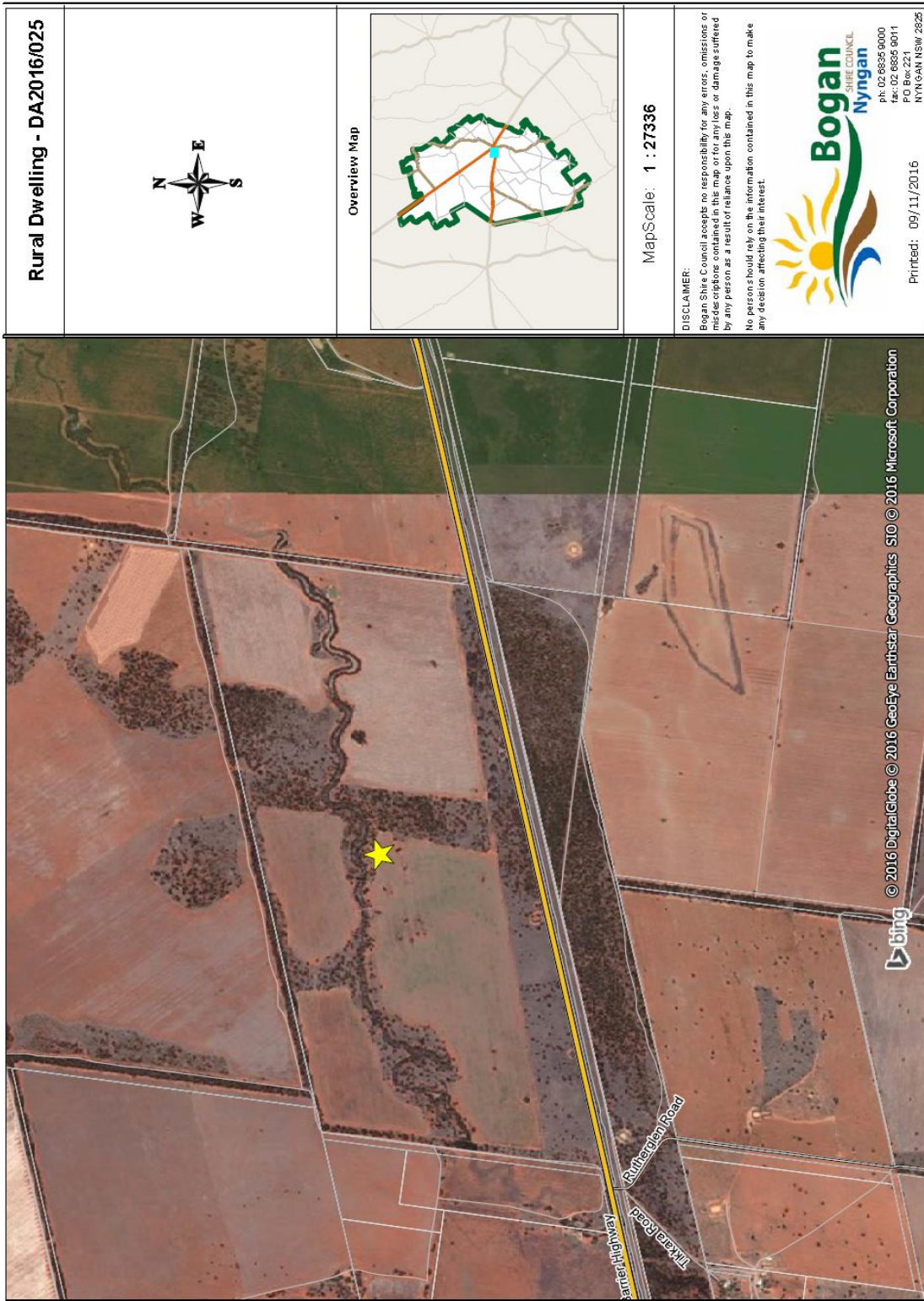


Figure 1 – Site Locational Plan

**Development and Environmental Services' Report to the Ordinary Meeting of
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The proposal is referred to Council for determination on the basis of the application containing a minor variation to the minimum lot size for the construction of a dwelling on the allotment as the land is currently 547.8 hectares.

The proposal represents an 8.7% variation to the minimum lot size requirement of 600 hectares in the RU1 zone under the Bogan Local Environmental Plan 2011 (clause 4.2(B)(3)(a)).

Clause 4.2B(3) states the following:-

(3) Development consent must not be granted for the erection of a dwelling house on land in a zone to which this clause applies, and on which no dwelling house has been erected, unless the land is:-

(a) a lot that is at least the minimum lot size specified for that land by the [Lot Size Map](#),

The applicant has provided extensive justification to accompany the Development Application to Council in accordance with clause 4.6 of the Bogan Local Environmental Plan 2011.

Clause 4.6 states the following:-

4.6 Exceptions to development standards

(1) The objectives of this clause are as follows:

(a) to provide an appropriate degree of flexibility in applying certain development standards to particular development; and

(b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances.

(2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.

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- (3) *Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating:-*
- (a) *that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case; and*
 - (b) *that there are sufficient environmental planning grounds to justify contravening the development standard.*
- (4) *Development consent must not be granted for development that contravenes a development standard unless:*
- (a) *the consent authority is satisfied that:*
 - (i) *the applicant's written request has adequately addressed the matters required to be demonstrated by subclause (3), and*
 - (ii) *the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out; and*
 - (b) *the concurrence of the Secretary has been obtained.*

As result, an assessment of the justification has been undertaken and it has been determined that whilst the application contains a minor variation to the minimum lot size of 8.7%, the applicant has provided reasonable justification for Council to support the variation in accordance with clause 4.6 of the Bogan Local Environmental Plan 2011. This specifically includes the following justification utilizing the Varying Development Standards Guidelines from the Department of Planning and the "five part test" from the NSW Land and Environment Court:

1. The relevant objectives of the RU1 zone is achieved notwithstanding noncompliance with the standard in that the allotment is only slightly smaller than the required minimum lot size and would not result in unplanned rural residential development, rather a single rural dwelling is proposed to be located on existing farmland.

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2. The allotment was originally created via the subdivision of Lot 45 DP 728712 in 1997 into two (2) lots under the Bogan Local Environmental Plan 1991 which also retained the 600 hectare minimum lot size. Subsequently, as there has been no changes to the minimum lot size provision under both Local Plans and therefore strict compliance with the development standard is considered to be unreasonable in the circumstances and the development is still able to achieve the intent of Clause 4.2B under the current Plan.
3. There are sufficient environmental planning grounds to justify the variation to the development standard in that the minimum lot size requirements are based on land capability, land use conflict and the loss of productive land. The proposal is considered to be proposed in a discrete area of the site resulting in minimal impact on the existing agricultural activities of the site. A buffer of 500m is also proposed from any adjoining agricultural activities, minimizing adjoining land use conflicts. It is also supported that although the site is slightly undersized, this has no bearing on the impacts of the development on the site or on surrounding agricultural land uses.
4. Approval of the proposed development is considered to be in the public interest as the proposal is consistent with the objectives of the zone and the variation is considered to be minor resulting in minimal impact on the site and surrounding lands.

