



BOGAN SHIRE COUNCIL

Business Paper

28 July 2016

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21 July 2016

COUNCIL MEETING NOTICE

The next Ordinary Meeting of Council will be held in the Council Chambers, Nyngan on Thursday 28 July 2016 at 9.30am.

AGENDA

1. Opening Prayer
2. Remembrances
3. Apologies
4. Declarations of Interest
5. Confirmation of the Closed and Confidential Minutes of the Council Meeting held on 23 June 2016
6. General Manager's Closed and Confidential Report
 1. **Voluntary Planning Agreement**

In accordance with the provision of Section 10A (2) (c) of the Local Government Act 1993, the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: because information that would if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

7. Engineering Services' Closed and Confidential Reports
 1. **Annual Gravel Haulage Services**
 2. **Annual Road Base Crushing**
 3. **Plant Hire**

In accordance with the provision of Section 10A (2) (c) of the Local Government Act 1993, the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: because information that would if disclosed confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

8. Confirmation of the Minutes of the Council Meeting held on 23 June 2016
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 28 July 2016**

COMMITTEE MEETING MINUTES

1 NYNGAN MUSEUM

Attached are the Minutes of the Museum Committee Meeting held on 30 June 2016.

1.1 Recommendation:

That the Minutes of the Museum Committee Meeting held on 30 June 2016 be received and noted.



Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council
held on 28 July 2016

Nyngan Museum Meeting Date: July Meeting - 30th June 2016

Present:

Val Keighran, Peter Keighran, Collin Pardy, Yvonne Pardy, Bay Lovett, Glad Eldridge, Anna Corby

Apologies:

Margaret Sibbald, Hugh Sibbald, Sharon Thompson

Guests:

Ray Donald, Derek Francis, Deb Woods - all Bogan Shire Council

Minutes last meeting: Read and Moved: Yes 2nd: Yvonne Pardy

Business Arising from Minutes:

WWI Uniform still not ordered. Need to get it done by next meeting as we have had the mannequin for several months.

Electricity problems have been assessed by Brian Morriss. He sent a quote to Solar Farm and Mines to see if they would like to donate towards the \$5000.00 estimate.

Correspondence In:

Advertising for the purchase of a book on Railway Hotels. This is not needed in Nyngan as our hotel is not included.

Correspondence Out:

*

Treasurers Report attached and read: yes

Keighran

2nd: Peter

General Business:

See guest speaker's report.



**Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council
held on 28 July 2016**

Guest Speaker's Report:

Shire provided information on Rules and Responsibilities of all those involved in the running of the Nyngan Museum. Included all stakeholders, Co ordinator, Volunteers, President, Secretary, Treasurer and Bogan Shire Community Development Officer. Representatives of all groups were present and were given draft copies for discussion. Meeting recommended no changes apart from some wording changes for rosters. MUSEUM ADMINISTRATION – Co ordinator, No. 13 to read “Prepare annual roster, in quarterly increments, in consultation with volunteers.” Amendment addition of “in quarterly increments” proposed Collin Pardy 2nd Val Keighran. Carried

As of July4th, volunteers will not be needed in the afternoons as VIC officer will be on duty. They will show visitors to the museum exhibits, but will need to remain on duty at the desk so can't provide guided tours. Museum volunteers will continue to run the VIC during the mornings.

Full document attached and available from Bogan Shire Council

Meeting Closed: 10.25 am **Next meeting** 3rd August 2016 9.30 am

**Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council
held on 28 July 2016**

Nyngan Museum – Roles and Responsibilities

	Volunteer Museum Coordinator	Volunteer	President	Treasurer	Secretary	Shire Community Development Officer
Museum Building – Access and Maintenance	<ol style="list-style-type: none"> Unlock and open museum, Monday through Friday. (if not able to open the museum personally, ensure Shire CDO is aware of this and is able to open the museum for the rostered volunteer – or agree on alternative arrangements). Prepare museum for visitors including: <ul style="list-style-type: none"> turn on lights turn on air conditioner turn on flood video and interactive devices put out "Open" sign Open kitchen Sweep floor and tidy up as needed Put out bins on bin day. Report building maintenance issues via email to Shire CDO and to Museum Committee at monthly meeting. Any urgent matters contact Shire CDO / front office / managers. Hand over to Shire VIC Officer for the afternoon. 	<ol style="list-style-type: none"> Inform Shire CDO if Museum Coordinator not present, and no alternative arrangements have been made, and ask them to open the museum. Report building maintenance issues to Museum Coordinator or, in their absence, Shire CDO Sweep floor and tidy up as needed. In the absence of museum coordinator put out bins on bin day. Any urgent matters contact Shire CDO / front office / managers. 	<ol style="list-style-type: none"> Same as Volunteer 	<ol style="list-style-type: none"> Same as Volunteer 	<ol style="list-style-type: none"> Same as Volunteer 	<ol style="list-style-type: none"> Keep second set of keys and open the museum building for rostered volunteer if required. If not able to open the museum in the absence of the Museum Coordinator make alternative arrangements / inform Shire management. Report building maintenance issues to Shire Manager Development and Environmental Services or their delegate and follow-up progress with these requests for reporting to museum committee meeting.

Adopted by Museum Committee 30 June 2016

**Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council
held on 28 July 2016**

Nyngan Museum – Roles and Responsibilities

	Volunteer Museum Coordinator	Volunteer	President	Treasurer	Secretary	Shire Community Development Officer
Museum Administration	<ol style="list-style-type: none"> At start of day open cash drawer and verify float – sign book. At end of day, count money, total in book and place in box. Check emails and action appropriately (respond / pend for discussion with Committee / refer to Shire CDO) Manage group tours including liaison with group and ensuring all other arrangements (eg catering, if required) in place. Stock displays with brochures. Stock displays with merchandise. Requisition merchandise via Shire procurement system. Put up and remove notices. Prepare weekly banking in conjunction with Treasurer. Purchase sundry consumables for museum (milk, coffee, stationery) from petty cash. Maintain petty cash including reimbursement from Shire. Open mail and action 	<ol style="list-style-type: none"> If museum coordinator not present at start of day open cash drawer and verify float – sign book. If museum coordinator not present at end of day, count money, total in book and place in box. 	<ol style="list-style-type: none"> Same as Volunteer 	<ol style="list-style-type: none"> Same as Volunteer 	<ol style="list-style-type: none"> Same as Volunteer 	<ol style="list-style-type: none"> Authorise purchase of merchandise on requisition from the museum coordinator via Shire procurement system. Authorise petty cash reimbursements requested by the museum coordinator. Support the museum coordinator with arrangements for tour groups if required. Periodically review the range of information brochures on display and, in consultation with museum coordinator, arrange for replenishment and supplementary brochures. Inform Shire management of any anticipated shortfalls in roster availability. Meet with Museum Coordinator on a weekly basis to discuss all museum matters including their own rostered times and availability for the week. Assist the Museum Committee and Coordinator with the identification, preparation and submission of grant applications.

Adopted by Museum Committee 30 June 2016

**Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council
held on 28 July 2016**

Nyngan Museum – Roles and Responsibilities

	Volunteer Museum Coordinator	Volunteer	President	Treasurer	Secretary	Shire Community Development Officer
Museum Visitors	1. Same as Volunteer.	1. Engage the public by meeting and greeting visitors in a friendly manner 2. If no other volunteers are available, take visitors through to the platform and ask them to walk through themselves and come back to the main office with any questions. 3. Assist visitors if they require more detailed information on items within the exhibitions 4. Tour groups or individuals through the exhibitions (see 2 above). 5. Direct the public to Museum facilities 6. Be available for agreed roster times 7. Advise Museum Coordinator or, in their absence, Shire Community Development Officer (CDO) if not able to attend at the agreed time on roster	1. Same as Volunteer.	1. Same as Volunteer.	1. Same as Volunteer.	

**Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council
held on 28 July 2016**

Nyngan Museum – Roles and Responsibilities

	Volunteer Museum Coordinator	Volunteer	President	Treasurer	Secretary	Shire Community Development Officer
Museum Collection	<ol style="list-style-type: none"> Accept contributions to the collection from members of the public on behalf of the Shire. Record contributions and any conditions attached to these in museum inventory. Label / number contributions according to set procedure. Consult with museum volunteers on the most appropriate method / position for display of contributions. Make decisions on changes to the method / position for display of items. 	<ol style="list-style-type: none"> Refer any members of the public who wish to make a contribution to the collection of the museum coordinator or, in their absence, the Shire CDO. Assist, and in consultation with, the museum coordinator with advice on the most appropriate method / position for display of contributions. Make suggestions to the museum coordinator for changes to the method / position for display of items. 	<ol style="list-style-type: none"> Same as Volunteer. 	<ol style="list-style-type: none"> Same as Volunteer. 	<ol style="list-style-type: none"> Same as Volunteer. 	
Museum Committee	<ol style="list-style-type: none"> Attend monthly museum committee meetings and give report on museum activities for the month. Provide input, during museum committee meetings, into the running of the museum. 	<ol style="list-style-type: none"> Attend monthly museum committee meetings if available. Provide input, during museum committee meetings, into the running of the museum. 	<ol style="list-style-type: none"> Attend monthly museum committee meetings and chair the meeting. Provide input, during museum committee meetings, into the running of the museum. Manage procedures relating to status as Section 355 Committee of Council in conjunction with Shire CDO. 	<ol style="list-style-type: none"> Attend monthly museum committee meetings to give financial report. Provide input, during museum committee meetings, into the running of the museum. 	<ol style="list-style-type: none"> Attend monthly museum committee meetings to take minutes and assist President. Send Committee minutes to Shire CDO. Provide input, during museum committee meetings, into the running of the museum. 	<ol style="list-style-type: none"> Attend monthly museum committee meetings as the Shire's representative. Present copies of Committee minutes for inclusion in Council's business paper. Manage procedures relating to status as Section 355 Committee of Council in conjunction with President.

**Committee Meeting Minutes to the Ordinary Meeting of Bogan Shire Council
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Nyngan Museum – Roles and Responsibilities

	Visitor Information Centre	Volunteer Museum Coordinator	Volunteer	President	Treasurer	Secretary	Shire Community Development Officer
	1. Same as Volunteer.	<ol style="list-style-type: none"> 1. Engage the public by meeting and greeting visitors in a friendly manner 2. Respond to requests for information where possible. 3. If information is not immediately available, attempt to assist by redirecting visitors wherever possible. 4. Sell merchandise and follow set procedures for accounting for cash. 	2. Same as Volunteer.	3. Same as Volunteer.	4. Same as Volunteer.		



**Mayoral Minute to the Ordinary Meeting of Bogan Shire Council
held on 28 July 2016**

REPORT TO ORDINARY MEETING OF COUNCIL – MAYORAL MINUTE

Councillors

The following report is submitted for consideration:-

1 SIGNS AT OVALS AND PARKS

Larkin Oval, Frank Smith Oval, O'Reilly Park and Davidson Park have all been named after prominent former Nyngan residents and sportsmen, and are the main ovals and parks in Nyngan. I think it would be a good move to have some history of these people on a special sign near the entrance to the two ovals and parks.

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 28 July 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	25/10/2012	315/2012	Local Heritage Sites	When new VIC commences, signpost heritage sites with heritage colour and erect sign with the history of each location.	GM	VIC accreditation approved. Design of signs underway. <u>UPDATE:</u> Sign layout currently being finalised.
2	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.
3	19/12/2013	532/2013	Rezoning of Rural Land Outside the Nyngan Township	Report on estimated cost be provided to February 2014 Council meeting prior to progressing with the proposal.	MDES	Deadline for completion of Planning Proposal is August 2016.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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						Following meeting with Council's Flood Engineer contractor in February 2016 on the flooding issues, Planning Proposal is required to be modified and a further report to Council required.
4	24/09/2015	342/2015	Teamster Rest Area	Invite NHS to make suggestions for internal & external painting that the school could undertake.	MDES	Contact made with NHS. Currently not in a position to undertake painting. UPDATE: NHS hopes to be able to do so in October 2016.
				Dump point be relocated to Flood Memorial Car Park.	MDES	UPDATE: Yet to be scheduled.
5	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 & may be replaced by signs on the Information Bays. Council charge an annual fee and an initial fee.	GM	Construction Completed. Information Map design underway. UPDATE: Refer to item 1.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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6	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		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.		Agreement on required works achieved with several owners / Boards. Efforts still being made to have owners upgrade building voluntary.
7	26/02/2015	024/2015	Bogan Shire Early Learning Centre	Loan be raised for Council's contribution to the project.	MFIN	Application lodged.
8	26/02/2015	042/2015	Chinese Portion – Nyngan Cemetery	Repairs to the burner be carried out in the current year's program. A Heritage Conservation & Management Report be prepared by a selected Consultant within the allocated budget.	MDES	Three quotes received and preferred consultant to be selected based on budget and inclusions within quotation. All quotes exceed budget allocation. Grant application unsuccessful. Report to Council to be prepared.

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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	25/06/2015	224/2015		Send a copy of the MDES report & recommendations from the Heritage Conservation & Management Report to Mr White. Send a letter to the Chinese Embassy with a copy of the Heritage Conservation & Management Report.		Action pending completion of Conservation and Management Report. Action pending completion of Conservation and Management Report.
9	23/07/2015	269/2015	O'Reilly Park Toilet Facility Upgrade	Upgrades to toilet facility, an access way, ramp and handrail.	MDES	<u>UPDATE:</u> Accessway & ramp completed. Handbasin relocated. Door & door jamb ordered & to be installed within the next two weeks.
10	24/09/2015	377/2015	Baby Change Tables	Baby Change Tables be made available in O'Reilly Park & Davidson Park.	MDES	<u>UPDATE:</u> Baby Change Stations have been delivered & will be installed within the next two weeks. Ramp handrail to be designed, constructed & installed within the next two week.

General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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						Davidson Park & O'Reilly Park installs to be completed in conjunction with facility upgrade – First Quarter 2016/17.
11	26/11/2015	436/2015	Showground	Duck Creek be required to advise Council by end of March 2016 on what crowd control measure they plan to have in place for stage access at the annual race meeting.	GM	Report to Council refers. COMPLETED
12	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.
13	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.

General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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14	26/11/2015	454/2015	Tree Risk Assessment – Town Streets	<p>33 trees (excluding any figs) be progressively removed over the next 2 to 3 years and replanted with appropriate mature species, subject to the necessary budget being approved each year.</p> <p>Fig trees be selectively pruned / shaped, with bracing systems installed and stumps grinded, as appropriate by a qualified AQF Level 2 Arborist, subject to the necessary budget being approved each year.</p> <p>Council has a qualified Arborist attend in 24 months to reassess those trees which have been retained.</p>	MDES	Ongoing as budget permits.
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**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
held on 28 July 2016**

				Manager Development & Environmental Services prepares a street tree planting program, including a diagram of the assessed trees within the next 12 months, ensuring that appropriate mature replacement tree species are included within the future program for Council's consideration.		
15	24/03/2016	056/2016	Aged Care Accommodation Retirement Village	Council do some financial modelling on the cost implications to Council & the community for an aged care unit development.	MFIN	UPDATE: Consultant briefed to undertake modelling.
16	25/02/2016	022/2016	Bogan Bush Mobile	Delegation is planned to meet with Minister.	GM	Awaiting notification from Mark Coulton regarding suitable date.

General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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17	24/03/2016	058/2016	Dob in a Druggie 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.
18	24/03/2016	078/2016	Bicentennial Wall & Ceramic Mural	Be reinstated.	MDES	<p>On-site meeting held with Insurance Representative.</p> <p>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.</p> <p>Unfortunately this is likely to mean having all the tiles remade.</p> <p><u>UPDATE:</u> Quotations sent to Insurers concerned</p>

**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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19	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	Not yet started.
20	28/04/2016	133/2016	Rotary Park, River & Weir	Draw up a program with a report to Council on suggested upgrades to Rotary Park, River & Weir.	MDES	Program of works to be drawn up for 2016/17.
21	12/05/2016	12/05/2016	Nyngan Aerodrome	Present to Council a report advising of the necessary upgrade for the terminal - the report to include details on time & costs to increase cleaning services.	MENG	<u>UPDATE:</u> Report to August Council Meeting.
22	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	Not yet started.

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

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

2 LONG SERVICE LEAVE

Summary:-

- *This report is to make a recommendation concerning the salary sacrifice of a portion of accrued long service leave for eligible employees.*
- *A recent amendment to the Local Government (State) 2014 Award now provides for employees to potentially salary sacrifice a portion of their accrued long service leave into their Superannuation Funds.*

2.1 Introduction

The purpose of this report is to make a recommendation concerning the salary sacrifice of a portion of accrued long service leave for eligible employees.

2.2 Background

A recent amendment to the Local Government (State) 2014 Award now provides for employees to potentially salary sacrifice a portion of their accrued long service leave into their Superannuation Funds. In effect this means that, rather than holding the monetary equivalent of this leave due to staff – which could be either taken as leave or paid out on resignation or retirement – Council would pay this amount over to the employee's Superannuation Fund.

2.3 Discussion

This change has the advantage for Council of removing the liability, equivalent to the monetary value of this leave, from its balance sheet and avoids any escalation in this liability over time due to salary increases. At the same time it should allow employees to receive the benefit in a tax-effective manner. It would, however, oblige Council to make a substantial payment in cash to the relevant Superannuation Funds.



**General Manager's Report to the Ordinary Meeting of Bogan Shire Council
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It is expected that, should all eligible employees elect to participate in this process Council would be obliged to pay approximately \$60,000 from its employee leave entitlement restricted cash reserves. (Estimated balance of \$188,084 at 30/6/16)

2.4 Recommendation

That Council supports, in principle, the option for eligible employees to salary sacrifice a portion of their accrued long service leave into their superannuation fund.

Derek Francis

General Manager

**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

REPORT TO THE ORDINARY MEETING OF COUNCIL – COMMUNITY SERVICES

Mayor and Councillors

The following reports are submitted for consideration:-

1 BOGAN SHIRE EARLY LEARNING CENTRE

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

1.1 Introduction

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

1.2 Discussion

Statistics

Total children enrolled as at 11/07/2016: 69

Total children scheduled to attend the centre for the week ending 08/07/2016: 116

Usage Capacity

Week ending 08/07/2016

Monday	Tuesday	Wednesday	Thursday	Friday
51%	41%	69%	53%	53%

It is pleasing to note the increase in usage from the week ending 12/06/2016, previously reported to Council in June, which was:-

Monday	Tuesday	Wednesday	Thursday	Friday
37%	37%	53%	41%	27%

**Community Services' Report to the Ordinary Meeting of
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From 04/06/2016 to 08/07/2016 the total income received from fees was \$38,201.00 in addition to Inclusion Support (IS) funding from the last financial year totalling \$3,638.70, thus taking the total income generated from operation to \$41,839.70.

An application for IS funding to continue into the new financial year has been submitted and is currently being processed. The total expenditure on wages was \$48,740.

The Centre is running smoothly, with educators receiving positive feedback from a number of families. Children are enjoying the many learning experiences provided at the service.

The Centre has not yet had an unscheduled visit by the compliance officer, however this spot check will occur within the first 3 months of operation.

1.3 Recommendation

That the Early Learning Centre report be received and noted.

**Community Services' Report to the Ordinary Meeting of
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2 LIBRARY REPORT

Summary:-

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

2.1 Introduction

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

2.2 Background

Historically the Library Manager has provided this report for the information of Councillors.

2.3 Discussion

The 2016 Book Link Reading programme has commenced and will continue until Friday 5 August. This programme has been running for the past 11 years and was initiated by the Nyngan CWA in conjunction with the Library to encourage children to read.

National Simultaneous Story Time was held on Wednesday 25 May. The book chosen this year was "I got this Hat" by Tol and Kate Temple. The book is about the different head gear that we wear for different occasions and uses. The 40 children and 9 carers from the Nyngan Pre-School and Nyngan Public School enjoyed the book, as well as 2 other stories about hats. We then had a quiz session about hats followed by a dance and singing session, with the children accompanying with egg shakers and hand bells. Everyone had an enjoyable time.

The Cancer Foundation Biggest Morning Tea was held at the Library on Thursday 26 May from 10.30am to 11.30am. Thank you to all community members, Council staff and Councillors for attending – we banked \$150.00 for the Cancer Foundation.

Other Library activities over the past 3 months include providing the venue for four sessions of the Seniors Technology Group to learn iPad and iPhone use and two sessions of the Photo workshops run and funded by the Red Cross.

The Nyngan Early Parenting Support Group has been using the Library children's area for its weekly sessions. Nicole Dowling is presenting these sessions with assistance from guest presenters.

**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

Our Library meeting/computer room is being used more frequently for meetings; tutors, students and external study students are accessing the Wi-Fi and quiet study areas. Children attending the Library with parents enjoy playing with Library toys and reading books in the children's area, and more recently groups of young people are coming in after school to use our Wi-Fi.

Statistics

The Library has been a busy place providing our community and visitors with many facilities and activities.

The North Western Library BorrowBox, eAudio and Ebooks are proving to be more popular with 467 and 760 loans respectively which is up from the previous 3 months which showed 394 and 745 loans respectively. Total users for this quarter was 1249 with 310 active users and the previous quarter 1149 with active users 277.