In addition, the applicant has advised that there is a current application pending to consolidate an adjoining crown road reserve which would provide an additional 13 hectares for Lot 1 and therefore will reduce the extent of the current variation to 6.53% if such an application for consolidation is approved by Crown Land. However, this cannot be relied upon for assessment of the current proposal presented to Council.

As a result of a full assessment of the proposed development, the application is recommended to Council for approval subject to conditions of consent.

The application achieves the intent of the Bogan Local Environmental Plan 2011 and also achieves the requirements of the Bogan Development Control Plan 2012.

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

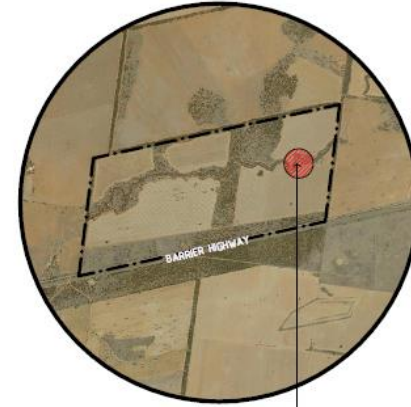
3.3 Attachments

Attachment 1 – Site Plan and Elevations of the Proposed Dwelling

3.4 Recommendation

1. The report be received and noted.
2. Council approve Development Application 10/2016/025/001 subject to conditions of consent.

Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 24 November 2016



01 LOCALITY PLAN
NOT TO SCALE



PROPOSED AREA OF WORK
BARRIER HIGHWAY NYNGAN
LOT 1 OF 1035A

PROPOSED RESIDENCE | BARRIER HIGHWAY NYNGAN NSW

GENERAL NOTES:

1. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL & OTHER CONSULTANT'S DRAWINGS & SPECIFICATIONS & WITH SUCH OTHER WRITTEN INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. ALL DISCREPANCIES SHALL BE REFERRED TO BARNSON PTY LTD FOR A DECISION BEFORE PROCEEDING WITH THE WORK.
2. DIMENSIONS ARE TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS UNLESS OTHERWISE STATED. ALL DIMENSIONS ARE NOMINAL IE. DIMENSIONS ARE TO STRUCTURAL ELEMENTS AND DO NOT INCLUDE FINISHED SURFACES SUCH AS PLASTERBOARD, TILING ETC. ALL DIMENSIONS RELEVANT TO SETTING OUT & OFF-SITE WORK SHALL BE VERIFIED BY THE CONTRACTOR BEFORE CONSTRUCTION & FABRICATION.
3. WORKMANSHIP & MATERIALS ARE TO BE IN ACCORDANCE WITH THE RELEVANT CURRENT S.A.A CODES INCLUDING ALL AMENDMENTS, THE BUILDING CODE OF AUSTRALIA - VOLUME 2, 2016 - POLICY REQUIREMENTS OF BOGAN SHIRE COUNCIL.
4. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE & LEVELS ARE EXPRESSED IN METRES.
5. ALL LEVELS, DIMENSIONS, SITE CONDITIONS & SERVICES, TO BE CHECKED & CONFIRMED ON SITE & WITH RELEVANT SERVICE AUTHORITIES, PRIOR TO CONSTRUCTION.
6. THE RELEVANT STATUTORY AUTHORITIES SHALL BE NOTICED IN ADVANCE & THEIR APPROVALS OR SERVICES, IF NECESSARY SHALL BE OBTAINED.

DRAWINGS SCHEDULE

- 035A-A11 3D PERSPECTIVES, LOCALITY PLAN & NOTES
- 035A-A10 SAFE DESIGN OF STRUCTURES NOTES
- 035A-A10 PARTIAL SITE LAYOUT
- 035A-A16 FLOOR PLAN, DOOR & WINDOW SCHEDULE & NOTES
- 035A-A18 ROOF PLAN & NOTES
- 035A-A16 ELEVATIONS & BACH COMMITMENTS
- 035A-A17 SECTIONS
- 035A-A19 SECTION 9 & BAL NOTES
- 035A-A19 CONSTRUCTION DETAILS

CONSTRUCTION NOTES:

1. RESON A TERRAIN CATEGORY 2, WIND CLASSIFICATION 10
2. ALL INTERNAL WALLS UNLESS TO BE FROM THREE (3) PLASTER LINES WITH 10mm (5/8") - PLASTERBOARD OR INTERNALLY 15mm (5/8") - AQUACRE PLASTERBOARD TO WET AREAS.
3. WET AREAS OF THE BUILDING IE. NEW BATHROOMS ARE TO BE PROTECTED BY THE INSTALLATION OF A WATER PROOFING SYSTEM COMPLYING WITH ACCESS - "WATERPROOFING OF WET AREAS".
4. WALL FRAME BRACHIO ROOF BRACHIO, IE ALL THE DOWN PILING DETAILS TO BE AS SPECIFIED & DETAILED BY TRUSS FRAME MANUFACTURER.
5. ROOF WATERS TO BE COLLECTED BY GAVES, GUTTERS & DISCHARGED TO DOWNPIPES THRU SUBSOIL PVC PIPES TO TANKS POSITIONED BY CLIENT. OVERFLOW TO BE DETERMINED ON SITE.
6. WATER TEMPERATURE TO ALL OUTLETS (EXCEPT LAUNDRY & KITCHEN) NOT TO EXCEED 50°C.
7. THE BUILDING IS TO BE PROTECTED AGAINST SUBTERRANEAN TERMITES, IN ACCORDANCE WITH AS 3600. A QUARANTINE NOTICE MUST BE PERMANENTLY FIXED TO THE BUILDING IN A PROMINENT POSITION SHOWING METHOD OF RISK MANAGEMENT, DATE OF INSTALLATION & INSTALLERS OR MANUFACTURER'S RECOMMENDATIONS FOR THE SCOPE & FREQUENCY OF FUTURE INSPECTIONS FOR TERMITES ACTIVITY.
8. THE TOP OF THE BUILDING OVERFLOW RELIEF SHALL BE:
 - A MIN. 100mm BELOW THE LOWEST LAUNDRY FUTURE IN THE BLOCK.
 - A MIN. OF 25mm ABOVE THE SUBSURROUNDING FINISHED SURFACE LEVEL.
9. ALL PILING WORK ARE TO BE IN ACCORDANCE WITH THE PILING CODE OF AUSTRALIA (RCAL THE NEW SOUTH WALES CODE OF PRACTICE FOR PILING & DRAINAGE 2009 NEW PILING CODE) & AS1252/300.



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Client: EMILY CARTER

Project: PROPOSED RESIDENCE AT
BARRIER HIGHWAY NYNGAN NSW 2825

Drawing Title:
3D PERSPECTIVES, LOCALITY PLAN &
NOTES

Design CLIENT
Drawn CR
Checked GA
CR KG
Drawing Sheet:
All - Original size - Scale as noted
All - Revisions - Not to scale

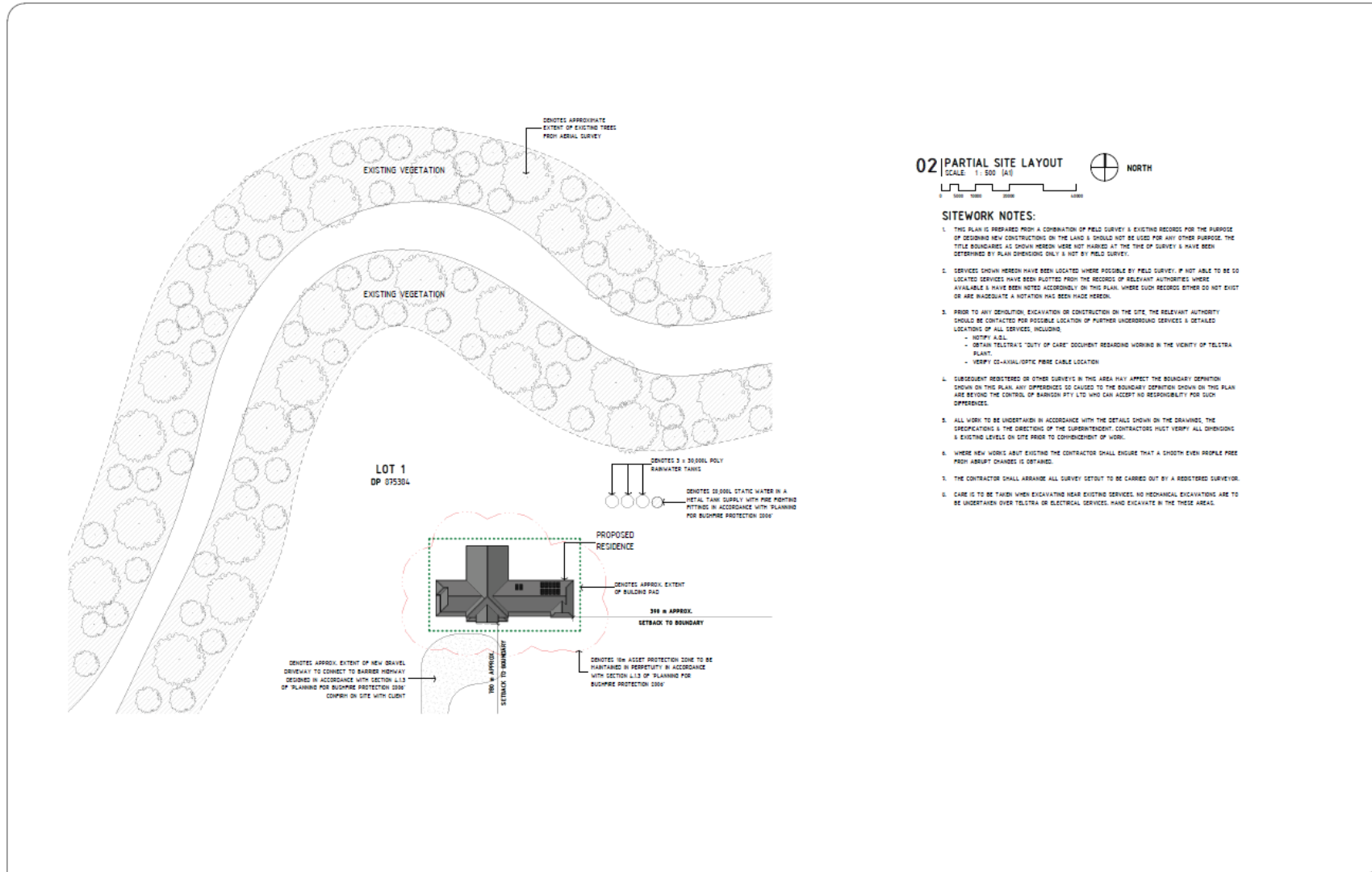
Rev	Date	Amendment
0	21.09.2016	ISSUED FOR DA/CC CONCEPT
A	30.09.2016	