Statistics for the past quarter dating from 1.04.16 to 30.06.16 are as follows with a comparison of the previous year figures for the same period:

April 1st – June 30th, 2016		April 1st – 30th June 2015	
Adult Fiction	819	Adult Fiction	470
Western Fiction	92	Western Fiction	76
Large Print	430	Large Print	375
Magazines	132	Magazines	155
Adult Non Fiction	80	Adult Non Fiction	80
Talking Books	87	Talking Books	103
Junior Fiction	252	Junior Fiction	197
Junior Non Fiction	15	Junior Non Fiction	19
Easy & Easy2 & RR	690	Easy & Easy2 & RR	824
Toys	8	Toys	13
Junior Talking Books	9	Junior Talking Books	9
Young Adult Fiction	60	Young Adult Fiction	63
Equipment	2	Equipment	2
DVD's	493	DVD's	305
TOTAL ISSUES	3169	TOTAL ISSUES	2691
TOTAL MEMBERS	2508	TOTAL MEMBERS	2440
Internet Usage ½ hr sessions	1997	Internet Usage ½ hr sessions	2817
People counter	3780	People Counter	3967
New Members	17	New Members	23
Reference Inquiries	108	Reference Inquiries	151
IT HELP	137	IT HELP	85
Wi-Fi tickets (2hr per ticket)	257	Wi-Fi tickets (2hr per ticket)	187

2.4 Recommendation

That the Library Report be received and noted.

**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

3 BOGAN SHIRE MEDICAL CENTRE – REQUEST FOR PROPOSAL

Summary:-

The purpose of this report is for Council to approve the attached Request for Proposal (RFP) document for selecting a Practice Management Organisation to operate the Bogan Shire Medical Centre.

3.1 Introduction

The purpose of this report is for Council to approve the attached Request for Proposal (RFP) document to be used in the process of selecting a Practice Management Organisation to operate the Bogan Shire Medical Centre.

3.2 Background

It is expected that the building construction will be completed in January 2017. Once the building itself is completed, the Centre needs to be staffed and the practice management must undertake a self-assessment within the first 6 months of opening, followed by on-site assessment by a surveyor in the subsequent six months as part of the accreditation process.

At its meeting in June 2016, Council decided to proceed with a pro-forma (*refer Attachment 1*) and process for selecting a Practice Management Organisation.

3.3 Discussion

Bogan Shire Council currently does not have the expertise to manage a Medical Centre and it is recommended that Council enters into an agreement with an organisation that specialises in practice management, ensuring the delivery of quality and appropriate health services to the community including GP, allied, specialist and VMO services.

Medical Centre Practice Management requires expertise to not only deliver an effective health service to a community but also to ensure its financial viability.

**Community Services' Report to the Ordinary Meeting of
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The attached Request for Proposal and information pack (*Attachment 1*), highlights the following:

- Facility Information;
- Requirements of the Practice Management Organisation;
- Visiting Medical Officer (VMO) services;
- Bulk Billing; and
- Allied Health.

Additionally, at its meeting in June 2016, Council resolved to include the potential provision of dental services, in the Request for Proposal process. From discussions with neighbouring Councils and industry professionals, it is recommended that the Request for Proposal be sent to the following organisations:-

- Rural and Remote Medical Services (RaRMS)
Established in 2001 by the NSW Rural Doctors Network as a not for profit company to provide practice management support to rural medical practices,
- Ochre Health
Operating rural and urban GP medical centres since 2002, with government contracts to supply general practitioner super clinics to a number of communities across Australia,
- Marathon Health
Not-for-profit primary health care organisation that delivers health services and programs to regional and remote communities and has strong networks in the health sector,
- Coonamble Aboriginal Health Service (CAHS)
Auspiced by the Wellington Aboriginal Corporation Health Service and funded by the Office for Aboriginal and Torres Strait Islander Health (OATSIH).

It is also recommended that a public notice be placed in the Daily Liberal newspaper in Dubbo to allow any other interested parties to respond to the Request for Proposal.

**Community Services' Report to the Ordinary Meeting of
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A panel will be required to undertake the shortlisting of applicants. Prospective panel members include:-

1. The Mayor and one or more Councillors
2. General Manager, Bogan Shire Council
3. Manager People and Culture, Bogan Shire Council
4. Alanna McHugh, Community and Economic Development Consultant
5. Sonya Berryman, Primary Care Manager (Dubbo), Western NSW Primary Health Network

3.4 Attachment

Request for Proposal pro-forma.

3.5 Recommendation

That Council:

1. Approves the Request for Proposal pro-forma.
2. Calls for proposals for the management of the Bogan Shire Medical Centre from:
 - a. Rural and Remote Medical Services (RaRMS),
 - b. Ochre Health,
 - c. Marathon Health,
 - d. Coonamble Aboriginal Health Service (CAHS), and
3. Advertises the Request for Proposal via a public notice in the Daily Liberal newspaper in Dubbo.
4. Determine membership of the shortlisting panel.



REQUEST FOR PROPOSALS INFORMATION PACK
BOGAN SHIRE MEDICAL CENTRE

The Bogan Shire Medical Centre (BSMC) is a new medical facility which is currently under construction in Nyngan, NSW and is due for completion in February 2017.

The Bogan Shire Council is the owner of the BSMC and now requests proposals from suitably qualified and experienced organisations to deliver the practice management.

FACILITY INFORMATION

The BSMC is located in the main street of Nyngan, at 76 Pangee Street.

The BSMC has the following facilities:

- Two GP practice rooms
- Two practice rooms for visiting allied and specialist health service providers
- Procedure room
- Observation room
- Practice Manager's office
- Reception and filing area
- Waiting room for 15 people
- Public and staff toilets
- Storage room
- Staff room
- Ambulance bay
- Car parking
- The design has allowed for the addition of two dental rooms and a sterile room for future development as stage two

Further information on the Bogan Shire can be found at www.bogan.nsw.gov.au

**Community Services' Report to the Ordinary Meeting of
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REQUIREMENTS OF THE PRACTICE MANAGEMENT ORGANISATION

The Bogan Shire Council has the following requirements of the practice and practice management organisation:

1. To meet the health needs of the local community, the BSMC will deliver:
 - a. Primary health care services including GP services.
 - b. Where opportunities exist with the Local Health District (LHD), delivery of on-call roster Visiting Medical Officer (VMO) services.
 - c. Support and facilitate the delivery of allied and specialist health care services.
2. Council expects that any GP appointed to the BSMC will satisfy all of the relevant eligibility requirements for on-call roster VMO services.
3. That the BSMC be a bulk billing health service.
4. That the BSMC be a RACGP accredited General Practice.
5. That interested private allied health professionals be given equal access at reasonable cost to deliver their health services from the BSMC.
6. To deliver better health outcomes for the local Aboriginal population, the BSMC must partner with the Nyngan Local Aboriginal Land Council to engage the local Aboriginal population.
7. Provide data in partnership with the Western New South Wales Primary Health Network (WNSWPHN) to identify gaps and subsequently better the commissioning of programs which increase health provider services and health outcomes for the Bogan Shire.
8. The practice management organisation is responsible for the recruitment, employment and management of all human resources including GPs.
9. Given the significance of this health service to the local community, that an employee of the Bogan Shire Council be involved in the recruitment process of all administration and management staff of the BSMC.
10. Consider their capacity, if the opportunity presents to operate a dental service within either the BSMC or in another Council owned facility in Nyngan.

**Community Services' Report to the Ordinary Meeting of
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APPOINTMENT PERIOD

The successful applicant organisation will be offered an appointment to manage and operate the BSMC for six years with the opportunity for this to be extended for an additional three years, upon satisfactory delivery of health services to the local community. The successful applicant organisation will be required to enter into an agreement with the Bogan Shire Council.

SUBMISSIONS

Suitably qualified and experienced organisations are invited to submit a proposal which addresses the following:

1. Background information on your organisation including governance structure.
2. Previous relevant experience in delivering similar health services including opening of a new medical centre facility.
3. What services your organisation will deliver including on-call roster VMO services. Please specify fee arrangements for patients i.e. bulk billing or other, and indicate how allied and specialist health services will be delivered and engaged.
4. Outline anticipated staffing levels, positions and qualifications.
5. How your organisation will manage and undertake General Practice accreditation against RACGP standards.
6. How your organisation will ensure successful engagement with the whole community and key stakeholders in the health sector. Please outline existing professional relationships with key stakeholders in the health sector which will be utilised to establish and operate the BSMC.
7. How your organisation will collate and present data which betters the commissioning of programs for increased health provider services and health outcomes for the Bogan Shire.
8. Requirements that your organisation has of the Bogan Shire Council and the Bogan Shire Medical Centre to commence operations.
9. Proposed financial arrangement with the Bogan Shire Council to deliver the BSMC's practice management.



**Community Services' Report to the Ordinary Meeting of
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Proposals can be submitted to admin@bogan.nsw.gov.au. Closing date is 5pm 30 September, 2016. Please note that short listed organisations will be required to make a presentation to Council on 27 October, 2016.

CONTACT INFORMATION

For further information regarding the Bogan Shire Medical Centre or the proposal process please contact:

Bogan Shire Council's General Manager, Derek Francis on (02) 6835 9014 or admin@bogan.nsw.gov.au

**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

4 RECRUITMENT AND SELECTION POLICY

Summary:-

The purpose of this report is to recommend to Council a Recruitment and Selection Policy for consideration and adoption.

4.1 Introduction

The purpose of this report is to recommend to Council a Recruitment and Selection Policy for consideration and adoption.

4.2 Background

Council's existing Internal Procedural Policy for Staff Recruitment (No. 3) appears to have been developed and approved by Manex in 2005. This policy was presented to Council on 24 February 2005 and noted (*refer Attachment 1*).

Council had previously resolved, in August 2000, that "the composition of interview panels must include one female and one person independent of Council staff, but this person may be a Councillor."

4.3 Discussion

Attachment 2 to this report is a revised Recruitment and Selection Policy for Council's consideration.

The Policy incorporates current practice within Bogan Shire Council and has been developed in consultation with Local Government NSW.

The Policy covers Council's legislative responsibilities under the Local Government Act and other relevant legislation, authority to recruit to a position, the selection panel, selection methods, interviews, selection of the most meritorious candidate and appointment by the General Manager.

4.4 Attachments

- 1 Internal Procedural Policy for Staff Recruitment (No. 3)
- 2 HR007 Recruitment and Selection Policy (draft)



**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

4.5 Recommendation

That Council adopts the Bogan Shire Council Policy: HR007 – Recruitment and Selection Policy.

Debb Wood
Manager People and Culture



BOGAN SHIRE COUNCIL

INTERNAL PROCEDURAL
POLICIES

**Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

BOGAN SHIRE COUNCIL INTERNAL PROCEDURAL POLICIES

STAFF RECRUITMENT – Internal Procedure Policy No. 3.

1. REPLACEMENTY OF STAFF – VACANT POSITION

1.1 Position Assessment and Review

Careful consideration must be given to the need for the position prior to recruitment. Should continuation of the position be considered necessary, further consideration must be given to the need and benefits of job redesign. The position must be clearly placed within Council' salary structure.

A report on the position assessment and review must be given to the General Manager for a final decision.

1.2 Job Description and Specification

A comprehensive job description and specification must be prepared and checked by the Senior Manager and HR Officer prior to advertising of the position. These documents must include:

- Objectives of the position
- Position within Council's structure
- Chain of command
- Responsibilities
- Essential criteria
- Desirable criteria
- Position within the salary structure
- A statement of "other duties as directed".

1.3 Advertising

All advertisements must be checked by the Senior Manager and approved by the General Manager prior to release to the media.

Advertisements must provide a contact name and a reference to a position package available on request.

The advertisement must reinforce the need for applications to address the essential and desirable criteria.

**Community Services' Report to the Ordinary Meeting of
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BOGAN SHIRE COUNCIL INTERNAL PROCEDURAL POLICIES

1.4 Short Listing

Essential and desirable criteria must be used as the basis for short listing. Failure to address the criteria provides strong grounds for elimination from the process.

Other important considerations include presentation of the application and relevance of material with their significance depending on the nature of the position.

Short listing must be carried out by the interview panel with all members present.

A selection matrix and brief report on the process must be provided.

1.5 Interview Panel

The interview panel must consist of a minimum of three and a maximum of four members. Representation on the panel should consist of a HR representative (Corporate Services), a Manager with expertise in the area of operation and another member (internal or external) considered to offer expertise in the selection process.

Introduction to Interview

Interviews must be carried out by the same panel that completed the short listing. Where panel members become unavailable a suitable replacement must be found and the new member briefed on the short listing process.

Potential interviewers must not participate in the short listing or the interview process or otherwise attempt to influence the selection process if they have a significant relationship with or are related to any of the candidates.

Interviews must take place in a quiet environment with no interruptions.

All interviews must commence with the question: ***“Have you received and read the relevant job description and understand the requirements of the position?”***

This is followed by a brief outline of the interview process: ***“We have a series of questions relating to the position. Members of the panel will take turns in asking questions. If you need the question to be repeated or further clarification given please ask the panel member”.***

The applicant must be advised that commencement of employment will be subject to a satisfactory pre-employment medical examination.

**Community Services' Report to the Ordinary Meeting of
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BOGAN SHIRE COUNCIL INTERNAL PROCEDURAL POLICIES

Interview Questions

Interview questions must centre around responsibilities, essential and desirable criteria outlined in the job description and specifications. Questions in general should be based on:

- Technical knowledge and skills
- Ability to work in a social and team environments
- Knowledge of and experience in the work environment
- Motivation and reliability on the job.

A substantial number of questions should be psychological type questions based on the person's response to a situation e.g.

"A staff member asks you to carry out work which you know is inappropriate or dangerous. What would you do in this situation?"

OR

"You have noticed that current work practice is causing delays and adding cost to the job. How would you deal with the situation?"

Other questions may be more direct and "Closed". "How long have you operated heavy plant? Do you have a certificate to operate that plant?" etc.

All questions must follow EEO principles and avoid irrelevant and discriminatory content. Only those questions which are directly relevant to performing the job tasks should be presented.

Some of the questions must attempt to determine the candidates understanding of EEO and OH & S legislation and principles. eg.

"Can you explain in brief what the employee's basic responsibilities are under the OH & S laws?"

AND

"What do you understand to be the main EEO principles?"

The panel must ask to sight and receive copies of documents such as certificates, academic qualifications and licences including driver's licence.

**Community Services' Report to the Ordinary Meeting of
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BOGAN SHIRE COUNCIL INTERNAL PROCEDURAL POLICIES

Interview Assessments

Written responses and comments must be recorded by members of the panel against responses to all questions.

As assessment matrix must be prepared following interviews. The matrix must include all selection criteria (from the essential and desirable criteria and responsibilities contained in the job description and specification) on one axis and a rating scale along another (e.g. meets/does not meet; high/medium/low; excellent/highly satisfactory/satisfactory/ needs improvement/unsatisfactory).

1.6 Reference and Referee Checks

Checks must only be made where approval has been given by the candidate. Information should be recorded.

1.7 Interview Report with Recommendations

A report which contains recommendations must be provided to the General Manager following an assessment of the candidate interviews. The report must address interview responses in relation to selection criteria, relevant information submitted with applications and information from reference checks.

Recommendations may be for employment of a candidate, further interviews of existing candidates or select candidates or re-advertising of the position.

The report must be signed by each member of the interview panel.

1.8 Selection Follow-Up

Once a decision has been made by the General Manager the successful candidate must, where possible, be advised within 24 hours by phone with written confirmation forwarded with 48 hours.

Unsuccessful candidates must be advised within 5 business days of the decision. Where questions arise in relation to appointment, candidates must be advised that selection was based on the selection criteria.



**Community Services' Report to the Ordinary Meeting of
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BOGAN SHIRE COUNCIL INTERNAL PROCEDURAL POLICIES

1.9 Confidentiality

All information, including the names of the applicants and interview panel members must remain confidential. A standard response to questions relating to recruitment should be:

"Recruitment is a confidential process in which the confidentiality of the applicants must be respected. It involves a process based on Legislation which ensures selection is determined by merit and the ability of the person to carry out the roles and responsibilities of the position. Internal Council selection procedures are in place to ensure employment of the best person for the job".



Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016

Bogan Shire Council Policy HR007 Recruitment and Selection Policy

POLICY HR007

RECRUITMENT AND SELECTION POLICY

DRAFT



Community Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016

Bogan Shire Council Policy HR007 Recruitment and Selection Policy

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DRAFT

Community Services' Report to the Ordinary Meeting of Bogan Shire Council held on 28 July 2016

Bogan Shire Council Policy HR007 Recruitment and Selection Policy

Overview

This document sets out Council's policy in relation to recruitment and selection for the guidance of all managers and supervisors who are involved in this process at Bogan Shire Council ('the Council'). This Policy is informed by and subject to the provisions of the *Local Government Act 1993* that relate to recruitment of employees. This Policy is designed to ensure that recruitment and selection standards are consistent, appropriate and free from discrimination or bias.

Applicability

This Policy applies to all recruitment and selection processes with the exception of the General Manager's position. It does not form part of any employee's contract of employment.

Commencement of the Policy

This Policy will commence from 29/07/2016. It replaces all other recruitment and selection policies of Council (whether written or not). The Policy may be amended from time to time.

Purpose

The purpose of this policy is to:

- a. Outline the recruitment and selection provisions under the *Local Government Act 1993*;
- b. Ensure compliance with Council's legislative obligations; and
- c. Ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.

Principles

1. LOCAL GOVERNMENT ACT 1993 PROVISIONS

a. *Appointments to be on merit - S349(1)(a) and (b)*

When the decision is being made to appoint a person to a position, only a person who has applied for appointment to the position may be selected, and from among the applicants eligible for appointment, the applicant who has the greatest merit is to be selected.

This means that the selection process must identify, from the pool of suitable applicants, the person with the greatest skills, qualifications, experience and standard of work performance that is required to do the job.

b. *Advertising of staff positions - S348(1)*

When it is proposed to make an appointment to a position within the organisation structure of the council, the position must be advertised in a manner sufficient to enable suitably qualified persons to apply for the position.

**Community Services' Report to the Ordinary Meeting of
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Bogan Shire Council Policy HR007 Recruitment and Selection Policy

This means that where the General Manager or their delegate believes that a suitable pool of applicants does not exist within the organisation, external advertising is required.

Sections 348 and 349 do not apply to new appointments for existing council staff by way of demotion or lateral transfer, unless decided otherwise.

c. *Temporary Appointments - S351(1)*

If a position within the organisation structure of the council is vacant or the holder of such a position is suspended from duty, sick or absent, the General Manager may appoint a person to the position temporarily for a period of up to 24 months in the case of the holder of the position being on parental leave or for up to 12 months in any other case.

2. EQUAL EMPLOYMENT OPPORTUNITY

- a. Council is an equal employment opportunity employer and is committed to ensuring that all applicants for selection are not discriminated against on any of the grounds of discrimination contained in equal employment opportunity laws and consistent with Council's Anti-Discrimination and Equal Employment Opportunity Policy.
- b. This means that no unlawful discrimination should take place in job advertisements, job interviews or the selection process.

3. WORKING WITH CHILDREN CHECKS

Child-related workers employed by Council are required to have a Working With Children Check. Where a position is a child-related role, then Council must advertise the position informing any potential candidates that they will be subject to a Working With Children Check.

4. IDENTIFYING THE NEED TO FILL A POSITION

The responsible departmental Manager should identify and consult with the Manager People and Culture on the need to fill a position.

Following the process of creating / updating the relevant position description, a request for recruitment is presented to the General Manager or their delegate for approval to proceed with recruitment.

5. THE SELECTION PANEL

- a. The responsible departmental Manager shall, in consultation with the Manager People and Culture, determine the composition of the selection panel for approval by the General Manager or their delegate.
- b. The General Manager, in approving the selection panel shall give consideration to the requirements of paragraphs 5c. and 5d. below, as well as any declarations of interest made under paragraph 5e. and / or other conflicts of interest.

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Bogan Shire Council Policy HR007 Recruitment and Selection Policy

- c. The selection panel shall consist of at least three (3) members as follows:
 - i. A Manager or Supervisor from the recruiting department, who is at a higher or equivalent salary grade to that being recruited for;
 - ii. The Manager People and Culture or their delegate, with appropriate training, skills and experience in the recruitment and selection process (Appropriate training includes, for example, the LGNSW recruitment and selection training courses and packages);
 - iii. Another person/s considered to have expertise relating to the position being recruited for. This person/s may be either existing Council employees, or not, but must have appropriate and relevant skills and experience.
- d. The selection panel should include male and female members where possible.
- e. All panel members shall be required to declare in writing, as part of the recruitment and selection process, that they have no conflict of interest. A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. This includes close personal or business relationships with any applicant.

6. SELECTION METHODS

The recruitment and selection process must include at least three (3) selection methods to determine the most meritorious applicant.

These methods must include reference checks and an assessment of the applicant's written application. Additional methods, which must relate to the selection criteria of the position, shall be selected from the following:

- a. Interview;
- b. Practical work tests;
- c. Psychological tests;
- d. Report writing / problem solving; or
- e. Literacy and numeracy tests.

7. INTERVIEWS

- a. The selection panel must develop and agree on the questions to be asked at the interview and these must be kept strictly confidential. The questions should be restricted to those that are relevant and specific to the job. Questions which may indicate an intention to determine the applications on any unlawful grounds of discrimination must not be asked (for more information, refer to the Council's Anti-Discrimination and Equal Employment Opportunity Policy).
- b. Panel members should ask the same questions of all applicants.