Drawing Status:
ISSUED FOR DA/CC

Sheet: 01 of 09
Drawing Number:
25546-A01

Revision:
0

Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 24 November 2016



Official Localised
Design, Manage & Maintain

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Client: EMILY CARTER

Project: PROPOSED RESIDENCE AT BARRIER HIGHWAY NYNGAN NSW 2825

Drawing Title: PARTIAL SITE LAYOUT

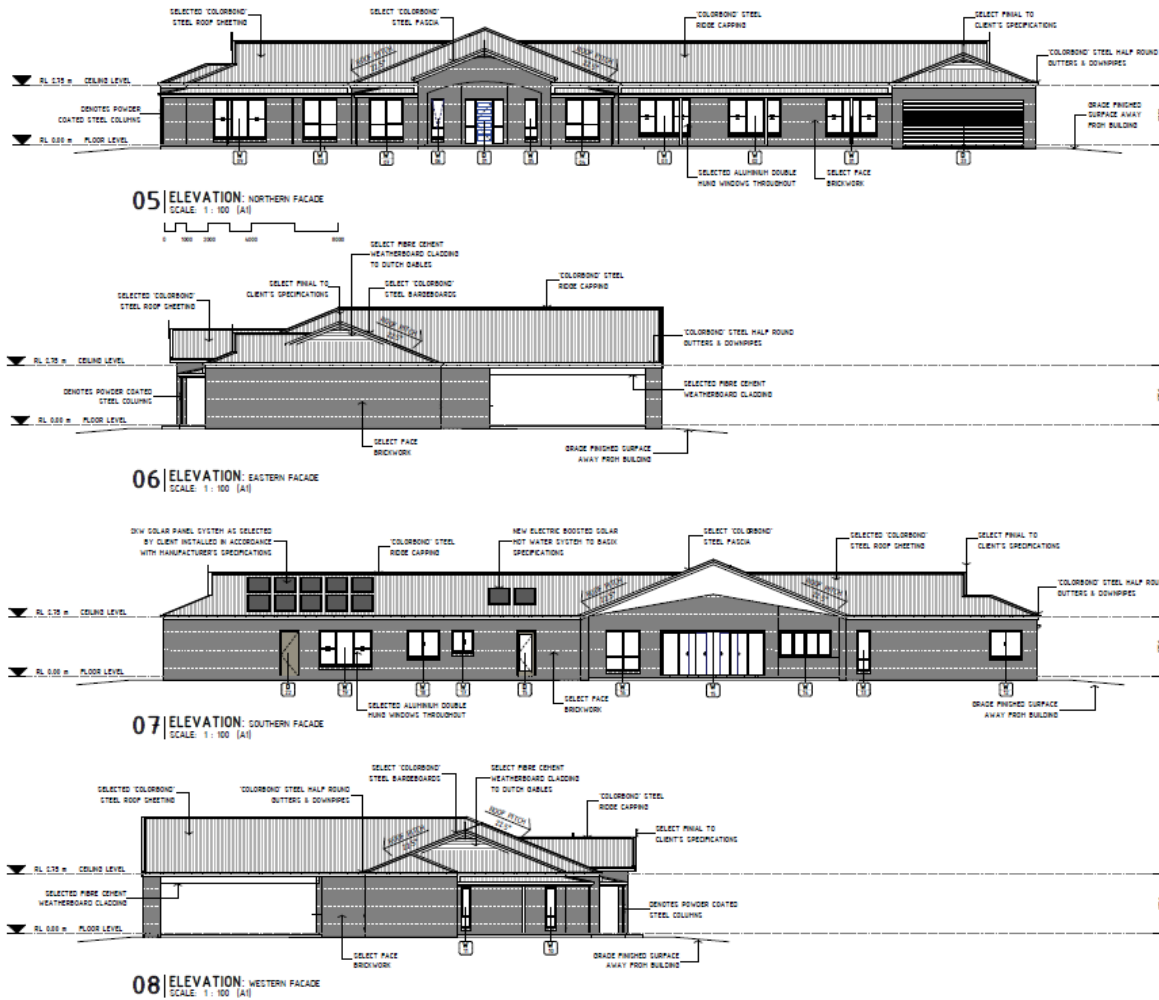
Design CLIENT CR
Checked: GA
CR KG

Rev. Date Amendment
0 21.08.2016 ISSUED FOR DA/CC
A 30.08.2016 CONCEPT

Drawing Status
ISSUED FOR DA/CC

Sheet: 03 of 09
Drawing Number: 25546-A03
Revision: 0

Development and Environmental Services' Report to the Ordinary Meeting of Bogan Shire Council held on 24 November 2016



BASIX CERTIFICATE COMMITMENTS: CERTIFICATE NUMBER - 7540122

WATER COMMITMENTS
THE APPLICANT MUST COMPLY WITH THE COMMITMENTS LISTED BELOW IN CARRYING OUT THE DEVELOPMENT OF THE DWELLING.

- FIGURES:**
- THE APPLICANT MUST INSTALL DISCHARGERS WITH A MIN. RATING OF 3 STAR DISCHARGERS
 - THE APPLICANT MUST INSTALL TOILET FLUSHING SYSTEMS WITH A MIN. RATING OF 3 STAR
 - THE APPLICANT MUST INSTALL TAPS WITH A MIN. RATING OF 3 STAR IN THE KITCHEN
 - THE APPLICANT MUST INSTALL BATH TAPS WITH A MIN. RATING OF 3 STAR IN EACH BATHROOM
- ALTERNATIVE WATER SOURCE:**
- THE APPLICANT MUST INSTALL A RAINWATER TANK OF MINIMUM 1000 LITRES MIN. TO INSULATE IN ACCORDANCE WITH THE REQUIREMENTS TO COLLECT RAINWATER FROM COLLECTOR ROOF AREA MIN.
 - THE APPLICANT MUST CONNECT THE RAINWATER TANK TO:
 - ALL TOILETS
 - THE COLD WATER TAP THAT SUPPLIES EACH CLOTHES WASHER
 - AT LEAST ONE OUTDOOR TAP IN THE DEVELOPMENT
 - ALL HOT WATER SYSTEMS IN THE DEVELOPMENT
 - ALL WASHING MACHINE TAPS

THERMAL COMMITMENTS
THE APPLICANT MUST COMPLY WITH THE COMMITMENTS LISTED BELOW IN CARRYING OUT THE DEVELOPMENT OF THE DWELLING.

CONSTRUCTION	ADD. INSULATION REQ. (R-VALUE)	OTHER SPECIFICATIONS
FLOOR - LOCATE SLAB OR GRADE	N/A	
EXTERNAL WALL FRAME WEATHERBOARD CLAD	1.00 (OR E2.00 INCLUDING CONSTRUCTION)	
EXTERNAL WALL FRAME BRICK/STONE FINISH CLAD	1.00 (OR E2.00 INCLUDING CONSTRUCTION)	
INTERNAL WALL FINISHED WITH GYPSONUM	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)	
CILING & ROOF - FLAT	CILING - 0.50 ROOF - 0.50	UNINSULATED E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
CILING & ROOF - GABLE	CILING - 0.50 ROOF - 0.50	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
WALLS - BRICK/STONE FINISH CLAD	CILING - 0.50 ROOF - 0.50	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
GLAZED WINDOW ROOF	ROOF - 0.50	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
DOORS & SKYLIGHTS		

THE APPLICANT MUST INSTALL THE WINDOW GLAZED DOORS & SKYLIGHT SYSTEMS, IN ACCORDANCE WITH THE SPECIFICATIONS IN TABLE BELOW RELEVANT OVERSIGHTING SPEC'S MUST BE SATISFIED FOR EACH WINDOW & GLAZED DOOR. THE DWELLING MUST HAVE 1 SKYLIGHT 1.67 SQUARE METRE & UP TO 2 WINDOW/DOOR SKYLIGHTS 1.67 SQUARE METRE WHICH ARE NOT LISTED IN THE TABLE.

THE FOLLOWING REQUIREMENTS MUST ALSO BE SATISFIED IN RELATION TO EACH WINDOW & GLAZED DOOR:

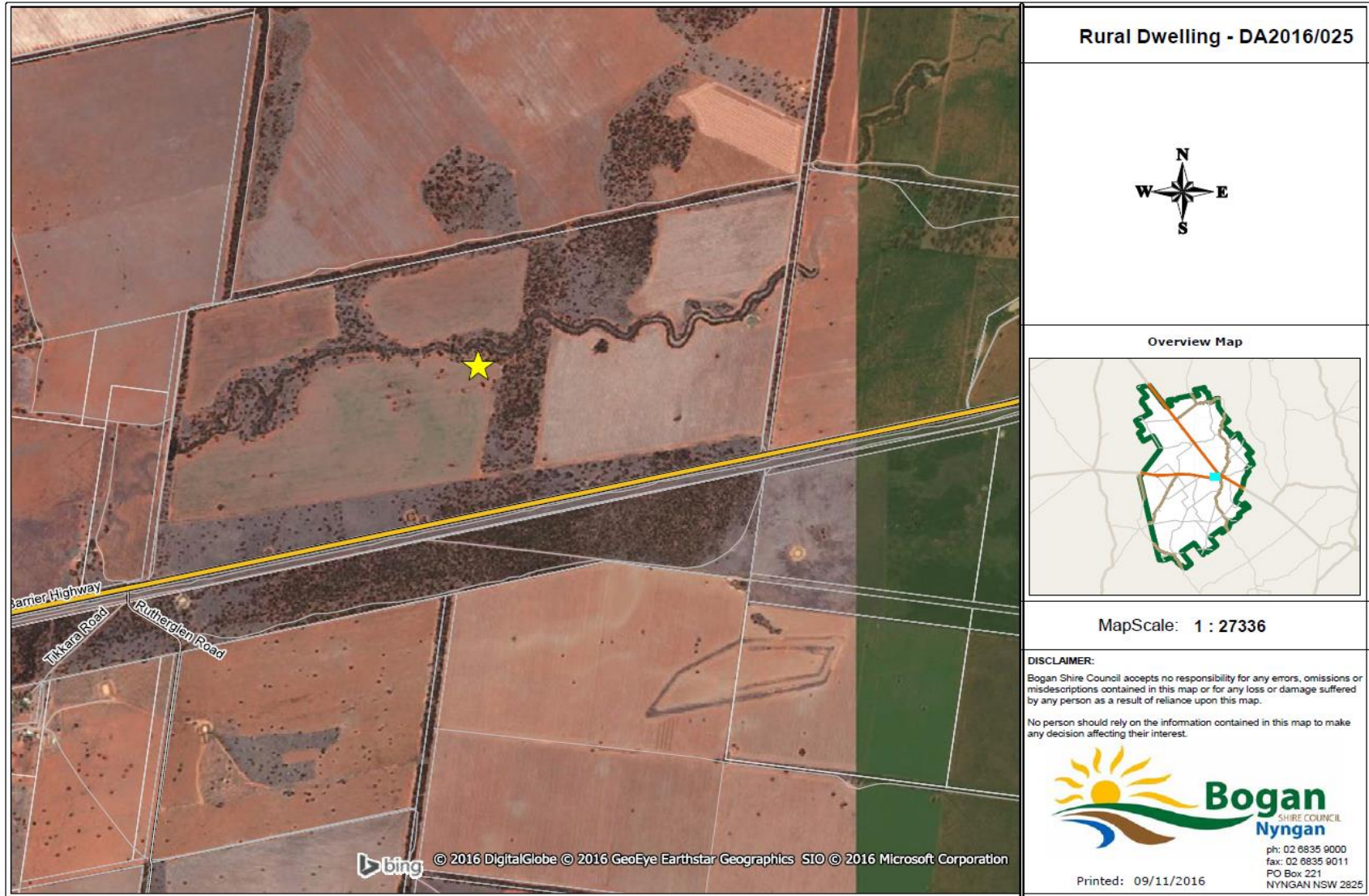
- EXCEPT WHERE THE GLASS IS TINTED CLEAR OR SINGLE TINTED, EACH WINDOW & GLAZED DOOR MUST HAVE A U-VALUE NO GREATER THAN THAT LISTED & A SOLAR HEAT GAIN COEFFICIENT (SHGC) OF 0.75 OR LESS.
- TOTAL SYSTEM U-VALUES & SHGC'S MUST BE CALCULATED IN ACCORDANCE WITH NATIONAL PERFORMANCE RATING COUNCIL (NPRC) CONVERSION.
- THE LEADING EDGE OF EACH SHADE, PERGOLA, VERANDA, RAILWAY OR AWNING MUST BE NO MORE THAN 100MM ABOVE THE HEAD OF THE WINDOW OR GLAZED DOOR, EXCEPT THAT A PROJECTION GREATER THAN 100MM IS UP TO 100MM ABOVE THE HEAD MUST BE TWICE THE VALUE IN THE TABLE.
- PERGOLAS WITH POLYCARBONATE ROOF OR SIMILAR TRANSPARENT MATERIAL MUST HAVE A SHADING COEFFICIENT OF LESS THAN 0.8.
- UNLESS THEY HAVE ADJUSTABLE SHADING, PERGOLAS MUST HAVE FIXED BATTEN PARALLEL TO THE WINDOW OR GLAZED DOOR ABOVE WHICH THEY ARE SITUATED UNLESS THE PERGOLA SHADES A PERPENDICULAR WINDOW. THE SPACING BETWEEN BATTENS

WINDOW No.	ORIENTATION	MAX AREA (m ²)	TYPE	SHADING
W1, W2, W3	S	2.00	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W4	N	2.00	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W5, W6	S	2.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W7, W8	S	1.00	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W9	S	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W10	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W11	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W12	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W13	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W14	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W15	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W16	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W17	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W18	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W19	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W20	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W21	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W22	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W23	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W24	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)
W25	N	1.50	IMPROVED ALUMINIUM, SINGLE CLEAR GL - VALUIGLASS, SHGC(0.75)	E2.00 (OR E2.00 INCLUDING CONSTRUCTION)

ENERGY COMMITMENTS
THE APPLICANT MUST COMPLY WITH THE COMMITMENTS LISTED BELOW IN CARRYING OUT THE DEVELOPMENT OF THE DWELLING.

- HOT WATER:**
- THE APPLICANT MUST INSTALL A SOLAR ELECTRIC BOOSTED SYSTEM WITH A PERFORMANCE OF 31 TO 35 SECS OR BETTER
- COOLING SYSTEM:**
- THE APPLICANT MUST INSTALL IN AT LEAST 1 LIVING AREA, 1 PHASE AIR CONDITIONING WITH A RATING OF 1 STAR
 - THE APPLICANT MUST INSTALL IN ALL BEDROOMS, 1 PHASE AIR CONDITIONING WITH A RATING OF 1 STAR
- HEATING SYSTEM:**
- THE APPLICANT MUST INSTALL IN AT LEAST 1 LIVING AREA, 1 PHASE AIR CONDITIONING WITH A RATING OF 1 STAR
 - THE APPLICANT MUST INSTALL IN ALL BEDROOMS, 1 PHASE AIR CONDITIONING WITH A RATING OF 1 STAR
- VENTILATION:**
- IN EACH BATHROOM, INDIVIDUAL FAN, DUCTED TO PACKAGE OR ROOF, MANUAL SWITCH ON/OFF
 - IN KITCHEN, INDIVIDUAL FAN, DUCTED TO PACKAGE OR ROOF, MANUAL SWITCH ON/OFF
 - LAUNDRY, INDIVIDUAL FAN, DUCTED TO PACKAGE OR ROOF, MANUAL SWITCH ON/OFF
- NATURAL LIGHTING:**
- THE APPLICANT MUST PROVIDE NATURAL LIGHTING TO THE FOLLOWING:
 - 3 BATHROOMS/TOILETS
- ALTERNATIVE ENERGY:**
- THE APPLICANT MUST INSTALL A PHOTOVOLTAIC SYSTEM WITH THE CAPACITY TO GENERATE AT LEAST 1 PEAK KILOWATTS OF ELECTRICITY AS PART OF THE DEVELOPMENT. THE APPLICANT MUST CONNECT THE SYSTEM TO THE DEVELOPMENT'S ELECTRICAL SYSTEM.
- OTHER:**
- THE APPLICANT MUST INSTALL AN ELECTRIC COOKTOP & ELECTRIC OVEN

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



4 RECREATIONAL MOTORBIKE TRACK PROPOSAL

Summary:-

- *The purpose of this report is to provide Council with information on a proposal submitted by the Bogan Motorcycle Club for a dirt bike track in Nyngan.*
- *The club requested Council consider a land lease to establish the proposal however the only land suitable outside the levee is identified to be Crown Land.*
- *It is recommended that Council provide in principle support to the club in their search for suitable Crown Land for the proposal, assisting where possible.*

4.1 Introduction

The purpose of this report is to provide Council with information on a proposed motorbike track submitted by the Bogan Motorcycle Club, which also included a request for Council to lease land to the club in order to establish the proposal.

4.2 Discussion

A motorbike track proposal has been submitted to Council by the Bogan Motorcycle Club which would include a recreational motorcycle facility for Nyngan residents. Future aspirations are also sought to have the track licensed for national competition events.

The dirt track is proposed to be 538 metres in length and 10 metres wide, containing jumps, along with a car park area and spectator facilities such as toilets and seating in the future. The location of the track would therefore need to consider the impacts of the proposal on the site and adjoining neighbours. A Development Application would also be required for the proposal.

In addition, the club have sought Council land for a lease to be established in order to progress the proposal.

Following an investigation by Council staff, it was determined that the only land suitable for the proposal is Crown Land, with some managed by Council, immediately outside the levee bank. A number of Crown Land lots were identified to be suitably zoned for the proposal.