**Community Services' Report to the Ordinary Meeting of
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Bogan Shire Council Policy HR007 Recruitment and Selection Policy

8. FOLLOWING THE INTERVIEWS

- a. The panel should agree on which of the applicants has the most merit and is best suited for the position (the "preferred applicant").
- b. The panel shall also rate other applicants found suitable for appointment in order of merit. This order of merit may, at the discretion of the General Manager or their delegate, be used for appointment should the preferred applicant decline the offer of appointment, or if the position becomes vacant within 6 months of the appointment of the successful applicant.

9. SELECTION AND APPOINTMENT

The selection panel shall record their decisions and recommend the most meritorious (preferred) applicant to the General Manager for appointment.

The General Manager shall be satisfied that the panel has adhered to legislative, regulatory and Council's policy requirements and has applied themselves diligently to the identification of the most meritorious applicants.

Both successful and unsuccessful applicants shall be notified of Council's decision at the same time in writing at their nominated address within 5 working days.

**Community Services' Report to the Ordinary Meeting of
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Bogan Shire Council Policy HR007 Recruitment and Selection Policy

Authority

Council (Minute #)

Policy Owner / Further Assistance

Manager People and Culture

Relevant Legislation

- Local Government Act 1993
- Fair Work Act 2009
- Industrial Relations Act 1996 (NSW)

Related Information

- HR002 Workplace Bullying and Harassment Policy
- HR004 Employee Development Policy
- HR006 Anti-Discrimination and EEO Policy
- HR009 Probationary Employment Policy
- HR012 Poor Performance and Misconduct Policy
- Model Code of Conduct for Local Councils in New South Wales (November 2015)
- Bogan Shire Council Values

Review Date

July 2019

Revision History

Date	Description of Change	Sections Affected
28/07/2016	New policy - adopted Council	All

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 30 June 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 30th June 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 June 2016		
Council General Fund		
Bank Statement Balance	\$	100,000.00cr
Add Deposits not yet receipted	\$	350.00cr
Less Unpresented Payments	\$	5,770.24dr
Balance as per Council	\$	94,579.76cr
Represented by the following in Council Ledgers		
Account		
19001.8000.8000	\$	94,579.76cr
Difference	\$	0.00

1.3 Recommendation

That the Bank Reconciliation Report as at 30 June 2016 be received and noted.

2 INVESTMENTS June 2016

Summary:-

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

At the 30 June 2016 Council had \$8.3 million invested. There has been a decrease to Council's investments since the May 2016 report due to large accounts being paid for road expenditure, construction of medical centre and accounts relating to the waste and recycling facility.

2.1 Introduction

The purpose of this report to is to outline the performance of Council's investment portfolio for the month of June 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 June 2016 is shown below. At the 30 June 2016 Council had \$8.3 million invested. There has been a decrease to Council's investments since the May 2016 report due to some large accounts being paid in June for road expenditure, commencement of construction of medical centre and accounts relating to the waste and recycling facility. Once loan funds are drawdown for these projects, investment funds will be replenished.

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 28 July 2016**

Investment Movements for June 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 June 2016							
REF	Source	Maturity	Days	% rate	Interest	Bal 31/05/2016	Bal 30/6/2016
3204	NAB	11-Sep-16	180	2.900%	14,460	1,000,000.00	1,000,000.00
1203	NAB	17-Sep-16	180	2.950%	14,943	1,000,000.00	1,000,000.00
7202	NAB	17-Aug-16	180	3.030%	12,206	807,900.87	807,900.87
4608	NAB	01-Sep-16	180	3.050%	30,249	2,000,000.00	2,000,000.00
	BankWest	10-Aug-16	180	3.000%	14,795	1,000,000.00	1,000,000.00
6894	NAB Professional Funds		At Call	2.150%		2,501,955.60	2,508,192.41
802	Westpac - Maxi direct	n/a	n/a	Variable		1,380,011.76	0.00
	Balance securities held					9,689,868.23	8,316,093.28
	Ledger Balance		9,689,868.23	8,316,093.28			
Summary by institution							
	BankWest					1,000,000.00	1,000,000.00
	NAB					7,309,856.47	7,316,093.28
	Westpac					1,380,011.76	0.00
						9,689,868.23	8,316,093.28

2.4 Recommendation

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

**Corporate Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

3 SUMMARY OF RATE & ANNUAL CHARGES COLLECTION

Summary:-

The report is to provide a comparison of rate collections as at 30 June, 2016, with the same period last year.

Total arrears have decreased from \$348,454 at the 30 June 2015 to \$305,902 as at 30 June this year.

3.1 Introduction

The purpose of this report is to provide a comparison of rate collections as at 30 June, 2016, with the same period last year.

3.2 Discussion

This report is provided for the information of Councillors.

Rate Collections	2015-2016	2014-2015
Arrears Prior to 01/07/2015	157,235	178,625
First Instalment Outstanding as at 30/06/2016	16,583	19,993
Second Instalment Outstanding as at 30/06/2016	22,758	25,348
Third Instalment Outstanding as at 30/06/2016	32,734	46,807
Fourth Instalment Outstanding as at 30/06/2016	76,592	77,681
Total Arrears	305,902	348,454
Total Outstanding	305,902	348,454
Monthly Transactions		
Amount Levied & B/Fwd	4,955,755	4,750,897
Add: Adjustments	15,336	49,431
Less: Payments to end of March	-4,584,916	-4,376,103
Less: Rebates	-83,386	-78,844
Add: Postponed	3,113	3,073
Gross Total Balance	305,902	348,454
Arrears of total amount levied %	7%	8%



**Corporate Services' Report to the Ordinary Meeting of
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Total arrears have decreased from \$348,454 at the 30th June 2015 to \$305,902 as at 30th June this year.

Each instalment amounts to approximately \$1,240,000
(Total Rates, Waste, Water & Sewer Access Charges)

Council has collected \$208,813 more than at the same time last year.

1.3% of Ratepayers are in arrears for their first instalment.

1.8% of Ratepayers are in arrears for their second instalment.

2.6% of Ratepayers are in arrears for their third instalment.

6.1% of Ratepayers are in arrears for their fourth instalment.

3.3 Recommendation

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

Stephanie Waterhouse

Finance Manager

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

REPORT TO 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 between the reporting period of 13 June 2016 and 15 July 2016 consisted of the following:-

- Helping with the installation of a soft fall area around the Liberty Swing in O'Reilly Park.
- Commencing demolition works for the construction of the new Engineering Offices at the Works Depot in Nymagee Street.
- Completing work installing tables and chairs at the Shearing Shed Museum and the construction of a new concrete path.
- Completing the construction of a new storage shed and slab at the airport.
- Maintenance and repairs at the Racecourse in preparation for the Duck Creek Races.
- Completing the construction of a new concrete footpath to the disabled toilets in O'Reilly Park.
- Completing building maintenance at the Early Learning Centre.
- Completing repairs and maintenance at the Palais Theatre.
- Repairs and maintenance to the Council Chambers.
- Completing repairs and maintenance to Dr Chan's residence in Cobar Street.
- Commencing construction of new headwalls in the Nyngan Lawn Cemetery.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

1.2 Community Facilities

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

- Prepared Town Hall for CanAssist High Tea.
- Preparing the Showground and Racecourse for the Duck Creek Picnic Races.
- Cleaning of Showground and Racecourse after the Duck Creek Picnic Races.
- Preparing the Showground for the Nyngan Ag Expo.
- 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.

1.3 Roads

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

No.	Name	Comments
73	Jumps Road	Maintenance grade completed.
24	Canonba Road	Re-sheeting commenced.
25	Merryanbone Road	Maintenance grading/repairs commenced.
HW7	Mitchell Highway	Shoulder grading continuing.
MR228	Hermidale Nymagee Road	Maintenance grading/repairs commenced.
10	Pangee Road	1km of construction commenced.
9	Glengarriff Road	Maintenance grading/repairs commenced.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

The wet weather has increased the need for Council's Jet-Patcher. During this reporting period it has carried out routine maintenance and repairs on the following roads:-

- Tottenham Road
- Yarrandale Road
- Mitchell Highway
- Nyngan Town Streets
- Barrier Highway
- Hermidale Nymagee Road
- Mulla Road
- Cockies Road
- Canonba Road
- MR70
- Colane Road
- Gilgai Road

Due to the continuing wet weather there have only been short periods where the rural works crews could continue their maintenance grading program. The majority of work has been to repair the damage the wet weather has caused to the road network. The work the rural crews have completed in Nyngan, Girilambone, Hermidale, Coolabah and on the sealed roads during this reporting period includes:-

- Cleaning of and around of culverts in town.
- Repairing damaged culverts.
- Mowing nature strips.
- Cleaning of gutters.
- Levee bank maintenance.
- Replacing or repairing street signage.

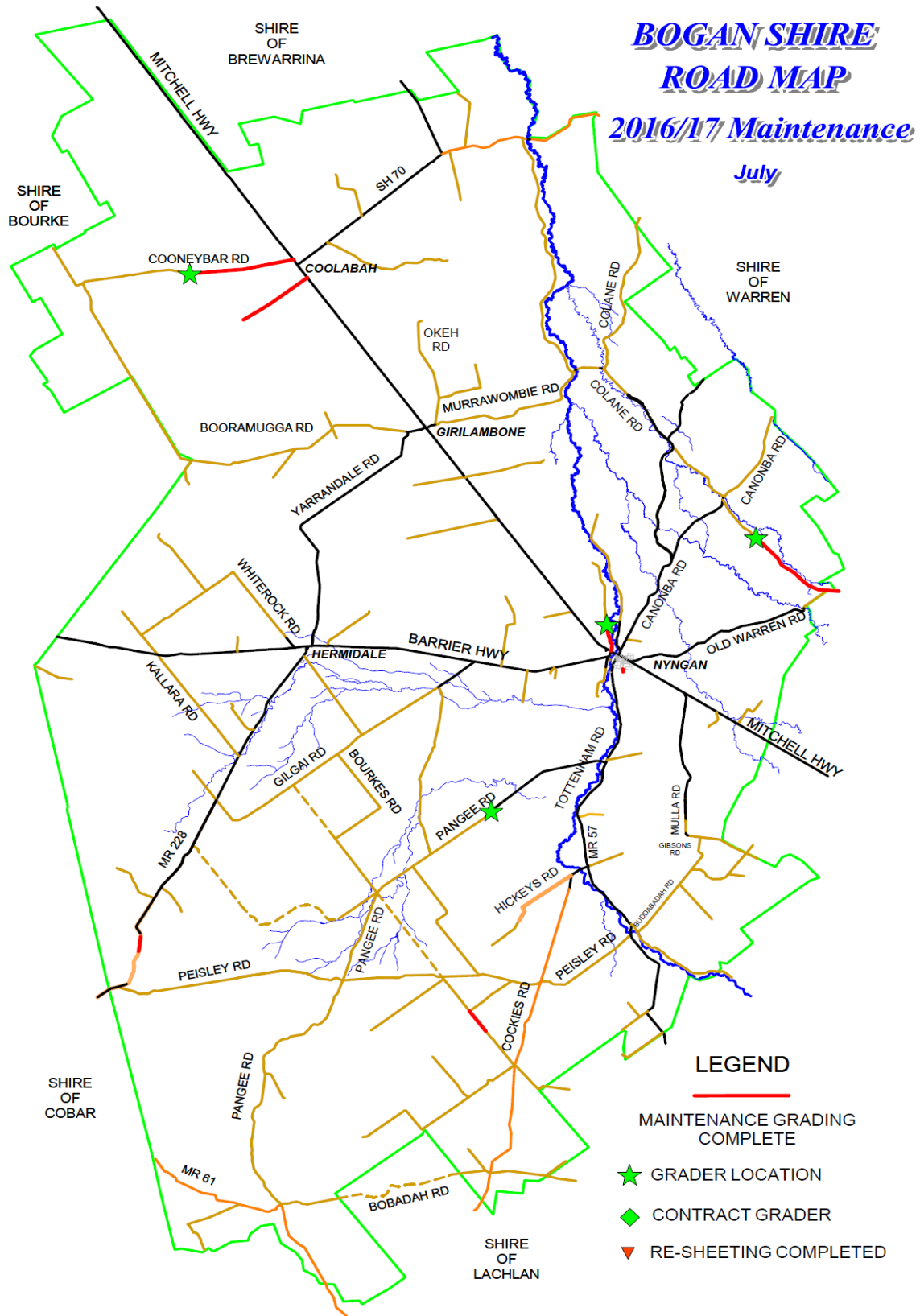
The works program for the remainder of July and beginning of August includes but is not limited to the following works:-