Council contacted Crown Land who outlined they would be willing to speak with the club directly in order to establish recreational Crown Land that may suit the purpose of the proposal. They recommended the club email the Dubbo Crown Lands office to commence the investigation process.

On the basis of the above, it is recommended that Council provide in principle support to the club in order to seek land from the Crown for the proposal.

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

4.3 Attachments

Attachment 1 – Proposed Track Layout

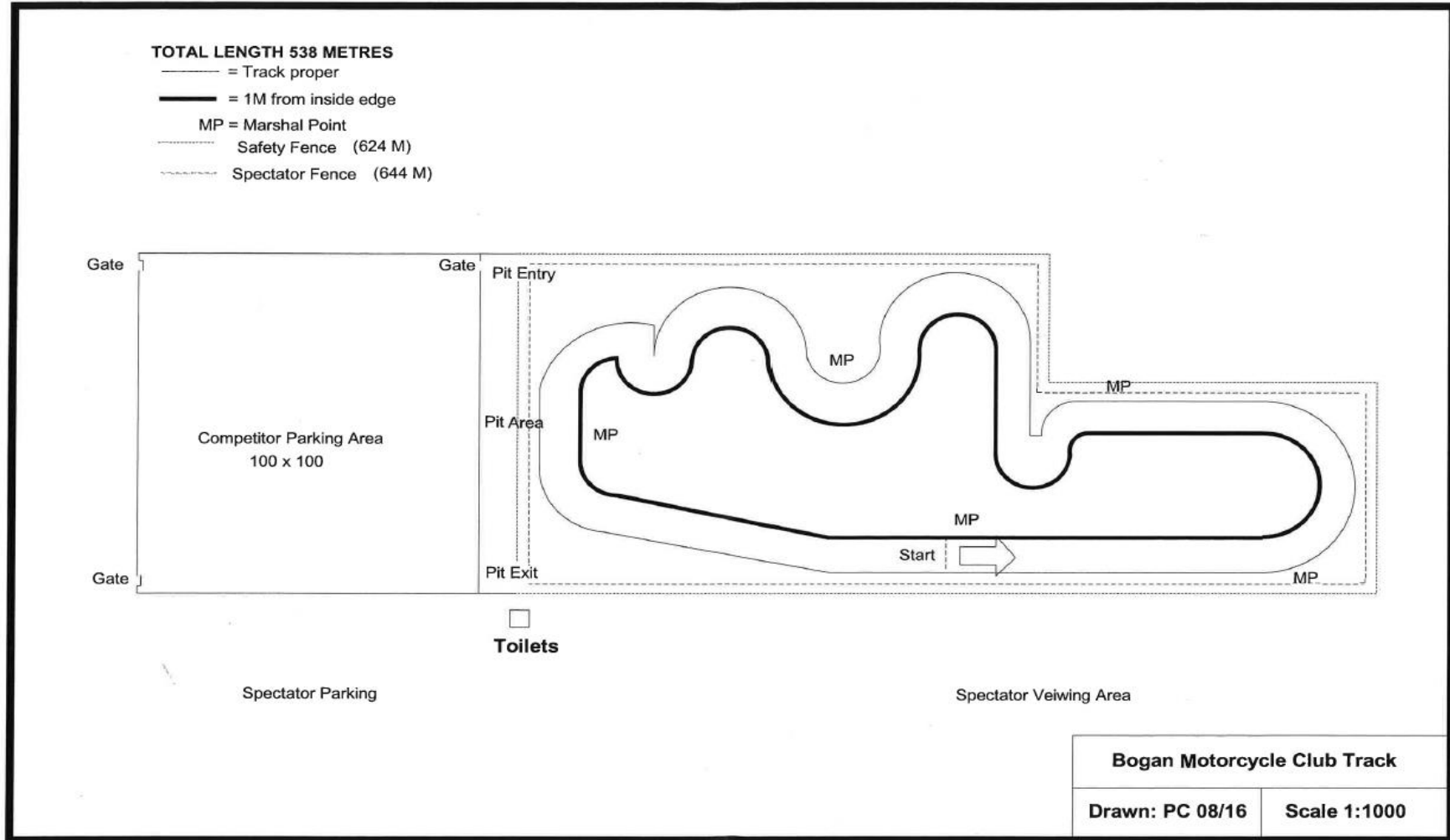
4.4 Recommendation

1. The report be received and noted.
2. Council write to the Bogan Motorcycle Club providing in principle support for the proposal and assist where possible in obtaining suitable Crown Land for the proposal.

Ty Robson

ACTING MANAGER OF DEVELOPMENT & ENVIRONMENTAL SERVICES

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



PRECIS OF CORRESPONDENCE

1 NYNGAN AG EXPO

Attached is a copy of correspondence received from the Nyngan Ag Expo inviting Council to support the event 2017. Sponsorship packages available are:-

\$5,000.00 Platinum;
\$3,500.00 Gold;
\$2,500.00 Silver; and
\$1,500.00 Bronze.

General Manager's Note: Council has in previous years considered the request and continues to provide sponsorship in the form of free use of the showground facilities and other Council resources such as tables and chairs.

1.1 Recommendation: For Council's Consideration.

2 NYNGAN AMATEUR SWIMMING CLUB

Attached is a copy of correspondence received from the Nyngan Amateur Swimming Club seeking sponsorship for the Annual Swimming Carnival on 18 December 2016.

General Manager's Note: Council has in previous years provided sponsorship of \$500.00, however provided \$250.00 in December 2015, as Council made a donation of \$500.00 in October 2015 to reimburse the statutory minimum amount of the Licence Agreement for the use of the Store Room.

2.1 Recommendation: For Council's Consideration.

3 NEIGHBOUR DAY

Attached is a copy of correspondence received from the Neighbour Day Relationships Manager inviting Council to utilise Neighbour Day 2017 as part of community development. Neighbour Day is celebrated on the last Sunday in March each year with the aim of fostering strong personal connections that last the whole year round. Neighbour Day is Australia's annual celebration of community, encourage people to connect with those who live in their neighbourhood. The aim of the Day is to build better relationships with the people who live around us, especially the elderly and vulnerable.

3.1 Recommendation: For Council's Consideration.

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

4 NYNGAN HISTORICAL BANK ACCOUNT

Attached is a copy of correspondence received from the Secretary of the Nyngan Museum Committee advising that:-

1. The Committee voted unanimously to use the Nyngan Historical Bank Account funds to externally restore the Garford Engine.
2. The Committee has asked that funds left in the account be transferred to the Museum account, as the sale of books is currently adding to the account.
3. Council to consider the old set of carriage wheels in the Shire yard be stored in the shed housing the Cobb and Co Coach.

4.1 Recommendation: For Council's Consideration.

5 WEEKLY CIRCULARS

Weekly Circulars 42/16 to 44/16 are tabled for Council's information. Copies of the Circulars Indices and Summary of Items have been dispatched to Councillors.