- Maintenance grading of the following roads, Cooneybar Road, Elmore Road, Booramugga Road and Hermidale Nymagee Road.
- Repairs to the entire road network after the long period of wet weather.
- Re-sheeting of the following roads Monkey Bridge, Tubbavilla Road, Merryanbone Road, and Canonba Road.
- Continuing construction and sealing of 1km of Pangee Road.
- Tree trimming along the Barrier Highway west of Nyngan.
- Shoulder grading of the Mitchell Highway west of Nyngan.

1.4 Recommendation

That the Operational Report for the reporting period 13 June 2016 and 15 July 2016 be received and noted.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**



2 NSW GRAIN HARVEST MANAGEMENT SCHEME

Summary:-

- *The purpose of this report is to advise Council of a request to continue our participation in the Grain Harvest Management Scheme.*
- *The scheme has been extended for 5 years to expire on 30th June 2021.*

2.1 Introduction

The purpose of this report is to advise Council of a request from Roads and Maritime Services to continue our participation in the Grain Harvest Management Scheme.

2.2 Background

The NSW Class 3 Grain Harvest Management Scheme Exemption Notice 2014 expired on 30 June 2016. Roads and Maritime Services has worked with Transport for NSW, the Grain Harvest Management Scheme Consultative Committee and the National Heavy Vehicle Regulator to amend and extend this notice.

2.3 Discussion

The NSW Class 3 Grain Harvest Management Scheme Exemption **Notice 2016** contains the following changes:-

- The expiry of the Notice will be extended for **5 years to 30 June 2021**.
- Schedule 1 has been removed and replaced with a link to the legally enforceable scheme network published on the RMS website.
- Two additional vehicle codes have been included in the eligible vehicle list:-
 - Code 4 – 5 axle semitrailer
 - Code 49 – 3 axle truck with 4 and 5 axle dog trailer

2.4 Recommendation

That Council participates in the NSW Grain Harvest Management Scheme until 30 June 2021.

3 PIPING OF ALBERT PRIEST CHANNEL BUSINESS CASE FUNDING

Summary:-

- *The purpose of this report is to notify Council of the need to allocate \$6,280 to complete the business case for the Albert Priest Channel Piping Project.*
- *Council received a grant of \$100,000 to prepare the business case and the current expenditure is \$85,000.*
- *The estimated cost to complete project is \$35,000, requiring an additional \$20,000 of funds to be shared by Council and Cobar Water Board.*

3.1 Introduction

The purpose of this report is to notify Council of the need to allocate \$6,280 from our existing consultancy budget, and of a request to Cobar Water Board for a contribution of \$13,720, to complete the business case for the Albert Priest Channel Piping Project.

3.2 Background

Bogan Shire Council received a grant of \$100,000 in December 2015 from Department of Primary Industries Water. The funding was for the purpose of engaging NSW Public Works and CPE & Associates for the preparation of a business case for the Albert Priest Channel project.

3.3 Discussion

The current expenditure for the project is \$85,000 which included:-

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

NSW Public Works

- Review of previous reports and inspections;
- Evaluation and development of preferred options;
- Preparation of NPV/NPW costing;
- Preparation of Draft Discussion Paper;
- Workshop in Nyngan; and
- Final Discussion Paper.

CPE & Associates

- Review of information from reports by WaterBiz, DPI Water and Public Works;
- Attend Technical Workshop in Nyngan conducted by Public Works;
- Confirm preferred option, capital costs and operational costs from the workshop, based on information from Public Works;
- Calculate impact of increased operational costs on Nyngan and Cobar residents using FINMOD; and
- Assess the economic benefits of the project and prepare a benefit cost analysis.

CPE & Associates have now provided a proposal to carry out the following to complete the final stages of the Business Case:-

- Update previous work for increased scope - full water security strategy;
- Prepare economic analysis for full water security strategy;
- Prepare draft business case;
- Discussion of draft business case with Council and Government Agencies and additional workshop at Nyngan if required; and
- Undertake additional analysis if required and finalise Business Case.

The estimated cost for CPE & Associates to complete the above tasks is \$35,000 while there is only \$15,000 remaining in the grant funded budget.

We have written to the Cobar Water Board to request sharing the additional cost of \$20,000 to complete the Business Case for the piping of the Albert Priest Channel.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

Based on the previously agreed cost sharing arrangements with Council and the Cobar Water Board, which is based on our respective water allocation, the expenditure would be shared as follows:

Bogan Shire Council	31.4%	\$6,280
Cobar Shire Council	68.6%	<u>\$13,720</u>
Total		\$20,000

3.4 Recommendation

1. That the reallocation of \$6,280 towards funding the business case for Piping the Albert Priest Channel be noted.
2. That Council's funding of the Business Case be contingent on receiving a contribution of \$13,720 from Cobar Water Board for the project.

4 ROADS TO RECOVERY 2016 ROADWORKS PROGRAM

Summary:-

- *The purpose of this report is to advise Council of the proposed Roads to Recovery projects for the 2016/17 financial year.*
- *Council received advice in May 2016 that our 2016/17 funding has been reduced to \$1,440,827 from \$2,059,000.*
- *An updated list of proposed projects has been prepared to reflect the adjusted funding.*

4.1 Introduction

The purpose of this report to is advise Council of the proposed Roads to Recovery projects for the 2016/17 financial year.

4.2 Background

Council was advised last year that there was additional funding available through the Roads to Recovery Program that had to spent in 2016/17. Council was allocated \$2,059,000 and a preliminary works program of projects was prepared based on this level of funding.

4.3 Discussion

Council received further advice in May 2016 that our 2016/17 funding has been reduced to \$1,440,827 and our 2017/18 allocation has been increased to \$1,248,322.

These changes will assist Council by spreading out the funding over two years however it has resulted in redoing the proposed Roads to Recovery proposed projects for this year.

Additional re-sheeting, maintenance and construction projects were initially included in the works program because of the large amount of expenditure originally required.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

The current proposed Roads to Recovery Projects for 2016/17 are as follows:-

PROPOSED 2016/17 ROADS TO RECOVERY EXPENDITURE		
Road	Length	Cost
Re-sheeting		
Mulla Road	1.0	\$ 26,000
Peisley Road	4.0	\$ 103,000
Pangee Road	4.0	\$ 103,000
Coffills Lane	2.0	\$ 52,000
Gilgai Road	1.0	\$ 26,000
Bourkes Road	1.0	\$ 26,000
Laroo Road	1.0	\$ 26,000
Booramugga Road	1.0	\$ 26,000
Gongolgon Road	2.0	\$ 52,000
Canonba Road	1.0	\$ 26,000
Merryanbone Road	1.0	\$ 26,000
Kidstons Road	0.5	\$ 13,000
Plummers Road	2.0	\$ 52,000
Whiterock Road	1.0	\$ 26,000
Murrawombie	2.0	\$ 52,000
Tubba Villa Road	3.0	\$ 77,000
Okeh Road	1.0	\$ 26,000
Colane Road	3.0	\$ 78,000
Buddabadah	2.0	\$ 52,000
Honeybugle	2.0	\$ 52,000
	35.5	\$ 920,000

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

Road Construction		
Colane Road Construction	1.0	\$ 160,000
Sealed Road Maintenance		
Stabalise Local Roads	2.0	\$ 160,000
Reseal Local Roads	6.0	\$ 200,000
Roads to Recovery Total		\$ 1,440,000

Although this is the proposed list of projects, it should be noted that with the recent wet weather and further forecast rain, priorities for road improvements may change.

4.4 Recommendation

That Proposed Roads to Recovery Projects for 2016/17 be noted.

5 INTERMENT FEES FOR BOGAN SHIRE VILLAGES

Summary:-

- *The purpose of this report is for Council to adopt interment fees and charges for burials in the village cemeteries.*
- *The current Fees and Charges are for Nyngan Cemetery and do not account for the higher costs of an interment in the village cemeteries.*

5.1 Introduction

The purpose of this report is for Council to adopt interment fees and charges for burials in the village cemeteries.

5.2 Background

Council has not had a lot of burials in the village cemeteries over the last twenty years but the local Funeral Director has recently indicated that this request may increase in the future.

5.3 Discussion

In the past, Council has provided estimates of cost to prepare for a funeral in the village cemeteries. The cost involved for a village burial includes:-

- Prime mover and low loader trailer to transport backhoe to and from cemetery;
- Backhoe to dig grave (6 hours is typical due to rocky material);
- Table top truck with trailer to transport skid steer loader for backfilling; and
- Backhoe operator and truck driver for the duration of the job.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

Based on previous jobs and the average time taken, the fees for the village cemeteries have been calculated at:-

Hermidale and Girilambone

Interment Fee	\$2,150
Re-open & Close Existing Grave	\$2,150
Additional Fee for Weekend & Public Holiday Funerals	\$470

Coolabah

Interment Fee	\$2,450
Re-open & Close Existing Grave	\$2,450
Additional Fee for Weekend & Public Holiday Funerals	\$470

The biggest cost involved with the village burials is the transport of equipment and associated costs. We have been asked if someone with a backhoe in the village can dig the grave to reduce the costs. This would reduce the cost significantly but, the person carrying out the work would need to meet the following requirements:-

- An approved contractor on Council's list with the appropriate workers compensation and public liability insurance;
- A backhoe or other equipment that complies with Workcover;
- Provide all registration, licences, operator tickets for the equipment;
- Provide appropriate Safe Work Method Statements for the task;
- Be able to locate and excavate the grave to Council's requirements; and
- Take care when working near adjoining graves.