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

Become a Sponsor/Event Partner

2017 AGL Nyngan Ag Expo Saturday 5th August 2017

Each year, the AGL Nyngan Ag expo receives generous support from a range of corporate sponsors and is a major source of revenue for the volunteer committee to coordinate one of the most successful events held in the western area of NSW. We are delighted to have the Land Newspaper join us again as our media partner – they will produce 40,000 copies of the programme booklet to be inserted into The Land prior to Ag Expo.

We thank all our past sponsors for their support and community spirit. Your involvement has made a huge difference to the community groups and associations the Nyngan Ag Expo Committee financially supports and we invite you to again support our event in 2017.

This is an important opportunity for you to align your business with our event. By taking up one of our sponsorships/Event Partnerships, you will maximise your visibility with the thousands of visitors expected at this important rural and regional farming region and in return we will promote your company/organisation within our comprehensive regional advertising and promotional campaign.

In 2016 some 4000 people attended this 1 day event and in excess of 380 companies and organisation were represented. This combined with a strong advertising and promotional program put together by the committee, creates the ideal opportunity for your company to showcase the best in Australian farming, from services to the farming community, animal health and husbandry, farm machinery, tools and equipment or services that make provisions for those looking for lifestyle changes.

With our commitment to ***“inform, educate and promote”*** we encourage any new and innovative products that will assist in making the day to day living of both the farmer and the community at large an easier lifestyle.

The 2017 AGL Nyngan Ag Expo will celebrate 25 years as an event for the community beginning with 4 exhibitors in 1992; the growth rate particularly in the past 7 years has been exceptional, growing from 70 exhibitors in 2008 to in excess of 380 in 2016.

All funds raised by our dedicated volunteer committee are distributed back into community groups of the Bogan Shire, the ongoing success of our event and the further development of the “Max Tremain – Nyngan Country Education Foundation Scholarships”.



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

The organising committee is asking for your commitment for sponsorship to be received no later than the 1st December 2016 to allow us to commence our advertising and promotional program.

Upon your commitment you will immediately be added to our website, advertising and promotional program which ensures, in excess of 12 months promotion for your company

I have enclosed the benefits available to our sponsors for your consideration, should you have any further queries please contact me on 0428 376 068.

Yours Sincerely

Robyn Harris
Administrator/Event Organiser

Major Sponsor/Event Partner Benefits

Platinum Event Partner - \$5000 + GST

➤ High profile Site Allocation, with 12m (frontage) x 9 m in allocated Sponsors area or your preference a within the grounds
➤ Major placement of your company logo on the booklet produced by the Land newspaper and inserted in 40,000 copies of the Land for distribution in NSW
➤ On the day - outside broadcast radio interview on Radio 2WEB
➤ Sponsor naming - 8 x 15 sec allocated adverts on Radio 2WEB
➤ Option to hold demonstrations/seminars
➤ Positioning of large company banners, etc at entry gates and throughout the grounds
➤ Your company logo to appear on banners erected at the 3 major entry roads to Nyngan
➤ Your company logo will appear on all print media /Logo to appear on media advertising
➤ Logo to appear on 'coversheet' that accompanies all Ag Expo correspondence
➤ Link on expo web site to your website
➤ Major positioning of logo on television advertising
➤ Logo to appear on Information Flyers
➤ Logo placement on 2017 AGL Ag Expo advertisements in the Land Newspaper
➤ Inclusion in all media releases distributed/accompanied by supplied editorial media release
➤ Company mention and inclusion in all media releases distributed

Precis of Correspondence to the Ordinary Meeting of
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Gold Sponsor/Event Partner - \$3500 + GST

➤ 10 m (frontage) x 9 m site allocation in Sponsors area
➤ Your company logo on the booklet produced by the Land newspaper and inserted in 40,000 copies of the Land for distribution in NSW
➤ Outside broadcast radio interview on the day
➤ Sponsor naming - 5 x 15 sec allocated adverts on Radio 2WEB
➤ Your logo will appear on all print media
➤ Logo to appear on media advertising
➤ Logo to appear on 'coversheet' that accompanies correspondence
➤ Link on expo web site to your website
➤ Business name to be listed on 'coversheet' that accompanies all correspondence
➤ Positioning of logo on television advertising
➤ Logo positioned throughout Nyngan Ag Expo website
➤ Logo to appear on Information Flyer
➤ Logo placement on 2017 AGL Ag Expo advertisements in the Land Newspaper

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

Silver Sponsor/Event Partner - \$2000 + GST

➤ Limited to 6 m (frontage) x 9 m site allocation in Sponsors area
➤ Your company logo on the booklet produced by the Land newspaper and inserted in 40,000 copies of the Land for distribution in NSW
➤ Your logo will appear on all print media
➤ Link on expo web site to your website
➤ Logo to appear on media advertising
➤ Logo to appear on 'coversheet' that accompanies correspondence
➤ Minor placement of logo on Television advertising
➤ Logo to appear on Information Flyer
➤ Logo placement on 2017 AGL Ag Expo advertisements in the Land Newspaper
➤ Outside broadcast radio interview on the day
➤ Sponsor naming - 3 x 15 sec allocated adverts on Radio 2WEB

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

Bronze/Minor - Event Partnership - \$1500 + GST

<p>➤ Limited to 6 m (frontage) x 6 m site allocation in Sponsors area</p>
<p>➤ Your company name on the booklet produced by the Land newspaper and inserted in 40,000 copies of the Land for distribution in NSW</p>
<p>➤ Your company name will appear on all print media</p>
<p>➤ Company name to appear on Ag Expo media advertising</p>
<p>➤ Company name to appear on 'coversheet' that accompanies correspondence</p>
<p>➤ Company name to appear on Information Flyer</p>
<p>➤ Company name listed on 2017 AGL Ag Expo advertisements in the Land Newspaper</p>
<p>➤ Outside broadcast radio interview on the day</p>



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

2017 AGL Energy Nyngan Ag Expo

Sponsorship/Event Partner Agreement

CLOSING DATE – 1st December 2016

We, the undersigned agree to undertake sponsorship of the AGL Energy Nyngan Ag Expo for the year 2017

Company: _____ Contact: _____

Postal Address: _____ City: _____ P/C: _____

Tel: _____ Mob: _____

Email: _____

Website: www. _____

With the following Sponsorship/Event Partner package (Please tick)

- Platinum sponsor/Event Partner \$5000.00 + GST
- Gold Sponsor/Event Partner \$3500.00+ GST
- Silver Sponsor/Event Partner \$2000.00+ GST
- Bronze Sponsor/Event Partner \$ 1500.00+ GST
- Donation to the "Max Tremain" Country Education Foundation Value \$_____

In return for Sponsorship, the Nyngan Ag Expo Committee agrees to follow the package guidelines of the above sponsorship.

We (the sponsor) also agree to pay all amounts owing for our Sponsorship immediately, upon receipt of a Tax Invoice from the Nyngan Ag Expo.

- I have enclosed a copy of my Public Liability insurance policy and advertising

We (the Sponsor) agree that it is our responsibility, as a sponsor to email to: nynganagexpo@bigpond.com - a 'print ready' copy of our current company logo for use in advertising and promotional campaigns

Print Name: _____ Dated: _____

Signed: _____ Position: _____

Please fax to (02) 6832 2539, email to nynganagexpo@bigpond.com or post to PO Box 115, Nyngan NSW 2825

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

Nyngan Amateur

Swimming Club

P O Box 208

NYNGAN NSW 2825

7th November 2016

Att: Bogan Shire Council,

The Nyngan Amateur Swimming Carnival will be held on the 18th December this year and we would be very grateful for any assistance you could provide in the way of sponsorship.