Due to the nature of the soil at the village cemeteries, the hand digging of graves is not cost effective.

5.4 Recommendation

For Council's Consideration.

6 RURAL ADDRESSING

Summary:-

- *The purpose of this report is to update Council of on the introduction of rural addressing within Bogan Shire.*
- *Address data entry and verification is expected to be completed by Christmas 2016.*

6.1 Introduction

The purpose of this report is to update Council on the introduction of rural addressing within Bogan Shire.

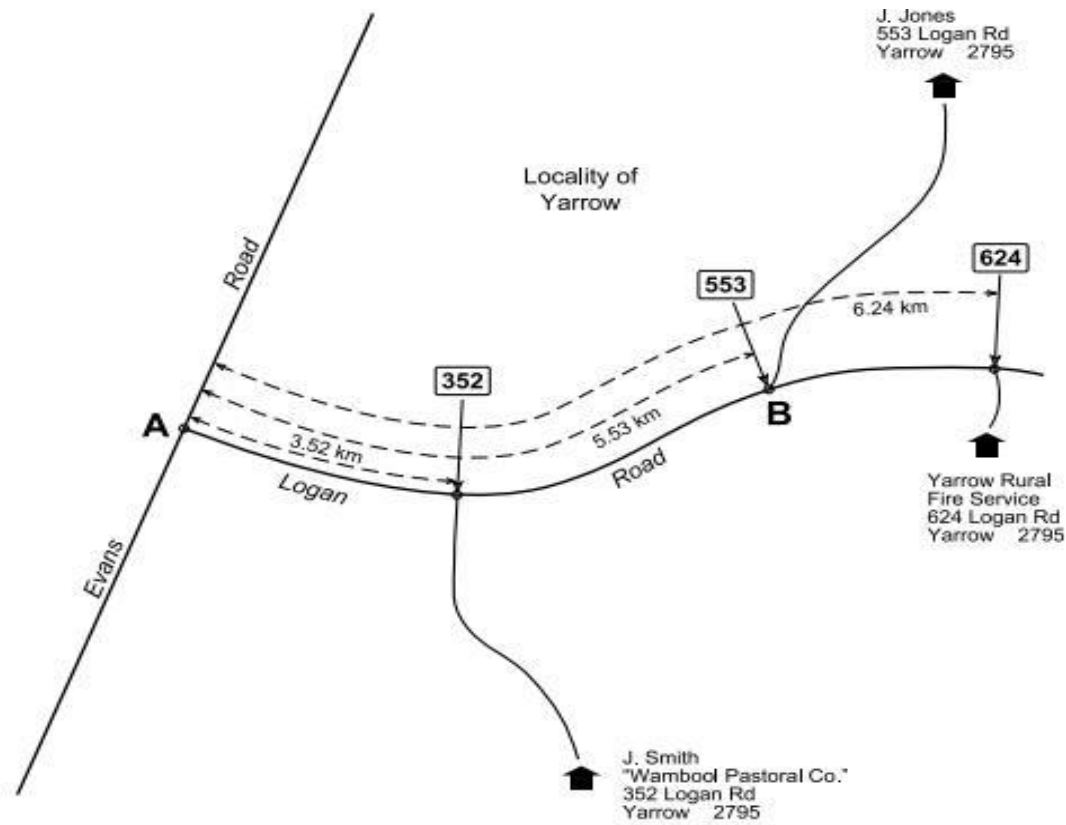
6.2 Background

Council is in the process of providing all rural properties with a new rural address. Rural addressing is a property numbering system that provides a simple, straight forward means of identifying, locating and addressing properties in rural areas. Rural addressing is an Australia wide initiative and must be assigned by Council in accordance with the Australian / New Zealand Rural and Urban Addressing Standard (AS4819).

6.3 Discussion

Rural addressing is a distance based addressing system. Each property is allocated a unique numbered address based on the distance of the property entrance from the nearest major intersection. Using major intersections as a starting point, the distances to property entrances are measured in metres then divided by 10 to give the rural addresses. Properties on the right hand side have their numbers rounded to the nearest even number, with those on the left given an odd number. This system is demonstrated in the diagram below.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**



Council staff have previously collected property data in the field which included distance from the start of the road, co-ordinates of the property access, location left or right, and property name. This data was then added to our property map so the property owner information and the correct addressing format could be added to the data.

Since that work was completed, Land and Property Information has checked and verified our data and it appears that where a property has been sold, LPI have provided rural addresses to those properties from their database.

Council's Corporate Service Department has been working on the time consuming task of entering the new locality names and the rural address data obtained by us into our rates system. This information then has to be compared to the address data provided from LPI and locations verified through our mapping system, and in some cases checked on the ground.

**Engineering Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

This is a time consuming process and while some of the work could be outsourced to a consultant, local knowledge is an advantage when processing the available data. It is expected that the entering and verifying of data may still take until Christmas to complete and then number plates at each address will need to be installed by Council staff. Locality signs will also require installation on the boundaries of each locality on relevant roads throughout the Shire.

6.4 Recommendation

That the Rural Addressing Report be noted.

Graeme Bourke

MANAGER ENGINEERING SERVICES

**Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

REPORT TO ORDINARY MEETING OF COUNCIL – DEVELOPMENT AND ENVIRONMENTAL SERVICES

Mayor and Councillors

I submit the following reports for consideration:-

1 DEVELOPMENT APPLICATIONS

1.1 Introduction

One (1) Development Application has been approved since Council's June 2016 Meeting.

DA NUMBER	APPLICANT	ADDRESS	DESCRIPTION	VALUE (\$)	PROGRESS
2014/001	Dr Ryan Heggie	Cannonba Road, NYNGAN	Hangar	64,000	Applicant advises that the DA will continue subject to lease negotiations
2014/013	Peter Groeger	'Killawarra' COOLABAH	Extracting sand and gravel	5,000	Crown Land Consent being processed by Authority. Determination cannot be made until this is received
2015/004	Tritton Resources Pty Ltd	Mitchell Highway GIRILAMBON E Lot 10 DP 751315 & Lot 3 DP 751342	Underground mine – "Avoca Tank"	20,000,000	Documentation received on 3/6/2016. To be distributed to other Government Agencies for further response
DA2016/00	M, N and H Wass	Pangee Road, Honeybugle	Subdivision of Land	5,000	Bushfire Referral Outstanding
2016/011	Lee Jeffery	Lot 7 Flashman Ave	Dwelling	288,000	Approved
2016/015	WR Nominees	Lot 101 Lawlor Street Nyngan	Change of Use	15,000	Under Assessment
2016/016	Terry Lyons	Lot 2 DP 939430 Nyngan Street, Hermidale	Refurbishment of shed and extension	100,000	Under Assessment

**Development and Environmental Services' Report to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

1.2 Recommendation

That the Development Application Report since Council's June 2016 Meeting be received and noted.

2 OPERATIONAL REPORT

2.1 Parks and Gardens Team

Work undertaken by the Parks and Gardens team since 23 June 2016 Council Meeting consisted of the following:-

- Routine maintenance duties including whipper snipping, mowing, weeding (as required), tree branch and litter removal, and edging of Teamsters Rest, O'Reilly Park, Moonagee Park, Lions Park, Davidson Park Heritage Park, Venges Park, Centennial Park, and Rotary Park; and
- Graffiti removal at O'Reilly Park and Heritage Park.

2.2 Weeds

Work undertaken by the Weeds Officer since 23 June 2016 Council Meeting consisted of the following:-

- Spraying of Woody Weeds on the Barrier Highway as part of the RMS contract;
- Spraying of Noxious Weeds at Nyngan Showground in preparation for the Nyngan Ag Expo;
- Routine road inspections; and
- Routine property inspections.

2.3 Recommendation

That the Operational Report since 23 June 2016 Council Meeting be received and noted.

Ty Robson

ACTING MANAGER OF DEVELOPMENT & ENVIRONMENTAL SERVICES

PRECIS OF CORRESPONDENCE

1 THE RETURNED SERVICES LEAGUE OF AUSTRALIA – NYNGAN SUB - BRANCH

Attached is a copy of a reply to Council's correspondence in regard to the matter of non attendance at Remembrance Day. Council is advised that the matter has been resolved unanimously and the Remembrance Day Ceremony will be held as in the past. However, the meeting expressed its protest at the need to fly any other flag other than the Australian Flag at Remembrance Day and the National Flag should unite all Australians.

1.1 Recommendation: That the correspondence received from the Returned Services League of Australia – Nyngan Sub- Branch be received.

2 NSW GOVERNMENT

Attached is a copy of a Media Release – New Tourism Network for Regional NSW. The NSW Government will invest \$43 million over four years in a major overhaul in the way regional and rural areas attract visitors, including the creation of six new Destination Networks throughout NSW. One of the four new regional destinations networks included Destination Country and Outback NSW. Establishing new Destination Networks will create more jobs in tourism which will have flow-on positive effects for regional communities.

A copy of Destination Network – Driving Growth of the Visitor Economy in Regional NSW is available upon request and will be available at the Council Meeting.

2.1 Recommendation: That the NSW Government Media Release concerning New Tourism Network for Regional NSW be received.

3 REGIONAL ACHIEVEMENT & COMMUNITY AWARDS

Attached is a copy of correspondence received from Awards Australia advising of the Regional Achievement & Community Awards to acknowledge community contributors. Nominations are open in 8 categories and close on Friday 19 August 2016. Council is asked to help promote the call for nominations in our area through the web site, local newspaper and social media.

3.1 Recommendation: For Council's Consideration.



**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

4 LOCAL GOVERNMENT NSW

Attached is a copy of information for Candidate Briefings for interested candidates in becoming a Councillor. The briefing is designed to provide prospective Councillors with the information they will need to make a considered decision.

4.1 Recommendation: For Council's Consideration.

5 LEXIE CIOLEK

Attached is a copy of correspondence received from Lexie Ciolek expressing her disappointment at what has been done to Pangee Street and the side streets.

5.1 Recommendation: For Council's Consideration.

6 WEEKLY CIRCULARS

Weekly Circulars 24/16 to 28/16 are tabled for Council's Information. Copies of the Circulars Indices and Summary of Items have been dispatched to Councillors.

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

Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016



THE RETURNED SERVICES LEAGUE

OF AUSTRALIA

New South Wales Branch Incorporated

"The Price of Liberty is Eternal Vigilance"

President: Mr D. Francis

Hon Sec: Mr P. Giddy

Hon. Tres: Mr P. Keighran

Correspondence to: 9 Mudal St, NYNGAN NSW 2825

Ph: 02 68 321 017 Email: peterg@netxp.com.au

Mr. Derek Francis
General Manager
Bogan Shire Council
Cobar Street
Nyngan 2825



Dear Derek

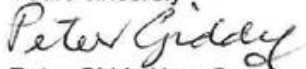
Remembrance Day Ceremony

Regarding your letter of the 5th Inst. I am pleased to inform your Council that the matter has been resolved unanimously and the Remembrance will be held as in the past.

However the meeting expressed its protest at the need to fly any other flag other than the Australian Flag at Remembrance Day as the National Flag should unite all Australians.

As the Councils request has been complied with it will not be necessary for the Mayor and Deputy Mayor to discuss the matter on this occasion. We do thank them both, though, for making themselves available.

Yours sincerely


Peter Giddy Hon. Sec.

Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016



Troy Grant
Deputy Premier of NSW

Stuart Ayres
Minister for Trade, Tourism and Major Events
Minister for Sport

MEDIA RELEASE

Wednesday, 6 July 2016

NEW TOURISM NETWORK FOR REGIONAL NSW

The NSW Government will invest \$43 million over four years in a major overhaul in the way regional and rural areas attract visitors, including the creation of six new Destination Networks throughout NSW.

Minister for Trade, Tourism and Major Events Stuart Ayres said the new networks will work closely with local government, tourism organisations and operators, as well as collaborate on campaigns with Destination NSW and a new Destination NSW regional division.

"The networks will improve industry engagement and better development of visitor experiences and products. Destination NSW is the state's expert body in tourism campaigns, marketing and programs and their assistance in building the new regional networks will make a positive difference," Mr Ayres said.

"By investing around \$10 million a year in support of the new regional initiatives we aim to bolster our efforts in attracting visitors to regional and rural NSW. The NSW Government has a goal of doubling overnight visitor expenditure by 2020, and we know that regional tourism is an important driver in meeting this target."

Deputy Premier Troy Grant said establishing new Destination Networks will create more jobs in tourism, which will have flow-on positive effects for regional economies.

"Regional tourism contributes \$6.7 billion to our state and employs 73,900 people. This plan will boost regional investment in tourism and strengthen the operation of our local tourism bodies," Mr Grant said.

"Skills-based, professional boards will deliver destination management plans with a focus on attracting more visitors to our spectacular regions, supported by more quality tourism infrastructure and job opportunities."

The four new regional destination networks are:

- Destination Riverina Murray;
- Destination Southern NSW (including the Snowy Mountains and Far South Coast);
- Destination North Coast (from Mid-Coast to Tweed Heads including Lord Howe Island); and
- Destination Country and Outback NSW.



**Precis of Correspondence to the Ordinary Meeting of
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The two Sydney Surrounds destination networks will include:

- Destination Sydney Surrounds North (including Blue Mountains, Central Coast and Hunter); and
- Destination Sydney Surrounds South (including Southern Highlands, Wollongong and Shoalhaven).

Other new initiatives include a regional conferencing unit within Destination NSW and an increase over the next four years to both the Contestable Pool of the Regional Visitor Economy Fund (\$3.5 million) and to the Regional Flagship Event Funding (\$4 million).

The new networks were created after consultation with 93 key industry associations and stakeholders on ways to improve the outcomes for the Regional NSW visitor economy.

Visit dnsw.com.au/destination-networks for more information about the Destination Networks.

Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016



**REGIONAL ACHIEVEMENT
& COMMUNITY AWARDS**

Celebrating 15 Years

PO Box 817,
Concord NSW 2137
Ph: 1300 735 445
Fax: 02 9643 1733
nswactraca@awardsaustralia.com

Wednesday 29th June 2016

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

BOGAN SHIRE COUNCIL	
FILE	R/N
05 JUL 2016	
ASSIGNEE	

Dear Mayor Donald

The NSW/ACT Regional Achievement and Community Awards have been launched for 2016 and I write to seek your support to help promote the call for nominations in your local area.

You work with many wonderful individuals and groups across numerous initiatives, and projects in your area that make a significant community contribution and deserve to be honoured with a nomination.

We invite you to submit one or more nominations and also ask for your support to promote the Awards through your website, local newspaper and social media. I have enclosed a media release that you may wish to amend and release. An email copy of the media release has also been sent to you.

Nominations are being sought in these categories:

- Department of Primary Industries Crown Reserve Trust - Community Manager's Award
- Prime Super Community of the Year - Population Under 15,000 Award
- Department of Primary Industries Crown Reserve Trust - Corporate Manager's Award
- Prime Super Community of the Year - Population Over 15,000 Award
- MOA Benchmarking Community Service in Aged Care Award
- Prime Super Employer Excellence in Aged Care Award
- 1st Choice Rentals Volunteering Award
- Dobija Print World Events and Tourism Award

A poster and nomination enquiry brochures are enclosed which we invite you to display in your reception. **Nominations close on Friday 19th August 2016.**

Thank you in anticipation of your support in helping us to recognise the outstanding community contribution and achievements of regional contributors.

Yours sincerely


Katrina Gallo
Event Manager

Patron

The Hon Niall Blair MLC
Minister for Primary
Industries, Minister for
Lands and Water

Award Sponsors



**Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**



CANDIDATE BRIEFINGS

OVERVIEW

This program will enable those interested in becoming a councillor to gain a better understanding of the role and responsibilities as an elected member of council.

Councillors can play a key role in making decisions that influence both the short-term concerns and long-term strategic direction of their local community. However, it is a big commitment, and prospective councillors need to know what will be expected of them.

This briefing is designed to provide prospective councillors with the information they will need to make a considered decision.

LEARNING OUTCOMES:

At the end of the workshop, participants will be able to:

- Identify the key requirements for becoming a councillor
- Recognise how the councillor role fits in with other roles and various levels of government
- Address their key expectations and potential challenges in becoming a councillor
- Know how the councillor role fits in with the Integrated Planning and Reporting framework
- Identify key elements of council meetings, including code of conduct and conflict of interest

CONTENT

- The benefits and importance of Local Government
- Understanding the role of Council and the role of the Councillor
- A typical council structure
- Challenges of the role and how to meet them
- The importance of diverse representation on Council
- Importance of speaking out on key issues and how to do this confidently
- Meeting procedures and rules of debate
- Support available including information and networks
- Introduction to local government jargon and what it means
- Putting it together: making the commitment

PROCESS

The facilitator will use powerpoint presentations and discussion sessions with participants.

We would suggest that these briefings are conducted over three hours, and can be conducted as a morning and/or an evening briefing.

Precis of Correspondence to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016

51/21 Bayview Street,
Runaway Bay.4216.
13th July, 2016.

The President/Councillors,
Bogan Shire Council,
Cobar Street
NYNGAN.2825.

Dear Sirs/Madam

BOGAN SHIRE COUNCIL		
FILE	19 JUL 2016	R/N
ASSIGNEE		

I recently visited my home town and am writing to Council to make it aware that its efforts in street improvement and beautification are just not that and are not admired or appreciated by all.

My astonishment, disappointment and disgust at what has been done to Pangee Street and side streets cannot be measured. I had not been home since 2013. Obviously Council or its advisers did not consider the danger of this method of parking when introducing it. Drivers exercising due care, skill, traffic and weather conditions in reversing into the main and side streets are required to turn their neck and body to a very unnatural, unsafe and unhealthy angle. (A good money spinner for the Physiotherapists).

Oncoming traffic is not required to "give way" to a reversing vehicle and the whole exercise puts ALL drivers in a difficult and dangerous position. Council appears not to have acknowledged the different statures and heights of drivers sufficient to safely negotiate the exercise. With the growth of the tree trunks of the trees planted in the "ridiculous" islands further driver vision will be impaired.

All in all, whilst not achieving maximum parking (because so many drivers now do not park in Pangee Street but in other areas such as the IGA Supermarket parking area) front end parking in this "narrow" street was the idea of someone not conversant with the dangers of this method but believing they were doing Nyngan a "service". Sadly they are wrong. It will not be until there is a catastrophe and Council faces a litigation action for permitting same, the method will remain unchanged.

If Council considered it was introducing "street beautification" with the construction of large concrete monstrosities "filled in" with the odd tree/plant and corner steel bollards, again it is taking the township of Nyngan "backwards". The width of Pangee Street and surrounding streets has again not obviously been taken into account. One only has to observe vehicles exiting Pangee Street to see that these concrete surrounds are themselves "too intrusive and wide" and vehicle drivers more often than not "negotiate" their exit by driving onto the opposite side of the street into which they are turning.. Again a "recipe" for disaster. They are ugly, an eyesore and an obstruction to both pedestrians and vehicles.





**Precis of Correspondence to the Ordinary Meeting of
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One asks "how could this happen?" "who was advising/guiding Council in its decisions?" "were the Nyngan Residents "consulted" at "any" level as to these proposals?". Again it appears to the outsider "No they were not".

As stated above Council's efforts are not appreciated by all. In my opinion these efforts are "not progress" and it saddens me to enter my home town with these eyesores. All change is not good, and change for the "sake" of change leads to the types of criticism outlined here. Give Nyngan back Nyngan, not some copy of "another" town.

Yours sincerely,

A handwritten signature in black ink, appearing to read "L. Ciolek", written in a cursive style.

Lexie P. Ciolek



Grants and Funding to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016

GRANTS AND FUNDING

LG Weekly 24/16 – 17 June 2016

Flying-Fox Grants Program – Applications Open

Councils are invited to apply to LGNSW for grants to assist them manage flying-fox camps in their areas.

Online Portal Now Open – Councils can apply via LGNSW’s online portal for grants.

Community Development War Memorials Grants

Councils are invited to apply for Community Development War Memorial Grants for projects that repair or upgrade existing registered war memorials, commemorative plaques or community halls used by veterans groups in NSW.

LG Weekly 25/16 – 24 June 2016

Regional Arts Fund Community Grants Open

Councils are encouraged to apply for Federal Funding to support sustainable cultural development in regional and remote Australia.

LG Weekly 26/16 – 1 July 2016

NSW Community Building Partnership Grants

Applications close on 22 July for Councils and incorporated community organisations wanting to apply for Community Building Partnership funds for infrastructure projects that meet community needs.

National Mental Health Month – Grants Available

Councils and organisations are encouraged to apply for funding of up to \$1,000 to run activities and events during Mental Health Month in October 2016.



**Grants and Funding to the Ordinary Meeting of
Bogan Shire Council held on 28 July 2016**

LG Weekly 22/16 – 8 July 2016

Innovation Fund Grant

The NSW Government has awarded the first round of Innovation Fund grants as part of the Fit for the Future reform program.

Grants Program to Fund Grandparents' Day Events

Councils can apply for up to \$5,000 to support events celebrating Grandparents' Day (30 October).

Country Passenger Transport Infrastructure Grant Scheme

Applications are invited for the Country Passenger Transport Infrastructure Grant Scheme funded by Transport for NSW.