Our carnival has been a huge success in the past with a lot of local swimmers and many competitors travelling to Nyngan for the day.

The success would not have been possible without the generous help of our sponsors.

We hope to host a great carnival again this year.

If you are able to assist with sponsorship your business will be advertised in our program and also broadcast during the day.

If you are able to assist in any way, it would be greatly appreciated.

Kind Regards



Kristin Williams

Club Secretary

BOGAN SHIRE COUNCIL	
FILE	R/N
06 NOV 2016	
ASSIGNEE	

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



17 October, 2016

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

Dear Cr Donald OAM,

**Invitation to be part of Neighbour Day 2017
The community you want starts at your front door™**

Neighbour Day is Australia's annual celebration of community, encouraging people to connect with those who live in their neighbourhood. Whether through a cuppa, a picnic in the park, or a message of support; Neighbour Day is the perfect opportunity to say thanks for being a great neighbour and for being there when I needed you most.

Neighbour Day is celebrated on the last Sunday in March every year with the aim of fostering strong personal connections that last the whole year round.

The principal aim of Neighbour Day is to build better relationships with the people who live around us, especially the elderly and vulnerable.

People living in neighbourhoods that are highly connected enjoy, overall, higher levels of physical and mental health with the converse also true. 55% of people who ring Lifeline's help line have been found to live alone and feel socially isolated and lonely. beyondblue's research shows that lonely people are more likely to report symptoms of depression, are admitted to hospital more frequently, and have higher blood pressure and a greater risk of heart attack than others. While a friendly neighbour may not be the panacea, they may make a significant difference to someone's wellbeing and enthusiasm for life.

Relationships Australia, committed to the promotion of good relationships and excellent mental health, sees Neighbour Day as an ongoing opportunity to remind people about the importance of community connection in their lives as well as an individual responsibility for each person to create a well-connected neighbourhood.

What we have learned

Neighbour Day 2016 post event survey feedback provided clear themes on the benefits of promoting and/or hosting Neighbour Day. Respondents identified social participation and connection; building resilience and social capital; mental health and wellbeing; supporting vulnerable people; community development and education; celebrating and recognising; community safety; embracing diversity and breaking down barriers; and weaving the values of Neighbour Day into their communities. 93% of registrants surveyed post event reported Neighbour Day is a useful tool or mechanism to connect with their neighbours; with 92% planning on maintaining ongoing contact with their neighbours & community. Our evaluation findings will soon be posted on the Neighbour Day website.

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



There is no cost, however the value is priceless

As councils know better than most, neighbours are important because good relationships with others can and do change communities. Social connection also makes us feel better as it helps prevent loneliness, isolation and depression. Councils are great supporters of Neighbour Day and integral to the success of the movement - and your council may already be doing so. 17% of all councils and shires across Australia did some or all of the following for Neighbour Day 2016: promoted, incentivised, participated, enabled, supported, and hosted events. Those councils and community organisations advised us that Neighbour Day is a good way to showcase their work and connect with community and volunteers, and also recognise people in their communities for all the great work they do.

As the home of Neighbour Day, Relationships Australia would like to invite your council or shire to utilise Neighbour Day 2017 as part of your community development toolkit.

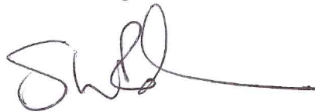
We have recently updated the Neighbour Day website for 2017 (neighbourday.org) as well as the free Neighbour Day e-Kits, with information tailored to councils and community organisations. These resources are available when you register your involvement on the website. The e-kit includes event ideas, social media drafts, media template, co-brandable posters, invitations, calling cards, flyers, signs and more. Your council and residents may wish to celebrate on the day, or choose another day (or days) that work better. A number of councils and community organisations declared March 'Neighbour Month' with the neighbourly theme woven into all of their events for that month e.g. seniors, youth, Harmony Day, Earth Hour etc.

This website contains resources and guidance to connect people in their neighbourhood. If you have other good ideas, or would like to feed into our understanding of community connection, please provide us with that feedback, and your story. It is the stories about real human connection at the local neighbourhood level that inspire all of us to rise above our reserve and knock on the door of the person down the road whose burden may be lightened, or even life transformed by that small kindness.

Whatever path your council chooses to take, everything is available on the website and in the e-kit to make engagement in Neighbour Day easy for you and your community. We have included a card with simple tips for councils and shires to leverage their association with Neighbour Day and support your community development goals.

If we can help you further, please let us know. You are very welcome to call me on 0448 040 560 or email srobinson@relationships.org.au.

Yours in neighbourliness,



Sam Robinson
Neighbour Day Relationships Manager
Relationships Australia

The community you want
starts at your front door™

neighbourday.org

[@NeighbourDay](https://twitter.com/NeighbourDay) [f /neighbourday](https://facebook.com/neighbourday)

Australia's annual celebration of community
is brought to you by Relationships Australia

Relationships Australia®

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

Dear Derek,

At the meeting of the Nyngan Museum Committee on 2nd November, your letter of 28th October re the Garford Engine, was tabled. The museum has no jurisdiction over the funds belonging to the Nyngan Historical Society. We have no access to the account or to information about it, as they were an entirely separate entity to the Museum, and as such had their own account. As you asked our opinion, the meeting did resolve to support your idea of the money, \$7605.12, held by Bogan Shire Council, being released to externally restore the Garford Engine.

The meeting voted unanimously to support your request to use the account held by council to externally restore the Garford Engine to a standard where it can be displayed and enjoyed.

We also have a query regarding the bank account of the Nyngan Historical Society itself. The Nyngan Museum still pays monies into the Historical Society Account whenever we sell a copy of Nyngan on the Bogan. The Historical society has folded and no longer functions as a group, so as we are still selling the books and adding to the account, could the money left in that nearly dormant account be transferred to the museum account? It could then be used to purchase storage and display items that are necessary as the museum collection continually changes and grows.

There is one last question for your consideration. There is a set of old carriage wheels in the Shire yard in Moonagee St. As they are deteriorating out in the weather is it possible to have them stored in the back of the shed housing the Cobb and Co Coach? They don't need to be repaired, renovated or displayed, just stored safely.

Thank you again for considering our opinions in your decision making process, I hope we have been of some use to you.

Regards Anna Corby

Secretary Nyngan Museum Committee



**Grants and Funding to the Ordinary Meeting of
Bogan Shire Council held on 24 November 2016**

GRANTS AND FUNDING

LG Weekly 43/16 – 28 October 2016

**Regional Water and Waste Water Backlog Program – Funded Projects
Announced**

The NSW Government has announced approved Council projects under the Regional Water and Waste Water Backlog Program.

LG Weekly 44/16 – 4 November 2016

Additional Disaster Assistance Announced

The Australian and NSW Governments have announced disaster assistance for eight additional flood affected communities in NSW.

Local Government Heritage Grants

Councils and communities are invited to apply for NSW Heritage Grants by 12 December 2016.

